

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 2025 – 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

TREVOR ALFRED 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;

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- 2.6 In the event of outstanding performance, to appropriately reward the employee; and
- 2.7 **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 above-mentioned 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

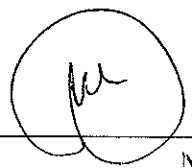
- 4.1 The Performance Plan (Annexure A) sets out-
- 4.1.1 the performance objectives and targets that must be met by the **Employee**; and
- 4.1.2 the time frames within which those performance objectives and targets must be met.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the **Employer** in consultation with the **Employee** and based on the Integrated Development Plan, 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**.

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 % Infrastructure Development	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.



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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%
People Management and Empowerment	20%
Financial Management (Compulsory)	5%
Change Management	-
Knowledge Management	-
Analysis and Innovation	5%
Problem Solving and Analysis	-
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 and national policy frameworks	-
Knowledge of developmental local government	-
Knowledge of Performance Management and Reporting	-
Knowledge and Information Management	10%
Competence in policy conceptualisation, analysis and implementation	-
Moral Competency	10%
Skills in Mediation	-
Skills in Governance	-
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**.


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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.					

- Each CR should be assessed according to the extent to which the specified standards have been met.
- An indicative rating on the five-point scale should be provided for each CR.
- This rating should be multiplied by the weighting given to each CR during the contracting process, to provide a score.
- 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 2024 – September 2024
Second quarter	:	October 2024 – December 2024
Third quarter	:	January 2025 – March 2025
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.

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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.

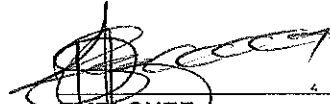
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Thus done and signed at MASHISHI NGI on this the 19th day of July 2024

AS WITNESSES:

1. Armandu Kari

2. Xolani P Msibi


EMPLOYEE

AS WITNESSES:

1. Karigo

2. Karigo

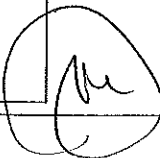

MUNICIPAL MANAGER

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ANNEXURE A: PERFORMANCE PLAN

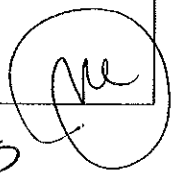
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STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2024/25 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET
										1st QUARTER	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	Operations of Traffic Services	Institutional	Number	Number of Reports on Operations of Traffic Services	New KPI	4 Reports on the Operations of Traffic Services by 30 June 2025	1 Report compiled on the operations of Traffic Services	1 Report compiled on the operations of Traffic Services	1 Report compiled on the operations of Traffic Services	1 Report compiled on the operations of Traffic Services	Quarterly Reports on Operations of Traffic Services	Opex
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	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	12 Disaster Management Awareness Campaigns held in 2023/24 FY	8 Disaster Management Awareness Campaigns held in all areas of TCLM by 30 June 2025	2 Disaster Management Awareness Campaigns held	2 Disaster Management Awareness Campaigns held	2 Disaster Management Awareness Campaigns held	2 Disaster Management Awareness Campaigns held	Reports	R 300 000 (TCLM)
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	Render Emergency Service	Disaster Management	Procurement of Jaw's of life rescue equipment	Institutional	Number	Number of Jaw's of life rescue equipment procured	No jaw's of life rescue equipment procured in the 2023/24 FY	1 Jaw of life rescue equipment procured by 30 June 2025	Submit the request for procure to SCM	1 Jaw of life rescue equipment procured	No planned activity	No planned activity	Memo, Requisition and Delivery Note	R 1 500 000 (TCLM)
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	Functional and Effective Control Room	Disaster Management	Upgrading & Maintenance of Control Room System / Equipment	Disaster Center Control Room	Number	Number of control rooms upgraded at Lydenburg	New KPI	1 Control room upgraded at Lydenburg by 30 June 2025	Submit the request for procure to SCM	SCM Bid Committee Consideration of Bids	Installation of Upgraded Control Room	No planned activity	Memo, Requisition and Delivery Note	R 1 000 000.00


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STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2024/25 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 clean & prune cemeteries in all areas of TCLM	Parks & cemeteries	Maintenance (Cleaning & Pruning) of Cemeteries	Ward 4, 5, 6 & 10 (Coromandel, Kellysville, e. Simile & Graskop)	Number	Number of Cemeteries maintained in identified areas of TCLM	8 Cemeteries maintained in the 2023/24 FY	8 Cemeteries maintained in identified areas of TCLM by 30 June 2025	2 Cemeteries maintained (Kellysville & Simile)	2 Cemeteries maintained (Coromandel & Graskop)	2 Cemeteries maintained (Harmony & Mashishing - old)	2 Cemeteries maintained (Lydenburg & Mashishing - new)	Reports with before and after pictures	R 1 000 000 (TCLM)
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development		Parks & cemeteries	Expansion - Clearing of cemeteries (Harmony Hill & Graskop)	Ward 7 (Harmony Hill & Graskop)	Number	Number of cemeteries cleared in Harmony Hill & Graskop	New KPI	2 Cemeteries cleared in Harmony Hill & Graskop by 30 June 2025	2 Submit the request for procurement to SCM	2 Cemeteries cleared (1 Harmony Hill & 1 Graskop)	2 No planned activity	2 No planned activity	Memo & reports with before and after pictures	R 150 000 (TCLM)
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	All wards	Number	Number of Environmental rehabilitation programmes conducted in identified areas of TCLM	8 Environmental rehabilitation programmes conducted in 2023/24 FY	8 Environmental rehabilitation programmes conducted in identified areas of TCLM by 30 June 2025	2 Environmental rehabilitation programmes conducted	2 Environmental rehabilitation programmes conducted	2 Environmental rehabilitation programmes conducted	2 Environmental rehabilitation programmes conducted	Reports with before and after pictures	R 1 000 000,00

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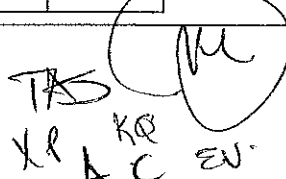
STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2024/25 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET
										1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER		
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To collect refuse from formalised households	Waste Management	Refuse removal at formalised households	Ward 1, 2, 3, 5, 6, 7, 10, 12 & 14 (Mashisling, Kellysville, Skhila, Simile, Sabie, Graskop & Lydenburg)	Number	Number of reports compiled on the collection of refuse at formalised households in TCLM	4 reports compiled on the collection of refuse at formalised households in the 2023/24 FY	4 reports compiled on the collection of refuse at formalised households by 30 June 2025	3 reports compiled on the collection of refuse at formalised households	3 reports compiled on the collection of refuse at formalised households	3 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 ensure a clean Environment	Waste Management	Procurement of street bins	Ward 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12, 14	Number	Number of street bins procured	New KPI	150 concrete street bins procured by 30 June 2025	Submit the request for procurement to SCM	150 Concrete street bins procured	Distribution of the bins	No planned activity	Memo, delivery note, distribution	R 500 000 (TCLM)
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 2023/24 FY	12 Reports compiled on the maintenance of the 3 licensed landfill sites by 30 June 2025	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	Quarterly Report on Maintenance of Landfill sites	R 7 248 000 (TCLM)

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STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2024/25 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 hold Community Safety Forum Meetings	Community Safety & Security	Community Safety Forum Meetings	All wards	Number	Number of Community Safety Forums meetings held	3 Community Safety Forums meetings held in 2023/24 FY	4 Community Safety Forums meetings held by 30 June 2025	1 Community Safety Forums meeting held	1 Community Safety Forums meeting held	1 Community Safety Forums meeting held	1 Community Safety Forums meeting held	Quarterly Report on activities of the Safety Forum	Opex
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 and Enforcement 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 2023/24 FY	12 Reports compiled on the implementation of Municipal by-laws by 30 June 2025	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	Quarterly Report on Implementation & Enforcement of by-laws	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 2025	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 2025	1 Transversal programme held	1 Transversal programme held	1 Transversal programme held	1 Transversal programme held	Quarterly Report on Programmes held	R 750 000.00

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STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2024/25 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 / Mashishin g	2023/24 FY	2025	Women empowerment	on Disability awareness campaign	for the elderly	summit)	Quarterly Report on Programmes held	R 500 000 (TCLM)
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 / Mashishin g	2023/24 FY	4 LAC meetings held at Lydenburg / Mashishin g by 30 June 2025	1 LAC meeting held at Lydenburg / Mashishin g	1 LAC meeting held at Lydenburg / Mashishin g	1 LAC meeting held at Lydenburg / Mashishin g	1 LAC meeting held at Lydenburg / Mashishin g	Quarterly Report on Programmes held	
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 / Mashishin g	2023/24 FY	4 TWG meetings held at Lydenburg / Mashishin g by 30 June 2025	1 TWG meeting held at Lydenburg / Mashishin g	1 TWG meeting held at Lydenburg / Mashishin g	1 TWG meeting held at Lydenburg / Mashishin g	1 TWG meeting held at Lydenburg / Mashishin g	Quarterly Report on Programmes held	
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	No strategy developed & approved	1 HIV/Aids Strategy developed and tabled to Council	Stakeholder consultation session	Draft HIV/Aids Strategy	Draft HIV/Aids Strategy	No planned activity	Invite, Agenda, Attendance register, Draft	


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STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2024/25 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET
										1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER		
marginalized groups	on						to Council	d in 2023/24 FY	by 30 June 2025			tabled to Council for approval		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 conducted	31 Comprehensive campaigns of HIV/Aids conducted in 2023/24 FY	32 Comprehensive campaigns of HIV/Aids conducted by 30 June 2025	8 Comprehensive campaigns of HIV/Aids conducted	8 Comprehensive campaigns of HIV/Aids conducted	8 Comprehensive campaigns of HIV/Aids conducted	8 Comprehensive campaigns of HIV/Aids conducted	Quarterly Report on Programmes held	
Ensure effective and sound Good Governance	Good Governance & Public Participation	To hold Library functions	Libraries	Library functions	All wards	Number	Number of Library functions held at Libraries around TCLM	No Library function held in 2023/24 FY	4 Library functions held at Libraries around TCLM by 30 June 2025	1 Library function held in Lerero	1 Library function held in Graskop	1 Library function held in Simile	1 Library function held in Sabie	Quarterly Report on Programmes held	R 500 000 (TCLM)
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	12 Reports compiled on the operations & status of the Museum/ Nature Reserve in the 2023/24 FY	4 Quarterly reports compiled on the operations & status of the Museum/ Nature Reserve by 30 June 2025	1 Quarterly report compiled on the operations & status of the Museum/ Nature Reserve	1 Quarterly report compiled on the operations & status of the Museum/ Nature Reserve	1 Quarterly report compiled on the operations & status of the Museum/ Nature Reserve	1 Quarterly report compiled on the operations & status of the Museum/ Nature Reserve	Quarterly report	Opex

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STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2024/25 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 ensure effective security services	Security Services	Reports on Security Services	Institutional	Number	Number of quarterly reports compiled on the security services	2 Security Services reports compiled in the 2023/24 FY	4 Quarterly reports compiled on the security services by 30 June 2025	1 Quarterly report compiled on the security services	1 Quarterly report compiled on the security services	1 Quarterly report compiled on the security services	1 Quarterly report compiled on the security services	Quarterly Report on Security Services	R 12 000 000,00
Ensure effective and sound Good Governance	Good Governance & Public Participation	To address identified and emerging risks	Risk Management	Updating of Strategic Risk Register	Institutional	Number	% of action plans addressed in the Strategic risk register	64% of action plans addressed in the Strategic risk register	100% of action plans addressed in the Strategic risk register by 30 June 2025	25% of action plans addressed in the Strategic risk register	50% of action plans addressed in the Strategic risk register	75% of action plans addressed in the Strategic risk register	100% of action plans addressed in the Strategic risk register	Strategic Risk Register	Opex

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STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2024/25 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET
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	80% of material audit findings addressed from the 2023/24 FY Audit	100% of material audit findings addressed before submission of the AFS to AGSA on 31 August 2024	1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER	Audit Action Plan	Opex
										100% of material audit findings addressed before submission of the AFS to AGSA on 31 August 2024	No planned activity	No planned activity	No planned activity		

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ANNEXURE B: PERSONAL DEVELOPMENT PLAN

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**PERSONAL DEVELOPMENT PLAN
(COMMUNITY SERVICES)**

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 2024-25

01 JULY 2024 – 30 JUNE 2025

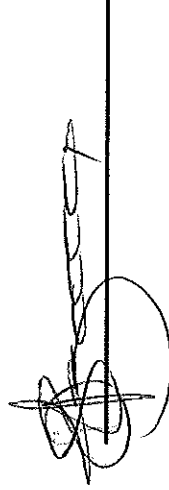
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V.P. A.C. EV.
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Personal Development Plan of: **TREVOR ALFRED SEGOANE**

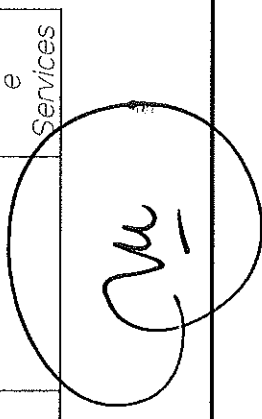
Compiled on (Date):

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
Public Policy Development		POST GRADUATE PROGRAMME / IN PUBLIC POLICY DEVELOPMENT + ENVIRONMENT	ONLINE & CLASS ATTENDANCE	12 MONTHS		Senior Manager Corporate Services

Employee's signature :



Employer's signature:



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ANNEXURE C: FINANCIAL DISCLOSURE FORM

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**CONFIDENTIAL
FINANCIAL DISCLOSURE FORM**

I, the undersigned (surname and initials)

SEGOANE T-A.

(Postal address)

34 B AVIATION AVENUE, TASET PARIC EXT 3
RMA KATHLENI

(Residential address)

SAME AS ABOVE

(Position held)

DIRECTOR: COMMUNITY SERVICES

(Name of Municipality)

THABA CHWEL LOCAL MUNICIPALITY

Tel: _____

Fax: _____

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

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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

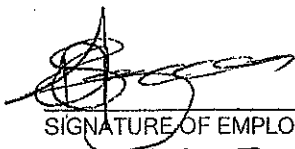
6. **Gifts and hospitality from a source other than a family member**
See information sheet: note (6)

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

7. **Land and property**
See information sheet: note (7)

Description	Extent	Area	Value
HOUSE - (WITBANK)			± R9.00 000.00

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SIGNATURE OF EMPLOYEE

DATE: 19-JULY-2024

PLACE: NASHINGTON

OATH/AFFIRMATION

1. I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down her/his answers in his/her presence:

(i) Do you know and understand the contents of the declaration?

Answer yes

(ii) Do you have any objection to taking the prescribed oath or affirmation?

Answer NO

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

Answer yes

2. I certify that the deponent has acknowledged that she/he knows and understands the contents of this declaration. The deponent utters the following words: "I swear that the contents of this declaration are true, so help me God." / "I truly affirm that the contents of the declaration are true". The signature/mark of the deponent is affixed to the declaration in my presence.

Commissioner of Oath /Justice of the Peace

Full first names and surname:

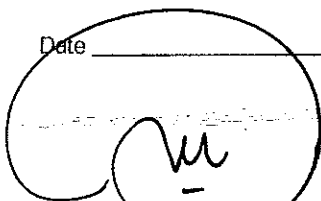
_____ (Block letters)

Designation (rank) _____ Ex Officio Republic of South Africa

Street address of institution


Date _____

Place _____



CONTENTS NOTED: EMPLOYER

DATE: 23/07/2024

Moreku Paris
Advocate of High Court
Commissioner of Oath
Thaba Chweu Local Municipality
Office No: 11
Cnr. Viljoen & Sentraal
P.O Box 61, LYDENBURG, 1120
Date 23/07/2024 Time 14:30
Signature  27

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