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1 | Ba-Phalaborwa Municipality complies with the requirements of Protection of Personal Information Act 4 of 2013 and Promotion of Access to Information Act 2 of 2000.

JB SELAPYANE
SENIOR MANAGER: CORPORATE SERVICES

2024/2025

PERFORMANCE AGREEMENT



BA-PHALABORWA MUNICIPALITY

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PERFORMANCE AGREEMENT
MADE AND ENTERED INTO BY AND BETWEEN:
THE BA-PHALABORWA MUNICIPALITY
AS REPRESENTED BY THE MAYOR
DR KKL PILUSA
(herein and after referred to as the Employer)
AND
SENIOR MANAGER: CORPORATE SERVICES
JB SELAPYANE
(herein and after referred to as the Employee)
FOR THE
FINANCIAL YEAR:
01 JULY 2024 – 30 JUNE 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 **Senior Manager: Corporate Services** 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.

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3.1 This Agreement will commence on **01 JULY 2024** and will remain in force until **30 JUNE 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. COMMENCEMENT AND DURATION

2.7 Give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

2.6 In the event of outstanding performance, to appropriately reward the employee;

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;

2.4 Monitor and measure performance against set targeted outputs;

2.3 Specify accountabilities as set out in a Performance Plan, which forms an Annexure to the Performance Agreement;

and the Budget of the municipality;

Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP)

expectations of the employee's performance and accountabilities in alignment with the agreed with the employee and to communicate to the employee the employer's

2.2 Specify objectives in terms of the key performance indicators and targets defined and

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;

The purpose of this Agreement is to:

2. PURPOSE OF THIS AGREEMENT

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- 4.2.3 target dates that describe the time frame in which the targets must be achieved; and
- 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;
- 4.2.1 key objectives that describe the main tasks that need to be done; and the Budget of the Employer, and shall include:
Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) Annexure A are set by the Employer in consultation with the Employee and based on the performance objectives, key performance indicators and targets reflected in 4.2 The performance objectives, key performance indicators and targets reflected in skills regarded as critical to the position held by the Employee
- 4.1.3 The core competency requirements (Annexure C – definitions) as the management met; and
- 4.1.2 The time frames within which those performance objectives and targets must be met by the Employee;
- 4.1.1 The performance objectives, key performance indicators and targets that must be met by the Employee;
- 4.1 The Performance Plan (Annexure A) sets out-

4. PERFORMANCE OBJECTIVES

- 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
- 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;
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason; and
- 3.2 The parties will conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than 31st of July of the succeeding financial year;

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- 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 (CQRs), 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 (CQRs) respectively.
 - 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.

5. PERFORMANCE MANAGEMENT SYSTEM

- 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.

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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 (V) from the list below as agreed to between the Employer and Employee. Three of the CCRs are compulsory for Municipal Managers:

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

| KPA No. | Key Performance Areas | Converted to 80% |
|---------|--|------------------|
| 1 | Spatial Rationale | 0% |
| 2 | Basic Service Delivery | 0% |
| 3 | Municipal Financial Viability and Management | 4% |
| 4 | Local Economic Development (LED) | 0% |
| 5 | Municipal Institutional Development and Transformation | 56% |
| 6 | Good Governance and Public Participation | 40% |
| | | 100% |

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 KPAs, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee:

5.5.3 KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.

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- 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. PERFORMANCE ASSESSMENT

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

²Compulsory for municipal manager

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

| CORE MANAGERIAL COMPETENCIES ¹ | 2 | WEIGHTING | LEVEL ³ |
|---|---|-----------|--------------------|
| Strategic Capability and Leadership | | 10 | |
| Programme and Project Management | | 10 | |
| Financial Management | √ | 5 | |
| Change Management | | 10 | |
| Knowledge Management | | 15 | |
| Service Delivery Innovation | | 5 | |
| Problem Solving and Analysis | | 10 | |
| People Management and Empowerment | √ | 15 | |
| Client Orientation and Customer Focus | √ | 5 | |
| Communication | | 5 | |
| Accountability and Ethical Conduct | | 10 | |
| TOTAL PERCENTAGE | | 100% | |
| Converted to 20% | | | |

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

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| Level | % score | Terminology | Description |
|-------|-----------|--|--|
| 5 | 167 | Outstanding | 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 significantly above expectations | 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 | 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 does not meet the standard expected for the |

scale for KPIs and CCRs:

6.6 The assessment of the performance of the Employee will be based on the following rating

(b) Such overall rating represents the outcome of the performance appraisal.

(d) and 6.5.2 (d) above; and

(a) An overall rating is calculated by adding the overall scores as calculated in 6.5.1

6.5.3 Overall rating

calculated above.

(d) An overall score will be calculated based on the total of the individual scores

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

| Quarter | Review Period | Review to be completed by |
|---------|-------------------------|---------------------------|
| 1 | July – September 2024 | October 2024 |
| 2 | October – December 2024 | February 2025 |
| 3 | January – March 2025 | April 2025 |
| 4 | April – June 2025 | August 2025 |

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:

7. SCHEDULE FOR PERFORMANCE REVIEWS

- 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.

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:

| Level | % score | Terminology | Description |
|-------|---------|-------------|---|
| | | Performance | 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. |

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

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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

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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 minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.

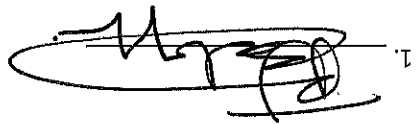
13. GENERAL

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;

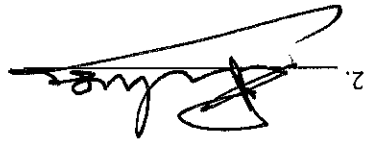
12.2 If the Parties cannot resolve the issues within 10 (ten) business days, an independent arbitrator, acceptable to both parties, shall be appointed to resolve the matter within 30 (thirty) business days; and

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

Thus done and signed at Phalaborwa on this the 30 day of July 2024

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SENIOR MANAGER: CORPORATE SERVICES

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MUNICIPAL MANAGER

3. WITNESS

Annexure A

PERFORMANCE PLAN

ENTERED INTO BY AND BETWEEN

BAPHALABORWA MUNICIPALITY

AS REPRESENTED BY THE MUNICIPAL MANAGER

DR KKL PILUSA

["the Employer"]

AND

JB SELAPYANE

SENIOR MANAGER CORPORATE SERVICES

["the Employee"]

CORPORATE SERVICES

SENIOR MANAGER CORPORATE SERVICES SCORECARD 2024 - 2025

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: CORPORATE SERVICES

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Quarterly Projections of Service Delivery Targets and Performance Indicators per KPA

KPA 1:

SPATIAL RATIONALE

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KPA 2:

BASIC SERVICE DELIVERY

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KPA 3:

MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

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| KPA 3: Municipal Financial Viability and Management 4% | | | | | | | | | | | | | |
|--|-------------------------------|-----------------------------|--|----------------------------------|-----------------------------------|----------|--------------------------|--------|--|---|---|---|--------------------|
| PMS No. & Performance Area | Cluster | IDP Objective | Key Performance Indicator | Key performance indicator weight | Responsible Manager | Baseline | Annual Target 30/06/2025 | Budget | 2024/25 Quarterly Projections | | | | Evidence Required |
| | | | | | | | | | 1 st Quarter (1 Jul – 30 Sept 24) | 2 nd Quarter (1 Oct – 31 Dec 24) | 3 rd Quarter (1 Jan – 31 Mar 25) | 4 th Quarter (1 Apr – 30 Jun 25) | |
| 3.1 Financial Viability 4% | | | | | | | | | | | | | |
| 3.1.1 | Governance and administration | Improve financial viability | R-value and % departmental of Budget spent per quarter by 30/06/2025 | 4% | Senior Manager Corporate Services | 100% | 100% | | 25% | 50% | 75% | 100% | Expenditure report |

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KPA 4:

LOCAL ECONOMIC DEVELOPMENT

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**MUNICIPAL TRANSFORMATION &
INSTITUTIONAL DEVELOPMENT**

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| KPA 5: Municipal Transformation and Institutional Development 56% | | | | | | | | | | | | | |
|---|------------------------------------|--|--|----------------------------------|-----------------------------------|----------|--------------------------|--------|--|---|---|---|---|
| PMS No. & Performance Area | Cluster | IDP Objective | Key Performance Indicator | Key performance indicator weight | Responsible Manager | Baseline | Annual Target 30/06/2025 | Budget | 2024/2025 Quarterly Projections | | | | Evidence Required |
| | | | | | | | | | 1 st Quarter (1 Jul - 30 Sept 24) | 2 nd Quarter (1 Oct - 31 Dec 24) | 3 rd Quarter (1 Jan - 31 Mar 25) | 4 th Quarter (1 Apr - 30 Jun 25) | |
| 5.1 Organizational Design & Human Resource | | | | | | | | | | | | | |
| 5.1.1 | Good governance and administration | Attract, develop and retain best human capital | Number of Reviewed and approved Municipal Organizational structure by 30/06/2025 | 4% | Senior Manager Corporate Services | 1 | 1 | OPEX | n/a | n/a | n/a | 1 | Council resolution on Reviewed organizational structure with dates |
| 5.1.2 | Good governance and administration | Attract, develop and retain best human capital | Number of monthly Departmental Safety meetings held by 30/06/2025 | 4% | Senior Manager Corporate Services | 11 | 11 | OPEX | 3 | 5 | 8 | 11 | Agenda, safety minutes and attendance register |
| 5.1.3 | Good governance and administration | Advance good corporate governance | Number of HR policies reviewed by 30/06/2025 | 4% | Senior Manager Corporate Services | 8 | 6 policies | OPEX | n/a | n/a | n/a | 6 | Council Resolutions on Reviewed policies and copies of Reviewed Policies: 1. Funeral Policy 2. Shift Work Policy 3. Individual Performance 4. Management Policy 5. Overtime Policy 6. Smoking Policy 7. OHS Policy 8. COVIDA Policy |

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| KPA 5: Municipal Transformation and Institutional Development 56% | | | | | | | | | | | | | |
|---|------------------------------------|--|---|----------------------------------|-----------------------------------|---------------|--------------------------|--------|--|---|---|---|---|
| PMS No. & Performance Area | Cluster | IDP Objective | Key Performance Indicator | Key performance indicator weight | Responsible Manager | Baseline | Annual Target 30/06/2025 | Budget | 2024/2025 Quarterly Projections | | | | Evidence Required |
| | | | | | | | | | 1 st Quarter (1 Jul - 30 Sept 24) | 2 nd Quarter (1 Oct - 31 Dec 24) | 3 rd Quarter (1 Jan - 31 Mar 25) | 4 th Quarter (1 Apr - 30 Jun 25) | |
| 5.1.4 | Good governance and administration | Attract, develop and retain best human capital | Number of prioritized vacant positions to be filled by 30/06/2025 | 4% | Senior Manager Corporate Services | 61 | 20 | OPEX | 5 | 10 | n/a | 5 | Appointment letters; appointment register, details of new employees and copies of adverts |
| 5.1.5 | Good governance and administration | Attract, develop and retain best human capital | Number of Corporate Calendars developed and approved by Council 30/06/2025 | 4% | Senior Manager Corporate Services | 1 | 1 | OPEX | n/a | n/a | n/a | 1 | Council resolution and approved calendar |
| 5.2 Employment Equity | | | | | | | | | | | | | |
| 5.2.1 | Good governance and administration | Advance good corporate governance | Number of EEP Post filled on Level 0,2,3 by 30/06/2025 | 4% | Senior Manager Corporate Services | 1 | 3 | OPEX | n/a | n/a | n/a | 3 | Implementation Report on the Equity Plan |
| 5.2.2 | Good governance and administration | Advance good corporate governance | Number of Employee wellness Plan developed by 30/06/2025 | 4% | Senior Manager Corporate Services | 1 | new | OPEX | n/a | n/a | n/a | 1 | Approved Employee strategy |
| 5.3 Skills Development | | | | | | | | | | | | | |
| 5.3.1 | Good governance and administration | Attract, develop and retain best human capital | Number of Reviewed and submitted Skills Development Plan by 30/04/2025 | 4% | Senior Manager Corporate Services | 1 | 1 | OPEX | n/a | n/a | n/a | 1 | Work Skills Plan & proof of submission to LG SETA |
| 5.3.2 | Good governance and administration | Attract, develop and retain best human capital | Amount of municipal budget allocated and spent on Workplace Skills Plan development | 4% | Senior Manager Corporate Services | R1 294 957,70 | R1 827 323 | OPEX | R456 830,75 | R456 830,75 | R456 830,75 | R456 830,75 | Expenditure reports; implementation reports |

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| KPA 5: Municipal Transformation and Institutional Development 56% | | | | | | | | | | | | | |
|---|------------------------------------|--|--|----------------------------------|-----------------------------------|----------|--------------------------|--------|--|---|---|---|--|
| PMS No. & Performance Area | Cluster | IDP Objective | Key Performance Indicator | Key performance indicator weight | Responsible Manager | Baseline | Annual Target 30/06/2025 | Budget | 2024/2025 Quarterly Projections | | | | Evidence Required |
| | | | | | | | | | 1 st Quarter (1 Jul - 30 Sept 24) | 2 nd Quarter (1 Oct - 31 Dec 24) | 3 rd Quarter (1 Jan - 31 Mar 25) | 4 th Quarter (1 Apr - 30 Jun 25) | |
| 5.4 Performance Management System | | | | | | | | | | | | | |
| 5.4.1 | Good governance and administration | Good corporate governance and public participation | Number of monthly scheduled Senior Management meetings held by 30/06/2025 | 4% | Senior Manager Corporate Services | 11 | 11 | OPEX | 3 | 3 | 9 | 11 | Minutes for senior management meetings |
| 5.4.2 | Good governance and administration | Advance good corporate governance | Number of monthly scheduled departmental meetings held by 30/06/2025 | 4% | Senior Manager Corporate Services | 11 | 11 | OPEX | 3 | 3 | 9 | 11 | Departmental minutes, attendance registers |
| 5.4.3 | Good governance and administration | Advance good corporate governance | Number of monthly scheduled departmental portfolio committee meetings held by 30/06/2025 | 4% | Senior Manager Corporate Services | 12 | 11 | OPEX | 3 | 3 | 9 | 11 | Portfolio committee minutes |
| 5.4.4 | Good governance and administration | Advance good corporate governance | Number of Signed performance agreements by 30/07/2024 (one month after the start of each financial year) | 4% | Senior Manager Corporate Services | 1 | 1 | OPEX | 1 | n/a | n/a | n/a | Signed performance agreement |
| 5.4.5 | Good Governance and administration | Attract, develop and retain best human capital | Number of Staff below senior managers signed performance agreements | 4% | Senior Manager Corporate Services | New | Post level 2,3,4, and 5 | OPEX | Post level 2 & 3 employees | Post level 4 employees | Post level 5 employees | Post level 5 employees | Signed performance agreements |

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KPA 6: GOOD GOVERNANCE & PUBLIC PARTICIPATION

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| KPA 6: Good Governance and Public Participation 40% | | | | | | | | | | | | | |
|---|------------------------------------|-----------------------------------|---|----------------------------------|-----------------------------------|----------|--------------------------|--------|--|---|---|---|--|
| PMS No. & Performance Area | Cluster | IDP Objective | Key Performance Indicators | Key performance indicator weight | Responsible Manager | Baseline | Annual Target 30/06/2025 | Budget | 2024/2025 Quarterly Projections | | | | Evidence Required |
| | | | | | | | | | 1 st Quarter (1 Jul – 30 Sept 24) | 2 nd Quarter (1 Oct – 31 Dec 24) | 3 rd Quarter (1 Jan – 31 Mar 25) | 4 th Quarter (1 Apr – 30 Jun 25) | |
| 6.1 Council and Executive Management 40% | | | | | | | | | | | | | |
| 6.1.1 | Good governance and administration | Advance good corporate governance | Number of scheduled Council meetings held by 30/06/2025 | 5% | Senior Manager Corporate Services | 12 | 11 | OPEX | 2 | 3 | 3 | 3 | Minutes of council meetings |
| 6.1.2 | Good governance and administration | Advance good corporate governance | Number of monthly scheduled EXCO meetings held by 30/06/2025 | 5% | Senior Manager Corporate Services | 14 | 11 | OPEX | 2 | 3 | 3 | 3 | Minutes of EXCO meetings |
| 6.2 Corporate Governance | | | | | | | | | | | | | |
| 6.2.1 | Good governance and administration | Advance good corporate governance | Number of Local Labour Forum meetings convened by 30/06/2025 | 5% | Senior Manager Corporate Services | 11 | 11 | OPEX | 3 | 3 | 3 | 2 | Minutes of LLF |
| 6.3 Information Technology | | | | | | | | | | | | | |
| 6.3.1 | Good governance and administration | Advance good corporate governance | Number of ICT Disaster Recovery Plans Implemented by 30/06/2025 | 5% | Senior Manager Corporate Services | New | 1 | OPEX | n/a | n/a | n/a | 1 | Implemented ICT Disaster Recovery Strategy |
| 6.4 Internal Audit & Audit Committee | | | | | | | | | | | | | |
| 6.4.1 | Good governance and administration | Advance good corporate governance | % implementation of Audit Committee resolutions by 30/06/2025 | 5% | Senior Manager Corporate Services | 90% | 90% | OPEX | 25% | 50% | 75% | 90% | Audit committee resolution register |

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| KPA 6: Good Governance and Public Participation 40% | | | | | | | | | | | | | |
|---|------------------------------------|--|--|----------------------------------|-----------------------------------|----------|--------------------------|--------|--|--|--|---|---------------------------------|
| PMS No. & Performance Area | Cluster | IDP Objective | Key Performance Indicators | Key performance indicator weight | Responsible Manager | Baseline | Annual Target 30/06/2025 | Budget | 2024/2025 Quarterly Projections | | | | Evidence Required |
| | | | | | | | | | 1 st Quarter (1 Jul – 30 Sept 24) | 2 nd Quarter 1 Oct – 31 Dec 24) | 3 rd Quarter 1 Jan – 31 Mar 25) | 4 th Quarter (1 Apr – 30 Jun 25) | |
| 6.4.2 | Good governance and administration | Advance good corporate governance | % Implementation of Internal Audit Action Plan by 30/06/2025 | 5% | Senior Manager Corporate Services | 90% | 90% | OPEX | 25% | 50% | 75% | 90% | Internal Audit Follow-up report |
| 6.4.3 | Good governance and administration | Good corporate governance and public participation | % of audit queries addressed by 30/06/2025 | 5% | Senior Manager Corporate Services | 75% | 90% | OPEX | 10% | 50% | 75% | 90% | Audited AG Action Plan |
| 6.5 Risk Management | | | | | | | | | | | | | |
| 6.5.1 | Good governance and administration | Good corporate governance and public participation | % on implementation Risk Management action plans per quarter by 30/06/2025 | 5% | Senior Manager Corporate Services | New | 90% | OPEX | 10% | 50% | 75% | 90% | Quarterly implementation report |

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CAPITAL PROJECTS PER RESPONSIBLE MANAGER

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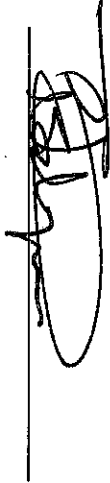
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| Capital projects | | | | | | | | | | | | |
|---------------------------------------|--------------------------------|------------------------------|--------------------|-------------------------|----------|---|--|--|--|---|--------|--|
| Responsible Manager | Project Name | Total Capital Budget (R'000) | Planned Start Date | Planned Completion Date | Ward No. | Quarterly Outputs 2024/25 | | | | Evidence required | Weight | |
| | | | | | | 1 st Quarter 01 Jul - 30 Sept 2024 | 2 nd Quarter 01 Oct - 31 Dec 2024 | 3 rd Quarter 01 Jan - 31 Mar 2025 | 4 th Quarter 01 Apr - 30 Jun 2025 | | | |
| Office Furniture and Equipment | | | | | | | | | | | | |
| Senior Manager Corporate | Office Furniture and Equipment | R 1 500 000.00 | 01/07/23 | 30/06/24 | | Advertisement for appointment of the service provider | Appointment of the service provider | Requisition Delivery note | Requisition Delivery note | Request for purchase and Payment certificate Expenditure report | | |

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Employee's Signature:



Date:

30/01/2024

Witness

Municipal Manager's Signature:



Date:

30/01/2024

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PERSONAL DEVELOPMENT PLAN

(PDP)

ENTERED INTO BY AND BETWEEN:

BAPHALABORWA MUNICIPALITY

AS REPRESENTED BY THE MUNICIPAL MANAGER

Dr PILUSA KKL

["the Employer"]

AND

SELAPYANE JAMELA BERLINA

SENIOR MANAGER CORPORATE SERVICES

["the Employee"]

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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 |
|---|--|---|----------------------------|-----------------------|--|-------------------|
| Advanced Management and Leadership Skills | Exhibit advanced leadership and Management skills and coaching | Attending Classes and Mentorship | Block Release | 18 Months | Management and Leadership | Municipal Manager |

Employee's Signature:



Municipal Manager's Signature:



Date: 30/09/2024

Date: 30/07/2024

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Annexure C

CORE COMPETENCY FRAMEWORK

ENTERED INTO BY AND BETWEEN:

BA-PHALABORWA MUNICIPALITY

AS REPRESENTED BY THE MUNICIPAL MANAGER

Dr KKL PILUSA

['the Employer']

AND

JB SELAPYANE

SENIOR MANAGER CORPORATE SERVICES

["the Employee"]

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CORE COMPETENCY FRAMEWORK: SENIOR MANAGER CORPORATE SERVICES

| Core Managerial Skills | Definitions | Weight |
|---|---|--------|
| Strategic Leadership and Management | Skills to be able to provide a vision, set the direction for the Municipality or department and inspire others in order to deliver on the Municipality's mandate | 10 |
| Programme and Project Management | Skills to enable the individual to plan, manage, monitor and evaluate specific activities in order to ensure that policies are implemented and that local government objectives are achieved | 10 |
| Financial Management | Skills required in managing projects and/or departmental work within the constraints of a budget. This includes being able to plan a budget at the beginning of the financial year, controlling expenditure throughout the year by allocating resources efficiently and understanding and anticipating the impact of other departments on won budget | 5 |
| Change Management | Skills to initiate and support municipal transformation and change in order to implement new initiatives successfully and deliver on service delivery commitments | 10 |
| Knowledge Management | Skills to enable individuals, teams and entire organisation to collectively create, share and apply knowledge, to better achieve institutional objectives | 15 |
| Problem Solving and Analytical Thinking | Skills to be able to systematically identify, analyse and resolve existing and anticipated problems in order to reach optimum solutions in a timely manner. | 10 |
| People and Diversity Management | Skills to manage and encourage people, optimize their outputs, and effectively manage relationships. This includes holding regular information sharing sessions to ensure that team members are made aware of decisions that may affect them. It also involves distribution of workloads to ensure that individual skills are used appropriately and so that the work is evenly spread, making sure that the team has the necessary tools and resources in order to do their work and motivating the team so that they are committed to achieving the goals of the department and ultimately those of the Municipality. | 15 |
| Client Orientation and Customer Focus | The Skill to seek to understand the needs of the customer and meeting the needs. At a minimum, employees are required to react to queries, keeping promises, being honest in all their dealings, adhering to policies, procedures and delegations, keeping the client up to date, being friendly and helpful and solving problems quickly and without arguments. Ideally, managers are required to be proactive by trying to understand the needs of the customer and providing an appropriate service based on those underlying needs. | 5 |
| Service Delivery Innovation | The Skill to work well to achieve a high standard by trying to improve on the way things are done and by working towards achieving the work objectives. It is also about putting plans into action, meeting deadlines, taking initiative and solving problems to make sure that things get done. Employees do not wait to be told to do something, but are encouraged to use their initiative to make sure things get done accurately and efficiently. | 5 |
| Communication | Skills to be able to exchange information and ideas in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence others to achieve the desired outcomes. | 5 |

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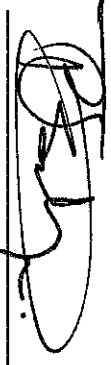
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Accountability and Ethical
Conduct

Must be able to display and build the highest standards of ethical and moral conduct in order to promote confidence and trust in the
Municipality.

10

Employee's Signature:



Municipal Manager's Signature:



Date:

30/07/2024

Date:

30/07/2024

Witness

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