

# **BA-PHALABORWA MUNICIPALITY**



## **PERFORMANCE AGREEMENT**

**2025/2026**

**IY BUYS**

**ACTING MUNICIPAL MANAGER**

**PERFORMANCE AGREEMENT**

**MADE AND ENTERED INTO BY AND BETWEEN:**

**THE BA-PHALABORWA MUNICIPALITY**

**AS REPRESENTED BY THE MAYOR**

**CLLR MM MALATJI**

(Herein and after referred to as the Employer)

**AND**

**ACTING MUNICIPAL MANAGER**

**IY BUYS**

(Herein and after referred to as the Employee)

**FOR THE**

**FINANCIAL YEAR:**

**01 JULY 2025– 30 SEPTEMBER 2025**

## 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 Act 32 of 2000 ("the Systems 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, requires 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;

1.5 In this Agreement, the following terms will have the meaning ascribed thereto:

1.5.1 "this Agreement" – means the performance Agreement between the Employer and the Employee and the Annexures thereto;

1.5.2 "the Executive Committee" – means the Executive Committee of council constituted in terms of the Structures Act (Local Government: Municipal Structures Act 117 of 1998) as represented by its chairperson, the Mayor;

1.5.3 "the Employee" means the **Municipal Manager: Ba-Phalaborwa Municipality** appointed in terms of Section 56 of the Systems Act;

1.5.4 "the Employer" = means Ba-Phalaborwa Municipality; and

1.5.5 "the parties" means the Employer and the Employee.

## **2. PURPOSE OF THIS AGREEMENT**

**The purpose of this Agreement is to:**

- 2.1 Comply with the provisions of Section 57(1)(b),(4A),(4B) and (5) of the Act as well as the employment contract entered into between the parties;
- 2.2 Specify objectives in terms of the key performance indicators and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- 2.3 Specify accountabilities as set out in a Performance Plan, which forms an Annexure to the Performance Agreement;
- 2.4 Monitor and measure performance against set targeted outputs;
- 2.5 Use the Performance Agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;
- 2.6 In the event of outstanding performance, to appropriately reward the employee;
- 2.7 Give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

## **3. COMMENCEMENT AND DURATION**

- 3.1 This Agreement will commence on **01 July 2025** and will remain in force until **30 September 2025** thereafter 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 conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than 31<sup>st</sup> of July of the succeeding financial year;

- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason; and
- 3.4 The content of this Agreement may be revised at any time during the above-mentioned 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, key performance indicators and targets that must be met by the Employee;
- 4.1.2 The time frames within which those performance objectives and targets must be met; and.
- 4.1.3 The core competency requirements (Annexure C – definitions) as the management skills regarded as critical to the position held by the Employee

##### **4.2 The performance objectives, key performance indicators and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include:**

- 4.2.1 key objectives that describe the main tasks that need to be done;
  - 4.2.2 key performance indicators that provide the details of the evidence that must be provided to show that a key objective has been achieved;
  - 4.2.3 target dates that describe the time frame in which the targets must be achieved; and
  - 4.2.4 weightings showing the relative importance of the key objectives to each other;
- 4.3 The Personal Development Plan (Annexure B) sets out the employee's personal development requirements in line with the objectives and targets of the Employer; and

- 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 standards that will be included in the performance management system as applicable to the Employee;
- 5.4 The Employee undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework;
- 5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, Operational Performance (in the form of key performance indicators (KPIs) under specific Key Performance Areas (KPAs)) and Core Competency Requirements (CCRs), both of which shall be contained in the Performance Agreement.
- 5.5.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs) respectively.
- 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.3 KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.
- 5.6 The Employee's assessment will be based on his / her performance in terms of the key performance indicator outputs / outcomes 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:

KPA No.	Key Performance Areas	100%
1	Spatial Rationale	4%
2	Basic Service Delivery	4%
3	Municipal Financial Viability and Management	11%
4	Local Economic Development (LED)	5%
5	Municipal Institutional Development and Transformation	30%
6	Good Governance and Public Participation	46%
		<b>Converted to 80%</b>

- 5.7 Manager's responsibilities are also directed in terms of the abovementioned key performance areas. In the case of managers directly accountable to the Municipal Manager, other key performance areas related to the functional area of the relevant manager can be added subject to negotiation between the municipal manager and the relevant manager
- 5.8 The CCRs will make up the other 20% of the Employee's assessment score. CCRs that are deemed to be most critical for the Employee's specific job should be selected (✓) from the list below as agreed to between the Employer and Employee. Three of the CCRs are compulsory for Municipal Managers:

CORE MANAGERIAL COMPETENCIES <sup>1</sup>	✓ 2	WEIGHTING %	LEVEL <sup>3</sup>
Strategic Capability and Leadership		10	
Programme and Project Management		10	
Financial Management	✓	5	
Change Management		5	
Knowledge Management		15	
Service Delivery Innovation		25	
Problem Solving and Analysis		15	
People Management and Empowerment	✓	10	
Client Orientation and Customer Focus	✓	25	
Communication		15	
Accountability and Ethical Conduct		10	

TOTAL PERCENTAGE		100%	
Converted to 20%			

<sup>1</sup>As published and defined within the Draft Competency Guidelines,  
Government Gazette 23, March 2007

<sup>2</sup>V Compulsory for municipal manager

<sup>3</sup>Proficiency level (1, 2 or 3) as stipulated in the Draft Competency  
Guidelines, Government Gazette 23, March 2007

## 6. PERFORMANCE ASSESSMENT

6.1 The Performance Plan (Annexure A) to this Agreement sets out:

6.1.1 The standards and procedures for evaluating the Employee's performance; and

6.1.2 The intervals for the evaluation of the Employee's performance;

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

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

6.4 The Employee's performance will be measured in terms of contributions to the strategic objectives and strategies set out in the Employer's IDP

6.5 The Annual performance appraisal will involve:

6.5.1 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) Values are supplied for KPI's and Activities under each KPA as part of the Institutional Assessment. Based on the Target for an activity or KPI, over or under performance are calculated and converted to the 1-5 point scale



automatically. These scores are carried over to the applicable employee's performance plan. During assessment, the employee has a chance to submit evidence of performance where a disagreement

- (c) The Employee will submit his self-evaluation to the Employer prior to the formal assessment; and
- (d) An overall score will be calculated based on the total of the individual scores calculated above.

#### 6.5.2 Assessment of the CCRs:

- (a) Each CCR 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 CCR
- (c) This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score
- (d) An overall score will be calculated based on the total of the individual scores calculated above.

#### 6.5.3 Overall rating

- (a) An overall rating is calculated by adding the overall scores as calculated in 6.5.1 (d) and 6.5.2 (d) above; and
- (b) Such overall rating represents the outcome of the performance appraisal.

6.6 The assessment of the performance of the Employee will be based on the following rating scale for KPIs and CCRs:

Level	% score	Terminology	Description
5	167	Outstanding Performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance Plan and maintained this in all areas of responsibility throughout the year.
4	133 – 166	Performance	Performance is significantly higher than the standard

Level	% score	Terminology	Description
		significantly above Expectations	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 al others throughout the year.
3	100 – 132	Fully Effective	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 PA and Performance Plan.
2	67 – 99	Not fully Effective	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 indicates that the employee has achieved below fully effective results against more than half the key performances criteria and indicators as specified in the PA and Performance Plan.
1	0 - 66	Unacceptable Performance	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 PA 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.

6.7. For purpose of evaluating the performance of the Employee for the mid-year and year-end reviews, an evaluation panel constituted of the following persons will be established:

- 6.7.1 Municipal Manager
- 6.7.2 Chairperson of the Performance Audit Committee (PAC) or the Audit Committee (AC) in the absence of a performance audit committee
- 6.7.3 The Portfolio Councillor as Chairperson and a member of the executive committee (Exco);
- 6.7.4 A Municipal Manager from another municipality; and
- 6.7.5 The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels.

## **7. SCHEDULE FOR PERFORMANCE REVIEWS**

7.1 The performance of the Employee in relation to his performance agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

<b>Quarter</b>	<b>Review Period</b>	<b>Review to be completed by</b>
1	July – September 2025	October 2025
2	October – December 2025	February 2026
3	January – March 2026	April 2026
4	<b>April – June 2026</b>	<b>August 2026</b>

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

7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance;

7.4 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;

7.5 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.

## **8. DEVELOPMENTAL REQUIREMENTS**

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B. Such 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.

## **9. OBLIGATIONS OF THE EMPLOYER**

9.1 The Employer shall:

9.1.1 Create an enabling environment to facilitate effective performance by the employee;

9.1.2 Provide access to skills development and capacity building opportunities;

- 9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
- 9.1.4 On the request of the Employee, delegate such powers reasonably required by the Employee to enable him / her to meet the performance objectives and targets established in terms of this Agreement; and
- 9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time assisting him/her to meet the performance objectives and targets established in terms of this Agreement.

## **10. CONSULTATION**

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

- 10.1.1 A direct effect on the performance of any of the Employee's functions

- 10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer

- 10.1.3 A substantial financial effect on the Employer

- 10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable to enable the Employee to take any necessary action without delay

## **11. MANAGEMENT OF EVALUATION OUTCOMES**

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

- 11.2 A performance bonus of 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

- 11.2.1 A score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%;  
and

11.2.2 A score of 150% and above is awarded a performance bonus ranging from 10% to 14%.

11.3 In the case of unacceptable performance, the Employer shall:

11.3.1 Provide systematic remedial or developmental support to assist the Employee to improve his or her performance;

11.3.2 After appropriate performance 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 or her duties.

## **12. DISPUTE RESOLUTION**

12.1 In the event that the Employee is dissatisfied with any decision or action of the Employer in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Employee has achieved the performance objectives and targets established in terms of this Agreement, the Employee may within 3 (three) business days, meet with the Employer with a view to resolving the issue. The employer will record the outcome of the meeting in writing;

12.2 If the Parties cannot resolve the issues within 10 (ten) business days, an independent arbitrator, acceptable to both parties, shall be appointed to resolve the matter within 30 (thirty) business days; and

12.3 In the event that the mediation process contemplated above fails, the relevant clause of the Contract of Employment shall apply.

## **13. GENERAL**

13.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer;

13.2 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; and

13.3 The performance assessment results of the Municipal Manager must be submitted to the MEC responsible for local government in the relevant province as well as the national

# **Annexure A**

## **PERFORMANCE PLAN**

**ENTERED INTO BY AND BETWEEN:**

**BAPHALABORWA MUNICIPALITY**

**AS REPRESENTED BY THE MAYOR**

**CLLR MM MALATJI**

**AND**

**IY BUYS**

**ACTING MUNICIPAL MANAGER**

## ACTING MUNICIPAL MANAGER

### ACTING MUNICIPAL MANAGER SCORECARD 2025- 2026

**VISSION:** "Provision of quality services for community well-being and tourism development"

**MISSION:** "To provide quality infrastructure and affordable services, promote sustainable economic growth, financial viability, sound administration and accountable governance".

**VALUES:** Efficiency and effectiveness; Accountability; Innovation and creativity; Professionalism and hospitality; Transparency and fairness; Continuous learning; and Conservation conscious.

**FUNCTIONAL AREA: ACTING MUNICIPAL MANAGER**

# KPA 1: SPATIAL RATIONALE



KPA 1: Spatial Rationale 2%												
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline	Annual Target 30/06/2026	Budget	2025/2026 Quarterly Projections				Evidence Required
								1 <sup>st</sup> Quarter (1 Jul – 30 Sept 25)	2 <sup>nd</sup> Quarter (1 Oct – 31 Dec 25)	3 <sup>rd</sup> Quarter (1 Jan – 31 Mar 26)	4 <sup>th</sup> Quarter (1 Apr – 30 Jun 26)	
1.1 Spatial Planning												
1.1.1	Governance and Administration	Sustain the environment	Number of supplementary valuation roll reviewed by 30/06/2026	Acting Municipal Manager	1	1	OPEX	n/a	n/a	n/a	1	Supplementary valuation roll and Council resolution

6

# KPA 2: BASIC SERVICE DELIVERY

KPA 2: Basic Service Delivery 2%												
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline	Annual Target 30/06/2026	Budget	2025/2026 Quarterly Projections				Evidence Required
								1 <sup>st</sup> Quarter (1 Jul – 30 Sept 25)	2 <sup>nd</sup> Quarter (1 Oct – 31 Dec 25)	3 <sup>rd</sup> Quarter (1 Jan– 31 Mar 26)	4 <sup>th</sup> Quarter 1 Apr – 30 Jun 26)	
2.1 Implementation of MIG Projects												
2.1.1	Technical infrastructure	Provision of sustainable integrated infrastructure and services	Expenditure spent quarterly on MIG by 30/06/2026	Acting Municipal Manager	R35 156 000.00	R39 035 000	MIG	R 7 445 925.03	R15 614 000	R25 372 750	R39 035 000.00	MIG monitoring report/payment certificates/Grant reconciliation

2

# **KPA 3:**

## **MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT**

KPA 3: Municipal Financial Viability and Management 9%												
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline	Annual Target 30/06/2026	Budget	2025/2026 Quarterly Projections				Evidence Required
								1 <sup>st</sup> Quarter (1 Jul – 30 Sept 25)	2 <sup>nd</sup> Quarter (1 Oct – 31 Dec 25)	3 <sup>rd</sup> Quarter (1 Jan – 31 Mar 26)	4 <sup>th</sup> Quarter (1 Apr – 30 Jun 26)	
3.1 Financial Viability												
3.1.1	Good governance and administration	Improve financial viability	Submission of 2024/25 AFS to AG by 31/08/2025	Acting Municipal Manager	1	1	OPEX	1	n/a	n/a	n/a	Submission letters, copy of final AFS to AG
3.1.2	Good governance and administration	Improve financial viability	Submission of 2024/25 Annual Performance Report to AG by 31/08/2025	Acting Municipal Manager	1	1	OPEX	1	n/a	n/a	n/a	Submission letters, copy of final Annual Performance Report
3.1.3	Good governance and administration	Good corporate governance and public participation	Number of 2025/26 adjustments budget approved by 28/02/2026	Acting Municipal Manager	1	1	OPEX	n/a	n/a	1	n/a	Adjustment budget document; council resolution
3.1.4	Good governance and administration	Good corporate governance and public participation	Number of approved 2026/27 Final Budget by Council by 31/05/2026 (1 month before the start of the new financial year)	Acting Municipal Manager	1	1	OPEX	n/a	n/a	n/a	1	Final Budget approved by Council and Council resolution
3.1.5	Governance and administration	Improve financial viability	% of improvement in revenue collection quarterly (Improvement from 65% to 80% by 30/06/2026 budget year)	Acting Municipal Manager	76%	80%	OPEX	60%	70 %	75%	80%	Quarterly reports on revenue collection

# **KPA 4: LOCAL ECONOMIC DEVELOPMENT**



KPA 4: Local Economic Development 5%												
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicators	Responsible Manager	Baseline	Annual Target	Budget	2025/2026 Quarterly Projections				Evidence Required
								1 <sup>st</sup> Quarter (1 Jul – 30 Sept 25)	2 <sup>nd</sup> Quarter (1 Oct – 31 Dec 25)	3 <sup>rd</sup> Quarter (1 Jan – 31 Mar 26)	4 <sup>th</sup> Quarter (1 Apr – 30 Jun 26)	
4.1 Job Creation												
4.1.1	Economic	Promotion of local economy	Number of jobs created through capital Projects by 30/06/2026 (Temporary jobs)	Acting Municipal Manager	70	70	CAPEX	15	15	30	10	Certified ID copies, payment registers and employment contracts
4.2 Enterprise Support												
4.2.1	Economic	Promotion of local economy	Number of SMEs supported through the municipal SCM (procurement) by 30/06/2026	Acting Municipal Manager	381	400	OPEX & CAPITAL	100	100	100	100	System generated Expenditure report with SMEs supported.
4.3 Social Labour Plans												
4.3.1	Economic	Promotion of local economy	Number of quarterly Social Labour Plan reports submitted to Council by 30/06/2026	Acting Municipal Manager	4	4	OPEX	1	1	1	1	Quarter reports on SLP Implementation and Council resolution

# **KPA 5:**

## **MUNICIPAL TRANSFORMATION & INSTITUTIONAL DEVELOPMENT**



KPA 5: Municipal Transformation and Institutional Development 27%												
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline	Annual Target 30/06/2026	Budget	2025/2026 Quarterly Projections				Evidence Required
								1 <sup>st</sup> Quarter (1 Jul – 30 Sept 25)	2 <sup>nd</sup> Quarter (1 Oct – 31 Dec 25)	3 <sup>rd</sup> Quarter (1 Jan – 31 Mar 26)	4 <sup>th</sup> Quarter (1 Apr – 30 Jun 26)	
5.1 Organisational Design & Human Resource												
5.1.1	Good governance and administration	Attract, develop and retain the best human capital	Number of reviewed Municipal Organizational structure by 30/06/2026	Acting Municipal Manager	1	1	OPEX	n/a	n/a	n/a	1	Council Resolution and Reviewed organizational structure with dates.
5.2 Employment Equity												
5.2.1	Good governance and administration	Good corporate governance and public participation	Number of EEP Post filled on Level 0,2,3 by 30/06/2026	Acting Municipal Manager	2	2	OPEX	n/a	n/a	n/a	2	Implementation report on the Equity Plan, appointment letters and acceptance letter
5.3 Integrated Development Planning												
5.3.1	Good governance and administration	Advance good corporate governance	Number of reviewed IDP/Budget/PMS/M PAC Framework and Process Plan approved by 31/07/2025	Acting Municipal Manager	1	1	OPEX	1	n/a	n/a	n/a	Approved IDP, Budget, PMS, MPAC Process Plan and Council Resolution
5.3.2	Good governance and administration	Advance good corporate governance	Number of 2026/27 Draft IDP approved by council 31/03/2026	Acting Municipal Manager	1	1	OPEX	n/a	n/a	1	n/a	2026/27 Draft IDP and Council resolution
5.3.3	Good governance and administration	Advance good corporate governance	Number of 2026/27 Final IDP approved by Council 31/05/2026	Acting Municipal Manager	1	1	OPEX	n/a	n/a	n/a	1	Approve 2026/27 Final IDP and Council resolution
5.4 Performance Management System												
5.4.1	Good governance and administration	Advance good corporate governance	Number of scheduled monthly senior management meetings held by 30/06/2026	Acting Municipal Manager	16	11	OPEX	3	3	3	2	Minutes of Senior Management meetings, attendance registers

KPA 5: Municipal Transformation and Institutional Development 27%												
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline	Annual Target 30/06/2026	Budget	2025/2026 Quarterly Projections				Evidence Required
								1 <sup>st</sup> Quarter (1 Jul – 30 Sept 25)	2 <sup>nd</sup> Quarter (1 Oct – 31 Dec 25)	3 <sup>rd</sup> Quarter (1 Jan – 31 Mar 26)	4 <sup>th</sup> Quarter (1 Apr – 30 Jun 26)	
5.4.2	Good governance and administration	Advance good corporate governance	Number of scheduled monthly departmental meetings (Office of the MM) held 30/06/2026	Acting Municipal Manager	11	11	OPEX	3	2	3	3	Minutes of Departmental meetings and attendance registers
5.4.3	Good governance and administration	Advance good corporate governance	Number of S56&57 signing of Annual Performance Agreements signed by 30/07/2025 (One month after the start of each financial year	Acting Municipal Manager	6	6	OPEX	6	n/a	n/a	n/a	Copies of signed Performance Agreements with dates complying with the legislated timeline& submission letters to COGHSTA.
5.4.4	Good governance and administration	Advance good corporate governance	Number of Mid-Year report submitted to stakeholders by 25/01/2026	Acting Municipal Manager	1	1	OPEX	n/a	n/a	1	n/a	Dated proof of submission
5.4.5	Good governance and administration	Advance good corporate governance	Number of Individual Performance Assessments of s56&57 Managers conducted to review their performance by 30/06/2026 (Mid –year/Annual)	Acting Municipal Manager	2	2	OPEX	n/a	1 (Annual Assessment)	1 (Mid-year Assessment)	n/a	Approved Schedule of Individual Performance Assessments, records, attendance registers and Scorecards and reports
5.4.6	Good governance and administration	Advance good corporate governance	Number of 2024/25 Annual Report approved by 31/01/2026	Acting Municipal Manager	1	1	OPEX	n/a	n/a	1	n/a	Council Approved 2024/25 Annual Report with Council Resolution
5.4.7	Good governance	Advance good corporate governance	Number of Oversight Report on	Acting Municipal	1	1	OPEX	n/a	n/a	1	n/a	Council Approved



KPA 5: Municipal Transformation and Institutional Development 27%												
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline	Annual Target 30/06/2026	Budget	2025/2026 Quarterly Projections				Evidence Required
								1 <sup>st</sup> Quarter (1 Jul – 30 Sept 25)	2 <sup>nd</sup> Quarter (1 Oct – 31 Dec 25)	3 <sup>rd</sup> Quarter (1 Jan – 31 Mar 26)	4 <sup>th</sup> Quarter (1 Apr – 30 Jun 26)	
	and administration	governance	2024/25 Annual Report approved by 31/03/2026	Manager								Oversight Report and Council Resolution
5.4.8	Good governance and administration	Advance good corporate governance	Number of reviewed 2025/2026 SDBIP approved by 31/03/2026	Acting Municipal Manager	1	1	OPEX	n/a	n/a	1	n/a	Reviewed SDBIP signed by the Mayor and council resolution
5.4.9	Good governance and administration	Advance good corporate governance	Number of Draft 2026/27 SDBIP submitted to the Mayor 14 days after the adoption of the IDP and Budget)	Acting Municipal Manager	1	1	OPEX	n/a	n/a	n/a	1	2026/27 Draft SDBIP submitted to the Mayor and proof of submission to the Mayor.
5.4.10	Good governance and administration	Advance good corporate governance	Number of approved Final 2026/27 SDBIP (28 days after the adoption of the IDP and Budget) approved by mayor	Acting Municipal Manager	1	1	OPEX	n/a	n/a	n/a	1	2026/27 Final SDBIP approved by the Mayor (Signed and Dated)

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# **KPA 6: GOOD GOVERNANCE & PUBLIC PARTICIPATION**

KPA 6: Good Governance and Public Participation 55%												
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicators	Responsible Manager	Baseline	Annual Target 30/06/2026	Budget	2025/2026 Quarterly Projections				Evidence Required
								1 <sup>st</sup> Quarter (1 Jul – 30 Sept 25)	2 <sup>nd</sup> Quarter 1 Oct – 31 Dec 25)	3 <sup>rd</sup> Quarter 1 Jan – 31 Mar 26)	4 <sup>th</sup> Quarter (1 Apr – 30 Jun 26)	
6.1 Public Participation and Ward Committees												
6.1.1	Good governance and administration	Good corporate governance and public participation	Number of scheduled Council meetings held by 30/06/2026	Acting Municipal Manager	12	8	OPEX	1	1	3	3	Minutes of council meetings, attendance registers
6.1.2	Good governance and administration	Good corporate governance and public participation	Number of scheduled Exco meetings held by 30/06/2026	Acting Municipal Manager	14	8	OPEX	1	1	3	3	Minutes of EXCO meetings, attendance registers
6.1.3	Good governance and administration	Good corporate governance and public participation	Number of scheduled quarterly MPAC meetings held as per legislation by 30/06/2026	Acting Municipal Manager	8	4	OPEX	1	1	1	1	Council Approved MPAC schedule of meetings & Attendance registers
6.1.4	Good governance and administration	Good corporate governance and public participation	% of MPAC quarterly Recommendation approved by Council implemented by 30/06/2026	Acting Municipal Manager	100%	100%	OPEX	100%	100%	100%	100%	Council Resolutions on MPAC Recommendations and Progress Report on the implementation of the Council Resolutions
6.1.5	Good governance and administration	Good corporate governance and public participation	% of Council resolution implemented by 30/06/2026	Acting Municipal Manager	100%	100%	OPEX	100%	100%	100%	100%	Council resolution on implemented % of council resolutions
6.2 Public Participation and Ward Committees												
6.2.1	Good governance and administration	Enhance stakeholder involvement	Number of IDP REP Forum meetings held by 30/06/2026.	Acting Municipal Manager	3	4	OPEX	1	1	1	1	Attendance registers, agendas, invitations



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6.2.2	Good governance and administration	Enhance stakeholder involvement	Number of IDP Steering Committee meetings held by 30/06/2026	Acting Municipal Manager	3	4	OPEX	1	1	1	1	Attendance registers, agendas, invitations
6.2.3	Good governance and administration	Enhance stakeholder involvement	Number of IDP Technical Committee meeting held by 30/06/2026	Acting Municipal Manager	4	4	OPEX	1	1	1	1	Attendance registers, agendas, invitations
6.2.4	Good governance and administration	Enhance stakeholder involvement	Number of scheduled and convened ward Committee meetings per ward by 30/06/2026. (Functionality of ward committees)	Acting Municipal Manager	288	209	OPEX	57	38	57	57	Minutes, attendance register, and Consolidated Ward Committee Report
6.2.5	Good governance and administration	Enhance stakeholder involvement	% of complaints resolved quarterly by 30/06/2026	Acting Municipal Manager	72%	100%	OPEX	100%	100%	100%	100%	Complaints Register.
6.2.6	Good governance and administration	Enhance stakeholder management	Number of quarterly Mayoral Imbizos and public participation by 30/06/2026	Acting Municipal Manager	4	4	OPEX	1	1	1	1	Public notices, attendance register and Community Inputs report.
6.2.7	Good governance and administration	Enhance stakeholder management	Number of Sports, Arts and Culture forum convened by 30/06/2026	Acting Municipal Manager	New	4	OPEX	1	1	1	1	Invitations, Attendance register, agenda and minutes
6.2.8	Good governance and	Enhance stakeholder management	Number of Mayors Cup Hosted annually	Acting Municipal Manager	1	1	OPEX	n/a	n/a	n/a	1	Invitations and report

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	administration		by 30/06/2026									
6.3 Corporate Governance												
6.3.1	Good governance and administration	Advance good corporate governance	Number of delegation of powers reviewed by 30/06/2026	Acting Municipal Manager	1	1	OPEX	n/a	n/a	n/a	1	Reviewed delegation of powers and Council resolution
6.4 Internal Audit												
6.4.1	Good governance and administration	Advance good corporate governance	Number of Audit Committee meetings held by 30/06/2026	Acting Municipal Manager	12	10	OPEX	3	2	2	3	Copies of approved minutes and Attendance registers
6.4.2	Good governance and administration	Advance good corporate governance	% implementation of Audit Committee Resolutions	Acting Municipal Manager	98%	100%	OPEX	100%	100%	100%	100%	Audited Audit Committee Institutional Resolution Register
6.4.3	Good governance and administration	Advance good corporate governance	% implementation of Internal Audit recommendations by 30/06/2026	Acting Municipal Manager	84%	90%	Opex	90%	90%	90%	90%	Internal Audit Follow-up report
6.4.4	Good governance and administration	Good corporate governance and public participation	% of audit queries addressed by 30/06/2025	Acting Municipal Manager	64%	80%	OPEX	80% Of 2023/2024	n/a	50% 2024/2025	80%	Audited AG Action Plan
6.5 Risk Management												
6.5.1	Good governance and administration	Good corporate governance and public participation	Number of reviewed fraud and anti-corruption strategy approved by 30/06/2026	Acting Municipal Manager	1	1	OPEX	n/a	n/a	n/a	1	Approved fraud and Anti-Corruption strategy and Council resolution



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6.5.2	Good governance and administration	Good corporate governance and public participation	Number of Reviewed Institutional Strategic Risk Register approved by 30/06/2026	Acting Municipal Manager	1	1	OPEX	n/a	n/a	n/a	1	Approved Institutional Strategic Risk register and council resolution
6.5.3	Good governance and administration	Good corporate governance and public participation	Number of Institutional Risk Management Committee meetings held by 30/06/2026	Acting Municipal Manager	5	4	OPEX	1	1	1	1	Minutes of the Risk Committee meeting and attendance register
6.5.4	Good governance and administration	Good corporate governance and public participation	% on implementation Risk Management action plans per quarter by 30/06/2026	Acting Municipal Manager	New	100%	OPEX	25%	50%	75%	100%	Quarterly RM implementation report RMC resolution
6.5.5	Good governance and administration	Good corporate governance and public participation	% of fraud and corruption cases reported and investigated within 30 working days by 30/06/2025	Acting Municipal Manager	No case reported	100%	OPEX	100%	100%	100%	100%	Case register and Investigation reports
6.5.6	Good governance and administration	Good corporate governance and public participation	Number of Risk Management governance policies reviewed by 30/06/2026	Acting Municipal Manager	9	4	OPEX	1	1	1	1	Quarterly Risk Management Governance Policies reviewed
6.6 HIV/AIDS												
6.6..1	Good governance and administration	Provision of sustainable integrated infrastructure	Number of outreach programmes conducted within	Acting Municipal Manager	3	3	OPEX	1	1	n/a	1	Outreach programmes report Attendance registers Invitations

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		and services	Ba-Phalaborwa Municipality by 30/06/2026								Memorial service	Agenda
6.7 Security management												
6.7.1	Governance and Administration	Good corporate governance and public participation	Number of Security Management reports for Safeguarding of Council Assets by 30/06/2026	Acting Municipal Manager	4	4	OPEX	1	1	1	1	Security Management Reports and Council Resolution
6.8 Disaster Management												
6.8.1	Governance and Administration	Good corporate governance and public participation	Number of disaster awareness campaigns conducted by 30/06/2026	Acting Municipal Manager	6	4	OPEX	1	1	1	1	Invitations, Attendance registers and disaster awareness conducted reports
6.8.2	Governance and Administration	Advance good corporate governance	Number of Local Disaster forum meetings held by 30/06/2026	Acting Municipal Manager	4	4	OPEX	1	1	1	1	Invitations, Minutes and attendance registers
6.9 Communication												
6.9.1	Governance and Administration	Advance good corporate governance	Number of Communication Strategy reviewed and approved by Council by 30/06/2026	Acting Municipal Manager	1	1	OPEX	n/a	n/a	n/a	1	Approved communication strategy and Council resolution
6.9.2	Governance and Administration	Advance good corporate governance	% for submission of information for publishing on the website as according to legislation	Acting Municipal Manager	100%	100%	OPEX	100%	100%	100%	100%	Legislation Checklist, Proof of submission to IT

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			checklist by 30/06/2026									
6.9.3	Governance and Administration	Advance good corporate governance	Number of quarterly Local communicators forum held by 30/06/2026	Acting Municipal Manager	4	4	OPEX	1	1	1	1	Invitations, Minutes and attendance registers

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Employee's Signature:

Buys + 

Date:

20/7/2025

Mayor's Signature:



Date:

**PERSONAL DEVELOPMENT PLAN  
(PDP)**

**ENTERED INTO BY AND BETWEEN:**

**BAPHALABORWA MUNICIPALITY**

**AS REPRESENTED BY THE MAYOR**

**CLLR M.M. MALATJI**

**AND**

**IY BUYS**

**ACTING MUNICIPAL MANAGER**

### 1. INTRODUCTION

The aim of the Personal Development Plan (PDP) is to ensure that Employees are skilled to meet objectives as set out in the Performance Agreement as prescribed by legislation. Successful career-path planning ensures competent employees of current and possible future positions. It therefore identifies, prioritises and implements training needs.

Legislative needs taken into account from the Municipal Systems Act Guidelines, generic senior management competency framework and occupational competency profiles, Municipal Finance Management Competency Regulations, such as those developed by the National Treasury and other line sector departments' legislated competency requirements need also to be taken into consideration during the PDP process.

### 2. COMPETENCE MODELLING

The Department of CoGTA has decided that a competency development model will consist of both managerial and occupational competencies:

Managerial competencies should express those competencies which are generic for all management positions

Occupational competence refers to competencies which are job/function specific.

### 3. COMPILING THE PERSONAL DEVELOPMENT PLAN

A manager, in consultation with his/her subordinate is to compile a Personal Development Plan. The PDP has 7 columns that need to be completed. An example is attached.

#### Column 1: Skills/Performance GAP

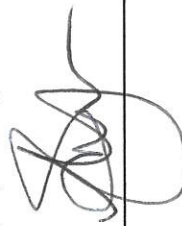
1. Skills/Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3. Suggested Training and/or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to practice skill/development area	7. Support Person
E.g. 1. Appraise Performance of Managers	The manager will be able to enter into performance agreements with all managers reporting to him/her, appraise them against set criteria, within relevant time frames	A course containing theoretical and practical application with coaching in the workplace following [relevant unit standard]	External provider, in line with identified unit standard and not exceeding R6 000	March 200...	Appraisal of managers reporting to him/her	Senior Manager: Training/HR



Personal Development Action Plan

Skills Performance Gap	Outcomes Expected	Suggested Training / Development Activity	Suggested Mode of Delivery	Suggested Time Frames	Work Opportunity Created to Practice Skill / Development	Support Person

Employee's Signature:



Mayor's Signature:



Date:

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Date:

\_\_\_\_\_

Employee's Signature:

Dwight Coy

Mayor's Signature:

Abelardo

Date:

30/7/2025

Date:

Witness

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