



## EMADLANGENI LOCAL MUNICIPALITY

PERFORMANCE AGREEMENT

FOR

**MR. SPHEPHELO CLASSIC MKHIZE**

**CHIEF FINANCIAL OFFICER**

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**PERFORMANCE AGREEMENT  
2025/2026 FINANCIAL YEAR**

Made and entered into by and between  
**EMADLANGENI LOCAL MUNICIPALITY**

Herein represented by **Mrs Grace Nontuthuzelo Mavundla** in her capacity as

**(Municipal Manager)**

and

**MR. SPHEPHELO CLASSIC MKHIZE**

(ID No. [REDACTED])

Herein after referred as the

**(CHIEF FINANCIAL OFFICER)**

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## PERFORMANCE AGREEMENT

### ENTERED INTO AND BETWEEN:

The Municipality of **EMADLANGENI** herein represented by

\_\_\_\_\_ (full name) in her capacity as **Municipal Manager**

hereinafter referred to as the **Employer** and \_\_\_\_\_ (full name)

an **Employee** of the Municipality of **EMADLANGENI**.

### WHEREBY IT IS AGREED UPON AS FOLLOWS:

#### 1. INTRODUCTION

- 1.1 The **Employer** has entered into a contract of employment with the **Employee** in terms of section 57(1) (a) of the Local Government: Municipal Systems Acts 32 of 2000 ("the System Act"). The Employer and the Employee are hereinafter referred to as "the Parties".
- 1.2 Section 57(1) (b) of the Systems Act, read with the Contract of Employment concluded between the parties to conclude an annual performance Agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

#### 2. PURPOSE OF THIS AGREEMENT

The purpose of this agreement is to –

- 2.1 Comply with the provisions of Section 57(1) (b), 4 (A), (4B) and (5) of the Systems Acts as well as the Contract of Employment entered between the parties;
- 2.2 Specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance expectations and accountabilities;
- 2.3 Specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 Monitor and measure performance against set targeted outputs;

- 2.5 Use the Performance Agreement and Performance Plan as the basis for assessing the suitability of the Employee for permanent employment and /or to assess whether the Employee has met the performance expectations applicable to his job;
- 2.6 Appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and
- 2.7 Give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

### **3. COMMENCEMENT AND DURATION**

- 3.1 This agreement will commence on **01 January 2026** and will remain in force until **30 June 2026** where-after a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason.
- 3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

### **4. PERFORMANCE OBJECTIVES**

- 4.1 The Performance Plan (Annexure A) sets out-
  - 4.1.1 The performance objectives and targets that must be met the Employee; and
  - 4.1.2 The time frames within which those performance objectives and targets must be met.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan and the Budget of the Employer, and shall include key objectives; key performance indicators; target dates and weighting
- 4.3 The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been

achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.

4.4 The Employee's performance will, in addition, be measured in Terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

#### **5. PERFORMANCE MANAGEMENT SYSTEM**

5.1 The Employee agrees to participate in the Performance Management System that the Employer adopts or introduces for the Employer, management, and municipal staff of the Employer.

5.2 The Employee accepts that the purpose of the Performance Management System will be to provide a comprehensive system with specific performance standards to assist the Employer, management, and municipal staff to perform to the standards required.

5.3 The Employer will consult the Employee about the specific performance standard that will be included in the Performance Management System as applicable to the Employee.

#### **6. THE EMPLOYEE AGREES TO PARTICIPATE IN THE PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM THAT THE EMPLOYEE ADOPTS**

6.1 The Employee undertakes to actively focus towards the promotion and implementation of KPA's (including special projects relevant to the employee's responsibilities) within the local government framework.

6.2 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.

6.2.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and the Core Managerial Competencies (CMC's) respectively.

6.2.2 Each area of assessment will be weighted and will contribute a specific part to the total score.

6.2.3 KPA's covering the main areas of work will account for 80% and CMCs will account 20% of the final assessment.

6.3 The Employee's assessment will be based on his/her performance in terms of the outputs / outcomes (performance indicators) identified as per attached Performance Plan (Annexure A), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

| KEY PERFORMANCE AREAS (KPAs)                         | WEIGHT      |
|------------------------------------------------------|-------------|
| MUNICIPAL TRANSFORMATION & INSTITUTIONAL DEVELOPMENT | 11%         |
| BASIC SERVICE DELIVERY                               | 08%         |
| LOCAL ECONOMIC & SOCIAL DEVELOPMENT                  | 0%          |
| MUNICIPAL FINANCIAL VIABILITY & MANAGEMENT           | 62%         |
| GOOD GOVERNANCE & PUBLIC PARTICIPATION               | 19%         |
| CROSS-CUTTING (SPATIAL, DISASTER & ENVIRONMENTAL)    | 0%          |
| <b>TOTAL</b>                                         | <b>100%</b> |

6.4 The CMCs will make 20% of the Employee's assessment score. CMCs that are deemed to be the most critical for the Employee's specific job should be selected from the list below as agreed to between the Employer and Employee.

| CRITICAL LEADING COMPETENCIES      |                                                                                                                                                                                                                   | WEIGHT (%) |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Strategic Direction and Leadership | <ul style="list-style-type: none"> <li>▪ Impact and Influence</li> <li>▪ Institutional Performance Management</li> <li>▪ Strategic Planning and Management</li> <li>▪ Organisational Awareness</li> </ul>         | 15%        |
| People Management                  | <ul style="list-style-type: none"> <li>▪ Human Capital Planning and Development</li> <li>▪ Diversity Management</li> <li>▪ Employee Relations Management</li> <li>▪ Negotiation and Dispute Management</li> </ul> | 10%        |
| Programme and Project Management   | <ul style="list-style-type: none"> <li>▪ Programme and Project Planning and Implementation</li> <li>▪ Service Delivery Management</li> <li>▪ Programme and Project Monitoring and Evaluation</li> </ul>           | 10%        |
| Financial Management               | <ul style="list-style-type: none"> <li>▪ Budget Planning and Execution</li> <li>▪ Financial Strategy and Delivery</li> <li>▪ Financial Reporting and Monitoring</li> </ul>                                        | 15%        |
| Change Leadership                  | <ul style="list-style-type: none"> <li>▪ Change Vision and Strategy</li> <li>▪ Process Design and Improvement</li> <li>▪ Change Impact Monitoring and Evaluation</li> </ul>                                       | 10%        |
| Governance Leadership              | <ul style="list-style-type: none"> <li>▪ Policy Formulation</li> <li>▪ Risk and Compliance Management</li> <li>▪ Cooperative Governance</li> </ul>                                                                | 10%        |
| CORE COMPETENCIES                  |                                                                                                                                                                                                                   | WEIGHT (%) |
| Moral Competency                   | Able to apply moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competency                                                               | 5%         |

|                                      |                                                                                                                                                                                                                                                                                     |             |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Planning and organizing              | Able to plan, prioritize and organise information and resources effectively to ensure the quality-of-service delivery and build efficient contingency plans to manage risks                                                                                                         | 5%          |
| Analysis and innovation              | Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives.                                                                  | 5%          |
| Knowledge and Information Management | Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government.                                                                                                 | 5%          |
| Communication                        | Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome.                                                              | 5%          |
| Results and Quality Focus            | Able to maintain high quality standards, focused on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards, further, to actively monitor and measure results and quality against identified objectives. | 5%          |
| <b>TOTAL</b>                         |                                                                                                                                                                                                                                                                                     | <b>100%</b> |

## 7. EVALUATING PERFORMANCE

7.1 The Performance Plan (Annexure A) to this agreement sets out –

7.1.1 The standards and procedures for evaluating Employee's performance; and

7.1.2 The intervals for the evaluation of the Employee's performance

7.2 Despite the establishment of intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force

7.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the action agreed to and implementation must take place within set time frames.

7.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's IDP.

7.5 The Annual performance appraisal will involve:

7.5.1 Assessment of the achievement of results as outlined in the performance plan:

(a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA

(b) An indicative rating on the five-point scale should be provided for each KPA.

- (c) The applicable assessment rating calculator must then be used to add the scores and calculate a final KPA score.

7.5.2 Assessment of the CMC's

- (a) Each Competency should be assessed according to the extent to which the specified standards have been met.
- (b) An indicative rating on the five-point scale should be provided for each CMC
- (c) The applicable assessment rating calculator must then be used to add the scores and calculate the final CMC score.

7.5.3 Overall Rating:

An overall rating is calculated by using the applicable assessment rating calculator. Such overall rating represents the outcomes of the performance appraisal.

7.6 The assessment of the performance of the Employee will be based on the following rating scale for Key Performance Areas:

| LEVEL | TERMINOLOGY                                         | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5     | <b>OUTSTANDING PERFORMANCE</b>                      | Performance far exceeds the standard expected of an employee at this level. The appraisal indicate that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the Performance Agreement and Performance Plan and maintained this in all areas of responsibility throughout the year.                                                                                                                   |
| 4     | <b>PERFORMANCE SIGNIFICANTLY ABOVE EXPECTATIONS</b> | Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.                                                                                                                                                                                     |
| 3     | <b>FULLY EFFECTIVE</b>                              | Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the Performance Agreement and Performance Plan.                                                                                                                                                                                       |
| 2     | <b>NOT FULLY EFFECTIVE</b>                          | Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review / assessment indicate that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the Performance Agreement and Performance Plan.                                                                                                      |
| 1     | <b>UNACCEPTABLE PERFORMANCE</b>                     | Performance does not meet the standard expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the Performance Agreement and Performance Plan .The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement. |

7.7 For purposes of evaluating the performance of the Employee, an evaluation panel constituted by the following persons will be established:

- (a) Municipal Manager
- (b) Chairperson of Audit Committee
- (c) Member of Mayoral Committee
- (d) Mayor/ or Municipal Manager from another municipality

### 8. SCHEDULE FOR PERFORMANCE REVIEWS

8.1 The performance of each Employee in relation to his/her performance agreement shall be reviewed on the following dates:

| QUARTER   | PERIOD               | REVIEW DATE      |
|-----------|----------------------|------------------|
| Quarter 3 | January – March 2026 | 30 April 2026    |
| Annual    | April – June 2026    | 05 November 2026 |

8.2 The Employer shall keep a record of the mid-year review and annual assessment meetings

8.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.

8.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure 'A' from time to time for operational reasons. The Employee will be fully consulted before any such change is made.

8.5 The Employer may amend the provisions of Annexure A whenever the Performance Management System is adopted, implemented, and /or amended as the case may be. In that case the Employee will be fully consulted before any such change is made.

### 9. DEVELOPMENTAL REQUIREMENTS

The Personal Developmental Plan (PDP) for addressing developmental gaps is attached as Annexure B. Such a Plan may be implemented and/or amended as the case may be after each assessment. In that case, the Employee will be fully consulted before any such change or plan is made.

## 10. OBLIGATIONS OF THE EMPLOYER

10.1 The Employer shall:

- (i) Create an enabling environment to facilitate effective performance by the Employee;
- (ii) Provide access to skills development and capacity building opportunities;
- (iii) Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
- (iv) On the request of the Employee delegates such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in term of this Agreement; and
- (v) Make available to the Employee such resources as the Employee may reasonably require from time to time to assist him to meet the performance objectives and targets established in terms of this Agreement.

## 11. CONSULTATION

11.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others:

- (i) A direct effect on the performance of any of the Employee's functions
- (ii) Commit the Employee to implement or to give effect to a decision made by the Employer
- (iii) A substantial financial effect on the Employer

11.2 The employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 11.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

## 12. MANAGEMENT OF EVALUATION OUTCOMES

12.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.

12.2 A performance bonus of 5% to 14% of inclusive annual remuneration package MAY be paid to the Employee in recognition of outstanding performance.

12.3 The Employee will be eligible for progression to the next higher remuneration package, within the relevant remuneration band, after completion of least twelve months (12) service at current remuneration package 30 June (end of financial year) subject to a fully effective assessment.

12.4 In the case of unacceptable performance, the Employer shall-

- 12.4.1 Provide systematic remedial of development support to assist the Employee to improve his or her performance; and
- 12.4.2 After appropriate performance and counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his duties.

**13. DISPUTE RESOLUTION**

- 13.1 Any disputes about the nature of the Employee’s performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by –
  - 13.1.1 The MEC for Local Government and the Province within thirty (30) days of receipt of a formal dispute from the Employee; or
  - 13.1.2 Any other person appointed by the MEC
  - 13.1.3 In the event that the mediation process contemplated above fails, Clause 20 of the Contract of Employment shall apply.


**14. GENERAL**

- 14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be available to the public by the Employer.
- 14.2 Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.

Thus signed at Utrecht on this 26<sup>th</sup> day of **February 2026**.


  
\_\_\_\_\_  
**CHIEF FINANCIAL OFFICER**

**AS WITNESSES**

- 1.   
\_\_\_\_\_
- 2. \_\_\_\_\_

  
\_\_\_\_\_  
**MUNICIPAL MANAGER**

**AS WITNESSES**

- 1.   
\_\_\_\_\_
- 2. \_\_\_\_\_

**BUDGET AND TREASURY OFFICE**

| Department | Key Performance Area | Indicator Number | Project                                                                                                     | Baseline                               | Performance Indicator                                                                            | Annual Budget | Annual Target                                                         | Quarter 1 (JUL-SEP 2025)                                                                |                                                                                             | Quarter 2 (OCT-DEC 2025)                                                   |                                                                 | Quarter 3 (JAN-MAR 2026)                                                           |                                                                 | Quarter 4 (APR-JUN 2026)                        |                                                 |
|------------|----------------------|------------------|-------------------------------------------------------------------------------------------------------------|----------------------------------------|--------------------------------------------------------------------------------------------------|---------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|-----------------------------------------------------------------|------------------------------------------------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------|-------------------------------------------------|
|            |                      |                  |                                                                                                             |                                        |                                                                                                  |               |                                                                       | Target                                                                                  | PoE Required                                                                                | Target                                                                     | PoE Required                                                    | Target                                                                             | PoE Required                                                    | Target                                          | PoE Required                                    |
|            |                      | <b>BTO 1</b>     | Submission of the 2026/2027 Annual Budget in accordance with the MFMA and budget process plan               | 2025/2026 Budget                       | Adoption of the Draft & Final Annual Budget by Council and Submission to the Provincial Treasury |               | Final Budget approved by 31 May 2026                                  | N/A                                                                                     | N/A                                                                                         | Complete the Draft Annual Budget, & Table the Budget to Council.           | Council Resolution                                              | Final Budgets prepared and adopted by Council and submitted to Provincial Treasury | Council Resolution & Proof of Submission to Provincial Treasury |                                                 |                                                 |
|            |                      | <b>BTO 1.2</b>   | Preparation and Submission of the Adjustment Budget for the year ending 30 June 2026                        | 2024/2025 Adjustment Budget            | Adoption of the 2025/2026 Adjustment Budget by Council                                           |               | Adjustment Budget submitted & approved by Council by 28 February 2026 | N/A                                                                                     | N/A                                                                                         | Submit the Adjustment Budget to Council for adoption                       | Council Resolution & Proof of Submission to Provincial Treasury | N/A                                                                                | N/A                                                             |                                                 |                                                 |
|            |                      | <b>BTO 2</b>     | Reconciliation of Municipal Investment Accounts for year ending 30 June 2026                                | 12 Monthly Investments Reconciliations | Number of Monthly Investments Reconciliation within the 2025/26 financial year                   |               | 12 Monthly Investment Reconciliations                                 | Signed Monthly Investment Reconciliations Report completed for July, August & September | Signed Monthly Investment Reconciliations Report completed for October, November & December | Monthly Investment Reconciliations completed for January, February & March | Signed Monthly Investment Reconciliations Report                | Monthly Investment Reconciliations completed for April, May & June                 | Signed Monthly Investment Reconciliations Report                |                                                 |                                                 |
|            |                      | <b>BTO 2.1</b>   | Reconciliation of all Conditional Grant Receipts, Expenditure & Balances for the year ending 30 June 2026   | 12 Grant Reconciliations               | Number of Monthly Grant Reconciliation within the 2025/26 financial year                         |               | 12 Monthly Grant Reconciliations                                      | Monthly Grant Reconciliations completed for July, August & September                    | Monthly Grant Reconciliations completed for October, November & December                    | Monthly Grant Reconciliations completed for January, February & March      | Signed Monthly Grant Reconciliations Report                     | Monthly Grant Reconciliations completed for April, May & June                      | Signed Monthly Grant Reconciliations Report                     |                                                 |                                                 |
|            |                      | <b>BTO 2.2</b>   | Reconciliation of Creditor Accounts to ensure accuracy, prevent duplicate and maintain compliance with MFMA | 12 Creditor's Reconciliations          | Number of Monthly Creditor's Reconciliation within the 2025/26 financial year                    |               | 12 Monthly Creditor's Reconciliations                                 | Monthly Creditor's Reconciliations completed for July, August & September               | Monthly Creditor's Reconciliations completed for October, November & December               | Monthly Creditor's Reconciliations completed for January, February & March | Signed Monthly Creditor's Reconciliation Report                 | Monthly Creditor's Reconciliations completed for April, May & June                 | Signed Monthly Creditor's Reconciliation Report                 |                                                 |                                                 |
|            |                      | <b>BTO 2.3</b>   | Preparing Valuation Roll Reconciliations for the year ending 30 June 2026                                   | 12 Valuation Roll Reconciliations      | Number of Monthly Valuation Roll Reconciliations prepared within the 2025/26 financial year      |               | 12 Valuation Roll Reconciliations                                     | 3                                                                                       | 3                                                                                           | 3                                                                          | 3                                                               | 3                                                                                  | 3                                                               | Signed copies of Valuation Roll Reconciliations | Signed copies of Valuation Roll Reconciliations |

MUNICIPAL FINANCIAL VIABILITY & MANAGEMENT

|         |                                                                                                                                            |                                          |                                                                                                           |                                                                           |                                             |                                                                            |                                             |                                                                         |                                             |                                                                 |                                                         |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------|----------------------------------------------------------------------------|---------------------------------------------|-------------------------------------------------------------------------|---------------------------------------------|-----------------------------------------------------------------|---------------------------------------------------------|
| BTO 2.4 | Preparing Monthly Reconciliation of the Debtors Ledger with the General Ledger to ensure accuracy of revenue reporting and debt management | 12 Debtors Reconciliations               | Number of Monthly Debtors Reconciliations prepared within the 2025/26 financial year                      | 12 Monthly Debtors Reconciliations completed for July, August & September | Signed Monthly Debtor Reconciliation Report | Monthly Debtors Reconciliations completed for October, November & December | Signed Monthly Debtor Reconciliation Report | Monthly Debtors Reconciliations completed for January, February & March | Signed Monthly Debtor Reconciliation Report | Monthly Debtors Reconciliations completed for April, May & June | Signed Monthly Debtor Reconciliation Report             |
| BTO 2.5 | Prepare 12 Assets Reconciliations for the year ending in 30 June 2026                                                                      | 12 Asset Reconciliations                 | Number of Monthly Assets Reconciliation compiled within the 2025/26 financial year                        | Monthly Asset Reconciliations completed for July, August & September      | Signed Monthly Asset Reconciliation Report  | Monthly Asset Reconciliations completed for October, November & December   | Signed Monthly Asset Reconciliation Report  | Monthly Asset Reconciliations completed for January, February & March   | Signed Monthly Asset Reconciliation Report  | Monthly Asset Reconciliations completed for April, May & June   | Signed Monthly Asset Reconciliation Report              |
| BTO 2.6 | Preparation of Monthly Bank Reconciliations completed for all Municipal Bank Accounts                                                      | 12 Bank Reconciliations                  | Number of Monthly Bank Reconciliations prepared within the 2025/26 financial year                         | Monthly Bank Reconciliations completed for July, August & September       | Signed Monthly Bank Reconciliation Report   | Monthly Bank Reconciliations completed for October, November & December    | Signed Monthly Bank Reconciliation Report   | Monthly Bank Reconciliations completed for January, February & March    | Signed Monthly Bank Reconciliation Report   | Monthly Bank Reconciliations completed for April, May & June    | Signed Monthly Bank Reconciliation Report               |
| BTO 3   | Compilation of Monthly & Quarterly Supply Chain Management (SCM) Reports                                                                   | 12 Monthly Reports & 4 Quarterly Reports | Number of Monthly and Quarterly Supply Chain Processes reports prepared within the 2025/26 financial year | Compile SCM Reports for July, August & September                          | Copies of Monthly & Quarterly SCM Reports   | Compile SCM Reports for October, November & December                       | Copies of Monthly & Quarterly SCM Reports   | Compile SCM Reports for January, February & March                       | Copies of Monthly & Quarterly SCM Reports   | Compile SCM Reports for April, May & June                       | Copies of Monthly & Quarterly SCM Reports               |
| BTO 3.1 | Development & Consolidation of the Annual & Departmental Procurement Plans submitted to the Accounting Officer for approval                | 1                                        | Approval of the Annual Procurement Plan                                                                   | Final Consolidated Annual Procurement Plan                                | N/A                                         | N/A                                                                        | N/A                                         | N/A                                                                     | N/A                                         | Submit Annual Procurement Plan to the Accounting Officer        | Proof of Submission and Copy of Signed Procurement Plan |
| BTO 3.2 | Maintaining & Updating the Contract Register to ensure compliance with MFMA Section 116 and SCM Regulations                                | 4 Quarterly Updated Contract Registers   | Number of Updated Contract Registers within the 2025/26 financial year                                    | Register updated for all Quarter 1 contracts & renewals                   | Signed copy of Updated Contract Registers   | Register updated for all Quarter 2 contracts & renewals                    | Signed copy of Updated Contract Registers   | Register updated for all Quarter 3 contracts & renewals                 | Signed copy of Updated Contract Registers   | Register updated for all Quarter 4 contracts & renewals         | Signed copy of Updated Contract Registers               |

| BUDGET & TREASURY OFFICE |                                                                                                           |                                        |                                                                                  |                                                     |                                                                                  |                                                           |                                               |                                                                 |                                                  |                                                            |                                                    |                                                            |
|--------------------------|-----------------------------------------------------------------------------------------------------------|----------------------------------------|----------------------------------------------------------------------------------|-----------------------------------------------------|----------------------------------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------|-----------------------------------------------------------------|--------------------------------------------------|------------------------------------------------------------|----------------------------------------------------|------------------------------------------------------------|
|                          |                                                                                                           | 12 Monthly VAT Returns                 | Number of VAT returns submitted to SARS within the 2025/26 financial year        | 12 Monthly VAT Returns                              | Number of Monthly Section 71 Reports submitted within the 2025/26 financial year | 12 Monthly VAT Returns                                    | VAT 201 Returns Submitted                     | VAT 201 Statements                                              | VAT 201 Returns Submitted                        | VAT 201 Statements                                         | VAT 201 Returns Submitted                          | VAT 201 Statements                                         |
| <b>BTO 4</b>             | Monthly Reconciliation & Submission of VAT201 Returns to the South African Revenue Service (SARS)         | 12 Monthly Section 71 Reports          | Number of Monthly Section 71 Reports submitted within the 2025/26 financial year | 12 Monthly Section 71 Reports                       | Number of Monthly Section 71 Reports submitted within the 2025/26 financial year | 12 Monthly Section 71 Reports                             | Submit Section 71 Report for July-September   | Proof of Submission & Copies of Monthly Section 71 Reports      | Submit Section 71 Report for April-June          | Proof of Submission & Copies of Monthly Section 71 Reports | Submit Section 71 Report for April-June            | Proof of Submission & Copies of Monthly Section 71 Reports |
| <b>BTO 5</b>             | Submission of Financial Reports to the Mayor & Provincial Treasury                                        | 12 Monthly Section 71 Reports          | Number of Monthly Section 71 Reports submitted within the 2025/26 financial year | 12 Monthly Section 71 Reports                       | Number of Monthly Section 71 Reports submitted within the 2025/26 financial year | 12 Monthly Section 71 Reports                             | Submit Section 71 Report for October-December | Proof of Submission & Copies of Monthly Section 71 Reports      | Submit Section 71 Report for January-March       | Proof of Submission & Copies of Monthly Section 71 Reports | Submit Section 71 Report for January-March         | Proof of Submission & Copies of Monthly Section 71 Reports |
| <b>BTO 5.1</b>           | Prepare and Submit the Mid-year Budget & Performance Assessment Report in terms of Section 72 of the MFMA | Section 72 Report submitted            | Adoption of the Section 72 Report by Council                                     | Section 72 Report submitted                         | Adoption of the Section 72 Report by Council                                     | Section 72 Report submitted to Council by 25 January 2026 | N/A                                           | N/A                                                             | Submit Section 72 Report to Council for adoption | Extract of the Section 72 Report & Council Resolution      | Submit Section 72 Report to Council for adoption   | N/A                                                        |
| <b>BTO 5.2</b>           | Preparation & Submission of the Section 52(d) Quarterly Reports to Council for year ending 30 June 2026   | 4 Quarterly Section 52(d) Reports      | Number of Section 52(d) Reports submitted to Council                             | 4 Quarterly Section 52(d) Reports                   | Number of Section 52(d) Reports submitted to Council                             | 4 Quarterly Section 52(d) Reports submitted to Council    | Submit Q1 Section 52(d) Report                | Council Resolution                                              | Submit Q2 Section 52(d) Report                   | Council Resolution                                         | Submit Q3 Section 52(d) Report                     | Council Resolution                                         |
| <b>BTO 6</b>             | Review & Update the Indigent Policy for the year ending 30 June 2026                                      | 0                                      | Adoption of the Reviewed Indigent Policy by Council                              | Adoption of the Reviewed Indigent Policy by Council | Adoption of the Reviewed Indigent Policy by Council                              | Adoption of Reviewed 2026/2027 indigent Policy            | N/A                                           | N/A                                                             | N/A                                              | N/A                                                        | Submit the Indigent Policy to Council for adoption | Council Resolution                                         |
| <b>BTO 6.1</b>           | Update and Maintain the Indigent Register to ensure eligible households receive free basic services       | Indigent Register updated in 2024/2025 | Updating the Indigent Register within the 2025/26 financial year                 | Indigent Register updated in 2024/2025              | Updating the Indigent Register within the 2025/26 financial year                 | Indigent Register updated                                 | N/A                                           | N/A                                                             | N/A                                              | N/A                                                        | Update the Indigent Register                       | Copy of Indigent Register                                  |
| <b>BTO 7</b>             | Prepare & Submit the Annual Financial Statements (AFS) to the Auditor-General (AG) by 31 August 2025      | 2023/2024 AFS                          | Submission of the Annual Financial Statements (AFS) to the AG                    | 2023/2024 AFS                                       | Submission of the Annual Financial Statements (AFS) to the AG                    | Submit AFS to the Auditor-General by 31 August 2025       | Finalise & Submit AFS                         | Proof of Submission & Signed Copy of Annual Financial Statement | N/A                                              | N/A                                                        | N/A                                                | N/A                                                        |
| <b>BTO 7.1</b>           | Attending the Audit Committee Meetings for the year ending 30 June 2026                                   | 4                                      | Number of Audit Committee meetings held within the 2025/26 financial year        | 4                                                   | Number of Audit Committee meetings held within the 2025/26 financial year        | 4                                                         | 1                                             | Notice of Meeting & attendance Register                         | 1                                                | Notice of Meeting & attendance Register                    | 1                                                  | Notice of Meeting & attendance Register                    |
| PARTICIPATION            |                                                                                                           |                                        |                                                                                  |                                                     |                                                                                  |                                                           |                                               |                                                                 |                                                  |                                                            |                                                    |                                                            |
| BASIC SERVICE DELIVERY   |                                                                                                           |                                        |                                                                                  |                                                     |                                                                                  |                                                           |                                               |                                                                 |                                                  |                                                            |                                                    |                                                            |

|                                                      |  |         |                                                                                                                       |               |                                                                                            |     |                                         |   |                                                  |   |                                                  |
|------------------------------------------------------|--|---------|-----------------------------------------------------------------------------------------------------------------------|---------------|--------------------------------------------------------------------------------------------|-----|-----------------------------------------|---|--------------------------------------------------|---|--------------------------------------------------|
| GOOD GOVERNANCE & PUBLIC                             |  | BTO 7.2 | Attending the Executive Committee (EXCO) meetings for the year ending 30 June 2026                                    | 4             | Number of EXCO meetings held within the financial year                                     | 1   | attendance Register                     | 1 | attendance Register                              | 1 | attendance Register                              |
|                                                      |  | BTO 7.3 | Attending the Council meetings for the year ending 30 June 2026                                                       | 4             | Number of Council meetings held within the financial year                                  | 1   | attendance Register                     | 1 | attendance Register                              | 1 | attendance Register                              |
|                                                      |  | BTO 7.4 | Attending the Risk Management Committee Meetings for the year ending 30 June 2026                                     | 4             | Number of Risk Management Committee meetings held within the financial year                | 1   | Notice of Meeting & attendance Register | 1 | Notice of Meeting & attendance Register          | 1 | Notice of Meeting & attendance Register          |
|                                                      |  | BTO 8   | Attending the Corporate Services & Budget & Treasury Office Portfolio Committee Meetings for year ending 30 June 2026 | 10            | Number of Portfolio Committee Meetings held within the financial year                      | 3   | Notice of Meeting & attendance Register | 2 | Notice of Meeting & attendance Register          | 3 | Notice of Meeting & attendance Register          |
|                                                      |  | BTO 8.1 | Attendance of the Management Committee Meetings (MANCO or TOP MANCO or Extended MANCO) for year ending 30 June 2026   | 12            | Number of MANCO or TOP MANCO or Extended MANCO meetings attended within the financial year | 3   | Notice of Meeting & attendance Register | 3 | Notice of Meeting & attendance Register          | 3 | Notice of Meeting & attendance Register          |
|                                                      |  | BTO 8.2 | Attending the IDP & Budget Steering Committee meetings for year ending 30 June 2026                                   | New indicator | Number of IDP & Budget Steering Committee meetings held within the financial year          | 1   | Notice of Meeting & attendance Register | 1 | Notice of Meeting & attendance Register          | 1 | Notice of Meeting & attendance Register          |
| MUNICIPAL INSTITUTIONAL DEVELOPMENT & TRANSFORMATION |  | BTO 8.3 | Attendance of the Local Labour Forum (LLF) for the year ending 30 June 2026                                           | 4             | Number of LLF meetings attended within the financial year                                  | N/A | N/A                                     | 1 | Notice of Meeting, Minutes & Attendance Register | 1 | Notice of Meeting, Minutes & Attendance Register |



## **ANNEXURE B**

### **PERSONAL DEVELOPMENT PLAN**

Chief Financial Officer

**PERSONAL DEVELOPMENT PLAN (PDP): MR. S.C. MKHIZE**

| Employee's Name:                                                  |                      |             |                            |                                       |                              |
|-------------------------------------------------------------------|----------------------|-------------|----------------------------|---------------------------------------|------------------------------|
| Areas to be developed                                             | Type of Intervention | Target Date | Performance Review for PDP |                                       |                              |
|                                                                   |                      |             | Progress                   | Barriers                              | Actions to Overcome Barriers |
|                                                                   |                      |             |                            |                                       |                              |
|                                                                   |                      |             |                            |                                       |                              |
|                                                                   |                      |             |                            |                                       |                              |
|                                                                   |                      |             |                            |                                       |                              |
|                                                                   |                      |             |                            |                                       |                              |
|                                                                   |                      |             |                            |                                       |                              |
| <b>Municipal Manager's Name: Mrs. Grace Nontuthuzelo Mavundla</b> |                      |             |                            |                                       |                              |
| <b>Employee's Signature:</b>                                      |                      |             |                            | <b>Municipal Manager's Signature:</b> |                              |