

PERFORMANCE AGREEMENT

BETWEEN

THE MUNICIPALITY OF RAMOTSHERE MOILOA LOCAL,

AS REPRESENTED BY THE ACCOUNTING OFFICER

COUNCILLOR DINAH PITSO

**(IN HER CAPACITY AS THE MAYOR OF RAMOTSHERE MOILOA LOCAL
MUNICIPALITY)**

(“EMPLOYER”)

AND

LEKGETHO ISAAC MOKGATLHE

**(IN HIS CAPACITY AS THE MUNICIPAL MANAGER OF RAMOTSHERE
MOILOA LOCAL MUNICIPALITY)**

(“EMPLOYEE”)

FOR THE

FINANCIAL YEAR: 1 JULY 2024 – 30 JUNE 2025

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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Municipality of Ramotshere Moiloa Local Municipality herein represented by Dinah Pitso in her capacity as the Mayor of Ramotshere Moiloa Local Municipality (hereinafter referred to as the Employer or Reporting Officer)

and

Lekgetho Issac Mokgatlhe in his capacity as the Municipal Manager and an Employee of Ramotshere Moiloa Local Municipality (hereinafter referred to as the Employee).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1 The **Employer** has entered into a contract of employment with the Employee in terms of section 57(1) (a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties".
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of **Employment** concluded between the parties to conclude an annual performance Agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

2. PURPOSE OF THIS AGREEMENT

The Purpose of this Agreement is to:

- 2.1 Comply with the provisions of Section 57(1)(b),(4A),(4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the parties;
- 2.2 Specify objectives and targets established for the Employee and to communicate to the **Employee** the Employer's expectations of the **Employee's** performance expectations and accountabilities;
- 2.3 Specify accountabilities as set out in the Performance plan (Annexure A);
- 2.4 Monitor and measure performance against set targeted outputs;
- 2.5 Use the **Performance Agreement and Performance Plan** as the basis for assessing the suitability of the Employee for permanent employment and/or to assess whether the **Employee** has met the performance expectations applicable to his/her job;
- 2.6 Appropriately reward the **Employee** in accordance with the **Employer's** performance management policy in the event of outstanding performance; and
- 2.7 Give effect to the Employer's commitment to a performance-orientated relationship with the **Employee** in attaining equitable and improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on 1 July 2024 and will remain in force until 30 January 2025 where after a new **Performance Agreement, Performance Plan and Personal Development Plan** shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new **Performance Agreement and Performance Plan** that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.
- 3.3 This Agreement will terminate on the termination of the **Employee's** contract of employment 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.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the **Employee** and based on the **Integrated Development Plan** and the Budget of the Employer, and shall include key objectives; key performance indicators; target dates and weighting.
- 4.3 The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.
- 4.4 The **Employee's** performance will, in addition, be measured in Terms of contributions to the goals and strategies set out in the **Employer's Integrated Development Plan (IDP)**.

5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The **Employee** agrees to participate in the performance management system that the **employer** adopts or introduces for the Employer, management and municipal staff of the **Employer**.
- 5.2 The **Employee** accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer, management, and municipal staff to perform to the standards required.

- 5.3** The **Employer** will consult the Employee about the specific performance standard that will be included in the Performance Management System as applicable to the Employee.
- 5.4** The **employee** undertakes to actively focus towards the promotion and the implementation of the Key Performance Areas (KPA's) (including special projects relevant to the **employee's** responsibilities) within the local government framework;
- 5.5** The criteria upon which the performance of the employee shall be assessed and shall consist of two components, both of which shall be contained in the performance agreement. The employee must be assessed against both components, with a weighing of 80:20 allocated to the **Key Performance Areas (KPA's) and the Core Competency Requirements (CCRs)** respectively. Each area of assessment will be weighted and will contribute a specific part to the total score. KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment;

Core Competency Requirements (CCR's):	Select applicable	Weighting
Core Managerial Competencies:		
Strategic Capability and Leadership	X	2
Programme and Project Management		
Financial Management	X	1
Change Management	X	1
Knowledge Management		
Service Delivery Innovation		
Problem Solving and Analysis	X	2
People Management and Empowerment	X	2
Client Orientation and Customer Focus	X	2
Communication	X	2
Honesty and Integrity		
Team building		
Core Occupational Competencies:		
Competence in Self-Management (Setting and agreeing on service delivery standards)		
Interpretation of and implementation within the legislative and national policy frameworks	X	2
Knowledge of developmental local government	X	2
Knowledge of Performance Management and Reporting	X	2
Knowledge of global and South African specific political, social and economic contexts		
Competence in policy conceptualization, analysis and	X	2
Knowledge of more than one functional municipal field / discipline		
Negotiation and conflict resolution skills (Mediation and		

Skills in governance, public mobilization and participation		
Competence as required by other national line sector		
Exceptional and dynamic creativity to improve the functioning of the municipality		
Total		20%

CORE COMPETENCY REQUIREMENTS (CCR):

a) Core Managerial Competencies:

The performance of Section 57 Managers should be assessed in terms of Core Competency Requirements (CCRs) as required by the Regulations of Section 57 Managers. These competencies describe general managerial and occupational skills. The assessment of these competencies will account for **(20%) twenty percent** of the total employee assessment score. Three of the CCR's are compulsory for all managers.

Competency Area	Indicate choice (Mark with ✓)	Timeframe to gain targeted competency	Training / program needed to close competency	WEIGHT (in %)
Strategic Capability and Leadership		June 2024	On the job training	
Change Management		June 2024	On the job training	
Financial Management		June 2024	On the job training	
Problem Solving and Analysis		June 2024	On the job training	
People Management and Empowerment		June 2024	On the job training	
Client Orientation and Customer		June 2024	On the job training	
Communication		June 2024	On the job training	
Interpretation of and implementation within		June 2024	On the job training	
Knowledge of developmental local		June 2024	On the job training	
Knowledge of Performance		June 2024	On the job training	
TOTAL				100%

- 5.6 The **Employee's** assessment will be based on his performance in terms of outputs (performance targets) reflected on the Performance Plan which are linked to relevant KPAs, key objectives and key performance indicators (KPIs) as agreed to between the Employer and the Employee;

Key Performance Areas (KPA's)	Weighting
Basic Service Delivery	-
Municipal Institute Development Transformation	21%%
Local Economic Development (LED)	-
Municipal Financial Viability and Management	2%
Good Governance and Public Participation	77%
Local Economic Development and Spatial Rationale	-
Community & Social Development Services	-
Total	100%

- 5.7 The Key Performance Areas (KPAs) relating to the Employee's functional area will make up 80% of the Employee's assessment score, and will contain the following Areas

6. PERFORMANCE OBJECTIVES

- 6.1 The Employee undertakes to actively focus towards the promotion and implementation of KPA's (including special projects relevant to the employee's responsibilities) within the local government framework.
- 6.2 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
- 6.2.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the key Performance Areas (KPA's) and the Core Managerial Competencies (CMC's) respectively.
- 6.2.2 Each area of assessment will be weighted and will contribute a pro rata to the total score.
- 6.2.3 KPAs covering the main areas of work will account for 80% and CMC's will account for 20% of the final assessment.
- 6.3 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 12), 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.
- 6.4 The CMC's will make up the other 20% of the Employee's assessment scorecard. CMC's that are deemed to be most critical for the Employee's specific job should be selected (✓) from the list in Annexure A as agreed to between the **Employer and Employee**.

7. EVALUATING PERFORMANCE

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

- 7.1.1** The standards and procedures for evaluating the Employee's performance;
and
- 7.1.2** The intervals for the evaluation of the Employee's performance.
- 7.2** 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.
- 7.3** Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan. Development Plan as well as the actions agreed to and implementation must take place within set time frames.
- 7.4** The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's IDP.
- 7.5** The annual performance appraisal will involve:
- 7.5.1** Assessment of the achievement of results as outlined in the performance plan:
- a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.
 - b) An indicative rating on the five-point scale should be provided for each KPA.
 - c) The applicable assessment rating calculator (refer to paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score.
- 7.5.2** Assessment of the CMC's
- a) Each CMC must be assessed according to the extent to which the specified standards have been met.
 - b) An indicative rating on the five-point scale should be provided for each CMC.
 - c) The applicable assessment rating calculator (refer to paragraph 6.5.1) must then be used to add the scores and calculate a final CMC score.
- 7.5.3** Overall Rating

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

- 7.6** The assessment of the performance of the Employee will be based on the following rating scale for KPA's, CMC's and COC's :

Level	Terminology	Description	Rating
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 Performance Agreement and Performance Plan and maintained this in all areas of responsibility throughout the year.	

Level	Terminology	Description	Rating
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 Performance Agreement 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 Performance Agreement 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 Performance Agreement and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.	

7.7 For purposes of evaluating the performance of the Employee, an evaluation panel constituted by the following persons will be established:

7.7.1 Executive Mayor/Mayor;

7.7.2 Chairperson of the Audit and Risk Committee;

7.7.3 Ward Committee Member (on a rotational basis), where applicable;

7.7.4 Member of the Mayoral Committee; and

7.7.5 Mayor and/ or Municipal Manager from another Municipality.

8. SCHEDULE FOR PERFORMANCE REVIEWS

8.1 The performance of the 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:

1.	First quarter	October 2024
2.	Second quarter	January 2025
3.	Third quarter	April 2025
4.	Fourth quarter	July 2025

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

- 8.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.
- 8.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The Employee must be fully consulted before any such change is made.
- 8.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented and/or amended as the case may be. In that case the Employee will be fully consulted before any such change is made.

9. 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 contribution 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 11.1 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 5% to 14% of inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance.
 - 11.2.1 In determining the performance bonus the relevant percentage is based on the overall rating, calculated by using the applicable assessment-rating calculator; provided as follows:
 - (a) a score of 130% to 149% is awarded a performance bonus of 5% to 9%; and
 - (b) a score of 150% and above is awarded a performance bonus of 10% to 14%.

11.3 The **Employee** will be eligible for progression to the next higher remuneration package, within the relevant remuneration band, after completion of least twelve (12) service at current remuneration package 30 June (end of financial year) subject to a fully effective assessment.

11.4 In the case of unacceptable performance, the **Employer** shall:

11.4.1 Provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and

11.4.2 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 and 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 event that the mediation process contemplated above fails, clause 19.3 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 contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

Thus done and signed at RMLM.....on this the 31st day of July.....
(Month).....2024 (Year)

AS WITNESSES:

1. _____

2. _____

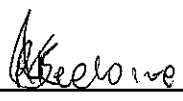



**MR LEKGETHO ISSAC MOKGATLHE
MUNICIPAL MANAGER
RAMOTSHERE MOILOA LOCAL MUNICIPALITY**

Thus done and signed at RMLM.....on this the 31 day of JULY.....
(Month).....2024 (Year)

AS WITNESSES:

1. _____

2. _____



**CLLR DINAH PITSO
MUNICIPAL MAYOR
RAMOTSHERE MOILOA LOCAL MUNICIPALITY**

The Performance Plan sets out:

- a) Key Performance Areas that the employee should focus on, performance objectives, key performance indicators and targets that must be met within a specific timeframe;
- b) Core competencies required from employees prescribed in the Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, R805 of 2006.

The employee's assessment will be based on his/her performance in terms of the outputs/outcomes (performance indicators) identified as per the performance plan which are linked to the National KPA's, which constitute 80% of the overall assessment result as per the weightings agreed to between the employer and employee.

KPA's covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.

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

Category	Colour	Explanation
KPI's Not Met/ Unacceptable performance	1	Performance does not meet the standard expected for the job. The review/assessment indicates that they 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.
KPI's Almost Met / Not fully effective	2	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.
KPI's Met / Fully effective	3	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.
KPI's Well Met / Performance significantly above expectations	4	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.

Category	Colour	Explanation
KPI's Extremely Well Met / Outstanding Performance	5	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.

KEY PERFORMANCE INDICATORS

National KPA	Strategic Objectives	KPI No.	Key Performance Indicator (KPI)	Baseline	Annual Target	Portfolio of evidence	Targets				Weight
							Q1	Q2	Q3	Q4	ht
MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	Provide Infrastructure Development and Basic Services for the Municipality	1	Rand Value spent on MIG grants allocated to the Ramotshere Moloka Local Municipality	NEW KPI	Spending of 100% (R45,2M) on MIG Grant allocated to the Municipality by 30 June 2025	MIG Expenditure Report. Projects Progress Reports	25% spending	50% spending	75% spending	100% spending	2
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Ensure Financial Viability and Accountability	2	Percentage of assigned audit findings raised in the AG Reports and management report resolved	NEW KPI	Resolving of at least 90% of assigned audit findings raised in the 2022/23 and 2023/24 Audit Report and Management Report by 30 June 2025	PAAP progress report for 2022/23 and PAAP progress report for 2023/24	100% (No of assigned audit findings/no of audit findings resolved) for 2022/23	100% (No of assigned audit findings/no of audit findings resolved) for 2022/23	80% (No of assigned audit findings/no of audit findings resolved) for 2023/24	80% (No of assigned audit findings/no of audit findings resolved) for 2023/24	2
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Ensuring Integrated Development Planning for the Municipality	3	Number of Performance Agreements signed with unit managers	NEW KPI	8 Performance Agreements signed by the 31 st of July 2024.	Signed Performance Agreements	8 PA signed with unit managers	-	-	-	1
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Ensuring Integrated Development Planning for the Municipality	4	2025/26 Approved IDP and Budget Process Plan	2025/26 Approved IDP and Budget Process Plan adopted	2025/26 Approved IDP and Budget Process Plan by 31 August 2024	Approved 2024/25 IDP and Budget Process Plan, Council Resolution	2025/26 IDP, Budget and PMS Process plan BY 31 August 2024	-	-	-	2

National KPA	Strategic Objectives	KPI No.	Key Performance Indicator (KPI)	Baseline	Annual Target	Portfolio of evidence	Targets				Weight
							Q1	Q2	Q3	Q4	ht
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Ensuring Integrated Development Planning for the Municipality	5	Number of meetings held to track progress on PAAP implementation	2 Meetings to track PAAP Implementation	4 Meetings by 30 June 2025	Attendance Register and a report on the progress on PAAP implementation	1 Meeting	1 Meeting	1 Meeting	1 Meeting	1
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Ensuring Integrated Development Planning for the Municipality	6	Number of IDP Rep Forum Meetings held	1 IDP Rep Forum held	2 Forum Meetings by 30 June 2025	Attendance Register and Minutes	-	1 Rep forum Meeting	-	1 Rep forum Meeting	1
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Ensuring Integrated Development Planning for the Municipality	7	Number of IDP steering Committee meetings	2 IDP steering committee held	12 steering Committee meetings 30 June 2025	Attendance Register and Minutes	3 IDP SC Meetings	3 IDP SC Meetings	3 IDP SC Meetings	3 IDP SC Meetings	1
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Ensuring Integrated Development Planning for the Municipality	8	Tabled Draft 2026/27 IDP (Reviewed)	2025/26 Draft IDP tabled in 30 March 2024	Tabled Draft 2026/27 IDP (Reviewed) by 31 March 2025	2026/27 Draft IDP and Council Resolution	-	-	31 March 2025	-	2
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Ensuring Integrated Development Planning for the Municipality	9	Reviewed 2026/27 Approved IDP	2025/26 Reviewed IDP approved in May 2024	2026/27 Approved IDP (Reviewed) by 31 May 2025	2026/27 IDP and Council Resolution	-	-	-	31 March 2025	2
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Ensuring Integrated Development Planning for the Municipality	10	2025/26 SDBIP Approved by the Mayor	2024/25 Draft SDBIP not tabled	2025/26 Draft SDBIP tabled by 31 May 2025	Draft SDBIP and Council Resolution	-	-	-	31 May 2025	1
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Ensuring Integrated Development Planning for the Municipality	11	2025/26 SDBIP Approved by the Mayor	2024/25 SDBIP approved on 28 June 2024	2025/26 SDBIP Approved by the Mayor by 28 June 2025	SDBIP approved by the Mayor	-	-	-	28 June 2025	2

National KPA	Strategic Objectives	KPI No.	Key Performance Indicator (KPI)	Baseline	Annual Target	Portfolio of evidence	Targets				Weight
							Q1	Q2	Q3	Q4	
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Ensuring Integrated Development Planning for the Municipality	12	Approved 2023/24 Annual Performance Report	2022/23 Annual Performance Report approved	Approved 2023/24 Annual Performance Report by 31 August 2024	APR with MM's signature of approval	2023/24 APR approved by the MM	-	-	-	2
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Ensuring Integrated Development Planning for the Municipality	13	Number of Performance Agreements signed	6 Performance agreements signed	6 Performance Agreements signed by 30 July 2025	Signed Performance Agreements	6 by 30 July 2025	-	6 Amended PAs by 31 March 2025	-	2
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Ensuring Integrated Development Planning for the Municipality	14	Number of performance reports submitted to Council	4 Performance Reports submitted	4 Quarterly performance reports submitted to Council	Quarterly Performance Reports and Council Resolution	1 Quarterly Report	1 Quarterly Report	1 Quarterly Report	1 Quarterly Report	1
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Ensuring Integrated Development Planning for the Municipality	15	Number of Performance Reviews conducted	2 Performance Reviews conducted	2 Performance Reviews conducted by 30 June 2025	Attendance Register, score sheets and Performance Assessment Report	1 Performance Review	-	1 Performance Review	-	2
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Ensuring Integrated Development Planning for the Municipality	16	Tabled 2023/24 Annual Report	2022/23 Annual Report Tabled	Tabled 2023/24 Annual Report by 31 January 2025	Tabled Annual Reports and Council Resolution	-	-	31 January 2025	-	2
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Ensuring Integrated Development Planning for the Municipality	17	2023/24 Oversight Report adopted by Council	2022/23 Oversight Report adopted by Council	2023/24 Oversight Report adopted by Council by 31 March 2025	Oversight Report and Council Resolution	-	-	31 March 2025	-	2
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Ensuring Integrated Development Planning for the Municipality	18	2025/26 Approved MPAC Annual Work plan	2024/25 Approved MPAC Annual Work plan	2025/26 Approved MPAC Annual Work plan by	2025/26 Approved Work plan and Council	-	-	-	31 May 2025	2

National KPA	Strategic Objectives	KPI No.	Key Performance Indicator (KPI)	Baseline	Annual Target	Portfolio of evidence	Targets				Weight
							Q1	Q2	Q3	Q4	
	Municipality				31 May 2025	Resolution					
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Ensuring Integrated Development Planning for the Municipality	19	Number of reports on the implementation of the MPAC plan submitted to Council	2 Reports on the implementation of the MPAC Plan	4 Reports on the implementation of the MPAC Plan submitted to Council by 30 June 2025	4 Reports and Council Resolution	1 Report	1 Report	1 Report	1 Report	2
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Ensuring Integrated Development Planning for the Municipality	20	Approved 2025/26 Risk Management Annual Work plan	Risk Management Annual work plan	Approved 2025/26 Risk management Annual Work plan by 30 June 2025	Approved Risk Management Annual Work plan	-	-	-	30 June 2025	2
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Ensuring Integrated Development Planning for the Municipality	21	Approved 2025/26 Risk Management Annual Work plan	Strategic Risk Assessment conducted	2025/26 Strategic Risk Assessment conducted by 30 April 2025	Strategic Risk Assessment signed off by the MM and attendance registers	-	-	-	30 April 2025	2
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Ensuring Integrated Development Planning for the Municipality	22	2025/26 Conduct Operational Risk Assessment Session	Operational Risk Assessment conducted	2025/26 Conduct Operational Risk assessment Sessions held by 30 June 2025	Operational Risk Assessment/R egister Signed off by the Municipal Manager	-	-	-	30 June 2025	2
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Ensuring Integrated Development Planning for the Municipality	23	Risk awareness Training conducted	Risk awareness Training not conducted	Risk awareness Training 30 June 2025	Attendance Register and Presentation	-	-	30 March 2025	-	2
GOOD	Ensuring	24	Anti-corruption and	Anti-corruption	Anti-corruption	Attendance	-	-	-	30 June	2

National KPA	Strategic Objectives	KPI No.	Key Performance Indicator (KPI)	Baseline	Annual Target	Portfolio of evidence	Targets				Weight
							Q1	Q2	Q3	Q4	
GOVERNANCE AND PUBLIC PARTICIPATION	Integrated Development Planning for the Municipality		Fraud awareness campaign (for municipal employees/councillors)	and fraud awareness campaign not conducted	and Fraud awareness campaign (for municipal employees/councillors) by 30 June 2025	Registers, Presentation				2025	
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Ensuring Integrated Development Planning for the Municipality	25	Approved Communication Strategy 2024-2027	Draft Communication Strategy in place	Approved Communication Strategy 2024-2027 by 30 December 2024	Approved Communication Strategy and Council Resolution	-	31 December 2025	-	-	2
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Ensuring Integrated Development Planning for the Municipality	26	Number of external media statements issued	12 external media statements issued	12 external media statements issued by 30 June 2025	12 submissions of contributions issued	3 statements	3 statements	3 statements	3 statements	2
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Ensuring Integrated Development Planning for the Municipality	27	Approved 2023 – 26 Social Media Policy	Draft Social Media Policy	Approved 2024 – 27 Social Media Policy by 31 December 2024	Approved 2023 – 26 Social Media Policy and Council Resolution	-	31 December 2024	-	-	2
MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION	Ensuring Integrated Development Planning for the Municipality	28	Number of Joint Security Operational Meetings	12 meetings held during 2023/24	12 Joint Security Operational Meetings 30 June 2025	Meeting minutes and attendance registers	3 meetings	3 meetings	3 meetings	3 meetings	2
MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION	Ensuring Integrated Development Planning for the Municipality	29	Number of Community Safety Forum meetings and programmes held by June 2025	4 Meetings held during 2023/24	4 Community Safety Forum meetings and programmes to be held by 30 June 2025	Meeting minutes and attendance registers	1 meeting	1 meeting	1 meeting	1 meeting	2

National KPA	Strategic Objectives	KPI No.	Key Performance Indicator (KPI)	Baseline	Annual Target	Portfolio of evidence	Targets				Weight
							Q1	Q2	Q3	Q4	
MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION	Ensuring Integrated Development Planning for the Municipality	30	Developed Community Safety Plan	New KPI	Developed Community Safety Plan by 31 December 2024	Signed and approved Community Safety	-	31 December 2024	-	-	2
MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION	Ensuring Integrated Development Planning for the Municipality	31	Number of Security Awareness workshops conducted	New KPI	2 Security Awareness workshops conducted by 30 June 2025	Attendance Register and Presentation copy	-	-	1 Awareness workshop	1 Awareness workshop	2
MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION	Ensuring Integrated Development Planning for the Municipality	32	Developed Information Security Policy	New KPI	Information Security Policy Developed by September 2024	Approved Security Policy	30 September 2024	-	-	-	2
MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION	Ensuring Integrated Development Planning for the Municipality	33	Installed integrated locking system	New KPI	Installed integrated locking system by 31 December 2024	Report of work done/activities undertaken	Specification and advert by Sep 2024	Installation by Dec 2024	-	-	2
MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION	Ensuring Integrated Development Planning for the Municipality	34	Refurbished Municipal Parking	New KPI	Refurbished Municipal Parking by 30 June 2025	Specification, Advert and Completion Certificate	Specification and advert by Sept 2024	Appointment by dec 2024	-	Completion of refurbishment by 30 June 2025	2
MUNICIPAL	Ensuring	35	Installed CCTV	New KPI	Installed CCTV	Specifications,	SCM	Installation	-	-	2

2024/25 Performance Plan: Municipal Manager

Annexure A

National KPA	Strategic Objectives	KPI No.	Key Performance Indicator (KPI)	Baseline	Annual Target	Portfolio of evidence	Targets				Weight
							Q1	Q2	Q3	Q4	ht
INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION	Integrated Development Planning for the Municipality		Cameras (Municipal Workshop)		Cameras (Municipal Workshop) by 30 June 2025	advert, Appointment letter, completion Certificate	processes by 30 Sep 2024	of CCTV by 31 Dec 2024			
MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION	Ensuring Integrated Development Planning for the Municipality	36	Constructed a perimeter wall at Lehurutshe workshop	NEW KPI	Constructed a perimeter wall at Lehurutshe workshop by 30 June 2024	Specifications, advert, appointment letter, progress report, completion certificate	-	SCM processes by 31 Dec 2024	Construction completion by march 2025	-	2
MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION	Ensuring Integrated Development Planning for the Municipality	37	Installation of Electric Fence (Municipal Workshop) by J30 June 2025	NEW KPI	Installation of Electric Fence (Municipal Workshop) by J30 June 2025	Specifications, advert, completion Certificate	Specification and advert Sep 2024	Installation of electric fence by dec 2024	-	-	2
MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION	Ensuring Integrated Development Planning for the Municipality	38	Installed Integrated Electronic Security System (Main Building)	NEW KPI	Installed integrated Electronic Security System (Main Building) by 30 June 2025	Specifications, advert, completion certificate	Procurement processes by dec 2024	Installation of integrated electronic system by 31 March 2025	-	-	2
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Create an Economically desirable environment to attract local and international investment	39	Approved Risk Based Internal Audit Plan	Approved Risk Based Internal Audit Plan in 2023/24	Approved Risk Based Internal Audit Plan 30 June 2025	Minutes of Audit Committee approving the plan. Approved Plan	-	-	-	30 June 2025	2
GOOD GOVERNANCE	Create an Economically	40	2025/26 Internal Audit Charter	2024/25 Internal Audit	2025/26 Internal Audit	Approved Internal Audit	-	-	-	30 June 2025	2

National KPA	Strategic Objectives	KPI No.	Key Performance Indicator (KPI)	Baseline	Annual Target	Portfolio of evidence	Targets				Weight
							Q1	Q2	Q3	Q4	ht
AND PUBLIC PARTICIPATION	desirable environment to attract local and international investment		Reviewed	Charter in place	Charter Reviewed by 30 June 2025	Charter					
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	To enhance public participation	41	2025/26 ARCOM Charter Reviewed	2024/25 ARCOM Charter in place	2025/26 ARCOM Charter Reviewed by 30 June 2025	ARCOM Charter and Council Resolution	-	-	-	30 June 2025	2
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Ensure Equal Distribution of resources in all wards	42	Mandela Day Celebration	Mandela day activities conducted in July 2023	Mandela Day Celebration conducted by 18 July 2024	Report of activities/event held	1 event during July 2024	-	-	-	2
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	To enhance public participation	43	Number of Older persons & disability programme done	Programme not done due to non-availability of funds	4 programmes by 30 June 2025	Report of work done/activities undertaken	1 program	1 program	1 program	1 program	2
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Ensuring Integrated Development Planning for the Municipality	44	Number of Heritage day activities done	Programme not done due to non-availability of funds	1 activity by 30 September 2024	Report of work done/activities undertaken	1 Activity	-	-	-	2
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Ensuring Integrated Development Planning for the Municipality	45	Number of GBV awareness programme	1 program done	4 GBV awareness programmes conducted by 30 June 2025	Report of work done	1 program	1 program	1 program	1 program	2
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Ensuring Integrated Development Planning for the Municipality	46	Number of mayoral cleaning campaigns conducted	2 programs done	4 Mayoral cleaning campaigns conducted by 30 June 2025	Report of work done	1 campaign	1 campaign	1 campaign	1 campaign	2
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Ensuring Integrated Development	47	Number of EXCO meetings held	8 EXCO meetings held	8 EXCO meetings held by 30 June	Attendance Registers and Minutes of	2 EXCO meetings	1 EXCO meetings	3 EXCO meetings	2 EXCO meetings	2

National KPA	Strategic Objectives	KPI No.	Key Performance Indicator (KPI)	Baseline	Annual Target	Portfolio of evidence	Targets				Weight
PARTICIPATION							Q1	Q2	Q3	Q4	
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Planning for the Municipality	48			2025	Meetings					2
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Ensure the Equitable Distribution of resources in all the wards.		Number of Mayoral Imbizos held	8 imbizos held	8 Mayoral Imbizos held by 31 December 2024	Attendance Registers and Report	-	8 imbizos held	-	-	2
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Create an Economically desirable environment to attract local and international investment	49	Number of abor day activities conducted	1 activity held	1 activity for abor day held by 30 Sept 2024	Report of work done	1 Activity	-	-	-	2
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Create an Economically desirable environment to attract local and international investment	50	Number of youth programs held	1 program held	4 youth programs held by 30 June 2025	Report of work done	1 program	1 program	1 program	1 program	2
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	To enhance public participation	51	Number of Ward Committee meetings	12 ward committee meetings held	12 ward committees per ward by 30 June 2024	Minutes of meetings held and attendance registers	3 meetings per ward	3 meetings per ward	3 meetings per ward	3 meetings per ward	2
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Ensure Equal Distribution of resources in all wards	52	Number of public participation campaigns held*	4 public participation campaigns held	8 public participation campaigns held by 30 June 2025	Public participation campaign reports and attendance registers	-	4 public participation campaigns	4 public participation campaigns	-	2
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	To enhance public participation	53	Number of public meetings held	4 meetings held per ward	4 meetings per quarter at each ward by 30 June 2025	Attendance Register and minutes of meetings held	1 meeting per ward	1 meeting per ward	1 meeting per ward	1 meeting per ward	2

National KPA	Strategic Objectives	KPI No.	Key Performance Indicator (KPI)	Baseline	Annual Target	Portfolio of evidence	Q1	Q2	Q3	Q4	Weight
TOTAL											100
PERCENTAGE CONTRIBUTION											80%

CORE COMPETENCY FRAMEWORK

The performance of Section 57 Managers should be assessed in terms of Core Competency Requirements (CCRs) as required by the Regulations of Section 57 Managers. These competencies describe general managerial and occupational skills. The assessment of these competencies will account for **twenty percent** of the total employee assessment score. The bold CCR's are compulsory for all managers.

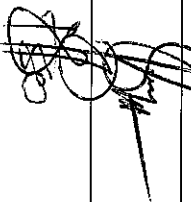
Annexure B describes the different proficiency levels for each Core Competency Requirements (CCRs) and should therefore form part of this section of the Performance Plan.

Core Managerial Skill	Select prov. level (refer Annexure B)	Definition	Weight
Strategic Leadership and Management	✓	Skills to be able to provide a vision, set the direction for the municipality or department and inspire others in order to deliver on the municipality's mandate	10
Programme and project management	✓	Skills to enable the individual to plan, manage, monitor and evaluate specific activities in order to ensure that policies are implemented and that local government objectives are achieved	10
Financial Management	✓	Skills required to manage projects and/or department work within the constraints of a budget. This includes being able to plan a budget at the beginning of the financial year, controlling costs throughout the year by allocating resources appropriately and understanding and anticipating the impact of other departments on own budget and adopting where necessary.	5
Change Management	✓	Skills to initiate and support municipal transformation and change in order to implement new initiatives successfully and deliver on service delivery commitments.	10
Knowledge management	✓	This includes the working knowledge of Council regulations, by-laws and policies, National, Provincial and Local Government structures and applicable legislation.	10
Problem solving and analytical thinking	✓	Be able to systematically identify, analyse and resolve existing and anticipated problems in order to reach optimum solutions in a timely manner	5
People and diversity management	✓	Skills to manage and encourage people optimise their outputs and effectively manage relationships. This includes holding regular meetings with his/ her team so that information can be shared and so that the team is aware of decisions that may affect them. It also involves distributing workloads so that individual skills are used appropriately and so that the work is evenly spread, making sure that the team has the necessary tools and resources in order to do	10

2024/25 Performance Plan: Municipal Manager

Annexure A

Core Managerial Skill		Select prov. level (refer Annexure B)	Definition	Weight
			their work and motivating the team so that they are committed to achieving the goals of the department and ultimately the municipality	
Client orientation and customer focus	✓	Whether providing a service to an internal or external customer this means trying to determine the needs of the customer and then meeting those needs. At a minimum employee are required to react to queries, keeping promises, being honest in all their dealings, adhering to policies, procedures and delegations, keeping the client up to date, being friendly and helpful and solving problems quickly and without argument. Ideally managers are required to be proactive by trying to understand needs of the customer and providing an appropriate service based on these underlying needs	15	
Service delivery innovation	✓	This about wanting to work well to achieve a high standard by trying to improve on the way things are done and by working towards achieving the work objectives. It is also about putting plans into action, meeting deadlines, taking initiative and solving problems to make sure that things get done. Employees do not wait to be told to do something but rather are encouraged to use their initiative to make sure that things get done accurately and efficiently.	15	
Communication	✓	Skills to be able to exchange information and ideas in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence others to achieve the desired outcomes.	5	
Accountability and ethical conduct	✓	Must be able to display and build the highest standards of ethical and moral conduct in order to promote confidence and trust in the municipality	5	
			Total	100
			PERCENTAGE CONTRIBUTION	20%

The 2024/25 Amended Performance Plan signed and accepted by the Municipal Manager: Mr Lekgetho Isaac Mokgathhe			Date:	31/07/2024
The 2024/25 Amended Performance Plan signed on behalf of Ramotshere Local Municipality by the Mayor: Cllr Dinah Pitso			Date:	31/07/2024