THULAMELA LOCAL MUNICIPALITY

ANNEXURE A

PERFORMANCE PLAN

CORPORATE SERVICES: MATSHIVHA M.M
2025/26

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1. LEGISLATION

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The following legislation governs the development of the SDBIP and Performance management plan and functions within the Municipal Managers Office.

a. Legislation Governing the Development of the SDBIP and Performance Contracts of Section 57 Managers

- **Municipal Finance Management Act 56 of 2003 (MFMA),** requires municipalities to develop Service Delivery and Budget Implementation Plan (SDBIP) and must be signed by the Mayor within 28 days after the budget has been approved.
- **Municipal Systems Act 32 of 2000,** requires municipalities to develop Performance Management Plan that must be reviewed quarterly. The performance management plan must be aligned to the IDP and indicate measurable and realistic targets for each Key Performance Indicator.
- **Performance Regulations, 2006, for managers reporting to the municipal manager and the municipal manger,** outlines the process of the development of Performance agreements. The MFMA, 56 of 2003, further requires that Section 56 manager and municipal manager must develop performance agreement that must be signed by the municipal manager and the Mayor respectively. This Performance plans must be linked to the SDBIP, IDP and Budget.

b. Legislation Governing the departmental Functions:

- The Constitution
- The Municipal System Act, 32 of 2000
- The Municipal Structures Act
- Municipal Finance Management Act 56 of 2003
- Performance regulations of 2006

2.STRATEGIC OBJECTIVES

Chapter two of the IDP indicates Municipal Strategic Objectives which further indicates what the municipality needs to achieve. These strategic objectives were developed to ensure that all National Key Performance Areas are addressed.

Table A: Strategic Objectives are as follows:

KPA	STRATEGIC OBJECTIVES
1. Municipal Institutional Development and Transformation	To ensure availability of technology and system for smooth running and interrupted ICT services
2. Basic Service Delivery	To provide sustainable infrastructure development
3. Local Economic Development (LED)	To provide a climate that will attract investment and reduce unemployment through the promotion of economic development
4. Municipal Financial Viability and Management	To ensure compliance with the MFMA, financial policies, regulations and treasury circulars
5. Good Governance and Public Participation	To provide an effective risk, audit, legal to the municipality
6. Spatial Rationale	To ensure integration in rural ,urban development and land use control in order to promote sustainable integrated spatial development on ongoing basis

CORPORATE SERVICES

KPA1: MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION: KPA WEIGHT= 68%

STRATEGIC OBJECTIVE: TO ENSURE AVAILABILITY OF TECHNOLOGY AND SYSTEM FOR SMOOTH RUNNING AND UNITERRUPTED ICT SERVICES

INDI CAT OR NO.	KEY PERFORMANCE INDICATORS/MEASURABLE OBJECTIVE	BASELINE 2024/25	WARD NUMBER	ANNUAL TARGETS	PROGRAMME	FUNDING SOURCE	BUDGET	1ST QUARTER TARGETS	2ND QUARTER TARGETS	3RD QUARTER TARGETS	4TH QUARTER TARGETS	PORTFOLIO OF EVIDENCE
1.	Number of Performance Agreements signed by section 54A & 56 managers by September 2025	4	N/A	4 performance agreements signed by section 54A & 56 managers by September 2025	Organizational PMS	Own Funding	OPEX	4 performance agreements signed by section 54A & 56 managers	N/A	N/A	N/A	Signed performance agreements
2.	To conduct Section 54A and 56 managers individual assessment by June 2026	1	N/A	Section 54A and 56 managers individual assessment conducted by June 2026	Organizational PMS	Own Funding	OPEX	N/A	N/A	N/A	Section 54A and 56 managers individual assessment conducted	Assessment Report & council resolution
3.	To review and submit the Organogram to Council for approval by June 2026	1	N/A	Organogram reviewed and submitted to Council for approval by June 2026	Organizational Development	Own Funding	OPEX	N/A	N/A	N/A	Organogram reviewed and submitted to Council for approval	Council Resolution & Organizational Structure
4.	Number of employees below senior managers signed performance agreement by September 2025	85% (505/572)	N/A	559 employees below senior managers signed performance agreement by September 2025	Individual PMS	Own funding	OPEX	559 employees below senior managers signed performance agreement	N/A	N/A	N/A	List of employees below senior managers who signed performance agreement
5.	Number of Employees below senior managers assessed for mid-year and annual assessment by June 2026	85% (505/572)	N/A	559 Employees below senior managers assessed for mid-year and annual assessment by June 2026	Individual PMS	Own Funding	OPEX	559 Employees below senior managers assessed for annual assessment	N/A	559 Employees below senior managers assessed for mid-year assessment	N/A	Assessment Report & council resolution
6.	Number of SDBIP Reports 2025/26 developed and submitted to Council for	4	N/A	4 SDBIP Reports (4th quarter 2024/25, 1st 2nd and 3rd quarter) 2025/26 developed	Organizational PMS	Own Funding	OPEX	4th quarter SDBIP Repot 2024/25	1st quarter SDBIP Report 2025/26	2nd quarter SDBIP Report 2025/26	4th quarter SDBIP Report 2025/26	4th quarter 2024/25, 1st, 2nd and 3rd quarter Reports/

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CORPORATE SERVICES

KPA1: MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION: KPA WEIGHT= 68%

STRATEGIC OBJECTIVE: TO ENSURE AVAILABILITY OF TECHNOLOGY AND SYSTEM FOR SMOOTH RUNNING AND UNITERRUPTED ICT SERVICES

INDICATOR NO.	KEY PERFORMANCE INDICATORS/MEASURABLE OBJECTIVE	BASELINE 2024/25	WARD NUMBER	ANNUAL TARGETS	PROGRAMME	FUNDING SOURCE	BUDGET	1ST QUARTER TARGETS	2ND QUARTER TARGETS	3RD QUARTER TARGETS	4TH QUARTER TARGETS	PORTFOLIO OF EVIDENCE
	approval by June 2026			and submitted to Council for approval by June 2026								Council resolution
7.	Number of Annual Performance Report 2024/25 developed and submitted to Council for approval by August 2025	1	N/A	1 Annual Performance Report 2024/25 developed and submitted to the Council for approval by August 2025	Organizational PMS	Own Funding	OPEX	1 Annual Performance Report 2024/25 developed and submitted to the Council for approval by August 2025	N/A	N/A	N/A	2024/2025Annual Performance Report/ Council resolution
8.	Number of Mid – Year Report 2025/26 developed and submitted to Council by January 2026	1	N/A	1 Mid – Year Report 2025/26 developed and submitted to Council by January 2026	Organizational PMS	Own Funding	OPEX	N/A	N/A	1 Mid – Year Report 2025/26 developed and submitted to Council	N/A	2025/2026Mid – Year Report/ Council resolution
9.	Number of Oversight reports 2024/25 developed and submitted to Council for approval by March 2026	1	N/A	1 Oversight Report 2024/25 developed and submitted to the Council for approval by March 2026	Organizational PMS	Own Funding	OPEX	N/A	N/A	1 Oversight Report 2024/25 developed and submitted to Council for approval	N/A	Oversight Report/ Council resolution
10.	Number of Back to Basic reports produced by June 2026	4	N/A	4 Back to Basic reports produced by June 2026	PMS Organizational	Own Funding	OPEX	1 Back to Basic report produced	1 Back to Basic report produced	1 Back to Basic report produced	1 Back to Basic report produced	Back to Basic report/Council resolution
11.	To submit Employment equity report to department of labour by January 2026	1	N/A	Employment equity report submitted to department of labour by January 2026	Skills Development	Own Funding	OPEX	N/A	N/A	Employment equity report submitted to department of labour	N/A	Proof of submission/Acknowledgement letter
12.	Percentage of vacant positions filled by people from employment	New indicator	N/A	20% of vacant positions filled by people from employment equity	Human Resources	Own funding	OPEX	N/A	N/A	10% of vacant positions filled by people from employment	10% of vacant positions filled by people from employment	Employment Report

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KPA1: MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION: KPA WEIGHT= 68%

STRATEGIC OBJECTIVE: TO ENSURE AVAILABILITY OF TECHNOLOGY AND SYSTEM FOR SMOOTH RUNNING AND UNITERRUPTED ICT SERVICES

INDICATOR NO.	KEY PERFORMANCE INDICATORS/MEASURABLE OBJECTIVE	BASELINE 2024/25	WARD NUMBER	ANNUAL TARGETS	PROGRAMME	FUNDING SOURCE	BUDGET	1ST QUARTER TARGETS	2ND QUARTER TARGETS	3RD QUARTER TARGETS	4TH QUARTER TARGETS	PORTFOLIO OF EVIDENCE
	equity target groups employed in the three highest level of management by June 2026			target groups employed in the three highest level of management by June 2026						equity target groups employed in the three highest level of management	equity target groups employed in the three highest level of management	
13.	Percentage of municipal budget spent on implementing its workplace skills plan by June 2026	New indicator	N/A	100% of municipal budget spent on implementing its workplace skills plan by June 2026	Human Resources	Own funding	OPEX	25% of municipal budget spent on implementing its workplace skills plan	25% of municipal budget spent on implementing its workplace skills plan	25% of municipal budget spent on implementing its workplace skills plan	25% of municipal budget spent on implementing its workplace skills plan	Budget report
14.	Percentage of Furniture equipment purchased as requested by March 2026	New indicator	N/A	100% of Furniture equipment purchased by March 2026	Human Resources	Own funding	R 2000 000	N/A	N/A	100% of Furniture equipment purchased	N/A	Invoice/Proof of payment
15.	To purchase Intensified Cybersecurity, focus service by June 2026	Spec & Advert	N/A	Intensified Cybersecurity focus service purchased by June 2026	ICT	Own funding	R4 000 000	Appointment of service provider for purchase of Intensified Cybersecurity focus service	Assessments and roadmap	Develop Cybersecurity strategy	Intensified Cybersecurity focus service purchased	Appointment letter, Assessment report, Strategy, proof of payment
16.	Number of Computers purchased by March 2026	Specification and advertisement	N/A	35 Computers purchased by March 2026	ICT	Own Funding	R1 500 000	Appointment of service provider for purchase of computers	15 Computers purchased	20 Computers purchased	N/A	Appointment letter, order, proof of payment
17.	Number of IT equipment (printers and smart pads) purchased by June 2026	10	N/A	11 IT equipment (5 printers and 6 smart pads) purchased by June 2026	ICT	Own Funding	R200 000	Specification for purchase of IT equipment (printers and smart pads)	Advertisement for purchase of IT equipment (printers and smart pads)	Appointment of service provider for purchase of IT equipment (printers and smart pads)	11 IT equipment (5 printers and 6 smart pads) purchased	Specification, advertisement, appointment letter, order, proof of payment

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CORPORATE SERVICES

KPA 4: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT; KPA WEIGHT= 4%

STRATEGIC OBJECTIVE: TO ENSURE COMPLIANCE WITH THE MFMA, FINANCIAL POLICIES,REGULATIONS AND TREASURY CIRCULARS

INDICATOR NO.	KEY PERFORMANCE INDICATORS/MEASURABLE OBJECTIVE	BASELINE 2024/25	WARD NUMBER	ANNUAL TARGETS	PROGRAMME	FUNDING SOURCE	BUDGET	ADJUSTED BUDGET	1ST QUARTER TARGETS	2ND QUARTER TARGETS	3RD QUARTER TARGETS	4TH QUARTER TARGETS	PORTFOLIO OF EVIDENCE
1.	Percentage of Capital Budget spent on projects by June 2025	53%	N/A	100% of Municipal Capital Budget spent on projects by June 2025	Corporate Services	Own funding & MIG	OPEX	OPEX	25 % of Municipal Capital Budget spent on Projects	50 % of Municipal Capital Budget spent on projects	75 % Capital Budget spent on projects	100 % Capital Budget spent on projects	Expenditure Report

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KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION; KPA WEIGHT= 28%

STRATEGIC OBJECTIVE: TO PROVIDE AN EFFECTIVE RISK,AUDIT,LEGAL TO THE MUNICIPALITY

INDICATOR NO.	KEY PERFORMANCE INDICATORS/MEASURABLE OBJECTIVE	BASELINE 2024/25	WARD NUMBER	ANNUAL TARGETS	PROGRAMME	FUNDING SOURCE	BUDGET	1ST QUARTER TARGETS	2ND QUARTER TARGETS	3RD QUARTER TARGETS	4TH QUARTER TARGETS	PORTFOLIO OF EVIDENCE
1.	Percentage of litigation cases attended each quarter by June 2026	100%	N/A	100% of litigation cases attended each quarter by June 2026	Legal and Administrative Services	Own Funding	OPEX	100% Litigation cases attended each quarter	100% Litigation cases attended each quarter	100% Litigation cases attended each quarter	100% Litigation cases attended each quarter	Signed report by the Senior manager (Municipal Manager)
2.	Percentage of Auditor-General queries resolved by June 2026	82%	N/A	100% Auditor-General queries resolved by June 2026	Corporate Services	Own Funding	OPEX	N/A	N/A	50% Auditor-General queries resolved	100% Auditor-General queries resolved	Updated AG Action plan
3.	Frequent Monitoring of the departmental attendance Register by June 2026	1	N/A	Weekly Monitoring of the departmental attendance Register by June 2026	Corporate Services	Own Funding	OPEX	Departmental attendance register monitored on	Departmental attendance register monitored on	Departmental attendance register monitored on a weekly basis	Departmental attendance register monitored on	Attendance register

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KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION; KPA WEIGHT= 28%												
STRATEGIC OBJECTIVE: TO PROVIDE AN EFFECTIVE RISK,AUDIT,LEGAL TO THE MUNICIPALITY												
INDICATOR NO.	**KEY PERFORMANCE INDICATORS/MEASURABLE OBJECTIVE**	**BASELINE 2024/25**	**WARD NUMBER**	**ANNUAL TARGETS**	**PROGRAMME**	**FUNDING SOURCE**	**BUDGET**	**1ST QUARTER TARGETS**	**2ND QUARTER TARGETS**	**3RD QUARTER TARGETS**	**4TH QUARTER TARGETS**	**PORTFOLIO OF EVIDENCE**
								a weekly basis	a weekly basis		a weekly basis	
4.	Number of Operational risks reduced by June 2026	2	N/A	2 Operational risks reduced by June 2026	Corporate Services	Own Funding	OPEX	2 Operational risks reduced	2 Operational risks reduced	2 Operational risks reduced	2 Operational risks reduced	Risk management report
1	Number of Ordinary Council sittings held by June 2026	4	N/A	4 Ordinary Council sittings held by June 2026	Council support	Own Funding	OPEX	1 Ordinary council sitting held	1 Ordinary council sitting held	1 Ordinary council sitting held	1 Ordinary council sitting held	Attendance Register & Minutes of the meetings
6.	Number of EXCO meetings conducted by June 2026	4	N/A	4 EXCO meetings conducted by June 2026	Council Support	Own Funding	OPEX	1 EXCO meeting conducted	1 EXCO meeting conducted	1 EXCO meeting conducted	1 EXCO meeting conducted	Attendance Register & minutes of the meetings
7.	Number of Mayoral Imbizo conducted by June 2026	4	N/A	4 Mayoral Imbizo conducted by June 2026	Communication	Own Funding	OPEX	1 Mayoral Imbizo conducted	1 Mayoral Imbizo conducted	1 Mayoral Imbizo conducted	1 Mayoral Imbizo conducted	Attendance register

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6. PERFORMANCE WEIGHTINGS PER KEY PERFORMANCE AREAS

The criterion upon which the performance of the employee must be assessed consists of 2 components both of which must be contained in the performance agreement.

The employee will be assessed against both components, with a weight of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs), respectively. Each area of assessment will be weighted and will contribute a specific part to the total score. KPAs covering the main areas of work will account for 80% and CCR will account for 20% of final assessment.

Table B: WEIGHTING ON KPAs

KEY PERFORMANCE AREAS	WEIGHT
Municipal Institutional Development and Transformation	68%
Basic Service Delivery	0%
Local Economic Development (LED)	0%
Municipal Financial Viability and Management	4%
Good Governance and Public Participation	28%
TOTAL WEIGHTING	**100%**

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TABLE C: CORE COMPETENCY REQUIREMENTS (CCRs)

CORE MANAGERIAL COMPETENCIES:	Weight (75%)
Strategic Capability and Leadership	10
Programme and Project Management	10
Financial Management(compulsory)	10
Change Management	5
Knowledge Management	10
Service Delivery Innovation	5
Problem Solving and Analysis	5
People Management and Empowerment(compulsory)	10
Client Orientation and Customer Focus(compulsory)	10
CORE OCCUPATIONAL COMPETENCIES:	Weight (25%)
Interpretation of and implementation within the legislative and national policy frameworks	5
Knowledge of developmental local government	5
Knowledge of more than one functional municipal field/discipline	5
Competence as required by other national line sector Departments	5
Exceptional and dynamic creativity to improve the functioning of the municipality	5
Total	100%

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7. PERFORMANCE EVALUATION

Performance evaluation will be done in line with section 23(c) of the Performance Regulation of 2006: Performance Regulation of Managers Reporting to the Municipal Manager and the Municipal Manager.

8. STANDARD RATING SCHEDULE

	Score	Definition
Outstanding Performance	5	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.
Performance Significantly Above Expectations	4	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.
Fully Effective	3	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.
Not Fully Effective	2	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 performance criteria and indicators as specified in the PA and Performance Plan.
Unacceptable Performance	1	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. 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.

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9. PERSONAL DEVELOPMENT PLANS (PDP)

Section 29 of the Performance Regulation of 2006 requires that managers must develop personal Development Plan that must address all gaps, and this plan must be part of the performance agreement.

This performance is signed in line with the Municipal Finance Management Act 56 of 2003. All s57 Managers are required performance plan and sign performance agreements with the accounting officer.

This performance plan serves as an Annexure to the signed Performance Agreement.

10. SIGNATURES

……………………………………… 30/06/2025……………………

MATSHIVHA M.M **DATE**

SENIOR MANAGER:

CORPORATE SERVICES

……………………………………… 30/06/2025……………………

RAMBUNDA A. S **DATE**

MAYOR