

ADJUSTED PERFORMANCE AGREEMENT

**MADE AND ENTERED INTO BY AND
BETWEEN:**

**THABA CHWEU LOCAL MUNICIPALITY
AS REPRESENTED BY**

ROY STEVEN MAKWAKWA

AND

TREVOR ALFRED SEGOANE

FOR THE

**FINANCIAL YEAR 2023 – 2024:
01 FEBRUARY 2024 – 30 JUNE 2024**

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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

Thaba Chweu Local Municipality herein represented by **ROY STEVEN MAKWAKWA** in her/his capacity as Employer (hereinafter referred to as the **Employer** or Supervisor)

and

ALFRED TREVOR SEGOANE Employee of the Municipality (hereinafter referred to as the **Employee**).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1 The **Employer** has entered into a contract of employment with the **Employee** in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The **Employer** and the **Employee** are hereinafter referred to as "the Parties".
- 1.2 Section 57(1)(b)(ii) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance agreement within one (1) month after the beginning of each financial year of the municipality.
- 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),(4A),(4B) and (5) of the Act as well as the employment contract entered into between the parties;
- 2.2 specify objectives and targets defined and agreed with the employee and to communicate to the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- 2.3 specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;
- 2.4 monitor and measure performance against set targeted outputs;
- 2.5 use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;

5 PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer, management and municipal staff of the Employer.
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required.
- 5.3 The Employer will consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee.
- 5.4 The Employee undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.
- 5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
- 5.5.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Competency Requirements (CRs) respectively.
- 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.3 KPAs covering the main areas of work will account for 80% and CRs will account for 20% of the final assessment.
- 5.5.4 The total score must determined using the rating calculator.
- 5.6 The Employee's assessment will be based on his / her 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
Basic Service Delivery	41%
Municipal Institutional Development and Transformation	0%
Local Economic Development (LED)	0%
Municipal Financial Viability and Management	4%
Good Governance and Public Participation	55%
Spatial Planning & Rationale	0%
Total	100%

- 5.7 In the case of managers directly accountable to the municipal manager, key performance areas related to the functional area of the relevant manager, must be subject to negotiation between the municipal manager and the relevant manager.

- 5.8 The CRs will make up the other 20% of the Employee's assessment score. CRs that are deemed to be most critical for the Employee's specific job should be selected (✓) from the list below as agreed to between the Employer and Employee. Three of the CRs are compulsory for Municipal Managers:

CORE MANAGERIAL COMPETENCIES:	WEIGHT
Strategic Capability and Leadership	15%
People Management and Empowerment	-
Financial Management (Compulsory)	5%
Change Management	-
Knowledge Management	5%
Analysis and Innovation	-
Problem Solving and Analysis	-
People Management and Empowerment (Compulsory)	10%
Client Orientation and Customer Focus (Compulsory)	5%
Communication	-
Honesty and Integrity	-
CORE OCCUPATIONAL COMPETENCIES:	-
Competence in Self-Management	5%
Interpretation of and implementation within the legislative and national policy frameworks	5%
Knowledge of developmental local government	-
Knowledge of Performance Management and Reporting	5%
Knowledge and Information Management	10%
Competence in policy conceptualisation, analysis and Implementation	5%
Moral Competency	5%
Skills in Mediation	-
Skills in Governance	10%
Competence as required by other national line sector	-
Results and Quality Focus	5%
Planning and Organising	10%
TOTAL	100%

6. EVALUATING PERFORMANCE

- 6.1 The Performance Plan (Annexure A) to this Agreement sets out -
- 6.1.1 the standards and procedures for evaluating the Employee's performance; and
- 6.1.2 the intervals for the evaluation of the Employee's performance.
- 6.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force.
- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.
- 6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's IDP.
- 6.5 The annual performance appraisal will involve:

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6.5 The annual performance appraisal will involve:

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

- (a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.
- (b) An indicative rating on the five-point scale should be provided for each KPA.
- (c) The applicable assessment rating calculator (refer to paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score.



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6.5.2 Assessment of the CRs

Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.					
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.					
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.					
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.					
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.					

- (a) Each CR should be assessed according to the extent to which the specified standards have been met.
- (b) An indicative rating on the five-point scale should be provided for each CR.
- (c) This rating should be multiplied by the weighting given to each CR during the contracting process, to provide a score.
- (d) The applicable assessment rating calculator (refer to paragraph 6.5.1) must then be used to add the scores and calculate a final CR score.

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6.5.3 Overall rating

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

- 6.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CRs:
- 6.7 For purposes of evaluating the annual performance of the municipal manager, an evaluation panel constituted of the following persons must be established -
- 6.7.1 Executive Mayor or Mayor;
 - 6.7.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
 - 6.7.3 Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council;
 - 6.7.4 Mayor and/or municipal manager from another municipality; and
 - 6.7.5 Member of a ward committee as nominated by the Executive Mayor or Mayor.
- 6.8 For purposes of evaluating the annual performance of managers directly accountable to the municipal managers, an evaluation panel constituted of the following persons must be established -
- 6.8.1 Municipal Manager;
 - 6.8.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
 - 6.8.3 Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council; and
 - 6.8.4 Municipal manager from another municipality.
- 6.9 The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels referred to in sub-regulations (d) and (e).

7. SCHEDULE FOR PERFORMANCE REVIEWS

- 7.1 The performance of each **Employee** in relation to his / 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	:	July 2023 – September 2023
Second quarter	:	October 2023 – December 2023
Third quarter	:	January 2024 – March 2024
Fourth quarter	:	April 2024 – June 2024

- 7.2 The Employer shall keep a record of the mid-year review and annual assessment meetings.
- 7.3 Performance feedback shall be based on the Employer's **assessment of the** Employee's performance.
- 7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The Employee will be fully consulted before any such change is made.

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7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented and / or amended as the case may be. In that case the Employee will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

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

9. OBLIGATIONS OF THE EMPLOYER

9.1 The Employer shall –

- 9.1.1 create an enabling environment to facilitate effective performance by the employee;
- 9.1.2 provide access to skills development and capacity building opportunities;
- 9.1.3 work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
- 9.1.4 on the request of the Employee delegate such powers reasonably required by the Employee to enable him / her to meet the performance objectives and targets established in terms of this Agreement; and
- 9.1.5 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.

10. CONSULTATION

10.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others –

- 10.1.1 a direct effect on the performance of any of the Employee's functions;
- 10.1.2 commit the Employee to implement or to give effect to a decision made by the Employer; and
- 10.1.3 a substantial financial effect on the Employer.

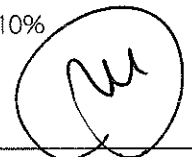
10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

11. MANAGEMENT OF EVALUATION OUTCOMES

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

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

- 11.2.1 a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
- 11.2.2 a score of 150% and above is awarded a performance bonus ranging from 10% to 14%.



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11.3 In the case of unacceptable performance, the Employer shall –

11.3.1 provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and

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

12. DISPUTE RESOLUTION

12.1 Any disputes about the nature of the Employee's **performance agreement**, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by –

12.1.1 the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the Employee; or

12.1.2 any other person appointed by the MEC.

12.1.3 In the case of managers directly accountable to the municipal manager, a member of the municipal council, provided that such member was not part of the evaluation panel provided for in sub-regulation 27(4)(e) of the Municipal Performance Regulations, 2006, within thirty (30) days of receipt of a formal dispute from the employee;

whose decision shall be final and binding on both parties.


12.2 In the event that the mediation process contemplated above fails, clause 20.3 of the Contract of Employment shall apply.

13. GENERAL

13.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer.

13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

13.3 The performance assessment results of the municipal manager must be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.



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Thus done and signed at MASHING on this the 29th day of FEBRUARY 2024

AS WITNESSES:

1. A.C. TOR 

2. 


EMPLOYEE

AS WITNESSES:

1. MOJO

2. ng wong wane


MUNICIPAL MANAGER

ANNEXURE A: PERFORMANCE PLAN

STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2023/24 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET
										1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER		
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To ensure compliance with the legislative framework	Traffic Services	Reports on the Calibration of speed machines	Institutional	Number	Number of reports compiled on the calibration of speed machines	4 Reports completed on the calibration of speed machines in the 2022/23 FY	4 Reports compiled on the calibration of speed machines by 30 June 2024	1 Report compiled on the calibration of speed machines	1 Report compiled on the calibration of speed machines	1 Report compiled on the calibration of speed machines	1 Report compiled on the calibration of speed machines	Reports with guarantee seal picture	R 300 000,00
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To clean & prune cemeteries in all areas of TCLM	Parks & cemeteries	Maintenance (Cleaning & Pruning) of Cemeteries	Ward 4, 5, 6 & 10 (Coromandel, Kellysville, Simile & Graskop)	Number	Number of Cemeteries maintained in identified areas of TCLM	3 Cemeteries maintained in the 2022/23 FY	4 Cemeteries maintained in identified areas of TCLM by 30 June 2024	No planned activity	No planned activity	2 Cemeteries maintained (Kellysville & Coromandel)	2 Cemeteries maintained (Simile & Graskop)	Reports with before and after pictures	R1 000 000,00
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To conduct Disaster Management Awareness Campaigns	Disaster Management	Disaster Management Awareness Campaigns	All wards	Number	Number of Disaster Management Awareness Campaigns conducted in all areas of TCLM	10 Disaster Management Awareness Campaigns held in 2022/23 FY	6 Disaster Management Awareness Campaigns held in all areas of TCLM by 30 June 2024	1 Disaster Management Awareness Campaigns held (All units)	1 Disaster Management Awareness Campaigns held (All units)	2 Disaster Management Awareness Campaigns held (All units)	2 Disaster Management Awareness Campaigns held (All units)	Reports	R 300 000,00

STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2023/24 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET
										1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER		
										No planned activity	No planned activity	No planned activity	2 Environmental rehabilitation programmes conducted in Mashishi		
										No planned activity	No planned activity	1 reports compiled on the collection of refuse at formalised households in TCLM	3 reports compiled on the collection of refuse at formalised households		
										1 Community Safety Forums meeting held	1 Community Safety Forums meeting held	1 Community Safety Forums meeting held	1 Community Safety Forums meeting held		
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To conduct Environmental rehabilitation programmes	Environmental Management	Environmental Management/Rehabilitation	Ward 1, 2 & 3 (Mashishing)	Number	Number of Environmental rehabilitation programmes conducted in Mashishi	No Environmental rehabilitation programmes conducted in 2022/23 FY	2 Environmental rehabilitation programmes conducted in Mashishi by 30 June 2024	No planned activity	No planned activity	No planned activity	2 Environmental rehabilitation programmes conducted in Mashishi	Reports with before and after pictures	R 750 000,00
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To collect refuse from formalised households	Waste Management	Refuse removal at formalised households	Ward 1, 2, 3, 5, 6, 7, 10, 12 & 14 (Mashishing, Kellysville, Skhila, Simile, Sable, Graskop & Lydenburg)	Number	Number of reports compiled on the collection of refuse at formalised households in TCLM	New KPI	4 reports compiled on the collection of refuse at formalised households by 30 June 2024	No planned activity	No planned activity	1 reports compiled on the collection of refuse at formalised households	3 reports compiled on the collection of refuse at formalised households	Consolidate report with collection schedule	Opex
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To hold Community Safety Forum Meetings	Community Safety & Security	Community Safety Forum Meetings	All wards	Number	Number of Community Safety Forum meetings held	New KPI	4 Community Safety Forum meetings held by 30 June 2024	1 Community Safety Forums meeting held	1 Community Safety Forums meeting held	1 Community Safety Forums meeting held	1 Community Safety Forums meeting held	invite, Programme, Attendance Register	Opex

STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2023/24 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET
										1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER		
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To ensure compliance with the legislative framework	By-Laws	Reports on the implementation of Municipal By-Laws	All wards	Number	Number of reports compiled on the implementation of Municipal by-laws	6 Reports compiled on the implementation of Municipal by-laws in the 2022/23 FY	12 Reports compiled on the implementation of Municipal by-laws by 30 June 2024	3 Reports compiled on the implementation of Municipal by-laws	3 Reports compiled on the implementation of Municipal by-laws	3 Reports compiled on the implementation of Municipal by-laws	3 Reports compiled on the implementation of Municipal by-laws	Reports	Opex
Mainstreaming of Social advocacy and marginalized groups	Good Governance & Public Participation	To conduct Gender based violence (GBV) programmes	Transversal	Gender based violence programmes	All wards	Number	Number of Gender Based Violence (GBV) programmes held	4 Gender Based Violence (GBV) programmes held in 2022/23 FY	4 Gender Based Violence (GBV) programmes held by 30 June 2024	1 Gender Based Violence (GBV) programme held	1 Gender Based Violence (GBV) programme held	1 Gender Based Violence (GBV) programme held	1 Gender Based Violence (GBV) programme held	Invite, Programme, Attendance Register	R 100 000,00
Ensure effective and sound Good Governance	Good Governance & Public Participation	To hold Transversal Programmes	Transversal	Transversal Programmes	All wards	Number	Number of Transversal programmes held	10 Transversal programmes held in 2022/23 FY	4 Transversal programmes held by 30 June 2024	1 Transversal programme held	1 Transversal programme held on Disability awareness campaign	1 Transversal programme held for the elderly	1 Transversal programme held (Youth summit)	Invite, Programme, Attendance Register	R 750 000,00

STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2023/24 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET
										1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER		
Mainstreaming of Social advocacy and marginalized groups	Good Governance & Public Participation	To hold Civil Society meetings	HIV/Aids	Civil Society meetings	All wards	Number	Number of Civil Society meetings held at Lydenburg / Mashishini	4 Civil Society meetings held in 2022/23 FY	4 Civil Society meetings held at Lydenburg / Mashishini by 30 June 2024	1 Civil society meeting held at Lydenburg / Mashishini	1 Civil society meeting held at Lydenburg / Mashishini	1 Civil society meeting held at Lydenburg / Mashishini	1 Civil society meeting held at Lydenburg / Mashishini	Invite, Programme, Attendanc e Register	R 500 000,00
Mainstreaming of Social advocacy and marginalized groups	Good Governance & Public Participation	To hold Local Aids Council meetings	HIV/Aids	Local Aids Council meetings	All wards	Number	Number of LAC meetings held at Lydenburg / Mashishini	3 LAC meetings held in 2022/23 FY	4 LAC meetings held at Lydenburg / Mashishini by 30 June 2024	1 LAC meeting held at Lydenburg / Mashishini	1 LAC meeting held at Lydenburg / Mashishini	1 LAC meeting held at Lydenburg / Mashishini	1 LAC meeting held at Lydenburg / Mashishini	Invite, Programme, Attendanc e Register	
Mainstreaming of Social advocacy and marginalized groups	Good Governance & Public Participation	To hold Technical Working Group (TWG) Meetings	HIV/Aids	Technical Working Group (TWG) Meetings	All wards	Number	Number of TWG meetings held at Lydenburg / Mashishini	New KPI	4 TWG meetings held at Lydenburg / Mashishini by 30 June 2024	1 TWG meeting held at Lydenburg / Mashishini	1 TWG meeting held at Lydenburg / Mashishini	1 TWG meeting held at Lydenburg / Mashishini	1 TWG meeting held at Lydenburg / Mashishini	Invite, Programme, Attendanc e Register	
Mainstreaming of Social advocacy and marginalized groups	Good Governance & Public Participation	To develop an HIV/Aids Strategy	HIV/Aids	HIV/Aids Strategy Development 2023-2027	Institutional	Number	Number of HIV/Aids Strategies developed and tabled to Council	New KPI	1 HIV/Aids Strategy developed and tabled to Council by 30 June 2024	Stakeholder consultation session	Draft HIV/Aids Strategies	Draft HIV/Aids Strategy tabled to Council for approval	No planned activity	Invite, Agenda, Attendanc e register, Draft, HIV/Aids Strategy, Council resolution	
Mainstreaming of Social advocacy and marginalized groups	Good Governance & Public Participation	To conduct Comprehensive campaigns of HIV/Aids	HIV/Aids	Comprehensive campaigns of HIV/Aids	All wards	Number	Number of Comprehensive campaigns of HIV/Aids	New KPI	32 Comprehensive campaigns of HIV/Aids conducted	8 Comprehensive campaigns of HIV/Aids conducted	8 Comprehensive campaigns of HIV/Aids	8 Comprehensive campaigns of HIV/Aids	8 Comprehensive campaigns of HIV/Aids	Invite, Programme, Attendanc e Register	

STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2023/24 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET
										1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER		
groups							conduct ed		by 30 June 2024		s conduct ed	d	d		
Ensure effective and sound Governance	Good Governance & Public Participation	To hold Library functions	Libraries	Library functions	All wards	Number	Number of Library functions held at Libraries around TCM	2 Library functions held in 2022/23 FY	4 Library functions held at Libraries around TCM by 30 June 2024	1 Library function held in Leroro	1 Library function held in Graskop	1 Library function held in Simile	1 Library function held in Sable	Invite, Programme, Attendance Register	R 500 000,00
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To ensure compliance with the legislative framework	Waste Management	Reports on Maintenance of landfill sites (Contracted Service)	All wards	Number	Number of reports compiled on the maintenance of the 3 licensed landfill sites	12 Maintenance of Landfill site reports compiled in 2022/23 FY	12 Reports compiled on the maintenance of the 3 licensed landfill sites by 30 June 2024	3 Reports compiled on the maintenance of the 3 licensed landfill sites	3 Reports compiled on the maintenance of the 3 licensed landfill sites	3 Reports compiled on the maintenance of the 3 licensed landfill sites	3 Reports compiled on the maintenance of the 3 licensed landfill sites	Reports	R 7 200 000,00
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To renovate the Lydenburg Gustav-Lapa	Museum / Nature Reserve	Renovation of Lydenburg Gustav-Lapa	Ward 12 (Lydenburg)	Number	Number of Lapa renovated at Lydenburg Nature reserve (Gustav)	Request for quotation submitted to SCM in 2022/23 FY	1 Lapa renovated at Lydenburg Nature reserve (Gustav) by 30 June 2024	No planned activity	No planned activity	Replacement of thatch roof with Harvey tiles	Repairs of windows, doors, lights, braai area & toilet facilities	Purchase order, Report with before & after pictures	R 500 000,00

STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2023/24 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET
										1ST QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER		
Ensure effective and sound Good Governance	Good Governance & Public Participation	To report on the operations & status of the Museum/ Nature Reserve	Museum / Nature Reserve	Reports on the operations & status of the Museum / Nature Reserve	Institutional	Number	Number of reports compiled on the operations & status of the Museum / Nature Reserve	New KPI	12 Reports on the operations & status of the Museum/ Nature Reserve by 30 June 2024	3 Reports on the operations & status of the Museum/ Nature Reserve compiled	3 Reports on the operations & status of the Museum/ Nature Reserve compiled	3 Reports on the operations & status of the Museum/ Nature Reserve compiled	3 Reports on the operations & status of the Museum/ Nature Reserve compiled	Reports	Opex
Ensure effective and sound Good Governance	Good Governance & Public Participation	To ensure effective security services	Security Services	Reports on Security Services	Institutional	Number	Number of Security Services reports compiled	New KPI	2 Security Services reports compiled by 30 June 2024	No planned activity	No planned activity	1 Security Services report compiled	1 Security Services report compiled	Reports	R 12 000 000,00
Increase revenue base and financial viability	Financial Viability & Management	To ensure compliance with the legislative framework	Revenue Enhancement	Implementation of Financial Recovery Plan	Institutional	Number	Number of Progress reports on the implementation of Financial Recovery Plan	12 Progress reports on the implementation of Financial Recovery Plan submitted in the 2022/23 FY	12 Progress reports on the implementation of Financial Recovery Plan by 30 June 2024	3 Status reports compiled on the implementation of Financial Recovery Plan	3 Status reports compiled on the implementation of Financial Recovery Plan	3 Status reports compiled on the implementation of Financial Recovery Plan	3 Status reports compiled on the implementation of Financial Recovery Plan	Reports	Opex
Ensure effective and sound Good Governance	Good Governance & Public Participation	To address identified and emerging	Risk Management	Updating of Strategic Risk Register	Institutional	Number	% of action plans addressed in the	4 Strategic risk registers updated	100% of action plans addressed in the	25% of action plans addressed in the	50% of action plans addressed in the	75% of action plans addressed in the	100% of action plans addressed in the	Strategic Risk Register	Opex

STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2023/24 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET
										1ST QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER		
Governance	on	risks					Strategic risk register	in the 2022/23 FY	Strategic risk register by 30 June 2024	Strategic risk register	the Strategic risk register	Strategic risk register	Strategic risk register		
Ensure effective and sound Good Governance	Good Governance & Public Participation	To address findings raised by AGSA	Audit	Updating of Audit Action Plan	Institutional	Percentage	Percentage of material audit findings addressed before submission of the AFS to AGSA	70% of material audit findings addressed from the 2021/22 FY Audit	100% of material audit findings addressed before submission of the AFS to AGSA on 31 August 2023	100% of material audit findings addressed before submission of the AFS to AGSA on 31 August 2023	No planned activity	No planned activity	No planned activity	Audit Action Plan	Opex

ANNEXURE B: PERSONAL DEVELOPMENT PLAN

**PERSONAL DEVELOPMENT PLAN
(CORPORATE SERVICES)**

MADE AND ENTERED INTO BY AND BETWEEN

THABA CHWEU LOCAL MUNICIPALITY

AS REPRESENTED BY

ROY STEVEN MAKWAKWA

AND

ALFRED TREVOR SEGOANE

FOR THE

FINANCIAL YEAR 2023-24

01 JANUARY 2024 – 30 JUNE 2024

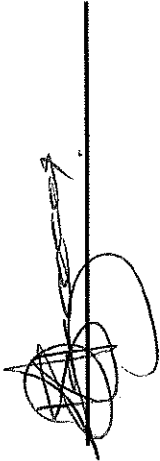
TAS
A.C
A.P

Personal Development Plan of: ALFRED TREVOR SEGOANE

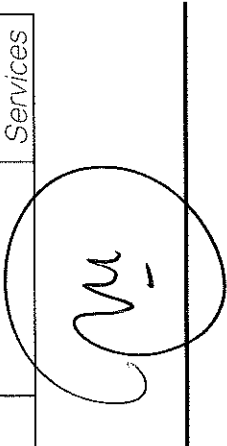
Compiled on (Date):

1. Skills / Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3. Suggested training and / or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to practice skill / development area	7. Support Person
						Senior Manager ; Corporat e Services

Employee's signature :



Employer's signature:



ANNEXURE C: FINANCIAL DISCLOSURE FORM



**CONFIDENTIAL
FINANCIAL DISCLOSURE FORM**

I, the undersigned (surname and initials)

SEGOANE TREVOR ALFRED

(Postal address)

34B AVIATION AVENUE
TABET PARK EXT 3, KMAKATHLENI

(Residential address)

34B AVIATION AVENUE, TABET PARK EXT 3
KMAKATHLENI

(Position held)

DIRECTOR: COMMUNITY SERVICES

(Name of Municipality)

TUABA CHWEE LOCAL MUNICIPALITY

Tel: 013-235 7300

Fax: 013-235 1108

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

1. **Shares and other financial interests (Not bank accounts with financial institutions.)**
See information sheet: note (1)

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

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

Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/Income
AFRICOSMO CONSULTING	CONSULTING	N/A.

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

Name of Employer	Type of Work	Amount of remuneration/ Income
N/A	N/A	N/A

Council _____

Signature by Council _____

Date _____

4. **Consultancies and retainerships**
See information sheet: note (4)

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

5. **Sponsorships**
See information sheet: note (5)

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

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

Description	Value	Source
N/A	N/A	N/A

Full first names and surname:

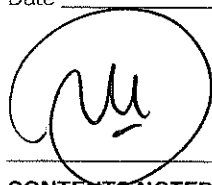
_____ (Block letters)

Designation (rank) _____ Ex Officio Republic of South Africa

Street address of institution

Date _____

Place _____



CONTENTS NOTED: EMPLOYER

DATE: _____