

**THE PERFORMANCE AGREEMENT**

*Entered into by and between  
the City of Ekurhuleni  
"the Employer"*

**Duly represented by the City Manager of City of Ekurhuleni**

**and**  
"the Employee"

**HoD: Sport Recreation Arts and Culture**

*for the Financial Year:  
1 July 2024 - 30 June 2025*

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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The **City of Ekurhuleni** herein represented by **Dr. Imogen Mashazi** in her capacity as City Manager (hereinafter referred to as the **Employer**)

And

**Euginia NtombizaneleKatembo**, employee of the **City of Ekurhuleni** (hereinafter referred to as the **Employee**).

WHEREBY IT IS AGREED AS FOLLOWS:

**1. INTRODUCTION**

1. The **Employer** has entered into a contract of employment with the **Employee** in terms of section 56 of the Local Government: Municipal Systems Act 32 of 2000 as amended ("the Systems Act"). The **Employer** and the **Employee** are hereinafter referred to as "the Parties".
2. Section 56 of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance agreement.
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.
4. The parties wish to ensure that there is compliance with the relevant sections of the Systems Act.

**2. PURPOSE OF THIS AGREEMENT**

The purpose of this Agreement is to -

1. comply with the provisions of Section 57(2)(a),(3A) and (4c) of the Act (as amended) as well as the employment contract entered into between the parties;
- 2.2 specify national and local key performance areas (KPA's), key performance indicators (KPI's) and objectives and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan (IDP), 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 job;
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.

**3. COMMENCEMENT AND DURATION**

1. This Agreement will commence on **1 July 2024** and will remain in force until **30 June 2025**. Thereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof, if applicable.
2. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than **31 July** of each successive financial year.
3. This Agreement will terminate on the termination of the **Employee's** contract of employment for any reason.
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.
5. If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

**3. PERFORMANCE OBJECTIVES**

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.
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 (IDP), 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 KPA's describe the main tasks that need to be done.
    2. The KPI's provide the details of the evidence that must be provided to show that a key objective has been achieved.
    3. The target dates describe the timeframe in which the work must be achieved.

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4. The weightings show the relative importance of the key objectives to each other.

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.

### 3. PERFORMANCE MANAGEMENT SYSTEM

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**.

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.

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. 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. 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 Leading and Core Competency requirements (LCCs) 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 LCCs will account for 20% of the final assessment.

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)
Municipal Infrastructure Development and Service Delivery
Municipal Institutional Development and Transformation
Local Economic Development (LED)
Municipal Financial Viability and Management
Good Governance and Public Participation

7. The Leading and Core Competencies (LCCs) will make up the other 20% of the **Employee's** assessment score. All LCCs are deemed to be essential and critical for the **Employee's** job and will therefore form part of the employee's performance agreement. See Annexure A.2 of this agreement for the Leading and Core Competency requirements of the HOD.

### 6. EVALUATING PERFORMANCE

3.1 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.

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.

6.5.2 Assessment of the LCCs:

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(a) Each applicable competency 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 competency.

(c) This rating is to be multiplied by the weighting given to each competency during the contracting process, to provide a 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 CCRs:

Terminology	Description	Rating
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.	5
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.	4
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.	3
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.	2
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.	1

6.7 For purposes of evaluating the annual performance of the HoD, an evaluation panel constituted of the following persons must be established:

1. Municipal Manager;
2. Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
3. MMC for Finance;
4. Municipal manager from another municipality; and
5. Manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels referred to in sub-regulation. (Regulation 27(4)(f) of Regulation 805).

## 7. SCHEDULE FOR PERFORMANCE REVIEWS

1. The performance of each Employee in relation to his / her 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.

First quarter : July – September 2024

**Second quarter** : October – December 2024

**Third quarter** : January – March 2025

**Fourth quarter** : April – June 2025

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

8.1 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.

## 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

3. A substantial financial effect on the **Employer**.

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

## 11. MANAGEMENT OF EVALUATION OUTCOMES

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

11.2 A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the **Employee** in recognition of outstanding performance to be constituted as follows:

11.2.1 A score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and

11.2.2 A score of 150% and above is awarded a performance bonus ranging from 10% to 14%.

11.3 In the case of unacceptable performance, the **Employer** shall –

11.3.1 Provide systematic remedial or developmental support to assist the **Employee** to improve his or her performance; and

2. After appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the **Employer** may consider steps to terminate the contract of employment of the **Employee** on grounds of unfitness or incapacity to carry out his or her duties.

## 11. 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 salary increment in the agreement, must be mediated by –

In the case of managers directly accountable to the municipal manager, the

executive mayor or mayor within thirty (30) days of receipt of a formal dispute from the employee; whose decision shall be final and binding on both parties.

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12.2 Any disputes about the **outcome of the employee's performance evaluation** ,  
must be mediated by-

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), within thirty (30) days of receipt of a formal dispute from the employee; whose decision shall be final and binding on  
both parties.

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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.

Thus done and signed at Germiston on this the 26 day of July 2024

AS WITNESSES:

1. [Signature]

2. [Signature]

[Signature]  
EMPLOYEE

AS WITNESSES:

1. [Signature]

[Signature]  
EMPLOYER (CITY MANAGER)

**ANNEXURE A**

**PERFORMANCE PLAN**

**for**

**Euginia NtombizaneleKatembo  
HoD: Sport Recreation Arts and Culture**

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**Content**

1. Purpose of the Agreement
2. Responsibilities of the HoD: Sport Recreation Arts and Culture
3. Appraisal Outcome Summary
4. Performance Plan
  1. Key Performance Areas
  2. Core Competency Requirements/Core Managerial Competencies
5. Declaration Statement for Measurement
6. Signatories
7. Personal Development Plan

Source of information: Approved 2024/2025 SDBIP and other strategic documents.

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## 1. PURPOSE OF THE AGREEMENT

The performance plan defines the Council's expectations of the HoD: **Sport Recreation Arts and Culture**. The performance plan detailed in Section 4.1 is in response to Section 56 of the Municipal Systems Act, as amended, i.e. the performance plan is based on the municipality's Integrated Development Plan (IDP).

## 2. RESPONSIBILITIES OF THE HOD: Sport Recreation Arts and Culture

The Head of Department in his/her capacity as the head of the department is responsible for the following :

- Effective management of the department which includes human resources management, strategy management, operations management and governance management as it relates to all delegations.
- Political support and advice to political structures and political office bearers.
- Development of monitoring and reporting system for the department.
- Development and implementation of measures to achieve departmental results management of the interface between political offices and department.
- Facilitating participation by the local community in the affairs of the municipality.
- Provide strategic support to the office of the City Manager.
- Law making as it relates to the department and implementation of the municipality's by-laws and other legislation.
- Development and implementation of departmental strategy.

The Head of Department in his/her capacity as the head Accounting Officer of the department is responsible for the following :

- Management of the financial administration of the department, and must for this purpose take all reasonable steps to ensure that the resources of the entity are used effectively, economically and transparently.
- Management of assets and liabilities on behalf of the municipality.
- Management of supply chain as relates to demand management, procurement of goods and services in line with relevant policies and legislation.
- Budget management which includes budget formulation and implementation in line with adopted priorities in the IDP.
- Development and implementation of departmental resource plan.
- Financial governance as related to financial report and accounting.

## 3. APPRAISAL OUTCOME SUMMARY AS PER THE 2024-2025 SDBIP

Key Results	Key Performance Indicators	Annual Target	Quarter 1	Mid-Year Review/ Appraisal	Quarter 3	Year-End Appraisal
Improved supply chain management	FM6.13 Percentage of tender cancellations	5	5.00	5.00	5.00	5.00
Improved expenditure management	FM4.11 Irregular, Fruitless and Wasteful, Unauthorised Expenditure as a percentage of Total Operating Expenditure	0	0.00	0.00	0.00	0.00
An ethical, clean political leadership and administration	Percentage implementation of the AG recommendations specific to the Department	100	0.00	0.00	0.00	100.00
Risk Management	Percentage implementation of Risk Mitigation strategies.	80	0.00	0.00	0.00	80.00
Create a high performing organisation	Percentage conclusion of performance management activities in line with PM policy (All performance agreements (PAs) signed and reviews conducted for all direct reports within stipulated timeframes)	100	0.00	0.00	0.00	100.00
Improved quality, maintenance, and equitable	8Y Percentage expenditure on departments capital budget	95	15.00	30.00	55.00	95.00
Improved job creation opportunities	11Y Number of work opportunities created	60	13.00	15.00	15.00	17.00
Improved quality, maintenance, and equitable services throughout urban areas	5Y Number of partnership/collaboration programmes implemented	27	5.00	7.00	7.00	8.00
Improved quality maintenance, and equitable services throughout urban areas	6Y Number of heritage site nominations for declarations completed	4	0.00	0.00	0.00	4.00
Improved quality, maintenance, and equitable services throughout urban areas	7Y Number of commemoration events implemented.	19	5.00	1.00	5.00	8.00
Improved quality, maintenance,	10Y Number of informal settlements provided with SRAC interim	61	4.00	17.00	18.00	22.00

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and equitable services throughout urban areas	basic services.					
Improved quality, maintenance, and equitable services throughout urban areas	9Y Percentage of customer queries resolved in accordance with Ekurhuleni Service Standards	90	90.00	90.00	90.00	90.00
Improved quality, maintenance and equitable services throughout urban areas	4Y Number of post support interventions offered to beneficiaries of SRAC programmes	10	1.00	2.00	1.00	6.00
To promote safe healthy and socially empowered communities	SRAC1 Number of SRAC school activities implemented	308	72.00	12.00	152.00	72.00
Improved quality, maintenance, and equitable services	1Y. Number of ECD's supported with SRAC programmes	220	30.00	30.00	30.00	130.00
Improved quality, maintenance, and equitable services	2Y Number of beneficiaries participating in certified capacity building programmes	280	20.00	100.00	50.00	110.00
Improved quality, maintenance, and equitable services throughout urban areas	3Y Number of mass participation programmes implemented	35	17.00	4.00	9.00	5.00
Enhanced municipal budgeting and budget implementation	FM1.12 Total Operating Expenditure as a percentage of Total Operating Expenditure Budget	95	15.00	50.00	55.00	95.00
CoE EE Plan	Percentage compliance of the department to the organisational EE target for 2024 – 25	100	0.00	0.00	0.00	100.00
Enhanced disaster preparedness for effective response, recovery, rehabilitation, and restoration	Percentage participation in all disaster management activities relating to both proactive and required by disaster management legislation	85	0.00	0.00	0.00	85.00
An ethical, clean political leadership and administration	Percentage declaration of financial interests by all Senior Managers and higher	100	0.00	0.00	0.00	100.00
COE EE Plan	Number of departmental Skills Development Committee taking place, on a quarterly basis	4	1.00	1.00	1.00	1.00
CoE EE Plan	Percentage of disabled employees appointed in the department	50	0.00	0.00	0.00	100.00
Improved compliance levels of the department	Percentage of departmental contracts managed in compliance section 116 (3) of MFMA. (Contracts must be in place drafted or vetted by CLS; contract performance periodically monitored; variations approved following BAC processes)	100	0.00	0.00	0.00	100.00
An ethical, clean political leadership and administration	Percentage implementation of the Internal Audit recommendations specific to the Department	100	0.00	0.00	0.00	100.00
Improved compliance levels of the department	12Y Percentage implementation of projects in the approved budget that address ward priorities	100	100.00	100.00	100.00	100.00

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## 5 PERFORMANCE PLAN

### 1. Key Performance Areas

KPA	Key Result Area	Key Outcomes	Weights	Activities	KPI	Baseline	Annual Target	5-Point Rating Scale	Portfolio of Evidence	Source of Evidence
FINANCIAL VISIBILITY AND SUSTAINABILITY (8.00)	Improved supply chain management	FM6. Improved supply chain management	4	Coordinates activities to reduce Percentage of tender cancellations.	FM6.13 Percentage of tender cancellations	0.00	5	1=>7% 2=6-7% 3=5% 4 = 3-4% 5=< 3%	Signed and dated SCM report containing tender cancellations in relation to the total number of tender business cases that were recorded, advertised, and closed.	Quarterly SDBIP Performance report approved by Council
FINANCIAL VISIBILITY AND SUSTAINABILITY (8.00)	Improved expenditure management	FM4. Improved expenditure management	4	N/A	FM4.11 Irregular, Fruitless and Wasteful, Unauthorised Expenditure as a percentage of Total Operating Expenditure	0.00	0	1=>2% 2=1-2% 3=0% 4=- 5=-	The Audited Annual Financial Statements for the previous financial year as finalised in January of the following financial period for the previous financial period,	N/A
GOOD GOVERNANCE AND PUBLIC PARTICIPATION (2.00)	An ethical, clean political leadership and administration	Attainment of a clean audit report	2	Implementation of the Operation Clean Audit interventions	Percentage implementation of the AG recommendations specific to the Department	100.00	100	1=<95% 2=95-99% 3=100% 4=- 5=-	Audit Report approved by Council. Internal Audit compliance certificate.	AG's Management Letter
GOOD GOVERNANCE AND PUBLIC PARTICIPATION (2.00)	Risk Management	Management and mitigation of risk exposure in the organisation.	2	Implementation of risk mitigation strategies specific to the department	Percentage implementation of Risk Mitigation strategies.	100.00	80	1=<7% 2=70-79% 3=80% 4=81-90% 5=>90%	A compliance certificate from the HoD: Risk Management Services.	Joint Operation Quarterly () mitigation based as implementation risk committee
GOOD GOVERNANCE AND PUBLIC PARTICIPATION (2.00)	Create a high performing organisation	Create a culture of performance within CoE	2	Facilitate performance management with all direct reports according to CoE PM Policy	Percentage conclusion of performance management activities in line with PM policy (All performance agreements (PAs) signed and reviews conducted for all direct reports within stipulated timeframes)	100.00	100	1 = <90% 2 = 90 - 99% 3 = 100% 4= Employees on T15 and above 5= -	Compliance Certificate signed by DH SHR&TM	Quarterly performance review records for direct reports & 1 final assessment report
FINANCIAL VISIBILITY AND SUSTAINABILITY (8.00)	Improved quality, maintenance, and equitable	Percentage CAPEX spend on capital projects	8	Coordinates activities to achieve targeted CAPEX spending	8Y Percentage expenditure on departments capital budget	69.25	95	1=<91% 2=91-94% 3=95% 4=-; 5=-	Monthly Expenditure Report from Finance	Quarterly SDBIP Performance report approved by Council
LOCAL ECONOMIC DEVELOPMENT (3.00)	Improved job creation opportunities	Job creation	3	Coordinates activities to create jobs	11Y Number of work opportunities created	42.00	60	1=<50 2=50-59 3=60 4=61-70 5=>70	Dated and signed contracts AND dated and signed listing of Work opportunities created.	Quarterly SDBIP Performance report approved by Council
INFRASTRUCTURE DEVELOPMENT AND SERVICE DELIVERY (4.00)	Improved quality, maintenance, and equitable services throughout urban areas	Increased impact of SRAC development programmes through the use of collaborators and partners	4	Coordinates efforts to support SRAC beneficiaries after program implementation	5Y Number of partnership/collaboration programmes implemented	28.00	27	1=<24 2=24 - 26 3=27 4=28 - 30 5=>30	Signed partnership/collaboration agreements with full programme detail. OR Confirmation of implementation of joint programmes.	Quarterly SDBIP Performance report approved by Council
INFRASTRUCTURE DEVELOPMENT AND SERVICE DELIVERY (3.00)	Improved quality maintenance, and equitable services throughout urban areas	Increased preservation and promotion of heritage sites, buildings and objects of cultural historical significance	3	Coordinates activities to identify heritage sites	6Y Number of heritage site nominations for declarations completed	3.00	4	1=<2 2=2-3 3=4 4=5 -6 5=>6	Acknowledgement of receipt of nomination form from either PHRAG or SAHRAOR Confirmation of approval by either the PHRAG or SAHRA that the site will be declared Grade 1 or Grade 2 heritage status.	Quarterly SDBIP Performance report approved by Council
INFRASTRUCTURE DEVELOPMENT AND SERVICE DELIVERY (6.00)	Improved quality, maintenance, and equitable services	Increased preservation and promotion of heritage sites, buildings	6	Ensure commemoration of important events within the CoE	7Y Number of commemoration events implemented.	22.00	19	1=<13 2=13- 18 3 = 19 4 = 20- 25 5=>25	Approved Event programme; approved reports signed by HOD; dated photographs.	Quarterly SDBIP Performance report approved by

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	throughout urban areas	and objects of cultural historical significance								Council
INFRASTRUCTURE DEVELOPMENT AND SERVICE DELIVERY (6.00)	Improved quality, maintenance, and equitable services throughout urban areas	Increased provision of services to informal settlements	6	Coordinates efforts to support SRAC beneficiaries after program implementation	10Y Number of informal settlements provided with SRAC interim basic services.	30.00	61	1=<50 2=50-60 3=61 4=62-72 5=>72	Certificate from HOD Human Settlement OR Signed off close out report with dated and signed attendance registers/ OR Microsoft Teams /Zoom or any other recognized platform attendance registers signed by the Programme Coordinator and dated event photographs.	Quarterly SDBIP Performance report approved by Council
INFRASTRUCTURE DEVELOPMENT AND SERVICE DELIVERY (6.00)	Improved quality, maintenance, and equitable services throughout urban areas	Uniform Customer Service throughout the City	6	Coordinate activities to improve customer services	9Y Percentage of customer queries resolved in accordance with Ekurhuleni Service Standards	91.87	90	1=<81% 2=81-89% 3=90% 4=91-99% 5=100%	Certificate from CRM ORIT.	Quality SDBIP Performance report approved by Council
INFRASTRUCTURE DEVELOPMENT AND SERVICE DELIVERY (6.00)	Improved quality, maintenance and equitable services throughout urban areas	Capacitated communities through provisioning of fundamental development programmes	6	Coordinates efforts to support SRAC beneficiaries after program implementation	4Y Number of post support interventions offered to beneficiaries of SRAC programmes	9.00	10	1=<5 2= 5-9 3= 10 4= 11-15 5=>15	Signed minutes and agenda OR partnerships agreements OR Confirmation letter of programmes implemented OR Microsoft Teams/ Zoom or any other recognized platform attendance registers signed by the Programme Coordinator	Quarterly SDBIP Performance report approved by Council
INFRASTRUCTURE DEVELOPMENT AND SERVICE DELIVERY (6.00)	To promote safe healthy and socially empowered communities	Increased participation of learners in SRAC school activities	6	Coordinates activities to increase participation of SRAC schools in SRAC programs	SRAC1 Number of SRAC school activities implemented	444.00	308	1=<297 2= 297 - 307 3=308 4= 309 - 320 5 = >320	Close-up report and dated and signed attendance registers OR Microsoft Teams/ Zoom or any other recognized platform attendance registers signed by the Programme Coordinator	Quarterly SDBIP Performance report approved by Council
INFRASTRUCTURE DEVELOPMENT AND SERVICE DELIVERY (6.00)	Improved quality, maintenance, and equitable services	Increased participation of children aged 3-6 in accredited early childhood development programmes.	6	Increase number of participants benefiting in initiatives to support ECD programs	1Y. Number of ECD's supported with SRAC programmes	143.00	220	1=<210 2= 210 - 219 3= 220 4= 221 - 230 5=>230	Dated and signed Attendance Registers OR Microsoft Teams/ Zoom or any other recognized platform attendance registers signed by the Programme Coordinator A N D Listing of school activities implemented.	Quarterly SDBIP Performance report approved by Council
INFRASTRUCTURE DEVELOPMENT AND SERVICE DELIVERY (6.00)	Improved quality, maintenance, and equitable services	Increased capacitation of youth and adults across the development continuum	6	Increase number of participants benefiting in initiatives to support ECD programs	2Y Number of beneficiaries participating in certified capacity building programmes	214.00	280	1=<260 2=260-279 3=280 4=281-300 5=>300	Signed and dated. Certificate of Participation OR Graduation List issued by the relevant accredited service provider.	Quality SDBIP Performance report approved by Council
INFRASTRUCTURE DEVELOPMENT AND SERVICE DELIVERY (6.00)	Improved quality, maintenance, and equitable services throughout urban areas	Developed and implemented SRAC integrated mass participation programmes that meet the needs of diverse segments of the COE population.	6	Coordinates programs for participation	3Y Number of mass participation programmes implemented	39.00	35	1=<30 2= 30 - 34 3= 35 4= 36 - 40 5=>40	Signed off close out report with dated and signed attendance register OR Microsoft Teams/ Zoom or any other recognized platform attendance registers signed by the Programme Coordinator A N D Dated event photographs.	Quality SDBIP Performance report approved by Council
FINANCIAL VISIBILITY AND SUSTAINABILITY (4.00)	Enhanced municipal budgeting and budget implementation	FM1. Enhanced municipal budgeting and budget implementation	4	N/A	FM1.12 Total Operating Expenditure as a percentage of Total Operating Expenditure Budget	36.00	95	1=<91% 2=91-94% 3=95% 4=96-99% 5=100%	Signed Excel spreadsheet as extracted from Budget statements for the period	N/A

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3

ANNEXURE A.2 COMPETENCIES = 20% OF PERFORMANCE AGREEMENT (Regulation 21 of 2014, of the Systems Act, Act No 32 of 2000)

Competency	Total Weighting
Analysis and Innovation	8.00
Batho-Pele-Principles(Some already covered under the Competencies)	4.00
Change Leadership	8.00
Communication	8.00
Financial Management	8.00
Governance Leadership	8.00
Knowledge & Information Management	8.00
Moral Competence	8.00
People Management	8.00
Planning and Organising	8.00
Program and Project Management	8.00
Results and Quality Focus	8.00
Strategic Direction and Leadership	8.00


3. M-11

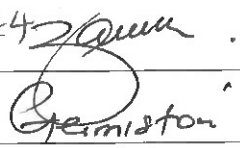
## 6. Declaration Statement for Measurement

The Head of Department hereby declares to be aware of the contents of this performance agreement and to do all that is legally possible to achieve the intended results and to be held accountable for work done in the municipality. Where baselines do not exist the second quarter results will be used as a baseline. You will also be held responsible for work done in the departments and in other inter departmental enterprise teams that you form part thereof.

3/11/11

1. 6. Signatories

Signature of the Employer:   
Signed and accepted by (full names) Dr. E. Mashazi (position) City Manager, duly representing the City of Ekurhuleni "the Employer".

Date: 26 July 2024  
Signature of the Employee:   
Euginia Ntombizanele Katembo (position) HOD: SRAE, the employee of the City of Ekurhuleni.  
Date: 26 July 2024



Note: Please initial every page

**ANNEXURE B: PERSONAL DEVELOPMENT PLAN**

**PERSONAL DEVELOPMENT PLAN (PDP)**

<b>NAME &amp; SURNAME:</b>	Eugenia NtombizaneleKatembu
<b>EMPLOYEE NUMBER:</b>	
<b>DEPARTMENT:</b>	Sport Recreation Arts and Culture
<b>DESIGNATION:</b>	
<b>DIRECT SUPERVISOR / MANAGER:</b>	Maboikanyo Imogen Mashazi
<b>FORMAL QUALIFICATIONS:</b> GRADE 12 CERTIFICATES – 120 CREDITS DIPLOMAS DEGREES HIGHER DEGREES	
<b>SHORT COURSES AND SKILLS PROGRAMMES FOUND COMPETENT</b>	

**LEARNING AND DEVELOPMENT REQUIRED**


**SHORT TERM : (Less than 3 Months: 2 Interventions per Financial year)**

Financial Year	Identify specific Learning and Development programmes or courses	Type of learning: Formal Training / Skills Programme Short Course Mentoring and / or Coaching Internship/ Learnership / Apprenticeship Guidance and Instruction. Degree/ Bursary; Exchange Program	Due date (by when)	Duration of Training

*M. M. Mashazi*

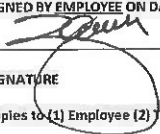
Authentication and agreement:

SIGNED BY SUPERVISOR ON DATE: 26 July 2024 AT: (PLACE): Germiston



SIGNATURE

SIGNED BY EMPLOYEE ON DATE: 26 July 2024 AT: (PLACE): Germiston



SIGNATURE

Copies to (1) Employee (2) Training Coordinator In the Department and (3) HR Representative (4) PM Practitioner

