PERFORMANCE AGREEMENT

Mr. Ronnie Samuel Mokoena

Director Corporate Services

of

Thabo Mofutsanyana District Municipality

For the financial year:

01 July 2026 to 30 June 2027

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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Thabo Mofutsanyana District Municipality herein represented by **Me. Takatso Lebenya** in her capacity as the Municipal Manager (hereinafter referred to as the **Employer**)

and

Mr. Ronnie Mokoena Director Corporate Services of the Thabo Mofutsanyana District Municipality (hereinafter referred to as the **Employee**).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

1.1 **The Employer** has entered 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, 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), (A), (4B) and (5) of the Act as well as the employment contract entered 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 **1st of July 2026** and will remain in force until **30th of June 2027** 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 key performance areas describe areas describe the main tasks to be done, the predetermined objectives describe the standard to be achieved, the key performance

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indicators provide the details of the evidence that must be provided to show that the predetermined objective has been achieved. The focus area describes the type of services provided, the target describes the qualitative and quantitative measure of the service provided, and the target dates describe the timeframes in which the work must be achieved. The weightings show the relative importance of the predetermined 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 Municipality'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 the **Employer**, management, and municipal staff of the Municipality.

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 on 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 be 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:

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Key Performance Areas (KPA's)	*Weighting*
Basic Service Delivery	15 %
Local Economic Development (LED)	5 %
Municipal Institutional Development and Transformation	50 %
Municipal Financial Viability and Management	10 %
Good Governance and Public Participation	20 %
Total	**100%**

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

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

CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES			
CORE MANEGERIAL COMPETENCIES		**REQUIREMENT**	**WEIGHT**
1. Strategic Direction and Leadership	• Impact and Influence • Institutional Performance Management and Development • Strategic Planning and Management • Organizational Awareness		10
2. People Management	• Human Capital Planning and Development • Diversity Management • Employee Relations management • Negotiation and Dispute Management		10
3. Program and Project Management	• Program and Project Planning and Implementation • Service Delivery management		10

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CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES			
CORE MANEGERIAL COMPETENCIES		**REQUIREMENT**	**WEIGHT**
	• Program and Project Monitoring and Evaluation		
4. Financial Management	• Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring		20
5. Change Management	• Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation		10
6. Governance Leadership	• Policy Formulation • Risk and Compliance Management • Co-operative Governance		10
CORE OCCUPATIONAL COMPETENCIES			
7. Moral Competence			
8. Planning and organising			10
9. Analysis and Innovation			5
10. Knowledge and Information Management			5
11. Communication			
12. Results and Quality Focus			10
Total percentage			**100%**

6. EVALUATING PERFORMANCE

6.1 The Performance Plan (Annexure A) to this Agreement sets out –

6.1.1 the standards and procedures for evaluating the Employee's performance; and

6.1.2 the intervals for the evaluation of the Employee's performance.

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

6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.

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

6.5 The annual performance appraisal will involve:

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

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

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

(c) The applicable assessment rating calculator (refer to paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score.

6.5.2 **ASSESSMENT OF THE CORE MANAGERIAL COMPETENCIES**

(a) Each Core Managerial Competencies should be assessed according to the extent to which the specified standards have been met.

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

(c) This rating should be multiplied by the weighting given to each Core Managerial Competencies during the contracting process, to provide a score.

(d) The applicable assessment rating calculator (refer to paragraph 6.5.1) must then be used to add the scores and calculate a final CR score.

6.5.3 **Overall rating**

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:

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 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.					

6.7 For purposes of evaluating the annual performance of managers directly accountable to the municipal manager, an evaluation panel constituted of the following persons must be established –

6.7.1 Municipal Manager.

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 of municipality, another member of council; and

6.7.4 Municipal manager from another municipality.

6.8 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:

QUARTER	PERIOD	ASSESSEMENT DATE
1st Quarter	July – September	15/10/2026
2nd Quarter	October - December	21/01/2027
3rd Quarter	January - March	15/04/2027
4th Quarter	April - June	18/07/2027

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

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

7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The Employee will be fully consulted before any such change is made.

7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented and / or amended. 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%.

SCORE	BONUS%
130-133	5%
134-137	6%
138-141	7%
142-145	8%
146-149	9%
150-153	10%
154-157	11%
158-161	12%
162-164	13%
165-167	14%

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The performance bonus in recognition of outstanding performance as contemplated clause 11.2 shall be constituted as follows: -

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.

11.4 In the event of the Employee terminating her services during the validity period of this Agreement, but after months after the start of this agreement's inception date. The Employee's performance will be evaluated for the period during which she was employed, and she will be entitled to a pro-rata performance bonus on her evaluated performance for the period of actual service.

11.5 The Employer will submit the total score of the annual assessment and of the Employer to the full Council for purposes of recommending the bonus allocation.

12. MANAGEMENT OF EVALUATION OUTCOME

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

12.2 The Employee will be subject to an annual performance appraisal-quarterly assessments in terms of performance regulations. Provided that the employee shall be entitled to a performance bonus as contemplated in the Municipal Performance Regulations for Municipal Managers and Managers directly accountable to the Municipal managers of 2006 and particularly Regulation 8 and 32 thereof. The performance contract entered into between the Employee and the Employer will serve as a job description for the Employee.

12.3 In case of unacceptable performance. The Employer shall:

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

12.3.2 After appropriate performance counselling and having provided the necessary guidance and/or support as well as reasonable time for improvement in performance, the

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Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his/her duties.

13. CONSEQUENCE MANAGEMENT FOR NON-PERFORMANCE

Poor work performance must be dealt with accordance with item 9 schedule 8 of the Labour Relations Act, 66 of 1995. The guidelines in terms of Item 9 determines cases of dismissal for poor work performance:

Any person determining whether a dismissal for poor work performance is unfair should consider-

(a) whether or not the Employee failed to meet a performance standard; and

(b) if the Employee did not meet a required performance standard whether or not-

i. The Employee was aware, or could reasonably be expected to have been aware, of her required performance standard.

ii. The Employee was given a fair opportunity to meet the required performance standard; and

iii. Dismissal was an appropriate sanction for not meeting the required performance standard.

14. DISPUTE RESOLUTION

14.1 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 –

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

14.1.2 Any other person appointed by the MEC.

14.1.3 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.

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

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15. GENERAL

15.1 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.

15.2 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.

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

Thus, done and signed at Phuthaditjhaba 15th **Day of July 2026**

AS WITNESSES: FOR THE EMPLOYEE

1. _____

2. _____

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Director Corporate Services

Thabo Mofutsanyana District Municipality

AS WITNESSES: FOR THE EMPLOYER

1. _____

2. _____

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Municipal Manager

Thabo Mofutsanyana District Municipality

PERFORMANCE PLAN

2026/2027 FINANCIAL YEAR

OF

MR. RS. MOKOENA

DIRECTOR CORPORATE SERVICES

1. Purpose

The performance plan defines the Council's expectations of the Director Corporate Services' performance agreement to which this document is attached and Section 57 (5) of the Municipal Systems Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the Municipality's Integrated Development Plan (IDP) and as reviewed annually.

2. Key responsibilities

The following objects of local government will inform the Director Corporate Services' performance against set performance indicators:

2.1 Provide democratic and accountable government for local communities.
2.2 Ensure the provision of services to communities in a sustainable manner.
2.3 Promote social and economic development.
2.4 Promote a safe and healthy environment.
2.5 Encourage the involvement of communities and community organisations in the matters of local government.

3. Key Performance Areas

The following Key Performance Areas (KPAs) as outlined in the Local Government: Municipal Planning and Performance Management Regulations (2001) inform the strategic objectives listed in the table below:

3.1 Basic Service Delivery
3.2 Local Economic Development (LED).
3.3 Municipal Transformation and Organisational Development.
3.4 Municipal Financial Viability and Management.
3.5 Good Governance and Public Participation.

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DIRECTOR CORPORATE SERVICES: TARGETS

TOP LAYER TARGETS 2026-27

KAP 1 : Basic Services Delivery and Infrastructure

KPA: 2 Local Economic Development

KPA: 3 Municipal Transformation and Organizational Development

Key Performance Area (KPA) 3:	Municipal Transformation and Organizational Development
Key Strategic Organizational Objective	Manage Organizational Risks And Improve Institutional Development
Outputs:	Administrative and financial capability
Outcome:	Responsive, Accountable, Effective and Efficient Local Government System
Governance Goal:	Improve the performance of all three spheres of government and in relation to district developmental impact

Ref. No	Predetermine Objective	Project Description (Major activities)	Location Ward (LMS)	Key performance indicator	Baseline	2026/27 Targets	Service Delivery Budget Implementation Plan Quarterly				Source of Funding	Means of Verification/ Portfolio of Evidence (POE)	Custodian
							Quarter 1 Targets	Quarter 2 Targets	Quarter 3 Targets	Quarter 4 Targets			
Corporate Support													
CS.08	Labour Relations matters	Ensures the functionality on Labour Relations matters	TMDM	Number LLF meetings Coordinated	4 LLF Meetings were convened during 2024/5 Yr.	4 LLF Meetings to be Coordinated by 30 June 2027	1 LLF Meeting to be Coordinated	1 LLF Meeting to be Coordinated	1 LLF Meeting to be Coordinated	1 LLF Meeting to be Coordinated	Operational Budget	Invitation, Agenda, Attendance Register and Minutes	Director Corp Services
CS.09	Litigations Management	Ensure litigations instituted against or by the municipality are defended	TMDM	Percentage of management of cases instituted or defended	NEW	100% management of cases instituted or defended by 30 June 2027	100% Management of cases instituted or defended by 30 Sep 2026	100% Management of cases instituted or defended by 31 Dec 2026	100% Management of cases instituted or defended by 31 Mar 2027	100% Management of cases instituted or defended by 30 Jun 2027	Operational Budget	Litigation Management Report/ Register	Director Corp Services

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DIRECTOR CORPORATE SERVICES: TARGETS

Key Performance Area (KPA) 3:	Municipal Transformation and Organizational Development
Key Strategic Organizational Objective	Manage Organizational Risks And Improve Institutional Development
Outputs:	Administrative and financial capability
Outcome:	Responsive, Accountable, Effective and Efficient Local Government System
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							Quarter 1 Targets	Quarter 2 Targets	Quarter 3 Targets	Quarter 4 Targets			
CS. 10	Fleet Management	Enhance and support service delivery through well maintained fleet of vehicles and drivers' compliance	TMDM	Implementation of Fleet Management disciplines as follows: Manage the Fleet Administration and Fleet Expense control	Implementation of fleet Management disciplines were done as follows: Manage the Fleet Administration and Fleet Expense control during 2024/5 FY	Administration of the Municipal Vehicles and the National Road Traffic Act by the 30 June 2027	Vehicle Certificate of Fitness/Vehicle Licence Renewal / Fleet Administration/ Fleet Expenses Control/ Fuel report or monthly use	Vehicle Certificate of Fitness/Vehicle Licence Renewal / Fleet Administration/ Fleet Expenses Control/ Fuel report or monthly use	Vehicle Certificate of Fitness/ *Vehicle* Licence Renewal / Fleet Administration/ Fleet Expenses Control/ Fuel report or monthly use	Vehicle Certificate of Fitness/Vehicle Licence Renewal / Fleet Administration/ Fleet Expenses Control/ Fuel report or monthly use	Operational Budget	Vehicle certificates Copies of licencing disk Monthly report Expenditure report Fuel register and fuel report Fleet report	Director Corp Services
HUMAN RESOURCES DEVELOPMENT													
HR. 03	Workplace skills plan	Submission of Workplace skills Plan to LGSETA	TMDM	Number of Workplace Skills Plan and Annual Training Report (WSP and ATR) submitted to	1 Workplace skills plan and Annual Training report	1 Workplace Skills Plan and Annual Training Report	No target for Q1	No target for Q2	No target for Q3	1 Workplace Skills Plan and Annual Training	Operational Budget	Report, Minutes & Training Committee Resolution and	Director Corp Services

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DIRECTOR CORPORATE SERVICES: TARGETS

Key Performance Area (KPA) 3:							Municipal Transformation and Organizational Development						
Key Strategic Organizational Objective							Manage Organizational Risks And Improve Institutional Development						
Outputs:							Administrative and financial capability						
Outcome:							Responsive, Accountable, Effective and Efficient Local Government System						
Governance Goal:							Improve the performance of all three spheres of government and in relation to district developmental impact						
Ref. No	Predetermine Objective	Project Description (Major activities)	Location Ward (LMS)	Key performance indicator	Baseline	2026/27 Targets	Service Delivery Budget Implementation Plan Quarterly				Source of Funding	Means of Verification/ Portfolio of Evidence (POE)	Custodian
							Quarter 1 Targets	Quarter 2 Targets	Quarter 3 Targets	Quarter 4 Targets			
				LGSETA	(WSP and ATR submitted to LGSETA during 2024/5 FY	(WSP and ATR) submitted to LGSETA by April 2027				report (WSP and ATR) submitted to LGSETA by April 2027		Screen print of submission	
HR.06	Training of Employees	Training of councillors and employees	TMDM	Number employees to be trained from identified training programs	49 employees were trained as per skills needs as on the 30th June 2025	12 employees to be trained from identified training programs by 30 June 2027	3 employees to be trained	3 employees to be trained	3 employees to be trained	3 employees to be trained	Operational Budget	Approved training plan/ Expenditure Report/ Training plan/Training reports	Director Corp Services
HR.04	Bursary fund: Internal Awarding of bursaries to internal employees	Awarding of bursaries to internal employees	TMDM	Percentage of eligible employees awarded with bursaries in line with available budget	New	100% of eligible employees awarded with bursaries in line with	No target for Q1	Internal Advert / Memo	Award bursaries to eligible employees	No target for Q4	Operational Budget	Advert, Memo of request for payment & detailed report	Director Corp Services

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DIRECTOR CORPORATE SERVICES: TARGETS

Key Performance Area (KPA) 3:	Municipal Transformation and Organizational Development
Key Strategic Organizational Objective	Manage Organizational Risks And Improve Institutional Development
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							Quarter 1 Targets	Quarter 2 Targets	Quarter 3 Targets	Quarter 4 Targets			
						available budget						with list of qualifying officials.	
HR.08	Employment equity report	Submission of the employment Equity report to Department of Labour		Number of Employment Equity Reports submitted to Department of Labour	1 Employment Equity Report submitted to Department of Labour during 2024/5 FY	1 Employment Equity Report submitted to Department of Labour by 31 January 2027	No target for Q1	No target for Q2	Submit EE Report to Department of Labour by the 31 January 2027	No target for Q4	Operational Budget	Employment Equity Report/Proof of submission	Director Corp Services
HR.09	Top Management Stability	Improved municipal capability	TMDM	Number of days in a year that all S56 & S57 positions are filled by full-time, appointed staff not in an acting capacity)	New	Full working days in a year that all S56 positions are filled by full-time, appointed staff not in	Working days in a year that all S56 positions are filled y full-time, appointed staff	Working days in a year that all S56 positions are filled y full-time, appointed staff	Working days in a year that all S56 positions are filled y full-time, appointed staff	Working days in a year that all S56 positions are filled y full-time, appointed staff	Operational Budget	Signed Report on s56 positions	MM & Director Corp. Services

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DIRECTOR CORPORATE SERVICES: TARGETS

Key Performance Area (KPA) 3:							Municipal Transformation and Organizational Development						
Key Strategic Organizational Objective							Manage Organizational Risks And Improve Institutional Development						
Outputs:							Administrative and financial capability						
Outcome:							Responsive, Accountable, Effective and Efficient Local Government System						
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							Quarter 1 Targets	Quarter 2 Targets	Quarter 3 Targets	Quarter 4 Targets			
						an acting by 30 June 2027							
HR. 02	Staff vacancy rate	Building capable local government institutions	TMDM	The number of unfilled posts in the municipal organisational structure as a percentage of the total number of employee posts in the municipality's organisational structure.	Municipal Organogram (Staff Establishment) was reviewed during 2024/5 Yr.	The percentages of unfilled posts in the municipal organisational structure the by the 30 June 2027	% of unfilled posts in the municipal organisational structure	% of unfilled posts in the municipal organisational structure	% of unfilled posts in the municipal organisational structure	% of unfilled posts in the municipal organisational structure	Operational Budget	Signed Organogram by Municipal Manager & and Council Resolution	Director Corp. Services
WEIGHTINGS:													

KPA:4 Financial Viability and Management

RSM

DIRECTOR CORPORATE SERVICES: TARGETS

KPA: 5 Good Governance and Public Participation

Key Performance Area (KPA) 5:							Good Governance and Public Participation						
Key Strategic Organizational Objectives:							Manage organisational risks and improve institutional development						
Outputs:							Responsive, Accountable, Effective and Efficient Local Government System						
Outcome:													
Governance Goal:							Improve the performance of all three spheres of government and in relation to district/metro developmental impact						
Ref. No	Predetermine Objective	Project Description (Major activities)	Location Ward (LMS)	Key performance indicator	Baseline	2026/27 Targets	Service Delivery Budget Implementation Plan Quarterly				Source of Funding	Means of Verification/ Portfolio of Evidence (POE)	Custodian
							Quarter 1 Targets	Quarter 2 Targets	Quarter 3 Targets	Quarter 4 Targets			
INTER-GOVERNMENTAL RELATIONS													
EM. 02	IGR Forum	Coordination of IGR Forum	ALL LMs	Number of Mayors Fora coordinated	04 Mayors IGRs were convened during 2024/25 Yr.	4 Mayors IGR Fora coordinated by 30 June 2027	1 Mayors IGR Forum coordinated	1 Mayors IGR Forum coordinated	1 Mayors IGR Forum coordinated	1 Mayors IGR Forum coordinated	Operational Budget	Notice, Minutes and attendance register	Director Corp. Services
HIV. 01	HIV/Aids District council	Coordination of HIV/Aids District council meetings	TMDM	Number of HIV/Aids District council meetings coordinated	02 HIV/Aids District council meetings were convened during 2024/25 Yr.	4 HIV/Aids District council meetings coordinated by 30 June 2027	1 HIV/Aids District council meeting coordinated	1 HIV/Aids District council meeting coordinated	1 HIV/Aids District council meeting coordinated	1 HIV/Aids District council meeting coordinated	Operational Budget	Notice, Minutes and attendance register	Director Corp. Services
GDP. 01	Gender and disability	Coordination of Gender and	ALL LMs	Number of Gender and	04 Gender and	4 Gender and	1 Gender and	1 Gender and	1 Gender and	1 Gender and	Operational	Notice, Minutes	Director Corp.

RSM

DIRECTOR CORPORATE SERVICES: TARGETS

Key Performance Area (KPA) 5:							Good Governance and Public Participation						
Key Strategic Organizational Objectives:							Manage organisational risks and improve institutional development						
Outputs:							Responsive, Accountable, Effective and Efficient Local Government System						
Outcome:													
Governance Goal:							Improve the performance of all three spheres of government and in relation to district/metro developmental impact						
Ref. No	Predetermine Objective	Project Description (Major activities)	Location Ward (LMS)	Key performance indicator	Baseline	2026/27 Targets	Service Delivery Budget Implementation Plan Quarterly				Source of Funding	Means of Verification/ Portfolio of Evidence (POE)	Custodian
							Quarter 1 Targets	Quarter 2 Targets	Quarter 3 Targets	Quarter 4 Targets			
	forum	disability fora		disability fora coordinated	disability fora were convened during 2024/25 Yr.	disability fora coordinated by 30 June 2027	disability forum coordinated	disability forum coordinated	disability forum coordinated	disability forum coordinated	Budget	and attendance register	Services
YDP.02	District Youth Development Officers Forum	Coordination of District Youth Development Officers Fora	ALL LMs	Number of the District Youth Development Officers Fora coordinated	02 District Youth Development Officers' fora were convened during 2024/25 Yr.	4 District Youth Development Officers' fora coordinated by 30 June 2027	1 District Youth Development Officers' forum coordinated	1 District Youth Development Officers' forum coordinated	1 District Youth Development Officers' forum coordinated	1 District Youth Development Officers' forum coordinated	Operational Budget	Notice, Minutes and attendance register	Director Corp. Services
EM. 03	Mayoral Outreaches Imbizos	Coordination of Mayoral Outreaches Imbizos	ALL LMs	Number of Mayoral Outreaches Imbizos coordinated	03 of Mayoral Imbizos were convened during 2024/25	04 Mayoral Outreaches Imbizos to be coordinated by 30 June 2027	1 Mayoral Outreach Imbizos coordinated	1 Mayoral Outreach Imbizos coordinated	1 Mayoral Outreach Imbizos coordinated	1 Mayoral Outreach Imbizos coordinated	Operational Budget	Notice; Attendance Register; Pictures & Report	Director Corp. Services
WEIGHTINGS:													

RSM

DIRECTOR CORPORATE SERVICES: TARGETS

Key Performance Area (KPA) 5:	Good Governance and Public Participation(Putting people first)
Key Strategic Organizational Objectives:	Deepen democracy through a refined administrative and financial capability
Outputs:	Responsive, Accountable, Effective and Efficient Local Government System
Outcome:	Responsive, Accountable, Effective and Efficient Local Government System
Governance Goal:	Role of the District in National Economy and build a Resilient and Transformed regional Economy

Ref. No	Predetermine Objective	Project Description (Major activities)	Location Ward (LMS)	Key performance indicator	Baseline	2026/27 Targets	Service Delivery Budget Implementation Plan Quarterly				Source of Funding	Means of Verification/ Portfolio of Evidence (POE)	Custodian
							Quarter 1 Targets	Quarter 2 Targets	Quarter 3 Targets	Quarter 4 Targets			
OFFICE OF THE EXECUTIVE MAYOR													
CS. 04	Mayoral Committee	Coordination of Mayoral Committee meetings	TMDM	Number of Mayoral Committee Meetings coordinated	New	4 Mayoral committee meetings to be coordinated by the 30 June 2027	01 Mayoral committee meeting coordinated	01 Mayoral committee meeting coordinated	01 Mayoral committee meeting coordinated	01 Mayoral committee meeting coordinated	Operational Budget	Agenda Attendance Register & Minute s	Director Cop. Services
MRG. 03	Mayoral outreach programmes	Coordination of Mayoral outreach programmes (Mandela day)	TMDM	Number of Mandela day Commemoration coordinated	New	1 Mandela day to be coordinated by the 30 July 2027	01 Mandela day coordinated	No Target Q2	No Target Q3	No Target Q4	Operational Budget	Notice Attendance Registers Pictures; & Report	Director Cop. Services
HIV. 02	Transversal Programmes	Transversal Programmes Coordination (HIV & AIDS awareness campaign)	TMDM	Number of HIV/Aids awareness campaigns coordinated	5 HIV/Aids awareness campaigns were convened during 2024/5 Yr.	4 HIV/Aids awareness campaigns to be coordinated by the 30 June 2027	1 Awareness Campaign coordinated	1 Awareness Campaign coordinated	1 Awareness Campaign coordinated	1 Awareness Campaign coordinated	Operational Budget	Notice Attendance Registers Pictures; & Report	Director Cop. Services
HIV.03	Transversal Programmes	Transversal Programmes	TMDM	Coordination of Honouring	Commemorating of	Honouring world AIDS	No Target Q1	Honouring world	No Target Q3	No Target Q4	Operational	Notice; Attendan	Director Cop.

RSM

DIRECTOR CORPORATE SERVICES: TARGETS

Key Performance Area (KPA) 5:	Good Governance and Public Participation(Putting people first)
Key Strategic Organizational Objectives:	Deepen democracy through a refined administrative and financial capability
Outputs:	Responsive, Accountable, Effective and Efficient Local Government System
Outcome:	Responsive, Accountable, Effective and Efficient Local Government System
Governance Goal:	Role of the District in National Economy and build a Resilient and Transformed regional Economy

Ref. No	Predetermine Objective	Project Description (Major activities)	Location Ward (LMS)	Key performance indicator	Baseline	2026/27 Targets	Service Delivery Budget Implementation Plan Quarterly				Source of Funding	Means of Verification/ Portfolio of Evidence (POE)	Custodian
							Quarter 1 Targets	Quarter 2 Targets	Quarter 3 Targets	Quarter 4 Targets			
		Coordination (Honoring HIV & AIDS day)		world AIDS day	world AIDS day held on the 06 December 2024	day by the 01 December 2026		AIDS day			Budget	ce register; Pictures & Report	Services
MRG.02	Transversal Programmes	Transversal Programmes Coordination (GBV awareness)	TMDM	Number of GBV awareness campaign Coordinated	4 GBV awareness campaign were held during 2024/5 Yr.	4 GBV awareness campaigns to be conducted by the 30 June 2027	1 Awarenes s Campaign coordinate d	1 Awarenes s Campaign coordinate d	1 Awarenes s Campaign coordinate d	1 Awareness Campaign coordinate d	Operatio nal Budget	Notice; Attendan ce register; Pictures & Report	Director Cop. Services
GDP. 02	Transversal Programmes	Transversal Programmes Coordination (Gener & Disability)	TMDM	Number of Gender & Disability awareness campaign Coordinated	4 Gender & Disability awareness campaigns were held during 2024/5 Yr.	4 Gender & Disability awareness campaigns to be conducted by the 30 June 2027	1 Awarenes s Campaign coordinate d	1 Awarenes s Campaign coordinate d	1 Awarenes s Campaign coordinate d	1 Awareness Campaign coordinate d	Operatio nal Budget	Notice; Attendan ce register; Pictures & Report	Director Cop. Services
GDP.03	Transversal Programmes	Transversal Programmes Coordination (healthy lifestyle	TMDM	Number of awareness campaign on healthy lifestyle	1 Awareness campaign on healthy	3 healthy lifestyle awareness campaigns	1 Awarenes s Campaign	1 Awarenes s Campaign	1 Awarenes s Campaign	No Target Q4	Operatio nal Budget	Notice; Attendan ce register;	Director Cop. Services

RSM

DIRECTOR CORPORATE SERVICES: TARGETS

Key Performance Area (KPA) 5:	Good Governance and Public Participation(Putting people first)
Key Strategic Organizational Objectives:	Deepen democracy through a refined administrative and financial capability
Outputs:	Responsive, Accountable, Effective and Efficient Local Government System
Outcome:	Responsive, Accountable, Effective and Efficient Local Government System
Governance Goal:	Role of the District in National Economy and build a Resilient and Transformed regional Economy

Ref. No	Predetermine Objective	Project Description (Major activities)	Location Ward (LMS)	Key performance indicator	Baseline	2026/27 Targets	Service Delivery Budget Implementation Plan Quarterly				Source of Funding	Means of Verification/ Portfolio of Evidence (POE)	Custodian
							Quarter 1 Targets	Quarter 2 Targets	Quarter 3 Targets	Quarter 4 Targets			
		for the Elderly)		for the Elderly	lifestyle for the Elderly was convened during	to be conducted by the 30 June 2027	coordinated	coordinated	coordinated			Pictures & Report	
YDP.04	Transversal Programmes	Transversal Programmes Coordination (Youth)	TMDM	Number of Youth development Programmes coordinated		2 Youth development Programmes coordinated by the 30 June 2027	No Target Q1	No Target Q2	Youth Summit coordinated	Youth Parliament coordinated	Operational Budget	Notice; Attendance register; Pictures & Report	Director Cop. Services
WEIGHTINGS:													

Singed and accepted by Director Corporate Services:

Mr. RS. Mokoena

Singed by the Municipal Manager on behalf of Council :

Me. TPM. Lebenya

Date: 15/07/2026

PERSONAL DEVELOPMENT PLAN

2026/2027 FINANCIAL YEAR

OF

Mr. RS MOKOENA

DIRECTOR CORPORATE SERVICES

PERSONAL DEVELOPMENT PLAN

Competency Profile of the jobs	Incumbent competency available	Skills/Performance Gap (in order of priority)	Suggested training and/or development activity	Suggested mode of delivery	Suggested Time Frames	Budget available for suggested training
Project Management			Certificate in Project Management	Virtual	1-3 months	
Microsoft Office			MS Office Training	Virtual	1-3 months	
Excell/ Powerpoint			MS Office Training	Virtual	1-3 months	

AI Tools for Business			AI Skills training	Virtual	1 month	

Employee's Signature: _____ Signature Employer: _____

Date: 22/07/2026.

NB: The Personal Development Plan will be Adjusted after Performance Assessment are done to include any gaps that may be identified during the Performance Assessments