PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

THABA CHWEU LOCAL MUNICIPALITY AS REPRESENTED BY

ROY STEVEN MAKWAKWA

AND

MAROPENG PETER MANKGA

FOR THE

FINANCIAL YEAR 2024 – 2025: 01 JULY 2024 **–** 30 JUNE 2025

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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

MAROPENG PETER MANKGA 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 -

- 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;

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

3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **01 July 2024** and will remain in force until **30 June 2025** thereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will review the provisions of this Agreement during June each year. 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 for any reason.
- 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 (Annexure A) sets out-
 - 4.1.1 the performance objectives and targets that must be met by the **Employee**; and
 - 4.1.2 the time frames within which those performance objectives and targets must be met.
- 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 Pfan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the **Employer**, and shall include key objectives; key performance indicators; target dates and weightings.
 - 4.2.1 The key objectives describe the main tasks that need to be done,
 - 4.2.2 The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.
 - 4.2.3 The target dates describe the timeframe in which the work must be achieved.
 - 4.2.4 The weightings show the relative importance of the key objectives to each other.
- 4.3 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.

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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.
- 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 & Infrastructure Development	0%
Municipal Institutional Development and Transformation	67%
Local Economic Development (LED)	0%
Municipal Financial Viability and Management	3%
Good Governance and Public Participation	30%
Spatial Planning & Rationale	0%
Total	100%

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

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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	10%
Financial Management (Compulsory)	
Change Management	10%
Knowledge Management	5%
Analysis and Innovation	-
Problem Solving and Analysis	5%
People Management and Empowerment (Compulsory)	20%
Client Orientation and Customer Focus (Compulsory)	
Communication	5%
Honesty and Integrity	
CORE OCCUPATIONAL COMPETENCIES;	······································
Competence in Self-Management	
Interpretation of and implementation within the legislative	10%
and national policy frameworks	
Knowledge of developmental local government	-
Knowledge of Performance Management and Reporting	10%
Knowledge and Information Management	
Competence in policy conceptualisation, analysis and implementation	5%
Moral Competency	5%
Skills in Mediation	-
Skills in Governance	5%
Competence as required by other national line sector	-
Results and Quality Focus	5%
Planning and Organising	5%
TOTAL	100%

6. EVALUATING PERFORMANCE

- 6.1 The Performance Plan (Annexure A) to this Agreement sets out -
 - 6.1.1 the standards and procedures for evaluating the Employee's performance; 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:

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

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- (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.

6.5.2 Assessment of the CRs

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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 falled to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.	

- 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.

6.5.3 Overall rating

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

- 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 Second quarter July 2024 – September 2024 October 2024 – December 2024 January 2025 – March 2025

Third quarter Fourth quarter

April 2025 – June 2025

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

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8. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure 8.

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%.
- 11.3 In the case of unacceptable performance, the Employer shall –

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- 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 councif, 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.
- 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.

Thus done and signed at AJDENBURY on this the 22 day of July 2024

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MUNICIPAL MANAGER

ANNEXURE A: PERFORMANCE PLAN

WP 70.

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Louville.	Memo, Attendanc e Registers, Minutes, Council Resolution	PDPs. Summary of WSP, Acknowled gement for submissio	Narrative progress reports. ATR, Acknowled gement for submissio n
ur Savatelari Savatelari	Tabiling of the Draft organisa tronal saructure to Council for approval	Submiss ion of Work Work Work Skills Plan (MSP) to LGSETA on or before 30 April 2026	Submiss ion of Consolid ated Annual Training Report (ATR) to LGSETA on or before 30 April 2025
1 28 BAR 2	Consult atton process for reviewal of the organisa tional structure	Develop ment of PDP's	Progres s Report on impleme ntation of the Amual Training Program mes
E HALLOFFITTE	No planned activity	No planned activity	Progress Report on implement ation of the Annual Training Programm es
i didamin n	No planned activity	No planned activity	Progres s Report on impleme ntation of the Annual Training Program mes
Langua of Fry	2025/26 Reviewed organisati onal structure in line with job evaluation outcome tabled to Council for approval by 31 May 32025	2025/26 WSP submitted LGSETA by 30 April 2025	2024/25 ATR submitted by 30 April 2025
JULY C	2023/24 Organis atlonal structure approve d by Council in Aug	2024/25 WSP was submitte d to LGSETA on 29 April 2024	2023/24 ATR was was submitte d to LGSETA on 30 Aprill 2024
SHO, collection of the second	Tabiling of reviewed organisati onal structure in line with job evaluation outcome tabled to Council for approval	Submissio n of the WSP to LGSETA	Submission of the ATR to LGSETA
EBUS AND W	Date	Date	Date
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	Reviewa I of the Organis ational structure	Develop ment of (WSP)	Develop ment of Annual Training Report (ATR)
V BYST 3.5	Municip al Transfor mation and Institutio nal Develop ment	Municip at Transfor mation and institutio nal Develop ment	Municip al Transfor Transfor and Institutio nat Develop ment
7/053163 18 (1944, 860°0	To review the organisati onal structure to be in line with job evaluation outcome	To identify skills gaps of of employee s and develop a WSP	To develop the Annual Training Plan (ATR)
14-104 1304-04-04-05-05-05-05-05-05-05-05-05-05-05-05-05-	Municipal Transfor mation and Institutio nal Develop ment	Municipal Transfor mation and Institutio nal Develop ment	Municipal Transfor mation and Institutio nal Develop ment
ancengo Joseva 6	Improve institutiona Itansforma tion and resources managem ent	Improve institutiona transforma bion and resources managem ent	Improve institutiona I ransforma tion and resources managem ent

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19.278 19.278 19.278	opex Opex	хөдО	xedO
HONITOLIDA STITUTA	Proof of submissio n. Acknowled gement letter	Signed Performan ce Agreemen ts (Contracts)	Comprehe nsive report on Staff skills Audit.
2 91444664.	No planned activity	No planned activity	Completi on of Staff Skills Skills Audit in accorda nce with Muricip el Staff Regulati on
	Employ ment equity report submitte d to dept. of	No planned activity	Comme ncement of Staff Skills Skills Audit in accorda nce with Murcip al Staff Regulation
Elim Sul	No planned activity	No planned activity	No planned activity
C2000044	No No pianned activity	1003% of IPMDS Perform ance Agreem ents signed by Employe es Level 0 to 8 by 31 July 2024	No planned activity
. LOS LY LEVEN (4.	2024/25 EE Report Submitted to Departme nt of Labour by 15 Jan 2025	100% of IPMDS Performan ce Agreemen ts signed by Employee s Level 0 to 6 by 31 July 2024	1 Staff Skills Audit conducted in accordanc e with Municipal Staff Regulation by 30
AND FOR	2023/24 EE Report was submitte d to Departm ent of Labour 15 Jan 2024	100% of IPMDS Perform ance Agreem ents signed by Corporat e Services employe es from Level 0 to 8	Cogta commit ment letter
(*************************************	Submission of the EE report to the Department of Labour	% of IPMDS Performan ce Agreemen ts signed by Employee s Level 0 to 6	Number of Staff Skills Audit conducted in accordanc e with Municipal Staff Regulation
18/00-039-19 1074-03	Date	Percent age	Number
Lating to	Institut ional	Institut ional	Institut ional
3kv/, 4,35(0#)	Employ ment Equity Report	Individu al Perform ance Manage ment & Develop ment System	Staff Skills Audit
*10"3"36.1	Municip af Transfor mation and Institutio nal Develop ment	Municip al Transfor mation and institutio nal Develop ment	Municip al Transfor mation and Institutio nal Develop ment
The offering a supplied to the	To develop an Employm ent Equity Report	To implement and maintain the IPMDS	To conduct Staff Skills Audit in accordanc e with Municipal Staff Regulatio ns
APRIO TITLOTTA CHITTI IN ACCOUNT TITLOTTA CHITTI IN ACCOUNT ON ACCOUNT OF THE CHITTING OF THE	Municipal Transfor mation and institutio nal Develop ment	Municipal Transfor mation and Institutio nal Develop ment	Municipal Transfor mation and Institutio nal Develop ment
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in the style society	1 skills develop ment program impleme rited.	No planned activity	No planned activity
	2 skills 2 skills ent programs implement ed	1 skills developm ent programs implement ed for the training and capacity building program of Councillor s.	Programm e implement ed as part ed the for the for the Mellness Programm e
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(45.4). White	4 Skills Developm ent Programm es implement ed by 30 June 2025	2 Skills Developm ent Programm es es implement ed for the training and capacity building of Councillor s by 30	2 Programm es implement ed as part of the Employee Veliness Programm e by 30
911 seve	3 Skills 2 Skills Develop ment Program mes mixpleme nted in the 2023/24 FY	2 Skills Develop ment Program me mo	2 Employe e Wellnes s Program mes conduct ed in the
ATTAC STOLEN	Number of Skills Developm ent Programm es Implement ed	Number of Skills Developm ent Programm es implement ed for the training and capacity building of Councillor s	Number of programm es implement ed as part of the Employee Wellness Programm e
4/4 (PBU 13/5 V 40/7/41	Number	Number	Number Number
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Proparation Property	Impleme ntation of Workpla ce Skills Plan	Training and Capacity building for councillo rs	Employe e Wellnes s Program me
(3)(1)(4)(3) (3)(1)(4)(3)(3)(3)(3)(3)(3)(3)(3)(3)(3)(3)(3)(3)	Municip al Transfor mation and Institutio nal Develop ment	Municip al Transfor mation and Institutio nal Develop ment	Municip al Transfor mation and Institutio nal Develop ment
ALEMAN, C.	To implement training contained in the WSP of the Municipali	To capacitate the Municipal Councillor s	To provide employee assistanc e to employee s
TOWN HELP I PASE	Municipal Transfor mation and Institutio nal Develop ment	Municipal Transfor mation and natiutio nal Develop ment	Municipal Transfor mation and Institutio nal Develop ment
an John (C) and CARC	Improve institutiona is transformation in transformation in the second resources managem ent	institutiona institutiona transforma tion and resources managem ent	Improve institutiona institutiona in the standard institution and resources managem ent

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MESS COMP	s Program me	100% of labour related cases attended to	Siting held	Awarene ss campaig n on m Disciplin ary Code and HR Policies for all employe es at Northem
		100% of labour related cases attended to	1 LLF Sitting held	1 Awaren ess campaig n an Disciplin any Code and HR Policies for all employe es at Graskop
		100% of labour related cases attended to	1 LLF Sitting held	Awarenes s campaign on Disciplinar y Code and HR Policies for all employees at Sable Unit conducted
# 93:4 475.43		100% of labour related cases attended to	1 LLF Sitting held	Awarene ss campaig n on Disciplin any Code and HR and HR Policies for all employe es at Headqu
CELEVAL OTRINO	June 2025	100% of labour related cases attended to by 30 June 2025	4 LLF Sittings held by 30 June 2025	4 Awarenes s s s s on campaigns on disciplinar y code and HR policies conducted for all employees by 30 June 2025
# 30 13 V 14 P	<u>`</u>	100 % Labour related cases attended to	5 LLF Sitings held in the 2023/24 FY	Awarene ss ss campaig ns on disciplin ary code and HR policies for all employe es in the 2023/24
(S)C(S) (Vi) (ru) SPI(PANE) (Fine)		% of labour related cases attended to	Number of LLF Sittings held	Number of awareness campaigns on disciplinar y code and HR Policies conducted for all employees
L po d los do " L C C O O		Percent age	Number	Number
ar a graffands.		Institut ional	Institut ional	Institut ional
	:	Labour Relation s Cases	Sittings	Awaren ess campaig ns on disciplin ary code and HR Policies
17447.56077		Municip al Transfor metion and Institutio nal Develop ment	Municip al Transfor mation and Institutio nai Develop ment	Municip al Transfor mation and institutio nal Develop ment
		To Comply with Labour Relations Act	To Comply with Labour Relations Act	lo provide awarenes s on Disciplinar y code and HR Policies
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anto allega de agarcas.		Improve institutiona I transforma ition and resources managem ent	improve institutiona institutiona to transforma tion and resources managem ent	institutiona institutiona transforma tion and resources managem ent

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ES PACTOR	Areas Unit conduct ed	2025/26 Institutio nal Corporat e e Calenda r tabled to Council for approval	1 Ordinary Council Sitting & 1 Special Council Sitting
2 MGLHTON	Unit conduct ed	No planned activity	1 Ordinary Council Sitting & 2 Special Council Sittings
		No planned activity	1 Ordinary Council Sitting held
	arters Lydenbu rg & Mashishi ng Unit conduct ed	No planned activity	1 Ordinary Council Sitting held
EBORTS EMARK SCARF		2025/26 Institutiona I Corporate calendar for Municipal Governan ce Meetings trabled to Council for approval by 30 Lune 2025	4 Ordinary Council Sittings & 3 Special Council sittings held by 30 June 2025
3,1632		2024/25 Municip al Corporat e Calenda r	4 Ordinary Council Stitings & 4 Special Council stitings held in the 2023/24 FY
ZESTACUL POLOGER POSTAVIONAL PLACES		Tabling of Institutiona Corporate calendar for Municipal Governan ce Meetings Meetings for approval	Number of Ordinary & Special Council Sittings held
and appropriate		Date	Number
TATALET STATE		Institut Ional	ional
		Develop ment of institutio nal Corporat e Calenda r for Governa nce nce	Sittings
Serge Ser		Municip al Transfor mation and Institutio nal Develop ment	Good Governa nce & Public Participa tion
	į.	develop an Institution al Corporate Calendar Municipal Governan ce Meetings	To ensure complienc e with the legislative framewor k
awy Touvigasana		Municipal Transfor mation and institutio nal Devetop ment	Good Governa nce & Public Participat ion
TALLETTEE BISHOUTE	e necessaria	institutiona fransforma tion and resources managem ent	Ensure effective and sound Good Governan ce

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Cont.	Opex	Opex	R 500 000 (TCLM)
1914 A.B. 10 R. S. 1750	Agenda, Agendanc e Registers, Minutes	Agenda, Altendanc e Registers, Mirutes	Agenda, Attendanc e Registers, Minutes
Har Marker Cip	Mayoral Commit ee sitting	3 Section 80 Committ ee sittings	1 MPAC Sitting
	Mayoral Committee ee sitting	3 Section 80 Commit ee sittings	1 MPAC Siting
	1 Meyoral Committee sitting	3 Section 80 Committee sitings	1 MPAC Sitting
PHEAST, 10-104	1 Mayoral Commit ee sitting	3 Section B0 Commit ee sittings	1 MPAC Sitting
agone di propinsi	A Mayoral Committee Sittings held by 30 June 2025	12 Section 80 Committee sittings held by 30 June 2025	4 MPAC Quarterly Sittings held by 30 June 2025
	A Ordinary Mayoral Commit ee Sittings and 1 Special Mayoral Committ ee Sitting held in held in the 2023/24 FY	11 Section 80 Committ ee sittings held in the 2023/24	18 MPAC Sittings/ sessions held in the 2023/24 FY
STHACK (do action (check action (check)	Number of Mayoral Commitee Sittings held	Number of Section 80 committee Sittings held	Number of MPAC Quarterly Sittings held
r tsoji (1907.) 12. – Port Tijori (1907.)	Number	Number	Number
Wolledge (* 1981) 1981 - Janes Janes	ional ional	institut ional	Institut
April 1 Light	Mayoral Committ ee Sittings	Section 80 Council Commit ees Sttings	MPAC Sittings
Part College	Good Governa Problic Participa tion	Good Governa nce & Public Participa tion	Good Governa nce & Public Participa tion
7 3/02/3/02/7 7/4/3/208/3/4/16 7/4/3/208/3/4/16	To ensure complianc e with the legislative framewor k	To ensure complianc e with the legislative framewor k	To ensure complianc e with the legislative framework
7G PF 1	Good Governa nce & Public Participat ion	Good Governa note & Public Participat Ion	Good Governa nce & Public Participat ion
Philip Brownsky Clarific Philip Brownsky Clarific Clarific Specific Control	Ensure effective and sound Good Governan De	Ensure effective and sound Good Governan ce	Ensure effective and sound Good Governan ce

	(TCLM)	R 500 000 (TCLM)	Opex	Opex
A Property of the Control of the Con	an an	Proof of a Submissio 00 n of the (1 Request to purchase. Distributio n register	Invitation, O Agenda, Attendanc e register, Minutes	Invitation, O Training pack, Attendanc e register
17 (17 (17 (17 (17 (17 (17 (17 (17 (17 (No planned activity	No planned activity	1 OHS Committ ee Meeting held	1 OHS Worksho p held in Northern Areas
3-133 - 122 PB	480 Employe es supplied with Protectiv e	Produe ment of 30 30 Signage S. 50 First aid refill kits, 50 Single cartridge	1 OHS Committ ee Meeting held	1 OHS Worksh op held in Graskop
NRESTRIPOS.	No planned activity	No planned activity	1 OHS Committee Meeting held	1 OHS Workshop held in Sable
January Williams Research	No planned activity	Submiss ion of request for purchas e to SCM	1 OHS Committ ee Meeting held	1 OHS Worksho p held in Lydenbu rg
ASIATARA ASIATARA ASIATARA ASIATARA	480 Employee s supplied with Protective clothing by 30 June 2025	30 Signages, 50 First aid refill kits, 50 Single cartridge respiratory procured by 30 by 30	4 OHS Committee Meetings held by 30 June 2025	4 OHS Workshop s held (Lydenbur g, Sable, Graskop & Northern
Tipe 3	480 Employe es supplied with Protectiv e e ctothing in the 2023/24 FY	50 First Aid Kit Refill Packs procured in 2023/24 FY	4 OMS Commit ee Meeting s held in the 2023/24 FY	4 OHS Worksho ps held in the 2023/24 FY
Prioresidi Dominios Priores	Number of Employee s supplied with protective clothing	Number of OHS Equipment procured	Number of OHS Committee Meetings heid	Number of OHS Workshop s held
orgy (16729) To post (1	Number	Number	Number	Number
-100 4304	Institut ional	Institut ional	Institut Ional	Institut
Siver Street	Procure ment of Protectiv e clothing	Facilitat e the procure mont of Cocupat ional Health and Safety Equipm ent (OHSE)	4 OHS Committ ee Meeting s	OHS Worksh op
	Municip al Transfor mation and institutio nal Develop ment	Municip al Transfor and Institutio nal Develop ment	Municip al Transfor mation and Institutio nat Develop	Municip al Transfor mation and Institutio
Williams Comment	To Comply with OHS Act	To Comply with OHS Act	Comply with OHS Act	Comply with OHS Act
PAYANA AND AND AND AND AND AND AND AND AND	Municipal Transfor mation and Institutio nal Develop ment	Municipal Transfor mation and institutio nal Develop ment	Municipal Transfor matrion and Institutio nal Develop	Municipal Transfor mation and Institutio nal Develop
Andrewskie	Improve institutiona Iransforma transforma tion and resources managem ent.	institutiona institutiona ransforma tion and resources managem ent	inprove institutiona transforma tion and resources managem ent	improve institutiona l' transforma tlon and resources managem

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ALGERICATION AND AND AND AND AND AND AND AND AND AN		OHS Inspection Reports	Agenda. Attendanc e Registers, Minutes	Agenda. Attendanc e Registers, Minutes
23/25/00/06/25 23/25/00/06/25 25/25/06/06/25/25		1 OHS Inspection report on inspection n conduct ed in ed in	1 Records Manage ment Awarene ss Session hetd	1 Records Manage ment Committ ee Meeting
		1 OHS Inspection on report on inspection on conduct ed in Graskop	No planned activity	1 Records Manage ment Commit ee Meeting
		1 OHS Inspection report on inspection conducted in Sable	1 Records Managem ent Awarenes s Session held	1 Records Managem ent Committee Meeting
Wasevillars		1 OHS Inspection report on report on inspectio n conduct ed in Lydenbu	No planned activity	f Records Manage ment Committ ee Meeting
FRICE CHESTLE TO NEW	Areas) by 30 June 2025	4 OHS Inspection s reports compiled by 30 June 2025	2 Records Managem ent Awarenes s Sessions held by 30 June 2025	4 Records Managem ent Committee Meetings held by 30 June 2025
AND PROCESSION AND PR		4 OMS Inspections held in the 2023/24 FY	4 Records Manage ment Awarene ss Session S held in the 2023/24	A Records Manage ment Committ ee ee ee s held in the 2023/24 F Y
ICHSGAROUS ICHGA	,	Number of OHS Inspection s reports complied	Number of Records Managem Awarenes s Sessions held	Number of Records Managem ent Committee Meetings
210,2 MM (15F), W		Number	Number	Number
		Institut	Institut Ional	Institut ional
		OTS Inspecti	Records Manage ment Awaren ess Session s	Records Manage ment Committ ee Meeting
Value (1962)	Develop ment	Municip al Transfor mation and Institutio nal Develop ment	Good Governa nce	Good Governa nce
TANASITA PANASIANTA	ŧ		To promote sound records maangem ent practice	To promote sound records readingem ent practice
CONTROL TO SERVICE TO	= 	Municipal Transfor mation and Institutio nal Develop ment	Good Governa nce & Public Participat ion	Good Governa nce & Public Participat ion
		inploye institutiona I transforma tion and resources managem ent	Ensure effective and sound Good Governan ce	Ensure effective and sound Good Governan ce

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+1350[16]	obex	R 15 000 000 (TCLM)	opex O	Opex
Golden Gerald (1986)	Report, Council Resolution	Reports	Strategic Risk Register	Web- based Audit Action Plan Summary report
energia (n. 1867) Santa (1867) Santa (1868)	planned activity	1 Report compile d on the mainten ance of Municip al buildings	100% of action plans address ed in the Strategic risk	No planned activity
in Dycker.	1 Oversig ht Report submitte d to Council by 31 March 20255.	1 Report compile d on the mainten ance of Municip al building s	75% of action plans address ed in the Strategi c risk register	No planned activity
Later notice	No planned activity	1 Report Compiled on the maintenan Ce of Municipal buildings	50% of action plans addressed in the Strategic risk	No planned activity
September 1997	No planned activity	1 Report compile d on the mainten ance of Municip al buildings	25% of action plans address ed in the Strategic risk	100% of material audit findings address ed
esta o l'ari kiliy	1 Oversight Report tabled to Council by 31 March 2025	4 Reports compiled on the maintenan ce of Municipal buildings by 30 June 2025	100% of action plans addressed in the Strategic risk register by 30 June 2024	100% of material audit findings addressed before submissio
1	1 Oversig ht report was tabled to Council on 31 March 2024	4 Reports compile don the mainten ance of Municip al buildings in the 2023/24 FY	64% of action plans address ed in the Strategic risk register	80 % of material audit findings address ed from the
ISTOCKETCH BOKKUROSELI	Tabling of the Oversight report tabled to Council	Number of reports compiled on the maintenan ce of Municipal buildings	% of action plans addressed in the Strategic risk	Percentag e of material audit findings addressed before
i (Curyi) a The Lacking			Number	Percent age
ROUPER S	Institut ional	iorial	institut ional	Ional
. Hope and the	Oversig ht Report	Keports on the Municha al Building s	Updatin g of G of Strategi c Risk Register	Updatin g of Audit Action Plan
	Good Governa Rce	wuncip af Transfor mation and Institutio nal Develop ment	Kisk Manage ment	Audit
3.1 (2.300) STRE	To ensure complianc e with the legislative framewor k	o ensure complianc e with the registative framewor k	10 address identified and emerging risks	To address findings raised by AGSA
	Good Governa nce & Public Participat ion	Transformation and Institution in all Develop ment	Governa Governa nce & Public Participat ion	Good Governa nce & Public Participat ion
\$11.54(4.12) kg 1.24(4.12) 1.11.54(4.12) kg 1.24(4.12) 1.11.54(4.12) kg 1.24(4.12)	Ensure effective and sound Governan ce	instrutiona Instrutiona transforma tion and resources managem ent	effective and sound Good Governan ce	Ensure effective and sound Good Governan

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PERSONAL DEVELOPMENT PLAN (CORPORATE SERVICES)

MADE AND ENTERED INTO BY AND BETWEEN

THABA CHWEU LOCAL MUNICIPALITY

AS REPRESENTED BY

ROY STEVEN MAKWAKWA AND

MAROPENG PETER MANKGA

FOR THE

FINANCIAL YEAR 2024-25

01 JULY 2024 – 30 JUNE 2025

7. E.J. Mf

Personal Development Plan of: MAROPENG PETER MANKGA

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1. Skills /	1. Skills / 2. Outcomes	S Sindacfed A Charlette	A Criscophod	F. C. Santa Control		
Performance Gap	Expected	training and / or	4. Suggested	o. Suggested Time Frames	6. Work	١,
(in order of priority)	(measurable	development	delivery		opported in	Support
	indicators: quantity,	activity			practice skill /	
	quality and time frames)	,			development	
Strategic labour	100% Sound labour	Advanced Labour	Unisa- online	30 June 2025	To advocate	Senior
managamant	relations	Kelations	esunoo		comprehensive	Manager
n da da da da n	management	Management-			and systematic	
	practices	LKM4801			knowledge field	Corporat
					to manage at	o o
			-		both strategic	Services
					and operational	
					levels in	
			- 10-1		contributing to	
		-			achievement of	
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					objectives.	

Employer's signature:

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Employee's signature:

ANNEXURE C: FINANCIAL DISCLOSURE FORM

26 26 Est

CONFIDENTIAL FINANCIAL DISCLOSURE FORM

I, the undersigned (surname an	d initials) Man	kun Mp	
(Postal address) Boy		usermark	D414
(Residential address) STA	FEE WHO WASH	Block 'A'	Avon VILLAGE
(Position held) DIRE	etor Ga	LPBRATE S	PERVICES
(Name of Municipality) -		4	AL MUHICIPALIT
Tel: 013 23573	DO_	Fax:	. / /A
See information sheet:	ncial interests (Not ba	plete and correct to the	
Number of shares/Extent of financial interests	Nature	Nominal Value	Name of Company/Entity
MONE	Mont	YONE	1/040
2. Directorships and part See information sheet:	nerships tote (2)		
Name of corporate entity, partnership or firm		of business	Amount of Remuneration/
KCLM HOLDING	FARMING.	+ TRANSPORT	Nonge
CO OUTCLEWE	FARMINI	1 & Downton	MONE
Co-operative	 	<u> </u>	

7 27 M.J. WP

3. Remunerated work outside the Municipality

,		of Work Ar		mount of remuneration/		
HOME	HOME HONE		Income /Income		YONE	
				,		
Council		<u> </u>		<u> </u>		
Signature by Council				ľ	Oale	
4. Consultancies See information						
Name of client		Nature	Type of bu		Value of any benefits received	
				7		
/XONE	<u> </u>	YONE	1/0.	ν Ε	MONO	
	-		/	•	<u></u> ,	
Sponsorships See information Source of assistance/sponsor	 -	Description of a	orship	assi	Value of stance/sponsorship	
NONE.		70~	<i>E</i>		¥0×E	
				her		
. Gifts and hospit See information s	tality from sheet: no	m a source other the te (6)	nan a family mem	ibei		
See information s	tality frou sheet: no	te (6) Val		ibei	Source	
See information s	tality from	te (6)			Source	
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See information s Description VONCE Land and proper	rty	e (7)	ue Area			
See information s Description YOWE Land and proper See information s	rty	e (7)	ue Area		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	
Description Land and proper See information s	rty	e (7) Extent Hector	ue Area	1/8	Value	

SIGNA	ATURE OF EMPLOYEE	
	d · · · · · · · · · · · · · · · ·	
DATE:	22 July 2024	
PLACE	LYDEN BURG	
OATH//	AFFIRMATION	
1.	I certify that before administering the oath/affi and wrote down her/his answers in his/her pro	rmation I asked the deponent the following questions esence:
	(i) Do you know and understand the con	ntents of the declaration?
	(ii) Do you have any objection to taking Answer O	the prescribed oath or affirmation?
	(iii) Do your consider the prescribed oath	or affirmation to be binding on your conscience?
2.	this declaration. The deponent utters the f	that she/he knows and understands the contents of bllowing words: "I swear that the contents of this y affirm that the contents of the declaration are true". To the declaration in my presence.
Commis	ssioner of Oath /Justice of the Peace	
Full first (names and sumame:	
		(Block letters)
	CONFIDE	NTIAL.
Designati	ition (rank)	Ex Officio Republic of South Africa
Street ad	ddress of institution	
Sate	M) TH	Moreku Paris Advocate of High Court Commissioner of Oath Chweu Local Municipality Office No: 11 Cnr. Viljoen & Sentraal COBOX 61, LYDENBURG, 1120
		2 Strime 151
DATE:	23/07/2024	ate 23 07 2 Time