



Molemole Municipality

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN

**THE MOLEMOLE MUNICIPALITY
AS REPRESENTED BY
THE MAYOR**

**CLLR. M E PAYA
(EMPLOYER)**

AND

**MR. KE MAKGATHO
MUNICIPAL MANAGER
(EMPLOYEE)**

FOR THE

FINANCIAL YEAR: 01 JULY 2024 – 30 JUNE 2025

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PERFORMANCE AGREEMENT**ENTERED INTO BY AND BETWEEN:**

The Molemole Municipality herein represented by **Cllr. M E Paya** in his capacity as the Municipal Mayor (hereinafter referred to as the Employer or Senior Manager)

and

Mr. K E Makgatho, Municipal Manager 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 Acts 32 of 2000 ("the System 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 to conclude an annual performance Agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals.
- 1.4 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 -

- 2.1 Comply with the provisions of Section 57(1)(b),4(A),(4B) and (5)of the Systems Acts as well as the Contract of Employment entered into between the parties;
- 2.2 Specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance expectations and accountabilities;

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- 2.3 Specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 Monitor and measure performance against set targeted outputs;
- 2.5 Use the Performance Agreement and Performance Plan as the basis for assessing the suitability of the Employee for permanent employment and /or to assess whether the Employee has met the performance expectations applicable to his/her job;
- 2.6 Appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and
- 2.7 Give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **1 July 2024** and will remain in force until **30 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 thereof.
- 3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.
- 3.3 This Agreement will terminate on the termination of the Employee's Contract of Employment should no new Agreement be concluded for whatever reason, notwithstanding 3.1, the provisions of the Agreement shall continue in force until termination of the Employment Contract.
- 3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

4. PERFORMANCE OBJECTIVES

4.1 The Performance Plan / SDBIP (Annexure A) sets out-

4.1.1 The performance objectives and targets that must be met the Employee; and

4.1.2 The time frames within which those performance objectives and targets must be met.

4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan and the Budget of the Employer, and shall include key objectives; key performance indicators; target dates and weighting

4.3 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.

4.4 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.

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 standard that will be included in the Performance Management System as applicable to the Employee.

6. The Employee agrees to participate in the Performance Management and Development System that the Employer adopts

- 6.1 The Employee undertakes to actively focus towards the promotion and implementation of KPA's (including special projects relevant to the employee's responsibilities) within the local government framework.
- 6.2 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
- 6.2.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and the Competency framework (CF) respectively.
- 6.2.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 6.2.3 KPA's covering the main areas of work will account for 80% and CF will account 20% of the final assessment.
- 6.3 The Employee's assessment will be based on his performance in terms of the outputs / outcomes (performance indicators) identified as per attached **Performance Plan (Annexure A)**, which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

KEY PERFORMANCE AREAS (KPA'S)	WEIGHTING
Spatial Planning and Rationale	10
Basic Service Delivery	20
Local Economic Development	15
Municipal Financial Viability and Management	20
Good Governance & Public Participation	20
Municipal Transformation and Organizational Development	15
Total	100%

- 6.4 The Competency Framework (CF) will make the other 20% of the Employee's assessment score. The CF as contained in the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers must be used for this purpose. The said Regulations state that there is no hierarchical connotation to the structure and all competencies are essential to the role of a Senior Manager to influence

high performance. All competencies must therefore be considered as measurable and critical in assessing the level of a Senior Manager's performance.

6.5 Competency framework structure

The competencies that appear in the competency framework are detailed below.

LEADING COMPETENCIES		WEIGHTING
Strategic Direction and Leadership	<ul style="list-style-type: none"> • Impact and Influence • Institutional Performance Management • Strategic Planning and Management • Organizational Awareness 	10
People Management	<ul style="list-style-type: none"> • Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and Dispute Management 	10
Program and Project Management	<ul style="list-style-type: none"> • Program and Project Planning and Implementation • Service Delivery Management • Program and Project Monitoring and Evaluation 	15
Financial Management	<ul style="list-style-type: none"> • Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring 	10
Change Leadership	<ul style="list-style-type: none"> • Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation 	10
Governance Leadership	<ul style="list-style-type: none"> • Policy Formulation • Risk and Compliance Management • Cooperative Governance 	10
CORE COMPETENCIES		WEIGHTING
Moral competencies		10
Planning and organizing		5
Analysis and innovation		5
Knowledge and Information Management		5
Communication		5
Results and Quality Focus		5
TOTAL		100%

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6.6 Competency Descriptions and achievement levels explained

Cluster	Leading Competencies		
Competency Name	Strategic Direction and Leadership		
Competency Definition	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR

<ul style="list-style-type: none"> • Understand institutional and departmental strategic objectives, but lacks the ability to inspire others to achieve set mandate • Describe how specific tasks link to institutional strategies but has limited influence in directing strategy • Has a basic understanding of institutional performance management, But lacks the ability to integrate systems into a collective whole • Demonstrate a basic understanding of key decision-makers 	<ul style="list-style-type: none"> • Give direction to a team in realizing the institution's strategic mandate and set objectives • Has a positive impact and influence on the morale, engagement and participation of team members • Develop actions plans to execute and guide strategy implementation • Assist in defining performance measures to monitor the progress and effectiveness of the institution • Displays an awareness of institutional structures and political factors • Effectively communicate barriers to execution to relevant parties • Provide guidance to all stakeholders in the achievement of the strategic mandate • Understand the aim and objectives of the institution and relate it to ownwork 	<ul style="list-style-type: none"> • Evaluate all activities to determine value and alignment to strategic intent • Display in-depth knowledge and understanding of strategic planning • Align strategy and goals across all functional areas • Actively define performance measures to monitor the progress and effectiveness of the institution • Consistently challenge strategic plans to ensure relevance • Understand institutional structures and political factors, and the consequences of actions • Empower others to follow strategic direction and deal with complex situations • Guide the institution through complex and ambiguous concern • Use understanding of power relationships and dynamic tensions among key players to frame communications and develop strategies, positions and alliances 	<ul style="list-style-type: none"> • Structure and position the institution to local government priorities • Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework • Hold self-accountable for strategy execution and results • Provide impact and influence through Building and maintaining strategic relationships • Create an environment that facilitates byalty and innovation Display a superior level of self-discipline and integrity in actions • Integrate various Systems into a collective whole to optimize institutional performance management • Uses understanding of competing interests to maneuver Successfully to a win/win outcome
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Cluster	Leading Competencies		
Competency Name	People Management		
Competency Definition	Effectively manage, inspire and encourage people, respect diversity, optimize talent and build and nurture relationships in order to achieve institutional objectives		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR

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<ul style="list-style-type: none"> • Participate in team goal-Setting and problem solving • Interact and collaborate with people of diverse backgrounds • Aware of guidelines for employee development, but requires support in implementing development initiatives 	<ul style="list-style-type: none"> • Seek opportunities to increase team contribution and responsibility • Respect and support the diverse nature of others and be aware of the benefits of a diverse approach • Effectively delegate tasks and empower others to increase contribution and execute functions optimally • Apply relevant employee legislation fairly and consistently • Facilitate team goal-setting and problem-solving • Effectively identify capacity requirements to fulfill the strategic mandate 	<ul style="list-style-type: none"> • Identify ineffective team and work processes and recommend remedial interventions • Recognize and reward effective and desired behavior • Provide mentoring and guidance to others in order to increase personal effectiveness • Identify development and learning needs within the team • Build a work environment conducive to sharing, innovation, ethical behavior and professionalism • Inspire a culture of performance excellence by giving positive and constructive feedback to the team • Achieve agreement or consensus in adversarial environments • Lead and unite diverse teams across divisions to achieve institutional objectives 	<ul style="list-style-type: none"> • Develop and incorporate best practice people management processes, approaches and tools across the institution • Foster a culture of discipline, responsibility and accountability • Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution • Develop comprehensive integrated strategies and approaches to human capital development and management • Actively identify trends and predict capacity requirements to facilitate unified transition and performance management
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Cluster	Leading Competencies		
Competency Name	Program and Project Management		
Competency Definition	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Initiate projects after approval from higher authorities • Understand procedures of Program and project management methodology, implications and stakeholder involvement • Understand the rationale of projects in relation to the institution's strategic objectives • Document and communicate factors and risk associated with own work • Use results and approaches of successful project implementation as guide 	<ul style="list-style-type: none"> • Establish broad stakeholder involvement and communicate the project status and key milestones • Define the roles and responsibilities of the project team and create clarity around expectations • Find a balance between project deadline and the quality of deliverables • Identify appropriate project resources to facilitate the effective completion of the deliverables • Comply with statutory requirements and apply policies in a consistent manner • Monitor progress and use of resources and make needed adjustments to timelines, steps, and resource allocation 	<ul style="list-style-type: none"> • Manage multiple programs and balance priorities and conflicts according to institutional goals • Apply effective risk management strategies through impact assessment and resource requirements • Modify project scope and budget when required without compromising the quality and objectives of the project • Involve top-level authorities and relevant stakeholders in seeking project buy-in • Identify and apply contemporary project management methodology • Influence and motivate project team to deliver exceptional results • Monitor policy implementation and apply procedures to manage risks 	<ul style="list-style-type: none"> • Understand and conceptualize the long-term implications of desired project outcomes • Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realize institutional objectives • Consider and initiate projects that focus on achievement of the long-term objectives • Influence people in positions of authority to implement outcomes of projects • Lead and direct translation of Policy into workable actions plans • Ensures that Programs are Monitored to track progress and optimal resource utilization, and that adjustments are made as needed

Cluster	Leading Competencies		
Competency Name	Financial Management		
Competency Definition	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognized financial practices. Further to ensure that all financial transactions are managed in an ethical manner		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Understand basic financial concepts and methods as they relate to institutional processes and activities • Display awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systems • Understand the importance of financial accountability • Understand the importance of asset control 	<ul style="list-style-type: none"> • Exhibit knowledge of general financial concepts, planning, budgeting, and forecasting and how they interrelate • Assess, identify and manage financial risks • Assume a cost-saving approach to financial management • Prepare financial reports based on specified formats • Consider and understand the financial implications of decisions and suggestions • Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated • Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget 	<ul style="list-style-type: none"> • Take active ownership of planning, budgeting, and forecast processes and provides credible answers to queries within own responsibility • Prepare budgets that are aligned to the strategic objectives of the institution • Address complex budgeting and financial management concerns • Put systems and processes in place to enhance the quality and integrity of financial management practices • Advise on policies and procedures regarding asset control • Promote National Treasury's regulatory framework for Financial Management 	<ul style="list-style-type: none"> • Develop planning tools to assist in evaluating and monitoring future expenditure trends • Set budget frameworks for the institution • Set strategic direction for the institution on expenditure and other financial processes • Build and nurture partnerships to improve financial management and achieve financial savings • Actively identify and implement new methods to improve asset control • Display professionalism in dealing with financial data and processes

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Cluster	Leading Competencies		
Competency Name	Change Leadership		
Competency Definition	Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Display an awareness of interventions, and the benefits of transformation initiatives • Able to identify basic needs for change • Identify gaps between the current and desired state • Identify potential risks and challenges to transformation, including resistance to change factors • Participate in change programmes and piloting change interventions • Understands the impact of change interventions on the institution within the broader scope of Local Government 	<ul style="list-style-type: none"> • Perform an analysis of the change impact on social, political and economic environment • Maintain calm and focus during change • Able to assist team members during change and keep them focused on the deliverables • Volunteer to lead change efforts outside of own work team • Able to gain buy-in and approval for change from relevant stakeholders • Identify change readiness levels and assist in resolving resistance to change factors • Design change interventions that are aligned with the institutions strategic objectives and goals 	<ul style="list-style-type: none"> • Actively monitor change impact and results and convey progress to relevant stakeholders • Secure buy-in and sponsorship for change initiatives • Continuously evaluate change strategy and design and introduce new approaches to enhance the institutions effectiveness • Build and nurture relationships with various stakeholders to establish strategic alliance in facilitating change • Take the lead in impactful change programmes • Benchmark change interventions against best change practices • Understand the impact and psychology of change and put remedial interventions in place to facilitate effective transformation • Take calculated risk and seek new ideas from best practice 	<ul style="list-style-type: none"> • Sponsor change agents and create a network of change leaders who support the interventions • Actively adapt current structures and processes to incorporate the change interventions • Mentor and guide team members on the effects of change, resistance factors and how to integrate change • Motivate and inspire others around change initiatives
Cluster	Leading Competencies		

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Competency Name	Governance Leadership		
Competency Definition	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualization of relevant policies and enhance cooperative governance relationships		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements • Understand the structure of cooperative government but requires guidance on fostering workable relationships between stakeholders • Provide input into policy formulation 	<ul style="list-style-type: none"> • Display a thorough understanding of governance and risk and compliance factors and implement plans to address these • Demonstrate understanding of the techniques and processes for optimizing risk taking decisions within the institution • Actively drive policy formulation within the institution to ensure the achievement of objectives 	<ul style="list-style-type: none"> • Able to link risk initiatives into key institutional objectives and drivers • Identify, analyze and measure risk, create valid risk forecasts, and map risk profiles • Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives • Demonstrate a thorough understanding of risk retention plans • Identify and implement comprehensive risk management systems and processes • Implement and monitor the formulation of policies, identify and analyze constraints and challenges with implementation and provide recommendations for improvement 	<ul style="list-style-type: none"> • Demonstrate a high level of commitment in complying with governance requirements • Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework • Able to advise Local Government on risk management strategies, best practice interventions and compliance management • Able to forge positive relationships on cooperative governance level to enhance the effectiveness of local government • Able to shape, direct and drive the formulation of policies on a macro level

Cluster	Core Competencies		
Competency Name	Moral Competence		
Competency Definition	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behavior that reflects moral competence		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> Realize the impact of acting with integrity, but requires guidance and development in implementing principles Follow the basic rules and regulations of the institution Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent local 	<ul style="list-style-type: none"> Conduct self in alignment with the values of Local Government and the institution Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver Actively report fraudulent activity and corruption within local government Understand and honor the confidential nature of matters without seeking personal gain Able to deal with situations of conflict of interest promptly and in the best interest of local government 	<ul style="list-style-type: none"> Identify, develop, and apply measures of self-correction Able to gain trust and respect through aligning actions with commitments Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders Present values, beliefs and ideas that are congruent with the institution's rules and regulations Takes an active stance against corruption and dishonesty when noted Actively promote the value of the institution to internal and external stakeholders Able to work in unity with a team and not seek personal gain Apply universal moral principles consistently to achieve moral decisions 	<ul style="list-style-type: none"> Create an environment conducive of moral practices Actively develop and implement measures to combat fraud and corruption Set integrity standards and shared accountability measures across the institution to support the objectives of local government Take responsibility for own actions and decisions, even if the consequences are unfavorable

Cluster	Core Competencies		
Competency Name	Planning and Organizing		
Competency Definition	Able to plan, prioritize and organize information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Able to follow basic plans and organize tasks around set objectives • Understand the process of planning and organizing but requires guidance and development in providing detailed and comprehensive plans • Able to follow existing plans and ensure that objectives are met • Focus on short-term objectives in developing plans and actions • Arrange information and resources required for a task, but require further structure and organization 	<ul style="list-style-type: none"> • Actively and appropriately organize information and resources required for a task • Recognize the urgency and importance of tasks • Balance short and long-term plans and goals and incorporate into the team's performance objectives • Schedule tasks to ensure they are performed within budget and with efficient use of time and resources • Measures progress and monitor performance results 	<ul style="list-style-type: none"> • Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities, and assign appropriate resources for successful implementation • Identify in advance required stages and actions to complete tasks and projects • Schedule realistic timelines, objectives and milestones for tasks and projects • Produce clear, detailed and comprehensive plans to achieve institutional objectives • Identify possible risk factors and design and implement appropriate contingency plans • Adapt plans in light of changing circumstances • Priorities tasks and projects according to their relevant urgency and importance 	<ul style="list-style-type: none"> • Focus on broad strategies and initiatives when developing plans and actions • Able to project and forecast short, medium and long term requirements of the institution and local government • Translate policy into relevant projects to facilitate the achievement of institutional objectives

Cluster	Core Competencies		
Competency Name	Analysis and Innovation		
Competency Definition	Able to critically analyze information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Understand the basic operation of analysis, but lack detail and thoroughness • Able to balance independent analysis with requesting assistance from others • Recommend new ways to perform tasks within own function • Propose simple remedial interventions that marginally challenges the status quo • Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking 	<ul style="list-style-type: none"> • Demonstrate logical problem solving techniques and approaches and provide rationale for recommendations • Demonstrate objectivity, insight, and thoroughness when analyzing problems • Able to break down complex problems into manageable parts and identify solutions • Consult internal and external stakeholders on opportunities to improve processes and service delivery • Clearly communicate the benefits of new opportunities and innovative solutions to stakeholders • Continuously identify opportunities to enhance internal processes • Identify and analyze opportunities conducive to innovative approaches and propose remedial intervention 	<ul style="list-style-type: none"> • Coaches team members on analytical and innovative approaches and techniques • Engage with appropriate individuals in analyzing and resolving complex problems • Identify solutions on various areas in the institution • Formulate and implement new ideas throughout the institution • Able to gain approval and buy-in for proposed interventions from relevant stakeholders • Identify trends and best practices in process and service delivery and propose institutional application • Continuously engage in research to identify client needs 	<ul style="list-style-type: none"> • Demonstrate complex analytical and problem solving approaches and techniques • Create an environment conducive to analytical and fact-based problem-solving • Analyze, recommend solutions and monitor trends in key challenges to prevent and manage occurrence • Create an environment that fosters innovative thinking and follows a learning organization approach • Be a thought leader on innovative customer service delivery, and process optimization • Play an active role in sharing best practice solutions and engage in national and international local government seminars and conferences

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Cluster	Core Competencies		
Competency Name	Knowledge and Information Management		
Competency Definition	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Collect, categories and track relevant information required for specific tasks and projects • Analyze and interpret information to draw conclusions • Seek new sources of information to increase the knowledge base • Regularly share information and knowledge with internal stakeholders and team members 	<ul style="list-style-type: none"> • Use appropriate information systems and technology to manage institutional knowledge and information sharing • Evaluate data from various sources and use information effectively to influence decisions and provide solutions • Actively create mechanisms and structures for sharing of information • Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency 	<ul style="list-style-type: none"> • Effectively predict future information and knowledge management requirements and systems • Develop standards and processes to meet future knowledge management needs • Share and promote best-practice knowledge management across various institutions • Establish accurate measures and monitoring systems for knowledge and information management • Create a culture conducive of learning and knowledge sharing • Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches 	<ul style="list-style-type: none"> • Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information • Establish partnerships across local government to facilitate knowledge management • Demonstrate a mature approach to knowledge and information sharing with an abundance and assistance approach • Recognize and exploit knowledge points in interactions with internal and external stakeholders

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Cluster	Core Competencies		
Competency Name	Communication		
Competency Definition	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilizing such tools • Express ideas in a clear and focused manner, but does not always take the needs of the audience into consideration • Disseminate and convey information and knowledge adequately 	<ul style="list-style-type: none"> • Express ideas to individuals and groups in formal and informal settings in a manner that is interesting and motivating • Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs • Adapt communication content and style to suit the audience and facilitate optimal information transfer • Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders • Compile clear, focused, concise and well-structured written documents 	<ul style="list-style-type: none"> • Effectively communicate high-risk and sensitive matters to relevant stakeholders • Develop a well-defined communication strategy • Balance political perspectives with institutional needs when communicating viewpoints on complex issues • Able to effectively direct negotiations around complex matters and arrive at a win-win situation that promotes Bathe Pele principles • Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution • Able to communicate with the media with high levels of moral competence and discipline 	<ul style="list-style-type: none"> • Regarded as a specialist in negotiations and representing the institution • Able to inspire and motivate others through positive communication that is impactful and relevant • Creates an environment conducive to transparent and productive communication and critical and appreciative conversations • Able to coordinate negotiations at different levels within local government and externally

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Cluster	Core Competencies		
Competency Name	Results and Quality Focus		
Competency Definition	Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Understand quality of work but requires guidance in attending to important matters • Show a basic commitment to achieving the correct results • Produce the minimum level of results required in the role • Produce outcomes that is of a good standard • Focus on the quantity of output but requires development in incorporating the quality of work • Produce quality work in general circumstances, but fails to meet expectation when under pressure 	<ul style="list-style-type: none"> • Focus on high-priority actions and does not become distracted by lower-priority activities • Display firm commitment and pride in achieving the correct results • Set quality standards and design processes and tasks around achieving set standards • Produce output of high quality • Able to balance the quantity and quality of results in order to achieve objectives • Monitors progress, quality of work, and use of resources; provide status updates, and make adjustments as needed 	<ul style="list-style-type: none"> • Consistently verify own standards and outcomes to ensure quality output • Focus on the end result and avoids being distracted • Demonstrate a determined and committed approach to achieving results and quality standards • Follow task and projects through to completion • Set challenging goals and objectives to self and team and display commitment to achieving expectations • Maintain a focus on quality outputs when placed under pressure • Establishing institutional systems for managing and assigning work, defining responsibilities, tracking and monitoring and measuring success 	<ul style="list-style-type: none"> • Coach and guide others to exceed quality standards and results • Develop challenging, client-focused goals and sets high standards for personal performance • Commit to exceed the results and quality standards, monitor own performance and implement remedial interventions when required • Work with team to set ambitious and challenging team goals, communicating long- and short-term expectations • Take appropriate risks to accomplish goals • Overcome setbacks and adjust action plans to realize goals • Focus people on critical activities that yield a high impact

7. EVALUATING PERFORMANCE

7.1 The Performance Plan (Annexure A) to this Agreement sets out-

7.1.1 The standards and procedures for evaluating Employee's performance; and

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

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

7.3 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.

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

7.5 The annual performance appraisal will involve:

7.5.1 Assessment of the achievement of results as outlined in the performance plan:

(a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to *ad hoc* tasks that had to be performed under the KPA.

(b) An indicative rating on the five-point scale should be provided for each KPA.

(c) The applicable assessment rating calculator must then be used to add the scores and calculate a final KPA score.

7.5.2 Assessment of competency levels

(a) Each leading and core competency contained in the Competency Framework must be assessed according to the extent to which the specified standards have been met.

(b) An indicative rating on the five-point scale should be provided for each competency.

(c) The applicable assessment rating calculator must then be used to add the scores and calculate a final CF score.

7.5.3 Overall Rating

An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcomes of the performance appraisal.

7.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and Competency Framework:

ACHIEVEMENT LEVEL	TERMINOLOGY	DESCRIPTION
5	Superior / Outstanding Performance	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops and applies comprehensive concepts and methods.

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ACHIEVEMENT LEVEL	TERMINOLOGY	DESCRIPTION
		Performance far exceeds the standard expected of an employee at this level. The appraisal indicate that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the Performance Agreement and Performance Plan and maintained this in all areas of responsibility throughout the year.
4	Advanced / Performance significantly above expectations	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in depths analyses. 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	Competent / Fully effective	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses. Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the Performance Agreement and Performance Plan.
2	Basic / Not fully effective	Applies basic concepts, methods and understanding of local government operations but requires supervision and development interventions 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 indicate that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the Performance Agreement and Performance Plan.
1	Basic / Unacceptable Performance	Does not apply the basic concepts and methods to prove a basic understanding of local government operations and requires extensive supervision and development interventions 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.

7.7 For purpose of evaluating the performance of the Executive Managers (Heads of Department – Section 56 employees), an evaluation panel constituted by the following persons will be established-

- 7.7.1 Executive Mayor or Mayor;
- 7.7.2 Member of the Audit Committee;
- 7.7.3 Member of the Executive Committee; and

- 7.7.4 Mayor and or Municipal Manager from another Municipality.
- 7.7.5 Member of ward committee as nominated by Executive Mayor or Mayor

8. SCHEDULE FOR PERFORMANCE REVIEWS

8.1 The performance of each Employee in relation to his/her performance agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

- First quarter : 1 July 2024 – 30 September 2024
- Second quarter : 1 October 2024 – 31 December 2024
- Third quarter : 1 January 2025 – 31 March 2025
- Fourth quarter : 1 April 2025– 30 June 2025

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

8.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.

8.4 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.

8.5 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.

9. DEVELOPMENTAL REQUIREMENTS

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

- 9.1 Noting the need to address development gaps in the municipalities, non-compliance with the Circular 60 on Minimum Requirements stipulates the following:
- 9.2 Failure to implement the requirements of the regulations will result in non-compliance with legislation.
- 9.3 If officials have not met the requirements of the regulations including the support provided in this Circular by the due date, Regulation 15 and 18 will immediately apply.

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- 9.4 Therefore, the continued employability of affected officials will be impacted upon. MFMA Circular No. 60 Minimum Competency Levels Regulations, Gazette 29967 April 2012.
- 9.5 Whilst the provisions of these regulations will apply consistently across all municipalities and municipal entities from the effective date of enforcement, National treasury will consider, "Special Merit Cases", delayed enforcement of certain provisions for a period of up to eighteen months from 1 January 2013.

10. OBLIGATIONS OF THE EMPLOYER

The Employer shall:

- 10.1 Create an enabling environment to facilitate effective performance by the Employee;
- 10.2 Provide access to skills development and capacity building opportunities;
- 10.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
- 10.4 On the request of the Employee delegates such powers reasonably required by the Employee to enable him/ her to meet the performance objectives and targets established in term of this Agreement; and
- 10.5 Make available to the Employee such resources as the Employee may reasonably require from time to time to assist him/her to meet the performance objectives and targets established in terms of this Agreement.

11. CONSULTATION

- 11.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others-
- 1.1.1 A direct effect on the performance of any of the Employee's functions;
- 1.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and
- 11.1.4 A substantial financial effect on the Employer.
- 11.2 The employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 11.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

12. MANAGEMENT OF EVALUATION OUTCOMES

- 12.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 12.2 A performance bonus of 5% to 14% of inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance.
- 12.3 The Employee will be eligible for progression to the next higher remuneration package, within the relevant remuneration band, after completion of at least twelve (12) months service on the current remuneration package by 30 June (end of financial year) subject to a fully effective assessment.
- 12.4 In the case of unacceptable performance, the Employer shall-
- 12.4.1 Provide systematic remedial of development support to assist the Employee to improve his or her performance; and

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

Score	Awarded %
130-133	5%
134-137	6%
138-141	7%
142-145	8%
146-149	9%

A Score of 130% to 149% is awarded a performance bonus ranging from 5% - 9%

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

Score	Awarded %
150-153	10%
154-157	11%
158-161	12%
162-165	13%
166- above	14%

13. DISPUTE RESOLUTION

- 13.1 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 –
- 13.1.1 In the case of managers the municipal manager, the MEC for local government in the province within thirty (30) days of receipt of formal dispute from the employee, or any other person designated by the MEC;
- 13.2 Any dispute about the outcome of employee's performance evaluation, must be mediated by
- 13.2.1 In the case of municipal manager the MEC for local government in the province within thirty (30) days of receipt of formal dispute from the employee, or any other person designated by the MEC; and
- 13.3 In the event that the mediation process contemplated above fails, clause 15 of the Contract of Employment shall apply.

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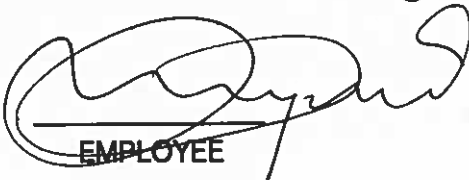
14. GENERAL

- 14.1 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.
- 14.2 Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.
- 14.3 This performance agreement must be submitted together with a signed code of conduct and a declaration of interest
- 14.4 The performance assessment results of the Municipal Manager and managers directly accountable to the Municipal Manager must be submitted to the MEC responsible for Cooperative Governance, Human Settlements and Traditional Affairs in Limpopo Province as well as the National Minister responsible for Cooperative governance and Traditional Affairs within fourteen (14) days after the conclusion of the assessment.


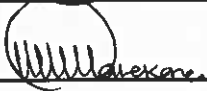
Thus done and signed at Mogwadi on this the 01 day of July 2024

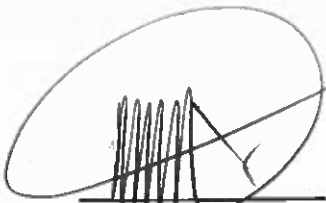
AS WITNESSES:

- 1.  _____
- 2.  _____


EMPLOYEE

AS WITNESSES:

- 1.  _____
- 2.  _____


EMPLOYER

INDIVIDUAL PERFORMANCE PLAN (SDBIP 2024 / 2025) ANNEXURE A

**KE MAKGATHO
MUNICIPAL MANAGER
MUNICIPAL MANAGERS OFFICE**

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1. Local Economic Development and Planning

SPATIAL RATIONALE AND LOCAL ECONOMIC DEVELOPMENT												
Responsive, Accountable, Effective and Efficient Local Government System												
Outcome 9:												
Outputs:												
<ul style="list-style-type: none"> Implement a differentiated approach to municipal financing, Planning and support Improving access to basic services Implementation of the community works programme Actions supportive of human settlement outcome; 												
Key Organizational Strategic Objective												
To enhance conditions for economic growth and job creation												
To manage and coordinate spatial planning within the municipality												
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2024/25 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	Location of project / Responsibility	2024/25 Annual Budget R	Means of verification
LED &P-001-2024/25	SPATIAL RATIONALE	Number of Geo Tech studies conducted	Conducting Geo Tech Study	New Indicator	1x Geo tech study conducted	Specification and advertisement	Appointment of a service provider	1 Geo tech study conducted	No target	Municipal wide Mashotja M	350 000	Advert, Specification, Appointment letter, SLA, Approved Geo tech study report, Council resolution
LED &P-002-2024/25	SPATIAL RATIONALE	Number of Spatial Development Frameworks developed	Development of Spatial Development Framework (SDF)	New Indicator	1 SDF Developed	Specification and advertisement	Appointment of a service provider	1 SDF Developed	No Target	Municipal wide Mashotja M	1 100 000	Advert, Specification, SLA, Appointment letter, SDF document, Council resolution
LED &P-003-2024/25	SPATIAL RATIONALE	Number of existing settlements surveyed	Surveying of existing settlements	New Indicator	1 Existing Settlements Surveyed	Approved Specification and Advertisement	Appointment of a Service Provider for survey of 1	1 Existing Settlement surveyed	No Target	Municipal wide Mashotja M	300 000	Advert, Specification, Appointment letter, Survey

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SPATIAL RATIONALE AND LOCAL ECONOMIC DEVELOPMENT												
Key Performance Area (KPA) 1:												
Outcome 9:												
Outputs:												
<ul style="list-style-type: none"> • Implement a differentiated approach to municipal financing. Planning and support • Improving access to basic services • Implementation of the community works programme • Actions supportive of human settlement outcome; 												
Key Organizational Strategic Objective												
To enhance conditions for economic growth and job creation												
To manage and coordinate spatial planning within the municipality												
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2024/25 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	Location of project / Responsibility	2024/25 Annual Budget R	Means of verification
LED &P-004-2024/25	SPATIAL RATIONALE	Number of Geographic Information Systems procured	Procurement of Geographic Information System (GIS)	New Indicator	Procurement of Geographic information system	Specification and advertisement for procurement of GIS	Existing settlement Appointment of a service provider for procurement of GIS	1 GIS procured	No Target	Municipal wide Mashotja M	800 000	report, Cadastral map Specification Advertisement , Appointment letter, SLA Delivery note
LED &P-005-2024/25	Local Economic Development	Number of youth in agriculture mentorship programmes coordinated	Coordination of Youth in Agriculture mentorship programme	New indicator	1x Youth in Agriculture Mentorship programme coordinated	Approved Specification and Advertisement	Appointment of Service Provider for coordination of Youth in Agriculture programme	1x Youth in Agriculture Mentorship programme coordinated	No Target	Municipal wide Makgoka M	450 000	Specification Advertisement , Appointment letter, SLA, Mentorship reports
LED &P-006-2024/25	Local Economic Development	Number of Municipal career expo coordinated	Coordination of Municipal Career Expo	New indicator	1x Municipal Career Expo and development conducted	Development of Concept document	Approved Specification and advertisement	Appointment of a service provider for coordination of Municipal Career expo	1x Municipal Career Expo coordinated	Municipal wide Makgoka M	300 000	Approved Concept document, SLA, Approved Specification,

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SPATIAL RATIONALE AND LOCAL ECONOMIC DEVELOPMENT												
Responsive, Accountable, Effective and Efficient Local Government System												
<ul style="list-style-type: none"> Implement a differentiated approach to municipal financing, Planning and support Improving access to basic services Implementation of the community works programme Actions supportive of human settlement outcome; 												
Key Organizational Strategic Objective												
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2024/25 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	Location of project / Responsibility	2024/25 Annual Budget R	Means of verification
LED &P-008-2024/25		Number of investor conferences coordinated	Coordination of investor conference	1x Investor conference coordinated	1x Investor conference coordinated	Approved specification and advertisement for coordination of Investor conference	Appointment of a Service Provider to coordinate Investor conference	1 investor conference coordinated	No Target	Municipal wide Makgoka M	1 100 000	appointment letter Career Expo report Approved Specification, Advert, Appointment letter, SLA, Close up report
LED &P-009-2024/25		Number of LED Strategies reviewed	Review of Municipal LED Strategy	New Indicator	1x LED strategy reviewed	Approved Specification and Advertisement	Appointment of A service provider for review of LED Strategy	1x LED Strategy reviewed	No Target	Municipal wide Makgoka M	1 100 000	Approved Specification, Advert, Appointment letter, Approved reviewed LED Strategy, SLA,

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2. Basic Services and Infrastructure Development

Key performance area (KPA) 2:		Basic service delivery										
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System										
Outputs:		Improving access to basic services										
Key Strategic Organizational objectives:		To provide sustainable basic services and infrastructure development										
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2024/25 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	Location of project / Responsibility	2024/25 Annual Budget R	Means of verification
TEC H-001-2024/25		Number of road kilometers upgraded from Gravel to Surface	Upgrading of 300 meter Mogwadi Internal Street from Gravel to Surface	2.8 km of Mogwadi Internal Street upgraded	300 meters of Mogwadi Internal Streets upgraded	300 meters of Earthworks and Layer works of Mogwadi Internal Street	300 meters of Mogwadi Internal Street surfaced	No target	No target	Ward 10 Phaahla K	3,326 182,03	Monthly Progress Reports and Completion certificate
TEC H-02-2024/25	Road and Storm water	Number of road kilometers upgraded from Gravel to Surface	Upgrading of Sekonye to Springs Internal Street from Gravel to Surface	New Indicator	6.1 KM designed and 1.1 kilometers km of Sekonye to Springs internal streets upgraded from gravel to surface	Approved Specification, Advertisement and appointment of Service Provider for design of 6.1 km of Sekonye to Springs Internal Street from Gravel to Surface	Approved Specification, Advertisement and appointment of Service Provider for upgrading of 1.1 km of Sekonye to Springs Internal Street from Gravel to Surface	1.1 km of Sekonye to Springs Internal Streets upgraded from Gravel to surfacing	No Target	Ward Phaahla K	10,000 000	Approved Specification, Advertisement, Appointment letter, SLA, Monthly Progress reports, Completion certificate

Basic service delivery												
Responsive, Accountable, Effective and Efficient Local Government System												
Outcome 9:												
Outputs:												
Key Strategic Organizational objectives:												
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2024/25 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	Location of project / Responsibility	2024/25 Annual Budget R	Means of verification
TEC H-003-2024/25	Road and Storm Water	Number graders procured	Procurement of graders	New Indicator	2x Graders Procured	Approved Specification and Advertisement of Procurement of 1x Grader	Appointment of a Service Provider and 1x Grader delivered	Approved Specification and Advertisement of Procurement of 1x Grader	Appointment of a Service Provider and 1x Grader delivered	Municipal Wide	12 000 000	Approved Specification, Appointment letter, SLA, Delivery Note
TEC H-004-2024/25	Electricity Services	Number of high mast lights procured and installed	Procurement and Installation of High mast Lights	New Indicator	Procurement, Delivery and installation of 3 high mast lights	Approved Specification and tender advert	Appointment of Service Provider for supply and installation of 3 high mast lights	3 High mast lights installed	No Target	Wards: 2, 12 & 14 Mabetwa MJ	3 000 000	Approved Specification, Advert, Appointment letter, SLA, Monthly Progress reports Final completion certificate
TEC H-005-2024/25	Electricity Services	Number of households electrified	Electrification of households	New Indicator	50 households electrified in Koekoek village	Approved Specification and Tender Advert	Tender Award and signing contractual documents	50 households electrified at Koekoek	No Target	Ward 11 Mabetwa MJ	1 000 000	Tender advert Approved Specification, Appointment letter and signed SLA, Completion Certificates

Basic service delivery												
Responsive, Accountable, Effective and Efficient Local Government System												
Outcome 9:												
Outputs:												
Key Strategic Organizational objectives:												
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2024/25 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	Location of project / Responsibility	2024/25 Annual Budget R	Means of verification
TEC H-006-2024/25	Electricity Services	Number of households electrified	Electrification of households	New Indicator	130 households electrified in Diwaweng village	Approved Specification and Tender Advert	Tender Award and signing contractual documents	130 households electrified at Diwaweng	No target	Ward 04 Mabetwa MJ	680 000	Tender advert Approved Specification, Appointment letter and signed SLA, Completion Certificates
TEC H-007-2024/25	Electricity Services	Number of households electrified	Electrification of households	80 households electrified at Mamtshana	120 households electrified in Mamtshana village	Approved Specification and Tender Advert	Tender Award and signing contractual documents	120 households electrified in Mamtshana	Not Target	Ward 05 Mabetwa MJ	2 400 000	Tender advert Approved Specification, Appointment letter and signed SLA, Completion Certificates
TEC H-008-2024/25	Electricity Services	Number of households electrified	Electrification of households at Makgato village	New Indicator	90 households electrified in Makgato village	Approved Specification and Tender Advert	Tender Award and signing contractual documents	90 households electrified in Makgato	Not Target	Ward 05 Mabetwa MJ	1 800 000	Tender advert Approved Specification, Appointment letter and signed SLA, Completion Certificates

Basic service delivery												
Responsive, Accountable, Effective and Efficient Local Government System												
Outputs:												
Key Strategic Organizational objectives:												
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2024/25 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	Location of project / Responsibility	2024/25 Annual Budget R	Means of verification
TEC H-009-2024/25	Electricity Services	Number of households electrified	Electrification of households at Mohodi Newsstand D village	New Indicator	200 households electrified at Mohodi Newsstand D village	Approved Specification and Tender Advert	Tender Award and signing contractual documents	200 households electrified in Mohodi Newsstand D village	No Target	Ward 13 Mabetwa MJ	4 000 000	Tender advert Approved Specification, Appointment letter and signed SLA, Completion Certificates
TEC H-010-2024/25	Electricity Services	Number of households electrified	Electrification of household at Mokgehle village	New Indicator	80 households electrified at Mokgehle village	Approved Specification and Tender Advert	Tender Award and signing contractual documents	80 households electrified in Mokgehle village	No Target	Ward 14 Mabetwa MJ	1 600 000	Tender advert Approved Specification, Appointment letter and signed SLA, Completion Certificates
TEC H-011-2024/25	Electricity Services	Number of households electrified	Electrification of households at Mashaa Village	New Indicator	90 households electrified at Mashaa village	Approved Specification and Tender Advert	Tender Award and signing contractual documents	90 households electrified in Mashaa village	No Target	Ward 3 & 4 Mabetwa MJ	1 800 000	Tender advert Approved Specification, Appointment letter and signed SLA, Approved designs

Basic service delivery												
Responsive, Accountable, Effective and Efficient Local Government System												
Improving access to basic services												
To provide sustainable basic services and infrastructure development												
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2024/25 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	Location of project / Responsibility	2024/25 Annual Budget R	Means of verification
TEC H-012-2024/25	Electricity Services	Number of households electrified	Electrification of households at Sekhwama Village	80 Households electrified at Sekhwama	100 households electrified at Sekhwama village	Approved Specification and Tender Advert	Tender Award and signing contractual documents	Approved designs for electrification of 100 households at Sekhwama village	No Target	Ward 09 Mabetwa MJ	2 000 000	Tender advert Approved Specification, Appointment letter and signed SLA, Approved designs
TEC H-013-2024/25	Electricity Services	Number of households electrified	Electrification of households at Ramatjowe Village	New Indicator	95 households electrified at Ramatjowe village	Approved Specification and Tender Advert	Tender Award and signing contractual documents	Approved designs for electrification of 95 households at Ramatjowe village	No Target	Ward 07 Mabetwa MJ	1 900 000	Tender advert Approved Specification, Appointment letter and signed SLA, Approved designs
TEC H-014-2024/25	Electricity Services	Number of households electrified	Electrification of households at Mangata Village (phase 2)	120 households electrified at Mangata	135 households electrified at Mangata village (phase 2)	Approved Specification and Tender Advert	Tender Award and signing contractual documents	Approved designs for electrification of 135 households at Mangata village (Phase 2)	No Target	Ward 08 Mabetwa MJ	2 648 000	Tender advert Approved Specification, Appointment letter and signed SLA, Approved designs

Basic service delivery												
Responsive, Accountable, Effective and Efficient Local Government System												
• Improving access to basic services												
To provide sustainable basic services and infrastructure development												
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2024/25 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	Location of project / Responsibility	2024/25 Annual Budget R	Means of verification
TEC H-015-2024/25	Electricity Services	Number of Designs for Electrification project developed	Design of Electrification Project at Molotone Village	New Indicator	1 design of electrification for Molotone village	Approved Specification and Tender Advert for design of Electrification for Molotone village	Tender Award and signing contractual documents for design of electrification on for Molotone village	No Target	No Target	Ward 03 Mabetwa MJ	58 000	Tender advert Approved Specification, Appointment letter and signed SLA, Approved designs
TEC H-016-2024/25	Electricity Services	Number of Designs for Electrification project developed	Design of Electrification Project at Letheba Village	New Indicator	1 design of electrification for Letheba village	Approved Specification and Tender Advert for design of Electrification Letheba village	Tender Award and signing contractual documents for design of electrification on for Letheba village	No Target	No Target	Ward 08 Mabetwa MJ	73 000	Tender advert Approved Specification, Appointment letter and signed SLA, Approved designs

Key performance area (KPA) 2: Basic service delivery												
Outcome 9: Responsive, Accountable, Effective and Efficient Local Government System												
Outputs:												
• Improving access to basic services												
To provide sustainable basic services and infrastructure development												
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2024/25 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	Location of project / Responsibility	2024/25 Annual Budget R	Means of verification
TEC H-017-2024/25	Electricity Services	Number of Designs for Electrification project developed	Design of Electrification Project at Boulast Village	New Indicator	1 design of electrification for Boulast village	Approved Specification and Tender Advert for design of Electrification Boulast village	Tender Award and signing contractual documents for design of electrification on for Boulast village	No Target	No Target	Ward 14 Mabetwa MJ	51 000	Tender advert Approved Specification, Appointment letter and signed SLA, Approved designs
TEC H-018-2024/25		Number of Advance Metering Infrastructure (AMI) systems procured and installed	Procurement and installation of AMI systems	New Indicator	1x AMI System Procured	No Target	Approved Specification and Tender Advert for procurement and installation of AMI	Tender Award and signing of Contractual documents for procurement and installation of AMI	No Target	No Target	Ward 1 & 10 Mabetwa MJ	573 000

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Key performance area (KPA) 2: Basic service delivery												
Outcome 9: Responsive, Accountable, Efficient and Efficient Local Government System												
Outputs:												
• Improving access to basic services												
To provide sustainable basic services and infrastructure development												
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2024/25 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	Location of project / Responsibility	2024/25 Annual Budget R	Means of verification
TEC H-019-2024/25		Number of check meter and CTVT	Procurement and installation of check meter and CTVT	New Indicator	1xcheck meter and 1x CTVT Procured and Installed	Approved Specification and Tender Advert for procurement of check meter and CTVT	Tender Award and signing of Contractual documents for procureme nt check meter and CTVT	1xcheck meter and 1x CTVT Procured and Installed	No Target	Ward 10	R1 000 000	Approved Specification, Tender advert, SLA, Final Completion certificate
TEC H-020-2024/25	Environmental management	Number of compliant Landfill sites constructed	Construction of compliant Ramokgopa Landfill site Phase 1	New Indicator	Construction of Access Control facilities, Weigh bridge, Access roads, Storm water, Water and Electrical Services, Recycling Area and other related infrastructure	Approved Specification and Tender Advert for construction of compliant Ramokgopa Landfill site phase 1	Tender Award and signing of contractual documents for construction of Ramokgopa Landfill site	1 compliant Ramokgopa Landfill site constructed	No Target	Ward 03	25 452 817.97	Approved Specification, tender advert, appointment letter, monthly progress reports, SLA, Final completion certificate

Key performance area (KPA) 2:		Basic service delivery										
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System										
Outputs:		<ul style="list-style-type: none"> Improving access to basic services 										
Key Strategic Organizational objectives:		To promote social cohesion										
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2024/25 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	Location of project / Responsibility	2024/25 Annual Budget R	Means of verification
COMM-002-2024/2025	Maintenance of public Amenities	Number of tennis courts renovated	Renovation of Morebeng tennis court	New indicator	1x tennis court renovated in Morebeng	No target	Advertisement & Appointment of service provider for renovation of Morebeng tennis court	1x Tennis court renovated in Morebeng	No target	CH Seanego Ward 10	200 000	Advertisement, Purchase Order, Completion Report
COMM-003-2024/2025		Number of Towns beautified	Beautification of Towns	New Indicator	1x Town beautified	No Target	Advertisement and Appointment of service provider	1x Town beautified	No Target	Ward 10 CH Seanego	200,000.	Advertisement, Purchase Order, Completion Report
COMM-004-2024/2025	Traffic & Law Enforcement	Number of Traffic fines Management systems procured	Traffic Fines Management system	New Indicator	1x Traffic Management system procured	Approved Specification and Advertisement	Appointment of a service provider and contractual agreements	1x Traffic Management system procured	No Target	Municipal wide Mokumo CM	5 000 000	Approved Specification, SLA, Appointment letter, delivery note,

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3. Financial Viability

Municipal Financial Viability and Management												
Responsive, Accountable, Effective and Efficient Local Government System												
• Responsive, Accountable, Effective and Efficient Local Government System												
To Ensure Sound And Stable Financial Management												
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2024/25 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	Location of project / Responsibility	2024/25 Annual Budget R	Means of verification
BNT-001-2024/25	SCM	Number of Asset Verification systems procured and Installed	Procurement and Installation of the Asset Verification System	New Indicator	1 Asset Verification System procured and Installed	Approved Specification and advertisement	Appointment of a service provider and 1x Asset verification system procured and installed	No Target	No target	Municipal Wide	800 000	Approved Specification, Advert, Appointment letter, Installation Certificate
BNT-002-2024/25	Budget & Reporting	Number of Annual Financial Statements (AFS) compiled	Compilation of Annual Financial Statements	1x 2022/2023 Annual Financial Statements compiled	1x 2023/2024 Annual Financial Statements compiled	Approved Specification, Advert, Appointment letter, 1x 2023/24 AFS compiled	No Target	No Target	No Target	Municipal Wide	1 200 000	Signed 2019/20 Annual Financial Statements, Acknowledged letter

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4. Good governance and Public participation

GOOD GOVERNANCE & PUBLIC PARTICIPATION												
Key Performance Area (KPA) 5:												
Outcome 9:												
Outputs :												
Key Strategic Organizational Objectives												
To ensure that institutional arrangements are transparent efficient and effective To ensure that good governance and public participation is sustained and enhances transparency and accountability.												
No.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2024/25 Annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	Location of project / Responsibility	2024/25 Annual Budget R	Means of verification
MM-001-2024/25	Community	Percentage of Events Management equipment procured	Procurement of Events Management Equipment	100% of Events Management Equipment procured	100% of Events Management Equipment procured	No target	100% of Events Management Equipment procured	No target	No target	Municipal wide	200 000	Advert, Order, Delivery Note
MM-002-2024/25	Special focus	Number of youth support programmes coordinated	Coordination of Youth Support Programmes	2 Youth programmes coordinated	2 Youth Support programmes coordinated	No Target	1 Youth Support programmes coordinated	No Target	1 Youth Support programmes coordinated	Municipal Wide	209,800.00	Attendance register, Invitation Report Concept document
MM-003-2024/25	Special focus	Number of women and children programmes coordinated.	Coordination of Women and Children programmes	3 women and children programmes coordinated	3 women and children programmes coordinated	1 Women's day celebration coordinated	1 16 Days of Activism for No Violence Against Women and Children coordinated	No target	1 Women & children Support programme coordinated	Municipal Wide	339,876.00	Attendance register, Invitation Report Concept document
MM-004-2024/25	Special focus	Number of disability programmes coordinated	Coordination of Disability programmes	3 disability programmes coordinated	3 disability programmes coordinated	1 disability programme coordinated	1 disability programme coordinated	1 disability programme coordinated	No Target	Municipality Moleya MJ	114,550.80	Attendance register, Invitation, Report Concept document
MM-005-2024/25	Special focus	Number of older persons	Coordination of Older	3 older persons programme	3 older persons programmes coordinated	1 older persons	1 older persons	No Target	1 older persons	Municipality Moleya MJ	97,557.00	Attendance register, Invitation

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No.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2024/25 Annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	Location of project / Responsibility	2024/25 Annual Budget R	Means of verification
		programmes coordinated	persons Support programmes	s coordinated		programme coordinated	programme coordinated		programme coordinated			Report Concept document
MM-006-2024/25	Special focus	Number of Local AIDs Council meetings coordinated	Coordination of Local AIDs Council meetings	04 Local AIDs Council meetings coordinated	4 Local AIDs Council meetings coordinated	1 Local AIDs Council meeting coordinated	1 Local AIDs Council meeting coordinated	1 Local AIDs Council meeting coordinated	1 Local AIDs Council meeting coordinated	Municipality Moleya MJ	402,700.61	Attendance register, Minutes
MMOP-001-2024/25	Internal Audit	Percentage of internal audit queries addressed	Implementation of Internal Audit action plan	83% Internal Audit Queries addressed	100% Internal Audit Queries addressed	100% Internal Audit Queries addressed	100% Internal Audit Queries addressed	100% Internal Audit Queries addressed	100% Internal Audit Queries addressed	Municipal Wide Modisha N.J	Opex	Updated Internal Audit action plan
MMOP-002-2024/25	AG Action Plan	Percentage of AG Action Plan implemented	Implementation of AG Action Plan	100% AG Action implemented	100% AG Action plan implemented	100% AG Action plan implemented	100% AG Action plan implemented	100% AG Action plan implemented	100% AG Action plan implemented	Municipal Wide Modisha N.J	Opex	Updated AG Audit action plan
MMOP-003-2024/25	Risk Management	Percentage of risk register implemented	Implementation of Risk register	100% Risk Register implemented	100% Risk Register implemented	100% Risk Register implemented	100% Risk Register implemented	100% Risk Register implemented	100% Risk Register implemented	Municipal Wide Modisha N.J	Opex	Updated Strategic risk register

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No.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2024/25 Annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	Location of project / Responsibility	2024/25 Annual Budget	Means of verification
MMOP-004-2024/25	Council Resolutions	Percentage of Council resolutions implemented	Implementation of Council resolutions	100% of Council resolutions implemented	100% of Council resolutions implemented	100% of Council resolutions implemented	100% of Council resolutions implemented	100% of Council resolutions implemented	100% of Council resolutions implemented	Municipal Wide Modisha N.J	Opex	Updated Council resolution register
MMOP-005-2024/25	Audit Committee Resolutions	Percentage of Audit Committee resolutions implemented	Implementation of Audit Committee resolutions	57% of Audit Committee resolutions implemented	100% of Audit Committee resolutions implemented	100% of Audit Committee resolutions implemented	100% of Audit Committee resolutions implemented	100% of Audit Committee resolutions implemented	100% of Audit Committee resolutions implemented	Municipal Wide Modisha N.J	Opex	Updated Audit Committee resolution register
MMOP-006-2024/25	PMS	Number of Mid-year SDBIP reports compiled and submitted to Council	Compilation of 2024/25 Mid-year SDBIP reports	1x 2023/2024 Mid-year SDBIP report compiled and submitted to Council	x1 2024/25 Mid-year SDBIP report compiled and submitted to Council	No target	No Target	1x 2024/25 Mid-year SDBIP report compiled and submitted to Council	No target	Municipal Wide Mogakane KM	Opex	Mid-Year SDBIP Report Council Resolution
MMOP-007-2024/25		Number of Annual Performance reports (APR)	Compilation of 2024/25 APR	1x 2023/24 APR compiled and approved	1x 2024/25 APR compiled and approved	1 2024/25-APR compiled and approved	No Target	No Target	No target	Municipal Wide Mogakane KM	Opex	Annual Performance Report

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No.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2024/25 Annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	Location of project / Responsibility	2024/25 Annual Budget R	Means of verification
MMOP-008-2024/25	MS	Number of departmental Sdbip compiled 1	Compilation of departmental SDBIP	1 2023/2024 departmental Sdbip compiled	1 2025/2026 departmental Sdbip compiled and submitted for approval by the Municipal Manager	No Target	No Target	No Target	1 2025/2026 departmental Sdbip compiled and submitted for approval by the Municipal Manager	Municipal Wide Mogakane KM	Opex	Approved departmental SDBIP
MMOP-009-2024/25	MS	Number of draft organizational SDBIPs compiled and submitted to Council	Compilation and submission of draft Organizational SDBIP to Council	1 draft Organizational SDBIP compiled and submitted to Council	Compilation and Submission of draft Organizational SDBIP to Council	No Target	No Target	1 2025/26 draft organizational SDBIP compiled and submitted to Council	No Target	Municipal Wide Mogakane KM	Opex	Approved draft Organizational SDBIP Council resolution
MMOP-010-2024/25	MS	Number of final Organizational SDBIPs compiled and submitted to Council	Compilation and submission of final Organizational SDBIP	1x 2024/25 Annual SDBIP compiled and submitted to Council	1x 2025/26 final Organizational SDBIP compiled and submitted to Council	No Target	No Target	No Target	1 2025/26 Organizational SDBIP compiled and submitted to Council	Municipal Wide Mogakane KM	Opex	Final approved Organizational SDBIP Council Resolution

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No.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2024/25 Annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	Location of project / Responsibility	2024/25 Annual Budget R	Means of verification
MMOP-011-2024/25	PMS	Number of Quarterly Organizational SDBIP reports compiled and submitted to Council	Completion and submission of Organizational SDBIP quarterly reports to Council	4 Quarterly Organizational SDBIP reports compiled and submitted to Council	4 Quarterly Organizational SDBIP reports compiled and submitted to Council	1 Quarterly Organizational SDBIP report compiled and submitted to Council	1 Quarterly Organizational SDBIP report compiled and submitted to Council	1 Quarterly Organizational SDBIP report compiled and submitted to Council	1 Quarterly Organizational SDBIP report compiled and submitted to Council	Municipal Wide Mogakane KM	Opex	Quarterly Organizational SDBIP Reports Council Resolution
MMOP-012-2024/25	PMS	Number of quarterly departmental SDBIP reports compiled and submitted to Municipal Manager	Completion and submission of quarterly departmental SDBIP reports to Municipal Manager	4 quarterly departmental SDBIP reports compiled and submitted to Municipal Manager	4 quarterly departmental SDBIP reports compiled and submitted to Municipal Manager	1 quarterly departmental SDBIP report compiled and submitted to Municipal Manager	1 quarterly departmental SDBIP report compiled and submitted to Municipal Manager	1 quarterly departmental SDBIP report compiled and submitted to Municipal Manager	1 quarterly departmental SDBIP report compiled and submitted to Municipal Manager	Municipal Wide Mogakane KM	Opex	Approved Quarterly departmental Sdbip reports
MMOP-013-2024/25	PMS	Number of circular 88 reports compiled and submitted to COGHSTA	Completion and Submission of Circular 88	New Indicator	4 quarterly Circular 88 reports compiled and submitted to COGHSTA	1 quarterly Circular 88 report compiled and submitted to COGHSTA	1 quarterly Circular 88 report compiled and submitted to COGHSTA	1 quarterly Circular 88 report compiled and submitted to COGHSTA	1 quarterly Circular 88 report compiled and submitted to COGHSTA	Municipal Wide Mogakane KM	Opex	Approved quarter circular 88 reports
MMOP-014-2024/25	PMS	Number of Annual SDBIP	Review of 2024/25 SDBIPs	2x Organizational and	2x 2024/25 Organizational and	No Target	No Target	2x 2024/25 Organizational and	No target	Municipal Wide	Opex	Approved reviewed Organizational

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No.	Prior ity area (IDP)	Key performan ce indicator	Project Name	Baseline	2024/25 Annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	Location of project / Responsibility	2024/25 Annual Budget R	Means of verification
MMOP-015-2024/25		reviews coordinated		Departmental SDBIPs reviewed	Departmental SDBIPs reviewed	No Target	1 2023/2024 Annual Assessments facilitated	Departmental SDBIPs reviewed	No Target	Mogakane KM		and Departmental SDBIPs Council Resolution
MMOP-016-2024/25		Number of Senior Management performance assessments facilitated	Facilitation of Performance Assessment for Senior Management	02 Senior Management Performance Assessments facilitated	2 Senior Management Performance assessments facilitated	No Target	1 2023/2024 Annual Assessments facilitated	1 2023/24 Mid-year assessments facilitated	No Target	Municipal Wide Mogakane KM	Opex	Minutes, Signed Assessment report
MMOP-016-2024/25		Number of assessments facilitated for Municipal Employees below section 56	Facilitation of Assessments for Municipal Employees below Section 56	2 assessments for Municipal Employees below section 56	2 assessments facilitated for Municipal employees below s56	No target	1 2023/2024 Annual Assessments facilitated	1 2024/2025 Mid-year assessments facilitated	No target	Municipal Wide Mogakane KM	Opex	Assessment report
MMOP-017-2024/25		Number of Annual Reports (AR) compiled	Compilation of Annual report	2023/24 AR approved	1 2023/23 Annual Report compiled	No target	No target	2023/24 Annual Report compiled and approved	No target	Municipal Wide Modisha NJ	Opex	Approved Annual Report Council resolution

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No.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2024/25 Annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	Location of Project / Responsibility	2024/25 Annual Budget R	Means of verification
MMOP-018-2024/25		Number of Back to Basics reports compiled	Compilation of Back to Basics report	4 Back to Basics reported compiled	4 Back to Basics reported compiled	1 Back to Basics reported compiled	1 Back to Basics reported compiled	1 Back to Basics reported compiled	1 Back to Basics reported compiled	Municipal Wide Mogakane KM	Opex	Approved Back to Basics report
MMOP-019-2024/25	MS	Number of Circular 88 reports compiled and submitted to COGHSTA	Compilation and submission of quarterly Circular 88 reports	New Indicator	4x Circular 88 reports compiled and submitted to COGHSTA	1x Circular 88 reports compiled and submitted to COGHSTA	1x Circular 88 reports compiled and submitted to COGHSTA	1x Circular 88 reports compiled and submitted to COGHSTA	1x Circular 88 reports compiled and submitted to COGHSTA	Municipal wide	Municipal Wide Mogakane KM	Approved circular 88 report.
MMOP-020-2024/25		Percentage of instituted cases defended	Litigation management	100% of instituted cases defended	100% of instituted cases defended	100% of instituted cases defended	100% of instituted cases defended	100% of instituted cases defended	100% of instituted cases defended	Municipal Wide Moleele J	Opex	Litigations register
MMOP-021-2024/25	Legal Services	Percentage of requested legal advices provided	Provision of sound Legal Advisory Services	100% of requested legal advices provided	100% of requested legal advices provided	100% of requested legal advices provided	100% of requested legal advices provided	100% of requested legal advices provided	100% of requested legal advices provided	Municipal Wide Moleele J	Opex	Approved SLAs, Legal Advice register
MMOP-022-2024/25		Percentage of Municipal by-laws reviewed	Review of Municipal by-laws	100% of Municipal by-laws reviewed	100% of Municipal by-laws reviewed	100% of Municipal by-laws reviewed	100% of Municipal by-laws reviewed	100% of Municipal by-laws reviewed	100% of Municipal by-laws reviewed	Municipal Wide Moleele J	Opex	Reviewed By-laws Updated By-laws register

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No.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2024/25 Annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	Location of project / Responsibility	2024/25 Annual Budget R	Means of verification
MMOP-023-2024/25		Number of Contingent Liability reports updated	Updating of contingent liability report	4 Contingent Liability reports updated	4 Contingent Liability report updated	1 Contingent Liability report updated	1 Contingent Liability report updated	1 Contingent Liability report updated	1 Contingent Liability report updated	Municipal Wide Moleele J	Opex	Updated Quarterly Contingent Liability report
MMOP-024-2024/25		Number of contingent Asset reports updated	Updating of Contingent Asset report	4 contingent Asset reports updated	4 contingent Asset reports updated	1 contingent Asset report updated	1 contingent Asset report updated	1 contingent Asset report updated	1 contingent Asset report updated	Municipal Wide Moleele J	Opex	Updated Quarterly Contingent Assets report
MMOP-025-2024/25		Number of contract registers updated	Updating of contract register	4 contract registers updated	4 contract registers updated	1 contract register updated	1 contract register updated	1 contract register updated	1 contract register updated	Municipal Wide Moleele J	Opex	Updated Quarterly Contract register
MMOP-026-2024/25		Percentage of consultations on municipal cases attended	Consultations on Municipal cases	100% consultations on municipal cases attended	100% consultations on municipal cases attended	100% consultations on municipal cases attended	100% consultations on municipal cases attended	100% consultations on municipal cases attended	100% consultations on municipal cases attended	Municipal Wide Moleele J	Opex	Legal Consultation report
MMOP-027-2024/25	Internal Audit	Number of Audit Steering Committee meetings coordinated	Coordination of Audit Steering Committee meetings	7 Audit Steering Committee meetings coordinated	5 Audit Steering Committee meetings coordinated	1 Audit Steering Committee meeting coordinated	2 Audit Steering Committee meeting coordinated	1 Audit Steering Committee meeting coordinated	1 Audit Steering Committee meeting coordinated	Municipal Wide Chief Audit Executive	Opex	Agenda and Minutes

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No.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2024/25 Annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	Location of project / Responsibility	2024/25 Annual Budget R	Means of verification
MMOP-028-2024/25		Number of Performance Audit Reports submitted to Council	Performance Audits	8 Performance Audit Reports submitted to Council	4 Performance Audit Reports submitted to Council	1 Performance Audit Report submitted to Council	1 Performance Audit Report submitted to Council	1 Performance Audit Report submitted to Council	1 Performance Audit Report submitted to Council	Municipal Wide Chief Executive	Opex	Performance Audit report
MMOP-029-2024/25		Number of Audit Committee meetings coordinated	Audit Committee meetings	10 Audit Committee meetings coordinated	6 Audit Committee meetings coordinated	2 Audit Committee meeting coordinated	2 Audit Committee meeting coordinated	1 Audit Committee meeting coordinated	1 Audit Committee meeting coordinated	Municipal Wide Chief Executive	Opex	Agenda and Minutes,
MMOP-030-2024/25	Internal Audit	Percentage of Special Audit committee meetings coordinated	Coordination of Special Audit Committee meetings	New Indicator	100% of Special Audit meetings coordinated	100% of Special Audit meetings coordinated	100% of Special Audit meetings coordinated	100% of Special Audit meetings coordinated	100% of Special Audit meetings coordinated	Municipal Wide CAE	Opex	Agenda and Minutes,
MMOP-031-2024/25		Percentage of performance assessment for employees below section 54/56 managers reviewed	Review of the performance assessments for employees below section 54/56 managers	New indicator	100% review of performance assessments for employees below section 54/56 managers	No target	No target	100% review of performance assessments for employees below section 54/56 managers	No target	Municipal Wide CAE	Opex	Performance assessment report

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No.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2024/25 Annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	Location of project / Responsibility	2024/25 Annual Budget R	Means of verification
MMOP-032-2024/25	Internal Audit	Number of internal audit reports compiled	Compilation of Internal audit reports	5 internal audit reports compiled	8 internal audit reports compiled	1 internal audit report compiled	2 internal audit report compiled	3 internal audit reports compiled	2 internal audit reports compiled	Municipal Wide Chief Executive	Opex	Approved internal audit reports
MMOP-033-2024/25		Number of Risk-based audit plans compiled	Compilation of Risk-based audit plan	1 Risk-based audit plans compiled	1 Risk-based audit plan compiled	No Target	No Target	No Target	1 Risk-based audit plan compiled	Municipal Wide Chief Executive	Opex	Approved Risk based plans. AC Minutes
MMOP-034-2024/25		Number of Annual Reports reviewed	Review of the 2023/24 Annual Report	1 2022/2023 Annual Report reviewed	1 2023/2024 Annual Report reviewed	No Target	No Target	No Target	1 Annual Report reviewed	No target	Municipal Wide Chief Executive	Opex
MMOP-035-2024/25		Number of Annual Performance Reports reviewed	Review of the 2022/23 Annual Performance Report	1 Annual Performance Report reviewed	1 Annual Performance Report reviewed	1 Annual Performance Report reviewed	No Target	No Target	No Target	Municipal Wide Chief Executive	Opex	2022/23 Assessment report for Annual performance report

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No.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2024/25 Annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	Location of project / Responsibility	2024/25 Annual Budget R	Means of verification
MMOP-036-2024/25	Internal Audit	Number of Annual Financial Statement (AFS) reviewed	Review of the 2023/24 AFS	1 2023/2024 Annual Financial Statements (AFS) reviewed	1 2023/2024 Annual Financial Statements (AFS) reviewed	1 Annual Financial Statements (AFS) reviewed	No Target	No Target	No Target	Municipal Wide Chief Executive	Opex	2023/24 Assessment report for Annual financial statement
MMOP-037-2024/25		Number of Audit Action Plans developed	Development of Audit action plans on issues raised by Internal Audit and Auditor General	2 Audit Action Plans developed	2 Audit Action Plans developed	No Target	2 Audit Action Plans developed	Not target	No Target	Municipal Wide Chief Executive	Opex	2023/24 external audit action plan. 2024/25 internal audit action plan.
MMOP-038-2024/25	Risk Management	Number of strategic risk assessments conducted	2025/2026 Strategic Risk Assessment	1 2024/2025 strategic risk assessment conducted	1 2025/2026 strategic risk assessment conducted	No Target	No Target	No Target	1 2025/2026 strategic risk assessment conducted	Municipal Wide Mashatola D	Opex	Approved Strategic Risk Register 2023/2024
MMOP-039-2024/25		Number of Compliance Registers compiled	Compilation of compliance registers	4 compliance registers compiled	4 compliance registers compiled	1 compliance register compiled	1 compliance register compiled	1 compliance register compiled	1 compliance register compiled	1 compliance register compiled	Municipal Wide Mashatola D	Opex

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No.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2024/25 Annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	Location of project / Responsibility	2024/25 Annual Budget	Means of verification
MMOP-040-2024/25		Percentage of declared Gifts recorded	Recording of Declared Gifts by Employees	100% of declared Gifts recorded	100% of declared Gifts recorded	100% of declared Gifts recorded	100% of declared Gifts recorded	100% of declared Gifts recorded	100% of declared Gifts recorded	Municipal Wide Mashatola D	Opex	Updated Gift Register
MMOP-041-2024/25		Number of Councilors' whose properties and assets Valuated for insurance coverage	Valuation of Councilors Properties and Assets for insurance coverage	32 Councilors properties and assets Valuated for insurance coverage	32 Councilors properties and assets Valuated for insurance coverage	No Target	No Target	Advertisement and Appointment of Service Provider for Valuation of 32 Councilors' Properties and assets	32 Councilors' properties and assets Valuated for insurance coverage	Municipal Wide Mashatola D	Opex	Advert, Order, Property Valuation Report
MMOP-042-2024/25		Number of Operational Risk Assessments conducted	Conduct Operational risk assessment	1 Operational risk assessment conducted 2023/24	1 Operational risk assessment conducted 2024/2025	1 Operational risk assessment conducted 2024/2025	No Target	No Target	No target	Municipal Wide Manamela MJ	Opex	Approved Operational Risk Register
MMOP-043-2024/25		Percentage of employees who signed Declaration of Interest forms	Signing of Declaration of Interest forms	100% of employees who signed Declaration of Interest	100% of employees who signed Declaration of Interest	100% of employees who signed Declaration of Interest	100% of employees who signed Declaration of Interest	100% of employees who signed Declaration of Interest	100% of employees who signed Declaration of Interest	Municipal Wide Manamela MJ	Opex	Signed declaration of interest forms

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No.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2024/25 Annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	Location of project / Responsibility	2024/25 Annual Budget R	Means of verification
MMOP-044-2024/25		Percentage of Insurance claims processed	Processing of Insurance claims	100% of insurance claims processed	100% of insurance claims processed	100% of insurance claims processed	100% of insurance claims processed	100% of insurance claims processed	100% of insurance claims processed	Municipal Wide MJ Manamela	Opex	Signed Insurance Claims register, Approved claim forms
MMOP-045-2024/25		Number of Fraud Awareness Campaigns conducted	Coordination of Fraud Awareness Campaigns	New Indicator	1 Fraud Awareness Campaigns conducted	No Target	No Target	No target	1 Fraud Awareness Campaign conducted	Municipal Wide MJ Manamela	Opex	Attendance registers, Invitations
MMOP-046-2024/25		Number of Security assessments conducted in all Municipal Buildings	Conducting of Security Assessments in all Municipal Buildings	4 Security assessments conducted in all municipal buildings	4 Security assessments conducted in all Municipal buildings	1 Security Assessments conducted in all Municipal buildings	1 Security Assessments conducted in all Municipal buildings	1 Security Assessments conducted in all Municipal buildings	1 Security Assessments conducted in all Municipal buildings	Municipal Wide MJ Manamela	Opex	Approved Security Assessment reports
MMOP-047-2024/25		Percentage of meetings coordinated for Financial Misconduct Board	Coordination of Financial Misconduct Board meetings as and when required	100% Financial Misconduct meetings coordinated as and when required	100% Financial Misconduct meetings coordinated as and when required	100% Financial Misconduct meetings coordinated as and when required	100% Financial Misconduct meetings coordinated as and when required	100% Financial Misconduct meetings coordinated as and when required	100% Financial Misconduct meetings coordinated as and when required	Municipal Wide Mashatola D	Opex	Minutes, Attendance register

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To ensure that institutional arrangements are transparent efficient and effective												
To ensure that good governance and public participation is sustained and enhances transparency and accountability.												
No.	Prior ity area (IDP)	Key performan ce indicator	Project Name	Baseline	2024/25 Annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	Location of project / Responsibility	2024/25 Annual Budget	Means of verification
MMOP-048-2024/25	Municipal Outreach	Number of Mayoral outreach programmes coordinated	Coordination of Mayoral Outreach programmes	2 Mayoral Outreach programmes coordinated	2 Mayoral Outreach programmes coordinated	No Target	1 Mayoral Outreach programme coordinated	No target	1 Mayoral Outreach programme coordinated	Municipal Wide Modisha NJ	Opex	Mayoral Report
MMOP-049-2024/25	Management meetings	Number of Senior Management meetings coordinated	Coordination of Senior Management Committee meetings	08 Senior Management committee meetings coordinated	08 Senior Management committee meetings coordinated	2 Senior Management committee meetings coordinated	2 Senior Management committee meetings coordinated	2 Senior Management committee meetings coordinated	2 Senior Management committee meetings coordinated	Municipal Wide Modisha NJ	Opex	Minutes Attendance register
MMOP-050-2024/25	Management meetings	Number of Extended Management Committee meetings	Coordination of Extended Management Committee meetings	08 Extended Management committee meetings coordinated	08 Extended Management committee meetings coordinated	2 Extended Management committee meetings coordinated	2 Extended Management committee meetings coordinated	2 Extended Management committee meetings coordinated	2 Extended Management committee meetings coordinated	Municipal Wide Modisha NJ	Opex	Minutes Attendance register
MMOP-051-2024/25	Policy Reviews	Number of policy reviews coordinated	Coordination of Policy Reviews	02 policy reviews coordinated	2 policy reviews coordinated	No target	No target	1 policy review coordinated	1 policy review coordinated	Municipal Wide Modisha NJ	Opex	Council Resolution

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GOOD GOVERNANCE & PUBLIC PARTICIPATION													
Responsive, Accountable, Effective and Efficient Local Government System													
Outputs :													
<ul style="list-style-type: none"> • Deepen democracy through a refined ward committee model • Administrative and financial capability 													
Key Strategic Organizational Objectives													
To ensure that institutional arrangements are transparent efficient and effective													
To ensure that good governance and public participation is sustained and enhances transparency and accountability.													
No.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2024/25 Annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	Location of Project / Responsibility	2024/25 Annual Budget R	Means of verification	
MMOP-052-2024/25	Special focus	Number of Ward Aids Council meetings Coordinated	Coordination of Ward Aids Council meetings	4 Ward Aids Council meetings coordinated	4 Ward Aids Council meetings coordinated	1 Ward Aids Council meeting coordinated	1 Ward Aids Council meeting coordinated	1 Ward Aids Council meeting coordinated	1 Ward Aids Council meeting coordinated	Municipal Wide Moleya M	Opex	Attendance register, Minutes	
MMOP-053-2024/25		Number of Local Aids Council M & E meetings Coordinated	Coordination of Local Aids council M & E meetings	4 Local Aids Council M & E meetings Coordinated	4 Local Aids Council M & E meetings Coordinated	1 Local Aids Council M & E meeting Coordinated	1 Local Aids Council M & E meeting Coordinated	1 Local Aids Council M & E meeting Coordinated	1 Local Aids Council M & E meeting Coordinated	Municipal Wide Moleya M	Opex	Attendance Register, Minutes	
MMOP-054-2024/25	Communications	Percentage of documents updated on municipal website	Updating of Municipal Website	100% documents updated on municipal website	100% documents updated on municipal website	100% documents updated on municipal website	100% documents updated on municipal website	100% documents updated on municipal website	100% documents updated on municipal website	Municipal Wide Mashegoana M.	Opex	Signed Website register	
MMOP-055-2024/25		Percentage of media enquiries responded	Response to Media enquiries	100% media enquiries responded	100% media enquiries responded	100% media enquiries responded	100% media enquiries responded	100% media enquiries responded	100% media enquiries responded	100% media enquiries responded	Municipal Wide Mashegoana M	Opex	press releases
MMOP-056-2024/25		Percentage of municipal activities and notices publicized	Publication of Municipal Activities and Notices	100% municipal activities and notices publicized	100% municipal activities and notices publicized	100% municipal activities and notices publicized	100% municipal activities and notices publicized	100% municipal activities and notices publicized	100% municipal activities and notices publicized	100% municipal activities and notices publicized	Municipal Wide Mashegoana M.	R 200 000	Order, Copy of Advert/Notice

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GOOD GOVERNANCE & PUBLIC PARTICIPATION												
Outcome 9:												
Outputs :												
Key Strategic Organizational Objectives												
No.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2024/25 Annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	Location of project / Responsibility	2024/25 Annual Budget R	Means of verification
MMOP-057-2024/25	SND	Number of Performance assessments conducted	Assessment of employees	New indicator	2 Performance assessments conducted	No target	1x Annual Performance Assessment conducted	1x Midyear Performance Assessment conducted	No target	Municipal Wide Modisha NJ	Opex	Performance assessment reports, Individual Score sheet
MMOP-058-2024/25		100% of Employees assessments moderated	Moderation of employee assessment	New indicator	100% employees assessments moderated	No target	No Target	100% Annual Performance Assessment moderated	No Target	Municipal Wide Modisha NJ	Opex	Employee moderation report, Individual Score Sheet

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5. Municipal Transformation and Organizational Development

Municipal Transformation and Organizational Development												
Responsive, Accountable, Effective and Efficient Local Government System												
Outputs:												
• Administrative and financial capacity												
Provide an accountable and transparent municipality through sustained public participation, coordination of administration and council committees												
Ensure administrative support to municipal units through continuous institutional development and innovation												
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2024/25 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	Location of project / Responsibility	2024/25 Annual Budget R	Means of verification
COR P-001-2024/25	Administrative	Percentage of required office furniture items procured	Procurement of Office Furniture	100% furniture items procured	100% of required furniture items procured	100% of required furniture items procured	100% of required furniture items procured	No target	No Target	Municipal Wide Khoza K	400 000	Advertisement, Purchase Order, Delivery Note
COR P-002-2024/25	Administrative	Number of municipal buildings deployed with Security personnel	Provision of Security services	Provision of 24/7 security services in 18 municipal buildings	Provision of 24/7 security services in 23 municipal buildings	Provision of 24/7 security services in 23 municipal buildings	Provision of 24/7 security services in 23 municipal buildings	Provision of 24/7 security services in 23 municipal buildings	Provision of 24/7 security services in 23 municipal buildings	Municipal Wide Khoza K	9,429,616.45	Quarterly Security reports
COR P-003-2024/25	ICT	Percentage of required ICT equipment procured	Procurement of required ICT equipment	100% of required ICT equipment procured	100% of required ICT equipment procured	100% of required ICT equipment procured	100% of required ICT equipment procured	No Target	No Target	Municipal Wide Manyelo MF	1 000 000	Approved Specification, Advertisement, appointment letter, delivery notes

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Municipal Transformation and Organizational Development												
Responsive, Accountable, Effective and Efficient Local Government System												
• Administrative and financial capacity												
Provide an accountable and transparent municipality through sustained public participation, coordination of administration and council committees												
Ensure administrative support to municipal units through continuous institutional development and innovation												
Key Performance Area (KPA) 6:	Municipal Transformation and Organizational Development											
Outcome 9:	Responsive, Accountable, Effective and Efficient Local Government System											
Outputs:	• Administrative and financial capacity											
Key Strategic Organizational Objectives												
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2024/25 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	Location of project / Responsibility	2024/25 Annual Budget R	Means of verification
COR P-004-2024/2025	Human Resource Management	Number of Councillor Training Programmes coordinated	Training of Councillors	4x Councillor Training programmes coordinated	3 Councillor Training Programmes coordinated	No Target	3 Councillor Training Programmes coordinated	3 Councillor Training Programmes coordinated	No Target	Municipal Wide Mahlake MV	314,700.00	Training Report, Attendance Register
COR P-005-2024/2025	Human Resource Management	Number of Employee training programme coordinated	Training of Employees	3 Employees Training programmes coordinated	3 Employee Training programmes coordinated	3 Employee Training programmes coordinated	3 Employee Training programmes coordinated	Not Target	No Target	Municipal Wide Mahlake MV	314 700	Training Report, Attendance Register


MR. K. E. MAKGATHO
MUNICIPAL MANAGER


CLLR M. E. PAYA
MAYOR

01/07/2024
DATE

01/07/2024
DATE

PERSONAL DEVELOPMENT PLAN 2024/ 2025 (ANNEXURE B)

PERSONAL DEVELOPMENT PLAN


Name & Surname : Kgabo Emmanuel Makgatho

Job Title :Municipal Manager

Employee Number : 4990

SKILL / PERFORMANCE GAP	OUTCOME EXPECTED	SUGGESTED TRAINING / DEVELOPMENT ACTIVITY	SUGGESTED MODE OF DELIVERY (Lectures, Online, Distant Learning, Visual)	SUGGESTED TIMEFRAME	WORK OPPORTUNITY CREATED TO PRACTICE SKILL	SUPPORT PERSON

I agree with the objectives as set out in the above Performance and Development Plan and undertake to achieve the objectives as agreed on.

SIGNATURE : 

Name of Manager : Mr. K.E. Makgatho

Date : 01/07/2024

I undertake to support () with the achievement of the above Performance and Development Plan

SIGNATURE : 

Name of Reporting : Clir M.E. Paya

Date : 01/07/2024

CODE OF CONDUCT (ANNEXURE C)



Molemole Municipality

**CODE OF CONDUCT FOR
MOLEMOLE LOCAL
MUNICIPAL EMPLOYEES**

TABLE OF CONTENTS

1. Definitions.
2. General Conduct.
3. Commitment to serving the public.
4. Personal gains.
5. Disclosure of benefits.
6. Unauthorized disclosure of information.

7. Undue influence.
8. Rewards, gifts and favors.
9. Council property.
10. Payment arrears.
11. Participation in elections.
12. Sexual Harassment.
13. Reporting duty of staff members.
14. Breaches of Code.

1. Definitions

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

2. General Conduct

A staff member of Molemole Municipality must at all times-

- a. Loyally execute the lawful policies of the municipality
- b. Perform the functions of office in good faith, diligently, honestly and in a transparent manner;
- c. Act in such a way that the spirit, purpose and objects of section 50 of Municipal System Act of 2000 are promoted:
- d. Act in the best interest of the municipality and in such a way that the credibility and integrity of the municipality are not compromised;
- e. Act impartially and treat all people, including other employees, equally without favor or prejudice.

3. Commitment to serving the public

A staff member of Molemole Municipality is a public servant in a developmental local system and must accordingly –

- a. Implement the provisions of section 50(2) of Municipal System Act of 2000
- b. Foster a culture of commitment to serving the public and a collective sense of responsibility for performance in terms of standards and targets;
- c. Promote and seek to implement the basic values and principles of public administration described in section 195(1) of the Constitution;
- d. Obtain copies of or information about the municipality's IDP, and as far as possible within the ambit of the employee's job description, seek to implement the objectives set out in the IDP, and achieve the performance targets set for each performance indicator;
- e. Participate in the overall performance management system for the municipality, as well as the employee's individual performance appraisal and reward system, if such exists, in order to maximize the ability of the municipality as a whole to achieve its objectives and improve the quality of life of its residents.

4. Personal Gain

1) A staff member of Molemole Municipality may not -

- a. Use the position or privileges of an employee, or confidential information obtained as an employee, for private gain or to improperly benefit another person;

- b. Take a decision on behalf of Molemole Local Municipality concerning a matter in which that employee or that employee's spouse, partner or business associate, has a direct or indirect personal or private business interest.
- 2) Except with the prior consent of the council of the Municipality an employee of the Municipality shall not;
- a. be a party to or beneficiary under a contract for-
 - i. the provision of goods or services to Molemole Local Municipality; or
 - ii. the performance of any work for Molemole local Municipality otherwise than as an employee
 - b. obtain a financial interest in any business of Molemole Local Municipality;
 - c. Be engaged in any business, trade or profession other than the work of Molemole Local Municipality.

5. Disclosure of benefits

- 1) An employee of Molemole Local municipality who, or whose spouse, partner, business associate or close family member acquired or stands to acquire any direct benefit from a contract concluded with Molemole Local Municipality, must disclose in writing full particulars of the benefit to the council.
- 2) This item does not apply to a benefit which an employee, or a spouse, life partner, business associate or close family member, has or acquires in common with other residents of Molemole Local Municipality.

6. Unauthorized disclosure of information

- 1) An employee of Molemole Local Municipality shall not without permission disclose any privileged or confidential information obtain as an employee of the Municipality to an unauthorized person.
- 2) For the purpose of this item "privileged or confidential information" includes any information -
 - a. Determined by the council, any structure or functionary of the municipality to be privileged or confidential
 - b. Discussed in closed session by the council or a committee of the council
 - c. Disclosure of which would violate a person's right to privacy
 - d. Declared to be privileged, confidential or secret in terms of any law.
- 3) This item does not derogate from a person's right of access to Information in terms of national legislation.

7. Undue Influence

An employee of Molemole Local municipality may not -

- a. Unduly influence or attempt to influence the council of Molemole Local Municipality, or a structure or functionary of the council, or a Councillor, with a view to obtaining any appointment, promotion, privilege, advantage or benefit, or for a family member, friend or associate

- b. Mislead or attempt to mislead the council, or a structure or functionary of the council, in its consideration of any matter
- c. Be involved in a business venture with a councilor without the prior written consent of the council of Molemole Local municipality.

8. Rewards, gifts and favors

- 1) An employee of Molemole Local municipality may not request, solicit or accept any reward, gift or favor for-
 - a. Persuading the council of Molemole Local municipality, or any structure or functionary of the council, with regard to the exercise of any power or the performance of any duty;
 - b. Making a representation to the council, or any structure or functionary of council;
 - c. Disclosing any privileged or confidential information;
 - d. Doing or not doing anything within that employee's powers or duties.
- 2) An employee must without delay report to a superior official or to the speaker of the council any offer which, if accepted by the employee, would constitute a breach of sub item (1).

9. Council property

An employee of Molemole Local Municipality shall not use, take, acquire, or benefit from any property or asset owned, controlled or managed by the Municipality to which the employee has no right.

10. Payment of arrears

An employee of Molemole Local Municipality may not be in arrears to the Municipality for rates and service charges for a period longer than 3 months, and Molemole Local Municipality shall deduct outstanding amounts from an employee's salary after this period.

11. Participation in elections

An employee of Molemole Local Municipality shall not participate in an election of the council of Molemole Local Municipality other than in an official capacity or pursuant to any constitutional right.

12. Sexual Harassment


An employee of Molemole Local Municipality may not embark on any action amounting to sexual harassment.

13. Reporting duty of employees

Whenever an employee of Molemole Local Municipality has reasonable grounds for believing that there has been a breach of this Code, the employee must without delay report the matter to his immediate supervisor or to the speaker of the council.

14. Breaches of Code

Breaches of this Code must be dealt with in terms of the disciplinary procedures of Molemole Local Municipality envisaged in section 67 (1) (h) of the Municipal Systems Act and or the South African Local Government Bargaining Council's Collective Agreement on Disciplinary Code and Procedures.

Signature	
Initials and Surname	Mr. K E Makgatho
Designation	Municipal Manager
Date	01/07/2024

DECLARATION OF INTEREST (ANNEXURE D)

CONFIDENTIAL

FINANCIAL DISCLOSURE FORM

ANNEXURE A

I, the undersigned (surname and initials) MARGARET KE
 (Postal address) BOX 2533
LOESD AVE 0702
 (Residential address) STAND 20
HEESD AVE
 (Position held) MUNICIPAL MANAGER
 (Name of Department) MOLEMOLE MUNICIPALITY
 Tel 075501 2322 Fax 075501 2322

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

1. Shares and other financial interest

See information sheet: note

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

2. Directorships and partnerships

See information sheet: note

Name of corporate entity or partnership	Type of business	Amount of Remuneration
<u>POTLAKO TRAINING & DEVELOPMENT GROUP</u>	<u>TRAINING</u>	<u>RO 000</u>


CONFIDENTIAL

3. Remunerated work outside the public service

Must be sanctioned by your Executing Authority. See information sheet: note

Name of Employer	Type of work	Amount of remuneration
N/A		

Name of Executing Authority Paycom Portfolio Mayor's office

Signature of Executing Authority  Date 01/07/2024

4. Consultancies and retainer ships

See information sheet: note

Name of client	Nature	Type of business activity	Value of any benefits received
N/A			

5. Sponsorships

See information sheet: note

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

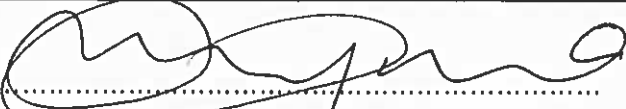
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6. Gifts and hospitality from a source other than a family member
See information sheet: note

Description	Value	Source

7. Land and property
See information sheet: note

Description	Value	Area	Value
GRAND HOUSE	±R1,300 000	LEESDALE	±R1 300 000
GRAND HOUSE	±R300 000	LEESDALE	±R300 000
TOYOTA PRADO	±R1 200 000	LEESDALE	±R1, 200 000.
TOYOTA FORBRAND	±R300 000	LEESDALE	±R 300 000
BMW 223i	±R100 000	LEESDALE	±R100 000
TOYOTA TAZZ	±R60 000	LEESDALE	±R60 000



SIGNATURE OF DESIGNATED EMPLOYEE

DATE: 25/06/2024

PLACE: MOGAWADI

CONTENTS NOTED: EXECUTING AUTHORITY / IMMEDIATE SUPERVISOR

DATE:

NOTE:

Remember that a copy of the completed form must be submitted by the EA to the commission for purposes of recording it in the Register of Designated Employee's Interests.

CONFIDENTIAL

OATH/ AFFIRMATION

1. I, certify that before administering the oath/ affirmation I asked the deponent the following questions and wrote down his/her 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 knowledge 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.

7009228-1
[Signature]
..... BOPAPE SK

Commissioner of Oath/ Justice of the Peace

Full first names and surname BOPAPE SELLO KOOS

..... (Block letters)

Designation (rank) WARRANT OFFICER Ex Officio Republic of South Africa

Street Address if institution 182 KEEROM STREET

MOGWADI

Date 2024/06/25

Place MOGWADI

