



**INGQUZA HILL
LOCAL MUNICIPALITY**

PERFORMANCE AGREEMENT

Made by and entered into between

Municipal Manager : Mr.Velile Castro Makedama

And

Manager: Infrastructure Maintenance and Operations : Asanda Hlehliso

2025/2026 FINANCIAL YEAR

ACRONYMS

SDBIP	-	Service Delivery and Budget Implementation Plan
BEE	-	Black Economic Empowerment
EXCO	-	Executive Committee
HOD	-	Head of Department
IDP	-	Integrated Development Plan
LED	-	Local Economic Development
MFMA	-	Municipal Finance Management Act, No. 56 of 2003
KPA	-	Key Performance Area
KPI	-	Key Performance Indicators
CCR	-	Core Competency Requirements
RSA	-	Republic of South Africa
SCM	-	Supply Chain Management
PDP	-	Personal Development Plan
PA	-	Performance Agreement
PP	-	Performance Plan
OPMS	-	Organisational Performance Management System

DEFINITIONS

- Ruling Language** - Refers to the language parties to the contract choose to use as a Medium for formal communication between themselves.
- Financial Year** - Refers to the 12 months period which the organization determines as its budget year.

GENERAL PROVISIONS

1. INTRODUCTION

- 1.1 The Employer has entered into a performance agreement with the **Manager: Infrastructure Maintenance and Operations**: for a period of (one) 1 year, from 01 July 2025, ending on 30 June 2026.
- 1.2 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the **Manager: Infrastructure Maintenance and Operations**: reporting to the Municipal Manager representing the municipality, to a set of actions that will secure local government policy goals.
- 1.3 This performance agreement is between Asanda Hlehliso, the **Manager: Infrastructure Maintenance and Operations**, and the **Municipal Manager (Director : Technical Services post is Vacant)**. It is for the 2025/2026 financial year only. The expected performance reflected in this agreement is based on the Integrated Development Plan of 2025/2026 reviewed, and the 2025/2026 Service Delivery and Budget Implementation Plan (SDBIP). The two afore-mentioned documents have been adopted as the working documents of Ingquza Hill Local Municipality and therefore, shall be the basis of performance assessment.

2. STRATEGIC OBJECTIVE

The **Manager: Infrastructure Maintenance and Operations** reports to the **Municipal Manager** and is accountable for administrative functions performed by:

Building Technician Capital and Maintenance	: Lwazi Mgudu
Electrical Technician	: Siphe Mzaza
Superintendent Construction and Maintenance	: Patuxolo Ngqezo
Foreman	: Gugu Ndwadu

And any other functions as may be delegated by the **Municipal Manager**.

3. PERFORMANCE BONUS & ANNUAL SALARY ADJUSTMENT

If the **Manager: Infrastructure Maintenance and Operations** achieves outstanding performance *in line with the ratings as contained in this agreement*, he shall qualify for the annual performance bonus in accordance with the performance management policy, budget availability and formulae, as well as the results of the performance evaluation agreed to in this agreement. The acceptability of the level of his performance or otherwise shall be determined and declared by the performance evaluation team in accordance with the provision of this agreement, following the receipt of a report on the **Manager: Infrastructure Maintenance and Operations** achievement or otherwise of the KPIs as reflected in this agreement.

Annexure A attached has listed Key Performance Areas (KPIs). These will be evaluated on a straight line bases. These performance areas will be worth 100%. The key performance indicators have different weightings; which weightings are then converted by the adopted rating calculator into the final weightings; which final weightings are to be assessed. The achievement of 95 to 100% percent shall be regarded as 100% bonus warranting, above 80 percent to 94 percent, as average and warranting 80% of performance bonus, above 50 percent to 79 percent shall warrant 50% of the performance bonus, and below 50 percent, shall require the employer to effect remedial measures that may include incapacity or disciplinary enquiry.

The above performance thresholds shall only be effected after,

- I. The annual report for the financial year under review has been tabled and adopted by the Municipal Council;
- II. An evaluation of performance in accordance with the provisions of regulation 23, and this agreement; and
- III. Approval of such evaluation by the Municipal Council as a reward for outstanding performance or effective performance.

4. EVALUATING PERFORMANCE

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

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

Quarter	Review Period	Review to be completed by
1	July- Sep	October (informal)
2	Oct- Dec	January- February (Formal)
3	Jan- March	April (informal)
4	April- June	July- August (formal)

Most importantly, the municipality will develop a tool to measure performance on the five point rating system:

The ratings are explained as follows:

Rating	Terminology	Description
5	Outstanding Performance	Performance far exceeds the standard expected of an employee at this level. The key 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	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	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	Performance not fully effective	Performance is below the stand required for the job in the 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 accountability contract and performance plan
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has

		<p>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.</p>
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The performance bonus payment shall be categorised in two bands with some ranges per band.

The first performance bonus (cash rewards) payment band ranges between 5% and 9% of the all-inclusive remuneration package, as follows:

- I. A score of 130% to 136%, to qualify for a 5% bonus;
- II. A score of above 136% to 142%, to qualify for a 7% bonus;
- III. A score of above 142% to 149%, to qualify for a 9% bonus.

The second performance bonus (cash rewards) payment band ranges between 10% and 14% of the all-inclusive remuneration package, as follows:

- I. A score of 150% to 155%, to qualify for a 10% bonus;
- II. A score of above 155% to 160%, to qualify for a 13% bonus;
- III. A score of above 160%, to qualify for a 14% bonus.

A performance bonus may not be paid on a pro-rata basis as the bonus is paid annually after complying with the legal requirements captured in this agreement and the applicable laws. The calculation of the bonus will be 14% of the total package of the negotiated package of the employee assessed (e.g. if the employee gets R100 000 total cost to the employer, R14 000 will constitute 100% of the performance bonus)

A level of performance achievement of below 50% shall warrant the employer to execute corrective measures that may include disciplinary measures due to incapacity.

4.1. The Employee must be assessed on his performance in terms of the performance indicators identified in the attached Performance Plan and include—

- (a) the Key Performance Areas; and
- (b) Core Managerial Competencies.

4.2. The Key Performance Areas will make up 80% of the Employee's assessment score, and will contain the following areas of which all of them are compulsory and weights must be allocated to each of them according to the scale of core and functional responsibilities:

Key Performance Areas (100% of Total)	Weighting
Basic Service Delivery	75
Institutional Transformation and Organizational Development	0
Planning and Local Economic Development	5
Municipal Financial Viability and Management	10
Good Governance and Public participation	5
Social Services	5
Total	100%

4.3. The **Core Management Criteria** will make up the other 20% of the Employee's assessment scores

4.4. The **Core Competency Requirements** are deemed to be most critical for the Employee's specific job and only ten (10) of them should be selected from the list below including the compulsory CMC s as agreed to between the Employer and Employee:

No	Competency Required	Category	✓	Weight
1	Financial Management - Compulsory	Core Managerial Competency	X	5
2	People Management - Compulsory		X	5
3	Client orientation and Customer Care - Compulsory		X	5
4	Strategic Capability		X	5
5	Programme and Project Management		X	5
6	Change Management		X	5
7	Knowledge Management		X	5
8	Service Delivery Innovation			5
9	Problem Solving and Analytical Thinking		X	5
10	Communication		X	5
11	Honesty and Integrity	X	5	
12	Competence in Self-Management	Core Occupational Competencies	X	5
13	Interpretation of and implementation within the legislative and national policy frameworks		X	5
14	Knowledge of developmental local government			
15	Knowledge of Performance Management and Reporting		X	5
16	Knowledge of global and South			5

	African specific political, social and economic contexts		
17	Competence in policy conceptualization, analysis and Implementation	X	5
18	Knowledge of more than one functional municipal field/ Discipline		5
19	Skills in Mediation		
20	Skills in Governance	x	5
21	Competence as required by other national line sector Departments	x	5
22	Exceptional and dynamic creativity to improve the functioning of the municipality		5
	TOTAL		100%

5. DEVELOPMENTAL REQUIREMENTS

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

6. CONSEQUENCE OF SUBSTANDARD PERFORMANCE

Where the employer, at any time during the **Manager: Infrastructure Maintenance and Operations** employment, is not satisfied with the performance with respect to any matter dealt with in this Agreement, the employer will give notice to the **Manager: Infrastructure Maintenance and Operations** to attend a monitoring and review meeting.

The **Manager: Infrastructure Maintenance and Operations** will have the opportunity at the meeting to satisfy the **Municipal Manager** or the monitoring and evaluation team of the measures being taken to ensure that his performance becomes satisfactory and any program, including any dates, for implementing these measures.

7. RULING LANGUAGE

The agreement is made out in the English language, which shall be the ruling language. All correspondence between the parties to this contract and all reports and documents pertaining to this contract shall be in English language.

8. TERM OF AGREEMENT

This agreement shall be deemed to have been entered into on the **1st of July 2025** and will expire on the **30 of June 2026**. The parties will conclude a new performance agreement that replaces this agreement contract by no later than **31 July 2025**. This Agreement will terminate on the termination of the Technical Manager contract of employment.

9. LIMITATIONS OF THE CONTRACT

This contract is an agreement between the employer and the Technical Manager about the expected performance of the latter during the specified term. This contract is subject to the employment contract which the Technical Manager entered into on accepting his position and to the South African legislation. In the case of any ambiguity, the employment contract shall prevail over this performance agreement. Nothing contained in this Agreement in any way limits the right of the employer to terminate the Technical Manager contract of employment for any other breach by the Technical Manager of his obligations to the Municipality or for any other valid reason in law.

10. MONITORING AND EVALUATION

Despite the in-year reviews, the employer shall establish an assessment team to conduct an annual performance review; the team shall be composed as follows:

- I. Head of Department
- II. Senior Manager Corporate Services and
- III. Manager IDP and PMS

The **Municipal Manager or** (Nominee) shall provide secretariat services to the assessment team referred to above.

11. DISPUTE RESOLUTION

In case of disputes, which cannot be resolved through negotiations and mediation, the employee has a right to refer the case to the Municipal Manager who must settle the case within thirty (30) days of receipt of a formal written dispute. The decision of the Municipal Manager shall be deemed final and binding on both parties.

12. JURISDICTION

Regardless of the place of execution, performance or domicile of the parties, this contract and all modifications and amendments hereof shall be governed by and construed under and in accordance with the laws of the Republic of South Africa.

13. WHOLE AGREEMENT

The parties to this contract agree that this contract constitutes the whole agreement and arrangement for the performance of the Technical Manager with effect from **01 July 2025**.

No agreement, varying, adding to, deleting from or canceling this contract, shall be effective unless reduced in writing and signed by both parties. The following annexures and

appendices attached to this contract will have the same force and effect as if they were written in this section of the contract:

- ANNEXURE A: PERFORMANCE PLAN**
- ANNEXURE B: PERSONAL DEVELOPMENT PLAN**
- ANNEXURE C: FINANCIAL DISCLOSURES**
- APPENDIX 1 : COMMITMENT OF SUPPORT TEAM**
- APPENDIX 2 : OBLIGATIONS OF THE EMPLOYER**

SIGNED at Flagstaff this²⁵.....day of July 2025

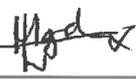
MANAGER: INFRASTRUCTURE MAINTENANCE AND OPERATIONS

Signature: _____ 

Name Printed: Asanda Hlehliso

WITNESSES

1. Signature: _____  Name Printed: YONELA SIGCAU

2. Signature: _____  Name Printed: LWAZI MGUDU

FOR AND ON BEHALF OF INGQUZA HILL LOCAL MUNICIPALITY

MUNICIPAL MANAGER

Signature: _____ 

Name Printed: _____

WITNESSES

1. Signature: _____ Name Printed: _____

2. Signature: _____ Name Printed: _____

ANNEXURE "A"

PERFORMANCE PLAN 2025/2026

PERFORMANCE PLAN

KEY PERFORMANCE AREAS (KPA's) OR 2025/26

KEY PERFORMANCE AREA	WEIGHTING
Basic Service Delivery	75
Institutional Transformational and Organizational Development	0
Planning and Local Economic Development	5
Municipal Financial Viability and Management	10
Good Governance and Public participation	5
Social Services	5
Total	100%

14. KEY PERFORMANCE AREAS (KPAS) FOR 2025/2026)

14.1. BASIC SERVICE DELIVERY

PROJECT	BASELINE	KEY PERFORMANCE AREA	ANNUAL TARGET	QUARTERLY				MEANS OF VERIFICATION	WEIGHTING
				Quarter 1	Quarter 2	Quarter 3	Quarter 4		
Designs of Mbhayi 10m long bridge in ward 04 by 31 December 2025	New project	Basic Service Delivery	100%	Project at 50% - Preliminary Design Report Complete by 30 September 2025	Project at 100% - Final designs completed by 31 December 2025	No Target	No Target	Approved Final design Report	4
Designs of Nzaka 15m long bridge in ward 11 by 31 December 2025	New project	Basic Service Delivery	100%	Project at 50% - Preliminary Design Report Complete by 30 September 2025	Project at 100% - Final designs completed by 31 December 2025	No Target	No Target	Approved Final design Report	4
Rehabilitation of 1500m ² Surfaced Roads (Pothole patching) in ward 15 and 19 in Lusikisiki Town by 30 March 2026	34 781m ² rehabilitated	Basic Service Delivery	100%	Project at (33%) 500m ² rehabilitated by 30 September 2025	Project at (66%) Rehabilitation of 500m ² by 31 December 2025	Project at (100%) Rehabilitation of 500m ² by 31 March 2026	No Target	Signed Monthly Reports and Completion Certificate	3
Rehabilitation of 500m ² Surfaced Roads (Pothole patching) in ward 6 in Flagstaff Town by 31 March 2026	34 781m ² rehabilitated	Basic Service Delivery	100%	No Target	No Target	Project at (100%) Rehabilitation of 500m ² by 31 March 2026	No Target	Signed Monthly Reports and Completion Certificate	3

Rehabilitation of 105km access roads in 21 wards (1,2,3,4,5,11,12,13,16,18,20,22,23,24,25,26,27,28,29,31 and 32) by 30 June 2026	756km maintained	Basic Service Delivery	100%	Project at (25%) of 105 kms rehabilitated by 30 September 2025	Project at (50%) of 105kms rehabilitated by 31 December 2025	Project at (75%) of 105kms rehabilitated by 31 March 2026	Project at (100%) of 105kms rehabilitated by 30 June 2026	Signed Monthly Reports Practical Completion Certificate	3
Rehabilitation of 55km access roads in 11 wards (6,7,8,9,10,30,14,15,19,21,17) by 30 June 2026	756km maintained	Basic Service Delivery	100%	Project at (25%) of 55 kms rehabilitated by 30 September 2025	Project at (55%) of 55 kms rehabilitated by 31 December 2025	Project at (75%) of 55 kms rehabilitated by 31 March 2026	Project at (100%) of 55 kms rehabilitated by 30 June 2026	Signed Monthly Reports Practical Completion Certificate	3
Rehabilitation Mbhayi 19m long Bridge in ward 4 by 30 June 2026	New project	Basic Service Delivery	100%	No Target	No Target	Stage 1 (10%) - Appointment of contractor and Site Establishment by 31 March 2026	Stage 6 (100%) - wing walls, protection works and road signs complete and project complete by 30 June 2026	Signed Monthly Reports Practical Completion Certificate	3
Rehabilitation of Nzaka 15m long Bridge in ward 11 by 30 June 2026	New project	Basic Service Delivery	100%	No Target	No Target	Stage 1 (10%) - Appointment of contractor and Site Establishment by 31 March 2026	Stage 6 (100%) - wing walls, protection works and road signs complete and project complete by 30 June 2026	Signed Monthly Reports Practical Completion Certificate	3
Construction of 7440 m2 of Lusikisiki Municipal Offices in Ward 19 by 30 June 2026	Procurement Stage	Basic Service Delivery	40%	No Target	No Target	Stage 1 (10%) - Appointment of contractor and Site Establishment by 31 March 2026	Stage 2 (40%) - Site layout and earthworks complete by 30 June 2026	Signed Monthly Reports	3
Renovations of New Flagstaff Offices with floor size of 7554m2 in	The building was completed but needs	Basic Service Delivery	80%	Project at 30% Water proofing and air conditioners and ceiling by 30	Project at (50%) - Sewer and paving complete 31 December	Project at (60%) - Tinting of all windows completed by 31 March 2026	Project at 80% - Installation of boom gate and tender box completed by 30	Signed Monthly Reports	3

	renovations	Basic Service Delivery	100%		September 2025	2025	June 2026			
Ward 6 at Flagstaff Town by end June 2026	Renovations of 520m ² Lusikisiki old offices in Ward 15 at Lusikisiki Town by 30 June 2026	The building was completed but needs renovations	Basic Service Delivery	100%	Stage 1 (10%) - Appointment of contractor and Site Establishment by 30 September 2025	Project at 40% (Stage 2) Renovation of assembly hall by 31 December 2025	Project at 80% (Stage 5) Renovation of Lusikisiki Toilets by 31 March 2026	Project at 100% (Stage 6) Paving of old offices by 30 June 2026	Signed Monthly Reports and Practical completion Certificates	3
Renovations of ERF 31 in Ward 06 by 30 June 2026	The building was completed but needs renovations	Basic Service Delivery	100%	No Target	No Target	Project at 10% (Stage 1) - Appointment of Contractor and Site Establishment by 30 September 2025	Project at (80%) - Stage 5 Superstructure, Plumbing, Electricity completed by 31 March 2026	Project at 100% (Stage 6) - Finishes, Landscaping completed by 30 June 2026	Signed Monthly Reports Practical Completion certificate	3
Renovations of Simphiwe Fraser Mnguni Community Hall in Ward 17 by 31 December 2025	The community hall was completed but needs renovation	Basic Service Delivery	100%	(80%) - Stage 5 Appointment of contractor and Site Establishment Project at Fixing of roofs structure, ceilings and external works, plumbing. Electricity by 30 September 2025	Project at 100% (Stage 6) - Priming, Painting, varnish, Landscaping by 31 December 2025	Project at 100% (Stage 6) - Priming, Painting, varnish, Landscaping by 31 December 2025	No Target	No Target	Signed Monthly Reports and Completion certificate.	4
Renovations of Ward 6 Sportsfield at Mthwaku Village in Ward 6 by 31 December 2025	The current Sports field was completed and was vandalised and needs renovation	Basic Service Delivery	100%	Project at (80%) Appointment of contractor and Site Establishment, Replacement of broken windows and doors at the change rooms and guard house by 30 September 2025	Project at (100%) Refurbishment of combicourts and grass planting by 31 December 2025	Project at (100%) Refurbishment of combicourts and grass planting by 31 December 2025	No Target	No Target	Signed Monthly Reports and Completion certificate.	4

Completion of Joe Slovo Sports field at Lusikisiki in Ward 15 by 31 December 2025	Contractor appointed and terminated due to poor performance . project at 70%	Basic Service Delivery	100%	Project at (80%) - Appointment of contractor and Site Establishment, Replacement of broken windows and doors at the change rooms and guard house by 30 September 2025	Project at (100%) Refurbishment of combicourts and grass planting by 31 December 2025	No Target	No Target	Progress report and Completion certificate.	4
Renovation of Lusikisiki Park Public Toilets in Ward 19 by 31 December 2025	The current Public Toilets were vandalised	Basic Service Delivery	100%	Project at (80%) - Stage 5 Appointment of contractor and Site Establishment Fixing of roofs structure, ceilings and external works, plumbing by 30 September 2025	Project at 100% (Stage 6) - Priming, Painting, varnish, Landscaping by 31 December 2025	No Target	No Target	Signed Monthly Reports and Completion certificate.	4
Renovation of Flagstaff Public Toilets in Ward 6 by 30 June 2026	The current Public Toilets were vandalised	Basic Service Delivery	100%	Project at (80%) - Stage 5 Appointment of contractor and Site Establishment Fixing of roofs structure, ceilings and external works, plumbing by 30 September 2025	Project at 100% (Stage 6) - Priming, Painting, varnish, Landscaping by 31 December 2025	No Target	No Target	Signed Monthly Reports and Completion certificate.	4
Replacement of 100 existing streetlighting fittings with solar streetlighting fittings.at ward 15 & 19 by 31	5 Solar Streetlights installed	Basic Service Delivery	100%	Project at 10% - Appointment of the contractor and Site Establishment by 30 September 2025	Project at 50%- replacement of 50 streetlight fittings by 31 December 2025	Project at 100%- replacement of 100 streetlight fittings by 31 March 2026	No Target	Signed Monthly Reports and Completion certificate	4

	ANCE AREA	Quarter 1	Quarter 2	Quarter 3	Quarter 4		
N/A							

14.3 PLANNING AND LOCAL ECONOMIC DEVELOPMENT

PROJECT	BASELINE	KEY PERFORMANCE AREA	ANNUAL TARGET	QUARTERLY				MEANS OF VERIFICATION	WEIGHTING
				Quarter 1	Quarter 2	Quarter 3	Quarter 4		
Construction of viewing deck in ward 23 by March 2026	LED Strategy and tourism Development Strategy, destroyed viewing deck	Planning and Local Economic Development	100%	No Target	No Target	10% Appointment and site establishment	100% Completion of the viewing deck construction	Completion certificate and signed monthly report	2.5
Construction of Information Centre in Lusikisiki (Ward 15) by 30 June 2026	New project	Planning and Local Economic Development	100%	Project at 10% (Stage 1) - Handover and Site Establishment by 30 September 2025	Project at 40% (Stage 2) Earthworks, Foundations by 31 December 2025	Project at 80% (Stage 5) Superstructure, Plumbing, Electricity by 31 March 2026	Project at 100% (Stage 6) - Finishes, Landscaping by 30 June 2026	Practical Completion certificate	2.5

14.4. MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

PROJECT	BASELINE	KEY PERFORMANCE AREA	ANNUAL TARGET	QUARTERLY				MEANS OF VERIFICATION	WEIGHTING
				Quarter 1	Quarter 2	Quarter 3	Quarter 4		
100% expenditure on MIG grant by 30 June 2026	New project	Financial Viability Management	100%	30%	60%	80%	100%	Signed Monthly Expenditure Reports	2

100% expenditure on INEP grant by 30 June 2026	New project	Financial Viability Management	100%	20%	50%	70%	100%	Signed Monthly Expenditure Reports	4
100% expenditure on MDRG grant by 30 June 2026	New project	Financial Viability Management	100%	10%	40%	70%	100%	Signed Monthly Expenditure Reports	4

14.5 GOOD GOVERNANCE AND PUBLIC PARTICIPATION

PROJECT	BASELINE	KEY PERFORMANCE AREA	ANNUAL TARGET	QUARTERLY				MEANS OF VERIFICATION	WEIGHTING
				Quarter 1	Quarter 2	Quarter 3	Quarter 4		
Submission of 12 Monthly Reports by 30 June 2026	New project	Basic Service Delivery	12	3	3	3	3	Approved Final design Report	2.5
Submission of 4 Quarterly Reports by 30 June 2026	New project	Basic Service Delivery	4	1	1	1	1	Approved Final design Report	2.5

14.6 SOCIAL SERVICES

PROJECT	BASELINE	KEY PERFORMANCE AREA	ANNUAL TARGET	QUARTERLY				MEANS OF VERIFICATION	WEIGHTING
				Quarter 1	Quarter 2	Quarter 3	Quarter 4		
Construction of Animal Pound in Flagstaff (Ward 06) by 30 June 2026	New project	Basic Service Delivery	100%	Project at 10% (Stage 1) - Appointment of Contractor and Site Establishment by 30 September 2025	Project at 40% (Stage 2) - fencing installation by 31 December 2025	Project at (80%) - Stage 5 - Erection of kraal by 31 March 2026	Project at 100% (Stage 6) - Installation of Wendy House by 30 June 2026	Signed Monthly Reports - Completion certificate	2.5
Construction of Animal Pound in Lusikisiki (Ward 15) by 30 June 2026	New project	Basic Service Delivery	100%	Project at 10% (Stage 1) - Appointment of Contractor and Site Establishment by 30 September 2025	Project at 40% (Stage 2) - fencing installation by 31 December 2025	Project at (80%) - Stage 5 - Erection of kraal by 31 March 2026	Project at 100% (Stage 6) - Installation of Wendy House by 30 June 2026	Signed Monthly Reports - Completion certificate	2.5

15. CORE COMPETENCIES REQUIREMENTS (CCRs) SELECTED CORE COMPETENCIES REQUIREMENTS

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

CORE COMPETENCY REQUIREMENTS (CCR FOR EMPLOYEES)		
CORE MANAGERIAL COMPETENCY (CMC)	✓	WEIGHT
Strategic Capability and Leadership	x	10
People Management	x	05
Program and Project Management	x	15
Financial Management	x	10
Change leadership	x	10
Governance Leadership	x	10
CORE OCCUPATIONAL COMPETENCIES (COC)		
Moral competency	x	05
Planning and Organization	x	10
Analysis and Innovation	x	10
Knowledge and Information Management	x	10
Communication	x	05
Total	x	100%

ANNEXURE "B"

PERSONAL DEVELOPMENT PLAN

NAME: ASANDA HLEHLISO

JOB TITLE: MANAGER: INFRASTRUCTURE MAINTENANCE AND OPERATIONS

EMPLOYER: INGQUZA HILL LOCAL MUNICIPALITY

FINANCIAL YEAR: 2025/2026 FY

Competency area to be addressed	Proposed actions	Responsibility	Time-frame	Expected outcome
1. Strategic leadership and management.	Receive the appropriate knowledge and training and thereafter be assessed by an Assessor accredited by the Local Government Sector Education Training Authority (LGSETA) in terms of the SAQA guidelines and NQF registered unit standards and criteria.	Skills Development Facilitator.	By 30/06/2026	Achieving the minimum competency requirements, as prescribed in the Municipal Regulations on Minimum Competency Levels, issued in terms of the MFMA, No. 56 of 2003.
2. Strategic financial management.	Receive the appropriate knowledge and training and thereafter be assessed by an Assessor accredited by the Local Government Sector Education Training Authority (LGSETA) in terms of the SAQA guidelines and NQF registered unit standards and criteria.	Skills Development Facilitator.	By 30/06/2026	Achieving the minimum competency requirements, as prescribed in the Municipal Regulations on Minimum Competency Levels, issued in terms of the MFMA, No. 56 of 2003.
3. Risk and change	Receive the appropriate knowledge and training and thereafter be assessed by an Assessor	Skills Development Facilitator.	By 30/06/2026	Achieving the minimum competency requirements, as prescribed in the

<p>management.</p>	<p>accredited by the Local Government Sector Education Training Authority (LGSETA) in terms of the SAQA guidelines and NQF registered unit standards and criteria.</p>			<p>Municipal Regulations on Minimum Competency Levels, issued in terms of the MFMA, No. 56 of 2003.</p>
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ANNEXURE "C"

FINANCIAL DISCLOSURES

APPENDIX 1

Commitment of Support Team reporting directly to the Manager: Infrastructure Maintenance and Operations

We hereby make this commitment to support the Manager: Infrastructure Maintenance and Operations, to achieve targets as set in this performance agreement between him and the employer. As support staff, we understand that his targets are impossible to achieve without our full support and co-operation. We, therefore, accept both our individual and collective responsibilities towards the attainment of the set targets.

1. Signed by LWAZI MGUDU
NAME Lwazi Mgudu
POSITION Building Technician Capital and Maintenance

2. Signed by _____
NAME Siphe Mzaza
POSITION Electrical Technician

3. Signed by 
NAME Patuxolo Nqezo
POSITION Superintendent Construction and Maintenance

4. Signed by 
NAME Gugu Ndwabu
POSITION Foreman

5. Signed by 
NAME Siviwe Tshakumani
POSITION Machanic

6. Signed by A. Gontsana
NAME Asavela Gontsana
POSITION Civil Technician: Operations and Maintenance

APPENDIX 2

1. OBLIGATIONS OF THE EMPLOYER (KEY ASSUMPTIONS)

1.1 Office Accommodation

During the full period of the performance agreement the employer shall provide adequate office accommodation for the Manager Human Resources. The occupational cost including the attendant ground rent obligations will be borne by the Employer.

1.2 Personnel

The employer shall be required to hire support staff reporting directly to the Manager: Human Resources.

1.3 Facilities and Equipment

1.3.1 During the full period of the performance agreement, the employer shall avail to the Manager: IDP and PMS all existing facilities and equipment which he will need in executing his duties.

1.4 Other provisions

1.4.1 Approvals

The Employer shall make a decision/comment on items submitted for approval/comment within two (2) week of receipt of the items.

1.4.2 Tasks to the Employer

The employer undertakes to execute all crucial activities that fall under his responsibility as required by this contract in order not to derail the continuity of department operations. If there is failure on the employer's part and the Technical Manager feels that the attainment of targets of this contract is at stake, the two parties will meet and agree on the way forward.

1.4.3 Substitution of the Manager: Infrastructure Maintenance and Operations

The employer reserves the right to take appropriate action to replace the Manager: Infrastructure Maintenance and Operations as per employment contract.

2 OBLIGATIONS OF THE MANAGER INFRASTRUCTURE MAINTENANCE AND OPERATIONS

2.1. Conditions of service

The Manager: Infrastructure Maintenance and Operations shall report to the **Municipal Manager**, subject to the conditions of service as stipulated by the employer. The conditions of service of the Manager: Infrastructure Maintenance and Operations shall include but not be restricted to:

- 2.1.1.1 Setting of specific of targets for staff reporting to her.
- 2.1.1.2 Advise **Municipal Manager** on all matters including progress made in the implementation of the SDBIP.
- 2.1.1.3 Assist in setting and monitoring of performance indicators for the Municipal Manager and execute corrective measures as and when necessary.
- 2.1.1.4 Assist in ensuring that the departmental assets are in a good working condition.
- 2.1.1.5 Provision of high quality service within the department in a cost effective manner within agreed time frames.
- 2.1.1.6 Assist in assessing performance reports for Municipal Manager staff where necessary.
- 2.1.1.7 Assist in the preparation of the annual budget and once approved, adhering to it.
- 2.1.1.8 Assist in implementing strategies to improve the morale of staff.
- 2.1.1.9 Attending meetings and other occasions on behalf of the department as delegated by the **Municipal Manager**.
- 2.1.2 The Manager: Infrastructure Maintenance and Operations shall ensure that her staff have access and are well informed about the disciplinary procedure of the municipality.
- 2.1.3 Making recommendations to the Municipal Manager to hire staff in the Technical Services Office as the need arises.
- 2.1.4 Assist in determining the optimum staff level necessary for the accomplishment of targets and advising the employer on reduction or increase of staff in the department. Staff restructuring or reduction will utilize the existing municipal 'staff pool' as will be mutually agreed

between the employer and the Manager: Infrastructure Maintenance and Operations in fulfillment of the current staff reduction policy. If such staff is to be laid off due to the staff reduction policy, the cost of severance and other terminal benefits shall be borne by the employer as required by the Labour Laws of RSA.

- 2.1.5 Assist in carrying out all the necessary departmental staff training as shall be mutually agreed with the employer.

2.2 Standard of Service

2.2.1 The Manager: Infrastructure Maintenance and Operations shall exercise all his skills, reasonable care, responsibility and diligence in discharge of his duties under this agreement. The Manager: Infrastructure Maintenance and Operations shall do so with sound professional conduct in accordance with generally accepted standards.

2.2.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Manager: Infrastructure Maintenance and Operations in terms of her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

2.3 Supervision of Personnel in the Municipality

The Manager: Infrastructure Maintenance and Operations undertakes to supervise personnel in her division. If she is dissatisfied with performance of any staff, provisions of the relevant internal policy and legislative framework of RSA shall apply.

2.4 Targets and Milestones

2.4.1 The Manager: Infrastructure Maintenance and Operations shall do all in her power to achieve the targets and milestones indicated in the municipal IDP and SDBIP.

2.4.2 The Manager: Infrastructure Maintenance and Operations undertakes to achieve the parent targets, which shall be directly related to the expected improvement in the level of services and therefore improvement in the quality of life within the municipality. The parent

targets are those defined as performance requirements in Section 4 of this agreement.

2.5 Reporting

2.5.1 The Manager: Infrastructure Maintenance and Operations shall submit detailed monthly, quarterly, midterm and annual reports on the operation of the **Integrated Development Planning and Performance Management Division** to the Municipal Manager. The reports shall include details of achievement of targets and milestones for that quarter for information purposes including portfolio of evidence. The quarterly report should reach the employer within one month after the quarter in question has lapsed.

2.5.2 The Manager: Infrastructure Maintenance and Operations also undertakes to submit any other report/s as required by the **Municipal Manager**

2.6 Expenditure

The Manager: Infrastructure Maintenance and Operations shall be responsible for the implementation of the approved operational and capital budget of the Technical Services Office as delegated by the **Municipal Manager**

2.7 Maintenance of Assets (fixed and movable) in the Municipality

The Manager: Infrastructure Maintenance and Operations shall assist the **Municipal Manager** in the maintenance of assets in the department with the Municipal Manager having authority to enter into service contracts with service providers to carry out such maintenance.

2.8 Purchases

2.8.1 The Manager: Infrastructure Maintenance and Operations undertakes to utilize the most recently approved Municipal Supply Chain Management Policy (SCM) to handle all procurement within the municipality, according to the provisions of this agreement. No procurement shall be allowed to proceed outside of the approved SCM policy, and the Municipal Internal Auditor shall ensure that no payments are effected contrary to this arrangement.

2.9 Books and Records

The Manager: Infrastructure Maintenance and Operations shall keep accurate books and records of all finance operations and shall permit the employer to inspect them and make copies where necessary.

2.10 Financial Procedures

2.10.1 Financial year shall commence on the 1st July 2024 and end on the 30th June 2025, such period defined as the financial year shall be used for purposes of budgets, expenditures, cash flows and other operational requirements.

2.10.2 The employer reserves the right to ensure that finances are operated in accordance with the government's financial regulations and IHLM policies and can utilize the services of an Auditor in this regard.

2.10.3 The Manager:Infrastructure Maintenance and Operations must ensure strict adherence of all approved municipal financial policies, including issues of cost effectiveness, cost efficiency and over expenditure.

2.11 Budget

2.11.1 During the budget process the Manager: Infrastructure Maintenance and Operations shall make the necessary submissions to the Municipal Manager reflecting the projected financial needs of his department for the following financial year.

2.11.2 The approval of the departmental budget shall constitute the authority to the Manager: Infrastructure Maintenance and Operations

2.11.3 To incur expenditure accordingly and in line with the performance targets indicated in this performance contract.

2.12 Liability

The Manager: Infrastructure Maintenance and Operations shall be responsible towards the municipality for the Performance of services in accordance with the provisions of this contract, subject to the following limitation:

2.12.1 The Manager: Infrastructure Maintenance and Operations shall not be liable for any damage or injury caused by or arising out of the act,

neglect, default or omission, of any personnel in his department in the course of duty or anybody subcontracted by the municipality.

3. OTHER PROVISIONS

3.1 Unforeseen conditions

There may be some unforeseen conditions necessary for the success of this performance agreement. If either party discovers such circumstances, during the course of operation of this agreement, the matter shall be brought to the attention of the other, in writing. A meeting, whose timing shall be mutually agreed upon, shall then be convened to discuss the outstanding issues. The minutes of such a meeting shall form an addendum to this contract.