

LEKWA LOCAL MUNICIPALITY



2025/2026 PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

**THE LEKWA LOCAL MUNICIPALITY
AS REPRESENTED BY**

**M. J. LAMOLA
MUNICIPAL MANAGER**

AND

**P. MOHLAMONYANE
EXECUTIVE MANAGER CORPORATE SERVICES
THE EMPLOYEE OF THE MUNICIPALITY**

FOR THE

FINANCIAL YEAR: 1 JULY 2025 - 30 JUNE 2026

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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The **Lekwa Local Municipality** herein represented by **M.J. Lamola** in his capacity as Municipal Manager (hereinafter referred to as the **Employer**)

and

P. Mohlamonyane (Employee of the Lekwa Local Municipality (hereinafter referred to as the **Employee**)).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

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

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to -

- 2.1 comply with the provisions of Section 57(1)(b),(4A),(4B) and (5) of the Act as well as the employment contract entered into between the parties;
- 2.2 specify objectives and targets defined and agreed with the Employee and to communicate to the employer's expectations of the Employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Municipality;
- 2.3 specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;
- 2.4 monitor and measure performance against set targeted outputs;
- 2.5 use the performance agreement as the basis for assessing whether the Employee has met the performance expectations applicable to his or her job;
- 2.6 in the event of outstanding performance, to appropriately reward the Employee; and

- 2.7 give effect to the employer's commitment to a performance-orientated relationship with its Employee in attaining equitable and improved service delivery.

3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **1st July 2025** and will remain in force until **30th June 2026** thereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.
- 3.3 This Agreement will terminate on the termination of the **Employee's** contract of employment for any reason.
- 3.4 The content of this Agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

4 PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out-
- 4.1.1 the performance objectives and targets that must be met by the **Employee**; and
- 4.1.2 the time frames within which those performance objectives and targets must be met.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the **Employer** in consultation with the **Employee** and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the **Employer**, and shall include key objectives; key performance indicators; target dates and weightings.
- 4.2.1 The key objectives describe the main tasks that need to be done.
- 4.2.2 The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.
- 4.2.3 The target dates describe the timeframe in which the work must be achieved.
- 4.2.4 The weightings show the relative importance of the key objectives to each other.
- 4.3 The **Employee's** performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the **Employer's** Integrated Development Plan.

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5 PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer, management and municipal staff of the Employer.
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required.
- 5.3 The Employer will consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee.
- 5.4 The Employee undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the Employee's responsibilities) within the local government framework.
- 5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
- 5.5.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Competency Requirements (CRs) respectively.
- 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.3 KPAs covering the main areas of work will account for 80% and CRs will account for 20% of the final assessment.
- 5.5.4 The total score must be determined using the rating calculator.
- 5.6 The Employee's assessment will be based on his performance in terms of the outputs / outcomes (performance indicators) identified as per attached Performance Plan (**Annexure A**), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee:

Key Performance Areas (KPA's)	Weighting
Service Delivery & Infrastructure Development	— %
Municipal Institutional Development and Transformation	70 %
Financial Viability and Management	10 %
Good Governance and Public Participation	20 %
Local Economic Development	— %
Spatial Rationale	— %
Total	100%

- 5.7 In the case of managers directly accountable to the Municipal Manager, key performance areas related to the functional area of the relevant manager must be subject to negotiation between the Municipal Manager and the relevant Manager.
- 5.8 The CRs will make up the other 20% of the Employee's assessment score. CRs that are deemed to be most critical for the Employee's specific job should be selected (✓)

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from the list below as agreed to between the Employer and Employee. Three of the CRs are compulsory for Municipal Managers:

COMPETENCY REQUIREMENTS FOR EMPLOYEES		
LEADING COMPETENCIES	√	WEIGHT
Strategic Direction and Leadership		10
People Management		10
Program and Project Management		10
Financial Management		5
Change Leadership		10
Governance Leadership		10
CORE COMPETENCIES		
Moral Competence		5
Planning and Organising		5
Analysis and Innovation		5
Knowledge and Information Management		10
Communication		10
Results and Quality Focus		10
Total percentage	-	100%

6. EVALUATING PERFORMANCE

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

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

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

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

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

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

6.5 The annual performance appraisal will involve:

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

- (a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.
- (b) An indicative rating on the five-point scale should be provided for each KPA.
- (c) The applicable assessment rating calculator (refer to paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score.

6.5.2 Assessment of the CRs

- (a) Each CR 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 CR.
- (c) This rating should be multiplied by the weighting given to each CR during the contracting process, to provide a score.
- (d) The applicable assessment rating calculator (refer to paragraph 6.5.1) must then be used to add the scores and calculate a final CR score.

6.5.3 Overall rating

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

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

Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Outstanding performance	Performance far exceeds the standard expected of an Employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.					
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.					
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.					
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the Employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.					

Level	Terminology	Description	Rating				
			1	2	3	4	5
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.					

6.7 For purposes of evaluating the annual performance of the municipal manager, an evaluation panel constituted of the following persons must be established -

- 6.7.1 Executive Mayor;
- 6.7.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
- 6.7.3 Member of the mayoral;
- 6.7.4 Mayor and/or municipal manager from another municipality; and
- 6.7.5 Member of a ward committee as nominated by the Executive Mayor.

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

- 6.8.1 Municipal Manager;
- 6.8.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
- 6.8.3 Member of the mayoral; and
- 6.8.4 Municipal manager from another municipality.

6.9 The Manager: PMS in the municipality must provide secretariat services to the evaluation panels referred to in sub-regulations (d) and (e).

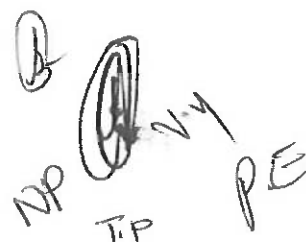
7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of each **Employee** in relation to his 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 2025 – **by end October 2025**
Second quarter: October – December 2025 – **by end January 2026**
Third quarter : January – March 2026 **by end April 2026**
Fourth quarter : April – June 2026 **by end August 2026**
Annual Performance Assessment: **To be held at a session after the 4th quarter assessment.**

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

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



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

7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented and / or amended 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 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 to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

- 10.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others –
 - 10.1.1 a direct effect on the performance of any of the Employee's functions;
 - 10.1.2 commit the Employee to implement or to give effect to a decision made by the Employer; and
 - 10.1.3 a substantial financial effect on the Employer.
- 10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

11. MANAGEMENT OF EVALUATION OUTCOMES

- 11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 11.2 A performance bonus of between 5% to 14% of the total remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

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- 11.2.1 a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
- 11.2.2 a score of 150% and above is awarded a performance bonus ranging from 10% to 14%.

11.3 In the case of unacceptable performance, the Employer shall –

- 11.3.1 provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and
- 11.3.2 after appropriate performance counselling and having provided the necessary guidance and / or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his duties.

12. DISPUTE RESOLUTION

12.1 Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and / or any other matter provided for, shall be mediated by –

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

12.1.2 any other person appointed by the MEC.

12.1.3 In the case of Managers directly accountable to the Municipal Manager, a member of the municipal council, provided that such member was not part of the evaluation panel provided for in sub-regulation 27(4)(e) of the Municipal Performance Regulations, 2006, within thirty (30) days of receipt of a formal dispute from the Employee; whose decision shall be final and binding on both parties.

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

13. GENERAL

13.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer.

13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments

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

Handwritten signatures and initials: NP, T.P., P.E., and a circled signature.

Thus **done** and **signed** at Standerton on this the 04 day of August 2025.

AS WITNESSES:

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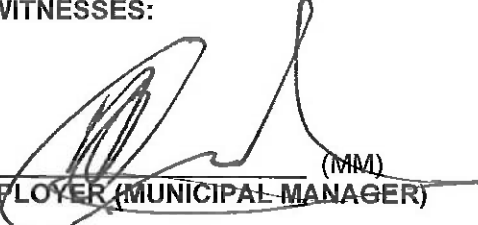
EMPLOYEE (EXECUTIVE MANAGER CORPORATE SERVICES)

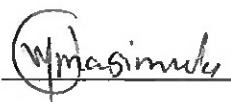
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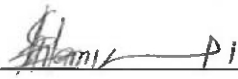
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Thus **done** and **signed** at Standerton on this the 08 day of August 2025.

AS WITNESSES:

1.  (MM)
EMPLOYER (MUNICIPAL MANAGER)

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3.  PI

ANNEXURE "A"

LEKWA LOCAL MUNICIPALITY



**2025/2026
PERSONAL PERFORMANCE PLAN (PPP)**

MADE AND ENTERED INTO BY AND BETWEEN:

**THE LEKWA LOCAL MUNICIPALITY
AS REPRESENTED BY**

**M. J. LAMOLA
MUNICIPAL MANAGER**

AND

**P. MOHLAMONYANE
EXECUTIVE MANAGER CORPORATE SERVICES
THE EMPLOYEE OF THE MUNICIPALITY**

FOR THE

FINANCIAL YEAR: 1 JULY 2025 - 30 JUNE 2026

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1. Purpose

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

2. Key responsibilities

The following objects of local government will inform the senior manager's performance against set performance indicators:

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

3. Key Performance Areas

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

- 3.1 Service Delivery and Infrastructure Development
- 3.2 Municipal Institutional Development and Transformation
- 3.3 Financial Viability and Management
- 3.4 Good Governance and Public Participation
- 3.5 Local Economic Development
- 3.6 Spatial Rationale

PERFORMANCE PLAN FOR THE EXECUTIVE MANAGER CORPORATE SERVICES FOR THE PERIOD: 1st JULY 2025 to 30th JUNE 2026

Signed by the EXECUTIVE MANAGER CORPORATE SERVICES

Date: 04/08/2025

Signed and accepted by the MUNICIPAL MANAGER on behalf of the Employer

Date: 08/08/2025

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Municipal KPA: Basic Service Delivery and Infrastructure Development

Municipal Priority:

KPI No. KPI	2025/2026 SDBIP KPI	Baseline	2025/26 Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Budget	Revenue/ Funding Source	Ward Location/ Regional Identifier	Portfolio of Evidence	Department

Municipal KPA: Municipal Transformation and Institutional Development

Municipal Priority:

Improved and capable institution

Customer Care

Improved individual and organizational performance

Municipal employees and councillors trained – compliance and adherence to the approved WSP

Strategic Objective:

Ensure participative, transparent and accountable governance

Impact Statement:

Improved organizational performance

MTDP Target:

A capable, ethical and developmental state

KPI No. KPI	2025/2026 SDBIP KPI	Baseline	2025/26 Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Budget	Revenue/ Funding Source	Ward Location/ Regional Identifier	Portfolio of Evidence	Department


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KPI No.	KPI	2025/2026 SDBIP KPI	Baseline	2025/26 Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Budget	Revenue/ Funding Source	Ward Location/ Regional Identifier	Portfolio of Evidence	Department
33	Number of performance self-scoring reviews submitted	Number of performance self-scoring reviews submitted	New KPI	5 performance self-scoring reviews submitted	Q4 2024/2025 performance self-scoring review submitted Annual 2024/25 performance self-scoring review submitted	Q1 2025/26 Performance self-scoring review submitted	Midyear 2025/26 Performance self-scoring review submitted	Q3 2025/26 Performance self-scoring review submitted		OPEX	MP305	Completed performance self-scoring review	All Departments
36	Number of Departmental Meetings held	Number of Departmental Meetings held	New KPI	4 Departmental Meetings held	1 Departmental Meeting held	1 Departmental Meeting held	1 Departmental Meeting held	1 Departmental Meeting held		OPEX	MP305	Notice, Agenda, Minutes	All Departments
37	Number of media releases issued	Number of media releases issued	New KPI	12	3	3	3	3		N/A	MP305	Copy of issued media releases	Corporate Services
38	Number of news electronic bulletins (E-News Bulletin) produced	Number of news bulletins produced	New KPI	8	2	2	2	2		N/A	MP305	Copy of Internal Electronic news bulletins	Corporate Services

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KPI No.	KPI	2025/2026 SDBIP KPI	Baseline	2025/26 Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Budget	Revenue/ Funding Source	Ward Location/ Regional Identifier	Portfolio of Evidence	Department
39	Percentage of legislated documents and notices placed on municipal website and advertised in local newspaper	Percentage of legislated documents and notices placed on municipal website and advertised in local newspaper	100%	100% of legislated documents and notices placed on municipal website and advertised in local newspaper	100% of legislated documents and notices placed on municipal website and advertised in local newspaper	100% of legislated documents and notices placed on municipal website and advertised in local newspaper	100% of legislated documents and notices placed on municipal website and advertised in local newspaper	100% of legislated documents and notices placed on municipal website and advertised in local newspaper		OPEX	MP305	Website screen shots; Newspaper tear sheets	Corporate Services
40	Approved 5-year organogram	Annually reviewed organogram	Organogram approved by Council 2024-06-04	Organogram reviewed by 30 June 2025 in line with the MECs recommendations	Not Applicable for reporting in Q1	Not Applicable for reporting in Q2	Not Applicable for reporting in Q3	Reviewed organogram		N/A	MP305	Organogram & Council Resolution	Corporate Services
41		Annually approved and implemented recruitment plan	Recruitment plan approved/Approved memorandum	Recruitment plan developed and implemented	Approved Recruitment Plan	Not Applicable for reporting in Q2	Not Applicable for reporting in Q3	I Report on the implementation of the recruitment plan		N/A	MP305	Recruitment Plan; Quarterly reports on implemented Recruitment Plan	Corporate Services

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KPI No.	KPI	2025/2026 SDBIP KPI	Baseline	2025/26 Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Budget	Revenue/ Funding Source	Ward Location/ Regional Identifier	Portfolio of Evidence	Department
42	Annual development and implementation of WSP	Date for submission of Workplace Skills Plan (WSP) to LGSeta	Submitted by 30 April 2024	Workplace Skills Plan submitted by 30 April 2026	1 Report on implementation of WSP	1 Report on implementation of WSP	1 Repo on implementation on WSP	Workplace Skills Plan submitted by 30 April 2026		N/A	MP305	Letter of proof of submission; Workplace Skills Plan	Corporate Services
43	Annual development and implementation of EE Plan and Report	Date for submission of Employment Equity Plan to Department of Labour	EER for 2024 submitted by 15 January 2025	Employment Equity Report for 2025 submitted to Dept. of Employment and Labour by 15 January 2026	Not Applicable for reporting in Q1	Not Applicable for reporting in Q2	Employment Equity Report for 2025 submitted to Dept. of Employment and Labour by 15 January 2026	Not Applicable for reporting in Q4		N/A	MP305	Letter of proof of submission; Employment Equity Plan	Corporate Services
44		Number of HRD and Employment Equity Committee meetings held	Four HRD/EE Committee meetings held in a year	4 HRD and Employment Equity Committee (HRD & EE) meetings held	1 HRD and Employment Equity Committee (HRD & EE) meeting held	1 HRD and Employment Equity Committee (HRD & EE) meeting held	1 HRD and Employment Equity Committee (HRD & EE) meeting held	1 HRD and Employment Equity Committee (HRD & EE) meeting held		N/A	MP305	Agenda; Minutes; Attendance registers	Corporate Services
45	Efficient and effective Automated Leave Management	Number of reports on implementation of leave management	4 Reports	4 Reports on implementation of leave management	1 Report on implemented automated leave management system	1 Report on implemented automated leave management system	1 Report on implemented automated leave management system	1 Report on implemented automated leave management system		N/A	MP305	Leave Balance report ; Workflow screenshot	Corporate Services

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KPI No.	KPI	2025/2026 SDBIP KPI	Baseline	2025/26 Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Budget	Revenue/ Funding Source	Ward Location/ Regional Identifier	Portfolio of Evidence	Department
46	Reduction of the vacancy rate by 50% in the entire Municipality	% vacant positions filled	51% Vacancy Rate	40% of vacant position filled	10%	10%	10%	10%		N/A	MP305	Recruitment Plan; Quarterly reports on implemented Recruitment Plan	Corporate Services
47	Develop, approved and implement IPMS	Number of reports on implementation of IPDMS on performance assessments conducted	4 Reports	2 Reports on performance assessments conducted	Report on the 2024/2025 final assessments conducted	Not Applicable for reporting in Q2	Report on the 2025/2026 Mid-year assessments	Not Applicable for reporting in Q4		N/A	MP305	Quarterly report	Corporate Services
48	% Individual Employees with signed performance agreements	Percentage employees with signed performance agreements	100% signed individual performance contracts as per MSR	100% employees signed performance agreements	100% Percentage employees with signed performance agreements	Not Applicable for reporting in Q2	Not Applicable for reporting in Q3	Not Applicable for reporting in Q4		N/A	MP305	Report on progress of signed performance agreements	Corporate Services


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KPI No.	KPI	2025/2026 SDBIP KPI	Baseline	2025/26 Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Budget	Revenue/ Funding Source	Ward Location/ Regional Identifier	Portfolio of Evidence	Department
49	Number of workshops conducted	Number of workshops conducted on prosecuting and presiding disciplinary cases	2 Workshops	2 Workshops on prosecuting and presiding disciplinary cases conducted	1 Workshop	Not Applicable for reporting in Q	1 Workshop	Not Applicable for reporting in Q4		N/A	MP305	Invitation; Attendance register	Corporate Services
50	Number of reports on disciplinary hearings	Number of reports on disciplinary matters attended to	4 Reports	4 Reports	1 Report	1 Report	1 Report	1 Report		OPEX	MP305	Quarterly report	Corporate Services
51	Number of report on Centralized 24/7 customer care service	Number of reports on customer care service center operations	3 Reports	4 Reports	1 Report	1 Report	1 Report	1 Report		N/A	MP305	Quarterly report	Corporate Services

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KPI No.	KPI	2025/2026 SDBIP KPI	Baseline	2025/26 Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Budget	Revenue/ Funding Source	Ward Location/ Regional Identifier	Portfolio of Evidence	Department
52	Efficient, effective IT Services	Number of reports on ICT infrastructure upgrade	Server room upgraded; Completed implementation of internet connection in all municipal buildings	4 Reports on ICT infrastructure upgrade	1 Report on ICT infrastructure upgrade	1 Report on ICT infrastructure upgrade	1 Report on ICT infrastructure upgrade	1 Report on ICT infrastructure upgrade		OPEX	MP305	Quarterly report	Corporate Services
53	Annual review of Job Descriptions	Percentage of job descriptions updated	98%	100% of job descriptions updated	Not Applicable for reporting in Q1	Not Applicable for reporting in Q2	100% job descriptions updated	Not Applicable for reporting in Q4		N/A	MP305	Report on signed Job descriptions	Corporate Services
54	Create safe and conducive work environment	Number of OHS Committee meetings held	4 OHS Committee meetings	4 quarterly OHS Committee meetings	1 Quarterly meeting	1 Quarterly meeting	1 Quarterly meeting	1 Quarterly meeting		N/A	MP305	Invitation, minutes attendance registers	Corporate Services
55	Monitoring compliance with OHS Act	Number of Health Risk Assessment reports conducted	2 Health Risk Assessment reports	2 Health Risk Assessment reports	Not Applicable for reporting in Q1	1 HRA conducted	Not Applicable for reporting in Q3	1 HRA conducted		N/A	MP305	Health Risk Assessment report	Corporate Services

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KPI No.	KPI	2025/2026 SDBIP KPI	Baseline	2025/26 Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Budget	Revenue/ Funding Source	Ward Location/ Regional Identifier	Portfolio of Evidence	Department
56	Submission of return of earnings	Number of return of earnings submitted	1 return of earnings submitted	1 ROE submitted	Not Applicable for reporting in Q1	Not applicable for reporting in Q2	Not applicable for reporting in Q3	1 Return of earnings submitted to DEL by 30 June 2026		N/A	MP305	Report on Return of earnings submitted	Corporate Services
57	Promote and support the health and well-being of employees	Number of Wellness Campaigns implemented	4 Wellness Campaigns held	4 Employee Health and Wellness Campaign per year	1 Employee Wellness Campaign	1 Employee Wellness Campaign	1 Employee Wellness Campaign	1 Employee Wellness Campaign		OPEX	MP305	Invitation, minutes attendance registers	Corporate Services

Municipal KPA: Spatial Rationale

Municipal Priority:

Integrated human settlements

Strategic Objective:

Provision of sustainable integrated human settlements

Facilitate creation of disaster ready communities

Impact Statement:

Reduced unemployment and poverty

MTDP Target:

Spatial integration, human settlements and local government

KPI No	KPI	2025/26 SDBIP KPI	Baseline	2025/26 Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Budget	Revenue/ Funding Source	Ward Location/ Regional Identifier	Portfolio of Evidence	Department
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KPI No. KPI	2025/2026 SDBIP KPI	Baseline	2025/26 Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Budget	Revenue/Funding Source	Ward Location/Regional Identifier	Portfolio of Evidence	Department
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Municipal KPA: Local Economic Development

Municipal Priority:

Economic growth

Strategic Objective:

Grow local economy by 2-3%

Reduce unemployment rate by 5% over 5 years;

Impact Statement:

Reduced unemployment and poverty

MTDP Target:

Drive inclusive growth and job creation

KPI No. KPI	2025/26 SDBIP KPI	Baseline	2025/26 Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Budget	Revenue/Funding Source	Ward Location/Regional Identifier	Portfolio of Evidence	Department
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Municipal KPA: Good governance and public participation

Municipal Priority:

Improved audit outcome

Community participation

Strategic Objective:

Enhance and strengthen community participation;

Ensure participative, transparent and accountable governance

Impact Statement:

Enhanced and strengthened community participation

Accountable governance

MTDP Target:

Build a capable, ethical and developmental state

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KPI No.	KPI	2025/2026 SDBIP KPI	Baseline	2025/26 Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Budget	Revenue/ Funding Source	Ward Location/ Regional Identifier	Portfolio of Evidence	Department
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KPI No.	KPI	2025/2026 SDBIP KPI	Baseline	2025/26 Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Budget	Revenue/ Funding Source	Ward Location/ Regional Identifier	Portfolio of Evidence	Department
93	5 Approved Council Schedule of Council and Sub-Committees	Approved Schedule of Council and Sub-Committees	2024/25 Schedule approved 2024-07-02	1 approved Schedule of Council and Sub-Committees	Not Applicable for reporting in Q1	Not Applicable for reporting in Q2	Not Applicable for reporting in Q3	1 approved Schedule of Council and Sub-Committees			MP305		Corporate Services
94	Percentage Implementation of Council Resolutions	Number of Council meetings held		4 Council meetings held	1 Council meeting held	1 Council meeting held	1 Council meeting held	1 Council meeting held			MP305		Corporate Services
96	Number of Mayoral Committee held	Number of Mayoral Committee sittings held		4 Mayoral Committee sittings	1 Mayoral Committee sitting	1 Mayoral Committee sitting	1 Mayoral Committee sitting	1 Mayoral Committee sitting			MP305		Corporate Services
97	Number of Section 79 meetings held	Number of Section 79 meetings to be held		32 Section 79 meetings to be held	8 Section 79 meetings held	8 Section 79 meetings held	8 Section 79 meetings held	8 Section 79 meetings held			MP305		Corporate Services
98	Number of Section 80 meetings held	Number of Section 80 meetings to be held		20 Section 80 meetings to be held	5 Section 80 Meetings held	5 Section 80 Meetings held	5 Section 80 Meetings held	5 Section 80 Meetings held			MP305		Corporate Services



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KPI No.	KPI	2025/2026 SDBIP KPI	Baseline	2025/26 Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Budget	Revenue/ Funding Source	Ward Location/ Regional Identifier	Portfolio of Evidence	Department
118	Number of updated risk mitigation reports submitted	Number of updated risk mitigation reports submitted	New KPI	12 Updated risk mitigation reports submitted	3 Updated risk mitigation reports submitted	3 Updated risk mitigation reports submitted	3 Updated risk mitigation reports submitted	3 Updated risk mitigation reports submitted		OPEX	MP305	Monthly updated risk mitigation reports submitted	All Departments
126	Number of progress reports on implementation of AGSA audit action plan	Number of progress reports on AGSA audit action plan implementation	4 Reports	4 Progress reports on AGSA audit action plan implementation	1 Progress report on AGSA audit action plan implementation	1 Progress report on AGSA audit action plan implementation	1 Progress report on AGSA audit action plan implementation	1 Progress report on AGSA audit action plan implementation		N/A	MP305	Quarterly report	All Departments
127	Number of reports on Internal Audit action plan implementation	Number of progress reports on internal audit action plan implementation	4 Reports	4 Progress reports on internal audit action plan implementation	1 Progress report on internal audit action plan implementation	1 Progress report on internal audit action plan implementation	1 Progress report on internal audit action plan implementation	1 Progress report on internal audit action plan implementation		N/A	MP305	Quarterly report	All Departments

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KPI No. KPI	2025/2026 SDBIP KPI	Baseline	2025/26 Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Budget	Revenue/ Funding Source	Ward Location/ Regional Identifier	Portfolio of Evidence	Department
128		4 Reports	4 Reports on quarterly Circular 88 updates submitted	1 Report	1 Report	1 Report	1 Report		N/A	MP305	Circular 88 updates submission emails	All Departments

Municipal KPA: Financial viability and management

Municipal Priority:

Improve financial viability of the Municipality through the implementation of the Financial Recovery Plan & Financial Long-Term Plan

Strategic Objective:

Generate 100% revenue

Reduce debt by 100%

Ensure a financially viable and sustainable municipality

Impact Statement:

Reduced unemployment and poverty

MTDP Target:

Build a capable, ethical and developmental state

KPI No KPI	2025/2026 SDBIP KPI	Baseline	2025/26 Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Budget	Revenue/ Funding Source	Ward Location/ Regional Identifier	Portfolio of Evidence	Department

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KPI No.	KPI	2025/2026 SDBIP KPI	Baseline	2025/26 Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Budget	Revenue/ Funding Source	Ward Location/ Regional Identifier	Portfolio of Evidence	Department
143	Number of reports on FRP implementation	Number of reports on FRP implementation	11 FRP reports	12 Reports on FRP Implementation	3 FRP Reports	3 FRP Reports	3 FRP Reports	3 FRP Reports	OPEX		MP305	Monthly FRP Report	All Departments
144	Number of service provider performance Monitoring Reports Prepared	Number of reports on service provider performance monitoring	4 Reports	4 Reports on service provider performance monitoring	1 Report on service provider performance monitored	1 Reports on service provider performance monitoring	1 Reports on service provider performance monitoring	1 Reports on service provider performance monitoring	OPEX		MP305	Quarterly Service provider performance assessment report	All Departments



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ANNEXURE “B”

LEKWA LOCAL MUNICIPALITY



**2025/2026
PERSONAL DEVELOPMENT PLAN (PDP)**

MADE AND ENTERED INTO BY AND BETWEEN:

**THE LEKWA LOCAL MUNICIPALITY
AS REPRESENTED BY**

**M. J. LAMOLA
MUNICIPAL MANAGER**

AND

**P. MOHLAMONYANE
EXECUTIVE MANAGER CORPORATE SERVICES**

THE EMPLOYEE OF THE MUNICIPALITY

FOR THE

FINANCIAL YEAR: 1 JULY 2025 - 30 JUNE 2026

Personal Development Plan of: P. MOHLAMONYANE

Compiled on (Date):						
1. Skills / Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3. Suggested training and / or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to practice skill / development area	7. Support Person
E.g. 1. Appraise Performance of Managers	The manager will be able to enter into agreements with all managers reporting to him / her, appraise them against set criteria, within relevant time frames	A course containing theoretical and practical application with coaching in the workplace following [relevant unit standard?]	External provider, in line with identified unit standard and not exceeding R 6 000	March 200...	Appraisal of managers reporting to him / her	Senior Manager: Training
2. MFAP	The manager will be able to enter into agreements with all managers reporting to him / her, appraise them against set criteria, within relevant time frames	A course containing theoretical and practical application with coaching in the workplace following [relevant unit standard?]	External provider, in line with identified unit standard and not exceeding R 6 000	March 200...	Appraisal of managers reporting to him / her	Senior Manager: Training
3.						
4.						

Employee's signature :



Employer's signature:



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FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) MONLAMONTANE P.E.

(Postal address) NO 47 ERIN OAKS

ERMELO 2350

(Residential address) NO 47 ERIN OAKS

ERMELO, 2350

(Position held) EXECUTIVE MANAGER: CORPORATE SERVICES

(Name of Municipality)

LEKWA LOCAL MUNICIPALITY

Tel: 017 712 9600 Fax: 017 712 6808

hereby certify that the following information is complete and correct to the best of my knowledge:

1. Shares and other financial interests (Not bank accounts with financial institutions.)
See information sheet: note (1)

Number of shares/Extent of financial interests	Nature	Nominal Value	Name of Company/Entity
NONE	N/A	N/A	N/A
NONE	N/A	N/A	N/A
NONE	N/A	N/A	N/A
NONE	N/A	N/A	N/A
NONE	N/A	N/A	N/A

2. Directorships and partnerships
See information sheet: note (2)

Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/Income
NONE	N/A	N/A
NONE	N/A	N/A
NONE	N/A	N/A
NONE	N/A	N/A

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3. Remunerated work outside the Municipality
Must be sanctioned by Council. See information sheet: note (3)

Name of Employer	Type of Work	Amount of remuneration/ Income
NONE	N/A	N/A
NONE	N/A	N/A
NONE	N/A	N/A
NONE	N/A	N/A

Council _____

Signature by Council _____ Date _____

4. Consultancies and retainerships
See information sheet: note (4)

Name of client	Nature	Type of business activity	Value of any benefits received
NONE	N/A	N/A	N/A
NONE	N/A	N/A	N/A
NONE	N/A	N/A	N/A
NONE	N/A	N/A	N/A

5. Sponsorships
See information sheet: note (5)

Source of assistance/sponsorship	Description of assistance/ Sponsorship	Value of assistance/sponsorship
NONE	N/A	N/A
NONE	N/A	N/A
NONE	N/A	N/A
NONE	N/A	N/A

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

Description	Value	Source
NONE	N/A	N/A

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

Description	Extent	Area	Value
HOUSE	510	ERNELO	R1.2M



SIGNATURE OF EMPLOYEE

DATE: 4/08/2025

PLACE: STANDERTON

OATH/AFFIRMATION

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

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

Answer YES

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

Answer NO

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

Answer YES

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

[Signature]
Commissioner of Oath /Justice of the Peace

Full first names and surname:

Macklemu Chudries (Block letters)

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Designation (rank) Office Manager Ex Officio Republic of South Africa

Street address of institution 13 Beyers Nkomo Street
Stendelen

Date 2025/08/26 Place Stendelen

[Signature]
CONTENTS NOTED: MUNICIPAL MANAGER

DATE: 08/08/2025

ADMINISTRATION	
Private Bag X2004, Standerton 2450	
	2025 -08- 26
AO-STANDERTON-01	
LEKWA MAGISTERIAL DISTRICT STANDERTON MAGISTRATE COURT	