INGQUZA HILL
LOCAL MUNICIPALITY

PERFORMANCE AGREEMENT

Made by and entered into between

Senior Manager : Infrastructure Development and Municapl Services - Mr.Bavuyise Tshitshi

And

Manager: Infrastructure Maintenanace and Operations : Miss Asanda Hlehliso

2026/2027 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 2026 ending on 03 May 2027.

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 **Senior Manager: Infrastructure Development and Municipal Services** 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 **Senior Manager: Infrastructure Development and Municipal Services.** It is for the 2026/2027 financial year only. The expected performance reflected in this agreement is based on the Integrated Development Plan of 2026/2027 reviewed, and the 2026/2027 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 **Senior Manager: Infrastructure Development and Municipal Services** and is accountable for administrative functions performed by:

Senior Technician Construction and Maintenace : Ziyanda Ngcengula

Senior Electrician Technician **: Lungisani Mendwana**

And any other functions as may be delegated by the **Senior Manager: Infrastructure Development and Municipal Services..**

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 (KPAs). 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 does not meet the standard expected for the job.

	performance	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.

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	70
Institutional Transformation and Organizational Development	5
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	X	5

13	Interpretation of and implementation within the legislative and national policy frameworks	Competencies	X	5
14	Knowledge of developmental local government			
15	Knowledge of Performance Management and Reporting		X	5
16	Knowledge of global and South African specific political, social and economic contexts			5
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 **Senior Manager: Infrastructure Development and Municipal Services.**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 **01 July 2026** and will expire on the **03 of May 2027**.The parties will conclude a new performance agreement that replaces this agreement contract by no later than **24 July 2026**. This Agreement will terminate on the termination of the Manager: Infrastructure Maintenance and Operations contract of employment.

9. LIMITATIONS OF THE CONTRACT

This contract is an agreement between the employer and the Manager: Infrastructure Maintenance and Operations about the expected performance of the latter during the specified term. This contract is subject to the employment contract which the Manager: Infrastructure Maintenance and Operations 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 Manager: Infrastructure Maintenance and Operations contract of employment for any other breach by the Manager: Infrastructure Maintenance and Operations 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 Manager: Infrastructure Maintenance and Operations with effect from **01 July 2026.**

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 this ....24....day of **July 2026**

MANAGER: INFRASTRUCTURE MAINTENANCE AND OPERATIONS

Signature: _____

Name Printed: Asanda Hlehliso

WITNESSES

1. **Signature:** _____ Name Printed: SIPHE MZAZA

2. **Signature:** _____ Name Printed: LUNGISANI MTSHWATA

FOR AND ON BEHALF OF INGQUZA HILL LOCAL MUNICIPALITY

SENIOR MANAGER: INFRASTRUCTURE DEVELOPMENT AND MUNICIPAL SERVICES

Signature: _____ 24/07/2026

Name Printed: _____

WITNESSES

1. **Signature:** _____ Name Printed: Azuka Mgoduka

2. **Signature:** _____ NamePrinted: N.L Ntlangano

ANNEXURE "A"

PERFORMANCE PLAN 2026/2027

PERFORMANCE PLAN

KEY PERFORMANCE AREAS (KPAs) OR 2026/27

KEY PERFORMANCE AREA	WEIGHTING
Basic Service Delivery	70
Institutional Transformational and Organizational Development	5
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 2026/2027)

14.1._BASIC SERVICE DELIVERY

PROJECT	BASELINE	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	QUARTERLY				MEANS OF VERIFICATION	WEIGHTING
				Quarter 1	Quarter 2	Quarter 3	Quarter 4		
Designs of Khathazweni Sports Field in ward 30 by 31 March 2027	New project	1.81.20.6 % Completion of approved Designs for Khathazweni Sports Field in ward 30 by 31 March 2027	100%	**No Target**	**Project at 50% -** Preliminery Design Report Complete by 31 December 2026	**Project at 100%-** Final designs completed by 31 March 2027	**No Target**	Appointment Letter and Approved Final design Report	4
Designs of Kwadiki Sports Field in ward 17 by 31 March 2027	New project	1.81.20.7 % Completion of approved Designs for Kwadiki Sports Field in ward 17 31 March 2027	100%	**No Target**	**Project at 50% -** Preliminery Design Report Complete by 31 December 2026	**Project at 100%-** Final designs completed by 31 March 2027	**No Target**	Appointment Letter and Approved Final design Report	4
Construction of 2400m2 Khathazweni Sports Field in ward 30 by 30 June 2027	Registered in MIG-MIS System	1.06.19.1 % Completion of 2400m2 Khathazweni Sports Field in ward 30 by 30 June 2027	10%	**No Target**	**No Target**	**No Target**	**Stage 1 (10%) -** Appointment of contractor and Site Establishment by 30 June 2027	Appointment Letter and signed monthly reports	3
Construction of 2400m2 Kwadiki Sports Field in ward 17 by 30 June 2027	Registered in MIG-MIS System	1.06.19.2.% Completion of 2400m2 Kwadiki Sports Field in ward 17 by 30 June 2027	10%	**No Target**	**No Target**	**No Target**	**Stage 1 (10%) -** Appointment of contractor and Site Establishment by 30 June 2027	Appointment Letter and signed monthly reports	3

Construction of 110m concrete slab next to Engen Garage (Flagstaff) in ward 6 by 30 June 2027	New Project	1.49.19 % Completion 110m concrete slab next to Engen Garage (Flagstaff) in ward 6 by 30 June 2027	100%	**Stage 1 (10%) -** Appointment of contractor and Site Establishment by 30 September 2026	**Stage 3 - (40%)** - Installation of pipe culverts complete by 31 December 2026	**Stage 5 - (80%)** - Kerbing, Asphalt and Protection works complete complete by 31 March 2027	**Stage (7) 100% -** Project on Practical Completion by 30 June 2027	Appointment Letter Signed Monthly Reports with Photos and completion certificate	4
Rehabilitation of 3000m2 Surfaced Roads (Pothole patching) in ward 15 and 19 in Lusikisiki Town by 30 June 2027	53 141m² rehabilitated	1.35.45.1 % completion of 3000m2 surfaced road (pothole patching) in Ward 15 and 19 in Lusikisi Town by 30 June 2027	100%	**Project at (25%)** 750m2 rehabilitated by 30 September 2026	**Project at (50%)** Rehabilitation of 1500m2 by 31 December 2026	**Project at (75%)** Rehabilitation of 2250m2 by 31 March 2027	**Project at (100%)** Rehabilitation of 3000m2 by 30 June 2027	Signed Monthly Reports and Completion Certificate	5
Rehabilitation of 1000m2 Surfaced Roads (Pothole patching) in ward 6 in Flagstaff Town by 30 June 2027	53 141m² rehabilitated	1.35.45.2% completion of 1000m2 Surfaced Roads (Pothole patching) in ward 6 by 31 March 2027 in Flagstaff Town by June 2027	100%	No Target	**Project at (33%)** 500m2 rehabilitated by 31 December 2026	**Project at (66%)** Rehabilitation of 750m2 by 31 March 2027	**Project at (100%)** Rehabilitation of 1000m2 by 30 June 2027	Signed Monthly Reports and Completion Certificate	5
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 2027	756km mantained	1.35.45.3 % completion of 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 2027	100%	Project at (25%)of 105 kms rehabilitated by 30 September 2026	Project at (50%) of 105kms rehabilitated by 31 December 2026	Project at (60%) of 105kms rehabilitated by 31 March 2027	Project at (100%) of 105kms rehabilitated by 30 June 2027	Signed Monthly Reports PracticalCompletion Certificate	4
Rehabilitation Mbhayi 19m long Bridge in ward 4 by 30 September 2026	Project at 90%	1.1.5.4 % Completion of Rehabilitation of Mbhayi Bridge in ward 4 by 30 September 2026	100%	**Stage 6 (100%)** wing walls, protection works and road signs complete and project complete by 30 September 2026	No Target	No Target	No Target	Signed Monthly Reports PracticalCompletion Certificate	5

Rehabilitation of Nzaka 15m long Bridge in ward 11 by 30 September 2026	Project at 90%	1.1.5.5 % Completion of Rehabilitation of Nzaka Bridge in ward 11 by 30 September 2026	100%	**Stage 6 (100%)** wing walls, protection works and road signs complete and project complete by 30 September 2026	**No Target**	**No Target**	**No Target**	Signed Monthly Reports PracticalCompletion Certificate	5
Renovations of 520m2 Lusikisiki old offices in Ward 15 at Lusikisiki Town by 31 March 2027	New Project	6.53.15.1 % completion of Renovations of 520m2 Lusikisiki old Offices in ward at 15 Lusikisiki Town by 31 March 2027	100%	**Project at 40% (Stage 2)** Renovation of assemble hall by 30 September 2026	**Project at 80% (Stage 5)** Renovation of Lusikisiki Toilets by 31 December 2026	**Project at 100% (Stage 6)** Paving of old offices by 31 March 2027	**No Target**	Signed Monthly Reports and Completion Certificate	4
Renovations of Ward 6 Sportsfield at Mthwaku Village in Ward 6 by 31 March 2027	The current Sports field was vandalised	1.23.44.1% Completion of renovations of Ward 6 sports field at Mthwaku Village in ward 6 by 31 March 2027	100%	**Project at 10% (Stage 1)** Appointment of Contractor and Site Establishment by 30 September 2026	**Project at (80%)**Replacement of broken windows and doors at the change rooms and guard house 31 December 2026	**Project at (100%)** Refurbrisment of combicourts and grass planting by 31 March 2027	**No Target**	Appointment Letter,Signed Monthly Progress report and Completion certificate.	4
Completion of Joe Slovo Sports field at Lusikisiki in Ward 17 by 31 March 2027	Contractor appointed and terminated due to poor perfomanc e, project at 70%	1.23.44.2 % Completion of Joe Slovo Sports field at Lusikisiki in Ward 17 by 31 March 2027	100%	**No Target**	**Project at (80%) -** Appointment of contractor and Site Establishment, Replacement of broken windows and doors at the change rooms and guard house by 31 December 2026	**Project at (100%)** Refurbrisment of combicourts and grass planting by 31 March 2027	**No Target**	Appointment Letter,Signed Monthly Progress report and Completion certificate.	4
Renovations of 420 m2 Nongoma Community Hall in Ward 04 by 31 March 2027	The current building is dilapidated	1.25.51 % Completion of Renovation of 420m2 of Nongoma Community Hall in Ward 04 by 31	100%	**Project at 10% (Stage 1)** Appointment of Contractor and Site Establishment by 30 September	**(80%) - Stage 5** Appointment of contractor and Site Establishment Project at Fixing of roofs	**Project at 100%** (Stage 6) - Priming, Painting, varnish, Landscaping by 31 March 2027	**No Target**	Appointment Letter,Signed Monthly Progress report and Completion certificate.	3

		March 2027		2026	structure, ceilngs and external works, plumbing, Electricity by 31 December 2026				
Maintenance and repairs of 100 streetlights at Ward 6,15 & 19 by 31 March 2027	271 Maintained and repairs of streetlights	1.90.03 % Completion for Maintenance and repairs of 100 streetlights in Wards 6, 15, and 19 by 31 March 2027	100%	**Project at 10% (Stage 1)** Appointment of Contractor and Site Establishment by 30 September 2026	**Project at 50%-** Maintenance and repairs of 50 streetlights by December 2026	**Project at 100%-** Maintenance and repairs of 100 streetlights by 31 March 2027	**No Target**	Appointment Letter Monthly Report and Completion Certificate	2.5
Replacement of 100 existing streetlighting fittings with solar street lighting fittings.at ward 6,15 & 19 by 31 March 2027	5 Solar Streelights installed	1.90.04 Completion of replacement of 100 existing streetlighting fittings with solar strretlighting fittings,at ward 6,15 and 19 by 31 March 2027	100%	**Project at 10% -** Site Establishment by 30 September 2026	**Project at 50%-** replacement of 50 streetlight fittings with Solar fittings by 31 December 2026	**Project at 100%-** replacement of 100 streetlight fittings by 31 March 2027	**No Target**	appointment Letter, Monthly Report and Completion Certificate	2.5
Installation of 30 LED streetlights at ward 6 and 19 by 30 June 2027	291 streetlights installed	1.90.05 % Completion for installation of 30 LED streetlights at ward 6 &19 by 30 June 2027	100%	**Project at 10% -** Site Establishment by 30 September 2026	**Project at 30% -** Foundation casting by 31 December 2026	**Project at 50% -** Installation of 15 streetlights by 31 March 2027	**Project at 100% -** Installation of 30 streetlights by 30 June 2027	Appointment Letter, Signed Monthly Progress report and Completion certificate.	3
Pre- engineering of 787 h/h at Nkunzimbini,N tlavukazi, Ludiwane, lujecweni, Bhungeni , Luthulini,Tshandatshe,Tafabanzi,Mbhenyane,Thembukazi, Nzondeni,Gqweza and Tauka in ward 16,24,07,30,31,08,	59 211 household Energized	1.93.08 .1 % completion of Pre-engineering of 787 h/h at Nkunzimbini, Ntlavukazi, Ludiwane, Lujecweni, Bhungeni, Luthulini, Tshandatshe, Tafabanzi, Mbhenyane,	100%	**Project at 50% -** Prelimenery Designs completed by 30 September 2026	**Project at 100% -** Detailed Designs completed by 31 December 2026	**No Target**	**No Target**	Appointment Letter, Signed Preliminary and Signed Detailed Report	2.5

14,04,01 and 29 by 31 December 2026		Thembukazi, Nzondeni,Gqweza and Tauka in ward16,24,07,30, 31,08,14,04,01 and 29 by 31 December 2026							
Pre- engineering of 45.5km Hare Line at Mfinizo and Sphaqeni in ward 04 and 09 by 31 December 2026	59 211 household Energized	1.93.08 .2% completion of Pre-engineering of 45.5km Hare Line at Mfinizo and Sphaqeni in ward 04 and 09 by 31 December 2026	100%	**Project at 50% -** Prelimenery Designs completedby 30 September 2026	**Project at 100% -** Detailed Designs completedby 31 December 2026	**No Target**	**No Target**	Signed Preliminary and Signed Detailed Report	2.5

14.2 INSTITUTIONAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT

PROJECT	BASELINE	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	QUARTERTLY				MEANS OF VERIFICATION	WEIGHTING
				Quarter 1	Quarter 2	Quarter 3	Quarter 4		
Signing of performance Agreements for Infrastructure Maintenance and Operation Unit by 31 July 2026	New Project	Number of performance Agreements for Infrastructure Maintenance and Operation Unit by 31 July 2026	1	1	N/A	N/A	N/A	Signed Performance Aggrement for Infrastrure Maintenance and Operations	2
Attendance of INEP Workshop by 31 March 2027	New Project	Number of INEP Workshops attended by March 2027	1	N/A	N/A	1	N/A	Attendance Register	1

Attendace of RAS Workshop by March 2027	New Project	Number of RAS Workshops attended by March 2027	1	N/A	N/A	1	N/A	Attendance Register	2

14.3 PLANNING AND LOCAL ECONOMIC DEVELOPMENT

PROJECT	BASELINE	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	QUARTERTLY				MEANS OF VERIFICATION	WEIGHTING
				Quarter 1	Quarter 2	Quarter 3	Quarter 4		
Monitoring of Construction of Information Centre in Lusikisiki (Ward 15) by 30 June 2027	New Project	6.53.15% Completion of Lusikisiki Information Centre (220m2) in Ward 15 by 30 June 2027	100%	**Stage 1 (10%)** (Stage 1) Appointment of contractor and Site Establishment by 30 September 2026	**Project at 40%** (Stage 2) Eathworks, Foundations by December 2026	**Project at (80%)** - Stage 5 Superstructure, Plumbing, Electricity by 31 March 2027	**Project at 100%** (Stage 6) - Finishes, Landscaping 30 June 2027	Requisitions and memo for a service provider for construction of the Information Centre, BOQ, signed montly progress reports, minutes of meetings.	5

14.4. MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

PROJECT	BASELINE	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	QUARTERTLY				MEANS OF VERIFICATION	WEIGHTING
				Quarter 1	Quarter 2	Quarter 3	Quarter 4		
Mornitoring of expenditure on MIG grant by 30 June 2027	New project	Grant expenditure at 100%	12 Expenditure Reports submitted to the funder by June 2027	3	3	3	3	Signed Monthly Expenditure Reports	2
100% expenditure on INEP grant by 30 June 2027	New project	Grant expenditure at 100%	12 Expenditure Reports submitted to the funder by June 2027	3	3	3	3	Signed Monthly Expenditure Reports	4
100% expenditure on MDRG grant by 28 February 2027	New project	Grant expenditure at 100%	8 Expenditure Reports submitted to the funder March 2027	3	3	2	N/A	Signed Monthly Expenditure Reports	4

14.5 GOOD GOVERNANCE AND PUBLIC PARTICIPATION

PROJECT	BASELINE	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	QUARTERTLY				MEANS OF VERIFICATION	WEIGHTING
				Quarter 1	Quarter 2	Quarter 3	Quarter 4		
Review and submit12 Monthly Reports to Senior Manager by 30 June 2027	New project	Number of Monthly Reports submitted to Senior Manager by June 2027	12	3	3	3	3	Reviewed Monthly Reports	2

Rview and submit 4 Quarterly Reports to Senior Manager by 30 June 2027	New project	Number of Quarterly Reports submitted to Senior Manager by June 2027	4	1	1	1	1	Reviewed Quarterly Reports	2
Review and submit 1 Annual Report to Senior Manager by 30 September 2026	New project	Number of Annual Report submitted to Senior Manager by September 2026	1	1	0	0	0	Reviewed Annual Report	1

14.6 SOCIAL SERVICES

PROJECT	BASELINE	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	QUARTERTLY				MEANS OF VERIFICATION	WEIGHTING
				Quarter 1	Quarter 2	Quarter 3	Quarter 4		
Construction of Animal Pound in Flagstaff at Ward 06 by 31 March 2027	New Project	6.52.12.% completion of Animal Pound in Flagstaff town Ward 06 by 30 June 2027	100%	**Project at 10% (Stage 1)** Appointment of Contractor and Site Establishment by 30 September 2026	**Project at (80%) - Stage 5** Erection of kraal by 31 March 2027	**Project at 100% (Stage 6) -** Installation of Wendy House by 31 March 2027	**No Target**	Appointment Letter, Signed Monthly Reports, and Completion Certificate	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 Employe'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: **2026/2027 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 03/05/2027	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 03/05/2027	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 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 03/05/2027	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.

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**
   NAME **Ziyanda Ngcengula**
   POSITION **Senior Technician Construction and Maintenance**

2. **Signed by**
   NAME **Lungisani Mendwana**
   POSITION **Senior Electrician Technician**

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 Operationsas 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 **Senior Manager: Ifrastructure Development and Municipal Services**, 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 the **Senior Manager: Ifrastructure Development and Municipal Services** 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 the **Senior Manager: Ifrastructure Development and Municipal Services.**

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 the **Senior Manager: Ifrastructure Development and Municipal Services** 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 the **Senior Manager: Ifrastructure Development and Municipal Services**

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 the **Senior Manager: Ifrastructure Development and Municipal Services**

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

The Manager: Infrastructure Maintenance and Operations shall assist the the **Senior Manager: Ifrastructure Development and Municipal Services** 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 the **Senior Manager: Ifrastructure Development and Municipal Services** 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.