

" The City of Heritage "



ULUNDI MUNICIPALITY PERFORMANCE AGREEMENT

2026/2027

ENTERED INTO AND BETWEEN

MR S.M. KHOMO

MUNICIPAL MANAGER (hereinafter referred to as the EMPLOYER)

AND

Dumolwenkosi Nkululeko Siyabonga Buthelezi

DIRECTOR: CORPORATE SERVICES

(hereinafter referred to as the EMPLOYEE)

Handwritten signatures and initials:
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1. INTRODUCTION

- 1.1 The Municipal Manager of the Ulundi Local Municipality (the Employer) has purposed to enter into a contract of employment with the (the Employee) in terms of Section 57(1)(a) of the Municipal Systems Act, Act 32 of 2000, as amended (hereinafter referred to as the Systems Act).
- 1.2 Section 57(1)(b) of the Systems Act, read with the contract of employment between the two parties, requires the parties to conclude an annual performance agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved and secure the commitment of the (the Employee), reporting to the Municipal Manager of the Municipality (the Employer), to a set of actions that will secure local government policy goals.
- 1.4 This performance agreement is concluded between the Employee, and the Municipal Manager of the Ulundi Local Municipality (the Employer).

2. PURPOSE OF THIS AGREEMENT

The purpose of this agreement is to:

- 2.1 Comply with the provisions of Section 57 of the Systems Act and the Municipal Performance Regulations published in the *Government Gazette* dated 1 August 2006;
- 2.2 Specify 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, the Service Delivery and Budget Implementation Plan and the Budget of the Municipality;
- 2.3 Specify accountabilities as set out in the Departmental Performance Plan for the 2026/2027 financial year, 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;
- 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 the Employee in attaining equitable and improved service delivery.

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3. PERFORMANCE MANAGEMENT SYSTEM

- 3.1 The Employee agrees to participate in the performance management system adopted by the Municipality.
- 3.2 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.
- 3.3 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.
- 3.4 The Employee undertakes to actively focus towards the promotion and implementation of the Key Performance Areas reflected in the Departmental Performance Plan for the 2026/2027 financial year within the local government framework.

4. EMPLOYER OBLIGATIONS

- 4.1 The Employer shall endeavour to create a working environment that is conducive to the Employee being able to attain the standards of performance expected of him.
- 4.2 The Employer shall provide the Employee with such physical, financial and human resources as are reasonably required for him to perform his functions.
- 4.3 The Employer shall provide access to skills development and capacity building opportunities.
- 4.4 The Employer shall empower the Employee by way of a set of appropriate delegations to act and make relevant decisions in the course of his employment.
- 4.5 The Employer shall work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee.
- 4.6 The Employer shall conduct the performance review in a fair and transparent manner.

5. EMPLOYEE OBLIGATIONS

- 5.1 The Employee is obliged to perform his functions to the best of his abilities and shall as far as practically possible endeavour to meet the standards of performance as set out in the attached Departmental Performance Plan for the 2026/2027 financial year.

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- 5.2 The Employee shall under all circumstances act in the best interests of the Ulundi Local Municipality.
- 5.3 The Employee shall co-operate with the Employer in conducting performance reviews.

6. CONSULTATION

- 6.1 The Employer agrees to consult the Employee timeously where the exercising of her powers will have amongst others:
- 6.1.1 A direct effect on the performance of any of the Employee's functions;
- 6.1.2 A commitment by the Employee to implement or to give effect to a decision made by the Employer: and
- 6.1.3 A substantial financial effect on the Employee.
- 6.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in sub-item 6.1 as soon as is practicable to enable the Employee to take the necessary action without delay.

7. COMMENCEMENT AND DURATION

- 7.1 Irrespective of the date of the signature of the agreement, this performance agreement and its annexure (the Departmental Performance Plan for the 2026/2027 financial year will commence on 1 July 2026 and will remain in force until 30 June 2027. Thereafter a new annexure to this agreement will be concluded between the two parties for the following financial year.
- 7.2 The parties will review the provisions of this agreement during June each year. The parties will then conclude a new performance agreement that replaces the previous agreement by no later than 31 July of that year.
- 7.3 The agreement will terminate on the termination of the Employee's contract of employment for any reason.
- 7.4 Nothing contained in this performance agreement in any way limits the right of the Employer to terminate the Employee's contract of employment with or without notice for any other breach by the Employee of his obligations to the Employer or for any other valid reason in law.
- 7.5 The content of the agreement may be revised at any time during the abovementioned period to determine the appropriateness of the matters agreed upon.

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- 7.6 If at any time during the validity of the performance agreement the work environment alters (whether as a result of government or Council decisions or otherwise) to the extent that the contents of the agreement are no longer appropriate, the content shall immediately be revised and then mutually agreed upon by the two parties.

8. PERFORMANCE OBJECTIVES

- 8.1 The **Departmental Performance Plan** for the 2026/2027 financial year sets out:

8.1.1 The key performance areas for which the Employee is responsible.

8.1.2 The performance objectives and targets that must be met by the Employee.

8.1.3 The timeframes within which those performance objectives and targets must be met.

8.1.4 The performance objectives and targets reflected in the Performance Plan are set by the Employer in consultation with the Employee in compliance with legislative requirements and based on the Integrated Development Plan and the Budget of the Municipality and include key performance areas, objectives, targets, key performance indicators and weightings.

8.1.5 The key performance areas describe the main tasks to be done. The key performance indicators consist of the details of the evidence that must be provided to show that an objective has been achieved. The targets describe the timeframe in which the work must be achieved. The weightings reflect the relative importance of the objectives to each other.

- 8.2 The **Core Managerial Competencies** required by the Municipal Performance Regulations dated 1 August 2006 are outlined hereunder:

Key Performance Areas (KPA's)	Weighting
Local Economic Development (LED)	30
Municipal Transformation and Organisational Development	15
Good Governance and Public Participation	45
Financial Viability	10
TOTAL	100%

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- 8.3 The **Core Competencies** will make up the other 20% of the **Employee's** assessment score. In terms of Local Government: Regulations on appointment and conditions of employment of Senior Managers, Reg. 21 of 17 January 2016, the "Core Competencies" are competencies that cut across all levels of work in a municipality and enhance contextualised leadership that guarantees service delivery impact; and "Leading competencies" means competencies that are required to develop clear institutional strategy, initiate, drive and implement programs to achieve long-term sustainable and measurable service delivery performance results. There is no hierarchical connotation to the structure and all competencies are essential to the role of a senior manager to influence high performance. All competencies must therefore, be considered as measurable and critical in assessing the level of a senior manager's performance and as listed as follows:

LEADING COMPETENCIES		
COMPETENCY		Weighting
Strategic Direction and Leadership	• Impact and Influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness	10
People Management	• Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and Dispute Management	20
Programme and Project Management	• Programme and Project Planning and Implementation • Service Delivery Management • Programme and Project Monitoring and Evaluation	5
Financial Management	• Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring	10
Change Leadership	• Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation	15
Governance Leadership	• Policy Formulation • Risk and Compliance Management	10

	• Co-operative Governance	
Total Weighting Leading Competencies		
CORE COMPETENCIES		
COMPETENCY	Weighting	
Moral Competence	5	
Planning and Organising	5	
Analysis and Innovation	5	
Knowledge and Information Management	5	
Communication	5	
Results and Quality Focus	5	
Total Weighting Core Competencies		
TOTAL PERCENTAGE WEIGHTING		100%

9. ASSESSMENT OF PERFORMANCE

9.1 Performance Reviews

The performance of the Employee in relation to his performance agreement shall be reviewed on the following basis:

First Quarter	July to September
Second Quarter	October to December
Third Quarter	January to March
Fourth Quarter	April to June

9.1.1 The quarterly reviews for the first and third quarter may be undertaken verbally between the Employer representative and the Employee if performance is satisfactory.

9.1.2 The fourth quarter (annual) review will be undertaken by an evaluation panel. The evaluation panel will consist of the following persons:

Municipal Manager of the Ulundi Municipality (Chairperson)
Chairperson of the Audit Committee
Member of the Executive Committee of the Ulundi Municipality
Municipal Manager from another Municipality
Performance Management Specialist

9.1.3 The Employer shall keep a record of the mid-year review and the annual assessment meetings.

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9.1.4 Performance feedback will be based on both the Employer's and the Employee's assessment of the Employee's performance. Part of the review process is the development of an agreed assessment of the Employee's performance.

9.1.5 The Employer will be entitled to review and make reasonable changes to the provisions on the performance plan from time to time for operational reasons. The Employee will be fully consulted before any such change.

9.1.6 The Employer may amend the provisions on the performance plan 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.

9.2 Performance Rating Scale

Level	Terminology	Description	Rating
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 Performance Agreement and the Performance Plan and maintained this in all areas of responsibility throughout the year	130% - 150%+
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. This 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.	100% - 129%
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 Performance Agreement and Performance Plan.	90% - 100%
2	Performance 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 Performance Agreement and the Performance Plan	60% - 89%
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review / assessment indicates that the	Below 60%

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		Employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the Performance Agreement and the Performance Plan. The Employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement	
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9.3 Evaluation of Performance

The evaluation of performance consists of the following:

- 9.3.1 An assessment of the achievement of results as outlined in the Departmental Performance Plan (80%); and an assessment of the Leading and Core Competencies is (20%).
- 9.3.2 Each objective in the Departmental Performance Plan will be assessed according to the extent to which the specified standards or performance indicators have been met.
- 9.3.3 Each of the elements of the Core Management Criteria, which have been weighted equally, will be assessed according to the extent to which the strategic alignment standards have been met.
- 9.3.4 An indicative rating on the five point rating scale will be provided for each performance objective and / or managerial competency.
- 9.3.5 For each objective / competency an assessment score will be obtained by multiplying the weighting attached to the objective / competency by the rating on the five point rating scale.

10. MANAGEMENT OF EVALUATION OUTCOMES

- 10.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 10.2 A performance bonus ranging from 5% to 14% of the all-inclusive remuneration package will be paid to the Employee in recognition of outstanding performance to be constituted as follows:
 - 10.2.1 A score of 130% to 149% is awarded a performance bonus ranging from 5% to 9% and a score of 150% and above is awarded a performance bonus ranging from 10% to 14%.

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10.2.2 Should an employee incur unauthorised, irregular, fruitless and wasteful expenditure he/she will not receive a performance bonus for that particular financial year.

10.3 In the case of unacceptable performance, the Employer shall:

10.3.1 Provide systematic remedial or developmental support to assist the Employee to improve his performance; and

10.3.2 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 on the grounds of unfitness or incapacity to carry out his duties.

11. CONSTRAINTS

The following constraints that could potentially impact on the performance of the Employee in the 2026/2027 financial year are acknowledged and recorded:

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12. DISPUTE RESOLUTION

12.1 In the event that the Employee is dissatisfied with any decision or action of the Employer in terms of this agreement, or where a dispute or difference arises as to the extent to which the Employee has achieved the objectives and performance targets established in terms of this agreement, the Employee may meet with the Employer with a view to resolving the issue. At the Employee's request the Employer will record the outcome of the meeting in writing.

12.2 In the event that the Employee remains dissatisfied with the outcome of that meeting, he may refer a formal dispute for mediation to the Mayor of the Ulundi Local Municipality which, rendered within 30 (thirty) days of receipt of the formal dispute, shall be final and binding on both parties.

13. GENERAL

13.1 The contents of this performance agreement must be made available to the public by the Employer in accordance with the Municipal Finance Management Act, Act 56 of 2003, and Section 46 of the Systems Act

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- 13.2 This performance agreement is written in English; hence English shall be the language of all communication between the two parties. All correspondence between the parties to this agreement and all reports and other documentation shall be submitted in English.
- 13.3 The parties to this agreement record that this agreement constitutes the whole of the agreement and arrangements for the performance of the Employee for the 2026/2027 financial year.
- 13.4 No agreement varying, adding or deleting from or cancelling this agreement shall have any effect unless reduced to writing and signed by both parties.
- 13.5 Nothing in this agreement diminishes the obligations, duties or accountability of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

14. SIGNATURE OF THE PARTIES

Signed at Ulundi on this day of 2026.

AS WITNESSES

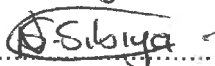
1. 
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MR. D.N.S. BUTHELEZI

Signed at Ulundi on this ⁰⁸ day of ⁰⁷ 2026.

AS WITNESSES

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MR. S.M. KHOMO

K2/N2/06-CMS-CMS 4.5	SC0.22	To uplift communities and contribute to the development of poverty by stimulating employment	Procurement of the food security survey within the Municipality through the procurement of services for the development of food security survey	Date	NEW INDICATOR	R1 500 000.00	Procurement of CSD Model 2 by 31 March 2027	n/a	Procurement of CSD Model 2 by 31 March 2027	n/a	1 meeting attended to obtain progress on the implementation of food security programmes by Sector Departments (District Development Model) by 31 March 2027	1 meeting attended to obtain progress on the implementation of food security programmes by Sector Departments (District Development Model) by 31 March 2027	n/a	AI 24 Wards	Expenditure Report from Finance
K2/N2/06-CMS-CMS 5	SC0.23	To uplift communities and contribute to the development of poverty by stimulating employment	Alignment with the provision of support to sector departments that are struggling with employment	Number	4	n/a	4 meetings attended to obtain progress on the implementation of food security programmes by Sector Departments (District Development Model) by 31 March 2027	1 meeting attended to obtain progress on the implementation of food security programmes by Sector Departments (District Development Model) by 31 March 2027	1 meeting attended to obtain progress on the implementation of food security programmes by Sector Departments (District Development Model) by 31 March 2027	1 meeting attended to obtain progress on the implementation of food security programmes by Sector Departments (District Development Model) by 31 March 2027	1 meeting attended to obtain progress on the implementation of food security programmes by Sector Departments (District Development Model) by 31 March 2027	1 meeting attended to obtain progress on the implementation of food security programmes by Sector Departments (District Development Model) by 31 March 2027	AI 24 Wards	Incidents, Attendance Registers & Minutes	
K2/N2/06-CMS-CMS 6	SC0.25	To uplift communities and contribute to the development of poverty by stimulating employment	Alignment with the provision of support to sector departments that are struggling with employment	Number	2	n/a	2 Business Incubation Program points to be conducted through SAMES Workshops by 30 June 2027	n/a	1 Workshop conducted by 31 December 2026	1 Workshop conducted by 31 December 2026	1 Workshop conducted by 31 December 2026	1 Workshop conducted by 31 December 2026	AI 24 Wards	Incidents, Attendance Registers & Minutes	
K2/N2/06-CMS-CMS 7	SC0.26	To ensure that all positions within the Municipality's Organogram are filled and aligned to the LEP	Review, improve and implement the Municipality's Organogram	Date	30/06/2025	n/a	Review and approval of the Organogram for implementation by 31 May 2027	n/a	n/a	n/a	n/a	n/a	AI 24 Wards	Correspondence to HCDs, Minutes of the LEP, Approved Organogram & Council Resolution	
K2/N2/06-CMS-CMS 8	SC0.27	To ensure that all positions within the Municipality's Organogram are filled and aligned to the LEP	Review, improve and implement the Municipality's Organogram	Number	12	n/a	12 Monthly submissions to Finance Department on Active & Inactive employees to be paid based on approved salary budget by 31 June 2027	3 Monthly submissions to Finance Department on Active & Inactive employees to be paid based on approved salary budget by 31 June 2027	3 Monthly submissions to Finance Department on Active & Inactive employees to be paid based on approved salary budget by 31 June 2027	3 Monthly submissions to Finance Department on Active & Inactive employees to be paid based on approved salary budget by 31 June 2027	3 Monthly submissions to Finance Department on Active & Inactive employees to be paid based on approved salary budget by 31 June 2027	3 Monthly submissions to Finance Department on Active & Inactive employees to be paid based on approved salary budget by 31 June 2027	AI 24 Wards	Memo to Finance and Proof of Submission	
K2/N2/06-CMS-CMS 9	SC0.28	To ensure that all positions within the Municipality's Organogram are filled and aligned to the LEP	Review, improve and implement the Municipality's Organogram	Number	1	n/a	1 Report submitted to the LEP for the review and development of the LEP by 31 March 2027	n/a	n/a	n/a	n/a	n/a	AI 24 Wards	Report submitted to Municipal Development on the Review & Development of the LEP, Approved Organogram & Council Resolution	
K2/N2/06-CMS-CMS 10	SC0.29	To ensure that all positions within the Municipality's Organogram are filled and aligned to the LEP	Review, improve and implement the Municipality's Organogram	Date	30/06/2025	n/a	Review and approval of the Organogram for implementation by 31 May 2027	n/a	n/a	n/a	n/a	n/a	AI 24 Wards	Correspondence to HCDs, Minutes of the LEP, Approved Organogram & Council Resolution	
K2/N2/06-CMS-CMS 11	SC0.31	To ensure that all positions within the Municipality's Organogram are filled and aligned to the LEP	Review, improve and implement the Municipality's Organogram	Percentage	100%	n/a	100% of the total salary budget spent by 31 March 2027	n/a	n/a	n/a	n/a	n/a	AI 24 Wards	Expenditure Report from Finance	
K2/N2/06-CMS-CMS 11.1	SC0.31	To ensure that all positions within the Municipality's Organogram are filled and aligned to the LEP	Review, improve and implement the Municipality's Organogram	Number	20	n/a	20 Meetings with staff members who are struggling with employment by 31 March 2027	n/a	n/a	n/a	n/a	n/a	AI 24 Wards	Incidents, Attendance Registers & Minutes	
K2/N2/06-CMS-CMS 12	SC0.32	To ensure that all positions within the Municipality's Organogram are filled and aligned to the LEP	Review, improve and implement the Municipality's Organogram	Date	30/06/2025	n/a	Review and approval of the Organogram for implementation by 31 May 2027	n/a	n/a	n/a	n/a	n/a	AI 24 Wards	Correspondence to HCDs, Minutes of the LEP, Approved Organogram & Council Resolution	
K2/N2/06-CMS-CMS 13	SC0.33	To ensure that all positions within the Municipality's Organogram are filled and aligned to the LEP	Review, improve and implement the Municipality's Organogram	Date	30/06/2025	n/a	Review and approval of the Organogram for implementation by 31 May 2027	n/a	n/a	n/a	n/a	n/a	AI 24 Wards	Correspondence to HCDs, Minutes of the LEP, Approved Organogram & Council Resolution	
K2/N2/06-CMS-CMS 14	SC0.34	To ensure that all positions within the Municipality's Organogram are filled and aligned to the LEP	Review, improve and implement the Municipality's Organogram	Date	30/06/2025	n/a	Review and approval of the Organogram for implementation by 31 May 2027	n/a	n/a	n/a	n/a	n/a	AI 24 Wards	Correspondence to HCDs, Minutes of the LEP, Approved Organogram & Council Resolution	
K2/N2/06-CMS-CMS 14.1	SC0.34	To ensure that all positions within the Municipality's Organogram are filled and aligned to the LEP	Review, improve and implement the Municipality's Organogram	Number	4	n/a	4 Meetings with staff members who are struggling with employment by 31 March 2027	n/a	n/a	n/a	n/a	n/a	AI 24 Wards	Incidents, Attendance Registers & Minutes	

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KZ0096-CMS- CMS 14.2 SO 34	KZ0096-CMS- CMS 15 SO 35	KZ0096-CMS- CMS 15.1 SO 35	KZ0096-CMS- CMS 15.2 SO 35	KZ0096-CMS- CMS 15.3 SO 35	KZ0096-CMS- CMS 15.4 SO 35	KZ0096-CMS- CMS 16 SO 36	KZ0096-CMS- CMS 17 SO 37	KZ0096-CMS- CMS 18 SO 43	KZ0096-CMS- CMS 18.1 SO 43	KZ0096-CMS- CMS 19 SO 44	KZ0096-CMS- CMS 20 SO 45	KZ0096-CMS- CMS 20.1 SO 45	KZ0096-CMS- CMS 20.2 SO 45
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Personal Development Plan: 2026/27 up to 2029/2030
(Aligned with Integrated Development Plan (IDP) 5 Years cycle)

By completing a Personal development Plan (PDP) a staff member take charge of his or her own learning. A Personal Development Plan (PDP) enables learners to identify key areas of learning and development that will enable them to either acquire new or develop existing skills and behavioral attributes.

This Is the Personal Development Plan Of:

Surname	Buthelezi
Name	Dumolwenkosi Nkululeko Siyabonga
Post	Director Corporate Services
Division	
Employee Number	S000113
An employee of the UULUNDI LOCAL MUNICIPALITY (WC0)	

1. PERSONAL DETAILS	
Identity Number	7402035461087
Age	52
Gender	Male
Race	Black
Disability	n/a
Home Language	Zulu

Personal Development Plan: 2026/27 up to 2029/2030
(Aligned with Integrated Development Plan (IDP) 5 Years cycle)

2. QUALIFICATIONS

Qualifications Achieved	Qualifications Required for Post	Qualifications to be Achieved as per post requirements
National Diploma In Administration	Bachelor's degree in administration/management science/Law/or equivalent	Qualified
Bachelor of Technology in Administration		
Honors Degree in Administration		

3. TRAINING AND DEVELOPMENT

Please list significant other training and development courses or programs you have attended.
Please add any certification awarded if applicable

Training and Development Courses	Dates of Training	Status (In progress or Completed)
Organizational Structure Design Training	28 -30 October 2009	Completed
Occupational Directed Education Training and Development Practitioners Course	13 August 2012	Completed
Certificate Program Management Development	23 October 2014	Completed
Change Management Program Training	November 2023	Completed
Local Governance Staff Regulation	November 2023	Completed
Senior Managers Development Program	May 2026	Completed

Personal Development Plan: 2026/27 up to 2029/2030
(Aligned with Integrated Development Plan (IDP) 5 Years cycle)

4. SUMMARY OF COMPETENCES

In the table the priority competencies to be developed by the staff member, as identified during the skills audit. Should be listed together with the intervention to develop these competencies.

Competency	Competency Description	Functional/ Managerial/ Generic/ Core	Identified learning requirements	Proposed learning outputs (e.g. formal training program, Skills program, Short course, apprenticeship, Learnership, coaching or on the job learning)
Strategic Direction and Leadership	Provide and direct a vision for the institution and inspire and deploy others to deliver on the strategic institutional mandate	Leading	Ongoing Training	On job training
Financial Management	Able to compile, plan and manage budget control cash flow , institute financial risk assessment and administer procurement process in accordance with recognized financial practices. Ensuring that all financial transactions are managed in an ethical manner.	Leading	Financial course for NON Financial Mangers	Formal Training

Personal Development Plan: 2026/27 up to 2029/2030
(Aligned with Integrated Development Plan (IDP) 5 Years cycle)

Change Management	Ability to understand the need for change. Effective communication, capacity to think strategically, ability to engage Relevant stakeholders and the ability to remain resilient in the face of setbacks and unexpected challenges.	Leading	Follow up training	Short course
Analysis and Innovation	Able to critically analyze information, challenges, and trends to establish and establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve strategic objectives	Core	Follow up Training	Short course
Knowledge & Information Management	The ability to effectively capture, organize, store, retrieve and disseminate knowledge and information within the organization. The ability to develop and implement systems and processes to ensure their effective management,	Core	Follow up Training	Short Course
Program and Project Management	The ability to plan, execute, monitor, and control the projects and programs in the municipality. It requires a combination of technical knowledge, leadership skills and effective communication abilities	Leading	Formal Training	Short Course
People Management	Ability to effectively lead and supervise a team of individuals to achieve the organizations goals. It involves the following skills: Leadership , communication ,Coaching and Development, Performance Management, Decision making ,Teambuilding and Conflict Resolution	Leading	HR Course for Non HR Managers	Skills Program

Personal Development Plan: 2026/27 up to 2029/2030
(Aligned with Integrated Development Plan (IDP) 5 Years cycle)

5. IN THE TABLE BELOW, PLEASE LIST THE REQUIRED LEARNING INTERVENTION eg: learnership /short course/workshop/artisanship/bursary

*** Priority Type:**

List priority of learning programme by CHOOSING either 1/2/3:

- 1 = Legislative Course**
- 2 = Inherent to job description**
- 3 = Career Pathing / Secondary Training Need**

Training Program	Priority Type (Choosing either 1/2/3)	Month
	2025/2026	
Impact & Influence	1	
Institutional Performance Management	1	
Soft Skills	2	
Advance Power Point	1	
Advance Excel	2	
Advanced Microsoft Word	2	
HR Analytics	1	
	2026/2027	
Masters in Public Administration	3	
	2027/2028	

Personal Development Plan: 2026/27 up to 2029/2030
(Aligned with Integrated Development Plan (IDP) 5 Years cycle)

Masters In Administration	3	
Budget Planning & execution	2	
Financial Planning & Strategy	2028/2029 2	
Financial Reporting and Monitoring	2029/2023 2	
Masters In Local Economic Development	2029/2030 2	

The undersigned hereby agree that this PDP has been discussed with the incumbent and all agree on the contents of this PDP for the financial year: 2026/27 which will be reviewed annually.

Signature of Incumbent: [Signature]
Date: 08/07/2028

Signature of Supervisor/Line Manager: [Signature]
Date: 08/07/2026

Signature of Direct Manager: [Signature]
Date: 08/07/2028

SDF: _____
Date: _____

*Proof of consultation should be made available to the Training Office upon request.

(Aligned with Integrated Development Plan (IDP) 5 Years cycle)

(To be completed by SDF in consultation with the direct manager and employee)

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*Comments on whether the actual learning outputs were successfully addressed (Return on Investment) or whether redress is required

DISCLOSURE FORM FOR BENEFITS AND INTERESTS

I, the undersigned (Surname and Initials) Buthlezi D.N.S
 (Postal Address) P.O. Box 541, Ilundi, 3838
 Residential Address) C1005, Imbokodobomvu
 (Name of Municipality) Ilundi Local Municipality
 Tel: 083 463 4342 Fax _____
 hereby certify that the following information is complete and correct to the best of my knowledge:

1. Shares, securities and other financial interests (Not bank accounts with financial Institutions.)			
Number of shares/ Extent of financial interest	Nature	Nominal Value	Name of Company/ Entity
100%	B+B	R2 850.000.00	Mthentes (PTY LTD)
50%	Carwash	R 200.000.00	135 Carwash

2. Interest in a trust	
Name of trust	Amount of Remuneration/ Income
N/A	N/A

3. Membership, directorships and partnerships		
Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/ Income
N/A	N/A	N/A

4. Remunerated work outside the Municipality (Must be sanctioned by Council)		
Name of Employer	Type of work	Amount of remuneration/ Income

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Signature by Mayor or Designate:  Date: 08/07/2022

5. Consultancies, Retainerships and Relationships			
Name of Client	Nature	Type of business activity	Value of any benefits received
N/A	N/A	N/A	N/A

6. Subsidies, grants and sponsorships by any organisation		
Source of assistance	Descriptions of assistance	Value of assistance
	N/A	

7. Gift and Hospitality from a source rather than a family member		
Description	Value	Member
N/A	N/A	N/A

8. Land and Property			
Description	Extent	Area	Value
CC1005 House		C1005	R900 000.00
CD1465 BBB		D1465	R750 000.00


 SIGNATURE OF SENIOR MANAGER

DATE: Uluend

PLACE: 02/07/2024

SCHEDULE 2

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

1. Definitions

In this Schedule "partner" means a person who permanently lives with another person in a manner as if married.

2. General conduct

A staff member of a municipality must at all times—

- (a) loyally execute the lawful policies of the municipal council;
- (b) perform the functions of office in good faith, diligently, honestly and in a transparent manner;
- (c) act in such a way that the spirit, purport and objects of section 50 are promoted;
- (d) act in the best interest of the municipality and in such a way that the credibility and integrity of the municipality are not compromised; and
- (e) act impartially and treat all people, including other staff members, equally without favour or prejudice.

3. Commitment to serving the public interest

A staff member of a municipality is a public servant in a developmental local system, and must accordingly—

- (a) implement the provisions of section 50 (2);
- (b) foster a culture of commitment to serving the public and a collective sense of responsibility for performance in terms of standards and targets;
- (c) promote and seek to implement the basic values and principles of public administration described in section 195 (1) of the Constitution;
- (d) obtain copies of or information about the municipality's integrated development plan, and as far as possible within the ambit of the staff member's job description, seek to implement the objectives set out in the integrated development plan, and achieve the performance targets set for each performance indicator;
- (e) participate in the overall performance management system for the municipality, as well as the staff member's individual performance appraisal and reward system, if such exists, in order to maximise the ability of the municipality as a whole to achieve its objectives and improve the quality of life of its residents.

4. Personal gain

- (1) A staff member of a municipality may not—

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- (a) use the position or privileges of a staff member, or confidential information obtained as a staff member, for private gain or to improperly benefit another person; or
- (b) take a decision on behalf of the municipality concerning a matter in which that staff member, or that staff member's spouse, partner or business associate, has a direct or indirect personal or private business interest.

(2) Except with the prior consent of the council of a municipality a staff member of the municipality may not—

- (a) be a party to a contract for—
 - (i) the provision of goods or services to the municipality; or
 - (ii) the performance of any work for the municipality otherwise than as a staff member;
- (b) obtain a financial interest in any business of the municipality; or
- (c) be engaged in any business, trade or profession other than the work of the municipality.

5. Disclosure of benefits

(1) A staff member of a municipality who, or whose spouse, partner, business associate or close family member, acquired or stands to acquire any direct benefit from a contract concluded with the municipality, must disclose in writing full particulars of the benefit to the council.

(2) This item does not apply to a benefit which a staff member, or a spouse, partner, business associate or close family member, has or acquires in common with all other residents of the municipality.

6. Unauthorised disclosure of information

(1) A staff member of a municipality may not without permission disclose any privileged or confidential information obtained as a staff member of the municipality to an unauthorised person.

- (2) For the purpose of this item "privileged or confidential information" includes any information—
- (a) determined by the municipal council or any structure or functionary of the municipality to be privileged or confidential;
 - (b) discussed in closed session by the council or a committee of the council;
 - (c) disclosure of which would violate a person's right to privacy; or
 - (d) declared to be privileged, confidential or secret in terms of any law.

(3) This item does not derogate from a person's right of access to information in terms of national legislation.

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7. Undue influence

A staff member of a municipality may not—

- (a) unduly influence or attempt to influence the council of the municipality, or a structure or functionary of the council, or a councillor, with a view to obtaining any appointment, promotion, privilege, advantage or benefit, or for a family member, friend or associate;
- (b) mislead or attempt to mislead the council, or a structure or functionary of the council, in its consideration of any matter; or
- (c) be involved in a business venture with a councillor without the prior written consent of the council of the municipality.

8. Rewards, gifts and favours

(1) A staff member of a municipality may not request, solicit or accept any reward, gift or favour for—

- (a) persuading the council of the municipality, or any structure or functionary of the council, with regard to the exercise of any power or the performance of any duty;
- (b) making a representation to the council, or any structure or functionary of the council;
- (c) disclosing any privileged or confidential information; or
- (d) doing or not doing anything within that staff member's powers or duties.

(2) A staff member must without delay report to a superior official or to the speaker of the council any offer which, if accepted by the staff member, would constitute a breach of subitem (1).

9. Council property

A staff member of a municipality may not use, take, acquire, or benefit from any property or asset owned, controlled or managed by the municipality to which that staff member has no right.

10. Payment of arrears

A staff member of a municipality may not be in arrears to the municipality for rates and service charges for a period longer than 3 months, and a municipality may deduct any outstanding amounts from a staff member's salary after this period.

11. Participation in elections

A staff member of a municipality may not participate in an election of the council of the municipality, other than in an official capacity or pursuant to any constitutional right.

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12. Sexual harassment

A staff member of a municipality may not embark on any action amounting to sexual harassment.

13. Reporting duty of staff members

Whenever a staff member of a municipality has reasonable grounds for believing that there has been a breach of this Code, the staff member must without delay report the matter to a superior officer or to the speaker of the council.

14. Breaches of Code

Breaches of this Code must be dealt with in terms of the disciplinary procedures of the municipality envisaged in section 67(1)(h) of this Act.

14A. Disciplinary steps

- (1) A breach of this Code is a ground for dismissal or other disciplinary steps against a staff member who has been found guilty of such a breach.
- (2) Such other disciplinary steps may include—
 - (a) suspension without pay for no longer than three months;
 - (b) demotion;
 - (c) transfer to another post;
 - (d) reduction in salary, allowances or other benefits; or
 - (e) an appropriate fine.

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