

2025/2026 PERFORMANCE PLAN

ACTING EXECUTIVE MANAGER – CORPORATE SERVICES

(01 JULY 2025 – 30 JUNE 2026)

CAPRICORN DISTRICT MUNICIPALITY

This plan defines the Council's expectations of the employee in accordance with the departmental business plan. This document provides the performance objectives and targets that must be based on the key performance indicators set out from time to time in the Municipality's Integrated Development Plan and the Service Delivery Budget Implementation Plan.

There are 2 parts to this review:

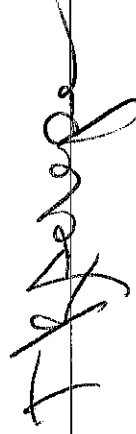
1. Score card detailing key objectives and their related performance indicators, weightings and target dates
2. Core managerial functions

The period of this plan is from **01 JULY 2025 – 30 JUNE 2026**

Signed and accepted by the Acting Executive Manager
– Corporate Services.



Signed by the Municipal Manager on behalf of Council:



1.1. CORPORATE SERVICES- VOTE 3

Business Unit		Corporate Services –Vote 3														
Key Performance Area (KPA) 6:		Municipal Transformation and Organizational Development														
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System														
Outputs:		Administrative and financial capability														
Key Strategic Organizational Objectives:		To increase the capacity of the district to deliver its mandate														
Governance Goal		Improve the performance of all three spheres of government and in relation to district/metro developmental impact														
Pro ject No.	Key perform ance Area	Problem State ment	Strategi c Objectiv es	Project Name	Project Descripti on (major activities)	Loc atio n	Key performan ce indicator	Baseline	Weig hting	2025/26 Annual Targets	Quarter 1 Targets	Quarter 2 Targets	Quarter 3 Targets	Quarter 4 Targets	2025/26 Annual Budget	Means of verificatio n
LEGAL SERVICES																
CP SD- 01	Municipal Transfor mation and Organiza tional Develop ment	Possible litigations instituted or defended by the municipal ity, compliance with legal prescripts and advisory services.	To ensure litigations instituted against or by the municipal ity are defended by ensure compliance with legal prescripts and advisory services.	Litigati on Manag ement	Attendan ce and manage ment of effective litigation	CD M	Percentag e of manage ment of cases instituted or defended	100% manage ment of cases instituted or defended by June 2025	3%	100% manage ment of cases instituted by June 2026	100% manage ment of cases instituted or defende d by 30 Septemb er 2025	100% manage ment of cases instituted or defended by 31 March 2026	100% manage ment of cases instituted or defended by June 2026	100% manage ment of cases instituted or defended by June 2026	16 585 000	Litigation Managem ent Report/ Register
CP SD- 02	Municipal Transfor mation and Organiza tional	Possible litigations instituted or defended by the municipal ity or by the municipal ity	To ensure litigations instituted against or by the municipal ity	Advisory services	Provision of legal advice and support	CD M	Percentag e of requested legal advice and support	100% of requeste d legal advice and support	3%	100% of requested legal advice and support by June 2026	100% of requeste d legal advice and support	100% of requeste d legal advice and support	100% of requeste d legal advice and support	100% of requested legal advice and support provided by	OPEX	Advisory Services Report/ Register

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Pro ject No.	Key perform ance Area	Problem State ment	Strategi c Objectiv es	Project Name	Project Descripti on (major activities	Loc atio n	Key performan ce indicator	Baseline	Weighting	2025/26 Annual Targets	Quarter 1 Targets	Quarter 2 Targets	Quarter 3 Targets	Quarter 4 Targets	2025/26 Annual Budget	Means of verificatio n
	Develop ment	municipal ity, complan ce with legal prescript s and advisory services.	municipal ity are defended . ensure complan ce with legal prescript s and advisory services				support provided	provided by June 2025			provided by 30 Septemb er 2025	provided by 31 Decembe r 2025	rt provided by March 2026	June 2026		
CP SD- 03	Municipal Transfor mation and Organiza tional Develop ment	Possible litigations instituted or defended by the municipal ity, complan ce with legal prescript s and advisory services.	To ensure litigations instituted against or by the municipal ity are defended . ensure complan ce with legal prescript s and advisory services.	Contra cts develo pment	Develop ment and or editing of contracts	CD M	Percentag e requested contracts developed or edited and signed	100% of requeste d contracts develop d or edited and signed by June 2025	3%	100% of requested contracts develop d or signed by June 2026	100% of requeste d contracts develop d or edited and signed by 30 Septemb er 2025	100% of requeste d contracts develop d or edited and signed by 31 March 2026	100% of requeste d contracts develop d or edited and signed by June 2026	100% of requested contracts develop d or edited and signed by June 2026	OPEX	Contract Register Report/ Register

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Project No.	Key performance Area	Problem Statement	Strategic Objectives	Project Name	Project Description (major activities)	Location	Key performance indicator	Baseline	Weighting	2025/26 Annual Targets	Quarter 1 Targets	Quarter 2 Targets	Quarter 3 Targets	Quarter 4 Targets	2025/26 Annual Budget	Means of verification
CP SD-04	Municipal Transformation and Organizational Development	Possible litigations instituted or defended by the municipal entity, compliance with legal prescriptions and advisory services.	To ensure litigations instituted against or by the municipal entity are defended . ensure compliance with legal prescriptions and advisory services.	Development and/or review of By-Laws and Policies	Development and/or review of By-Laws and Policies for the Municipality	CD M	Percentage of requested by-laws or Policies developed or reviewed	There were no requests for by-laws to be developed or reviewed by June 2025	3%	100% of requested by-laws or Policies developed or reviewed	100% of requested by-laws or Policies developed or reviewed	100% of requested by-laws or Policies developed or reviewed	100% of requested by-laws or Policies developed or reviewed	100% of requested by-laws or Policies developed or reviewed	OPEX	By-law/ policies development or review Report
		HUMAN RESOURCES DEVELOPMENT														
CP SD-05	Municipal Transformation and Organizational	Lack of Human Capital to implement municipal program	To recruit and retain competent Human Capital and	Recruitment and selection processes	Recruit and select suitable candidates for positions	CD M	Percentage of coordination of recruitment and	90% coordination of recruitment and selection	3%	90% coordination of recruitment and selection processes	Development and approval of Recruitment plan	Assessment of vacancy and development of	No target for the quarter	90% coordination of recruitment and selection processes	569 000	Approved recruitment plan Recruitment and

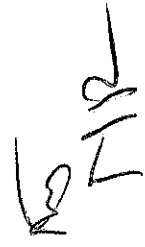
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	Develop ment	mes in line with the IDP	sound labour relations effectivel y and efficiently				selection processes	processe s				Draft Advert				Selection reports
CP SD- 06	Municipal Transfor mation and Organiza tional Develop ment	Lack of Human Capital to impleme nt municipal program and mes in line with the IDP	To recruit and retain compet ent Human Capital and sound labour relations effectivel y and efficiently	Perfor mance reviews	Performa nce Reviews	CD M	Number of Performan ce reviews conducted	8 Performa nce reviews conducted	3%	8 Performance reviews conducted	2 Performa nce reviews conducted	2 Performa nce reviews conducted	2 Performa nce reviews conducted	2 Performanc e reviews conducted	7 449 000	Performan ce review Report
CP SD- 07	Municipal Transfor mation and Organiza tional Develop ment	Lack of Human Capital to impleme nt municipal program and mes in line with the IDP	To recruit and retain compet ent Human Capital and sound labour relations effectivel y and efficiently	Medica l surveill ance	Conduct medical surveillance	CD M	Number of employees underwent medical surveillance	77 employe es underwe nt medical surveillan ce	3%	50 employees underwent medical surveillance	No target for the quarter	Assessm ent and identific ation of employee es required to	No target for the quarter	50 employees underwent medical surveillanc e	OPEX	Attendanc e Register/A ssessment report/ list of employees underwent

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		line with the IDP	labour relations effectively and efficiently									undergo medical surveillance				medical surveillance
CP SD- 08	Municipal Transformation and Organizational Development	Lack of Human Capital to implement municipal programmes in line with the IDP	To recruit and retain competent Human Capital and sound labour relations effectively and efficiently	Hazard Identification and Risk Assessment	Conduct HIRA	CD M	Number of HIRA activities conducted	2 HIRA activity conducted	3%	1 HIRA activity conducted	No target for the quarter	1 HIRA activity conducted	No target for the quarter	No target for the quarter	OPEX	Attendance Register/A gender/HIRA report
CP SD- 09	Municipal Transformation and Organizational Development	Lack of Human Capital to implement municipal programmes in line with the IDP	To recruit and retain competent Human Capital and sound labour	Management support sessions	Conduct Performance Management Sessions	CD M	Number of Performance Management sessions conducted	New Indicator	3%	2 Performance support sessions conducted	No target for the quarter	No target for the quarter	1 Performance Management support sessions conducted	1 Performance Management support sessions conducted	OPEX	Attendance register/Invitation/Report

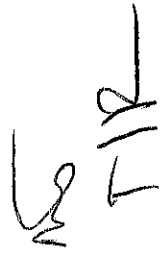
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		line with the IDP	relations effective ly and efficiently													
CP SD- 10	Municipal Transfor mation and Organiza tional Develop ment	Lack of Human Capital to impleme nt municipal program mes in line with the IDP	To recruit and retain competi ve Human Capital and sound labour relations effective ly and efficiently	Person nel protecti ve Clothin g	Supply of protectiv e clothing to qualifying employee es	CD M	Percentag e provision of requested personnel protective equipment to qualifying employees in line with the available budget	100% provision of personne l protectiv e equipme nt requests to qualifying employee es in line with available budget	3%	100% provision of personnel protective equipment requests to qualifying employees in line with available budget	Assessm ent of Personn el protectiv e equipme nt requirem ent	50% provision of personne l protectiv e equipme nt requests to qualifying employee es in line with available budget	100% provision of personne l protectiv e equipme nt to qualifying employee es in line with the available budget	No target for the quarter	1 050 000	Personnel protective Clothing report/ Invoice/As sessment report/ Delivery note
CP SD- 11	Municipal Transfor mation and Organiza tional	Lack of Human Capital to impleme nt municipal	To recruit and retain competi ve Human Capital	Employ ee Wellne ss Progra m	Impleme ntation of Employee Wellness	CD M	Percentag e implem entation of employee wellness	100 percent impleme ntation of	3%	100% implem entation of employee wellness interventions	100% impleme ntation of employee e	100% impleme ntation of employee e wellness	100% impleme ntation of employee e wellness	100% implem entation of employee wellness	1 050 000	Employee wellness interventio ns Report/ Register

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Municipal Transformation and Organizational Development																
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	Develop ment	program mes in line with the IDP	and sound labour relations effective ly and efficiently		Program me		interventio ns	employe e wellness interventi ons			wellness interventi ons	interventi ons	interventi ons	interventio ns		
CP SD- 12	Municipal Transfor mation and Organiza tional Develop ment	Lack of Human Capital to impleme nt municip al program mes in line with the IDP	To recruit and retain compet e Human Capital and sound labour relations effective ly and efficiently	Return of Earnings	Submissi on of Return of Earnings to Compens ation Commiss ioner	CD M	Number of return earnings submitted to the Compensa tion Commissio ner	1 return of earnings submitte d to the Compensa tion Commiss ioner by June 2025	3%	1 return of earnings submitted to the Compensatio n Commission er by June 2026	No target for the quarter	No target for the quarter	No target for the quarter	1 return of earnings submitted to the Compensat ion Commissio ner by June 2026	OPEX	Compensa tion Commissio n Invoice/Pr oof of Payment/P roof of submissio n
CP SD- 13	Municipal Transfor mation and Organiza tional	Lack of Human Capital to impleme nt municip al program mes in line with the IDP	To recruit and retain compet e Human Capital and	Employ ee (Labou r) Relatio ns	Effective Manage ment of Labour cases	CD M	Percentag e of referred cases attended within the	No cases were referred in the period under review	3%	100% of referred cases attended to within the required time frame	100% of referred cases attended to within the required	100% of referred cases attended to within the required	100% of referred cases attended to within the required	100% of referred cases attended to within the required time frame	360 000	Employee (Labour) Relations Report



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	Develop ment	mes in line with the IDP	sound labour relations effectivel y and efficiently				required time frame				time frame	time frame	time frame			
CP SD- 14	Municipal Transfor mation and Organiza tional Develop ment	Lack of Human Capital to impleme nt municipal program mes in line with the IDP	To recruit and retain compet ent Human Capital and sound labour relations effectivel y and efficiently	Workpl ace skills plan	Submissi on of Workplac e skills Plan to LGSETA	CD M	Number of Workplace Skills Plan and Annual Training Report (WSP and ATR) submitted to LGSETA	1 Workplac e skills plan and Annual Training report (WSP and ATR submitte d to LGSETA by April 2025	3%	1 Workplace Skills Plan and Annual Training Report (WSP and ATR) submitted to LGSETA by April 2026	No target for the quarter	No target for the quarter	No target for the quarter	1 Workplace Skills Plan and Annual Training Report (WSP and ATR) submitted to LGSETA by April 2026	OPEX	Proof of submissio n
CP SD- 15	Municipal Transfor mation and Organiza tional	Lack of Human Capital to impleme nt municipal program	To recruit and retain compet ent Human Capital and	Trainin g of Council lors and Employee s	Training of councillor s and employee s	CD M	Percentag e of identified training programs impleme nted for	97% of identified training programs impleme nted for councillor	3%	90% of identified training programs implemented for councillors	1 Training plan for Councill ors and employee s	No target for the quarter	50% imple mentation of identified training program mes for	90% of identified training programs implemente d for councillors	2 550 000	Approved training plan/ Expenditur e Report/ Training



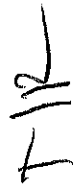
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	Develop ment	mes in line with the IDP	sound labour relations effective ly and efficiently				councillors and employees	s and employe es		and employees	develope d		Councillo rs and employe es	and employees		plan/Traini ng reports
CP SD-16	Municipal Transfor mation and Organiza tional Develop ment	Lack of Human Capital to impleme nt municipal program mes in line with the IDP	To recruit and retain compete nt Human Capital and sound labour relations effective ly and efficiently	Bursar y fund Internal	Awarding of bursaries to internal employe es	CD M	Percentag e of eligible employees awarded with bursaries in line with available budget	100% of eligible employe es awarded with bursaries	3%	100% of eligible employees awarded with bursaries in line with available budget	No target for the quarter	No target for the quarter	100% of eligible employe es awarded with bursaries in line with available budget	No target for the quarter	450 000	Bursary fund Report
CP SD-17	Municipal Transfor mation and Organiza tional Develop ment	Lack of Human Capital to impleme nt municipal program mes in line with the IDP	To recruit and retain compete nt Human Capital and sound labour relations effective ly and efficiently	Employ ment equity report	Submissi on of the employm ent Equity report to Departm	CD M	Number of Employme nt Equity Reports submitted to DoL	1 Employm ent Equity Report submitted by	3%	1 Employment Equity Report submitted to DoL January 2026	No target for the quarter	No target for the quarter	1 Employment Equity Report submitted by	No target for the quarter	OPEX	Employme nt Equity Report/Pro of submission

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		line with the IDP	labour relations effective ly and efficiently		ent of Labour			January 2025								
CP SD- 18	Municipal Transfor mation and Organiza tional Develop ment	Lack of Human Capital to impleme nt municipal program mes in line with the IDP	To recruit and retain compete nt Human Capital and sound labour relations effective ly and efficiently	Employ ment Equity Plan	Impleme ntation of Employment ent Equity Plan	CD M	Percentag e of filled positions in the highest three levels of manage ment in complianc e with Employee nt Equity	95% of filled positions in the highest three levels of manage ment in complian ce with Employee ent Equity	3%	95% of filled positions in the highest three levels of management in compliance with Employment Equity	95% of filled positions in the highest three levels of management in compliance with Employee ment Equity	95% of filled positions in the highest three levels of management in compliance with Employee ent Equity	95% of filled positions in the highest three levels of management in compliance with Employee nt Equity	95% of filled positions in the highest three levels of management in compliance with Employee nt Equity	OPEX	Employme nt Equity Report in highest three levels of managem ent
ICT and IKM																
CP SD- 19	Municipal Transfor mation and Organiza tional	Lack of tools for enhance d service delivery	To provide effective and efficient ICT	Implem entatio n and Mainte nance of	Impleme ntation and Maintena nce of Communi	CD M	Number of sites with implem ented and maintained with	5 sites with Commun ity Shared Network	3%	5 sites with implemented and maintained with Community	Assessm ent of sites required for installati	Terms of reference develepe d and submitte d	No target for the quarter	5 sites with implemente d and maintained with Community	150 000	Delivery note/ invoice/Re port/ TOR's/Pro of of

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	Development		services within the Municipality	Community Shared Network	Shared Network		Community Shared Network			Shared Network	on of Community shared network			Shared Network		submission
CP-SD-20	Municipal Transformation and Organizational Development	Lack of tools for enhanced service delivery	To provide effective and efficient ICT services within the Municipality	Provision of Computer equipment	Procurement of Internal software, network, switches, tablets and computers	CDM	Number of Computer equipment allocated and installed	100% of computer hardware, software, networks procured and implemented	3%	30 Computer equipment allocated and installed	10 Computer equipment allocated and installed	10 Computer equipment allocated and installed	10 Computer equipment allocated and installed	No target for the quarter	1 255 000	Delivery note/invoice/Report
CP-SD-21	Municipal Transformation and Organizational Development	Theft and Vandalism of Municipal infrastructure and assets	To provide effective and efficient ICT services within the Municipality	Access Control Systems and Camera system	Access Control and camera System at the remote office	CDM	Number of office installed with access control and/(in line with security/risk assessment or need	3 office installed with access control and camera systems	2%	1 office installed with access control and/(in line with security/risk assessment or need or camera systems) office	No target for the quarter	Requirement Specification drafted and submitted	1 office installed with access control and/(in line with security/risk assessment or need or	No target for the quarter	100 000	Report/invoice

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							or camera systems)			installed with access control and/or camera systems			camera systems) office installed with access control and/or camera systems			
CP SD- 22	Municipal Transfor mation and Organiza tional Develop ment	Lack of tools for enhance d service delivery	To provide effective and efficient ICT services within the Municipal ity	Implem entatio n of integrat ed Softwar e Define d Wide Area Networ k (SDWA N)	Impleme ntation of SDWAN network to connect all remote offices	CD M	Percentag e of sites implement ed with integrated SDWAN network	100% of sites impleme nted with integrate d SDWAN network	2%	100% of sites implemented with integrated SDWAN network	100% of sites impleme nted with integrate d SDWAN network	100% of sites impleme nted with integrate d SDWAN network	100% of sites impleme nted with integrate d SDWAN network	100% of sites implemente d with integrated SDWAN network	OPEX	Implement ation Report
CP SD- 23	Municipal Transfor mation	Lack of tools for enhance	Improved systems	Compu ter system	Support, Maintena nce and	CD M	Number of Computer systems,	100% Computer r	2%	8 Computer systems, network and	2 Computer r	2 Computer r	2 Computer r	2 Computer systems,	7 227 000	Maintenan ce Report

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Pro ject No.	Key perform ance Area	Problem State ment	Strategi c Objectiv es	Project Name	Project Descripti on (major activities)	Loc atio n	Key performan ce indicator	Baseline	Wei ghting	2025/26 Annual Targets	Quarter 1 Targets	Quarter 2 Targets	Quarter 3 Targets	Quarter 4 Targets	2025/26 Annual Budget	Means of verificatio n
	and Organiza tional Develop ment	d service delivery	and network	s, network and server mainte nance and licen cing	licensing of Computer systems, equipment, and network,		network and server maintenan ce and licensing	systems, network and server maintenan ce and licensing		server maintenance and licensing	systems, network and server maintenan ce and licensing	systems, network and server maintenan ce and licensing	systems, network and server maintenan ce and licensing	network and server maintenan ce and licensing		
CP SD- 24	Municipal Transfor mation and Organiza tional Develop ment	Lack of tools for enhanced service delivery	Improved systems and network	Installati on, mainten ance, and support of multifun ctional Copier solution	Installation, maintenance, and support of multifun ctional Copier solution	CD M	Percentage of installation, maintenance, and support of Multifun ctional Copier solution	100% Mainten ance and support of multifun ctional Copier solutions	2%	100% Maintenance and support of multifunction al Copier solutions	100% Mainten ance and support of multifun ctional Copier solutions	100% Mainten ance and support of multifun ctional Copier solutions	100% Mainten ance and support of multifun ctional Copier solutions	100% Mainten ance and support of multifun ctional Copier solutions	2 432 000	Maintenan ce report
CP SD- 25	Municipal Transfor mation and Organiza tional	Lack of tools for enhanced service delivery	Improved systems and network	Implem entation of automa tion of	Automation of internal forms	CD M	Number of internal Forms automated	Project discontin ued	2%	4 Internal Forms Automated	1 Internal Forms Automat ed	1 Internal Forms Automate d	2 Internal Forms Automat ed	No target for the quarter	OPEX	Automatio n report

Business Unit		Corporate Services –Vote 3														
Key Performance Area (KPA) 6:		Municipal Transformation and Organizational Development														
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System														
Outputs:		Administrative and financial capability														
Key Strategic Organizational Objectives:		To increase the capacity of the district to deliver its mandate														
Governance Goal		Improve the performance of all three spheres of government and in relation to district/metro developmental impact														
Pro ject No.	Key perform ance Area	Problem State ment	Strategi c Objectiv es	Project Name	Project Descripti on (major activities)	Loc atio n	Key perform ance indicator	Baseline	Weig hting	2025/26 Annual Targets	Quarter 1 Targets	Quarter 2 Targets	Quarter 3 Targets	Quarter 4 Targets	2025/26 Annual Budget	Means of verificatio n
	Develop ment			internal forms												
CP SD- 26	Municipal Transfor mation and Organiza tional Develop ment	Lack of tools for enhance d service delivery	Improved systems and network	Implem entatio n of perfor mance manag ement system	Automate performa nce manage ment process	CD M	Number of Performan ce Manageme nt system implement ed as targeted by PMS Unit	New Indicator	2%	1 Performance Management system implemented as targeted by PMS unit	Impleme ntation report	Impleme ntation report	Impleme ntation report	1 Performanc e Manageme nt system implemente d as targeted by PMS unit	400 000	Implement ation report
CP SD- 27	Municipal Transfor mation and Organiza tional Develop ment	Complian ce with service delivery mandate	Improved systems and network	Develo pment of five years IT Strateg y docum ent	Develop 5year IT Strategy for the municipal ity	CD M	Number of IT strategies developed and reviewed	New Indicator	2%	1 IT strategy document developed and reviewed	No target for the quarter	No target for the quarter	No target for the quarter	1 IT strategy document developed and reviewed	OPEX	Approved IT strategy
ADMINISTRATION																
CP SD- 28	Municipal Transfor mation and Organiza tional	Complian ce with service delivery mandate	To provide auxiliary support services to all	Plant and equipm ent	Allocatio n of plant and equipme nt	CD M	Number of vehicles purchased	12 vehicle purchase d	2%	2 vehicles purchased	No target for the quarter	TOR develope d and submmitt ed	No target for the quarter	2 vehicles purchased	4 500 000	Proof of payment/ TOR's/Deli very note




Business Unit		Corporate Services –Vote 3														
Key Performance Area (KPA) 6:		Municipal Transformation and Organizational Development														
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System														
Outputs:		Administrative and financial capability														
Key Strategic Organizational Objectives:		To increase the capacity of the district to deliver its mandate														
Governance Goal		Improve the performance of all three spheres of government and in relation to district/metro developmental impact														
Pro ject No.	Key perform ance Area	Problem Stateme nt	Strategi c Objectiv es	Project Name	Project Descripti on (major activities)	Loc ation	Key performan ce indicator	Baseline	Weig hting	2025/26 Annual Targets	Quarter 1 Targets	Quarter 2 Targets	Quarter 3 Targets	Quarter 4 Targets	2025/26 Annual Budget	Means of verificatio n
	Develop ment		departme nts													
CP SD-29	Municipal Transfor mation and Organiza tional Develop ment	Complan ce with service delivery mandate	To provide auxiliary support services to all departme nts	Office Furnitu re	Allocatio n of office furniture	CD M	Percentag e of approved requests for office furniture allocated	100% of requeste d office furniture procured in line with available budget by June 2024	2%	100% of approved requests for office furniture allocated	No target for the quarter	TOR develope d and submitt ed	No target for the quarter	100% of approved requests for office furniture allocated	1 000 000	Proof of payment/ TOR's/Deli very note
CP SD-30	Municipal Transfor mation and Organiza tional Develop ment	Complan ce with service delivery mandate	To provide auxiliary support services to all departme nts	Air- Conditio ners	Allocatio n and replacem ent of air condition ers	CD M	Percentag e of obsolete air condition ers replaced	Project discontin ued	2%	100% of obsolete air conditioners replaced	100% of obsolete air condition ers replaced	100% of obsolete air condition ers replaced	100% of obsolete air condition ers replaced	100% of obsolete air condition s replaced	450 000	Air- conditioner s/delivery note/ Proof of payment
CP SD-31	Municipal Transfor mation and Organiza tional	Complan ce with service delivery mandate	To provide auxiliary support services to all	Guardh ouses	Allocatio n of Guardho uses	CD M	Number of guardhous es allocated	New Indicator	2%	1 guardhouse allocated	TOR develope d and submitte d	No target for the quarter	No target for the quarter	1 guardhous e allocated	50 000	Proof of payment/ TOR's/Deli very note

Business Unit		Corporate Services –Vote 3														
Key Performance Area (KPA) 6:		Municipal Transformation and Organizational Development														
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System														
Outputs:		Administrative and financial capability														
Key Strategic Organizational Objectives:		To increase the capacity of the district to deliver its mandate														
Governance Goal		Improve the performance of all three spheres of government and in relation to district/metro developmental impact														
Pro ject No.	Key perform ance Area	Problem State ment	Strategi c Objectiv es	Project Name	Project Descripti on (major activities)	Loc atio n	Key perform ance indicator	Baseline	weig hting	2025/26 Annual Targets	Quarter 1 Targets	Quarter 2 Targets	Quarter 3 Targets	Quarter 4 Targets	2025/26 Annual Budget	Means of verificatio n
	Develop ment		departme nts													
CP SD- 32	Municipal Transfor mation and Organiza tional Develop ment	Complian ce with service delivery mandate	To provide auxiliary support services to all departme nts	Reven ue vehicle	Allocatio n of Revenue vehicle	CD M	Number of revenue vehicle allocated	New Indicator	2%	1 revenue vehicle allocated	TOR develope d and submitt ed	No target for the quarter	No target for the quarter	1 revenue vehicle allocated	1 000 000	Proof of payment/ TOR's/Deli very note
CP SD- 33	Municipal Transfor mation and Organiza tional Develop ment	Complian ce with service delivery mandate	To provide auxiliary support services to all departme nts	Fire vehicle s	Allocatio n of fire vehicles	CD M	Number of fire vehicles allocated	1 fire vehicle purchase d	2%	1 Fire vehicle allocated	No target for the quarter	TOR develope d and submitt ed	No target for the quarter	1 Fire vehicle allocated	2 000 000	Proof of payment/ TOR's/Deli very note
CP SD- 34	Municipal Transfor mation and Organiza tional Develop ment	Complian ce with service delivery mandate	To provide auxiliary support services to all departme nts	Mobile offices	Provision of Mobile Offices	CD M	Number of mobile offices allocated	New Indicator	2%	2 mobile offices allocated	No target for the quarter	No target for the quarter	2 mobile offices allocated	No target for the quarter	500 000	Proof of payment/ /Delivery note

Corporate Services –Vote 3																
Municipal Transformation and Organizational Development																
Responsive, Accountable, Effective and Efficient Local Government System																
Administrative and financial capability																
To increase the capacity of the district to deliver its mandate																
Improve the performance of all three spheres of government and in relation to district/metro developmental impact																
Pro ject No.	Key perform ance Area	Problem State ment	Strategi c Objectiv es	Project Name	Project Descripti on (major activities)	Loc atio n	Key perform ance indicator	Baseline	Weighting	2025/26 Annual Targets	Quarter 1 Targets	Quarter 2 Targets	Quarter 3 Targets	Quarter 4 Targets	2025/26 Annual Budget	Means of verificatio n
CP SD- 35	Municipal Transfor mation and Organiza tional Develop ment	Compliance with service delivery mandate	To provide sustainable records management services	PAIA Compliance	PAIA reports compiled and submitted to Human right Commission (Information regulator)	CD M	Number of PAIA reports compiled and submitted to Information regulator	1 PAIA report compiled and submitted to Information regulator	2%	1 PAIA report compiled and submitted to Information regulator	No Target for the quarter	No Target for the quarter	No Target for the quarter	1 PAIA report compiled and submitted to Information regulator	OPEX	PAIA reports/ Proof of submissio n
CP SD- 36	Municipal Transfor mation and Organiza tional Develop ment	Compliance with service delivery mandate	To provide sustainable records management services	POPIA Compliance	POPIA Compliance	CD M	Number of POPIA reports submitted to Information Regulator	1 POPIA report submitted to Information Regulator	2%	1 POPIA report submitted to Information Regulator	Compliance and consolidating POPIA information	Compliance and consolidating POPIA information	Compliance and consolidating POPIA information	1 POPIA report submitted to Information Regulator	OPEX	Proof of POPIA report submissio n
CP SD- 37	Municipal Transfor mation and Organiza tional	Compliance with service delivery mandate	To provide sustainable records management	Records Management	Implementation of records management	CD M	Number of compliance reports compiled and	4 compliance reports submitted	2%	4 compliance reports submitted on file plan	1 compliance report compiled and submitted	1 compliance report compiled and submitted	1 compliance report compiled and submitted	1 compliance report compiled and submitted	OPEX	Record Management compliance reports

Business Unit		Corporate Services –Vote 3														
Key Performance Area (KPA) 6:		Municipal Transformation and Organizational Development														
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System														
Outputs:		Administrative and financial capability														
Key Strategic Organizational Objectives:		To increase the capacity of the district to deliver its mandate														
Governance Goal		Improve the performance of all three spheres of government and in relation to district/metro developmental impact														
Pro ject No.	Key perform ance Area	Problem State ment	Strategi c Objecti ves	Project Name	Project Descripti on (major activities)	Loc atio n	Key perform ance indicator	Baseline	Weig hting	2025/26 Annual Targets	Quarter 1 Targets	Quarter 2 Targets	Quarter 3 Targets	Quarter 4 Targets	2025/26 Annual Budget	Means of verificatio n
	Develop ment		ment services				submitted on file plan	d on file plan			d on file plan	d on file plan	d on file plan	submitted on file plan		
FD-05	Financial viability and Manage ment	Non Complian ce with MFMA	To prepare a credible and realistic budget in line with MFMA timelines	Financi al Reporti ng	Budget Treasury	CD M	Number of unqualified audit opinion	1 Unqualifi ed audit opinion	2%	1 Unqualified audit opinion	No Target for the quarter	1 Unqualifi ed audit opinion	No Target for the quarter	No Target for the quarter	OPEX	1 Unqualifie d audit opinion report
FD-18	Financial viability and Manage ment	Unauthor ised expendit ure	To ensure that the resource s required to fulfill the needs identified in the strategic plan of the institution	Deman d Manag ement	Develop ment and impleme ntation of the procurem ent plan.	CD M	Number of municipal procureme nt plan developed and implem ented	1 municipal procurem ent plan develop ed and impleme nted	2%	1 municipal procurement plan develop ed and implemented	No Target for the quarter	No Target for the quarter	No Target for the quarter	1 municipal procureme nt plan developed and implem ented	OPEX	Municipal procureme nt plan

Business Unit		Corporate Services –Vote 3														
Key Performance Area (KPA) 6:		Municipal Transformation and Organizational Development														
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System														
Outputs:		Administrative and financial capability														
Key Strategic Organizational Objectives:		To increase the capacity of the district to deliver its mandate														
Governance Goal		Improve the performance of all three spheres of government and in relation to district/metro developmental impact														
Pro ject No.	Key perform ance Area	Problem State ment	Strategi c Objectiv es	Project Name	Project Descripti on (major activities)	Loc atio n	Key performan ce indicator	Baseline	Weig hting	2025/26 Annual Targets	Quarter 1 Targets	Quarter 2 Targets	Quarter 3 Targets	Quarter 4 Targets	2025/26 Annual Budget	Means of verificatio n
			are efficient and effective (at the correct time, price and place and that the quantity and quality will satisfy those needs)													
FD-20	Financial viability and Management	Unauthorised expenditure	To monitor departmental expenditure	Acquisition Management	Compliance to the SCM regulations	CDM	Percentage compliance by Corporate Services to the SCM regulations that result	R214 514 247 irregular expenditure identified as a result of non-	2%	100 percent of compliance by Corporate Services to the SCM regulations that result in	100 percent of compliance by Corporate Services to the	100 percent of compliance by Corporate Services to the	100 percent of compliance by Corporate Services to the	100 percent of compliance by Corporate Services to the	OPEX	Zero irregular expenditure, Fruitless and wasteful, and unauthorised/Payme

Business Unit										Corporate Services –Vote 3									
Key Performance Area (KPA) 6:										Municipal Transformation and Organizational Development									
Outcome 9:										Responsive, Accountable, Effective and Efficient Local Government System									
Outputs:										Administrative and financial capability									
Key Strategic Organizational Objectives:										To increase the capacity of the district to deliver its mandate									
Governance Goal										Improve the performance of all three spheres of government and in relation to district/metro developmental impact									
Project No.	Key performance Area	Problem Statement	Strategic Objectives	Project Name	Project Description (major activities)	Location	Key performance indicator	Baseline	Weighting	2025/26 Annual Targets	Quarter 1 Targets	Quarter 2 Targets	Quarter 3 Targets	Quarter 4 Targets	2025/26 Annual Budget	Means of verification			
							in R nil irregular expenditure	compliance to the SCM		R nil irregular expenditure	SCM regulations that result in R nil irregular expenditure	SCM regulations that result in R nil irregular expenditure	SCM regulations that result in R nil irregular expenditure	in R nil irregular expenditure		nt Vouchers,			

Acting Executive Manager: Mr Mphehe Machaba		Municipal Manager: Mr Ramakuntwane Selepe	
Date:	07-07-2025	Date:	07-07-2025
Signature:	Machaba MS	Signature:	Selepe

1.2. CORE MANAGERIAL COMPETENCIES

PERIOD: JULY 2025 TO JUNE 2026

DEPARTMENT: CORPORATE SERVICES

CORE MANAGERIAL COMPETENCIES	CHOICE	WEIGHTING	CURRENT LEVEL (1-5)	DESIRED LEVEL
Strategic Capability and Leadership	✓	10%	5	5
Programme and Project Management	✓	10%	5	5
Financial Management	✓	5%	5	5
Leave Management	✓	5%	5	5
Change Management	✓	3%	5	5
Knowledge Management	✓	2%	5	5
Service Delivery Innovation	✓	5%	5	5
Problem Solving and Analysis	✓	10%	5	5
People Management and Empowerment	✓	5%	5	5
100% implementation of the Internal Audit recommendations.	✓	7%	5	5
Client Orientation and Customer Focus	✓	5%	5	5
Communication	✓	5%	5	5
Honesty and Integrity	✓	5%	5	5
Interpretation of and implementation within the legislative and national policy frameworks	✓	5%	5	5
Knowledge of developmental Local Government	✓	5%	5	5
Knowledge of performance management and reporting	✓	5%	5	5
Competency in Policy conceptualisation, analysis and implementation	✓	5%	5	5

TJR

100% implementation of RMC resolutions	✓	1%	5	5
100% implementation of mitigations actions due.	✓	1%	5	5
100% implementation of the Impact of the mitigations measures	✓	1%	5	5
Total Percentage		100%		

Acting Executive Manager: Mr Mphehe Machaba	Municipal Manager: Mr Ramakuntwane Selepe
Date: 07-07-2025	Date: 08/07/2025
Signature: 	Signature: 

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN

**CAPRICORN DISTRICT MUNICIPALITY
AS REPRESENTED BY THE MUNICIPAL MANAGER**

RAMAKUNTWANE SELEPE

.....

AND

MPHEEHE MACHABA

.....

**ACTING EXECUTIVE MANAGER: CORPORATE
SERVICES**

**FOR THE FINANCIAL YEAR:
01 July 2025 TO 30 JUNE 2026**

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1 The Municipality has, in terms of Section 57(1)(a) of the Local Government: Municipal Systems Act, No. 32 of 2000 ("the Systems Act") entered into a contract of employment with the Acting Executive Manager commencing on 01 June 2024 until the position is filled by Council.
- 1.2 Section 57(1) (b) of the Systems Act, read with the contract of employment concluded between the Parties; require 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 Manager 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), (4B) and (5) of the Systems Act as well as the contract of employment entered into by the Parties.
- 1.5 In this Agreement the following words will have the meaning ascribed thereto:

"this Agreement" - means the performance agreement between the Municipality and the Executive Manager and the annexures thereto.

"the Executive Authority" - means the Executive Committee of the Municipality constituted in terms of Section 43 of the Local Government: Municipal Structures Act as represented by its chairperson, the Mayor.

"the Acting Executive Manager" – means Acting Senior Manager directly accountable to the Municipal Manager in terms of Section 56(a) of the Systems Act.

"the Municipal Manager" – means the Municipal Manager appointed in terms of Section 54(A) of the Local Government: Municipal Systems Act, No. 32 of 2000.

"the Municipality" – meansMunicipality.

"the Parties" - means the Municipal Manager and / or Executive Council and the Acting Executive Manager.

2. PURPOSE OF THIS AGREEMENT:

- 2.1 The Parties agree that the purposes of this Agreement are to:
- 2.1.1. 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;
 - 2.1.2. specify objectives and targets defined and agreed with the Acting Executive Manager and to communicate to the Acting Executive Manager the Municipality's expectations of the Acting Executive Manager's performance and accountability in alignment with the Integrated Development Plan (IDP), the Service Delivery and Budget Implementation Plan (SDBIP) and the budget of the Municipality;
 - 2.1.3. specify accountabilities as set out in a performance plan.
 - 2.1.4. monitor and measure performance against targeted outputs and outcomes;
 - 2.1.5. use performance plan as a basis for assessing the Acting Executive Manager for permanent employment and/or to assess whether the Acting Executive Manager has met the performance expectations applicable to his job;
 - 2.1.6. establish a transparent and accountable working relationship; and
 - 2.1.7. give effect to the Municipality's commitment to a performance-orientated relationship with its Acting Executive Manager in attaining equitable and improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 Notwithstanding the date of signature this Agreement will commence on the **01 July 2025** and will remain in force until a new performance agreement including a Performance Plan and Personal Development Plan is concluded between the Parties as contemplated in Clause 3.2
- 3.2 The Parties will review the provisions of this Agreement as and when this agreement lapses after the specified period. The Parties will then conclude a new performance agreement including a Performance Plan and Personal Development Plan that replaces this Agreement.
- 3.3 The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon by the Parties.
- 3.4 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.

- 3.5 This Agreement will terminate on the termination of the Acting Executive Manager's contract of employment for any reason.

4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan developed as **Annexure A** (attached) sets out:
- 4.1.1 the performance objectives and targets which must be met by the Acting Executive Manager; and
 - 4.1.2 the time frames within which those performance objectives and targets must be met.
- 4.2 The Core Competency Requirements (CCRs) in **Annexure B** (page 6) set out those management skills regarded as critical to the position held by the Acting Executive Manager.
- 4.3 The Personal Development Plan in **Annexure C** (page 16) sets out the Acting Executive Manager's personal developmental requirements in line with the objectives and targets of the Municipality.
- 4.4 The performance objectives and targets reflected in **Annexure A** are set by the Municipality in consultation with the Acting Executive Manager and based on the IDP, SDBIP and the budget of the Municipality, and include key objectives, key performance areas, target dates and weightings.
- 4.5 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 time frame in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.
- 4.6 The Acting Executive Manager's performance will, in addition, be measured in terms of contributions to the development objectives and strategies set out in the Municipality's Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Acting Executive Manager agrees to participate in the performance management system that the Municipality adopts or introduces for the municipal management and municipal staff of the Municipality.

- 5.2 The Acting Executive Manager accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the municipal management and municipal staff to perform to the standards required.
- 5.3 The Executive Committee/Council and/or Municipal Manager will consult the Acting Executive Manager about the specific performance standards that will be included in the performance management system as applicable to the Acting Executive Manager.
- 5.4 The Acting Executive Manager undertakes to actively focus towards the promotion and implementation of his Key Performance Areas as set out in the performance plan including special projects relevant to the Acting Executive Manager's responsibilities within the Local Government Framework.

6. PERFORMANCE ASSESSMENT

The performance of the Acting Executive Manager will be assessed against the outputs and outcomes achieved in terms of his Key Performance Areas (KPAs) as fully described in performance plan and his Core Competency Requirements (CCRs) determined at the commencement of this Agreement with a weighting of 80:20 allocated to the KPAs and CCRs respectively. Therefore, the KPAs that refer to the main tasks of the Acting Executive Manager account for 80% of his assessment while the CCRs make up the other 20% of the Acting Executive Manager's assessment score.

The weightings agreed to in respect of the Acting Executive Manager's KPAs attached as Annexure A are set out in the table below:

KEY PERFORMANCE AREAS (KPAS)	WEIGHT
KPA 1: Municipal Transformation and Institutional Development.	50
KPA 2: Basic Service Delivery.	20
KPA 3: Local Economic Development and Planning.	5
KPA 4: Financial Viability.	10
KPA 5: Good governance and public participation.	10
KPA 6 : Spatial Rationale.	5
TOTAL PERCANTAGE	100%

The weightings agreed to in respect of the CCRs considered most critical for the Acting Executive Manager's position are set out in the table below: (tick the chosen CCRs as in the performance plan)

ANNEXURE B:

CORE COMPETENCY REQUIREMENTS - CCRs				
CORE MANAGERIAL COMPETENCIES (CMC)	INDICATE CHOICE	WEIGHT	Current level (1-5)	Desired Level
Strategic Capability and Leadership	✓	10%	5	5
Programme and Project Management	✓	10%	5	5
Financial Management	Compulsory	5%	5	5
Leave Management	Compulsory	5%	5	5
Change Management	✓	3%	5	5
Knowledge Management	✓	2%	5	5
Service Delivery Innovation	✓	5%	5	5
Problem Solving and Analysis	✓	10%	5	5
People Management and Empowerment	Compulsory	5%	5	5
100% implementation of the internal Audit recommendations	Compulsory	7%	5	5
Client Orientation and Customer Focus	Compulsory	5%	5	5
Communication	✓	5%	5	5
Honesty and Integrity	✓	5%	5	5

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CORE OCCUPATIONAL COMPETENCIES (COCs)				
CORE MANAGERIAL COMPETENCIES (CMC)	CHOICE	WEIGHT	Current Level (1-5)	Desired Level
Competence in Self Management				
Interpretation of and implementation within the legislative and national policy frameworks	✓	5%	5	5
Knowledge of Developmental Local Government	✓	5%	5	5
Knowledge of Performance Management and Reporting	Compulsory	5%	5	5
Knowledge of Global and SA specific political, social and economic contexts				
Competence in Policy Conceptualisation, Analysis and Implementation	✓	5%	5	5
Knowledge of more than one functional municipal field or discipline				
Mediation Skills				
Governance Skills				
Competence as required by other national line sector departments				
Exceptional and dynamic creativity to improve the functioning of the Municipality				
100% implementation of RMC resolutions	✓	1%	5	5
100% implementation of mitigations actions due.	✓	1%	5	5
100% implementation of the Impact of the mitigations measures	✓	1%	5	5
TOTAL PERCENTAGE		100%	100%	100%

The assessment of the performance of the Acting Executive Manager will be based on the following levels for KPAs and CCRs:

RATING SCALE:

LEVEL	TERMINOLOGY	DESCRIPTION	RATING				
			1	2	3	4	5
5	Outstanding Performance (150% and above)	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 (101% - 149%)	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 (100%)	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.					

AS 7/12

2	Not fully effective (70% - 99%)	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 (1% - 69%)	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.					

Handwritten signature/initials

An indicative rating on the five-point scale should be provided for each KPA and CCR using the following as guidance:

1 = (1%-69%)	Unacceptable
2 = (70% - 99%)	Not fully effective
3 = (100%)	Fully effective
4 = (101% - 149%)	Above expectations
5 = (150% and above)	Outstanding

Each KPA and CCR 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 to determine which rating on the five-point scale did the Acting Executive Manager achieved. The following criteria could assist:

Duration of task	- Was the target achieved within the projected time frame?
Level of complexity	- Required problem solving - Reconciling different perceptions - Innovative alternatives used
Cost	- within budget - saving - overspending
Constraints	- Did envisaged constraints materialise? - If so, were steps taken to manage/reduce the effect of the constraint? - If not, did it beneficially affect the completion of the target? - Any innovative/pro-active steps to manage the constraint

An applicable assessment rating calculator must be used to add the KPA and CCR scores and calculate final KPA and CCR percentages.

7. PANEL AND SCHEDULE FOR PERFORMANCE ASSESSMENTS

An assessment panel for the **formal assessment** of the Acting Executive Manager consisting of the following people must be established to evaluate the performance of the Acting Executive Manager directly accountable to the Municipal Manager.

- Municipal Manager
- Chairperson of the Performance Audit Committee or the Chairperson of the Audit Committee in the absence of a Performance Audit Committee
- A member of the Executive Committee and the relevant portfolio Committee chairperson (MMC or a delegate)
- Municipal Manager of another municipality

In addition, the following assessments may also form part of the performance evaluation at the end of the quarter if so agreed between the Parties:

- Acting Executive Manager (own assessment)
- Fellow section 57 managers
- Divisional Head reporting to the manager.

The performance of the Acting Executive Manager will be assessed in relation to his achievement of:

- the targets indicated for each KPA
- the CCRs as defined

on a date to be determined for each of the following quarterly periods:

- | | | |
|-------------------------|---|---|
| 1 st Quarter | - | July to September (Informal assessment) |
| 2 nd Quarter | - | October to December (Formal assessment – Mid-Term) |
| 3 rd Quarter | - | January to March (Informal assessment) |
| 4 th Quarter | - | April to June (Formal assessment - Annual Assessment) |

The Municipality will keep a record of the mid-year and annual assessment meetings.

The Municipality may appoint an external facilitator to assist with the annual assessment.

The Acting Executive Manager responsible for the Corporate Services Department of the Municipality must provide secretariat services to the evaluation panel for the annual performance assessment.

8. EVALUATING PERFORMANCE

The Acting Executive Manager will submit quarterly performance reports and a comprehensive annual performance report prior to the performance assessment meetings to the Municipal Manager.

The Municipal Manager will give performance feedback to the Acting Executive Manager after each quarterly and the annual assessment meetings.

The evaluation of the ACTING Executive Manager's performance will form the basis for correcting unacceptable performance.

The results of the annual performance assessment and the scoring report of the Acting Executive Manager will be submitted to the Executive Authority for a recommendation to the full Council.

Personal growth and development needs identified during any performance assessment discussion must be documented in the Executive Manager's Personal Development Plan as well as the action steps and set time frames agreed to.

Despite the establishment of agreed intervals for assessment, the Municipal Manager may, in addition, review the Acting Executive Manager's performance at any stage while his contract of employment remains in force.

9. OBLIGATIONS OF THE MUNICIPALITY

The Municipality will create an enabling environment to facilitate effective performance by the Acting Executive Manager.

The Acting Executive Manager will be provided with access to skills development and capacity-building opportunities.

The Municipality will work collaboratively with the Acting Executive Manager to solve problems and generate solutions to common problems that may impact on the performance of the Acting Executive Manager.

The Municipality will make available to the Acting Executive Manager such resources including employees as the Acting Executive Manager may reasonably require from time to time to assist him to meet the performance objectives and targets established in terms of this Agreement; provided that it will at all times remain the responsibility of the Acting Executive Manager to ensure that he complies with those performance obligations and targets.

The Acting Executive Manager will, at his request, be delegated such powers by the Municipality as may in the discretion of the Municipality be reasonably required from time to time to enable him to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

- 10.1 The Executive Committee/Council and / or Municipal Manager agrees to consult the Acting Executive Manager within a reasonable time where the exercising of the Executive Authority's and / or Municipal Manager's powers will –
- 10.1.1 have a direct effect on the performance of any of the Acting Executive Manager's functions,
 - 10.1.2 commit the Acting Executive Manager to implement or to give effect to a decision made by the Executive Committee/Council and/or Municipal Manager,
 - 10.1.3 have a substantial financial effect on the Municipality.
- 10.2 The Municipal Manager agrees to inform the Acting Executive Manager 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 Acting Executive Manager to take any necessary action without delay.

11. CONSEQUENCE OF UNACCEPTABLE OR POOR PERFORMANCE

- 11.1 Where the Municipal Manager is, at any time during the Acting Executive Manager's employment, not satisfied with the Acting Executive Manager's performance with respect to any matter dealt with in this Agreement, the Municipal Manager will give notice to the Acting Executive Manager to attend a meeting with the Municipal Manager.
- 11.2 The Acting Executive Manager will have the opportunity at the meeting to satisfy the Municipal Manager of the measures being taken to ensure that the Acting Executive Manager's performance becomes satisfactory in accordance with a documented programme, including any dates, for implementing these measures.
- 11.3 The Municipality will provide systematic remedial or developmental support to assist the Acting Executive Manager in improving his performance.
- 11.4 If, after appropriate performance counselling and having provided the necessary guidance and/or support as well as reasonable time for

improvement in performance, the Municipal Manager holds the view that the performance of the Acting Executive Manager is not satisfactory, the Municipal Manager will table a report before the Municipal Council through the Mayor. Upon receipt the Executive Mayor will within 7 days request the Speaker to convene a Special Council to consider the report.

- 11.5 Where there is a dispute or difference as to the performance of the Acting Executive Manager under this Agreement, the Parties will confer with a view to resolving the dispute or difference.
- 11.6 Nothing contained in this Agreement in any way limits the right of the Municipality to terminate the Acting Executive Manager's contract of employment with or without notice for any other breach by the Acting Executive Manager of his obligations to the Municipality or for any other valid reason in law.

12. DISPUTES

- 12.1 In the event that the Acting Executive Manager is dissatisfied with any decision or action of the Executive Committee/Council and/or Municipal Manager in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Acting Executive Manager has achieved the performance objectives and targets established in terms of this Agreement, the Acting Executive Manager may meet with the Municipal Manager with a view to resolving the issue. At the Acting Executive Manager's request, the Municipal Manager will record the outcome of the meeting in writing.
- 12.2 If any dispute about the nature of the Acting Executive Manager's performance agreement whether it relates to key responsibilities, priorities, methods of assessment or any other matter provided for cannot be resolved through an internal mechanism as contemplated above, the dispute will be mediated by the Executive Mayor within thirty (30) days of receipt of a formal dispute from the Acting Executive Manager whose decision shall be final and binding on both Parties.
- 12.3 If any dispute about the outcome of the Acting Executive Manager's performance evaluation cannot be resolved through an internal mechanism as contemplated above, the dispute will be mediated by a member of the Council, provided that such member was not part of the evaluation panel provided for in clause 7 within thirty (30) days of receipt of a formal dispute from the Acting Executive Manager whose decision shall be final and binding on both Parties.
- 12.4 In the event that the mediation process contemplated above fails, the relevant arbitration clause of the contract of employment will apply.

13. GENERAL

- 13.1 The contents of this Agreement and the outcome of any review conducted in terms of Annexure "A" will not be confidential and may be made available to the public by the Municipality.
- 13.2 Nothing in this Agreement diminishes the obligations, duties, or accountabilities of the Acting Executive Manager in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.

Signed at Polokwane on this 02nd day of June 2025.

Mohlebo
Acting Executive Manager

As Witnesses:

1. Full names Metse Maboli Signature: Ameseli
2. Full names Madiba Andries Signature: [Signature]

Signed at Polokwane on this 24 day of June 2025.

[Signature]
Municipal Manager

As Witnesses:

1. Full names MAKOLA LINA Signature: [Signature]
2. Full names Metse Maboli Signature: Ameseli

ANNEXURE C: PERSONAL DEVELOPMENT PLAN

Skills/performance gaps	Outcomes Expected	Suggested training /development activity	Suggested mode of delivery	Suggested timeframes	Work opportunity to practice skill/development area	Support person
Municipal governance	Knowledge of municipal governance	Certificate in Municipal Governance	Certificate	6 months	Goel Manor	MM
Strategic leadership	Knowledge of strategic leadership	Certificate in Strategic Leadership	Certificate	6 months	Goel Manor	MM
Labour law	Knowledge of labour law	Diploma in Labour Law	Diploma	1 year	Goel Manor	MM

M. M. M.

ACTING EXECUTIVE MANAGER

T. R. Serepe

MUNICIPAL MANAGER

02-06-2025

DATE

24/06/2025

DATE

FINANCIAL DISCLOSURE FORM (CONFIDENTIAL)

I, the undersigned (surname and initials)

Machaba M -

Of

Capricorn District Municipality

(Postal address) and

Box 126 ALLDAYS 0909

Stand no. 106 SURBESSIE STREET: ALLDAYS

(Residential address)

employed as Acting Executive Manager – Corporate Services at the Capricorn Municipality hereby certify that the following information is complete and correct to the best of my knowledge:

1. Shares and other financial interests (Not bank accounts with financial institutions)

See information sheet: Note (1)

Number of shares / extents of financial interest, Nature, Nominal value and Name of Company or entity

Number of shared value or extent of financial interest	Nature	Nominal value	Company

5 1/2

2. Directorships and Partnerships

See information sheet: Note (2)

Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income
	N/A	

1. Remunerated work outside the Municipality (As sanctioned by Council)

See information sheet: Note (3)

Name of Employer	Type of work	Amount of Remuneration or Income	Council sanction confirmed: Resolution
	N/A		

2. Consultancies and retainerships

See information sheet: Note (4)

Name of client	Nature	Type of business activity	Value of benefits received
	N/A		

5. Sponsorships*See information sheet: Note (5)*

Source of sponsorship	Description of sponsorship	Value of sponsorship
	N/A	

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

Gift or Hospitality	Description	Value
	N/A	

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

Description	Extent	Area Value
Erf 240 Longden Village	1200 sqm	R80 000
Erf 43 i Ladanna Paokuna	952 sqm	R1250 000
Erf 106 Audays	1970 sqm	R480 000
Erf 66 Audays	1560 sqm	R1000 000

Erf 1542 Senwebenene 870sq/m R360 000

Muhle

SIGNATURE OF ACTING EXECUTIVE MANAGER

DATE: 02-06-2015

CONFIDENTIAL

OATH/AFFIRMATION

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

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

Answer

Yes

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

Answer

No

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

Answer

Yes

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

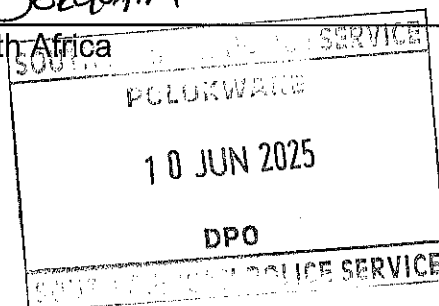
Commissioner of Oath /Justice of the Peace

Full first names and surname:

Thabo Mokoena
(Block letters)

Designation (rank): SSA
Office Republic of South Africa

Ex



Street address of Institution:

38 Schoonman Street
PLOWMAN

Date: 2025/06/10 Place PLOWMAN

CONTENTS NOTED: MUNICIPAL MANAGER:

SIGNATURE: _____

DATE: _____

CONFIDENTIAL:

INFORMATION SHEET FOR THE GENERIC FINANCIAL DISCLOSURE FORM:

The following notes are a guide to assist with completing the Financial Disclosure form (Annexure E):

NOTE 1: Shares and other financial interests

Designated employees are required to disclose the following details with regard to shares and other financial interests held in any private or public company or any other corporate entity recognised by law:

- The number, nature and nominal value of shares of any type;
- The nature and value of any other financial interests held in any private or public company or any other corporate entity; and
- The name of that entity.

NOTE 2: Directorships and partnerships

Designated employees are required to disclose the following details with regard to directorships and partnerships:

- The name and type of business activity of the corporate entity or partnership/s; and the amount of any remuneration received for such directorship or partnership/s.
- Directorship includes any occupied position of director or alternative director, or by whatever name the position is designated.
- Partnership is a legal relationship arising out of a contract between two or more persons with the object of making and sharing profits.

NOTE 3: Remunerated work outside the Municipality (As sanctioned by Council).

[Remuneration means the receipt of benefits in cash or kind, and work means rendering a service for which the person receives remuneration].

Designated employees are required to disclose the following details with regard to:

- remunerated work outside the public service:
- The type of work;
- The name and type of business activity of the employer; and
- The amount of the remuneration received for such work.

15 APR

NOTE 4: Consultancies and retainerships:

Designated employees are required to disclose the following details with regard to consultancies and retainerships:

- The nature of the consultancy or retainership of any kind,
- The name and type of business activity, of the client concerned; and
- The value of any benefits received for such consultancy or retainerships.

NOTE 5: Sponsorships:

Designated employees are required to disclose the following details with regard to sponsorships:

- The source of the sponsorship.
- The description of the sponsorship; and
- The value of the sponsorship.

NOTE 6: Gifts and hospitality from a source other than a family member:

Designated employees are required to disclose the following details with regard to gifts and hospitality:

- A description and the value and source of a gift with a value in excess of R350.00.
- A description and the value of gifts from a single source which cumulatively exceed the value of R350.00 in the relevant 12-month period; and
- Hospitality intended as a gift in kind.

Designated employees must disclose any material advantages that they received from any source e.g. any discount prices or rates that are not available to the General Public. All personal gifts within the family and hospitality of a traditional or cultural nature need not be disclosed.

NOTE 7: Land and Property:

Designated employees are required to disclose the following details with regard to their ownership and other interests in land and property (residential or otherwise both inside and outside the Republic):

- A description of the land or property,
- The extent of the land or property,
- The area in which it is situated; and
- The value of the interest.