

**COLLINS CHABANE
LOCAL MUNICIPALITY**
Since 2016



PERFORMANCE AGREEMENT 2024/2025

Collins Chabane Municipality herein represented by

CLLR. MALULEKE SHADRACK GEZANI,

in his capacity as the Mayor (hereinafter referred to as the Employer or
Supervisor)

and

SHILENGE RISENGA RICHARD,

employee of the Municipality (hereinafter referred to as the Employee).

WHEREBY IT IS AGREED AS FOLLOWS:

1. Introduction

- 1.1. The Employer has entered into a contract of employment with the Employee in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties".
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance agreement.
- 1.3 This agreement does not at all replace the Employment Contract signed between the parties.
- 1.4 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals.
- 1.5 The Parties wish to ensure that there is compliance with Sections 57 (4A), 57 (4B) and 57 (5) of the Systems Act.

2. Purpose of this Agreement

The purpose of this Agreement is to:

- 2.2 Comply with the provisions of Section 57(1)(b), (4A), (4B) and (5) of the Act as well as the employment contract entered into between the parties
- 2.3 Specify objectives in terms of the key performance indicators 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
- 2.4 Specify accountabilities as set out in a Performance Plan, which forms an Annexure to the Performance Agreement
- 2.5 Monitor and measure performance against set targeted outputs
- 2.6 Use the Performance Agreement as the basis for assessing whether the employee has met the performance expectations applicable to his job
- 2.7 In the event of outstanding performance, to appropriately reward the employee
- 2.8 Give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery

3. Commencement and duration

- 3.1. This Agreement will commence on **1 July 2023** and will remain in force until **30 June 2024 (provided the employment contract signed with the employer is still in force)** thereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or **any portion thereof**
- 3.2 The parties will review the provisions of this Agreement during June each year
- 3.3 The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than one month after the beginning of each successive financial year
- 3.4 This Agreement will **automatically terminate** on termination of the Employee's contract of employment for any reason
- 3.5 The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon
- 3.6 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or Council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised

4. Performance Objectives

- 4.1. The Performance Plan (Annexure A) sets out-
- 4.1.1. Key Performance Areas that the employee should focus on
- 4.1.2. Core competencies required from employees
- 4.1.3. The performance objectives, key performance indicators, projects and targets that must be met by the Employee
- 4.1.4. The time frames within which those performance objectives and targets must be met
- 4.2. The performance objectives, key performance indicators and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include strategic objectives; key performance indicators, targets, projects and activities that may include dates and weightings. A description of these elements follows:
- 4.2.1. The strategic objectives describe the strategic intent of the organisation that needs to be achieved
- 4.2.2. The performance indicators provide the measurement on how a strategic objective needs to be achieved

- 4.2.3. The target dates describe the timeframe in which the work must be achieved
- 4.2.4. The weightings show the relative importance of the key performance areas, key objectives, key performance indicators to each other
- 4.2.5. The activities are the actions to be achieved within a project

5. Performance Management System

- 5.1. The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer, management and municipal staff of the Employer
- 5.2. The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required
- 5.3. The Employer will consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee
- 5.4. The Employee undertakes to actively focus towards the promotion and implementation of the KPA's (including special projects relevant to the employee's responsibilities) within the local government framework
- 5.5. The criteria upon which the performance of the Employee shall be assessed shall consist of two components, Key Performance Areas and core Competency Requirements, both of which shall be contained in the Performance Agreement.
 - 5.5.1. The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and the Core Competency Requirements (CCRs) respectively.
 - 5.5.2. KPA's covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.
 - 5.5.3. Each area of assessment will be weighted and will contribute a specific part to the total score.
 - 5.5.4. The Employee's assessment will be based on his performance in terms of the key performance indicator outputs / outcomes identified as per attached Performance Plan (Annexure A), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee:

Key Performance Areas	Weighting
1. Municipal Transformation and Organisational Development	30.55
2. Spatial Rationale	2.78
3. Basic Service Delivery and Infrastructure Development	8.33
4. Local Economic Development	5.56
5. Municipal Finance Management and Viability	25
6. Good Governance and Public Participation	27.78
TOTAL WEIGHTING	100.00

5.6. Municipal Manager's responsibilities are directed in terms of the abovementioned key performance areas.

5.7. The CCRs will make up the other 20% of the Employee's assessment score. The following CCRs are deemed to be most critical for the Employee's specific job.

CORE MANAGERIAL COMPETENCIES:	Weight (75%)
Strategic Capability and Leadership	10
Programme and Project Management	10
Financial Management(compulsory)	10
Change Management	5
Knowledge Management	10
Service Delivery Innovation	5
Problem Solving and Analysis	5
People Management and Empowerment(compulsory)	10
Client Orientation and Customer Focus(compulsory)	10
CORE OCCUPATIONAL COMPETENCIES:	Weight (25%)
Interpretation of and implementation within the legislative and national policy frameworks	5
Knowledge of developmental local government	5
Knowledge of more than one functional municipal field/discipline	5
Competence as required by other national line sector Departments	5
Exceptional and dynamic creativity to improve the functioning of the municipality	5
Total	100%

6. Evaluating Performance

6.1. The Performance Plan (Annexure A) to this Agreement sets out:

6.1.1. The standards and procedures for evaluating the Employee's performance

6.1.2. The intervals for the evaluation of the Employee's performance

6.2. Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force

6.3. Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames

6.4. The Employee's performance will be measured in terms of contributions to the strategic objectives and strategies set out in the Employer's IDP

6.5. The Annual performance appraisal will involve:

6.5.1. Assessment of the achievement of results as outlined in the Performance Plan

- (a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA
- (b) Values on actual performance are supplied for KPI's and Activities under each KPA as part of the Institutional Assessment. Based on the Target for an activity or KPI, over or under performance are calculated and converted to the 1-5-point scale. These scores are carried over to the applicable employee's performance plan. During assessment, the employee has a chance to motivate for higher scores. The panel members have a chance to ask questions regarding
- (c) The final scores are converted to % Performance by making use of COGTA Performance Assessment Rating Calculator

6.5.2. Assessment of the CCRs

- (a) Each CCR should be assessed according to the extent to which the specified standards have been met
- (b) An indicative rating on the five-point scale should be provided for each CCR
- (c) This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score
- (d) The score is translated to a final CCR percentage through COGTA Performance Assessment Rating Calculator (refer to paragraph 6.5.1)

6.5.3. Overall rating

An overall rating is calculated by using the Performance Assessment Rating Calculator whereby a weighting of 80% is applied to KPA performance and a weighting of 20% to CCR's.

6.6. The assessment of the performance of the Employee by panel members will be based on the following rating scale for KPA's and CCRs:

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

5	4	3	2	1
Outstanding Performance	Performance Significantly Above Expectations	Fully Effective	Not Fully Effective	Unacceptable Performance
Performance far exceeds the standard expected of an employee at this level.	Performance is significantly higher than the standard expected in the job.	Performance fully meets the standards expected in all areas of the job.	Performance is below the standard required for the job in key areas.	Performance does not meet the standard expected for the job.

6.7. For purposes of evaluating the annual performance of the Director, an evaluation panel constituted of the following persons must be established –

- 6.7.1. Municipal Manager
- 6.7.2. Chairperson of the Performance Audit Committee or a member of the Performance Audit Committee in the absence of the Chairperson of the Performance Audit Committee;
- 6.7.3. Member of the Executive Committee
- 6.7.4. Mayor or municipal manager from another municipality; and
- 6.7.5. 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).

7. Schedule for Performance Reviews

7.1. The performance of each Employee in relation to his Performance Agreement shall be reviewed within the month following the quarters as indicated with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

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

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

8. Developmental Requirements

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

9. Obligations of the Employer

The Employer shall:

- 9.1. Create an enabling environment to facilitate effective performance by the employee
- 9.2. Provide access to skills development and capacity building opportunities
- 9.3. Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee
- 9.4. On the request of the Employee delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement
- 9.5. Make available to the Employee such resources as the Employee may reasonably require from time to time to assist him to meet the performance objectives and targets established in terms of this Agreement

10. Consultation

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

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

11. Management of Evaluation Outcomes

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

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

% Rating Over Performance %	% Rating Over Performance % Bonus
130 - 133.8	5%
133.9 – 137.6	6%
137.7 – 141.4	7%
141.5 - 145.2	8%
145.3 – 149	9%
150 – 153.4	10%
153.5 – 156.8	11%
156.9 – 160.2	12%
160.2 – 163.6	13%
163.7 – 167	14%

11.3. In the case of unacceptable performance, the Employer shall:

11.4. Provide systematic remedial or developmental support to assist the Employee to improve his performance

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

12. Dispute Resolution

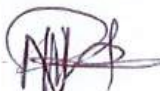
- 12.1. Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the Employee or any other person appointed by the MEC


13. General

- 13.1. The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer
- 13.2. Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments
- 13.3. The performance assessment results of the Municipal Manager must be submitted to the MEC responsible for local government in the relevant province as well as the National Minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.


Thus, done and signed atMalumulele.....on the 14 day of July..... 2024

AS WITNESSES:

1.  _____


SHILENGE R.R
MUNICIPAL MANAGER

AS WITNESSES:

1.  _____


CLLR. MALULEKE S.G
MAYOR

**COLLINS CHABANE
LOCAL MUNICIPALITY**

Since 2016



ANNEXURE A

PERFORMANCE PLAN

**MUNICIPAL MANAGER: SHILENGE R.R
2024/25**

R.R S.S.G

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1. LEGISLATION

The following legislation governs the development of the SDBIP and Performance management plan and functions within the Budget and Treasury Office.

a. Legislation Governing the Development of the SDBIP and Performance Contracts of Section 57 Managers

- **Municipal Finance Management Act 56 of 2003 (MFMA)**, requires municipalities to develop Service Delivery and Budget Implementation Plan (SDBIP) and must be signed by the Mayor within 28 days after the budget has been approved.
- **Municipal Systems Act 32 of 2000**, requires municipalities to develop Performance Management Plan that must be reviewed quarterly. The performance management plan must be aligned to the IDP and indicate measurable and realistic targets for each Key Performance Indicator.
- **Performance Regulations, 2006, for managers reporting to the municipal manager and the municipal manger**, outlines the process of the development of Performance agreements. The MFMA, 56 of 2003, further requires that Section 56 manager and municipal manager must develop performance agreement that must be signed by the municipal manager and the Mayor respectively. This Performance plans must be linked to the SDBIP, IDP and Budget.

b. Legislation Governing the departmental Functions:

- The Constitution
- The Municipal System Act, 32 of 2000
- The Municipal Structures Act
- Municipal Finance Management Act 56 of 2003
- Performance regulations of 2006

2. STRATEGIC OBJECTIVES

Chapter two of the IDP indicates Municipal Strategic Objectives which further indicates what the municipality needs to achieve. These strategic objectives were developed to ensure that all National Key Performance Areas are addressed.

Table A: Strategic Objectives are as follows:

KPA	STRATEGIC OBJECTIVES
1.Municipal Transformation and Organisational Development	Improved governance and administration
2. Spatial Rationale	Integrated spatial and human settlement
3. Basic Service Delivery and Infrastructure Development	Improved access to sustainable basic services and Promote community well-being and environmental welfare
4. Local Economic Development	Integrated Local economy
5. Municipal Finance Management and Viability	Sound Financial Management and Viability
6. Good Governance and Public Participation	Improved governance and administration and Effective Community Participation

3. KPA 1: INSTITUTIONAL TRANSFORMATION AND DEVELOPMENT

KPA 1: INSTITUTIONAL TRANSFORMATION AND DEVELOPMENT; KPA WEIGHT =30.55%													
OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM													
OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY													
STRATEGIC OBJECTIVE: IMPROVED GOVERNANCE AND ADMINISTRATION													
No.	Key Performance Indicators/Measurable Objective	Baseline	Annual Targets	Project Name	Funding Source	Budget 23/24	Start Date	End Date	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	Portfolio of Evidence
01	Number of performance assessment conducted by 30 June 2025(Senior Managers)	New indicator	2 performance assessment conducted by 30 June 2025 (Senior Managers)	performance assessment (Senior Managers)	Own funding	Opex	01/07/2024	30/06/2025	N/A	N/A	Conduct 2024-25 formal mid-year performance assessment and 2023-24 annual performance assessment	N/A	Performance assessment report
02	Number of performance reports submitted to council by 30 June 2025	New indicator	4 performance reports submitted to council by 30 June 2025	Performance reports	Own funding	Opex	01/07/2024	30/06/2025	Submit 1 performance report to council	Submit 1 performance report to council	Submit 1 performance report to council	Submit 1 performance report to council	Performance report and council resolution
03	Number of performance agreements signed by senior manager	New indicator	6 performance agreements	performance agreements	Own funding	Opex	01/07/2024	30/06/2025	Submit 6 signed performance	N/A	N/A	N/A	Signed performance agreement

08	To improve AG audit opinion by 31 st December 2024	unqualified audit opinion with 45 findings	to Auditor General by 31 August 2024	Audit opinion	Own funding	Opex	01/07/2024	30/06/2025	N/A	AG audit opinion	N/A	N/A	N/A	Audit report and action plan	Auditor General
09	Number of quarterly litigation report submitted to audit committee by 30 June 2025	New indicator	Four quarterly litigation report submitted to audit committee by 30 June 2025	Litigation	Own funding	Opex	01/07/2024	30/06/2025	2023-24 4 th quarter litigation report	2024-25 1 st quarter litigation report	2024-25 2 nd quarter litigation report	2024-25 3 rd quarter litigation report	Q1-Q4 Quarterly Litigation report		
10	% of departmental managers performance agreements signed by 30 June 2025	New indicator	100% of departmental managers performance agreements signed by 30 June 2025	Managers Performance Agreements	Own funding	Opex	01/07/2024	30/06/2025	100% of departmental managers performance agreements signed	N/A	N/A	N/A	Signed performance agreements		
11	Number of performance assessment conducted by 30 June 2025 (middle managers)	New indicator	2 performance assessment conducted by 30 June 2025 (middle managers)	Performance Assessment	Own funding	Opex	01/07/2024	30/06/2025	N/A	N/A	Conduct formal 2024-25 mid-year performance assessment and 2023-24 Annual	N/A	Performance assessment report		

4. KPA 2: SPATIAL RATIONALE

KPA 2: SPATIAL RATIONALE: KPA WEIGHT =2.78%													
OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM													
OUTPUT 4: ACTIONS SUPPORTIVE OF THE HUMAN SETTLEMENT OUTCOMES													
No.	Key Performance Indicators/Measurable Objective	Baseline	Annual Targets	Project Name	Funding Source	Budget 23/24	Start Date	End Date	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	Portfolio of Evidence
12	Number of proclamation report on township establishment compiled and submitted to audit committee by 30 June 2025	New indicator	4 proclamation report on township establishment compiled and submitted to audit committee by 30 June 2025	Proclamation report on township establishment	Opex	Opex	01/07/2024	30/06/2025	One proclamation report on township establishment compiled	One proclamation report on township establishment compiled	One proclamation report on township establishment compiled	One proclamation report on township establishment compiled	Q1-Q4 proclamation report on

5. KPA 3: BASIC SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT

KPA 3: BASIC SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT: KPA WEIGHT=8.33%													
OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM													
OUTPUT 2: IMPROVING ACCESS TO BASIC SERVICES,													
OUTPUT 3: IMPLEMENTATION OF THE COMMUNITY WORK PROGRAMME													
STRATEGIC OBJECTIVES: IMPROVED ACCESS TO SUSTAINABLE BASIC SERVICES AND PROMOTE COMMUNITY WELL-BEING AND ENVIRONMENTAL WELFARE													
No.	Key Performance Indicators/Measurable Objective	Baseline	Annual Targets	Project Name	Funding Source	Budget 23/24	Start Date	End Date	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	Portfolio of Evidence
13	% of indigent beneficiary receiving free basic electricity on quarterly basis by 30 June 2025	New indicator	100% of indigent beneficiary receiving free basic electricity on quarterly basis by 30 June 2025	Free basic services	Own funding	Opex	01/06/2024	30/06/2025	100 of indigent beneficiary receiving free basic electricity on quarterly basic	100 of indigent beneficiary receiving free basic electricity on quarterly basic	100 of indigent beneficiary receiving free basic electricity on quarterly basic	100 of indigent beneficiary receiving free basic electricity on quarterly basic	Indigent register ,monthly Eskom billing report
14	% MIG Spent by 30 June 2025. R Value spent/ R Value received)	New indicator	100 % MIG Spent by 30 June 2024. R Value spent/ R Value received)	MIG Projects	Own funding	Opex	01/07/2024	30/06/2025	N/A	30 % MIG Spent (R Value spent/ Value received)	60 % MIG Spent (R Value spent/ Value received)	100 % MIG Spent (R Value spent/ Value received)	MIG spending Report
15	% INEP Grant Spent by 30 June 2025 (R Value	New indicator	100% INEP Grant Spent by 30 June	INEP Projects	Own funding	Opex	01/07/2024	30/06/2025	N/A	30 % INEP Grant spent (R Value	60 % INEP Grant spent (R Value	100 % INEP Grant spent (R Value	INEP Spending Report

	spent/ R-value received)		2025 (R Value spent/ R Value received)								spent/ R Value received)	spent/ R Value received)	spent/ R Value received)	

5. KPA 4: LOCAL ECONOMIC DEVELOPMENT

KPA 4: LOCAL ECONOMIC DEVELOPMENT: KPA WEIGHT=5.56%

OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM

OUTPUT 3: IMPLEMENTATION OF THE COMMUNITY WORK PROGRAMME

STRATEGIC OBJECTIVE: INTEGRATED LOCAL ECONOMY

No.	Key Performance Indicators/Measurable Objective	Baseline	Annual Targets	Project Name	Funding Source	Budget 23/24	Start Date	End Date	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	Portfolio of Evidence
16	To Support 20 Cooperatives with equipment by 30 June 2025	New indicator	20 Cooperatives at Four Municipal with equipment by 30 June 2025	Cooperative support	Own Funding	1 000 000.00	01/07/2024	30/06/2025	Compile the list of the companies to be supported	Compile needs analysis	Compile specifications	Delivery of the equipment	Q1 list of cooperative needs analysis Q2 compile needs analysis Q3 compile specifications Q4 delivery notes
17	% of subcontractor contract awarded to locals by 30 June 2025	New indicator	30% of subcontract or contract awarded to locals by 30 June 2025	Local subcontract or	Opex	Opex	01/07/2024	30/06/2025	subcontract or contract awarded to locals	subcontract or contract awarded to locals	subcontract or contract awarded to locals	subcontract or contract awarded to locals	Q1-Q4 Subcontract register

6. KPA 5: MUNICIPAL FINANCE MANAGEMENT AND VIABILITY

KPA 5: MUNICIPAL FINANCE MANAGEMENT AND VIABILITY KPA WEIGHT =25%													
OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM													
OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY													
STRATEGIC OBJECTIVE: SOUND FINANCIAL MANAGEMENT AND VIABILITY													
No.	Key Performance Indicators/Measurable Objective	Baseline	Annual Targets	Project Name	Funding Source	Budget 23/24	Start Date	End Date	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	Portfolio of Evidence
18	To submit annual financial statement to auditor general by 31 st august 2024	New indicator	Annual financial statement submitted to auditor general by 31 st august 2024	Annual financial statement	Own funding	Opex	01/07/2024	30/06/2025	Annual financial statement submitted to auditor general	N/A	N/A	N/A	Acknowledgement of receipt from AG
19	% of own revenue collected against the billing by 30 June 2025	New indicator	100% of own revenue collected against the billing by 30 June 2025	revenue collection	Own funding	Opex	01/07/2024	30/06/2025	25 % of Quarterly projected own revenue collected against billing	50 % of Quarterly projected own revenue collected against billing	75 % of Quarterly projected own revenue collected against billing	100 % of Quarterly projected own revenue collected against billing	revenue collection report
20	% of own capital budget spent(Excluding grants) by 30 June 2025	New indicator	100% spending on capital budget by 30 June 2025	capital budget excluding grants	Own funding	Opex	01/07/2024	30/06/2025	25% spending on quarterly projected	50% spending on quarterly projected	75% spending on quarterly projected	100% spending on quarterly projected	Capital expenditure report

21	To adjust the budget and submit to Council for approval by 28 February 2025	New indicator	Budget adjustment and approved by Council by 28 February 2025	Budget adjustment	Own Funding	OPEX	01/07/2024	30/06/2025	capital budget N/A	capital budget N/A	capital budget Midyear budget adjustment	capital budget N/A	Q3: Adjusted budget & Council Resolution
22	To submit 25/26 draft budget to Council by 31 March 2025	New indicator	25/26 Draft Budget Submitted to Council by 31 March 2025	Draft Budget development	Own Funding	OPEX	01/07/2024	30/06/2025	capital budget N/A	capital budget N/A	draft budget submitted	Final Budget submitted	Q3: Draft Budget and Council Resolution Q4: Final Budget & Council Resolution
23	To submit 25/26 final budget to Council by 31 March 2025	New indicator	25/26 Draft Budget Submitted to Council by 31 March 2025	Final Budget development	Own Funding	OPEX	01/07/2024	30/06/2025	capital budget N/A	capital budget N/A	draft budget submitted	Final Budget submitted	Q3: Draft Budget and Council Resolution Q4: Final Budget & Council Resolution
24	Number of section 52 report submitted to Council within 30 days after the end	New indicator	4 section 52 report submitted to Council	Section 52 Reports	Own Funding	OPEX	01/07/2024	30/06/2025	capital budget 1 section 52 report submitted	capital budget 1 section 52 report submitted	1 section 52 report submitted	1 section 52 report submitted	Q1-Q4 Section 52 Reports Submitted

	of the quarter by 30 June 2025		within 30 days after the end of the quarter by 30 June 2025	Section 71 Reports	Own Funding	OPEX				to Council within 30 days after the end of the quarter	to Council within 30 days after the end of the quarter	to Council within 30 days after the end of the quarter	to Council within 30 days after the end of the quarter	in Council Resolutions
25	Number of section 71 report submitted to Mayor & Provincial Treasury within 10 days after the end of the Month by 30 June 2025	New indicator	12 section 71 report submitted Mayor & Provincial Treasury within 10 days after the end of the Month by 30 June 2025	Section 71 Reports	Own Funding	OPEX	01/07/2024	30/06/2025		3 section 71 report submitted Mayor & Provincial Treasury within 10 days after the end of the Month	3 section 71 report submitted Mayor & Provincial Treasury within 10 days after the end of the Month	3 section 71 report submitted Mayor & Provincial Treasury within 10 days after the end of the Month	3 section 71 report submitted Mayor & Provincial Treasury within 10 days after the end of the Month	Q1-Q4 71 Reports and Acknowledgement of Receipts
26	To compile section 72 report and submit to the Mayor and Treasuries by 31 January 2025		Section 72 compiled section 72 report and submit to the Mayor and Treasuries by 31 January 2025	Section 72 Report	Own Funding	OPEX	01/07/2024	30/06/2025		N/A	N/A	Compilation of section 72 report	N/A	Q:3 Section 72 report and Acknowledgement of Receipts

7. KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION KPA WEIGH=27.78%

OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM

OUTPUT 5: DEEPEN DEMOCRACY THROUGH A REFINED WARD COMMITTEE MODEL

OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY

STRATEGIC OBJECTIVE: IMPROVED GOVERNANCE AND ADMINISTRATION AND EFFECTIVE COMMUNITY PARTICIPATION

No.	Key Performance Indicators/Measurable Objective	Baseline	Annual Targets	Project Name	Funding Source	Budget 23/24	Start Date	End Date	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	Portfolio of Evidence
27	Number of Audit committee meetings held by 30 June 2025	New indicator	4 audit committee meetings held by 30 June 2025	Audit committee meetings	Own funding	Opex	01/07/2024	30/06/2025	1 audit committee meeting held	1 audit committee meeting held	1 audit committee meeting held	1 audit committee meeting held	Minutes of audit committee meeting and attendance register
28	Number of Audit committee reports submitted to council by 30 June 2025	New indicator	4 Audit committee reports submitted to council by 30 June 2025	Audit committee reports	Own funding	Opex	01/07/2024	30/06/2025	1 Audit committee reports submitted to council	1 Audit committee reports submitted to council	1 Audit committee reports submitted to council	1 Audit committee reports submitted to council	Minutes of council meeting and attendance register
29	Number of ordinary council meetings held by 30 June 2025	New indicator	Four ordinary council meetings held by 30 June 2025	Ordinary council meetings	Own funding	Opex	01/07/2024	30/06/2025	One ordinary council meetings held	One ordinary council meetings held	One ordinary council meetings held	One ordinary council meetings held	Minutes of the council meetings held for the 2024/24

30	To submit 2024-25 SDBIP to the mayor within 28 days after the approval of IDP and Budget by 30 June 2025	New indicator	2024-25 SDBIP submitted to the mayor within 28 days after the approval of IDP and Budget by 30 June 2025	2024-25 SDBIP	Own funding	Opex	01/07/2024	30/06/2025	Final 2024-25 SDBIP to the mayor within 28 days after the approval of IDP and Budget	N/A	N/A	N/A	N/A	2024-25 SDBIP, Acknowledgment and approval by the mayor	financial year
31	% Implementation of 100% recommendations by auditor general by 30 June 2025	New indicator	100% Implementation of 100% recommendations by auditor general by 30 June 2025	Auditor general recommendations	Own funding	Opex	01/07/2024	30/06/2025	N/A	N/A	Implemented 50% recommendations by auditor general	Implemented 100% recommendations by auditor general	Progress report on the AG action plan		
32	% Implementation of 100% recommendations by internal audit by 30 June 2025	New indicator	100% Implementation of 100% recommendations by internal	Auditor general recommendations	Own funding	Opex	01/07/2024	30/06/2025	N/A	N/A	Implemented 50% recommendations by internal audit	Implemented 100% recommendations by internal audit	Progress report on the internal audit action plan		

33	To award 10 learners with registration bursaries with mayoral bursary by 30 June 2025	New indicator	audit by 30 June 2025	Mayoral bursary	Own Funding	OPEX	01/07/2024	30/06/2025	N/A	Advertise and development of bursary application form	Selection and awarding of the bursary	N/A	Q-2 advert and bursary application form Q-3 Confirmation letter
34	To hold 4 risk management committee meetings by 30 June 2025	New indicator	4 risk management committee meetings held by 30 June 2025	Risk management committee meetings	Own Funding	OPEX	01/07/2024	30/06/2025	1 risk management committee meeting held	1 risk management committee meeting held	1 risk management committee meeting held	1 risk management committee meeting held	Q1-Q4 Invitation, Minutes and attendance register
35	To review and submit the 2025/26 IDP to Council for approval for public participation by 30 June 2025	New indicator	2025/26 IDP reviewed and submitted to Council for approval for public participation	IDP Review	Own Funding	OPEX	01/07/2024	30/06/2025	IDP Process plan tabled to council for adoption and needs analysis conducted	IDP strategic planning conducted	Draft IDP tabled to council for approval for public participation	N/A	Q1: IDP process Plan and Council Resolution & Need Analysis Report and

36	To review and submit the 2025/26 IDP to Council for adoption by 31 st May 2025	New indicator	2025/26 IDP reviewed and submitted to Council for adoption by 31 st May 2025	IDP Review	Own Funding	OPEX	01/07/2024	30/06/2025	N/A	N/A	N/A	Conducting of public participation conducted and final IDP submitted to council for adoption	Q4: Invite, Public Notice, Attendance Registers & Final IDP and Council Resolution	Attendance Registers Q2: Invite, Attendance Registers & Strategic Planning Report Q3. Draft IDP & Council Resolution
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8. PERFORMANCE WEIGHTINGS PER KEY PERFORMANCE AREAS

The criterion upon which the performance of the employee must be assessed consists of 2 components both of which must be contained in the performance agreement.

The employee will be assessed against both components, with a weight of 80:20 allocated to the Key Performance Areas (KPA's) and the Core Competency Requirements (CCRs), respectively. Each area of assessment will be weighted and will contribute a specific part to the total score. KPA's covering the main areas of work will account for 80% and CCR will account for 20% of final assessment.

Table B: WEIGHTING ON KPA's

KEY PERFORMANCE AREAS	WEIGHT
1.Municipal Transformation and Organisational Development	30.55
2.Spatial Rationale	2.78
3. Basic Service Delivery and Infrastructure Development	8.33
4. Local Economic Development	5.56
5. Municipal Finance Management and Viability	25
6. Good Governance and Public Participation	27.78
TOTAL WEIGHTING	100.00

TABLE C: CORE COMPETENCY REQUIREMENTS (CCRs)

CORE MANAGERIAL COMPETENCIES:	Weight (75%)
Strategic Capability and Leadership	10
Programme and Project Management	10
Financial Management(compulsory)	10
Change Management	5
Knowledge Management	10
Service Delivery Innovation	5
Problem Solving and Analysis	5
People Management and Empowerment(compulsory)	10
Client Orientation and Customer Focus(compulsory)	10
CORE OCCUPATIONAL COMPETENCIES:	Weight (25%)
Interpretation of and implementation within the legislative and national policy frameworks	5
Knowledge of developmental local government	5
Knowledge of more than one functional municipal field/discipline	5
Competence as required by other national line sector Departments	5
Exceptional and dynamic creativity to improve the functioning of the municipality	5
Total	100%

9. PERFORMANCE EVALUATION

Performance evaluation will be done in line with section 23(c) of the Performance Regulation of 2006: Performance Regulation of Managers Reporting to the Municipal Manager and the Municipal Manager.

10. PERFORMANCE ASSESSMENT

	Score	Definition
Outstanding Performance	5	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.
Performance Significantly Above Expectations	4	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.
Fully Effective	3	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.
Not Fully Effective	2	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.
Unacceptable Performance	1	Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement. Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

11. PERSONAL DEVELOPMENT PLANS (PDP)


Section 29 of the Performance Regulation of 2006, requires that managers must develop personal Development Plan that must address all gaps and this plan must be part of the performance agreement.

This performance is signed in line with the Municipal Finance Management Act 56 of 2003. All s57 Managers are required performance plan and sign performance agreements with the accounting officer.

This performance plan serves as an Annexure to the signed Performance Agreement.

12. SIGNATURES

DATE...14-07-2024.....


.....
MUNICIPAL MANAGER
SHILENGE R.R

DATE...14/07/2024.....


.....
CLLR. MALULEKE S.G
MAYOR



ANNEXURE C

FINANCIAL DISCLOSURES

MUNICIPAL MANAGER: SHILENGE R.R
2024/25

RR S.G

STRICTLY CONFIDENTIAL

Financial Disclosure Form

CONFIDENTIAL

I, the undersigned (surname and initials) Shilenge R.R

(Postal address) P.O Box 99
Saselamani, 0928

(Residential address) Stand 339, Magomani

(Position held) Municipal Manager

(Name of Municipality) Collins Chabane Local Municipality

Tel: 015 8510110 Fax: 015 851 007

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
<u>Donation</u>		<u>+R20 000</u>	<u>Shuric</u>
<u>Donation</u>		<u>+ R2000</u>	<u>Hora nandhichi</u>

2. Directorships and partnerships See information sheet: note (2)

Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/Income

3. Remunerated work outside the Municipality must be sanctioned by Council. See information sheet: note (3)

Name of Employer	Type of Employment	Amount of Remuneration/Income

4. Consultancies and retainerships

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

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

See information sheet: note (6)

Description	Value	Source

7. Land and property

See information sheet: note (7)

Description	Extent	Area	Value

SIGNATURE OF EMPLOYEE :

DATE :

PLACE :

[Signature]
14 June 2024
Malamulele

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 NO

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

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.

[Signature]

Commissioner of Oath / Justice of the Peace

Full first names and surname:

Timiso Em (Block letters)

Designation (rank) Serjt Ex Officio Republic of South Africa

Street address of institution Maluleke S.G

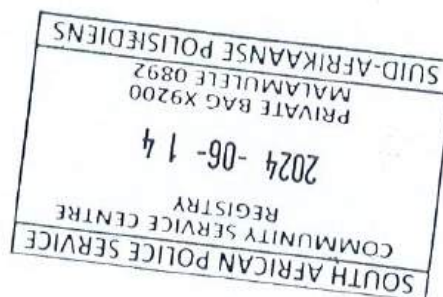
Roburumpe

Date 14/06/2024 Place Roburumpe

CONTENTS NOTED: CLKR MALULEKE S.G

SIGNATURE : [Signature]

DATE : 14 June 2024





ANNEXURE B

PERSONAL DEVELOPMENT PLAN

2024/2025

Collins Chabane Local Municipality herein represented by

CLLR. MALULEKE S.G.

in his capacity as the Mayor (hereinafter referred to as the Employer or Supervisor)
and

SHILENGE R.R.

Employee of the Municipality (hereinafter referred to as the Employee).

WHEREBY IT IS AGREED AS FOLLOWS:

f.e. S.G.

1. INTRODUCTION

The Aim of the Personal Development Plan (PDP) is to ensure that Employees are skilled to meet Objectives as set out in the Performance Management Agreement as prescribed by legislation. Successful career path planning ensures competent employees for current and possible future positions. It there for identifies, prioritise and implement training needs

Legislative needs taken into account comes from the Municipal Systems Act Guidelines: Generic senior management competency framework and occupational competency profiles, Municipal Finance Management Competency Regulations, such as those developed by the National Treasury and other line sector departments' legislated competency requirements need also be taken into consideration during the PDP process.

2. COMPETENCY MODELLING

The COGTA has decided that a competency development model will consist of both managerial and occupational competencies:

- Managerial competencies should express those competencies which are generic of all management positions.
- Occupational competence refers to competencies which are job/function specific.

3. COMPILING THE PERSONAL DEVELOPMENT PLAN ATTACHED AS THE APPENDIX

The Municipal Manager, in consultation with the employee is to compile a Personal Development Plan. The PDP has seven columns that need to be completed. Appendix A serves as the Action Plan for the PDP

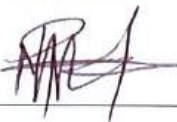
3.1. Table 1: Action Plan for PDP

1. Skills /Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3.Suggested training and / or development activity	4.Suggested mode of delivery	5.Suggested Time Frames	6. Work opportunity created to practice skill /development area	7.Support Person
Municipal governance	Certificate	Advance certificate :Municipal governance	Training	-+12 months	Managing projects	Mayor
occupational directed education training and development practice	Certificate	National certificate: occupational directed education training and development practice	Training	-+12 months	training and development	Mayor
Municipal Integrated development planning	Certificate	National certificate :Municipal Integrated development planning	Training	-+12 months	Municipal planning	Mayor
Monitoring and evaluation	Certificate	Advance certificate :monitoring and evaluation	Training	-+12 months	Monitoring and evaluation projects	Mayor
Employment equity	Certificate	National certificate organisational transformation and change management	Training	-+12 months	organisational transformation and change management	Mayor

Contract management	Certificate	Contract management	Training	-+12 months	Managing projects	Mayor
Project management	Certificate	Project management	Training	-+12 months	Managing projects	Mayor

Thus, done and signed at Matamulele on the 14 day of July 2024

AS WITNESSES:

1.  _____


MUNICIPAL MANAGER

SHILENGE RR

AS WITNESSES:

1.  _____


MAYOR

CLLR. MALULEKE S.G