

LEKWA LOCAL MUNICIPALITY



2024/2025 PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

**THE LEKWA LOCAL MUNICIPALITY
AS REPRESENTED BY**

**M.J. LAMOLA
MUNICIPAL MANAGER**

AND

**VUKOSI B NKHATA
CHIEF FINANCIAL OFFICER
THE EMPLOYEE OF THE MUNICIPALITY**

FOR THE

FINANCIAL YEAR: 1 JULY 2024 - 30 JUNE 2025

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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The **Lekwa Local Municipality** herein represented by **M. J. Lamola (Municipal Manager)** in his capacity as the Municipal Manager (hereinafter referred to as the **Employer**)

and

Vukosi Nkhata (Employee of the Lekwa Local Municipality (hereinafter referred to as the **Employee**)).

WHEREBY IT IS AGREED AS FOLLOWS:


1. INTRODUCTION

- 1.1 The **Employer** has entered into a contract of employment with the **Employee** in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The **Employer** and the **Employee** are hereinafter referred to as "the Parties".
- 1.2 Section 57(1)(b)(ii) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance agreement within one (1) month after the beginning of each financial year of the municipality.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the **Employee** to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to -

- 2.1 comply with the provisions of Section 57(1)(b), (4A), (4B) and (5) of the Act as well as the employment contract entered into between the parties;
- 2.2 specify objectives and targets defined and agreed with the Employee and to communicate to the employer's expectations of the Employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Municipality;
- 2.3 specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;
- 2.4 monitor and measure performance against set targeted outputs;
- 2.5 use the performance agreement as the basis for assessing whether the Employee has met the performance expectations applicable to his or her job;
- 2.6 in the event of outstanding performance, to appropriately reward the Employee; and
- 2.7 give effect to the employer's commitment to a performance-orientated relationship with its Employee in attaining equitable and improved service delivery.


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3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **1st July 2024** and will remain in force until **30th June 2025** thereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.
- 3.3 This Agreement will terminate on the termination of the **Employee's** contract of employment for any reason.
- 3.4 The content of this Agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

4 PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out-
 - 4.1.1 the performance objectives and targets that must be met by the **Employee**; and
 - 4.1.2 the time frames within which those performance objectives and targets must be met.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the **Employer** in consultation with the **Employee** and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the **Employer**, and shall include key objectives; key performance indicators; target dates and weightings.
 - 4.2.1 The key objectives describe the main tasks that need to be done.
 - 4.2.2 The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.
 - 4.2.3 The target dates describe the timeframe in which the work must be achieved.
 - 4.2.4 The weightings show the relative importance of the key objectives to each other.
- 4.3 The **Employee's** performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the **Employer's** Integrated Development Plan.

5 PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer, management and municipal staff of the Employer.
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required.

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- 5.3 The Employer will consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee.
- 5.4 The Employee undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the Employee's responsibilities) within the local government framework.
- 5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
- 5.5.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Competency Requirements (CRs) respectively.
- 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.3 KPAs covering the main areas of work will account for 80% and CRs will account for 20% of the final assessment.
- 5.5.4 The total score must be determined using the rating calculator.
- 5.6 The Employee's assessment will be based on his performance in terms of the outputs / outcomes (performance indicators) identified as per attached Performance Plan (Annexure A), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee:

Key Performance Areas (KPA's)	Weighting
Basic Service Delivery	0%
Municipal Institutional Development and Transformation	10%
Local Economic Development (LED)	0%
Municipal Financial Viability and Management	80%
Good Governance and Public Participation	10%
Spatial Rational	0%
Total	100%

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

COMPETENCY REQUIREMENTS FOR EMPLOYEES		
LEADING COMPETENCIES		WEIGHT
Strategic Direction and Leadership	✓	10%
People Management	✓	10%
Program and Project Management	✓	10%
Financial Management	✓	10%

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COMPETENCY REQUIREMENTS FOR EMPLOYEES		
LEADING COMPETENCIES		WEIGHT
Change Leadership	√	10%
Governance Leadership	√	10%
CORE COMPETENCIES	√	
Moral Competence	√	5%
Planning and Organising	√	10%
Analysis and Innovation	√	5%
Knowledge and Information Management	√	5%
Communication	√	10%
Results and Quality Focus	√	5%
Total percentage	-	100%

6. EVALUATING PERFORMANCE

- 6.1 The Performance Plan (Annexure A) to this Agreement sets out -
- 6.1.1 the standards and procedures for evaluating the Employee's performance; and
- 6.1.2 the intervals for the evaluation of the Employee's performance.
- 6.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force.
- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.
- 6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's IDP.

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6.5 The annual performance appraisal will involve:

6.5.1 Assessment of the achievement of results as outlined in the performance plan:

- (a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.
- (b) An indicative rating on the five-point scale should be provided for each KPA.
- (c) The applicable assessment rating calculator (refer to paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score.

6.5.2 Assessment of the CRs

- (a) Each CR should be assessed according to the extent to which the specified standards have been met.
- (b) An indicative rating on the five-point scale should be provided for each CR.
- (c) This rating should be multiplied by the weighting given to each CR during the contracting process, to provide a score.
- (d) The applicable assessment rating calculator (refer to paragraph 6.5.1) must then be used to add the scores and calculate a final CR score.

6.5.3 Overall rating

An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.

6.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CRs:

Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Outstanding performance	Performance far exceeds the standard expected of an Employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.					
4	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.					

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Level	Terminology	Description	Rating				
			1	2	3	4	5
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	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the Employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.					
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the Employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The Employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.					

6.7 For purposes of evaluating the annual performance of the municipal manager, an evaluation panel constituted of the following persons must be established -

- 6.7.1 Executive Mayor;
- 6.7.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
- 6.7.3 Member of the mayoral;
- 6.7.4 Mayor and/or municipal manager from another municipality; and
- 6.7.5 Member of a ward committee as nominated by the Executive Mayor.

6.8 For purposes of evaluating the annual performance of managers directly accountable to the municipal manager, an evaluation panel constituted of the following persons must be established -

- 6.8.1 Municipal Manager;
- 6.8.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
- 6.8.3 Member of the mayoral; and
- 6.8.4 Municipal manager from another municipality.

6.9 The Manager: PMS in the municipality must provide secretariat services to the evaluation panels referred to in sub-regulations (d) and (e).

7. SCHEDULE FOR PERFORMANCE REVIEWS

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

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First quarter	:	July – September 2024 – by end October 2024
Second quarter	:	October – December 2023 – by end January 2025
Third quarter	:	January – March 2024 – by end April 2025
Fourth quarter	:	April – June 2024 by end August 2025
Annual Performance Assessment:		To be held at a session after the 4th quarter assessment.

- 7.2 The Employer shall keep a record of the mid-year review and annual assessment meetings.
- 7.3 Performance feedback shall be based on the Employer’s assessment of the Employee’s performance.
- 7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure “A” from time to time for operational reasons. The Employee will be fully consulted before any such change is made.
- 7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented and / or amended as the case may be. In that case the Employee will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

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

9. OBLIGATIONS OF THE EMPLOYER

- 9.1 The Employer shall –
 - 9.1.1 create an enabling environment to facilitate effective performance by the Employee;
 - 9.1.2 provide access to skills development and capacity building opportunities;
 - 9.1.3 work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
 - 9.1.4 on the request of the Employee delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and
 - 9.1.5 make available to the Employee such resources as the Employee may reasonably require from time to time to assist him to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

- 10.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others –
 - 10.1.1 a direct effect on the performance of any of the Employee’s functions;
 - 10.1.2 commit the Employee to implement or to give effect to a decision made by the Employer; and
 - 10.1.3 a substantial financial effect on the Employer.

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

11. MANAGEMENT OF EVALUATION OUTCOMES

- 11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 11.2 A performance bonus of between 5% to 14% of the total remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:
- 11.2.1 a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
- 11.2.2 a score of 150% and above is awarded a performance bonus ranging from 10% to 14%.
- 11.3 In the case of unacceptable performance, the Employer shall –
- 11.3.1 provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and
- 11.3.2 after appropriate performance counselling and having provided the necessary guidance and / or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his duties.

12. DISPUTE RESOLUTION

- 12.1 Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and / or any other matter provided for, shall be mediated by –
- 12.1.1 the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the Employee; or
- 12.1.2 any other person appointed by the MEC.
- 12.1.3 In the case of Managers directly accountable to the Municipal Manager, a member of the municipal council, provided that such member was not part of the evaluation panel provided for in sub-regulation 27(4)(e) of the Municipal Performance Regulations, 2006, within thirty (30) days of receipt of a formal dispute from the Employee; whose decision shall be final and binding on both parties.
- 12.2 In the event that the mediation process contemplated above fails, clause 20.3 of the Contract of Employment shall apply.

13. GENERAL


- 13.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer.
- 13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.


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13.3 The performance assessment results of the Municipal Manager must be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.

Thus done and signed at Standerton on this the...31... day of ...July.....2024.

AS WITNESSES:

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2. 





EMPLOYEE (CHIEF FINANCIAL OFFICER)

Thus done and signed at Standerton on this the..... day of2024.

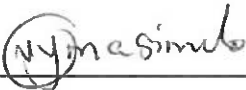
AS WITNESSES:

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(MM)
EMPLOYER (MUNICIPAL MANAGER)

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ANNEXURE "A"

LEKWA LOCAL MUNICIPALITY



**2024/2025
PERSONAL PERFORMANCE PLAN (PPP)**

MADE AND ENTERED INTO BY AND BETWEEN:

**THE LEKWA LOCAL MUNICIPALITY
AS REPRESENTED BY**

**M. J. LAMOLA
MUNICIPAL MANAGER**

AND

**VUKOSI B NKHATA
CHIEF FINANCIAL OFFICER
THE EMPLOYEE OF THE MUNICIPALITY**

FOR THE

FINANCIAL YEAR: 1 JULY 2024 - 30 JUNE 2025

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1. Purpose

The performance plan defines the Council's expectations of the senior manager's performance agreement to which this document is attached and Section 57 (5) of the Municipal Systems Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the Municipality's Integrated Development Plan (IDP) as reviewed annually.

2. Key responsibilities

The following objects of local government will inform the senior manager's performance against set performance indicators:

- 2.1 Provide democratic and accountable government for local communities.
- 2.2 Ensure the provision of services to communities in a sustainable manner.
- 2.3 Promote social and economic development.
- 2.4 Promote a safe and healthy environment.
- 2.5 Encourage the involvement of communities and community organisations in the matters of local government.

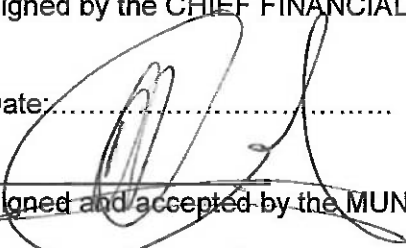
3. Key Performance Areas

The following Key Performance Areas (KPAs) as outlined in the Local Government: Municipal Planning and Performance Management Regulations (2001) inform the strategic objectives listed in the table below:

- 3.1 Municipal Transformation and Organisational Development.
- 3.2 Basic Service Delivery
- 3.3 Local Economic Development (LED)
- 3.4 Municipal Financial Viability and Management
- 3.5 Good Governance and Public Participation
- 3.6 Spatial Rational

PERFORMANCE PLAN FOR THE CHIEF FINANCIAL OFFICER FOR THE PERIOD: 1st JULY 2024 to 30th JUNE 2025


Signed by the CHIEF FINANCIAL OFFICER

Date: 

Signed and accepted by the MUNICIPAL MANAGER on behalf of the Employer

Date: 31/07/2024


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V.Y. VB
L.H. P.E.

Municipal KPA: Financial viability and management														
Municipal Priority: Improve financial viability of the Municipality through the implementation of the Financial Recovery Plan & Financial Long-Term Plan														
Strategic Objective: A capable, ethical and developmental State														
Impact Statement: Improved financial sustainability														
MITSF Target: Accountable governance and public participation														
KPI No.	KPI	5 Year Target	2024/2025 SDEJP KPI	Baseline	2024/25 Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Budget	Revenue/Funding Source	Ward Location/Regional Identifier	Portfolio of Evidence	Department
127	Reduction of UFW Expenditure R 100 mil	Implementation of UFW Expenditure Reduction Strategy	Reduction of UFW	R800 million in UFW	Reduce UFW to by R600 million	R 150 million	R 150 million	R 150 million	R 150 million		OPEX	MP305	Quarterly reports	Budget & Treasury
128	Compliance with SCM	0 irregular expenditure	Approved annual procurement plan	Annual procurement plan approved	Annual procurement plan approved	Not Applicable for reporting in Q2	Not Applicable for reporting in Q2	Not Applicable for reporting in Q3	Not Applicable for reporting in Q4		OPEX	MP305	Approved procurement plan	Budget & Treasury
129	Number of service provider performance Monitoring Reports Prepared	20 Reports on service provider performance monitored	Number of reports on service provider performance monitoring	4 Reports approved	4 Reports on service provider performance monitoring	1 Report on service provider performance monitored	1 Reports on service provider performance monitoring	1 Reports on service provider performance monitoring	1 Reports on service provider performance monitoring		OPEX	MP305	Contract register report	All Departments
130	Reduce outstanding creditors to R. 606 Million	Ring Fence Major Creditors under repayment as from 2025 financial year	Reduced outstanding creditors	R606 million in creditors	Reduce outstanding creditors by R 100 Million	R 25 Million reduction	R 25 Million reduction	R 25 Million reduction	R 25 Million reduction		OPEX	MP305	Quarterly reports	Budget & Treasury
131	Improved Revenue Collection	Collection Rate 80%	Increased collection rate	57%	Collection rate increased to 80%	85%	70%	75%	80%		OPEX	MP305	Quarterly reports	Budget & Treasury
132	Credible billing data (100% of consumer accounts)	Review of tariff on the system	Data cleansing and analysis undertaken	New KPI	10 000 households with data cleaning and analysis undertaken	2500 households	2500 households	2500 households	2500 households		OPEX	MP305	Quarterly reports	Budget & Treasury
133	Cost Reflective Tariffs	Review of tariff on the system	Number of reviews of tariffs for correct implementation on the financial system	New KPI	2 Reviews of tariffs for correct implementation on the financial system	First Review	Not Applicable for reporting in Q2	Second review	Not Applicable for reporting in Q4		OPEX	MP305	Tariff Report	Budget & Treasury
134	Cost Reflective Tariffs	Cost of Supply Study	Reduction in electricity trading service operating deficit	Cost of supply study not undertaken	Reduction in electricity trading service operating deficit through cost of supply study	Not Applicable for reporting in Q1	Undertake cost of supply study	Not Applicable for reporting in Q3	Updated and adjusted electricity tariffs		OPEX	MP305	Cost of Supply Report	Budget & Treasury
135	70% write off and update on late Estate account	70% write off and update on late Estate account	Reduction in insolvent late estate in debtors book	New KPI	30% of insolvent late estates in debtors book written off	Not Applicable for reporting in Q1	Not Applicable for reporting in Q2	Not Applicable for reporting in Q3	30% of insolvent late estates written off		OPEX	MP305	Quarterly reports	Budget & Treasury
136	Improved Liquidity Ratio	Cost / Cash Coverage = 6 Months	Monthly fixed operating commitments from cash and short-term investment without collecting any additional revenue, during a month	0 months (Monthly expenditure R285 462 524 audited 2022/23)	2 months cost coverage	1 month of cost coverage ratio calculated	1 month of cost coverage ratio calculated	2 months of cost coverage ratio calculated	2 months of cost coverage ratio calculated		OPEX	MP305	Quarterly reports	Budget & Treasury

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137	Reduction of Accounting deficit on Budget	Approved funded Budget and Long-term financial plan	Number of reports on implementation of budget funding plan and effective cash flow management	New KPI	4 Reports on implementation of budget funding plan	1 Report on budget funding plan implementation	1 Report on budget funding plan implementation	1 Report on budget funding plan implementation	1 Report on budget funding plan implementation	1 Report on budget funding plan implementation	OPEX	MP305	Budget funding plan; Quarterly reports	Budget & Treasury
138			Development of a Long term financial plan	New KPI	Approved Long term financial plan	Not Applicable for reporting in Q1	Not Applicable for reporting in Q2	Not Applicable for reporting in Q3	Approved Long term financial plan	Approved Long term financial plan	OPEX	MP305		Budget & Treasury
139	Improve Audit Outcome	Unqualified Audit Opinion	Improved 2023/23 audit outcome	2022/23 Qualified audit opinion	Unqualified Audit Opinion 2023/2024	1x Unqualified AFS Opinion 2023/2024	1x Unqualified AFS Opinion 2023/2024	Not Applicable for reporting in Q3	Not Applicable for reporting in Q4	Not Applicable for reporting in Q4	OPEX	MP305	AGSA Audit report	Budget & Treasury
140	Number of reports on FRP implementation	Implementation of mandatory financial recovery intervention	Number of reports on FRP implementation	11 FRP reports	12 Reports on FRP implementation	3 FRP Reports	3 FRP Reports	3 FRP Reports	3 FRP Reports	3 FRP Reports	OPEX	MP305	Monthly FRP Report	All Departments
141	Number of budget steering committee meetings	20 meeting held	Number of Budget Steering committee meetings	1 Budget Steering Committee	4 Budget Steering committee meetings	1 Budget Steering committee meeting	1 Budget Steering committee meetings	1 Budget Steering committee meetings	1 Budget Steering committee meetings	1 Budget Steering committee meetings	OPEX	MP305	Notice, Agenda; Minutes & Attendance register	Budget & Treasury
142	Improved Asset Management Accounting & Internal Controls	GRAP Compliant FAR	Number of reports on verification and reconciliation of Fixed Asset Register (FAR)	4 Reports	4 Reports on verification and reconciliation of Fixed Asset Register (FAR)	1 Report on verification and reconciliation of Fixed Asset Register (FAR)	1 Report on verification and reconciliation of Fixed Asset Register (FAR)	1 Report on verification and reconciliation of Fixed Asset Register (FAR)	1 Report on verification and reconciliation of Fixed Asset Register (FAR)	1 Report on verification and reconciliation of Fixed Asset Register (FAR)	OPEX	MP305	Quarterly reports; GRAP Compliant asset register	Budget & Treasury
143	Comply with Eskom Debt relief requirement as per circular 124	Reduction of the historical Eskom debt to current account	Number of reports on Eskom current account monthly adherence to Eskom debt relief programme	Eskom debt relief application approved	12 Reports on Eskom current account monthly adherence to Eskom debt relief programme	3 Reports on Eskom current account monthly adherence to Eskom debt relief programme	3 Reports on Eskom current account monthly adherence to Eskom debt relief programme	3 Reports on Eskom current account monthly adherence to Eskom debt relief programme	3 Reports on Eskom current account monthly adherence to Eskom debt relief programme	3 Reports on Eskom current account monthly adherence to Eskom debt relief programme	OPEX	MP305	Monthly proof of payment of Eskom current account	Budget & Treasury
119	Number of progress reports on implementation of AGSA audit action plan	20 Quarterly reports on AGSA audit action plan implementation	Number of progress reports on AGSA audit action plan implementation	4 Reports	4 Progress reports on AGSA audit action plan implementation	1 Progress report on AGSA audit action plan implementation	1 Progress report on AGSA audit action plan implementation	1 Progress report on AGSA audit action plan implementation	1 Progress report on AGSA audit action plan implementation	1 Progress report on AGSA audit action plan implementation	N/A	MP305	Quarterly report	All Departments
120	Number of reports on Internal Audit action plan implementation	20 prepared quarterly reports on Internal Audit action plan implementation	Number of progress reports on internal audit action plan implementation	4 Reports	4 Progress reports on internal audit action plan implementation	1 Progress report on internal audit action plan implementation	1 Progress report on internal audit action plan implementation	1 Progress report on internal audit action plan implementation	1 Progress report on internal audit action plan implementation	1 Progress report on internal audit action plan implementation	N/A	MP305	Quarterly report	All Departments
121	Institutionalisation of reporting reforms through MFMA Circular	Institutionalisation of planning, budgeting, and reporting reforms through MFMA Circular	Number of reports on Circular 88 updates submitted	2 Reports	4 Reports on quarterly Circular 88 updates submitted	1 Report	1 Report	1 Report	1 Report	1 Report	N/A	MP305	Circular 88 updates	All Departments


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ANNEXURE "B"

LEKWA LOCAL MUNICIPALITY



**2024/2025
PERSONAL DEVELOPMENT PLAN (PDP)**

MADE AND ENTERED INTO BY AND BETWEEN:

**THE LEKWA LOCAL MUNICIPALITY
AS REPRESENTED BY**

**M. J. LAMOLA
MUNICIPAL MANAGER**

AND

**VUKOSI B NKHATA
CHIEF FINANCIAL OFFICER
THE EMPLOYEE OF THE MUNICIPALITY**

FOR THE

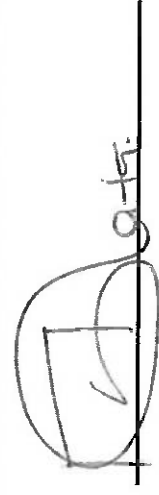
FINANCIAL YEAR: 1 JULY 2024 - 30 JUNE 2025

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V.B
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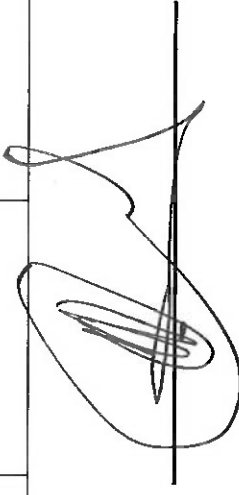
Personal Development Plan of: VUKOSIB NKHATA

Compiled on (Date):

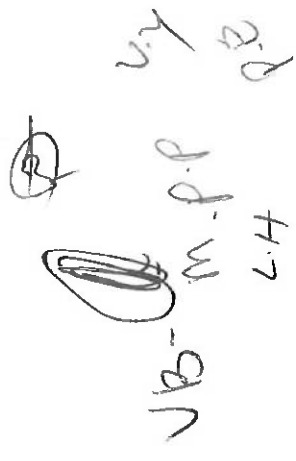
1. Skills / Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3. Suggested training and / or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to practice skill / development area	7. Support Person
Advanced Financial Management	Strengthened financial oversight and management leading to better audit outcomes.	Short course	External provider, in line with identified unit standard	June 2025	Improved ability to create more accurate and strategic financial plans, ensuring the municipality's financial health and stability.	Accounting officer and Manager HR
Knowledge & Information Management	Improved knowledge and effective use of information management systems.	Short course	External provider, in line with identified unit standard	June 2025	Ability to leverage data more effectively to drive strategic decisions and improve operational efficiency.	Accounting officer and Manager HR
Change Leadership	Enhanced strategic thinking and change management capabilities	Short course	External provider, in line with identified unit standard	June 2025	Ability to address team wellness issues, resolve conflicts, and manage change-related stress, leading to a more motivated and cohesive workforce.	Accounting officer and Manager HR



Employee's signature :



Employer's signature:


 V.B. M.P.P
 L.H
 V.Y
 P.B