

PERFORMANCE AGREEMENT

2025/2026



Made and entered into by and between:

BOJANALA PLATINUM DISTRICT MUNICIPALITY

As represented by the **Acting Municipal Manager**

Ms B Makganye

and

Ms D Lehari

(in her capacity as the **Director: Community Development Services** and Employee
of Bojanala Platinum District Municipality)

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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The **BOJANALA PLATINUM DISTRICT MUNICIPALITY** herein represented by Ms B Makganye in her capacity as the **Acting Municipal Manager** (hereinafter referred to as the **Accounting Officer**)

and

Ms D Lehari in her capacity as the **Director: Community Development Services** and an Employee of the **BOJANALA PLATINUM DISTRICT 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, requires 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.

The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.



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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 comply with the provisions of Section 78(1)(a), (b), (c), (d), (e), (f) and (g) of the Municipal Finance Management Act 56 of 2003 as well as S78(2);
- 2.3 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;
- 2.4 specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.5 monitor and measure performance against set targeted outputs;
- 2.6 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;
- 2.7 appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and
- 2.8 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 01 July 2025 and will remain in force until 30 June 2026 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

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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 and the Budget of the Employer, and shall include corporate objectives; key performance indicators; targets and weightings.
- 4.3 The corporate objectives describe the main tasks that need to be achieved by council. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The targets describe the timeframe, quality or quantity 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.

5. PERFORMANCE MANAGEMENT SYSTEM

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- 5.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer, management and municipal staff of the Employer.
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required.
- 5.3 The Employer will consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee.
- 5.4 The Employee agrees to participate in the performance management and development system that the Employer adopts.
- 5.5 The Employee undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.
- 5.6 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.
- 5.6.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs) respectively.
- 5.6.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.6.3 KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.
- 5.7 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

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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:

Table 1: KPAs and weightings

KEY PERFORMANCE AREAS (KPA's)	WEIGHTING
Basic Service Delivery	60
Municipal Institutional Development and Transformation	20
Local Economic Development (LED)	0%
Municipal Financial Viability and Management	0%
Good Governance and Public Participation	20
Total	100%

- 5.8 The CCRs will make up the other 20% of the Employee's assessment score. CCRs 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:

Table 2: CCRs and weightings

CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES (CCR)
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CORE MANAGERIAL AND CCUPATIONAL COMPETENCIES	INDICATE CHOICE	WEIGHT
Core Managerial Competencies		
Strategic Capability and Leadership		
Programme and Project Management		
Financial Management (compulsory)	✓	10
Change Management	✓	10
Knowledge Management		
Service Delivery Innovation		
Problem Solving and Analysis		
People Management and Empowerment (compulsory)	✓	10
Client Orientation and Customer Focus		
Communication	✓	10
Honesty and Integrity	✓	10
Core Occupational Competencies		
Competency in Self Management	✓	10
Interpretation of and implementation within the legislative and national policy frameworks	✓	5
Knowledge of developmental Local Government	✓	10
Knowledge of Performance Management and Reporting	✓	10
Knowledge of global and South African specific political, social and economic contexts		
Competency in policy conceptualization, analysis and implementation	✓	5
Knowledge of more than one functional municipal field/discipline	✓	5
Skills in mediation		5
Skills in Governance	✓	5
Competency as required by other national line sector departments		
Exceptional and dynamic creativity to improve the functioning of the municipality		
Total percentage		100%

6. EVALUATING PERFORMANCE

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- 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 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 must then be used to add the scores and calculate a final KPA score

6.5.2 Assessment of the CCRs

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- (a) Each CCR 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 CCR.
- (c) The applicable assessment rating calculator must then be used to add the scores and calculate a final CCR 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 CCRs:

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Table 3: Performance Ratings

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

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6.7 For purposes of evaluating the performance of the Employee, an evaluation panel

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constituted by the following persons will be established –

- 6.7.1 The Municipal Manager;
- 6.7.2 Chairperson of the Audit Committee;
- 6.7.3 Member of the Mayoral Committee;
- 6.7.4 Municipal Manager from another Municipality; and
- 6.7.5 Any other external expert as may be nominated by the Municipal Manager.

7. SCHEDULE FOR PERFORMANCE REVIEWS

- 7.1 The performance of each Employee in relation to his/her performance agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

First quarter	:	July-September (3 rd week October)
Second quarter	:	October-December (3 rd week January)
Third quarter	:	January-March (3 rd week April)
Fourth quarter	:	April-June (3 rd week July)

- 7.2 The Employee shall ensure that the relevant portfolio of evidence is submitted for audit purposes at least by the end of the 2nd week of the new Quarter.
- 7.3 The Employee shall ensure that in line with the MFMA, all fruitless and wasteful expenditure within his/her department/directorate is minimized. However, where such is occurs and is apparent, subject to necessary investigations and related processes the Employee shall be held liable.
- 7.4 The Employer shall keep a record of the mid-year review and annual assessment meetings
- 7.5 Performance feedback shall be based on the Employer's assessment of the Employee's performance.

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7.6 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.

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

8. DEVELOPMENTAL REQUIREMENTS

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

9. OBLIGATIONS OF THE EMPLOYER

9.1 The Employer shall –

9.1.1 Create an enabling environment to facilitate effective performance by the employee;

9.1.2 Provide access to skills development and capacity building opportunities;

9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;

9.1.4 On the request of the Employee delegate such powers reasonably required by the Employee to enable him/ her to meet the performance objectives and targets established in terms of this Agreement; and

9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time, to assist him/ her to meet the performance objectives and targets established in terms of this Agreement. ✓

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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 ranging from 5% to 14% of the all-inclusive remuneration package may be paid to an employee in recognition of outstanding performance. In determining the performance bonus the relevant percentage is based on the overall rating, calculated by using the applicable assessment-rating calculator; provided that:

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Table 4: 2006 Regulations score ratings & bonus applicable

Overall Score	Possible Performance Bonus Award
>129%	0 %
130% to 149%	5% to 9%
150%	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 at least twelve months (12) service at the current remuneration package on 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 counseling 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 salary increment in the must be mediated by

12.1.1 The MEC for Developmental Local Government and Traditional Affairs within thirty (30) days of receipt of a formal dispute from the Employee; or

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12.1.2 Any other person designated by the MEC for Developmental Local Government and Traditional Affairs

12.2 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/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

Thus done and signed at Rustenburg on this the 01 day of July 2025

AS WITNESSES:

1 [Signature]

2 [Signature]

[Signature]
EMPLOYEE

AS WITNESSES:

1 [Signature]

2 [Signature]


[Signature]
ACTING MUNICIPAL MANAGER

Annexure A: 2025/26 Performance Plan for Director: Community Development Services

Key Performance Area	Strategic Objective	Key Performance Indicator	Baseline	Annual Target	Budget	Quarterly Targets				Portfolio of Evidence
						Q1	Q2	Q3	Q4	
Basic service delivery and infrastructure development	To support local municipalities to improve the quantity and quality of municipal disaster management	Number of Disaster Risk Assessments completed	Disaster Risk Assessments completed 24/25FY	Disaster Risk Assessments completed by 30th June 2026 in BPDM region	Operational	5 Disaster Risk Assessment reports with recommendations for actions completed	5 Disaster Risk Assessment reports with recommendations for actions completed	5 Disaster Risk Assessment reports with recommendations for actions completed	5 Disaster Risk Assessment reports with recommendations for actions completed	Disaster Risk Assessment Report Q1; Q2; Q3; Q4
		Awareness campaigns conducted	Public20 Awareness campaigns conducted in 24/25FY	Public20 Public Awareness campaigns conducted in BPDM region 30th June 2026 in BPDM region	Operational	5 awareness campaigns conducted in BPDM	5 awareness campaigns conducted in BPDM	5 awareness campaigns conducted in BPDM	5 awareness campaigns conducted in BPDM	public awareness campaigns conducted in BPDM
		Procurement of disaster management truck	New	1 management truck procured by 30 June 2026	R 1 000 000	Submission of application to National Treasury to participate in the transversal tender	not applicable	not applicable	not applicable	Appointment of service provider & delivery of Disaster management truck
		Number of reports on support to disaster response	New	4 reports on support to disaster response by 30 June 2026	R1 000 000	1 report on support to disaster response	1 report on support to disaster response	1 report on support to disaster response	1 report on support to disaster response	on Q1; Q2; Q3; Q4 - Reports to Reports
		Number of reports on support to disaster response	New	4 reports on support to disaster response by 30 June 2026	R1 300 000	1 report on support to disaster response	1 report on support to disaster response	1 report on support to disaster response	1 report on support to disaster response	on Q1; Q2; Q3; Q4 - Reports to Reports
		Procurement of uniform/protective clothing for CDS personnel	New	Procurement of uniform/protective clothing for CDS personnel by 30 June 2026	R 350 000	Specification tabled to the Bid Specification Committee	Target not applicable	Appointment of service provider, delivery of uniform/protective clothing	not applicable	Report Q1 Target no applicable Q3 Appointment letter, report & delivery note Q4 - Target no applicable

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Key Performance Area	Strategic Objective	Key Performance Indicator	Baseline	Annual Target	Budget	Quarterly Targets				Portfolio of Evidence
						Q 1	Q 2	Q 3	Q 4	
Basic service delivery and infrastructure development	To ensure provision of effective firefighting and rescue services in the district	Number of firefighting water carriers procured and delivered	2 firefighting water carriers procured 24/25 FY	1 firefighting water carrier delivered by 30 June 2026	R 5 500 000	Submission of application to National Treasury to participate in the transversal tender	Target to applicable	Appointment of service provider	Delivery of water carrier	Q1 Report Target applicable Q3 - Appointment letter Q4 - Report & delivery note
		Appointment of service provider for drilling and equipping of borehole	2 boreholes procured 24/25FY	Appointment of service provider for drilling and equipping of 1 borehole by 30 June 2026	R 300 000	Specification tabled to the Bid Specification Committee	Target applicable	Evaluation of bid	Appointment of service provider	Q1; Report Target applicable Q3 - Report Q4 - Appointment letter & Report
		Number of reports on the support to FPA's	New	4 reports on the support to FPA's by 30 June 2026	R 1 300 000	1 report on the support to FPA's	1 report on the support to FPA's	1 report on the support to FPA's	1 report on the support to FPA's	Q1; Q2; Q3; Q4 Report
		Procurement of the equipment and machinery	New	Procurement of equipment and machinery by 30 June 2026	R 3 000 000	Target applicable	Specification documents tabled to the Bid Specification Committee	Evaluation of bids	Appointment of service providers and delivery of equipment and machinery	Q1 - Target applicable Q2; Q3 - Report of Q4 - Appointment letters and delivery notes
Good governance and public participation	To ensure provision of effective firefighting and rescue services in the district	Number of reports on Bylaw enforcements conducted	New	4 reports on Bylaw enforcements conducted by 30 June 2026	Operational	1 report on Bylaw enforcements conducted	1 report on Bylaw enforcements conducted	1 report on Bylaw enforcements conducted	1 report on Bylaw enforcements conducted	Q1; Q2; Q3; Q4 Report
		Number of public training sessions conducted	40 public training sessions conducted in 24/25FY	40 public training sessions conducted by 30 June 2026	Operational	10 public training sessions conducted	10 public training sessions conducted	10 public training sessions conducted	10 public training sessions conducted	Q1; Q2; Q3; Q4 Report
		Number of safety inspections conducted	60 inspections conducted 24/25FY	60 safety inspections conducted by 30 June 2026	Operational	15 safety inspections conducted	15 safety inspections conducted	15 safety inspections conducted	15 safety inspections conducted	Q1; Q2; Q3; Q4 - Report




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Key Performance Area	Strategic Objective	Key Performance Indicator	Baseline	Annual Target	Budget	Quarterly Targets				Portfolio of Evidence
						Q 1	Q 2	Q 3	Q 4	
Good governance and public participation	To ensure provision of effective firefighting and rescue services in the district	Number of District Fire Officers Forum meetings held	4 District Fire Officers Forum meetings held in 24/25FY	4 District Fire Officers Forum meetings held in 30 June 2026	Operational	1 District Fire Officers Forum meetings held	1 District Fire Officers Forum meetings held	1 District Fire Officers Forum meetings held	1 District Fire Officers Forum meetings held	Q1; Q2; Q3; Q4 Report
	To ensure provision of effective community safety initiatives	Number of reports on community safety crime prevention through environmental designs conducted	2 reports in 24/25FY	2 reports on community safety crime prevention through environmental designs conducted by 30 June 2026	Operational	1 report on community safety crime prevention through environmental designs conducted	Target not applicable	Target not applicable	1 report on community safety crime prevention through environmental designs conducted	Q1; Report Q2 Q3; Target no applicable Q4 Report
		Number of Community Safety Forum meetings held	4 meetings in 24/25FY	4 Community Safety Forum meetings held by 30 June 2026	Operational	1 Community Safety Forum meeting held	1 Community Safety Forum meeting held	1 Community Safety Forum meeting held	1 Community Safety Forum meeting held	Q1; Q2; Q3; Q4 Report
	To support local municipalities to improve the quantity and quality of municipal disaster management	Number of Disaster Management Annual conferences held	New	1 Disaster Management Annual conference held by 30 June 2026	R 600 000	Consultation with all stakeholders	Disaster management annual conference held	Target applicable	not Target applicable	Q1; Q2 – Report Q3; Q4 – Target not applicable
To promote Sports and recreation , Arts and Culture within District		Number of Disaster Management Advisory Forum meetings held	4 meetings in 24/25FY	4 Disaster Management Advisory Forum meetings held by 30 June 2026	R 40 000	1 Disaster Management Advisory Forum meeting held	1 Disaster Management Advisory Forum meeting held	1 Disaster Management Advisory Forum meeting held	1 Disaster Management Advisory Forum meeting held	Q1; Q2; Q3; Q4 Report
		Number of reports on support of sportssupported programmes	1 sports programme supported in 24/25FY	4 reports on support of sports programmes by 30 June 2026	R 1 050 000	1 report on support of sports programmes	1 report on support of sports programmes	1 report on support of sports programmes	1 report on support of sports programmes	Q1; Q2; Q3; Q4 - of Reports
		Number of reports on support for provision of basic sports equipment	2 sports equipment provided in 24/25FY	2 reports on support of basic sports equipment by 30 June 2026	R 200 000	Target applicable	not support provision of basic sports equipment	Target for applicable	not support provision of basic sports equipment	Q1; Target no for applicable Q2 - of Report Q3 - Target no applicable Q4 - Report

Key Performance Area	Strategic Objective	Key Performance Indicator	Baseline	Annual Target	Budget	Quarterly Targets				Portfolio of Evidence
						Q1	Q2	Q3	Q4	
Good governance and public participation	To promote Sports and recreation, Arts and Culture within District	Number of reports on support to Arts and Culture programmes	New	2 reports on support of Arts and Culture programmes by 30 June 2026	R 350 000	Target applicable	not 1 report on support of Arts and Culture programmes	on 1 report of Arts support of Culture programmes	on Target applicable	not 1; Target no applicable Q2; Q3 Reports Q4 - Target no applicable
	To promote and sustain an integrated approach to Social Development Services	Number of reports on financial support to NGOs	New	4 reports on the financial support to NGOs by 30 June 2026	R 1 000 000	1 report on the financial support to NGOs	1 report on the financial support to NGOs	1 report on the financial support to NGOs	1 report on the financial support to NGOs	1 report on the Q1; Q2; Q3; Q4 Reports
		Number of reports on Social Distress for disaster relief	New	4 reports on Social Distress for disaster relief by 30 June 2026	R 300 000	1 report on social distress for disaster relief	1 report on social distress for disaster relief	1 report on social distress for disaster relief	1 report on social distress for disaster relief	1 report on the Q1; Q2; Q3; Q4 Reports
	Develop and strengthen a politically and administratively stable system of municipality	Number of monthly reports on incidents compiled and mapped to the Director	12 monthly reports on incidents in 24/25FY	12 monthly incidents reports compiled and mapped to the Director by 30 June 2026	Operational	3 monthly incident reports compiled and mapped	3 monthly incident reports compiled and mapped	3 monthly incident reports compiled and mapped	3 monthly incident reports compiled and mapped	1; Q2; Q3; Q4 - Report
Municipal institutional development and transformation	To enhance organizational performance	Number of quarterly performance reports submitted to PMS Unit	4 quarterly performance reports submitted in 2024/25	4 quarterly performance reports submitted to the PMS Unit by 30 June 2026	Operational	Performance report submitted to PMS	Performance report submitted to PMS	Performance report submitted to PMS	Performance report submitted to PMS	Q1; Q2; Q3; Q4 - Report
		Number of departmental meetings held	8 departmental meetings in 24/25	8 departmental meetings by 30 June 2026	Operational	2 departmental meeting held	2 departmental meeting held	2 departmental meetings held	2 departmental meetings held	Q1, Q2, Q3, Q4 - Minutes Attendance and Agenda
		Number of Progress reports on the post audit action plan	2 reports in 24/25FY	2 Progress reports on the audit action plan submitted to the Accounting Officer by 30 June 2026	Operational	Target applicable	not Target applicable	not 1 plan report submitted to the Accounting Officer	1 Audit action plan progress report submitted to the Accounting Officer	Q1; Q2; Target applicable Q3; Q4 - Signer to PAAP Reports & the Accounting Officer
	To protect municipality from risks potential risk	Number of Departmental risk management reports	4 reports in 24/25FY	4 Departmental risk reports submitted to Risk Unit by 30 June 2026	Operational	1 risk register report submitted to the Risk Unit	1 risk register report submitted to the Risk Unit	1 risk register report submitted to the Risk Unit	1 risk register report submitted to the Risk Unit	Q1, Q2, Q3, Q4 - Departmental risk register report submitted to the Risk Unit

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Key Performance Area	Strategic Objective	Key Performance Indicator	Baseline	Annual Target	Budget	Quarterly Targets				Portfolio of Evidence
						Q 1	Q 2	Q 3	Q 4	
Municipal institutional development and transformation	To strengthen accountability within the municipality	Number of reports on council implementation of resolutions submitted to the Accounting Officer (AO)	4 reports in 24/25FY	4 reports on the implementation of council resolutions submitted to the Accounting Officer by 30 June 2026	Operational	1 report on the implementation of council resolutions submitted to the AO	1 report on the implementation of council resolutions submitted to the AO	1 report on the implementation of council resolutions submitted to the AO	1 report on the implementation of council resolutions submitted to the AO	Q1; Q2; Q3; Q4 - Signed Report


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Annexure B: INDIVIDUAL LEARNING PLAN (Include Skills Gap)

Acting Director: CDS	Ms D Lehari	Employee No	3276
Job Title:	Director	Department:	Community Development Services
Acting Accounting Officer:	Ms B Makganye	Date:	01 July 2005

Skills / Performance Gap	Outcomes Expected	Suggested training and / or development activity	Suggested mode of delivery	Suggested Time Frames	Work opportunity created to practise skill / development area	Support Person
Reporting & Analysis	Improve service delivery	Leadership and team management	Online Courses	1-3 days	Project leadership	Mentor
Regulatory Compliance	Improve strategic planning	Project management	Mentorship	1-6 months	Policy development	Supervisor
Risk Management	Improve strategic planning	Project management	Conference & Seminars	6-12 months	Program Evaluation	Coach
Audit Preparedness	Plan	Management	Workshops	Quarterly	Partnership	Peer Support Group
Budget Forecasting and Management		Certification		ad-hoc (as needed)	Partnership development	External Expert

Director's Signature:	Date	Acting Accounting Officer's Signature:	Date
	01/07/2005		01 July 2005