

LEKWA-TEEMANE LOCAL MUNICIPALITY "NW 396"



PERFORMANCE AGREEMENT 2024/2025

Mr. JEFFREY LESEISANE

In capacity as Acting Municipal Manager

And

MAYOR SEBANG MOTLHABI

In capacity as Mayor

PERFORMANCE AGREEMENT 2024/2025

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PART A

PERFORMANCE AGREEMENT ENTERED INTO BY AND BETWEEN:

Lekwa-Teemane Local Municipality herein represented by **Mr. SEBANG MOTLHABI** in his capacity as **Mayor** (hereinafter referred to as the **Employer** or Supervisor)

and

Mr. JEFFREY LESEISANE as **Acting Municipal Manager** of Lekwa-Teemane Local Municipality (hereinafter referred to as the **Employee**).

WHEREBY IT IS AGREED AS FOLLOWS:

Purpose of performance agreement

The purpose of the agreement is to:

- 1) Comply with the provisions of Section 57(1)(b), (4A), (4B) and (5) of the Municipal Systems Act, 2000 as well as the employment contract entered into between the parties;
- 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, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- 3) specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;
- 4) monitor and measure performance against set targeted outputs;
- 5) use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;

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- 6) in the event of outstanding performance, to appropriately reward the employee;
and
- 7) Give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

Commencement and Duration

- 1) This Agreement will commence on the **1st July 2024** and will remain in force until **30th June 2025**, where after a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion
- 2) The parties must review the provisions of this agreement during June each year and must conclude a new performance agreement that replaces the previous agreement at least once a year within one month after the commencement of the new financial year.
- 3) The agreement will terminate on the termination of the employee's contract of employment for any reason.
- 4) If at any time during the validity of the agreement the work environment alters to the extent that the contents of the agreement are no longer appropriate, the contents must by mutual agreement between the parties, immediately be revised.

Performance Objectives

- 1) The performance plan sets out:
 - a) The performance objectives and targets that must be met by the employee;
and
 - b) The time frames within which those performance objectives and targets must be met.

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- 2) The performance objectives and targets reflected in the performance plan 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 municipality, and shall include key objectives; key performance indicators; target dates and weightings.
- 3) The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.
- 4) 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.

Performance Management System

- 1) The employee agrees to participate in the performance management system that the employer adopts or introduces for the municipality.
- 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.
- 4) The employee undertakes to actively focus towards the promotion and implementation of the Key Performance Areas (KPAs) (including special projects

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LEKWA-TEEMANE LOCAL MUNICIPALITY "NW 396"



PERFORMANCE AGREEMENT 2024/2025

Mr. JEFFREY LESEISANE

In capacity as Acting Municipal Manager

And

MAYOR SEBANG MOTLHABI

In capacity as Mayor

PERFORMANCE AGREEMENT 2024/2025

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- 1) The performance plan sets out:
 - a) The performance objectives and targets that must be met by the employee;
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- 2) The performance objectives and targets reflected in the performance plan 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 municipality, and shall include key objectives; key performance indicators; target dates and weightings.
- 3) The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.
- 4) 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.

Performance Management System

- 1) The employee agrees to participate in the performance management system that the employer adopts or introduces for the municipality.
- 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.
- 4) The employee undertakes to actively focus towards the promotion and implementation of the Key Performance Areas (KPA's) (including special projects



relevant to the employee's responsibilities) within the local government framework.

- 5) The criteria upon which the performance of the employee must be assessed consist of two components, both of which must be contained in the performance agreement. The employee must be assessed against both components, with a weighting of 80: 20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs), respectively. Each area of assessment will be weighted and will contribute a specific part to the total score. KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.
- 6) The employee's assessment will be based on his performance in terms of the outputs/outcomes (performance indicators) identified as per the performance plan which are linked to the KPA's, which constitute 80% of the overall assessment result as per the weightings agreed to between the employer and employee.

Key Performance Areas (KPA's) for managers directly accountable to the municipal manager	Weighting
Basic Service Delivery and Infrastructure Development	25%
Local Economic Development (LED)	15%
Municipal Financial Viability and Management	20%
Municipal Institutional Development and Transformation	15%
Good Governance and Public Participation	15%
Total	100%

- 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.



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- b) the intervals for the evaluation of the employee's performance.
- 2) Despite the establishment of agreed intervals for evaluation, the employer may in addition review the employee's performance at any stage while the employment contract remains in force.
 - 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.
 - 4) The annual performance appraisal must involve:
 - a) Assessment of the achievement of results as outlined in the performance plan:
 - i. 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.
 - ii. An indicative rating on the five-point scale should be provided for each KPA.
 - iii. The applicable assessment rating calculator must then be used to add the scores and calculate a final KPA score.
 - b) Assessment of the CCRs:
 - i. Each CCR should be assessed according to the extent to which the specified standards have been met.
 - ii. An indicative rating on the five-point scale should be provided for each CCR.
 - iii. This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score.



- iv. The applicable assessment-rating calculator must then be used to add the scores and calculate a final CCR score.

c) Overall rating:

- i. An overall rating is calculated by using the applicable assessment rating calculator. Such overall rating represents the outcome of the performance appraisal.
- ii. The assessment of the performance of the employee will be based on the following rating scale for KPA's and CCR's:

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 expectation	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.					
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.					
2	Performance not fully Effective	Performance is below the 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					

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		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 Performance Agreement 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.	

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

- i. Executive Mayor or Mayor;
- ii. Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
- iii. Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council;
- iv. Mayor and/or municipal manager from another municipality; and
- v. Member of a ward committee as nominated by the Executive Mayor or Mayor.

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

- i. Municipal Manager;

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- ii. Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
 - iii. Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council; and
 - iv. Municipal manager from another municipality.
- f) The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels referred to in sub-regulations (d) and (e).

Schedule for Performance Reviews

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

First quarter : July - September 3rd Week October 2024
Second quarter : October - December 3rd Week January 2025
Third quarter : January-March 3rd Week April 2025
Fourth quarter : April-June 3rd Week July 2025

- 2) The employer must keep a record of the mid-year review and annual assessment meetings.
- 3) Performance feedback must be based on the employer's assessment of the employee's performance.



- 4) The employer will be entitled to review and make reasonable changes to the provisions of the performance plan from time to time for operational reasons on agreement between both parties.
- 5) The employer may amend the provisions of the performance plan whenever the performance management system is adopted, implemented and/or amended as the case may be on agreement between both parties.

Developmental Requirements

- 1) A personal development plan (PDP) for addressing developmental gaps must form part of the performance agreement.

Obligations of the Employer

- 1) The Employer must:
 - a) create an enabling environment to facilitate effective performance by the employee;
 - b) provide access to skills development and capacity building opportunities;
 - c) work collaboratively with the employee to solve problems and generate solutions to common problems that may impact on the performance of the employee;
 - d) on the request of the employee delegate such powers reasonably required by the employee to enable him or her to meet the performance objectives and targets established in terms of the agreement; and
 - e) make available to the employee such resources as the employee may reasonably require from time to time to assist him or her to meet the performance objectives and targets established in terms of the agreement.

Consultation



- 1) The employer agrees to consult the employee timeously where the exercising of the powers will have, amongst others,
 - a) a direct effect on the performance of any of the employee's functions;
 - b) commit the employee to implement or to give effect to a decision made by the employer; and
 - c) a substantial financial effect on the employer.
- 2) The employer agrees to inform the employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006 sub-regulation 31 (1) as soon as is practicable to enable the employee to take any necessary action without delay.

Management of Evaluation Outcomes

- 1) The evaluation of the employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 2) A performance bonus ranging from 5% to 14% of the all-inclusive remuneration package may be paid to an employee in recognition of outstanding performance. In determining the performance bonus the relevant percentage is based on the overall rating, calculated by using the applicable assessment-rating calculator; provided that:
 - a) a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
 - b) a score of 150% and above is awarded a performance bonus ranging from 10% to 14%.
- 3) In the case of unacceptable performance, the employer shall:
 - a) provide systematic remedial or developmental support to assist the employee to improve his or her performance; and



- b) after appropriate performance counselling and, having provided the necessary guidance and/or support and reasonable time for improvement in performance, and performance does not improve, 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.

Dispute Resolution

- 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:
 - a) In the case of the municipal manager, the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the employee, or any other person designated by the MEC; and
 - b) 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.
- 2) Any disputes about the outcome of the employee's performance evaluation, must be mediated by:
 - a) In the case of the municipal manager, the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the employee, or any other person designated by the MEC; and
 - b) 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 Local Government: Municipal

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Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006 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.

General

- 1) The contents of the performance agreement must be made available to the public by the employer in accordance with the Municipal Finance Management Act, 2003 and Section 46 of the Municipal Systems Act, 2000.
- 2) Nothing in this agreement diminishes the obligations, duties or accountabilities of the employee in terms of his or her employment contract, or the effects of existing or new regulations, circulars, policies, directives or other instruments.
- 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 *Christiana* on this the *31st* day of *July* 2024

1. _____


EMPLOYEE

2. _____

AS WITNESSES:

1. _____


MAYOR

2. _____

PERFORMANCE AGREEMENT 2024/2025



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PART B

PERFORMANCE PLAN 2024/2025

Entered into by and between:

MR. JEFFREY LESEISANE

In his capacity as Acting Municipal Manager

And

SEBANG MOTLHABI

In his capacity as Mayor

1. Purpose

The performance plan defines the Council's expectations of the 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) and as reviewed annually.

2. Key responsibilities

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

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- 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 (KPA's) as outlined in the Local Government: Municipal Planning and Performance Management Regulations (2001) inform the strategic objectives listed in the table below:

- 3.1 Basic Services and Infrastructure Development.
- 3.2 Municipal Transformation and Organisational Development.
- 3.3 Local Economic Development (LED).
- 3.4 Municipal Financial Viability and Management.
- 3.5 Good Governance and Public Participation



T.S=Technical services **C.S**=Community services **M.O**=Mayor's Office **BTO**=Budget and Treasury Office **CP.S**=Corporate Services **MM**=Municipal Manager's Office

KEY PERFORMANCE AREA 1: SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT

Objective	Key Performance Indicator	Indicator Description	Baseline	BUDGET	2024/2025 ANNUAL TARGET	QUARTERLY TARGET				POE
						Quarter.1	Quarter.2	Quarter.3	Quarter.4	
To deliver sustainable essential services such as water, sanitation, electricity and roads for the low-income communities	Number of households with access to basic water supply KPI.1 T.S	Provision of water supply to households connected to the Municipal network	New	Opex	14707 Households with access to basic water supply by end June 2025	14707 Households with access to basic water supply	14707 Households with access to basic water supply	14707 Households with access to basic water supply	14707 Households with access to basic water supply	Billing report
	Number of households with access to basic sanitation supply KPI.2 T.S	Provision of sewer/sanitation supply to households connected to the Municipal network	New	Opex	14031 Households with access to basic sewer/sanitation supply by end June 2025	14031 Households with access to basic sewer/sanitation supply by end September 2024	14031 Households with access to basic sewer/sanitation supply by end December 2024	14031 Households with access to basic sewer/sanitation supply by end March 2025	14031 Households with access to basic sewer/sanitation supply by end June 2025	Billing report
	Number of households with access to basic Electricity supply KPI.3 T.S	Provision of Electricity supply to households connected to the Municipal network	New	Opex	4524 Households with access to basic Electricity supply by end June 2025	4524 Households with access to basic Electricity supply by end September 2024	4524 Households with access to basic Electricity supply by end December 2024	4524 Households with access to basic Electricity supply by end March 2025	4524 Households with access to basic Electricity supply by end June 2025	Billing Report
	Number of illegal dumping sites cleared. KPI.4 C.S	Cleaning of inappropriate ly disposed litter at identified hotspots	New	Opex	30 illegal dumping sites cleared by June 2025	30 illegal dumping sites cleared by September 2024	30 illegal dumping sites cleared by December 2024	30 illegal dumping sites cleared by March 2025	30 illegal dumping sites cleared by June 2025	Illegal dumping sites clearing report with dated pictures /coordinates

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No of landfill sites maintained KPI.5 CS	General maintenance of landfill sites as required by the National Environment Management Waste Act, 2008	2 landfill sites maintained monthly	Opex	2 landfill sites maintained by end June 2025	2 landfill sites maintained by end September 2024	2 landfill sites maintained by end December 2024	2 landfill sites maintained by end March 2025	2 landfill sites maintained by end June 2025	Landfill sites maintenance reports with dated pictures
Number of sports facilities maintained KPI.6 CS	Quarterly maintenance of 3 existing sports facilities in Botumelong, Coverdale and Geluksdorp which includes cleaning, grass cutting, irrigation, weed control	3 sports facilities maintained monthly	Opex	3 sports facilities maintained on a monthly basis by end June 2025	3 sports facilities maintained on a monthly basis by end September 2024	3 sports facilities maintained on a monthly basis by end December 2024	3 sports facilities maintained on a monthly basis by end March 2025	3 sports facilities maintained on a monthly basis by end June 2025	Sports facilities maintenance reports with dated pictures
Number of municipal parks and gardens maintained KPI.7 CS	General maintenance of the Geluksdorp and Municipal gardens and islands grass-culling, trimming, watering and cleaning.	Maintenance of municipal park (grass culling, removal of weeds, watering of plants, removal of waste)	Opex	2 municipal parks and gardens maintained monthly by end June 2025	2 municipal parks and gardens maintained monthly by end September 2024	2 municipal parks and gardens maintained monthly by end December 2024	2 municipal parks and gardens maintained monthly by end March 2025	2 municipal parks and gardens maintained monthly by end June 2025	Parks & gardens maintenance reports with dated pictures

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Rand value collected on Vehicles tested KPI 8 C.S	Rand value income collected through vehicle testing	New KPI	Opex	R400 000 Collected On vehicles tested by June 2025	R400 000 Collected On vehicles tested by September 2024	R400 000 Collected On vehicles tested by December 2024	R400 000 Collected On vehicles tested by March 2025	R400 000 Collected On vehicles tested by June 2025	Collection schedules
Number of signboards of illegal dumping erected KPI 9 C.S	Erected signage to warn against illegal dumping at identified hotspots	No illegal dumping signs	Opex	10 signboards of illegal dumping erected by the end of June 2025	10 signboards of illegal dumping erected by the end of September 2024	10 signboards of illegal dumping erected by the end of December 2024	10 signboards of illegal dumping erected by the end of March 2025	10 signboards of illegal dumping erected by the end of June 2025	Proof of purchase / erection
Number of new cemeteries established KPI 10 C.S	Establishment of a new burial site	Current cemeteries are full	Opex	2 new cemeteries established by the end of June 2025	N/A	1 new cemeteries established by the end of December 2024	N/A	1 new cemeteries established by the end of June 2025	Completion certificate
Number of roadblocks conducted KPI 11 C.S	Traffic Law enforcement operations	New KPI	Opex	To conduct 8 (K78) Road Blocks conducted by the end of June 2025	2 (K78) Road Blocks conducted by the end of September 2024	2 (K78) Road Blocks conducted by the end of December 2024	2 (K78) Road Blocks conducted by the end of March 2025	2 (K78) Road Blocks conducted by the end of June 2025	Roadblock reports
Number of high mast luminaries to be repaired/maintained in (Bloemhof and Christiana) KPI 12 T.S	General maintenance of high mast lights inclusive of replacement of globes/luminaires	71 High mast luminaries	R 2 000 000	71 high mast luminaries to be repaired/maintained in (Bloemhof and Christiana) by the end of June 2025	17 high mast luminaries to be repaired/maintained in (Bloemhof and Christiana) by the end of September 2024	18 high mast luminaries to be repaired/maintained in (Bloemhof and Christiana) by the end of December 2024	18 high mast luminaries to be repaired/maintained in (Bloemhof and Christiana) by the end of March 2025	18 high mast luminaries to be repaired/maintained in (Bloemhof and Christiana) by the end of June 2025	Maintenance Report

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KM of municipal roads maintained	Maintenance includes resealing, road patching, grading/blading	Pothole riddled roads	R 1 500 000	5 KM of municipal roads maintained by the end of June 2025	1.25 KM of municipal roads maintained by the end of Sep 2024	1.25 KM of municipal roads maintained by the end of Dec 2024	1.25 KM of municipal roads maintained by the end of March 2025	1.25 KM of municipal roads maintained by the end of June 2025	- Before & After pictures Maintenance Report
KPI.13 T.S									
KMs of stormwater drainage maintained	Cleaning of the drainage system by removing all impediments for the drainage	5km stormwater drainage	R 1 500 000	10 km of stormwater drainage maintained by the end of June 2025	2.5 km of stormwater drainage maintained by the end of Sep 2024	2.5 km of stormwater drainage maintained by the end of Dec 2024	2.5 km of stormwater drainage maintained by the end of March 2025	2.5 km of stormwater drainage maintained by the end of June 2025	- Before & After pictures Maintenance Report
KPI.14 T.S									
KMs of municipal internal roads paved	(2 KMs of municipal internal roads paved in Ullwangen)	Gravel Road	Capex	2 KMs of municipal internal roads paved by the end of June 2025	Constructions on site	1.1 KMs of municipal internal roads paved by the end of Dec 2024	0.9 KMs of municipal internal roads paved by the end of March 2025	N/A	Quarterly progress reports Completion reports of 1.1km and 0.9km
KPI.15 T.S									
Number of Taxi rank constructed	Building of a taxi rank	2 taxi rank constructed in Bloemhof and Christiana	R 388 858	2 Taxi rank constructed by the end of June 2025	Construction on site	Construction on site	Construction on site	2 Taxi rank constructed by the end of June 2025	Completion report and certificate of 2km
KPI.16 T.S									
Number of substations upgraded	Upgrade intake substation in Christiana to ensure it is fully compliant and well capacitated to handle	New	R 6447 000	1 Substation upgraded by end of June 2025	Construction on site	Construction on site	Construction on site	1 Substation upgraded by end of June 2025	Completion Certificate Quarterly progress reports Completion report and Certificate
KPI.17 T.S									

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Number of Departmental reports submitted to the MM, 5 days after the end of the quarter KPI 23 CS TS	Performance reports to the MM on the implementation of the SDBIP as per the PNS framework	4 Departmental reports submitted	Opex	4 Departmental reports submitted to the MM, 5 days after the end of each quarter	1 Departmental reports submitted to the MM, 5 days after the end of September 2024	1 Departmental reports submitted to the MM, 5 days after the end of December 2024	1 Departmental reports submitted to the MM, 5 days after the end of March 2024	1 Departmental reports submitted to the MM, 5 days after the end of June 2024	Quarterly Departmental Reports
Number of reports on the implementation of the Audit Action Plan submitted to the MM KPI 24 CS TS	To record progress of the implementation of the audit action plan to address the prior year audit findings		Opex	2 reports detailing progress on the implementation of the Audit Action Plan by end June 2025	N/A	1 report detailing progress on the implementation of the Audit Action Plan by end December 2024	N/A	1 report detailing progress on the implementation of the Audit Action Plan by end June 2025	Report detailing progress on the implementation of the Audit Action Plan
Rand value income collected from Vehicles registrations and licensing renewals KPI 25 CS	Rand value income collected through vehicle registrations licensing and renewals		Opex	R 1 600 000 collected from Vehicles registrations and licensing renewals by June 2025	R 400 000 collected from Vehicles registrations and licensing renewals by September 2024	R 400 000 collected from Vehicles registrations and licensing renewals by December 2024	R 400 000 collected from Vehicles registrations and licensing renewals by March 2025	R 400 000 collected from Vehicles registrations and licensing renewals by June 2025	Collection schedules

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KEY PERFORMANCE AREA 2: LOCAL ECONOMIC DEVELOPMENT

Objectives	Performance Indicator	Indicator Description	Baseline	BUDGET	ANNUAL TARGET 2024/2025	QUARTERLY TARGETS				POE
						Quarter.1	Quarter.2	Quarter.3	Quarter.4	
Strengthening the enabling environment through more flexible regulations, better access to finance and markets, improved infrastructure facilities and business support.	LED Strategy aligned to the Provincial and National LED Strategy/Framework developed	Review the LED strategy to align with the Provincial and National Strategy	Outdated LED strategy	Opex	LED Strategy aligned to the Provincial and National LED Strategy/Framework work developed by end June 2025	LED Strategy aligned to the Provincial and National LED Strategy/Framework work developed by end September 2024	N/A	N/A	N/A	LED Strategy aligned to the Provincial and National LED Strategy/Framework work
	KPI.26 0.3									
	Number of municipal LED intergovernmental platforms convened.	LED intergovernmental engagement session	4 LED intergovernmental platforms convened	Opex	4 LED intergovernmental platforms convened by June 2025	1 LED intergovernmental platforms convened by September 2024	1 LED intergovernmental platforms convened by December 2024	1 LED intergovernmental platforms convened by March 2025	1 LED intergovernmental platforms convened by June 2025	Minutes /Registers /invites
	KPI.27 0.3									
	Number of work opportunities created through CWP.	work opportunities created through CWP	500 work opportunities created through CWP	Opex	100 work opportunities created through CWP by June 2025	100 work opportunities created through CWP by June 2025	100 work opportunities created through CWP by June 2025	100 work opportunities created through CWP by June 2025	100 work opportunities created through CWP by June 2025	Approval schedules /contracts
	KPI.28 0.3									

PERFORMANCE AGREEMENT 2024/2025

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Number of jobs created through the municipality's local economic development initiatives including capital projects KPI. 29 	Jobs created through the municipality's local economic development initiatives including capital projects	100 jobs created through the municipality's local economic development initiatives including capital projects	Opex	100 jobs created through the municipality's local economic development initiatives including capital projects by end June 2025	25 jobs created through the municipality's local economic development initiatives including capital projects by end September 2024	25 jobs created through the municipality's local economic development initiatives including capital projects by end December 2024	25 jobs created through the municipality's local economic development initiatives including capital projects by end March 2025	100 jobs created through the municipality's local economic development initiatives including capital projects by end June 2025	Appointment letters / contracts
Number of work opportunities created through EPWP KPI. 30 	work opportunities created through EPWP	120 work opportunities created through EPWP	R 1200 000	140 work opportunities created through EPWP by end June 2025	70 work opportunities created through EPWP by end June 2025	N/A	70 work opportunities created through EPWP by end June 2025	N/A	Appointment letters / contracts

PERFORMANCE AGREEMENT 2024/2025



KEY PERFORMANCE AREA 3: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

Objective	Performance Indicator	Indicator Description	Baseline	Budget	Annual Targets 2024/2025	Quarterly Targets				POE
						Quarter.1	Quarter.2	Quarter.3	Quarter.4	
Build and strengthen the financial management of the municipality to enhance service delivery and achieve clean audit by 2019	Number of financial policies reviewed adopted by the council KPI 31 BTQ	1. Credit Control debts collection, management policy. 2. Asset management policy. 3. Indigent policy. 4. Property Rates policy. 5. Supply Chain Management Policy. 6. Tariff policy. 7. Cash Management policy. 8. Budget Policy. 9. Borrowing policy. 10. Cost Containment Policy. - Review 3 policies per quarter and if changes adopted by council.	Finance policies 1. Credit Control debts collection, management policy. 2. Asset management policy. 3. Indigent policy. 4. Property Rates policy. 5. Supply Chain Management Policy. 6. Tariff policy. 7. Cash Management policy. 8. Budget Policy. 9. Borrowing policy. 10. Cost Containment Policy. - Review 3 policies per quarter and if changes adopted by council.	Opex	10 reviewed and approved financial policies by end June 2025	N/A	N/A	N/A	10 reviewed and approved financial policies by end June 2025	Reviewed and approved policies

PERFORMANCE AGREEMENT 2024/2025

	Number of reports on effective revenue management submitted	12 reports on effective revenue management submitted	Reports on Revenue Management	Opex	12 reports on effective revenue management submitted by end June 2025	3 reports on effective revenue management submitted by end Sep 2024	3 reports on effective revenue management submitted by end Dec 2024	3 reports on effective revenue management submitted by end March 2025	3 reports on effective revenue management submitted by end June 2025	Sec 71 report
	KPI 32. BTO									
	Number of reports on expenditure management submitted	Reports on creditors reconciliation, reports on and withdrawals	Reports on Expenditure Management	Opex	12 reports on expenditure management submitted by end June 2025	3 reports on expenditure management submitted by end Sep 2025	3 reports on expenditure management submitted by end Dec 2024	3 reports on expenditure management submitted by end March 2025	3 reports on expenditure management submitted by end June 2025	Sec 71 report
	KPI 32. BTO									
	Number of reports on the Conditional Grants spending in accordance with DoRA and Grant Frameworks	Expenditure reports on conditional grants	Conditional Grants	Opex	12 reports on the Conditional Grants spending in accordance with DoRA and Grant Frameworks by end June 2025	3 reports on the Conditional Grants spending in accordance with DoRA and Grant Frameworks by end Sep 2024	3 reports on the Conditional Grants spending in accordance with DoRA and Grant Frameworks by end Dec 2024	3 reports on the Conditional Grants spending in accordance with DoRA and Grant Frameworks by end March 2025	3 reports on the Conditional Grants spending in accordance with DoRA and Grant Frameworks by end June 2025	Sec 71 report
	KPI 33 BTO									
	Number of SCM compliance reports submitted	Quarterly report on 1.Contract Management 2.Deviation report, 3.Bid awarded above R300 000 4.Number of quotations 5. 6.Repairs and maintenance 7.UIF & W	4 SCM compliance reports to be submitted	Opex	4 SCM compliance reports submitted by end June 2025	1 SCM compliance reports submitted by end Sep 2024	1 SCM compliance reports submitted by end Dec 2024	1 SCM compliance reports submitted by end March 2025	1 SCM compliance reports submitted by end June 2025	SCM Reports
	KPI 34 BTO									

PERFORMANCE AGREEMENT 2024/2025

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Financial viability as expressed by the ratios (debt coverage ratio, outstanding service debtors to revenue, Cost coverage ratio)	Financial Viability expressed by the ratios (debt coverage ratio= 4:1, Outstanding service debtors to revenue = 3:1 Coverage age = 3:1)	12 Financial Viability Reports Expressed in Ratios	Opex	4 Financial viability ratios report by end of June 2025	1 Financial viability ratios report by end of Sep 2024	1 Financial viability ratios report by end of Dec 2024	1 Financial viability ratios report by end of March 2025	1 Financial viability ratios report by end of June 2025	Section 71 report
KPI 35 BTO	Free basic services provided to household earning less than R3500. Benefits that are provided. 1. 6klm Water 2. 50 Mw electricity 3. Other services at 100%	7116 indigents currently receiving free basic services	Opex	10 000 Indigents households receiving Free Basic Services by end June 2025	10 000 Indigents households receiving Free Basic Services by end Sep 2024	10 000 Indigents households receiving Free Basic Services by end Dec 2024	10 000 Indigents households receiving Free Basic Services by end March 2025	10 000 Indigents households receiving Free Basic Services by end June 2025	Indigent register
KPI 36 BTO	Quarterly revenue collected against the actual billing	59% Collection rate	Opex	80% collection of revenue achieved by the end June 2025	80% collection of revenue achieved by the end Sep 2024	80% collection of revenue achieved by the end Dec 2024	80% collection of revenue achieved by the end March 2025	80% collection of revenue achieved by the end June 2025	Section 71
KPI 37 BTO	The budgeted amount for WSP per Vote	WSP	R 500 000	100% of municipality's budget actually spent on implementing its workplace skills plan by end June 2025	25% of municipality's budget actually spent on implementing its workplace skills plan by end September 2024	25% of municipality's budget actually spent on implementing its workplace skills plan by end December 2024	25% of municipality's budget actually spent on implementing its workplace skills plan by end March 2025	25% of municipality's budget actually spent on implementing its workplace skills plan by end June 2025	WSP Expenditure report
KPI 38 CPS									

Commented [T1]: Should be moved to Corporate Services

PERFORMANCE AGREEMENT 2024/2025

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Percentage of a municipality's capital budget actually spent on capital projects identified for a particular financial year in terms of the municipality's integrated development plan KPI 39 TS	Report on actual spending on MIG and INEP capital expenditure	2023/2024 Expenditure	R 40 442 000	100% of municipality's capital budget actually spent on capital projects identified for a particular financial year in terms of the municipality's integrated development plan submitted by end June 2025	25% of municipality's capital budget actually spent on capital projects identified for a particular financial year in terms of the municipality's integrated development plan submitted by end September 2024	25% of municipality's capital budget actually spent on capital projects identified for a particular financial year in terms of the municipality's integrated development plan submitted by end December 2024	25% of municipality's capital budget actually spent on capital projects identified for a particular financial year in terms of the municipality's integrated development plan submitted by end March 2025	25% of municipality's capital budget actually spent on capital projects identified for a particular financial year in terms of the municipality's integrated development plan submitted by end June 2025	Expenditure Report
Timorous submission of Annual Financial Statements to Auditor General by end August KPI 40 BTO	Submission of Annual Financial Statements to AGSA by 31 August 2023	Timorous submission of Draft consolidated 2017/18 Annual Report to Internal Audit Committee & Auditor General by 31 August 2019	Opex	Timorous submission of 2023/2024 Annual Financial Statements to Auditor General by end August 2024	Timorous submission of 2023/2024 Annual Financial Statements to Auditor General by end August 2024	N/A	N/A	N/A	AFS
Percentage of audit findings addressed KPI 41 BTO	Audit findings addressed as contained in the post audit action plan	Post Audit Action Plan	Opex	100% of audit findings addressed by end June 2025	N/A	N/A	N/A	100% of audit findings addressed by end June 2025	PAAP

PERFORMANCE AGREEMENT 2024/2025

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KEY PERFORMANCE AREA 4: INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION

Objective	Performance Indicator	Indicator Description	Baseline	Budget	Annual Target 2024/2025	Quarterly targets				POE
						Quarter.1	Quarter.2	Quarter.3	Quarter.4	
To provide the necessary strategic support for the implementation of the SDBIP To build an enhance the human resource capacity of the municipality. To ensure that there is a good, sound industrial relationship between the employer and the employee; To create a safe working environment for all employees. To enhance corporate image	Number of posts filled as per the approved funded structure KPI 42 CP: S	Filling of vacant funded posts in approved structure	3 Posts filled	Opex	10 posts filled as per the approved funded structure by end June 2025	3 posts filled as per the approved funded structure by end September 2024	3 posts filled as per the approved funded structure by end December 2024	3 posts filled as per the approved funded structure by end March 2025	3 posts filled as per the approved funded structure by end June 2025	Appointment letters
	Number of employees employed in accordance with the Employment Equity Plan KPI 43 CP: S	In terms of Employment Equity Plan target groups include disabled and women. These groups to be considered during the recruitment and selection process	8 Employees employed according to EEP.	Opex	8 employees employed in accordance with the Employment Equity Plan by end June 2025	2 employees employed in accordance with the Employment Equity Plan by end September 2024	2 employees employed in accordance with the Employment Equity Plan by end December 2024	2 employees employed in accordance with the Employment Equity Plan by end March 2025	2 employees employed in accordance with the Employment Equity Plan by end June 2025	Appointment letters
	Number of officials capacitated in terms of the workplace Skills Plan KPI 44 CP: S	Officials of the municipality to be capacitated with skills as provided for in the WSP	50 officials trained during 2017/18 Financial year.	Opex	10 Officials capacitated in terms of the WSP by end June 2025	2 Officials capacitated in terms of the WSP by end September 2024	2 Officials capacitated in terms of the WSP by end December 2024	2 Officials capacitated in terms of the WSP by end March 2025	2 Officials capacitated in terms of the WSP by end June 2025	Training reports

PERFORMANCE AGREEMENT 2024/2025

	Number of councilors trained KPI 45 CP.S	Councilors capacitated in line with skills provided for in the WSP	14 Councilors Trained in 17/18	Opex	7 Councilors trained by end June 2025	N/A	7 Councilors trained by end December 2024	N/A	N/A	Training report
	Number of learnership opportunities created KPI 46 CP.S	Unemployed youth and employees enrolled in the learnerships in line with the WSP	20 learnership opportunities created	Opex	20 learnership opportunities created by end June 2025	5 learnership opportunities created by end September 2024	5 learnership opportunities created by end December 2024	5 learnership opportunities created by end March 2025	5 learnership opportunities created by end June 2025	Appointment Letters
	Number of reports on the workplace skills plan submitted to WSP KPI 47 CP.S	Report on the implementation of the WSP	1 report on the workplace skills plan submitted to LGSETA	Opex	1 report on the workplace skills plan submitted to LGSETA by October 2024	N/A	1 report on the workplace skills plan submitted to LGSETA by October 2024	N/A	N/A	Report on WSP
	Number of Local Labour Forum meetings held KPI 48 CP.S	Records on the LLF meetings	4	Opex	4 Local Labour Forum Meetings held end June 2025	1 Local Labour Meeting held by end Sep 2024	1 Local Labour Forum Meeting held by end Dec 2024	1 Local Labour Forum Meeting held by end March 2025	1 Local Labour Forum Meeting held by end June 2025	Attendance Register and Minutes Reports
	Number of reports on the implementation of Occupational Health Safety policy KPI 49 CP.S	Quarterly reports on the implementation of OHS	4 reports on the implementation of Occupational Health Safety policy by end June 2025	Opex	4 reports on the implementation of Occupational Health Safety policy by end June 2025	1 report on the implementation of Occupational Health Safety policy by end of Sep 2024	1 report on the implementation of Occupational Health Safety policy by end of Dec 2024	1 report on the implementation of Occupational Health Safety policy by end of March 2025	1 report on the implementation of Occupational Health Safety policy by end of June 2025	Quarterly reports

PERFORMANCE AGREEMENT 2024/2025

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Number of reports submitted on disciplinary cases KPI 50 CP: S	Quarterly reports on progress on the ongoing disciplinary cases	4 Reports submitted on disciplinary cases by end June 2025	Opex	4 Reports submitted on disciplinary cases by end June 2025	1 Report submitted on disciplinary cases by end Sep 2024	1 Report submitted on disciplinary cases by end Dec 2024	1 Report submitted on disciplinary cases by end March 2025	1 Report submitted on disciplinary cases by end June 2025	Quarterly reports
Number of SDBIP quarterly performance reports generated KPI 51 MM	Performance reported on quarterly basis	4 SDBIP quarterly performance report submitted	Opex	1 SDBIP quarterly performance reports generated by end June 2025	1 SDBIP quarterly performance reports generated by end September 2024	1 SDBIP quarterly performance reports generated by end December 2024	1 SDBIP quarterly performance reports generated by end March 2025	1 SDBIP quarterly performance reports generated by end June 2025	Quarterly Performance
Number of annual municipal performance reports developed in compliance with section 46 KPI 52 MM	Annual Municipal performance developed to measure Institutional performance	Annual Report submitted.	Opex	1 Annual municipal performance report developed in compliance with section 46 by end August 2025	1 annual municipal performance report developed in compliance with section 46 by end August 2025	N/A	N/A	N/A	Annual Municipal Performance Report
Municipal Council oversight report submitted to Council KPI 53 MM	Oversight report of the MPAC on the Annual report	Municipal Council Oversight report submitted	Opex	1 Municipal Council oversight report submitted to Council by end March 2025	N/A	N/A	1 Municipal Council oversight report submitted to Council by end March 2025	N/A	Council oversight report resolution

PERFORMANCE AGREEMENT 2024/2025



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Number of signed performance agreements by MM and Section 56 employees KPI 54 MM	signed performance agreements inclusive of PDP, Scorecard & Reg 2006 by MM and Section 56 employees	3 Performance Agreements signed.	Opex	5 signed performance agreements by MM and Section 56 employees by July 2024	N/A	N/A	N/A	N/A	Signed Performance Agreements
	Performance report detailing the performance of the municipality for the 1st half of the financial year, sec.72 MFMA	2021/22 Mid-Term report	Opex	1 Mid-Term performance assessment conducted by 25 January 2025	N/A	N/A	1 Mid-Term performance assessment conducted by 25 January 2025	N/A	Midterm Assessment Report
	Approval of the SDBIP by the Mayor within 28 days after adoption of the budget in terms of sec.53 of the MFMA	Approved SDBIP within days upon adoption of the budget.	Opex	1 Approved SDBIP by end June 2025	N/A	N/A	N/A	1 Approved SDBIP by end June 2025	Approved SDBIP
	A wellness programme	3 Employee Wellness Programme conducted (sport & welcoming for new Senior Managers)	Opex	2 employee wellness Programme conducted by end June 2025	N/A	1 employee wellness Programme conducted by end December 2024	1 employee wellness Programme conducted by end March 2025	N/A	Wellness Programme report
Number of employee wellness Programmes conducted KPI 57 C.P.S	IDP Consultative forum	1 IDP Rep Forum Meetings Held	Opex	2 IDP Representative meetings Held by end June 2025	N/A	1 IDP Representative meetings Held by end December 2024	N/A	1 IDP Representative meetings Held by end June 2025	Minutes / registers / invites
	Number of IDP Representative meetings held KPI 58 MM								

PERFORMANCE AGREEMENT 2024/2025

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KEY PERFORMANCE AREA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

Objective	Performance Indicator	Indicator Definition	Baseline	Budget	Annual Target 2024/2025	Quarterly Targets				POE
						Quarter 1	Quarter 2	Quarter 3	Quarter 4	
To ensure good governance.	% council resolutions implemented KPI 59 CPS	To coordinate updating of the Council Resolution Register	4 matrix Resolution Register Developed	Opex	100% implementation of Council resolutions by end June 2025	100% implementation of Council resolutions by end September 2024	100% implementation of Council resolutions by end December 2024	100% implementation of Council resolutions by end March 2025	100% implementation of Council resolutions by end June 2025	Resolution register
	Number of Information and Communication Technology Governance policy developed KPI 60 CPS M.O	The alignment of the ITC Governance Policies	No ICT Governance Policy developed	Opex	Implementation of ITC Governance policy by end June 2025	Callat on of information towards the review of the Policy by end Sept 2024	Stakholder engagement of the Policy under review by end Dec 2024	1 Draft Reviewed Policy developed by end March 2025	1 Information and Communication Technology Governance policy reviewed and adopted by end June 2025	Resolution on the reviewed Policy
	Number of Newsletters produced KPI 61 CPS	The generation of a newsletter reflecting all activities in the Municipalities	New	Opex	2 Newsletters produced by end June 2025	Engagement with SALGA and the District Communicatio ns forum by end Sept 2024	1 Electronic Newsletters produced by end Dec 2024	Collation of the information to publish by end March 2025	1 Electronic Newsletters produced by end June 2025	Copy Of News Letter
	Number of By-laws reviewed KPI 62 CPS	Review to align with current legislation	1 By law reviewed	Opex	5 By-laws reviewed by end March 2025	Tabling the 5 draft by-laws to Council by Sept 2024	2 By-laws reviewed and gazette by end Dec 2024	1 By-laws reviewed and gazette by end March 2025	2 By-laws reviewed and gazette by end June 2025	Copies of reviewed and gazetted by-laws
	Number of Municipal Annual Report submitted to Council KPI 63	Submission and tabling of the Annual report to Council	2022/23 Annual Report	Opex	1 Annual Report submitted to Council by end June 2025	N/A	N/A	1 Annual Report submitted to Council by end January 2024	N/A	Copy of Annual report

PERFORMANCE AGREEMENT 2024/2025

MM	Number of risk registers updated KPI.64 MM	1 risk register developed in the first quarter and updated quarterly	Risk Registers	Opex	1 Risk registers updated by end June 2025	1 Risk register developed and updated by end Sept 2024	1 Risk register developed and updated by end Dec 2024	1 Risk register developed and updated by end March 2025	1 Risk register developed and updated by end June 2025	Updated Risk registers
	Number of Ward committee meetings held KPI.65 CP.S.M.O	Every ward committee of the 7 ward is expected to hold atleast one meeting per month	84 Committee meetings held.	Opex	84 Ward committee meetings held by end June 2025	21 councilor-convened community meeting by end Sept 2024	21 councilor-convened community meeting by end Dec 2024	21 councilor-convened community meeting by end March 2025	21 councilor-convened community meeting by end June 2025	Registers and Minutes of meetings

KEY PERFORMANCE AREA 6: SPATIAL RATIONALE

Objective	Performance Indicator	Indicator Description	Baseline	Budget	Annual Target 2024/2025	Quarterly Targets				POE
						Quarter.1	Quarter.2	Quarter.3	Quarter.4	
	Number of IDP adopted by council	Adoption of the IDP by Council	2019/20 IDP	Opex	1 IDP adopted by council by end May 2024	N/A	N/A	NA	1 IDP adopted by council by end May 2025	Adopted IDP/Resolution
	KPI.66 MM									

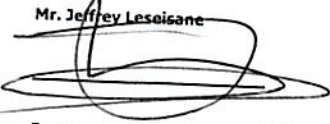
PERFORMANCE AGREEMENT 2024/2025

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Signed and accepted by:

Municipal Manager:

Mr. Jeffrey Lesoisane



Date.....2024

Signed by the Mayor on behalf of the
Municipality:

Mr. Sebang Motlhabi



Date.....2024

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PART C

PERSONAL DEVELOPMENT PLAN (PDP)

Entered into by and between

Mr. Jeffrey Leseisane

In capacity as the Acting Municipal Manager

And

Mayor Sebang Motlhabi

In capacity as Mayor

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1. Personal Development Plan

1.1. A Municipality should be committed to –

- (a) the continuous training and development of its employees to achieve its vision, mission and strategic objectives and empower employees; and;
- (b) managing training and development within the ambit of relevant national policies and legislation.

1.2. A Municipality should follow an integrated approach to Human Resource Management, that is:

- (a) Human resource development forms an integral part of human resource planning and management.
- (b) In order for training and development strategy and plans to be successful it should be based on sound Human Resource (HR) practices, such as the (strategic) HR Plan, job descriptions, the result of regular performance appraisals and career pathing.
- (c) To ensure the necessary linkage with performance management, the Performance Management and Development System provides for the Personal Development Plans of employees to be included in their annual performance agreements. Such approach will also ensure the alignment of individual performance objectives to the municipality's strategic objectives, and that training and development needs can be identified through performance management and appraisal.
- (d) Career-pathing ensures that employees are placed and developed in jobs according to aptitude and identified potential. Through training and development they can acquire the necessary competencies to prepare them for future positions. A comprehensive competency framework and profile for Municipal Managers are attached and these should be linked to relevant registered unit standards to specifically assist them in compiling Personal Development Plans in consultation with their managers.

PERFORMANCE DEVELOPMENT PLAN 2024/25

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(e) Personal Development Plans are compiled for individual employees and the data collated from all employees in the municipality forms the basis for the prescribed Workplace Skills Plan, which municipalities are required to compile as a basis for all training and education activities in the municipality in a specific financial year and report on progress made to the Local Government Sector Education and Training Authority.

1.3. The aim of the compilation of Personal Development Plans is to identify, prioritize and implement training needs.

(a) Competency assessment instruments should be established to assist with the objective assessment of employees' actual competencies against their job specific competency profiles and managerial competencies at a given period in time with the purpose of identifying training needs or skills gaps.

(b) The competency framework and profiles and relevant competency assessment results will enable a manager, in consultation with his / her employee, to **compile a Personal Development Plan**. The identified training needs should be **entered into column 1 of Appendix 1, entitled Skills / Performance Gap**. The following should be carefully determined during such a process:

i) Organizational needs, which include the following:

- Strategic development priorities and competency requirements, in line with the municipality's strategic objectives.
- The competency requirements of individual jobs. The relevant job requirements (job competency profile) as identified in the job description should be compared to the current competency profile of the employee to determine the individual's competency gaps.

PERSONAL DEVELOPMENT PLAN 2024/2025

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- Specific competency gaps as identified during the probation period and performance appraisal of the employee.
- ii) Individual training needs that are job / career-related.
- (c) The **prioritization of the training needs [1 to ...]** should be listed since it may not be possible to address all identified training needs in a specific financial year. It is however of critical importance that training needs be addressed on a phased and priority basis. This implies that all these needs should be prioritized for purposes of accommodating critical/strategic training and development needs in the HR Plan, Personal Development Plans and the Workplace Skills Plan.
- (d) Consideration must then be given to the **expected outcomes**, to be listed, so that once the intervention is completed the impact it had can be measured against relevant output indicators.
- (e) An **appropriate intervention** should be identified to address training needs / skills gaps and the outcome to be achieved but with due regard to cost effectiveness. These should be listed in **column 3 of Appendix 1, entitled: Suggested training and / or development activity** in line with the National Qualifications Framework, which could enable the trainee to obtain recognition towards a qualification for training undertaken. It is important to determine through the Training / Human Resource Development / Skills Development Unit within the municipality whether unit standards have been developed and registered with the South African Qualifications Authority that are in line with the skills gap and expected outcomes identified. Unit standards usually have measurable assessment criteria to determine achieved competency.
- (f) **Guidelines regarding the number of training days per employee and the nominations of employees:** An employee should on average receive at least five days of training per financial year and not unnecessarily be withdrawn from training interventions.

PERSONAL DEVELOPMENT PLAN 2024/2025



- (g) **Column 4 of Appendix 1: The suggested mode of delivery** refers to the chosen methodology that is deemed most relevant to ensure transfer of skills. The training / development activity should impact on delivery back in the workplace. Mode of delivery consists of, amongst others, self-study [The official takes it upon him / her to read e.g. legislation]; internal or external training provision; coaching and / or mentoring and exchange programmes, etc.
- (h) The **suggested time frames (column 5 of Appendix 1)** enable managers to effectively plan for the annum e.g. so that not all their employees are away from work within the same period and also ensuring that the PDP is implemented systematically.
- (i) **Work opportunity created to practice skill / development areas, in column 6 of Appendix 1**, further ensures internalisation of information gained as well as return on investment (not just a nice to have skill but a necessary to have skill that is used in the workplace).
- (j) The final column, **column 7 of Appendix 1**, provides the employee with a **support person** that could act as coach or mentor with regard to the area of learning.

PERSONAL DEVELOPMENT PLAN 2024/2025

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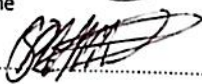
Appendix 1

Personal Development Plan of: Mr. JEFFREY LESEISANE

Compiled on 31st July 2023

1. Skills / Performance Gap <i>(in order of priority)</i>	2. Outcome s Expected <i>(measurable indicators: quantity, quality and time frames)</i>	3. Suggested training and / or developme nt activity	4. Suggeste d mode of delivery	5. Suggeste d Time Frames	6. Work opportunit y created to practice skill / developme nt area	7. Suppor t Person

Employee's Signature : 
Mr. Jeffrey Leseisane

Mayor's Signature: 
Cllr. Sebang Motlhabi

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PART D

CONFIDENTIAL

FINANCIAL DISCLOSURE FORM

Entered into by

Mr. Jeffrey Leseisane

In capacity as the Acting Municipal Manager

And between

Cllr. Sebang Motlhabi

In capacity as Mayor

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I, the undersigned (surname and initials)
Jeffrey Leseisane

(Postal address)

(Residential address)

(Position held)

ACTING MUNICIPAL MANAGER

(Name of Municipality)

LEKWA-TEEMANE LOCAL MUNICIPALITY

Tel : 053 441 2206

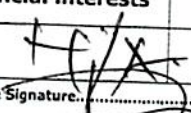
Fax : _____

Cellphone : 066 472 1823

Hereby certify that the following information is complete and correct to the best of my knowledge:

1. Shares and other financial interests (Not bank accounts with financial institutions.)

See information sheet: note (1)

Number of shares/Extent of financial interests	Nature	Nominal Value	Name of Company/Entity
			

Employee Signature..... Date: 1st July 2019 Employer Signature..... date: 1st July 2019

PERFORMANCE AGREEMENT 2024/2025

2. Directorships and partnerships

See information sheet: note (2)

Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/ Income
K ³ PROPERTIES P ¹ PRIVATE LIMITED	PROPERTY INVESTMENT	1233-00

CONFIDENTIAL

3. Remunerated work outside the Municipality

Must be sanctioned by Council. See information sheet: note (3)

Name of Employer	Type of Work	Amount of remuneration/ Income
H / R		

Council _____

Signature by Council _____

Date _____

4. ~~Consultancies and retainerships~~

Employee Signature..... Date: 1st July 2019 Employer Signature..... date: 1st July 2019

PERFORMANCE AGREEMENT 2024/2025

PERFORMANCE AGREEMENT 2024/2025

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See information sheet: note (4)

Name of client	Nature	Type of business activity	Value of any benefits received

5. Sponsorships

See information sheet: note (5)

Source of assistance/sponsorship	Description of assistance/ Sponsorship	Value of assistance/sponsorship
N/A		

6. Gifts and hospitality from a source other than a family member

See information sheet: note (6)

Description	Value	Source
N/A		

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Employee Signature..... Date: 1st July 2019 Employer Signature..... date: 1st July 2019

PERFORMANCE AGREEMENT 2024/2025

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7. Land and property

See information sheet: note (7)

Description	Extent	Area	Value
FLATS	2000m ²	MARAKES	2500 000


SIGNATURE OF EMPLOYEE

DATE: _____

PLACE: _____

OATH/AFFIRMATION

1. I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down her/his answers in his/her presence:

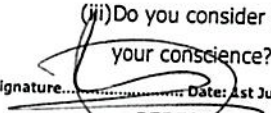
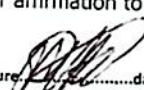
(i) Do you know and understand the contents of the declaration?

Answer YES

(ii) Do you have any objection to taking the prescribed oath or affirmation?

Answer YES

(iii) Do you consider the prescribed oath or affirmation to be binding on your conscience?

Employee Signature  Date: 1st July 2019 Employer Signature  Date: 1st July 2019

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Answer YES

2. I certify that the deponent has acknowledged that she/he knows and understands the contents of this declaration. The deponent utters the following words: "I swear that the contents of this declaration are true, so help me God." / "I truly affirm that the contents of the declaration are true". The signature/mark of the deponent is affixed to the declaration in my presence.

Commissioner of Oath /Justice of the Peace

Full first names and surname:

(Block letters)

CONFIDENTIAL

Designation (rank) _____

Ex Officio Republic of South Africa

Street address of institution

Date _____

Place _____

CONTENTS NOTED: MAYOR

DATE: _____

Employee Signature..... Date: 1st July 2019 Employer Signature..... date: 1st July 2019

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