

LEKWA-TEEMANE LOCAL MUNICIPALITY "NW 396"



PERFORMANCE AGREEMENT 2025/2026

Mr. Jan Botha Sparks

In his capacity as Director Community Services (Employee)

And

Mr. Kopano Jeffrey Leseisane

In his capacity as Acting-Municipal Manager (Employer)

Employee Signature.....Date: 31 July 2025 Employer Signature.....date: 31 July 2025

PERFORMANCE AGREEMENT 2025/2026

PART A

PERFORMANCE AGREEMENT ENTERED INTO BY AND BETWEEN:

Lekwa-Teemane Local Municipality, herein represented by **Mr. K J Leseisane** in his capacity as Acting-Municipal Manager (hereinafter referred to as the **Employer** or Supervisor)

And **Mr. J B Sparks** as Director Community Services of Lekwa-Teemane Local Municipality (hereinafter referred to as the **Employee**).

WHEREBY IT IS AGREED AS FOLLOWS:

1. 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;

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- 5) Use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;
- 6) in the event of outstanding performance, to appropriately reward the employee; and
- 7) Give effect to the employer's commitment to a performance-oriented relationship with its employees in attaining equitable and improved service delivery.

2. Commencement and Duration

- 1) This Agreement will commence on **01 July 2025**. It will remain in force until **30 September 2025**, whereafter a new Performance Agreement, Performance Plan, and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 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.

3. Performance Objectives

- 1) The performance plan sets out:

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- 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.
- 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. They 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 indicate the relative importance of the key objectives in relation to one another.
- 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.

4. 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.

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- 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 on the promotion and implementation of the Key Performance Areas (KPAs) (including special projects relevant to the employee's responsibilities) within the local government framework.
- 5) The criteria upon which the performance of the employee 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
Institutional Development and Transformation	%
Good Governance and Public Participation	%
Infrastructure development and Basic Service Delivery	67%
Local Economic Development	33%
Municipal Financial Viability and Management	0%
Spatial Rationale	%
Total	100%

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- 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.
- 8) The CCRs will make up the other 20% of the employee's assessment score. CCRs that are deemed to be most critical for the employee's specific job should be selected from the list below, as agreed to between the employer and the employee
- 9) and must be considered with due regard to the proficiency level agreed to.

LEADING COMPETENCIES		WEIGHTING
Strategic Leadership and Direction	• Impact and Influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness	
People Management	• Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and Dispute Management	
Program and Project Management	• Program and Project Planning and Implementation • Service Delivery Management • Program and Project Monitoring and Evaluation	
Financial Management	• Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring	
Change Leadership	• Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation	
Governance Leadership	• Policy Formulation • Risk and Compliance Management • Cooperative Governance	
CORE COMPETENCIES		WEIGHTING
Moral Competence		15%
Planning and Organising		15%
Analysis and Innovation		15%
Knowledge and Information Management		15%
Communication		20%
Results and Quality Focus		20%
TOTAL		100%

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5. Evaluating Performance

- 1) The performance plan sets out
 - a) the standards and procedures for evaluating the employee's performance; and
 - 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.

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- 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 an 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 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					

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		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 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 managers directly accountable to the municipal managers, an evaluation panel constituted of the following persons must be established

- i. Municipal Manager;
- 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.

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- e) 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).

6. 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:

Quarter 1: July – September 2025 (no later than the end of the 2nd week of October)

- 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.

7. Developmental Requirements

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

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8. 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 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.

9. Consultation

- 1) The employer agrees to consult the employee timeously where the exercise 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

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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.

10. 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%.

A performance bonus will be awarded pro rata according to the period of this agreement, based on the following bonus structure indicated in the Municipal Performance Regulations for Municipal Managers and Managers directly accountable to the Municipal Managers (GN R805):

The bonus is therefore calculated as provided in the table below:

% Achieved	R805 %	Bonus
65%	130%	5%
66%	132%	5%
67%	134%	6%
68%	136%	6%

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69%	138%	7%
70%	140%	7%
71%	142%	8%
72%	144%	8%
73%	146%	9%
74%	148%	9%
75%	150%	10%
76%	152%	10%
77%	154%	11%
78%	156%	11%
79%	158%	12%
80%	160%	12%
81%	162%	13%
82%	164%	13%
83%	166%	14%

- 3) In the case of unacceptable performance, the employer shall:
- provide systematic remedial or developmental support to assist the employee to improve his or her performance; and
 - after appropriate performance counselling and having provided the necessary guidance and/or support and a reasonable time for performance improvement, 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.

11. Dispute Resolution

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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 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.

12. 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.

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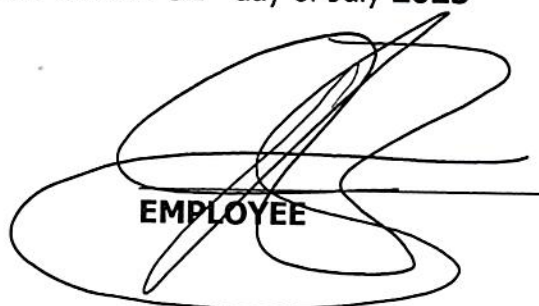
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- 2) Nothing in this agreement diminishes the obligations, duties, or accountabilities of the employee in terms of his or her employment contract, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.
- 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 Bloemhof on this the **31st** day of July **2025**

1. _____

2. _____


EMPLOYEE

AS WITNESSES:

1. _____

2. _____

EMPLOYER

PART B

PERFORMANCE PLAN 2025/2026

Entered into by and between

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Mr. Jan Botha Sparks

In his capacity as Director Community Services

And

Mr. Kopano Jeffrey Leseisane

In his capacity as Acting-Municipal Manager (EMPLOYER)

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 Acting Municipal Manager's performance against set performance indicators:

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

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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
- 3.6 Spatial Rationale

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Table 1: KEY PERFORMANCE AREA 4: INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION

IDP Objective	Key Performance Indicator	Indicator Definition	Baseline	Budget	Annual Target	Quarterly Target				POE
						1 st	2 nd	3 rd	4 th	
To deliver sustainable essential services such as water, sanitation, electricity and roads for the Lekwa-Teemane communities	Number of households with access to basic solid waste collection	Weekly collection of waste	18524	Opex	18524 Households with access to basic solid waste collection by the end of June 2026	18524 Households with access to basic solid waste collection by the end of September 2025	18524 Households with access to basic solid waste collection by the end of December 2025	18524 Households with access to basic solid waste collection by the end of March 2026	18524 Households with access to basic solid waste collection by the end of June 2026	Billing report
	KPI.4 C.S									
	Number of illegal dumping sites cleared.	Cleaning of inappropriately disposed litter at identified hotspots	30 illegal dumping sites	Opex	30 illegal dumping sites cleared by June 2026	30 illegal dumping sites cleared by September 2025	30 illegal dumping sites cleared by December 2025	30 illegal dumping sites cleared by March 2026	30 illegal dumping sites cleared by June 2026	Approved Illegal dumping sites clearing report with dated pictures /coordinates
	KPI.5 C.S									
	No of landfill sites maintained	General maintenance of landfill sites as required by the	2 landfill sites are maintained monthly	Opex	2 landfill sites maintained by the end of June 2026	2 landfill sites maintained by end	2 landfill sites maintained by end	2 landfill sites maintained by end	2 landfill sites maintained	Approved Landfill sites maintenance reports with dated pictures

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KPI.6 CS	National Environmental Management Waste Act, 2008						September 2025	December 2025	March 2026	by end June 2026	
Number of sports facilities maintained KPI.7 CS	Quarterly maintenance of 3 existing sports facilities in Botumelong Coverdale and Geluksoord 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 2026	3 sports facilities maintained on a monthly basis by end September 2025	3 sports facilities maintained on a monthly basis by end December 2025	3 sports facilities maintained on a monthly basis by end March 2026	3 sports facilities maintained on a monthly basis by end June 2026	Approved Sports facilities maintenance reports with dated pictures		
Number of municipal parks and gardens maintained KPI.8 CS	General maintenance of the Geluksoord par and Municipal gardens and islands grass cutting, trimming, watering and cleaning.	Maintenance of municipal park (grass cutting, removal of weeds, watering of plants, removal of waste)	Opex	2 municipal parks and gardens maintained monthly by end June 2026	2 municipal parks and gardens maintained monthly by end September 2025	2 municipal parks and gardens maintained monthly by end December 2025	2 municipal parks and gardens maintained monthly by end March 2026	2 municipal parks and gardens maintained monthly by end June 2026	Parks & gardens maintenance reports with dated pictures		
Rand value collected on Vehicles tested	Rand value income collected	R400 000	Opex	R400 000 Collected On vehicles tested by June 2026	R100 000 Collected On vehicles tested by	R100 000 Collected On vehicles tested by	R100 000 Collected On vehicles tested by	R100 000 Collected On vehicles	Collection schedules		

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KPI.9 CS	through vehicle testing					September 2025	December 2025	March 2026	tested by June 2026	
Number of signboards of illegal dumping erected KPI.10 CS	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 2026	2 signboards of illegal dumping erected by the end of September 2025	3 signboards of illegal dumping erected by the end of December 2025	3 signboards of illegal dumping erected by the end of March 2026	2 signboards of illegal dumping erected by the end of June 2026	Proof of purchase / erection of signboards	
Number of new cemeteries established KPI.11 CS	Establishment of a new burial site	Current cemeteries are full.	Opex	2 new cemeteries established by the end of June 2026	N/A	1 new cemeteries established by the end of December 2025	N/A	1 new cemeteries established by the end of June 2026	Completion certificate	
Number of roadblocks conducted KPI.12 CS	Traffic Law enforcement operations	8 (K78) Road Blocks	Opex	To conduct 8 (K78) Road Blocks conducted by the end of June 2026	2 (K78) Road Blocks conducted by the end of September 2025	2 (K78) Road Blocks conducted by the end of December 2025	2 (K78) Road Blocks conducted by the end of March 2026	2 (K78) Road Blocks conducted by the end of June 2026	Approved Roadblock reports	

IDP Objective	Key Performance Indicator	Indicator Definition	Baseline	Budget	Annual Target	Quarterly Target				POE
						1 st	2 nd	3 rd	4 th	

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Number of Vehicle to be purchased KPI.20 	One vehicle to be purchased for the municipality	New	R510 000	1 vehicle to be purchased by end of June 2026	None	None	None	1 vehicle purchased by end of June 2026	Delivery note/ Invoice
Number of Departmental risk registers updated KPI.21 	An updated risk register, reflecting the risks within the municipality	4 Departmental risk registers updated	Opex	4 Departmental risk registers updated by end of June 2026	1 Departmental risk register updated by end of September 2025	1 Departmental risk register updated by end of December 2025	1 Departmental risk register updated by end of March 2026	1 Departmental risk register updated by end of June 2026	Updated departmental risk registers
Number of Departmental meetings conducted KPI.22 	Departmental meetings to communicate internal matters and resolutions	4 Departmental meetings conducted	Opex	4 Departmental meetings conducted by end of June 2026	1 Departmental meeting conducted by end of September 2025	1 Departmental meeting conducted by end of December 2025	1 Departmental meeting conducted by end of March 2026	1 Departmental meeting conducted by end of June 2026	Minutes / Attendance Registers
Number of Departmental reports submitted to the MM, 5 days after the end of the quarter KPI.23 	Performance reports to the MM on the implementation of the SDBIP as per the PMS framework	4 Departmental reports submitted	Opex	4 Departmental reports submitted to the MM, 5 days after the end of each quarter by end of	1 Departmental reports submitted to the MM within 5 days after the end of September 2025	1 Departmental reports submitted to the MM within 5 days after the end of December 2025	1 Departmental reports submitted to the MM within 5 days after the end of March 2026	1 Departmental reports submitted to the MM within 5 days after the end of June 2026	Quarterly Departmental Reports




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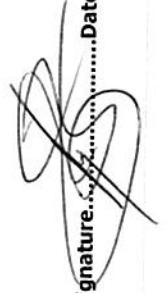
Table 2: KEY PERFORMANCE AREA 2: LOCAL ECONOMIC DEVELOPMENT

Objectives	Performance Indicator	Indicator Description	Baseline	BUDGET	ANNUAL TARGET 2025/2026	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,	The LED Strategy is aligned to the Provincial and National LED Strategy/Framework work developed	Review the LED strategy to align with the Provincial and National Strategy	Outdated LED strategy	Opex	The LED Strategy aligned to the Provincial and National LED Strategy/Framework work developed by the end of June 2026	The LED Strategy aligned to the Provincial and National LED Strategy/Framework work developed by the end of September 2025	N/A	N/A	N/A	Minutes of the alignment session of the LED Strategy to the Provincial and National LED Strategy/Framework work. Final approved LED strategy
	KPI.26 CS									
	Number of municipal LED intergovernmental platforms convened.	LED intergovernmental engagement session	4 LED intergovernmental platforms convened	Opex	4 LED intergovernmental platforms convened by June 2026	1 LED intergovernmental platforms convened by September 2025	1 LED intergovernmental platforms convened by December 2025	1 LED intergovernmental platforms convened by March 2026	1 LED intergovernmental platforms convened by June 2026	Signed attendance registers, agendas and signed minutes of the meetings
	KPI.27 CS									
	Number of work opportunities created through CWP.	work opportunities created through CWP	500 work opportunities created through CWP	Opex	500 work opportunities created through CWP by June 2026	125 work opportunities created through CWP by September 2025	125 work opportunities created through CWP by December 2025	125 work opportunities created through CWP by March 2026	125 work opportunities created through CWP by June 2026	Approval schedules Signed employment contracts
	KPI.28 CS									

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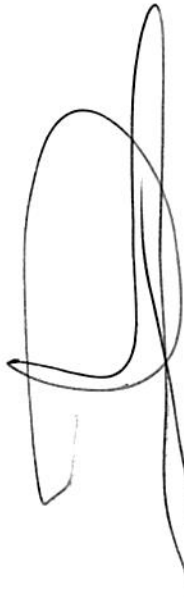
Objectives	Performance Indicator	Indicator Description	Baseline	BUDGET	ANNUAL TARGET 2025/2026	QUARTERLY TARGETS				POE
						Quarter 1	Quarter 2	Quarter 3	Quarter 4	
	Number of work opportunities created through EPWP KPI.29 	Work opportunities created through EPWP	140 work opportunities created through EPWP	R1 200 000	140 work opportunities created through EPWP by the end of June 2026	0	70 work opportunities created through EPWP by the end of September 2025	0	70 work opportunities created through EPWP by the end of June 2026	Appointment letters / EPWP employment contracts
	Number of jobs created through the municipality's local economic development initiatives, including capital projects KPI. 30 	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 the end of June 2026	25 jobs created through the municipality's local economic development initiatives, including capital projects, by the end of September 2025	25 jobs created through the municipality's local economic development initiatives, including capital projects, by the end of December 2025	25 jobs created through the municipality's local economic development initiatives, including capital projects, by the end of March 2026	25 jobs created through the municipality's local economic development initiatives, including capital projects, by the end of June 2026	Appointment letters/employment contracts


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Mr. J B Sparks
Director: Community Services
Date: 31/07/2025



Mr. K J Leseisane
Acting-Municipal Manager
Date: 31/07/2025



Employee Signature.....Date: 31 July 2025



Employer Signature.....date: 31 July 2025

PERFORMANCE AGREEMENT 2025/2026

PART C

PERSONAL DEVELOPMENT PLAN (PDP)

Entered into by and between

Mr. Jan Botha Sparks

In his capacity as the Director
Community Services

And

Mr. Kopano Jeffrey Leseisane

In his capacity as Acting-Municipal
Manager

Employee Signature.....Date: 31 July 2025 Employer Signature.....date: 31 July 2025

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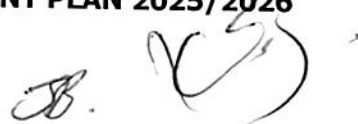
1. Personal Development Plan

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) 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 an 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.



(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 progress report made to the Local Government Sector Education and Training Authority.

1.3. The compilation of Personal Development Plans aims to identify, prioritise, 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 to identify 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.

- 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 **prioritisation 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.

- (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 have an 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 year, e.g., so that not all their employees are away from work within the same period, and also ensure 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** who could act as a coach or mentor concerning the area of learning.



Employee Signature.....: 01 July 2025

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Personal Development Plan of Mr. J B Sparks

Compiled on 31st July 2025

1. Skills / Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality, and time frames)	3. Suggested training and/or development activity	4. Suggested mode of delivery	5. Suggested Time Frames
1. Local Government Legislation	Knowledge and interpretation of applicable local government legislation	A course containing theoretical and practical application, with coaching in the workplace	External provider, in line with the identified unit standard and not exceeding R 6 000	As per the Skills Development Plan
2. Policy Development	Able to develop policies and provide councillors with support and advice	Policy development course, theory, and practice	Through a recognized academic institution	As per the Skills Development Plan
3. Financial Management	Contract Management	A practical course on contract management	Through a recognised academic institution	As per the Skills Development Plan
4. General Municipal Financial Management and Governance	Knowledge of Municipal Financial Management, Risk Management, Internal Audit, Municipal Assets and Liabilities, Stakeholder Relations, PPP in a municipal context, and LED.	CPMD / MFMP	Through a recognized academic Institution	18 Months

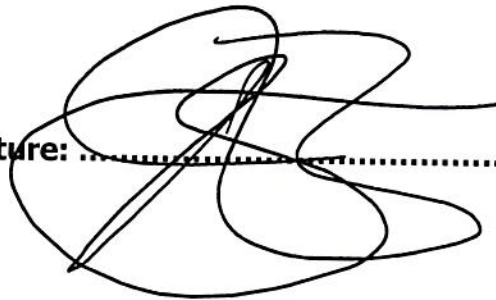
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Employee's Signature
Mr. Jan Botha Sparks

Signature:



Employer's Signature
Mr. Kopano Jeffrey Leseisane
Acting Municipal Manager

Employee Signature.....: 01 July 2025 Employer Signature.....: 30 June 2026



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