



BUSHBUCKRIDGE

LOCAL MUNICIPALITY

PERFORMANCE AGREEMENT

BUSHBUCKRIDGE LOCAL MUNICIPALITY

Represented by

J NGOBENI

[HEREINAFTER REFERRED TO AS THE ACCOUNTING OFFICER/ MUNICIPAL MANAGER]

AND

L KHOZA

[HEREINAFTER REFERRED TO AS THE **DIRECTOR OF CORPORATE SERVICES**]

(FOR THE PERIOD 01 JULY 2025 UNTIL 30 JUNE 2026)

L. Khoza

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1. JOB DETAILS

| | |
|-----------------------------|----------------------------------|
| Salary- Number | S010344 |
| Location | Bushbuckridge Local Municipality |
| Occupational Classification | Executive |
| Designation | Director Corporate Services |

2. PERFORMANCE AGREEMENT ENTERED INTO BY AND BETWEEN:

The **Bushbuckridge Local Municipality** herein represented by **Jasper Ngobeni** in his capacity as Municipal Manager (hereinafter referred to as the **Employer** or **Supervisor**)

And **Lindiwe Khoza** Employee of the Municipality (hereinafter referred to as the **Employee**)

WHEREBY IT IS AGREED AS FOLLOWS:

3. INTRODUCTION

- 3.1. The Employer has entered into a contract of employment with the Employee in terms of section 57(1) (4) 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."
- 3.2. 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.
- 3.3. 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.
- 3.4. The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B), and 57(5) of the Systems Act.


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4. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to –

- 4.1. 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.
- 4.2. Specify objectives and targets defined and agreed upon with the employee and 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.
- 4.3. Specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement.
- 4.4. Monitor and measure performance against set targeted outputs.
- 4.5. Use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to her job.
- 4.6. In the event of outstanding performance, appropriately reward the employee; and
- 4.7. Give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

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5. COMMENCEMENT AND DURATION

- 5.1.** This Agreement will commence on **(01 July 2025 -30 June 2026)**. Thereafter, a new Performance Agreement, Performance Plan, and Personal Development Plan shall be concluded between the parties for the next financial year portion thereof.
- 5.2.** The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at every year by not later than the beginning of each successive year.
- 5.3.** This Agreement will terminate on the termination of the Employee's contract of employment for any reason.
- 5.4.** 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.
- 5.5.** 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.

6. PERFORMANCE OBJECTIVES

6.1. The Performance Plan (Annexure A) sets out

- 6.1.1.** The performance objectives and targets that the Employee must meet; and
- 6.1.2.** The time frames within which those performance objectives and targets must be met.

6.2. 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.

- 6.2.1.** The key objectives describe the main tasks that need to be done.

6.2.2. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.

6.2.3. The target dates describe the timeframe in which the work must be achieved.

6.2.4. The weightings show the relative importance of the key objectives to each other.

6.3. 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.

7. PERFORMANCE MANAGEMENT SYSTEM

7.1. 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.

7.2. 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.

7.3. 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.

7.4. The Employee undertakes to actively focus on the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.

7.5. 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.

7.5.1. The Employee shall be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs), respectively.

7.5.2. Each area of assessment will be weighted and will contribute a specific part to the total score.

7.5.3. KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.

7.6. The Employee's assessment shall be based on her performance in terms of the outputs/outcomes (performance indicators) identified as per the 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:

| OBJECTIVES LINKED TO KEY PERFORMANCE AREAS -80% | |
|---|-------------|
| Basic Service Delivery | 5% |
| Local Economic Development | 5% |
| Municipal Financial Viability and Management | 10% |
| Municipal institution development and Transformation (Corporate Services) | 70% |
| Good Governance and Public Participation | 10% |
| TOTAL | 100% |

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

| COMPETENCY REQUIREMENTS FOR EMPLOYEES | | |
|--|---|---------------|
| CORE MANAGERIAL COMPETENCIES | | WEIGHT |
| Strategic Capability and Leadership | ✓ | 10% |
| People Management and empowerment | ✓ | 10% |
| Programme and Project Management | ✓ | 5% |
| Financial Management | ✓ | 10% |
| Change Leadership | ✓ | 5% |
| Client Orientation and Customer Focus | ✓ | 10% |
| Governance Leadership | ✓ | 5% |
| CORE OCCUPATIONAL COMPETENCIES | | |
| Moral Competence | ✓ | 5% |
| Planning and organising | ✓ | 10% |
| Analysis and Innovation | ✓ | 5% |
| Knowledge and Information Management | ✓ | 5% |
| Communication | ✓ | 10% |
| Results and Quality Focus | ✓ | 10% |
| Total percentage | - | 100% |

8. EVALUATING PERFORMANCE

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

8.1.1. The standards and procedures for evaluating the Employee's performance; and

8.1.2. The intervals for the evaluation of the Employee's performance.

8.2. 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.

8.3. 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.

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

8.5. The annual performance appraisal will involve:

8.5.1. Assessment of the achievement of results as outlined in the performance plan:

8.5.1.1. 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.

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

8.5.1.3. 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.

8.5.2. Assessment of the CCRs

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- 8.5.2.1. Each CCR should be assessed according to the extent to which the specified standards have been met.
- 8.5.2.2. An indicative rating on the five-point scale should be provided for each CCR.
- 8.5.2.3. This rating should be multiplied by the weighting given to each CCR during the contracting process to provide a score.
- 8.5.2.4. The applicable assessment rating calculator (refer to paragraph 6.5.1) must then be used to add the scores and calculate a final CCR score.

8.5.3. Overall rating

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

8.6. The assessment of the performance of the Employee will be based on the following rating scale for KPAs and CCRs:

Key Performance Areas Rating Scale

| Level | Class Interval | 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 the 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. | | | | | |

| Level | Class Interval | Description | Rating | | | | |
|-------|--------------------------|---|--------|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | 5 |
| 2 | Not fully effective | Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan. | | | | | |
| 1 | Unacceptable performance | Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against all the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement. | | | | | |

Core Competency Rating Scale

| Level | Class Interval | Description | Rating | | | | |
|-------|-------------------|---|--------|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | 5 |
| 5 | Supervisor | Sought out for deep, specialized expertise. Leads the direction of the entire organization. Defines models/theories of best practice. | | | | | |
| 4 | Advanced | Understands and applies more complex concepts and methods. Leads and directs people or groups of recognized specialists. Able to perform in-depth analysis. | | | | | |
| 3 | Competent | Independently develops and applies more advanced concepts and methods | | | | | |
| 2 | Basic Competence | Applies basic concepts and methods but requires supervision and coaching | | | | | |
| 1 | Not yet Completed | Demonstrates none of the guideline's components of the core competency | | | | | |

8.7. For purposes of evaluating the annual performance of the Employee, an evaluation panel shall be constituted of the following persons:

8.7.1. Municipal Manager.

8.7.2. Chairperson of the performance and audit committee.

8.7.3. Member of the mayoral or executive committee who is relevant to the specific department.

8.7.4. Municipal Manager from another municipality; and

9. SCHEDULE FOR PERFORMANCE REVIEWS

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

| | |
|----------------|---------------------------|
| First quarter | : July – September 2025 |
| Second quarter | : October – December 2025 |
| Third quarter | : January – March 2026 |
| Fourth quarter | : April – June 2026 |

- 9.2. The Employer shall keep a record of the mid-year review and annual assessment meetings.
- 9.3. Performance feedback shall be based on the Employer's assessment of the Employee's performance.
- 9.4. The Employer shall be entitled to review and make reasonable changes to Annexure "A" provisions from time to time for operational reasons. The Employee will be fully consulted before any such change is made.
- 9.5. 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.

10. DEVELOPMENTAL REQUIREMENTS

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

11. OBLIGATIONS OF THE EMPLOYER

The Employer shall –

- 11.1. Create an enabling environment to facilitate effective performance by the employee.
- 11.2. Provide access to skills development and capacity-building opportunities.
- 11.3. Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact the performance of the Employee.
- 11.4. On the request of the Employee delegate such powers reasonably required by the Employee to enable her to meet the performance objectives and targets established in terms of this Agreement; and
- 11.5. Make available to the Employee such resources as the Employee may require from time to time to assist her in meeting the performance objectives and targets established in terms of this Agreement.

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12. CONSULTATION

- 12.1.** The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others –

- 12.1.1. A direct effect on the performance of any of the Employee's functions.
- 12.1.2. Commit the Employee to implement or to give effect to a decision made by the Employer; and
- 12.1.3. A substantial financial effect on the Employer.

- 12.2.** The Employer agrees to inform the Employee of the outcome of any decisions taken under the exercise of powers contemplated in 10.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

13. MANAGEMENT OF EVALUATION OUTCOMES

- 13.1.** The evaluation of the Employee's performance shall form the basis for rewarding outstanding performance or correcting unacceptable performance.

- 13.2.** 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:

- 13.2.1. A score of 130% to 149% shall be awarded a performance bonus ranging from 5% to 9%; and
- 13.2.2. A score of 150% and above is awarded a performance bonus ranging from 10% to 14%.
- 13.2.3. BLM policy shall apply for rewarding good performance as adopted by the council.

- 13.3.** In the case of unacceptable performance, the Employer shall –

- 13.3.1. Provide systematic remedial or developmental support to assist the Employee to improve her performance; and
- 13.3.2. After appropriate performance counseling and provided the necessary guidance and/ or support as well as a reasonable time for performance improvement, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out her duties.

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14. DISPUTE RESOLUTION

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

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

14.1.2. Any other person appointed by the MEC.

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

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

15. GENERAL

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

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

15.3. The performance assessment results of the employee shall be submitted to the MEC responsible for local government in the relevant province, as well as the national minister responsible for local government.

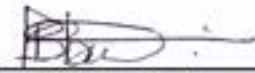
16. SIGNING

Thus, done and signed at Blm H/O on this the 16 of July 2025.

AS WITNESSES:

1. 


EMPLOYEE

2. 

AS WITNESSES:

1. 


MUNICIPAL MANAGER

2. 

17. Annexures

- 17.1. Annexure A: Performance Plan**
- 17.2. Annexure B: Personal Development Plan**
- 17.3. Annexure C: Declaration of Interest**

ANNEXURE A PERFORMANCE PLAN

PERFORMANCE PLAN FOR 2025/2026

Section 25 (1)-(4) of the Local Government Municipal Performance Regulations for Municipal Managers and Managers directly accountable to the Municipal Manager, Regulation 805 of 2006, states that a performance plan sets out the performance objectives and targets, as well as the time frames within which such have to be met.

The performance objectives and targets reflected in this performance plan 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 municipality. The plan shall include key objectives; key performance indicators; target dates, and weightings.

The performance plan describes:

- The key objectives describe the main tasks that need to be done.
- The key performance indicators that provide the details of the evidence to be provided to show that a key objective has been achieved.
- The target dates that describe the timeframe in which the work must be achieved.
- The weightings show the relative importance of the key objectives to each other.

The employee's performance shall, in addition, be measured in terms of contributions to the goals and strategies set out in the employer's Integrated Development Plan.

Section 26 (5) of the Local Government Municipal Performance Regulations for Municipal Managers and Managers directly accountable to the Municipal Manager, Regulation 805 of 2006, stipulates that the criteria upon which the performance of the employee must be assessed consist of two components:

- Key Performance Areas – Weighs 80%
- Core Competency Requirement – Weighs 20%

The plan is highlighted in the Summary Below:

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Summary of the SDBIP Key Performance Areas 2025/2026

| Municipal KPA | | Corporate Services | | | | | | | | | | |
|-----------------------|---|--|----------------|-----------|---|--|---|---|---|--|---|------------------------------|
| 2019-25 MTSF Priority | | A Capable, Ethical, and Developmental State | | | | | | | | | | |
| Municipal Priority | | Institutional | | | | | | | | | | |
| Strategic Goal | | To build a capable and high-performing municipality | | | | | | | | | | |
| KPI No | FunctionalArea | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.2.1 | Skills development | Number of staff trained as per WSP. | | 3 547 173 | 132 staff trained as per WSP in 2024/2025 | 150 staff to be trained as per WSP | 25 staff to be trained as per WSP | 50 staff to be trained as per WSP | 50 staff to be trained as per WSP | 25 staff to be trained as per WSP | List of Officials trained, Attendance registers, and Training reports. | Director: Corporate Services |
| 3.4.2.2 | WorkplaceSkills Plan | Development and submission of a Workplace Skills Plan (WSP) to LGSETA | - | | 1 WSP submitted to LGSETA in 2024/2025 | 2026/2027 WSP to be developed and submitted to LGSETA by April 2026 | - | - | - | Submission of 2026/2027 WSP to LGSETA | Work Skills Plan, Proof of submission to LGSETA | Director: Corporate Services |
| 3.4.2.3 | Labour Relations Management (Disciplinary enquiries/grievance s | % completion of current misconduct cases and submitted to CoGHSTA | - | - | 04 reports on Misconduct cases submitted to CoGHSTA in 2024/2025 | 100% completion of current misconduct cases and submitted to CoGHSTA | 25% completion of current misconduct cases and submitted to CoGHSTA | 50% completion of current misconduct cases and submitted to CoGHSTA | 75% completion of current misconduct cases and submitted to CoGHSTA | 100% completion of current misconduct cases and submitted to CoGHSTA | Progress Report on misconduct cases and proof of submission to CoGHSTA and Proof Submission | Director: Corporate Services |
| 3.4.2.4 | EE annualreport. | Number of EE Reports to the Department of Employment and Labour by the due date. | - | - | 1 EE Report submitted to the Department of Employment and Labour by 31 December | 1 EE Report to be submitted to the Dept of Employment and Labour | - | 1 EE Report to department of employment and labour | - | - | EE Annual Report and Proof of Submission | Director: Corporate Services |

Bushbuckridge Local Municipality: FY 2025/2026
Performance Agreement L. Khoza

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| Municipal KPA | | Corporate Services | | | | | | | | | | |
|-----------------------|---------------------|---|----------------|---------|---|--|--------------------------------|----------------------------|--|----------------------------|--|------------------------------|
| 2019-25 MTSF Priority | | A Capable, Ethical, and Developmental State | | | | | | | | | | |
| Municipal Priority | | Institutional | | | | | | | | | | |
| Strategic Goal | | To build a capable and high-performing municipality | | | | | | | | | | |
| KPI No | FunctionalArea | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| | | | | | 2024 | | | | | | | |
| 3.4.2.5 | Council Support | Number of ordinary council sittings held | | 240 000 | 04 ordinary council meetings held in 2024/2025 | 04 ordinary council sittings | 1 ordinary council sitting | 1 ordinary council sitting | 1 ordinary council sitting | 1 ordinary council sitting | Invitation, attendance registers, Minutes of the Meeting | Manager: Council Support. |
| 3.4.2.6 | Mayoral IMBIZO | Number of Mayoral Imbizo held | - | 710 000 | 04 Mayoral Imbizo was held in 2024/2025 | 04 Mayoral Imbizo to be held | 1 Mayoral Imbizo | 1 Mayoral Imbizo | 1 Mayoral Imbizo | 1 Mayoral Imbizo | Invitations and Attendance registers | Director: Corporate Services |
| 3.4.2.7 | Wellness Programmes | Number of Employee Wellness Programs implemented. | - | - | 4 Wellness Programme conducted by 30 June 2025 | Conduct 4 Wellness Programmes by 30 June 2026 | 1 Wellness Programme | 1 Wellness Programme | 1 Wellness Programme | 1 Wellness Programme | Invitations, Agenda / Programme, Attendance Register and Report | Director: Corporate Services |
| 3.4.2.8 | Fleet Management | Purchase of heavy machinery (Low Bed & jet patcher) by 30 June 2026 | 5 000 000 | | 2 heavy machinery vehicles purchased in 2024/2025 (Low Bed & jet patcher) | Purchase of heavy machinery (02 water tankers and 01 double cab) by 30 June 2026 | Preparation of tender document | Advertisement | Purchase of heavy machinery (02 water tankers and 01 double-cab) | - | Tender document, Advert, Requisition, invoice, and delivery note | Manager: Fleet Management |
| 3.4.2.9 | Fleet Management | Procurement of utility vehicles | 1 000 000 | | New Target | Procurement of Public Participation Truck by 30 June 2026 | Advertisement for tender | - | Purchase of public participation truck | - | Advert, invoice, and delivery note | Manager: Fleet Management |


 Bushbuckridge Local Municipality: FY 2024/2025
 Performance Agreement: L. Khoza

| Municipal KPA | | Corporate Services | | | | | | | | | | |
|-----------------------|---------------------------------------|---|----------------|------|---|--|--|--|--|--|---|-----------------------------|
| 2019-25 MTSF Priority | | A Capable, Ethical, and Developmental State | | | | | | | | | | |
| Municipal Priority | | Institutional | | | | | | | | | | |
| Strategic Goal | | To build a capable and high-performing municipality | | | | | | | | | | |
| KPI No | FunctionalArea | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.5.2.28 | Performance Management | Compliance to the Municipal Individual Performance Management Framework | - | - | 5 Performance compacts developed and assessed in 2022/2023 | Individual Performance Management activities conducted for 5 employees reporting to the Director by 30 June 2025 | 5 performance compacts developed for 2025/2026 and conduct Q4 performance assessment (scoring) | Conduct Q1 Performance review | Conduct Q2 Performance assessment (Scoring) | Conduct Q3 Performance review | Signed and assessed performance compacts and register | Director Corporate Services |
| 3.5.2.29 | Risk Management | Number of comprehensive risk management reports produced, analyzing risks and mitigation strategies | - | - | 04 risk management reports submitted. | Produce 4 quarterly risk management reports by 30 June 2025 | 1 risk management report | 1 risk management report | 1 risk management report | 1 risk management report | Risk Reports | Director Corporate Services |
| 3.5.2.30 | Procurement | Procurement plans and reports on the implementation of the procurement plan. | - | - | Procurement plan was submitted to SCM, and the implementation of the plan was monitored | Procurement Plans and reports on the implementation of the procurement plan conducted by 30 June 2025 | Submission of procurement plan to supply chain by 30 September 2025 | - | Report on implementation of Procurement Plan | Report on implementation of Procurement plan | Procurement plans and list of requisitions | Director Corporate Services |
| 3.5.2.31 | Implementation of Council Resolutions | Number of reports on the implementation of council resolutions | - | - | 04 reports on the implementation of council resolutions | 04 reports on the implementation of council resolutions | 1 report on implementation of Council resolution | 1 report on implementation of Council resolution | 1 report on implementation of Council resolution | 1 report on implementation of Council resolution | Register of council resolution | Director Corporate Services |


 Bushbuckridge Local Municipality: FY 2024/2025
 Performance Agreement: L. Khoza

| Municipal KPA | | Corporate Services | | | | | | | | | | |
|-----------------------|----------------------------|---|----------------|------|---|---|-----------------------------|-------------------------|---|-------------------------|--|-----------------------------|
| 2019-25 MTSF Priority | | A Capable, Ethical, and Developmental State | | | | | | | | | | |
| Municipal Priority | | Institutional | | | | | | | | | | |
| Strategic Goal | | To build a capable and high-performing municipality | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.5.2.31 | Human Resources Management | Contribution to Skill Development Plan | - | - | New Target | Submission of departmental skill development needs by 30 March 2025 | - | - | Submission of departmental skill development needs to Skills Office | - | Signed off the skills plan | Director Corporate Services |
| 3.5.2.32 | Human Resources Management | Number of departmental meetings held | - | - | 12 departmental meetings were held in 2024/2025 | Conduct 12 departmental meetings | 3 Departmental Meetings | 3 Departmental Meetings | 3 Departmental Meetings | 3 Departmental Meetings | Invitation, Agenda, minutes of the meetings, and attendance register | Director Corporate Services |


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 Bushbuckridge Local Municipality: FY 2024/2025
 Performance Agreement: L. Khoza

ANNEXURE B

PERSONAL DEVELOPMENT PLAN

PERSONAL DEVELOPMENT PLAN (PDP) FY 2025/2026



| | |
|-------------|------------------------------|
| DIRECTORATE | Corporate Services |
| JOB TITLE | Director: Corporate Services |
| EMPLOYEE | L. Khoza |

| PURPOSE | To enhance skills and competencies to execute the responsibilities in an effective manner | | |
|---------------------------------|---|--|-------------------------------|
| AREA IDENTIFIED FOR DEVELOPMENT | OBJECTIVE OF DEVELOPMENT | TYPE OF INTERVENTION (ON-THE-JOB TRAINING, BURSARY, COURSES) | TIME FRAME (TARGETED QUARTER) |
| Leadership Management Courses | To improve management and Leadership skills | Courses | Financial and Time off. |
| LLB | To improve Legal knowledge | Bursary | Financial |
| | | | |
| | | | |

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ANNEXURE C

DISCLOSURE OF INTEREST



Bushbuckridge Local Municipality

DISCLOSURE OF INTERESTS FORM

In terms of the supply chain management policy, Section 46 2(a) an official or any other role player involved in implementation of this must, declare to the accounting officer details of any private or business interests which that person, or any close member, partner, or associate may have in any proposed procurement or disposal process of or in any award of a contract by the municipality

I, the undersigned,

(Full names: LINDIWE KHORA)

(Identity Number: 7910041137087)

Residing at: 29 BOSLOGIE MBOMBELA 1200

Do hereby declare that the information contained herein fall within my personal knowledge and are to the best of my knowledge complete, true, and correct; and

Further declare my financial interests, non-executive directorship previously or currently held and remunerative work, consultancy and retainership positions held as follows:

| 1. SHARES & OTHER FINANCIAL INTERESTS IN A BUSINESS ENTITY | | |
|--|------------------------------------|--|
| Number of Shares/Member's Interest | Value of Shares/ Member's Interest | Name of Institution or Business Entity |
| 100 % | 0 | Mejanoia Training and projects (Pty) Ltd |
| | | |
| | | |

| 2. NON-EXECUTIVE DIRECTORSHIP | |
|-------------------------------|----------------|
| Name of Company | Period |
| 1. | Not applicable |
| 2. | |
| 3. | |
| 4. | |
| 5. | |

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| 3. REMUNERATIVE WORK, CONSULTANCY & RETAINERSHIPS | | | |
|---|------------------|-----------------------|--------|
| Name of Company & Occupation | Type of Business | Rand amount per month | Period |
| 1. | NOT applicable | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

| 4. RELATED PARTIES DOING BUSINESS WITH THE MUNICIPALITY (Related parties: Spouse, children, mother, father, sister, brother in terms of section 42.2) | |
|---|----------------|
| Name of Company | Relationship |
| 1. | NOT applicable |
| 2. | |
| 3. | |
| 4. | |
| 5. | |

| 5. CRIMINAL RECORD | |
|--------------------|------------------------|
| Type of Offence | Dates/Term of Sentence |
| 1. | NOT applicable |
| 2. | |
| 3. | |

And further declare that.

- I am South African citizen and ordinarily resident in the Republic.
- I was never declared insolvent and I am not an un-rehabilitated insolvent.
- I am not disqualified under any law from practicing any profession.
- I was never convicted of fraud, or any other offence involving dishonesty and sentenced to a fine or imprisonment or both.
- I was never at any time been removed from an office of trust on account of breach of a fiduciary duty.

Signature of Nominee: 

Full Names: LINDIE KHOSA

SWORN to and SIGNED before me at BLM on this JUNE day of 2025

The deponent having acknowledged that he knows and understands the contents of this affidavit, that the contents are true, and that he has no objection to taking this oath and that he considers the oath to be binding on his/her conscience.

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NOTES TO DISCLOSURE OF INTERESTS FORM

The following notes provide guidance for completing the relevant parts of the disclosure of interest form

Note 1 – Shares and Financial Interests in a Business Entity

Disclose shares and other financial interests held in any private, public company, partnership, close corporation or any other corporate body recognized by law.

- A share is any investment that provides a dividend, including unit trusts, equities and government bonds.
- Value refers to the current rand value of the shares.

Note 2 – Non-Executive Directorship

Disclose all non-executive directorship.

Note 3 – Remunerated Work, Consultancies and Retainerships

Disclose all remunerated work and employment.

- Remuneration means the receipt of benefits in cash or in kind.
- Work means rendering a service for which the person receives remuneration.
- A public service official must obtain the approval of his/her Minister for performing remunerated work outside the public service.

Disclose any interests in any consulting firm or company that provides advice or professional services.

- Name of client and nature of consultancy or retainership.
- Type of business activity
- Value of benefits derived may refer to benefits in cash or in kind.



BUSHBUCKRIDGE

LOCAL MUNICIPALITY

PERFORMANCE AGREEMENT

BUSHBUCKRIDGE LOCAL MUNICIPALITY

Represented by

J NGOBENI

[HEREINAFTER REFERRED TO AS THE ACCOUNTING OFFICER/ MUNICIPAL MANAGER]

AND

A.M MNISI

[HEREINAFTER REFERRED TO AS THE **DIRECTOR: COMMUNITY SERVICES**]

(FOR THE PERIOD 01 JULY 2025 UNTIL 30 JUNE 2026)

Jg. AM

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1. JOB DETAILS

| | |
|-----------------------------|----------------------------------|
| Salary- Number | S010318 |
| Location | Bushbuckridge Local Municipality |
| Occupational Classification | Executive |
| Designation | Director Community Services |

2. PERFORMANCE AGREEMENT ENTERED INTO BY AND BETWEEN:

The **Bushbuckridge Local Municipality**, represented by **J Ngobeni** in his capacity as Municipal Manager (hereinafter referred to as the **Employer** or **Supervisor**)

And **Aubrey Mlungisi Mnisi**, Employee of the Municipality (hereinafter referred to as the **Employee**)

WHEREBY IT IS AGREED AS FOLLOWS:

3. INTRODUCTION

- 3.1. The Employer has entered into a contract of employment with the Employee in terms of section 57(1) (4) 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."
- 3.2. 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.
- 3.3. 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.
- 3.4. The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B), and 57(5) of the Systems Act.



4. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to –

- 4.1. 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.
- 4.2. Specify objectives and targets defined and agreed upon with the employee and 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.
- 4.3. Specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement.
- 4.4. Monitor and measure performance against set targeted outputs.
- 4.5. Use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his job.
- 4.6. In the event of outstanding performance, appropriately reward the employee; and
- 4.7. Give effect to the employer's commitment to a performance-oriented relationship with its employees in attaining equitable and improved service delivery.



5. COMMENCEMENT AND DURATION

- 5.1.** This Agreement will commence on 01 July 2025 and will remain in force until 30 June 2026. Thereafter, a new Performance Agreement, Performance Plan, and Personal Development Plan shall be concluded between the parties for the next quarter of the financial year portion thereof.
- 5.2.** 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 every quarter by not later than the beginning of each successive quarter of the year.
- 5.3.** This Agreement will terminate on the termination of the Employee's contract of employment for any reason.
- 5.4.** 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.
- 5.5.** 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.

6. PERFORMANCE OBJECTIVES

6.1. The Performance Plan (Annexure A) sets out

6.1.1. The performance objectives and targets that the Employee must meet, and

6.1.2. The time frames within which those performance objectives and targets must be met.

6.2. 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.

6.2.1. The key objectives describe the main tasks that need to be done.



6.2.2. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.

6.2.3. The target dates describe the timeframe in which the work must be completed.

6.2.4. The weightings show the relative importance of the key objectives to each other.

6.3. 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.

7. PERFORMANCE MANAGEMENT SYSTEM

7.1. 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.

7.2. 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.

7.3. 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.

7.4. The Employee undertakes to actively focus on the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.

7.5. 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.

7.5.1. The Employee shall be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs), respectively.

7.5.2. Each area of assessment will be weighed and will contribute a specific part to the total score.

7.5.3. KPAs covering the main areas of work will account for 80%, and CCRs will account for 20% of the final assessment.

7.6. The Employee's assessment shall be based on his performance in terms of the outputs/outcomes (performance indicators) identified as per the 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:

| OBJECTIVES LINKED TO KEY PERFORMANCE AREAS -80% | |
|--|-------------|
| Basic Service Delivery | 5% |
| Municipal Institution Development and Transformation | 75% |
| Local Economic Development | 5% |
| Municipal Financial Viability and Management | 5% |
| Good Governance and Public Participation | 10% |
| TOTAL | 100% |

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

| COMPETENCY REQUIREMENTS FOR EMPLOYEES | | |
|--|---|---------------|
| CORE MANAGERIAL COMPETENCIES | | WEIGHT |
| Strategic Capability and Leadership | ✓ | 10% |
| People Management and empowerment | ✓ | 10% |
| Programme and Project Management | ✓ | 5% |
| Financial Management | ✓ | 10% |
| Change Leadership | ✓ | 5% |
| Client Orientation and Customer Focus | ✓ | 10% |
| Governance Leadership | ✓ | 5% |
| CORE OCCUPATIONAL COMPETENCIES | | |
| Moral Competence | ✓ | 5% |
| Planning and organising | ✓ | 10% |
| Analysis and Innovation | ✓ | 5% |
| Knowledge and Information Management | ✓ | 5% |
| Communication | ✓ | 10% |
| Results and Quality Focus | ✓ | 10% |
| Total percentage | - | 100% |



8. EVALUATING PERFORMANCE

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

8.1.1. The standards and procedures for evaluating the Employee's performance; and

8.1.2. The intervals for the evaluation of the Employee's performance.

8.2. 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.

8.3. 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.

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

8.5. The annual performance appraisal will involve:

8.5.1. Assessment of the achievement of results as outlined in the performance plan:

8.5.1.1. 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.

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

8.5.1.3. 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.

8.5.2. Assessment of the CCRs

- 8.5.2.1. Each CCR should be assessed according to the extent to which the specified standards have been met.
- 8.5.2.2. An indicative rating on the five-point scale should be provided for each CCR.
- 8.5.2.3. This rating should be multiplied by the weighting given to each CCR during the contracting process to provide a score.
- 8.5.2.4. The applicable assessment rating calculator (refer to paragraph 6.5.1) must then be used to add the scores and calculate a final CCR score.

8.5.3. Overall rating

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

8.6. The assessment of the performance of the Employee will be based on the following rating scale for KPAs and CCRs:

Key Performance Areas Rating Scale

| Level | Class Interval | 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 the 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. | | | | | |

| Level | Class Interval | Description | Rating | | | | |
|-------|--------------------------|---|--------|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | 5 |
| 2 | Not fully effective | Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan. | | | | | |
| 1 | Unacceptable performance | Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved fully effective results against all the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement. | | | | | |

Core Competency Rating Scale

| Level | Class Interval | Description | Rating | | | | |
|-------|-------------------|---|--------|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | 5 |
| 5 | Supervisor | Sought out for deep, specialized expertise. Leads the direction of the entire organization. Defines models/theories of best practice. | | | | | |
| 4 | Advanced | Understands and applies more complex concepts and methods. Leads and directs people or groups of recognized specialists. Able to perform in-depth analysis. | | | | | |
| 3 | Competent | Independently develops and applies more advanced concepts and methods | | | | | |
| 2 | Basic Competence | Applies basic concepts and methods but requires supervision and coaching | | | | | |
| 1 | Not yet Completed | Demonstrates none of the guideline's components of the core competency | | | | | |

8.7. For purposes of evaluating the annual performance of the Employee, an evaluation panel shall be constituted of the following persons:

8.7.1. Municipal Manager.

8.7.2. Chairperson of the performance and audit committee.

8.7.3. A member of the mayoral or executive committee who is relevant to the specific department.

8.7.4. Municipal Manager from another municipality; and

9. SCHEDULE FOR PERFORMANCE REVIEWS

9.1. 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 |
| Second quarter | : October – December 2025 |
| Third quarter | : January – March 2026 |
| Fourth quarter | : April – June 2026 |

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

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

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

9.5. 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.

10. DEVELOPMENTAL REQUIREMENTS

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

11. OBLIGATIONS OF THE EMPLOYER

The Employer shall –

- 11.1.** Create an enabling environment to facilitate effective performance by the employee.
- 11.2.** Provide access to skills development and capacity-building opportunities.
- 11.3.** Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee.
- 11.4.** 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
- 11.5.** Make available to the Employee such resources as the Employee may require from time to time to assist him to meet the performance objectives and targets established in terms of this Agreement. Any variance with regard to the resource allocated will be adjusted during budget adjustment.

12. CONSULTATION

- 12.1.** The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others –
 - 12.1.1. A direct effect on the performance of any of the Employee's functions.
 - 12.1.2. Commit the Employee to implement or to give effect to a decision made by the Employer; and
 - 12.1.3. A substantial financial effect on the Employer.
- 12.2.** 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.

13. MANAGEMENT OF EVALUATION OUTCOMES

- 13.1.** The evaluation of the Employee's performance shall form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 13.2.** 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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13.2.1. A score of 130% to 149% shall be awarded a performance bonus ranging from 5% to 9%; and

13.2.2. A score of 150% and above is awarded a performance bonus ranging from 10% to 14%.

13.2.3. BLM policy shall apply for rewarding good performance as adopted by the council.

13.3. In the case of unacceptable performance, the Employer shall –

13.3.1. Provide systematic remedial or developmental support to assist the Employee to improve his performance; and

13.3.2. After having provided the necessary guidance and/or support as well as a reasonable time for performance improvement, 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.

14. DISPUTE RESOLUTION

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

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

14.1.2. Any other person appointed by the MEC.

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

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

15. GENERAL

- 15.1. The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer.
- 15.2. Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.
- 15.3. The performance assessment results of the employee shall be submitted to the MEC responsible for local government in the relevant province, as well as the national minister responsible for local government.

16. SIGNING


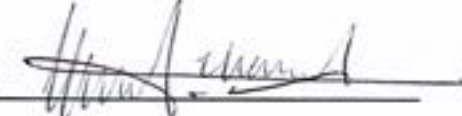
Thus, done and signed at Bushbuckridge on this the 4 of July 2025

AS WITNESSES:

1. 
2. 


EMPLOYEE

AS WITNESSES:

1. 
2. 


MUNICIPAL MANAGER

17. Annexures

- 17.1. Annexure A: Performance Plan**
- 17.2. Annexure B: Personal Development Plan**
- 17.3. Declaration of Personal Interest**

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ANNEXURE A PERFORMANCE PLAN

PERFORMANCE PLAN FOR 2025-2026

Section 25 (1)-(4) of the Local Government Municipal Performance Regulations for Municipal Managers and Managers are directly accountable to the Municipal Manager. Regulation 805 of 2006 states that the performance plan sets out the objectives and targets, as well as the time frames within which such have to be met.

The performance objectives and targets reflected in this performance plan 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 municipality. The plan shall include key objectives, key performance indicators, target dates, and weightings.

The performance plan describes:

- The key objectives describe the main tasks that need to be done.
- The key performance indicators that provide the details of the evidence to be provided to show that a key objective has been achieved.
- The target dates that describe the timeframe in which the work must be achieved.
- The weightings show the relative importance of the key objectives to each other.

The employee's performance shall, in addition, be measured in terms of contributions to the goals and strategies set out in the employer's Integrated Development Plan.

Section 26 (5) of the Local Government Municipal Performance Regulations for Municipal Managers and Managers directly accountable to the Municipal Manager, Regulation 805 of 2006, stipulates that the criteria upon which the performance of the employee must be assessed consist of two components:

- Key Performance Areas – Weighs 80%
- Core Competency Requirement – Weighs 20%

The plan is highlighted in the Summary Below:

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ANNEXURE A PERFORMANCE PLAN

SUMMARY OF PERFORMANCE PLAN – 2025/2026

| Municipal KPA | | Community Services | | | | | | | | | | |
|-----------------------|-------------------------------|---|----------------|-------|---|---|--|--|--|---|--|--|
| 2019-25 MTSF Priority | | Social Security, education, Skills, and Health (3 & 4) | | | | | | | | | | |
| Municipal Priority | | Improve sound public safety and community welfare. | | | | | | | | | | |
| Strategic Goal | | Mobilize resources for an improved and conducive environment, public safety, and community welfare. | | | | | | | | | | |
| KPI NO | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Opex | Capex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.1.1 | Arts, Culture, and Recreation | Number of Sports, arts, and culture programmes are conducted | 390 000 | - | 13 Programs/events to be conducted in 2024/2025 | Conduct 4 sports, arts, and culture programs/events in the 2025/2026 FY | 1 program/event | 1 program/event | 1 program/event | 1 program/event | Program invitation, attendance registers, and Pictures | Manager: Sports, Arts, Culture, and Recreation |
| 3.4.1.2 | Community Bursary | Finalization of the awarding of Bursaries to students by the Council | 3 310 000 | - | Student bursary awards were finalised and approved by council by 30 June 2025 | All eligible student bursary awards finalized and approved by the Council by 30 June 2026 | 2025 Bursary Progress report to council | bursary advertisement | Shortlisting and awarding of bursaries | Bursary Progress Report and Bursary Committee Meeting | Report, Advert, Bursary Committee Minutes, Attendance Registers, and Resolution | Director: Community Services |
| 3.4.1.3 | Affairs on Vulnerable Groups | Programmes Conducted for Vulnerable Groups (Gender, Children, Elderly, and Disability) | 790 000 | - | 5 Vulnerable Groups GBVF events/program is implemented | 5 programmes to be implemented by 30 June 2026 | 1 programme (Disability Forums/ Gender-Based Violence and Femicide (GBVF)) | 2 programmes (Disability Month/GBVF programmes (Children's/Orphans' Day) | 1 programme (Human rights event/GBVF programme/ Children's dialogue) | 1 programme (GBVF/disability programmes) | Invitations, programme, and Attendance Registers for programmes/ events achieved | Manager Social Development |

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| Municipal KPA | | Community Services | | | | | | | | | | |
|-----------------------|---------------------------|---|----------------|-------|--|--|---------------------------------------|--|--|--|--|------------------------------|
| 2019-25 MTSF Priority | | Social Security, education, Skills, and Health (3 & 4) | | | | | | | | | | |
| Municipal Priority | | Improve sound public safety and community welfare. | | | | | | | | | | |
| Strategic Goal | | Mobilize resources for an improved and conducive environment, public safety, and community welfare. | | | | | | | | | | |
| KPI NO | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Opex | Capex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.1.4 | Indigent Services: Policy | Review and approval of the updated Indigent Policy by Council | 150 000 | - | Indigent policy approved by 2025/2026 | The revised Indigent Policy reviewed, finalized, and formally approved by the Council by 30 June 2026 | - | Finalize draft policy and submit for internal review | Present policy draft to Council for preliminary feedback and amendments. | Final Council approval of the Indigent Register by 30 June 2026 | Q2 marked-up draft showing changes Q3: council minutes, noting the policy Q4: Approved policy and council resolution | Director: Community Services |
| 3.4.1.5 | Indigent Services | Processing and updating of indigent applications for Council approval | | | Indigent Register approved by 2025/2026 | All valid indigent applications captured, verified, and the updated indigent register submitted for Council approval by 30 June 2026 | Capture 100 of % application received | Capture 100 of % application received | Finalize the draft updated indigent register | Submit the final updated indigent register to Council for approval by 30 June 2026 | Q1 Q2& Q3: Progress reports – summarizing the applications processed Q4- Updated register Q4: Council resolution | Director: Community Services |
| 3.4.1.6 | Library Services | Number of Library Outreach Programs Conducted | 163 000 | - | 71 Library programmes conducted in 2024/2025 | Conduct 72 library programs | 18 Library Programs | 18 Library Programs | 18 Library Programs | 18 Library Programs | Invitations, Attendance Register, Pictures | Manager Library Services |
| 3.4.1.7 | Library Services | Number of library events conducted. | | - | 4 Library events conducted in 2024/2025 | Conduct 5 library events. | 2 library events | 2 library events | 2 library events | 2 library events | Attendance Register, Pictures | Manager Library Services |

Bushbuckridge Local Municipality: FY 2025/2026
Performance Agreement: Mr. A.M Mnisi

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| Municipal KPA | | Community Services | | | | | | | | | | |
|-----------------------|------------------------------|---|----------------|-------|---|--|-------------------------------|-------------------------------|-------------------------------|-------------------------------|--|---|
| 2019-25 MTSF Priority | | Social Security, education, Skills, and Health (3 & 4) | | | | | | | | | | |
| Municipal Priority | | Improve sound public safety and community welfare. | | | | | | | | | | |
| Strategic Goal | | Mobilize resources for an improved and conducive environment, public safety, and community welfare. | | | | | | | | | | |
| KPI NO | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Opex | Capex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.1.8 | Disaster Awareness | Number of Disaster awareness campaigns conducted | 170 000 | - | 4 Disaster awareness campaigns were conducted in 2024/2025 | Conduct 4 disaster awareness campaigns by 30 June 2026 | 1 Disaster Awareness Campaign | 1 Disaster Awareness Campaign | 1 Disaster Awareness Campaign | 1 Disaster Awareness Campaign | Invitation, Programme, attendance registers | Fire & Rescue and Disaster Manager |
| 3.4.1.9 | Disaster Forum | Number of Disaster advisory forums conducted | | - | 4 disasters Advisory forum meetings were held in 2024/2025 | 4 disaster advisory forum meetings | 1 Disaster Advisory Forum | 1 Disaster Advisory Forum | 1 Disaster Advisory Forum | 1 Disaster Advisory Forum | Minutes and attendance register | Fire & Rescue and Disaster Manager |
| 3.4.1.10 | Fire and Rescue - Inspection | Number of fire inspections conducted | 230 000 | - | 316 Fire inspections conducted in 2024/2025 | Conduct 200 fire inspections. | 50 fire inspections | 50 fire inspections | 50 fire inspections | 50 fire inspections | Report and Fire compliance certificates | Chief Fire & Rescue and Disaster Management |
| 3.4.1.11 | Fire and rescue | Fire and rescue incident calls received and attended | - | - | 4 reports issued for incident calls received and attended to in 2024/2025 | Issue 4 reports on fire and rescue incident calls received and attended as per Fire and Rescue SOP | 1 report | 1 report | 1 report | 1 report | Reports on incidents register in line with the SOP | Chief Fire & Rescue and Disaster Management |
| 3.4.1.12 | Road Traffic Services | Number of Summonses issued | - | - | 4643 Summonses issued in 2024/2025 | 5,000 summonses | 1250 summonses | 1250 summonses | 1250 summonses | 1250 summonses | Summon Statistics report | Chief Traffic Officer |

Bushbuckridge Local Municipality: FY 2025/2026
Performance Agreement: Mr. A.M Mnisi

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| Municipal KPA | | Community Services | | | | | | | | | | |
|-----------------------|-----------------------------|---|----------------|-----------|--|--|---|-------------------------------|---|--------------------------------|---|-----------------------------|
| 2019-25 MTSF Priority | | Social Security, education, Skills, and Health (3 & 4) | | | | | | | | | | |
| Municipal Priority | | Improve sound public safety and community welfare. | | | | | | | | | | |
| Strategic Goal | | Mobilize resources for an improved and conducive environment, public safety, and community welfare. | | | | | | | | | | |
| KPI NO | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Opex | Capex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.1.13 | Road Traffic Services | Number of CCTV cameras installed on R40 | | 3 500 000 | New Target | Installation of 8 CCTV cameras by 30 June 2026 | Specifications | Ensure appointment | Installation of 4 CCTV cameras | Installation of 4 CCTV cameras | Q1: Draft specifications Q2: Appointment letter Report on installed cameras, Pictures | Chief Traffic Officer |
| 3.4.1.14 | Traffic Enforcement | Number of Road Safety Operations (Roadblocks) Conducted | - | - | 34 roads and safety operations (Roadblocks) conducted in 2024/2025 | 12 roadblocks | 3 roadblocks | 3 roadblocks | 3 roadblocks | 3 roadblocks | Roadblock Statistics report and pictures | Chief Traffic Officer |
| 3.4.1.15 | DLTC and Registry Authority | Revenue amount collected by all DLTC | - | - | R42, 9 million DLTC revenue collected in 2024/2025 | Collect revenue of R50 million in 2025/2026 FY | 12,5 million | 12,5 million | 12,5 million | 12,5 million | Enatis RD reports | Chief Licensing Officer |
| 3.4.1.16 | DLTC and Registry Authority | Number of learners and drivers tested in all DLTCs | - | - | 17 732 Learners & drivers tested in 2024/2025 | 26,000 learners | 6500 learners | 6500 learners | 6500 learners | 6500 learners | Enatis RD reports | Chief Licensing Officer |
| 3.5.1.14 | Performance Management | Compliance to the Municipal Individual Performance Management Framework | - | - | 7 Performance compacts developed and assessed in 2024/2025 | Individual Performance Management activities conducted for 9 employees reporting to the Director by 30 | 9 performance compacts developed for 2025/2026 and conduct Q4 performance assessments | Conduct Q1 Performance review | Conduct Q2 Performance assessment (Scoring) | Conduct Q3 Performance review | Signed and assessed performance compacts and register | Director Community Services |

Bushbuckridge Local Municipality: FY 2025/2026
Performance Agreement: Mr. A.M Mnisi

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| Municipal KPA | | Community Services | | | | | | | | | | | |
|-----------------------|---------------------------------------|--|----------------|-------|---|---|---|--|---|--|--|-----------------------------|--|
| 2019-25 MTSF Priority | | Social Security, education, Skills, and Health (3 & 4) | | | | | | | | | | | |
| Municipal Priority | | Improve sound public safety and community welfare. | | | | | | | | | | | |
| Strategic Goal | | Mobilize resources for an improved and conducive environment, public safety, and community welfare. | | | | | | | | | | | |
| KPI NO | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager | |
| | | | Opex | Capex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | | |
| | | | | | | June 2026 | (scoring) | | | | | | |
| 3.5.1.15 | Risk Management | Number of comprehensive risk management reports produced, analyzing risks and mitigation strategies. | - | - | Q4 risk management reports submitted. | Produce 4 quarterly risk management reports by 30 June 2026 | 1 risk management report | 1 risk management report | 1 risk management report | 1 risk management report | Risk Reports | Director Corporate Services | |
| 3.5.1.16 | Procurement | Procurement Plans and reports on the implementation of the procurement plan. | - | - | Procurement Plan was submitted to SCM, and the implementation of the plan was monitored | Procurement Plans and reports on the implementation of the procurement plan conducted by 30 June 2026 | Submission of procurement plan to supply chain by 30 September 2025 | - | Report on implementation of Procurement Plan | Report on implementation of Procurement plan | Procurement plans and list of requisitions | Director Community Services | |
| 3.5.1.17 | Implementation of Council Resolutions | Number of reports on the implementation of council resolutions | - | - | Q4 reports on the implementation of council resolutions | Q4 reports on the implementation of council resolutions | 1 report on implementation of Council resolution | 1 report on implementation of Council resolution | 1 report on implementation of Council resolution | 1 report on implementation of Council resolution | Register of council resolution | Director Community Services | |
| 3.5.1.18 | Human Resources Management | Contribution to Skill Development Plan | - | - | New Target | Submission of departmental skill development needs by 30 March 2025 | - | - | Submission of departmental skill development needs to Skills Office | - | Signed off the skills plan | Director Community Services | |

Bushbuckridge Local Municipality: FY 2025/2026
Performance Agreement: Mr. A.M Mnisi

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| Municipal KPA | | Community Services | | | | | | | | | | |
|-----------------------|----------------------------|---|----------------|-------|---|----------------------------------|-----------------------------|-------------------------|-------------------------|-------------------------|--|-----------------------------|
| 2019-25 MTSF Priority | | Social Security, education, Skills, and Health (3 & 4) | | | | | | | | | | |
| Municipal Priority | | Improve sound public safety and community welfare. | | | | | | | | | | |
| Strategic Goal | | Mobilize resources for an improved and conducive environment, public safety, and community welfare. | | | | | | | | | | |
| KPI NO | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Opex | Capex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.5.1.19 | Human Resources Management | Number of departmental meetings conducted per year | - | - | 12 departmental meetings were held in 2024/2025 | Conduct 12 departmental meetings | 3 Departmental Meetings | 3 Departmental Meetings | 3 Departmental Meetings | 3 Departmental Meetings | Invitation, Agenda, minutes of the meetings, and attendance register | Director Community Services |

ANNEXURE B

PERSONAL DEVELOPMENT PLAN

PERSONAL DEVELOPMENT PLAN (PDP) FY 2025/2026



| | |
|-------------|-----------------------|
| DIRECTORATE | Community Services |
| JOB TITLE | Director |
| EMPLOYEE | Aubrey Mlungisi Mnisi |

| PURPOSE | To enhance skills and competencies to execute the responsibilities in an effective manner | | |
|-----------------------------------|---|--|-------------------------------|
| AREA IDENTIFIED FOR DEVELOPMENT | OBJECTIVE OF DEVELOPMENT | TYPE OF INTERVENTION (ON-THE-JOB TRAINING, BURSARY, COURSES) | TIME FRAME (TARGETED QUARTER) |
| Doctorate Business Administration | Enhance Decision making, good governance and accountability | Bursary Doctorate | 3 years |
| Municipal Development Program | strategic Planning Communication Ethics | short Course | 6 months |
| | | | |
| | | | |

ANNEXURE C

DISCLOSURE OF INTEREST



BUSHBUCKRIDGE

LOCAL MUNICIPALITY

PERFORMANCE AGREEMENT

BUSHBUCKRIDGE LOCAL MUNICIPALITY

Represented by

J NGOBENI

[HEREINAFTER REFERRED TO AS THE ACCOUNTING OFFICER/ MUNICIPAL MANAGER]

AND

F. S TIMBA

[HEREINAFTER REFERRED TO AS THE DIRECTOR EDPE]

(FOR THE PERIOD 01 JULY 2025 UNTIL 30 JUNE 2026)

F.S
J.S.

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1. JOB DETAILS

| | |
|-----------------------------|----------------------------------|
| Salary- Number | S010343 |
| Location | Bushbuckridge Local Municipality |
| Occupational Classification | Executive |
| Designation | Director EDPE |

2. PERFORMANCE AGREEMENT ENTERED INTO BY AND BETWEEN:

The **Bushbuckridge Local Municipality** herein represented by **Jasper Ngobeni** in his capacity as Municipal Manager (hereinafter referred to as the **Employer** or **Supervisor**)

And **Flominah Sesani Timba** Employee of the Municipality (hereinafter referred to as the **Employee**)

WHEREBY IT IS AGREED AS FOLLOWS:

3. INTRODUCTION

- 3.1. The Employer has entered into a contract of employment with the Employee in terms of section 57(1) (4) 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."
- 3.2. The Systems Act, reads 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.
- 3.3. 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.
- 3.4. The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B), and 57(5) of the Systems Act.

4. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to –

- 4.1. 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.
- 4.2. Specify objectives and targets defined and agreed upon with the employee and 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.
- 4.3. Specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement.
- 4.4. Monitor and measure performance against set targeted outputs.
- 4.5. Use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to her job.
- 4.6. In the event of outstanding performance, appropriately reward the employee; and
- 4.7. Give effect to the employer's commitment to a performance-orientated relationship with its employees in attaining equitable and improved service delivery.

5. COMMENCEMENT AND DURATION

- 5.1. This Agreement will commence on **01 July 2025 -30 June 2026**. Thereafter, a new Performance Agreement, Performance Plan, and Personal Development Plan shall be concluded between the parties for the next financial year portion thereof.
- 5.2. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at every year by not later than the beginning of each successive year.
- 5.3. This Agreement will terminate on the termination of the Employee's contract of employment for any reason.
- 5.4. 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.
- 5.5. 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.

6. PERFORMANCE OBJECTIVES

6.1. The Performance Plan (Annexure A) sets out

- 6.1.1. The performance objectives and targets that must be met by the Employee, and
- 6.1.2. The time frames within which those performance objectives and targets must be met.

6.2. 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.

- 6.2.1. The key objectives describe the main tasks that need to be done.

6.2.2. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.

6.2.3. The target dates describe the timeframe in which the work must be achieved.

6.2.4. The weightings show the relative importance of the key objectives to each other.

6.3. 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.

7. PERFORMANCE MANAGEMENT SYSTEM

7.1. 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.

7.2. 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.

7.3. 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.

7.4. The Employee undertakes to actively focus on the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.

7.5. 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.

7.5.1. The Employee shall be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs), respectively.

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7.5.2. Each area of assessment will be weighted and will contribute a specific part to the total score.

7.5.3. KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.

7.6. The Employee's assessment shall be based on her performance in terms of the outputs/outcomes (performance indicators) identified as per the 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:

| OBJECTIVES LINKED TO KEY PERFORMANCE AREAS -80% | |
|--|-------------|
| Basic Service Delivery | 5% |
| Local Economic Development | 65% |
| Municipal Institution Development and Transformation | 10 |
| Municipal Financial Viability and Management | 10% |
| Good Governance and Public Participation | 10% |
| TOTAL | 100% |

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

| COMPETENCY REQUIREMENTS FOR EMPLOYEES | | |
|--|---|---------------|
| CORE MANAGERIAL COMPETENCIES | | WEIGHT |
| Strategic Capability and Leadership | ✓ | 10% |
| People Management and empowerment | ✓ | 10% |
| Programme and Project Management | ✓ | 5% |
| Financial Management | ✓ | 10% |
| Change Leadership | ✓ | 5% |
| Client Orientation and Customer Focus | ✓ | 10% |
| Governance Leadership | ✓ | 5% |
| CORE OCCUPATIONAL COMPETENCIES | | |
| Moral Competence | ✓ | 5% |
| Planning and organising | ✓ | 10% |
| Analysis and Innovation | ✓ | 5% |
| Knowledge and Information Management | ✓ | 5% |
| Communication | ✓ | 10% |
| Results and Quality Focus | ✓ | 10% |

| COMPETENCY REQUIREMENTS FOR EMPLOYEES | | |
|---------------------------------------|---|--------|
| CORE MANAGERIAL COMPETENCIES | | WEIGHT |
| Total percentage | - | 100% |

8. EVALUATING PERFORMANCE

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

8.1.1. The standards and procedures for evaluating the Employee's performance; and

8.1.2. The intervals for the evaluation of the Employee's performance.

8.2. 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.

8.3. 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.

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

8.5. The annual performance appraisal will involve:

8.5.1. Assessment of the achievement of results as outlined in the performance plan:

8.5.1.1. 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.

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

8.5.1.3. 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.

8.5.2. Assessment of the CCRs

- 8.5.2.1. Each CCR should be assessed according to the extent to which the specified standards have been met.
- 8.5.2.2. An indicative rating on the five-point scale should be provided for each CCR.
- 8.5.2.3. This rating should be multiplied by the weighting given to each CCR during the contracting process to provide a score.
- 8.5.2.4. The applicable assessment rating calculator (refer to paragraph 6.5.1) must then be used to add the scores and calculate a final CCR score.

8.5.3. Overall rating

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

8.6. The assessment of the performance of the Employee will be based on the following rating scale for KPAs and CCRs:

Key Performance Areas Rating Scale

| Level | Class Interval | 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 the 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. | | | | | |

| Level | Class Interval | Description | Rating | | | | |
|-------|--------------------------|---|--------|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | 5 |
| 2 | Not fully effective | Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan. | | | | | |
| 1 | Unacceptable performance | Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved fully effective results against all the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement. | | | | | |

Core Competency Rating Scale

| Level | Class Interval | Description | Rating | | | | |
|-------|-------------------|---|--------|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | 5 |
| 5 | Supervisor | Sought out for deep, specialized expertise. Leads the direction of the entire organization. Defines models/theories of best practice. | | | | | |
| 4 | Advanced | Understands and applies more complex concepts and methods. Leads and directs people or groups of recognized specialists. Able to perform in-depth analysis. | | | | | |
| 3 | Competent | Independently develops and applies more advanced concepts and methods | | | | | |
| 2 | Basic Competence | Applies basic concepts and methods but requires supervision and coaching | | | | | |
| 1 | Not yet Completed | Demonstrates none of the guideline's components of the core competency | | | | | |

8.7. For purposes of evaluating the annual performance of the Employee, an evaluation panel shall be constituted of the following persons:

8.7.1. Municipal Manager.

8.7.2. Chairperson of the performance and audit committee.

8.7.3. Member of the mayoral or executive committee who is relevant to the specific department.

8.7.4. Municipal Manager from another municipality; and

9. SCHEDULE FOR PERFORMANCE REVIEWS

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

| | |
|----------------|---------------------------|
| First quarter | : July – September 2025 |
| Second quarter | : October – December 2025 |
| Third quarter | : January – March 2026 |
| Fourth quarter | : April – June 2026 |

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

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

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

9.5. 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.

10. DEVELOPMENTAL REQUIREMENTS

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

11. OBLIGATIONS OF THE EMPLOYER

The Employer shall –

- 11.1.** Create an enabling environment to facilitate effective performance by the employee.
- 11.2.** Provide access to skills development and capacity-building opportunities.
- 11.3.** Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee.
- 11.4.** On the request of the Employee delegate such powers reasonably required by the Employee to enable her to meet the performance objectives and targets established in terms of this Agreement; and
- 11.5.** Make available to the Employee such resources as the Employee may require from time to time to assist her to meet the performance objectives and targets established in terms of this Agreement.

12. CONSULTATION

- 12.1.** The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others –
 - 12.1.1. A direct effect on the performance of any of the Employee's functions.
 - 12.1.2. Commit the Employee to implement or to give effect to a decision made by the Employer; and
 - 12.1.3. A substantial financial effect on the Employer.
- 12.2.** The Employer agrees to inform the Employee of the outcome of any decisions taken under the exercise of powers contemplated in 10.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

13. MANAGEMENT OF EVALUATION OUTCOMES

- 13.1.** The evaluation of the Employee's performance shall form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 13.2.** 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:

13.2.1. A score of 130% to 149% shall be awarded a performance bonus ranging from 5% to 9%; and

13.2.2. A score of 150% and above is awarded a performance bonus ranging from 10% to 14%.

13.2.3. BLM policy shall apply for rewarding good performance as adopted by the council.

13.3. In the case of unacceptable performance, the Employer shall –

13.3.1. Provide systematic remedial or developmental support to assist the Employee to improve her performance; and

13.3.2. After appropriate performance counseling and providing the necessary guidance and/or support as well as a reasonable time for performance improvement, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out her duties.

14. DISPUTE RESOLUTION

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

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

14.1.2. Any other person appointed by the MEC.

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

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

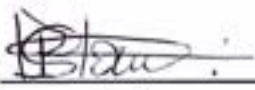
15. GENERAL


- 15.1. The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer.
- 15.2. Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of her contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.
- 15.3. The performance assessment results of the employee shall be submitted to the MEC responsible for local government in the relevant province, as well as the national minister responsible for local government.

16. SIGNING

Thus, done and signed at BLM (HEAD OFFICE) on this the 16th of JULY 2025.

AS WITNESSES:

1. 

2. 



EMPLOYEE

AS WITNESSES:

1. 

2. 



MUNICIPAL MANAGER

17. Annexures

- 17.1. Annexure A: Performance Plan**
- 17.2. Annexure B: Personal Development Plan**
- 17.3. Annexure C: Declaration of Personal Interest**

ANNEXURE A PERFORMANCE PLAN

PERFORMANCE PLAN FOR 2025/2026

Section 25 (1)-(4) of the Local Government Municipal Performance Regulations for Municipal Managers and Managers directly accountable to the Municipal Manager, Regulation 805 of 2006 refers that a performance plan sets out the performance objectives and targets, as well as the time frames within which such have to be met.

The performance objectives and targets reflected in this performance plan 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 municipality. The plan shall include key objectives; key performance indicators; target dates and weightings.

The performance plan describes:

- The key objectives describe the main tasks that need to be done.
- The key performance indicators that provide the details of the evidence to be provided to show that a key objective has been achieved.
- The target dates that describe the timeframe in which the work must be achieved.
- The weightings show the relative importance of the key objectives to each other.

The employee's performance shall, in addition, be measured in terms of contributions to the goals and strategies set out in the employer's Integrated Development Plan.

Section 26 (5) of the Local Government Municipal Performance Regulations for Municipal Managers and Managers directly accountable to the Municipal Manager, Regulation 805 of 2006, stipulate that the criteria upon which the performance of the employee must be assessed consist of two components:

- Key Performance Areas – Weighs 80%
- Core Competency Requirement – Weighs 20%

The plan is highlighted in the Summary Below:

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Summary SDBIP key performance areas for 2025/2026

| Economic transformation and job creation, Spatial planning, Human Settlement and Local Government Infrastructure, Rural Development, and Human Settlements | | | | | | | | | | | | | |
|--|---|--|---------------------------|----------------|--|--|---|---|---|---|--|-------------------------------------|---------------------|
| Land Use Management and Spatial Transformation | | | | | | | | | | | | | |
| Economic growth and Job creation. | | | | | | | | | | | | | |
| Sustainable economic growth and job creation | | | | | | | | | | | | | |
| Municipal Priority | | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| KPI No | | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.3.1 | MSMEs Support and Capacity Building Programme | Number of businesses MSMEs participating capacity-building programme | | 160 000 | 510 SMMEs supported in 2024/2025 | 300 MSMEs to be supported | 75 MSMEs to be Supported | 75 MSMEs to be Supported | 75 MSMEs to be Supported | 75 MSMEs to be Supported | Reports and attendance registers | Manager: Local Economic Development | |
| 3.4.3.5 | Local Economic Development Job Creation | Number of jobs created from economic projects, programmes, and MSMEs | | - | 4 975 Jobs Created in 2024/2025 | Create 800 jobs | 200 jobs | 200 jobs | 200 jobs | 200 jobs | Reports and List of Jobs Created | Manager: Local Economic Development | |
| 3.4.3.6 | Local Economic Development Strategy | Review of the LED Strategy | | 1 000 000 | LED Strategy developed and approved by Council (2020 – 2025). Due for review | Draft LED Strategy by 30 June 2026 | - | - | Inception report of the LED Strategy review | Draft LED Strategy review | Q3: Inception Report, Q4 Draft LED strategy review | Manager: Local Economic Development | |
| 3.4.3.7 | Business Licensing (Backlog) | Number of backlogged business licenses processed and issued | | - | 1052 applications received in 2024/2025 | Process and issue business licenses to 1052 businesses | Process and issue 263 business Licenses | Process and issue 263 business Licenses | Process and issue 263 business Licenses | Process and issue 263 business Licenses | Reports and list of business licenses issued | Manager: Local Economic Development | |

| 2019-25 MTSF Priority | | Economic transformation and job creation, Spatial planning, Human Settlement and Local Government Infrastructure, Rural Development, and Human Settlements | | | | | | | | | | |
|--|---|--|----------------|------|--|---|---|---|---|---|--|-------------------------------------|
| Municipal Priority | | Land Use Management and Spatial Transformation | | | | | | | | | | |
| Strategic Goal | | Economic growth and Job creation. | | | | | | | | | | |
| Sustainable economic growth and job creation | | | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.3.8 | Processing of new business license applications | Number of new business license applications processed | | | 60 business licenses processed in 2024/2025 | 60 business license applications processed | 15 business license applications processed | 15 business license applications processed | 15 business license applications processed | 15 business license applications processed | Reports and list of business licenses issued | Manager: Local Economic Development |
| 3.4.3.9 | Business Licensing | Number of trading licenses to be renewed | - | | 137 licenses renewed in 2024/2025 | 350 licenses renewed by 30 June 2026 | 65 business licenses renewed | 65 business licenses renewed | 110 business licenses renewed | 110 business licenses renewed | Report and list of business licenses renewed | Manager: Local Economic Development |
| 3.4.3.10 | Business Licensing | Number of businesses inspections conducted | | | 11 Operations and 750 inspections conducted in 2024/2025 | 800 inspections conducted | 200 inspections conducted | 200 inspections conducted | 200 inspections conducted | 200 inspections conducted | Reports and List of businesses inspected | Manager: Local Economic Development |
| 3.4.3.11 | Business Licensing | Number of joint business compliance operations successfully conducted with bylaw enforcement officers | - | | 11 Operations conducted | Conduct 8 collaborative business compliance operations with bylaw officers by [end of fiscal year | 02 Collaborative Business Compliance Operations | 02 Collaborative Business Compliance Operations | 02 Collaborative Business Compliance Operations | 02 Collaborative Business Compliance Operations | Attendance registers | Manager: Local Economic Development |

| Economic transformation and job creation, Spatial planning, Human Settlement and Local Government Infrastructure, Rural Development, and Human Settlements | | | | | | | | | | | | |
|--|--|--|----------------|---------|--|---|-----------------------------------|----------------------------|--------------------------------------|--|---|-------------------------------------|
| Land Use Management and Spatial Transformation | | | | | | | | | | | | |
| Economic growth and Job creation. | | | | | | | | | | | | |
| Sustainable economic growth and job creation | | | | | | | | | | | | |
| Functional/Area | | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| KPI No | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.3.12 | BBR Growth and Development Plan | Development of Economic Development Plans | | 500 000 | New Target | Developed Tourism and Agricultural Strategies by June 2026 | Development of Terms of Reference | - | Draft strategies approved by Council | Public participation and final approved strategies | Q1 – ToRs, Q3 – Draft strategies approved by Council, Q4 – Public participation and final approved strategies | Manager: Local Economic Development |
| 3.4.3.13 | Events on - outreach and campaigns | Number of awareness campaigns held for a clean and safe environment. | | 400 000 | 12 Awareness campaigns on clean and safe environment held in 2024/2025 | 4 Awareness campaign was held in a clean and safe environment by 30 June 2026 | 1 Awareness campaign | 1 Awareness campaign | 1 Awareness campaign | 1 Awareness campaign | Reports and attendance registers | Manager: Environmental |
| 3.4.3.14 | Ensure quality standards are applied in Building Construction Projects | Number of buildings plans approved | | - | 98 building Plans approved in 2024/2025 | 100 building plans approved | 25 building plans approved | 25 building plans approved | 25 building plans approved | 25 building plans approved | Building Plan Register | Manager: Human Settlements |

| 2019-25 MTSF Priority | | Economic transformation and job creation, Spatial planning, Human Settlement and Local Government Infrastructure, Rural Development, and Human Settlements | | | | | | | | | | |
|-----------------------|------------------------|--|----------------|------|--|--|---|-------------------------------|--|-------------------------------|--|---------------------------------|
| Municipal Priority | | Land Use Management and Spatial Transformation | | | | | | | | | | |
| Strategic Goal | | Economic growth and Job creation. | | | | | | | | | | |
| | | Sustainable economic growth and job creation | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.3.15 | Waste Collection | % of waste bins distributed to reduce waste backlog | - | - | 2000 Waste bins distributed to reduce waste backlog in 2024/2025 | 1000 waste bins distributed | 250 waste bins distributed | 250 waste bins distributed | 250 waste bins distributed | 250 waste bins distributed | Reports and distribution List | Manager: Solid Waste Management |
| 3.4.3.16 | Waste Collection (MIG) | Purchasing of Waste collection trucks (one skip loader and one compactor | 3 000 000 | - | New Programme | Purchasing of Waste collection trucks (one skip loader and one compactor | - | - | Purchasing of Waste collection trucks (one skip loader and one compactor | - | Invoice and Delivery note | Manager: Solid Waste Management |
| 3.5.3.41 | Performance Management | Compliance to the Municipal Individual Performance Management Framework | - | - | 7 Performance compacts developed and assessed in 2024/2025 | Individual Performance Management activities conducted for 6 employees reporting to the Director by 30 June 2026 | 6 performance compacts developed for 2025/2026 and conduct Q4 performance assessments (scoring) | Conduct Q1 Performance review | Conduct Q2 Performance assessment (Scoring) | Conduct Q3 Performance review | Signed, reviewed, and assessed performance compacts and register | Director: EDPE |

F.S Timba

| 2019-25 MTSF Priority | | Economic transformation and job creation, Spatial planning, Human Settlement and Local Government Infrastructure, Rural Development, and Human Settlements | | | | | | | | | | | |
|-----------------------|---------------------------------------|--|----------------|------|---|---|---|--|--|--|--|---------------------|--|
| Municipal Priority | | Land Use Management and Spatial Transformation | | | | | | | | | | | |
| Strategic Goal | | Economic growth and Job creation. | | | | | | | | | | | |
| Strategic Goal | | Sustainable economic growth and job creation | | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager | |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | | |
| 3.5.3.42 | Risk Management | Number of comprehensive risk management reports produced, analyzing risks and mitigation strategies. | - | - | Q4 risk management reports submitted. | Produce 4 quarterly risk management reports by 30 June 2026 | 1 risk management report | 1 risk management report | 1 risk management report | 1 risk management report | Risk Reports | Director: EDPE | |
| 3.5.3.43 | Procurement | Procurement Plans and reports on the implementation of the procurement plan. | - | - | Procurement plan was submitted to SCM, and the implementation of the plan was monitored | Procurement Plans and reports on the implementation of the procurement plan conducted by 30 June 2026 | Submission of procurement plan to supply chain by 30 September 2025 | - | Report on Implementation of Procurement Plan | Report on Implementation of Procurement plan | Procurement plans and list of requisitions | Director: EDPE | |
| 3.5.3.44 | Implementation of Council Resolutions | Number of reports on the implementation of council resolutions | - | - | Q4 reports on the implementation of council resolutions | Q4 reports on the implementation of council resolutions | 1 report on Implementation of Council resolution | 1 report on Implementation of Council resolution | 1 report on Implementation of Council resolution | 1 report on Implementation of Council resolution | Register of council resolution | Director EDPE | |

Bushbuckridge Local Municipality: FY 2025/2026
Performance Agreement: F.S Timba

F.S. Timba

| 2019-25 MTSF Priority | | Economic transformation and job creation, Spatial planning, Human Settlement and Local Government Infrastructure, Rural Development, and Human Settlements | | | | | | | | | | |
|-----------------------|----------------------------|--|----------------|------|---|---|-----------------------------|-------------------------|--|-------------------------|--|---------------------|
| Municipal Priority | | Land Use Management and Spatial Transformation | | | | | | | | | | |
| Strategic Goal | | Economic growth and Job creation. | | | | | | | | | | |
| | | Sustainable economic growth and job creation | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.5.3.45 | Human Resources Management | Contribution to Skill Development Plan | - | - | New Target | Submission of departmental skill development needs by 30 March 2025 | - | - | Submission of departmental skill development needs to Skills Office. | - | Signed off the skills plan | Director EDPE |
| 3.5.3.46 | Human Resources Management | Number of departmental meetings conducted per year | - | - | 12 departmental meetings were held in 2024/2025 | Conduct 12 departmental meetings | 3 Departmental Meetings | 3 Departmental Meetings | 3 Departmental Meetings | 3 Departmental Meetings | Invitation, Agenda, minutes of the meetings, and attendance register | Director: EDPE |

ANNEXURE B

PERSONAL DEVELOPMENT PLAN

PERSONAL DEVELOPMENT PLAN (PDP) FY 2025/2026



| | |
|--------------------|---|
| DIRECTORATE | Economic Development, Planning, and Environmental |
| JOB TITLE | Director: EDPE |
| EMPLOYEE | F.S. Timba |

| | | | |
|--|---|---|--------------------------------------|
| PURPOSE | To enhance skills and competencies to execute the responsibilities in an effective manner | | |
| AREA IDENTIFIED FOR DEVELOPMENT | OBJECTIVE OF DEVELOPMENT | TYPE OF INTERVENTION (ON-THE-JOB TRAINING, BURSARY, COURSES) | TIME FRAME (TARGETED QUARTER) |
| SME DEV | To foster economic growth and job creation by supporting the establishment, growth and sustainability of businesses | Courses | 2nd Quarter |
| Tourism Development | Economic Growth | Courses | 4th Quarter |
| | | | |
| | | | |

ANNEXURE C

DISCLOSURE OF INTEREST



Bushbuckridge Local Municipality

DISCLOSURE OF INTERESTS FORM

In terms of the supply chain management policy, Section 46 2(a) an official or any other role player involved in implementation of this must, declare to the accounting officer details of any private or business interests which that person, or any close member, partner, or associate may have in any proposed procurement or disposal process of or in any award of a contract by the municipality

I, the undersigned,

(Full names: Flomimah S Timba)

(Identity Number: 6709030547087)

Residing at: 1790 DWARSLoop BUSHBUCKRIDGE

Do hereby declare that the information contained herein fall within my personal knowledge and are to the best of my knowledge complete, true, and correct; and

Further declare my financial interests, non-executive directorship previously or currently held and remunerative work, consultancy and retainership positions held as follows:

| 1. SHARES & OTHER FINANCIAL INTERESTS IN A BUSINESS ENTITY | | |
|--|------------------------------------|--|
| Number of Shares/Member's Interest | Value of Shares/ Member's Interest | Name of Institution or Business Entity |
| N/A | N/A | N/A |

| 2. NON-EXECUTIVE DIRECTORSHIP | |
|-------------------------------|--------|
| Name of Company | Period |
| 1. | |
| 2. | |
| 3. | N/A |
| 4. | |
| 5. | |

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| 3. REMUNERATIVE WORK, CONSULTANCY & RETAINERSHIPS | | | |
|---|------------------|-----------------------|--------|
| Name of Company & Occupation | Type of Business | Rand amount per month | Period |
| 1. | | | |
| 2. | | | |
| 3. | H/A | H/A | |
| 4. | | | |
| 5. | | | |

| 4. RELATED PARTIES DOING BUSINESS WITH THE MUNICIPALITY (Related parties: Spouse, children, mother, father, sister, brother in terms of section 42.2) | |
|---|--------------|
| Name of Company | Relationship |
| 1. | |
| 2. | |
| 3. | H/A |
| 4. | |
| 5. | |

| 5. CRIMINAL RECORD | |
|--------------------|------------------------|
| Type of Offence | Dates/Term of Sentence |
| 1. | H/A |
| 2. | |
| 3. | |


And further declare that.

- I am South African citizen and ordinarily resident in the Republic.
- I was never declared insolvent and I am not an un-rehabilitated insolvent.
- I am not disqualified under any law from practicing any profession.
- I was never convicted of fraud, or any other offence involving dishonesty and sentenced to a fine or imprisonment or both.
- I was never at any time been removed from an office of trust on account of breach of a fiduciary duty.

Signature of Nominee: 
Full Names: Flominah S Timbat

SWORN to and SIGNED before me at BLM on this June day of 2025.

The deponent having acknowledged that he knows and understands the contents of this affidavit, that the contents are true, and that he has no objection to taking this oath and that he considers the oath to be binding on his/her conscience.

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NOTES TO DISCLOSURE OF INTERESTS FORM

The following notes provide guidance for completing the relevant parts of the disclosure of interest form

Note 1 – Shares and Financial Interests in a Business Entity

Disclose shares and other financial interests held in any private, public company, partnership, close corporation or any other corporate body recognized by law.

- A share is any investment that provides a dividend, including unit trusts, equities and government bonds.
- Value refers to the current rand value of the shares.

Note 2 – Non-Executive Directorship

Disclose all non-executive directorship.

Note 3 – Remunerated Work, Consultancies and Retainerships

Disclose all remunerated work and employment.

- Remuneration means the receipt of benefits in cash or in kind.
- Work means rendering a service for which the person receives remuneration.
- A public service official must obtain the approval of his/her Minister for performing remunerated work outside the public service.

Disclose any interests in any consulting firm or company that provides advice or professional services.

- Name of client and nature of consultancy or retainership.
- Type of business activity
- Value of benefits derived may refer to benefits in cash or in kind.



BUSHBUCKRIDGE

LOCAL MUNICIPALITY

PERFORMANCE AGREEMENT

BUSHBUCKRIDGE LOCAL MUNICIPALITY

Represented by

J NGOBENI

[HEREINAFTER REFERRED TO AS THE ACCOUNTING OFFICER/ MUNICIPAL MANAGER]

AND

T.M MATHABATHA

[HEREINAFTER REFERRED TO AS THE CHIEF FINANCIAL OFFICER]

(FOR THE PERIOD 01 JULY 2025 UNTIL 30 JUNE 2026)

Gg. T.M

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1. JOB DETAILS

| | |
|-----------------------------|----------------------------------|
| Salary- Number | S010319 |
| Location | Bushbuckridge Local Municipality |
| Occupational Classification | Executive |
| Designation | CF0 |

2. PERFORMANCE AGREEMENT ENTERED INTO BY AND BETWEEN:

The **Bushbuckridge Local Municipality**, herein represented by **Jasper Ngobeni** in his capacity as Municipal Manager (hereinafter referred to as the **Employer** or Supervisor)

And **Thembisile Mary-Anne Mathabatha**, Employee of the Municipality (hereinafter referred to as the **Employee**)

WHEREBY IT IS AGREED AS FOLLOWS:

3. INTRODUCTION

- 3.1. The Employer has entered into a contract of employment with the Employee in terms of section 57(1) (4) 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."
- 3.2. The Systems Act, reads 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.
- 3.3. 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.
- 3.4. The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B), and 57(5) of the Systems Act.

J. Ngobeni

4. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to –

- 4.1. 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.
- 4.2. Specify objectives and targets defined and agreed upon with the employee and 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.
- 4.3. Specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement.
- 4.4. Monitor and measure performance against set targeted outputs.
- 4.5. Use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to her job.
- 4.6. In the event of outstanding performance, appropriately reward the employee; and
- 4.7. Give effect to the employer's commitment to a performance-oriented relationship with its employees in attaining equitable and improved service delivery.

5. COMMENCEMENT AND DURATION

- 5.1. This Agreement will commence on 01 July 2025 and will remain in force until 30 June 2026. thereafter a new Performance Agreement, Performance Plan, and Personal Development Plan shall be concluded between the parties for the next financial year.
- 5.2. The parties will review the provisions of this Agreement during the month of June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at every quarter by not later than the beginning of each successive quarter of the year.
- 5.3. This Agreement will terminate on the termination of the Employee's contract of employment for any reason.
- 5.4. 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.
- 5.5. 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.

6. PERFORMANCE OBJECTIVES

6.1. The Performance Plan (Annexure A) sets out

6.1.1. The performance objectives and targets that must be met by the Employee, and

6.1.2. The time frames within which those performance objectives and targets must be met.

6.2. 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.

6.2.1. The key objectives describe the main tasks that need to be done.

6.2.2. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.

6.2.3. The target dates describe the timeframe in which the work must be achieved.

6.2.4. The weightings show the relative importance of the key objectives to each other.

6.3. 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.

7. PERFORMANCE MANAGEMENT SYSTEM

7.1. 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.

7.2. 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.

7.3. 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.

7.4. The Employee undertakes to actively focus on the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.

7.5. 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.

7.5.1. The Employee shall be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs), respectively.

7.5.2. Each area of assessment will be weighted and will contribute a specific part to the total score.

7.5.3. KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.

7.6. The Employee's assessment shall be based on her performance in terms of the outputs/outcomes (performance indicators) identified as per the 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:

| OBJECTIVES LINKED TO KEY PERFORMANCE AREAS -80% | |
|--|-------------|
| Basic Service Delivery | 5% |
| Municipal Financial Viability and Management | 70% |
| Local Economic Development | 5% |
| Municipal institution development and Transformation | 10% |
| Good Governance and Public Participation | 10% |
| TOTAL | 100% |

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

| COMPETENCY REQUIREMENTS FOR EMPLOYEES | | |
|--|---|---------------|
| CORE MANAGERIAL COMPETENCIES | | WEIGHT |
| Strategic Capability and Leadership | ✓ | 10% |
| People Management and empowerment | ✓ | 10% |
| Programme and Project Management | ✓ | 5% |
| Financial Management | ✓ | 10% |
| Change Leadership | ✓ | 5% |
| Client Orientation and Customer Focus | ✓ | 10% |
| Governance Leadership | ✓ | 5% |
| CORE OCCUPATIONAL COMPETENCIES | | |
| Moral Competence | ✓ | 5% |
| Planning and organising | ✓ | 10% |
| Analysis and Innovation | ✓ | 5% |
| Knowledge and Information Management | ✓ | 5% |
| Communication | ✓ | 10% |
| Results and Quality Focus | ✓ | 10% |
| Total percentage | - | 100% |

8. EVALUATING PERFORMANCE

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

8.1.1. The standards and procedures for evaluating the Employee's performance; and

8.1.2. The intervals for the evaluation of the Employee's performance.

8.2. 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.

8.3. 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.

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

8.5. The annual performance appraisal will involve:

8.5.1. Assessment of the achievement of results as outlined in the performance plan:

8.5.1.1. 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.

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

8.5.1.3. 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.

8.5.2. Assessment of the CCRs

- 8.5.2.1. Each CCR should be assessed according to the extent to which the specified standards have been met.
- 8.5.2.2. An indicative rating on the five-point scale should be provided for each CCR.
- 8.5.2.3. This rating should be multiplied by the weighting given to each CCR during the contracting process to provide a score.
- 8.5.2.4. The applicable assessment rating calculator (refer to paragraph 6.5.1) must then be used to add the scores and calculate a final CCR score.

8.5.3. Overall rating

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

8.6. The assessment of the performance of the Employee will be based on the following rating scale for KPAs and CCRs:

Key Performance Areas Rating Scale

| Level | Class Interval | 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 the 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. | | | | | |

T.A. Mathabatha

| Level | Class Interval | Description | Rating | | | | |
|-------|--------------------------|---|--------|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | 5 |
| 2 | Not fully effective | Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan. | | | | | |
| 1 | Unacceptable performance | Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved fully effective results against all the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement. | | | | | |

Core Competency Rating Scale

| Level | Class Interval | Description | Rating | | | | |
|-------|-------------------|---|--------|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | 5 |
| 5 | Supervisor | Sought out for deep, specialized expertise. Leads the direction of the entire organization. Defines models/theories of best practice. | | | | | |
| 4 | Advanced | Understands and applies more complex concepts and methods. Leads and directs people or groups of recognized specialists. Able to perform in-depth analysis. | | | | | |
| 3 | Competent | Independently develops and applies more advanced concepts and methods | | | | | |
| 2 | Basic Competence | Applies basic concepts and methods but requires supervision and coaching | | | | | |
| 1 | Not yet Completed | Demonstrates none of the guideline's components of the core competency | | | | | |

8.7. For purposes of evaluating the annual performance of the Employee, an evaluation panel shall be constituted of the following persons:

T.M. Gg.

8.7.1. Municipal Manager.

8.7.2. Chairperson of the performance and audit committee.

8.7.3. Member of the mayoral or executive committee who is relevant to the specific department.

8.7.4. Municipal Manager from another municipality; and

9. SCHEDULE FOR PERFORMANCE REVIEWS

9.1. The performance of the in relation to her performance agreement shall be reviewed on the following dates, with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

| | |
|----------------|---------------------------|
| First quarter | : July – September 2025 |
| Second quarter | : October – December 2025 |
| Third quarter | : January – March 2026 |
| Fourth quarter | : April – June 2026 |

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

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

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

9.5. 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.

10. DEVELOPMENTAL REQUIREMENTS

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

11. OBLIGATIONS OF THE EMPLOYER

The Employer shall –

- 11.1.** Create an enabling environment to facilitate effective performance by the employee.
- 11.2.** Provide access to skills development and capacity-building opportunities.
- 11.3.** Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact the performance of the Employee.
- 11.4.** On the request of the Employee, delegate such powers reasonably required by the Employee to enable her to meet the performance objectives and targets established in terms of this Agreement; and
- 11.5.** Make available to the Employee such resources as the Employee may require from time to time to assist her to meet the performance objectives and targets established in terms of this Agreement.

12. CONSULTATION

- 12.1.** The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others –
 - 12.1.1. A direct effect on the performance of any of the Employee's functions.
 - 12.1.2. Commit the Employee to implement or to give effect to a decision made by the Employer; and
 - 12.1.3. A substantial financial effect on the Employer.
- 12.2.** 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.

13. MANAGEMENT OF EVALUATION OUTCOMES

- 13.1.** The evaluation of the Employee's performance shall form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 13.2.** 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:

13.2.1. A score of 130% to 149% shall be awarded a performance bonus ranging from 5% to 9%; and

13.2.2. A score of 150% and above is awarded a performance bonus ranging from 10% to 14%.

13.2.3. BLM policy shall apply for rewarding good performance as adopted by the council.

13.3. In the case of unacceptable performance, the Employer shall –

13.3.1. Provide systematic remedial or developmental support to assist the Employee to improve her performance; and

13.3.2. After appropriate performance counseling and having provided the necessary guidance and/ or support as well as a reasonable time for performance improvement, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out her duties.

14. DISPUTE RESOLUTION

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

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

14.1.2. Any other person appointed by the MEC.

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

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

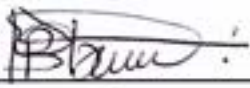
15. GENERAL


- 15.1. The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer.
- 15.2. Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of her contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.
- 15.3. The performance assessment results of the employee shall be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government.

16. SIGNING

Thus, done and signed at BLM H/O on this the 16 of July 2025


AS WITNESSES:

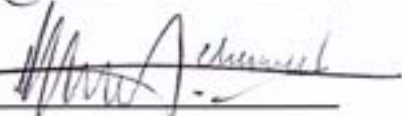
1. 

2. 


EMPLOYEE

AS WITNESSES:

1. 

2. 


MUNICIPAL MANAGER

17. Annexures

- 17.1. Annexure A: Performance Plan**
- 17.2. Annexure B: Personal Development Plan**
- 17.3. Disclosure of Interest**

ANNEXURE A PERFORMANCE PLAN

PERFORMANCE PLAN FOR 2025/2026

Section 25 (1)-(4) of the Local Government Municipal Performance Regulations for Municipal Managers and Managers directly accountable to the Municipal Manager, Regulation 805 of 2006 states that a performance plan sets out the performance objectives and targets, as well as the time frames within which such have to be met.

The performance objectives and targets reflected in this performance plan 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 municipality. The plan shall include key objectives, key performance indicators, target dates, and weightings.

The performance plan describes:

- The key objectives describe the main tasks that need to be done.
- The key performance indicators that provide the details of the evidence to be provided to show that a key objective has been achieved.
- The target dates that describe the timeframe in which the work must be achieved.
- The weightings show the relative importance of the key objectives to each other.

The employee's performance shall, in addition, be measured in terms of contributions to the goals and strategies set out in the employer's Integrated Development Plan.

Section 26 (5) of the Local Government Municipal Performance Regulations for Municipal Managers and Managers directly accountable to the Municipal Manager, Regulation 805 of 2006, stipulate that the criteria upon which the performance of the employee must be assessed consist of two components:

- Key Performance Areas – Weighs 80%
- Core Competency Requirement – Weighs 20%

The plan is highlighted in the Summary Below:

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Summary of the SDBIP key performance areas 2025/2026

| Municipal KPA | | Financial Viability | | | | | | | | | | |
|-----------------------|------------------------|---|----------------|------|---|---|---|---|---|---|---|-------------------------|
| 2019-25 MTSF Priority | | A Capable, Ethical, and Developmental State | | | | | | | | | | |
| Municipal Priority | | Financial viability | | | | | | | | | | |
| Strategic Goal | | Sound Financial Management. | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.4.1 | Revenue collection | Amount of revenue collected | | | R300 000 000 collected in 2024/2025 | Collect R300 000 000 By 30 June 2026 | 70 000 000 | 90 000 0000 | 50 000 000 | 90 000 000 | Revenue Collection Reports | Chief Financial Officer |
| 3.4.4.2 | Revenue Management | Number of Approved and Gazetted Tariffs | | - | 02 Tariffs Approved and gazetted in 2024/2025 | 2 complete tariff packages (approved by council and officially gazetted by 30 June 2026 | - | - | 01 Approved and Gazetted Tariffs | 01 Approved and Gazetted Tariffs | Gazetted Tariffs | Chief Financial Officer |
| 3.4.4.3 | Revenue Management | Number of General Valuation /Supplementary Valuation implemented | | - | 04 General Valuation /Supplementary Valuation implemented | 04 General Valuation /Supplementary Valuation implemented | 04 General Valuation /Supplementary Valuation implemented | 04 General Valuation /Supplementary Valuation implemented | 04 General Valuation /Supplementary Valuation implemented | 04 General Valuation /Supplementary Valuation implemented | Report on Implementation of Generation of Valuation Roll. | Chief Financial Officer |
| 3.4.4.4 | MFMA Budget prescripts | Timely and full compliance with MFMA budget preparation, submission, and reporting prescripts, meeting all statutory deadlines and requirements | | - | 03 Approved Budgets | 100% compliance with MFMA budget preparation and reporting deadlines. | - | - | Draft Budget Tabled in Council: By 31 March | Final Budget Adoption: By 31 May | Council resolution | Chief Financial Officer |

Bushbuckridge Local Municipality: FY 2025/2026
Performance Agreement: Ms. T.A Mathabatha



| Municipal KPA | | Financial Viability | | | | | | | | | | |
|-----------------------|--|---|----------------|------|--|--|---|---|---|--|-----------------------------|-------------------------|
| 2019-25 MTSF Priority | | A Capable, Ethical, and Developmental State | | | | | | | | | | |
| Municipal Priority | | Financial viability | | | | | | | | | | |
| Strategic Goal | | Sound Financial Management. | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.4.5 | Budget Management | Number of statutory reports and strings submitted to the Treasury within the prescribed period | | - | 12 Statutory Reports and strings submitted to Treasury | 12 Statutory Reports and strings submitted to Treasury within the prescribed period | 03 statutory Reports and strings submitted to Treasury within the prescribed period | 03 statutory reports and strings submitted to Treasury within the prescribed period | 03 statutory reports and strings submitted to Treasury within the prescribed period | 03 statutory Reports and strings submitted to Treasury within the prescribed period | GO, Muni (Treasury) Reports | Chief Financial Officer |
| 3.4.4.6 | Asset Management (Existence and valuation) | % of completed projects and assets verified, unbundled, and barcoded, and included in the Fixed Asset Register | | - | 100% of Completed projects and assets verified, unbundled, and included in FAR | 100% of Completed projects and assets verified, unbundled, and included in FAR | 100% of Completed projects and assets verified, unbundled, and included in FAR | 100% of Completed projects and assets verified, unbundled, and included in FAR | 100% of Completed projects and assets verified, unbundled, and included in FAR | 100% of completed projects and assets verified, unbundled, barcoded, and included in FAR | Fixed Asset Register report | Chief Financial Officer |
| 3.4.4.7 | Financial and Performance Reporting | Timely submission of audited Financial Statements to both Council and the Auditor-General in compliance with MFMA regulations | | - | 3 Financial Statements submitted to council and Auditor General | Prepare and submit 2 compliant Financial Statements (Draft AFS and final AFS) to Council and Auditor-General by 31 August 2025 | Submission of the Draft Annual Financial Statement to council and AG | - | Submission of the 2024/2025 Annual Financial Statement to council and AG Audit | - | AFS and Interim FS, | Chief Financial Officer |

Bushbuckridge Local Municipality: FY 2025/2026
Performance Agreement: Ms. T.A Mathabatha


| Municipal KPA | | Financial Viability | | | | | | | | | | | |
|-----------------------|--|---|----------------|------|--|---|---|---|---|---|---|-------------------------|-------------------------|
| 2019-25 MTSF Priority | | A Capable, Ethical, and Developmental State | | | | | | | | | | | |
| Municipal Priority | | Financial viability | | | | | | | | | | | |
| Strategic Goal | | Sound Financial Management. | | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager | |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | | |
| 3.4.4.8 | Financial and Performance Reporting | Favorable Audit outcome | | | Unqualified Audit Opinion | Unqualified Audit Opinion | | Unqualified Audit Opinion | - | - | - | Audit Report | Chief Financial Officer |
| 3.4.4.9 | Financial and Performance Reporting | Financial and Performance Reporting | | | Number of Audits Action Plan developed | 1 Audit Action Plan developed | | | 1 Audit Action Plan developed | | | Audit Action plan | Chief Financial Officer |
| 3.4.4.10 | SCM Irregular Expenditure Register | Submit 4 quarterly reports on irregular expenditure to Provincial Treasury (PT), Coghsta, and AG(SA) | | - | 04 UIFW reports submitted | Submit 4 accurate and compliant quarterly irregular expenditure reports by 30 June 2026 with 100% adherence to prescribed deadlines. | Submit 1 irregular expenditure report to PT, Coghsta, and AG(SA) | Submit 1 irregular expenditure report to PT, Coghsta, and AG(SA) | Submit 1 irregular expenditure report to PT, Coghsta, and AG(SA) | Submit 1 irregular expenditure report to PT, Coghsta, and AG(SA) | Report on UIFW and evidence of email to PT, Coghsta, and AG(SA) | Chief Financial Officer | |
| 3.4.4.11 | Expenditure (Fruitless and Wasteful Register | Submit 4 quarterly reports on fruitless and wasteful expenditure to Provincial Treasury (PT), Coghsta, and AG(SA) | | - | 04 UIFW reports submitted | Submit 4 accurate and compliant quarterly fruitless and wasteful expenditure reports by 30 June 2026 with 100% adherence to prescribed deadlines. | Submit 1 fruitless and wasteful expenditure report to PT, Coghsta, and AG(SA) | Submit 1 fruitless and wasteful expenditure report to PT, Coghsta, and AG(SA) | Submit 1 fruitless and wasteful expenditure report to PT, Coghsta, and AG(SA) | Submit 1 fruitless and wasteful expenditure report to PT, Coghsta, and AG(SA) | Report on UIFW and evidence of email to PT, Coghsta, and AG(SA) | Chief Financial Officer | |

Bushbuckridge Local Municipality: FY 2025/2026
Performance Agreement: Ms. T.A Mathabatha




| Municipal KPA | | Financial Viability | | | | | | | | | | |
|-----------------------|---------------------------------------|--|----------------|------|--|---|---|---|---|---|---|---------------------|
| 2019-25 MTSF Priority | | A Capable, Ethical, and Developmental State | | | | | | | | | | |
| Municipal Priority | | Financial viability | | | | | | | | | | |
| Strategic Goal | | Sound Financial Management. | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.5.4.11 | Performance Management | Compliance to the Municipal Individual Performance Management Framework | - | - | 8 Performance compacts developed and assessed in 2024/2025 | Individual Performance Management activities conducted for 9 employees reporting to the CFO by 30 June 2026 | 8 performance compacts developed for 2025/2026 and conduct Q4 performance assessments (scoring) | Conduct Q1 Performance review | Conduct Q2 Performance assessment (Scoring) | Conduct Q3 Performance review | Signed and assessed performance compacts and register | CFO |
| 3.5.4.12 | Risk Management | Number of comprehensive risk management reports produced, analyzing risks and mitigation strategies. | - | - | Q4 risk management reports submitted. | Produce 4 quarterly risk management reports by 30 June 2026 | 1 risk management report | 1 risk management report | 1 risk management report | 1 risk management report | Risk Reports | CFO |
| 3.5.4.13 | Implementation of Council Resolutions | Number of reports on the implementation of council resolutions | - | - | Q4 reports on the implementation of council resolutions | Q4 reports on the implementation of council resolutions | Q1 reports on the implementation of council resolutions | Q1 reports on the implementation of council resolutions | Q1 reports on the implementation of council resolutions | Q1 reports on the implementation of council resolutions | Register of council resolution | CFO |
| 3.5.4.14 | Human Resources Management | Contribution to Skill Development Plan | - | - | New Target | Submission of departmental skill development needs by 30 March 2026 | - | - | Submission of departmental skill development needs to the Skills Office | - | Signed off the skills plan | CFO |

Bushbuckridge Local Municipality: FY 2025/2026
Performance Agreement: Ms. T.A Mathabatha



| Municipal KPA | | Financial Viability | | | | | | | | | | |
|-----------------------|----------------------------|--|----------------|------|---|----------------------------------|-----------------------------|-------------------------|-------------------------|-------------------------|--|---------------------|
| 2019-25 MTSF Priority | | A Capable, Ethical, and Developmental State | | | | | | | | | | |
| Municipal Priority | | Financial viability | | | | | | | | | | |
| Strategic Goal | | Sound Financial Management. | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.5.4.14 | Human Resources Management | Number of departmental meetings conducted per year | - | - | 12 departmental meetings were held in 2024/2025 | Conduct 12 departmental meetings | 3 Departmental Meetings | 3 Departmental Meetings | 3 Departmental Meetings | 3 Departmental Meetings | Invitation, Agenda, minutes of the meetings, and attendance register | CFO |

Bushbuckridge Local Municipality: FY 2025/2026
 Performance Agreement: Ms. T.A Mathabatha

ANNEXURE B

PERSONAL DEVELOPMENT PLAN

PERSONAL DEVELOPMENT PLAN (PDP) FY 2025/2026



| | |
|--------------------|---------------------------------|
| DIRECTORATE | Finance |
| JOB TITLE | Chief Financial Officer |
| EMPLOYEE | Thembisile Mary-Anne Mathabatha |

| | | | |
|--|---|---|--------------------------------------|
| PURPOSE | To enhance skills and competencies to execute the responsibilities in an effective manner | | |
| AREA IDENTIFIED FOR DEVELOPMENT | OBJECTIVE OF DEVELOPMENT | TYPE OF INTERVENTION (ON-THE-JOB TRAINING, BURSARY, COURSES) | TIME FRAME (TARGETED QUARTER) |
| Strategic Development | To enhance strategic management skills. | MBA Bursary | 3 rd Quarter |
| | | | |
| | | | |
| | | | |

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ANNEXURE C

DISCLOSURE OF INTEREST



Bushbuckridge Local Municipality

DISCLOSURE OF INTERESTS FORM

In terms of the supply chain management policy, Section 46 2(a) an official or any other role player involved in implementation of this must, declare to the accounting officer details of any private or business interests which that person, or any close member, partner, or associate may have in any proposed procurement or disposal process of or in any award of a contract by the municipality

I, the undersigned,

(Full names: ihembisile Mathabatha)

(Identity Number: 7912/60404032)

Residing at: Newpruit

Do hereby declare that the information contained herein fall within my personal knowledge and are to the best of my knowledge complete, true, and correct; and

Further declare my financial interests, non-executive directorship previously or currently held and remunerative work, consultancy and retainership positions held as follows:

| 1. SHARES & OTHER FINANCIAL INTERESTS IN A BUSINESS ENTITY | | |
|--|------------------------------------|--|
| Number of Shares/Member's Interest | Value of Shares/ Member's Interest | Name of Institution or Business Entity |
| OTIK Group | R100-00 | - |
| EL Cleota | R100000 | - |
| 100% | R100-00 | OTIK Group |
| 50% | R100-00 | EL Cleota |

| 2. NON-EXECUTIVE DIRECTORSHIP | |
|-------------------------------|--------|
| Name of Company | Period |
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |

N/A

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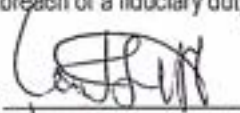
| 3. REMUNERATIVE WORK, CONSULTANCY & RETAINERSHIPS | | | |
|---|------------------|-----------------------|--------|
| Name of Company & Occupation | Type of Business | Rand amount per month | Period |
| 1. | N/A | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

| 4. RELATED PARTIES DOING BUSINESS WITH THE MUNICIPALITY (Related parties: Spouse, children, mother, father, sister, brother in terms of section 42.2) | |
|---|--------------|
| Name of Company | Relationship |
| 1. | N/A |
| 2. | |
| 3. | |
| 4. | |
| 5. | |

| 5. CRIMINAL RECORD | |
|--------------------|------------------------|
| Type of Offence | Dates/Term of Sentence |
| 1. | N/A |
| 2. | |
| 3. | |

And further declare that:

- I am South African citizen and ordinarily resident in the Republic.
- I was never declared insolvent and I am not an un-rehabilitated insolvent.
- I am not disqualified under any law from practicing any profession.
- I was never convicted of fraud, or any other offence involving dishonesty and sentenced to a fine or imprisonment or both.
- I was never at any time been removed from an office of trust on account of breach of a fiduciary duty.

Signature of Nominee: 

Full Names: Themba Makhubatha

SWORN to and SIGNED before me at Bushbuckridge of this 20 day of June 2025

The deponent having acknowledged that he knows and understands the contents of this affidavit, that the contents are true, and that he has no objection to taking this oath and that he considers the oath to be binding on his/her conscience.

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NOTES TO DISCLOSURE OF INTERESTS FORM

The following notes provide guidance for completing the relevant parts of the disclosure of interest form

Note 1 – Shares and Financial Interests in a Business Entity

Disclose shares and other financial interests held in any private, public company, partnership, close corporation or any other corporate body recognized by law.

- A share is any investment that provides a dividend, including unit trusts, equities and government bonds.
- Value refers to the current rand value of the shares.

Note 2 – Non-Executive Directorship

Disclose all non-executive directorship.

Note 3 – Remunerated Work, Consultancies and Retainerships

Disclose all remunerated work and employment.

- Remuneration means the receipt of benefits in cash or in kind.
- Work means rendering a service for which the person receives remuneration.
- A public service official must obtain the approval of his/her Minister for performing remunerated work outside the public service.

Disclose any interests in any consulting firm or company that provides advice or professional services.

- Name of client and nature of consultancy or retainership.
- Type of business activity
- Value of benefits derived may refer to benefits in cash or in kind.

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BUSHBUCKRIDGE

LOCAL MUNICIPALITY

PERFORMANCE AGREEMENT

BUSHBUCKRIDGE LOCAL MUNICIPALITY

Represented by

J NGOBENI

[HEREINAFTER REFERRED TO AS THE ACCOUNTING OFFICER/ MUNICIPAL MANAGER]

AND

A. KHUMALO

[HEREINAFTER REFERRED TO AS THE **DIRECTOR OF TECHNICAL SERVICES**]

(FOR THE PERIOD 01 JULY 2025 UNTIL 30 JUNE 2026)

A.S. [Signature]

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1. JOB DETAILS

| | |
|-----------------------------|----------------------------------|
| Salary- Number | S010284 |
| Location | Bushbuckridge Local Municipality |
| Occupational Classification | Executive |
| Designation | Director Technical Services |

2. PERFORMANCE AGREEMENT ENTERED INTO BY AND BETWEEN:

The **Bushbuckridge Local Municipality**, herein represented by **Jasper Ngobeni** in his capacity as Municipal Manager (hereinafter referred to as the **Employer** or **Supervisor**)

And **Amos Khumalo**, Employee of the Municipality (hereinafter referred to as the **Employee**)

WHEREBY IT IS AGREED AS FOLLOWS:

3. INTRODUCTION

- 3.1. The Employer has entered into a contract of employment with the Employee in terms of section 57(1) (4) 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."
- 3.2. The Systems Act, reads 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.
- 3.3. 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.
- 3.4. The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B), and 57(5) of the Systems Act.

4. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to –

- 4.1. 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.
- 4.2. Specify objectives and targets defined and agreed upon with the employee and 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.
- 4.3. Specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement.
- 4.4. Monitor and measure performance against set targeted outputs.
- 4.5. Use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his job.
- 4.6. In the event of outstanding performance, appropriately reward the employee; and
- 4.7. Give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

5. COMMENCEMENT AND DURATION

- 5.1. This Agreement will commence on **(01 July 2025 - 30 June 2025)**. Thereafter, a new Performance Agreement, Performance Plan, and Personal Development Plan shall be concluded between the parties for the next financial year portion thereof.
- 5.2. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at every quarter by not later than the beginning of each successive quarter of the year.
- 5.3. This Agreement will terminate on the termination of the Employee's contract of employment for any reason.
- 5.4. 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.
- 5.5. 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.

6. PERFORMANCE OBJECTIVES

- 6.1. The Performance Plan (Annexure A) sets out-
 - 6.1.1. The performance objectives and targets that must be met by the Employee; and
 - 6.1.2. The time frames within which those performance objectives and targets must be met.
- 6.2. 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.
 - 6.2.1. The key objectives describe the main tasks that need to be done.

6.2.2. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.

6.2.3. The target dates describe the timeframe in which the work must be achieved.

6.2.4. The weightings show the relative importance of the key objectives to each other.

6.3. 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.

7. PERFORMANCE MANAGEMENT SYSTEM

7.1. 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.

7.2. 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.

7.3. 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.

7.4. The Employee undertakes to actively focus on the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.

7.5. 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.

7.5.1. The Employee shall be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs) respectively.

7.5.2. Each area of assessment will be weighted and will contribute a specific part to the total score.

7.5.3. KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.

7.6. The Employee's assessment shall be based on his performance in terms of the outputs/outcomes (performance indicators) identified as per the 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:

| OBJECTIVES LINKED TO KEY PERFORMANCE AREAS -80% | |
|--|-------------|
| Basic Service Delivery | 70% |
| Local Economic Development | 5% |
| Municipal Financial Viability and Management | 10% |
| Municipal institution development and Transformation | 5% |
| Good Governance and Public Participation | 10% |
| TOTAL | 100% |

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

| COMPETENCY REQUIREMENTS FOR EMPLOYEES | | |
|--|---|---------------|
| CORE MANAGERIAL COMPETENCIES | | WEIGHT |
| Strategic Capability and Leadership | ✓ | 10% |
| People Management and empowerment | ✓ | 10% |
| Programme and Project Management | ✓ | 5% |
| Financial Management | ✓ | 10% |
| Change Leadership | ✓ | 5% |
| Client Orientation and Customer Focus | ✓ | 10% |
| Governance Leadership | ✓ | 5% |
| CORE OCCUPATIONAL COMPETENCIES | | |
| Moral Competence | ✓ | 5% |
| Planning and organising | ✓ | 10% |
| Analysis and Innovation | ✓ | 5% |
| Knowledge and Information Management | ✓ | 5% |
| Communication | ✓ | 10% |
| Results and Quality Focus | ✓ | 10% |
| Total percentage | - | 100% |

8. EVALUATING PERFORMANCE

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

8.1.1. The standards and procedures for evaluating the Employee's performance; and

8.1.2. The intervals for the evaluation of the Employee's performance.

8.2. 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.

8.3. 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.

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

8.5. The annual performance appraisal will involve:

8.5.1. Assessment of the achievement of results as outlined in the performance plan:

8.5.1.1. 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.

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

8.5.1.3. 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.

8.5.2. Assessment of the CCRs

- 8.5.2.1. Each CCR should be assessed according to the extent to which the specified standards have been met.
- 8.5.2.2. An indicative rating on the five-point scale should be provided for each CCR.
- 8.5.2.3. This rating should be multiplied by the weighting given to each CCR during the contracting process to provide a score.
- 8.5.2.4. The applicable assessment rating calculator (refer to paragraph 6.5.1) must then be used to add the scores and calculate a final CCR score.

8.5.3. Overall rating

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

8.6. The assessment of the performance of the Employee will be based on the following rating scale for KPAs and CCRs:

Key Performance Areas Rating Scale

| Level | Class Interval | 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 the 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. | | | | | |

AS
GJ

| Level | Class Interval | Description | Rating | | | | |
|-------|--------------------------|---|--------|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | 5 |
| 2 | Not fully effective | Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan. | | | | | |
| 1 | Unacceptable performance | Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against all the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement. | | | | | |

Core Competency Rating Scale

| Level | Class Interval | Description | Rating | | | | |
|-------|-------------------|---|--------|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | 5 |
| 5 | Supervisor | Sought out for deep, specialized expertise. Leads the direction of the entire organization Defines models/theories of best practice. | | | | | |
| 4 | Advanced | Understands and applies more complex concepts and methods. Leads and directs people or groups of recognized specialists. Able to perform in-depth analysis. | | | | | |
| 3 | Competent | Independently develops and applies more advanced concepts and methods | | | | | |
| 2 | Basic Competence | Applies basic concepts and methods but requires supervision and coaching | | | | | |
| 1 | Not yet Completed | Demonstrates none of the guideline's components of the core competency | | | | | |

8.7. For purposes of evaluating the annual performance of the Employee, an evaluation panel shall be constituted of the following persons:

8.7.1. Municipal Manager.

8.7.2. Chairperson of the performance and audit committee.

8.7.3. Member of the mayoral or executive committee who is relevant to the specific department.

8.7.4. Municipal Manager from another municipality; and

9. SCHEDULE FOR PERFORMANCE REVIEWS

9.1. 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 |
| Second quarter | : October – December 2025 |
| Third quarter | : January – March 2026 |
| Fourth quarter | : April – June 2026 |

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

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

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

9.5. 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.

10. DEVELOPMENTAL REQUIREMENTS

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

11. OBLIGATIONS OF THE EMPLOYER

The Employer shall –

- 11.1. Create an enabling environment to facilitate effective performance by the employee.
- 11.2. Provide access to skills development and capacity-building opportunities.
- 11.3. Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact the performance of the Employee.
- 11.4. 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
- 11.5. Make available to the Employee such resources as the Employee may require from time to time to assist him to meet the performance objectives and targets established in terms of this Agreement.

12. CONSULTATION

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

13. MANAGEMENT OF EVALUATION OUTCOMES

- 13.1. The evaluation of the Employee's performance shall form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 13.2. 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:

13.2.1. A score of 130% to 149% shall be awarded a performance bonus ranging from 5% to 9%; and

13.2.2. A score of 150% and above is awarded a performance bonus ranging from 10% to 14%.

13.2.3. BLM policy shall apply for rewarding good performance as adopted by the council.

13.3. In the case of unacceptable performance, the Employer shall –

13.3.1. Provide systematic remedial or developmental support to assist the Employee to improve his performance; and

13.3.2. After appropriate performance counseling and provided the necessary guidance and/ or support, as well as a reasonable time for performance improvement, 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.

14. DISPUTE RESOLUTION

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

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

14.1.2. Any other person appointed by the MEC.

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

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

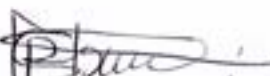
15. GENERAL


- 15.1. The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer.
- 15.2. Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.
- 15.3. The performance assessment results of the employee shall be submitted to the MEC responsible for local government in the relevant province, as well as the national minister responsible for local government.

16. SIGNING

Thus, done and signed at Bushbuckridge on this the 16 of July 2025

AS WITNESSES:

1. 

2. 


EMPLOYEE

AS WITNESSES:

1. 

2. 


MUNICIPAL MANAGER

17. Annexures

Annexure A: Performance Plan

Annexure B: Personal Development Plan

Annexure C: Disclosure of Interest

A handwritten signature in black ink, appearing to be 'A. S. E. 3'.

ANNEXURE A PERFORMANCE PLAN

PERFORMANCE PLAN FOR 2025/2026

Section 25 (1)-(4) of the Local Government Municipal Performance Regulations for Municipal Managers and Managers directly accountable to the Municipal Manager, Regulation 805 of 2006, refers that a performance plan sets out the performance objectives and targets, as well as the time frames within which such have to be met.

The performance objectives and targets reflected in this performance plan 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 municipality. The plan shall include key objectives; key performance indicators; target dates, and weightings.

The performance plan describes:

- The key objectives describe the main tasks that need to be done.
- The key performance indicators that provide the details of the evidence to be provided to show that a key objective has been achieved.
- The target dates that describe the timeframe in which the work must be achieved.
- The weightings show the relative importance of the key objectives to each other.

The employee's performance shall, in addition, be measured in terms of contributions to the goals and strategies set out in the employer's Integrated Development Plan.

Section 26 (5) of the Local Government Municipal Performance Regulations for Municipal Managers and Managers directly accountable to the Municipal Manager, Regulation 805 of 2006, stipulate that the criteria upon which the performance of the employee must be assessed consist of two components:

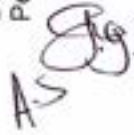
- Key Performance Areas – Weighs 80%
- Core Competency Requirement – Weighs 20%

The plan is highlighted in the Summary Below:

Summary of SDBIP key performance areas 2024/2025

| Municipal KPA | | Technical Services (Service Delivery and Infrastructure Development) | | | | | | | | | | |
|-----------------------|--|--|----------------|------|------------|--|-----------------------------|--|--|--|---|---------------------|
| 2019-25 MTSF Priority | | Improved access to basic services | | | | | | | | | | |
| Municipal Priority | | Provision of basic Services | | | | | | | | | | |
| Strategic Goal | | Provision of Basic Services | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.5.1 | Roads and Stormwater | % Completion of Rehabilitation of tarred road at Shatale (ward 7) | 4 052 000 | - | New target | 100% Completion of Rehabilitation of tarred road at Shatale (Ward 7) | - | - | 50% Completion of Rehabilitation of Tarred Road at Shatale (Ward 7) | 100% Completion of Rehabilitation of tarred road at Shatale (Ward 7) | Progress Report / | Manager Roads |
| 3.4.5.2 | Roads and Stormwater | % Completion of Rehabilitation of paved street at Eglington (Ward 33) | 7 400 000 | - | New target | 100% Completion of Rehabilitation of paved street at Eglington (Ward 33) | - | - | 50% Completion of Rehabilitation of paved street at Eglington (Ward 33) | 100% Completion of Rehabilitation of paved street at Eglington (Ward 33) | Progress Report / Completion Certificates | Manager Roads |
| 3.4.5.3 | Project Management Unit: Water Provision | % Completion of water reticulation and yard meter connection at Huntington (ward 25) | 33 000 000 | - | New target | 80% Completion of water reticulation and yard meter connection at Huntington (ward 25) | - | 20% construction progress, water reticulation, and yard meter connection at Huntington (ward 25) | 60% construction progress, water reticulation, and yard meter connection at Huntington (ward 25) | 80% construction progress, water reticulation, and yard meter connection at Huntington village (ward 25) | Progress report or completion certificate | Manager PMU |
| 3.4.5.4 | Project Management Unit: Water provision | % Completion of reticulation and yard meter connection at Sommerset (ward35) | 3 500 000 | - | New target | 20% Completion of reticulation and yard meter connection at Sommerset (Ward 35) | - | - | - | 20% construction progress, water reticulation, and yard meter connection at Sommerset (ward 35) | Progress report or completion certificate | Manager PMU |

Bushbuckridge Local Municipality: FY 2025/2026
Performance Agreement: A. Khumalo



| Technical Services (Service Delivery and Infrastructure Development) | | | | | | | | | | | | |
|--|--|--|----------------|------|--|--|--|-----------|-----------|--|---|---------------------|
| Improved access to basic services | | | | | | | | | | | | |
| Provision of basic Services | | | | | | | | | | | | |
| Provision of Basic Services | | | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.5.5 | Project Management Unit: Water provision | % Completion of reticulation and yard meter connection at Eglinton (ward 33) | 10 400 000 | - | New target | 20% Completion of reticulation and yard meter connection at Eglinton (ward 33) | - | - | - | 20% construction progress, water reticulation, and yard meter connection at Eglinton (ward 33) | Progress report or completion certificate | PMU Manager |
| 3.4.5.6 | Project Management Unit: Water provision | 100% completion of the provision of water reticulation at Kurhula and Tiyakeni villages, phase 1 | 10 000 000 | - | 80% construction progress of provision of water reticulation at Kurhula and Tiyakeni villages, phase 1 | 100% completion of the provision of water reticulation at Kurhula and Tiyakeni villages, phase 1 | 100% completion of the provision of water reticulation at Kurhula and Tiyakeni villages, phase 1 | - | - | - | Progress report / Completion certificate | Manager PMU |
| 3.4.5.7 | Project Management Unit: Water provision | 100% completion of the provision of water reticulation at Kurhula and Tiyakeni villages, phase 2 | 7 500 000 | - | 93% construction progress of provision of water reticulation at Kurhula and Tiyakeni villages, phase 2 | 100% completion of the provision of water reticulation at Kurhula and Tiyakeni villages, phase 2 | 100% completion of the provision of water reticulation at Kurhula and Tiyakeni villages, phase 2 | - | - | - | Progress report / Completion certificate | Manager PMU |


| Municipal KPA | | | | | | | | | | | | | |
|--|--|--|----------------|------|---|---|---|--|-----------|-----------|-----------------------|---|-------------|
| Technical Services (Service Delivery and Infrastructure Development) | | | | | | | | | | | | | |
| 2019-25 MTSF Priority | | | | | | | | | | | | | |
| Improved access to basic services | | | | | | | | | | | | | |
| Municipal Priority | | | | | | | | | | | | | |
| Provision of basic Services | | | | | | | | | | | | | |
| Strategic Goal | | | | | | | | | | | | | |
| Provision of Basic Services | | | | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager | |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | | |
| 3.4.5.8 | Project Management Unit: Water provision | % completion of the provision of water reticulation a Sigagule phase 1 | 5 750 000 | - | 93% construction progress of provision of water reticulation at Sigagule phase 1 | 100% completion of the provision of water reticulation at Sigagule phase 1 | 100% completion of the provision of water reticulation at Sigagule phase 1 | - | - | - | - | Progress report/ completion certificate | Manager PMU |
| 3.5.5.8 | Project Management Unit: Water provision | % completion of water reticulation and yard meter connection at Kildare B, phase 1 | 15 000 000 | | 90.81% Construction Progress reticulation and yard meter connection at Kildare B, phase 1 | 100% completion of water reticulation and yard meter connection at Kildare B, phase 1 | 100% completion of water reticulation and yard meter connection at Kildare B, phase 1 | - | - | - | - | Progress report/Completion certificate | |
| 3.4.5.10 | Project Management Unit: Water provision | % completion of water reticulation and yard meter connection at Kildare B phase 2 | 5 000 000 | - | 60.14 % construction progress reticulation and yard meter connection at Kildare B phase 2 | 100% completion of reticulation and yard meter connection at Kildare B phase 2 | 100% completion of reticulation and yard meter connection at Kildare B phase 2 | - | - | - | - | Progress report/Completion certificate | Manager PMU |
| 3.4.5.11 | Project Management Unit: Water provision | % completion of water reticulation and yard meter connection at Kildare A | 3 000 000 | | 74% Construction progress of water reticulation at Kildare A | 100% completion of water reticulation at Kildare A | 85 % Construction progress of water reticulation at Kildare A | 100% completion of water reticulation at Kildare A | - | - | - | Progress report/Completion certificate | Manager PMU |

| Municipal KPA | | | | | | | | | | | | |
|--|--|---|----------------|------|--|--|--|---|--|--|--|---------------------|
| Technical Services (Service Delivery and Infrastructure Development) | | | | | | | | | | | | |
| 2019-25 MTSF Priority | | | | | | | | | | | | |
| Improved access to basic services | | | | | | | | | | | | |
| Municipal Priority | | | | | | | | | | | | |
| Provision of basic Services | | | | | | | | | | | | |
| Strategic Goal | | | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.5.12 | Project Management Unit: Water provision | % completion of the provision of water reticulation and connection at Rolle phase 3 | 7 500 000 | - | 77% Construction progress of water reticulation at Rolle phase 3 | 100% completion of water reticulation at Rolle phase 3 | 85% Construction progress of water reticulation at Rolle phase 3 | 100% completion of water reticulation at Rolle phase 3 | - | - | Progress report/Completion certificate | Manager PMU |
| 3.4.5.13 | Project Management Unit: Water provision | % completion of the provision of water reticulation in Newforest (ward 31) | 30 000 000 | - | New target | 60% completion of the provision of water reticulation in Newforest (Ward 31) | - | 5% construction progress of water reticulation in Newforest (Ward 31) | 35% construction progress of water reticulation in Newforest (Ward 31) | 60% construction progress of water reticulation in Newforest (Ward 31) | Progress report/Completion certificate | Manager PMU |
| 3.4.5.14 | Project Management Unit: Water provision | % completion of Design of water reticulation in Zimbabwe (Ward 18) | 2 000 000 | - | New target | 100% completion design of water reticulation in Zimbabwe (Ward 18) | - | - | - | 100% completion design of water reticulation in Zimbabwe (Ward 18) | Progress report/Completion certificate | Manager PMU |
| 3.4.5.15 | Project Management Unit: Water provision | % completion of the provision of water reticulation in Agincourt phase 1 (ward 28) | 32 000 000 | - | New target | 60% completion of provision of water reticulation in Agincourt Phase 1 (ward 28) | - | 5% construction progress of water reticulation of Agincourt phase 1 (ward 28) | 35% construction progress of water reticulation of Agincourt phase 1 (ward 28) | 60% construction progress of water reticulation of Agincourt phase 1 (ward 28) | Progress report/Completion certificate | Manager PMU |

| Municipal KPA | | Technical Services (Service Delivery and Infrastructure Development) | | | | | | | | | | | |
|-----------------------|--|---|---------------|------|--|--|--|--|--|--|---|---|-------------|
| 2019-25 MTSF Priority | | Improved access to basic services | | | | | | | | | | | |
| Municipal Priority | | Provision of basic Services | | | | | | | | | | | |
| Strategic Goal | | Provision of Basic Services | | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rand) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager | |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | | |
| 3.4.5.16 | Project Management Unit: Water provision | % completion of Paving of internal streets at Ga-Motibidi Village, Dwarisloop Region (ward 8) | | | 90% completion of Paving of internal streets at Ga-Motibidi Village, Dwarisloop Region (ward 8) in 2023/24 | 100% completion of Paving of internal streets at Ga-Motibidi Village, Dwarisloop Region (ward 8) | 100% completion of Paving of internal streets at Ga-Motibidi Village, Dwarisloop Region (ward 8) | - | - | - | - | Progress report/ completion certificate | |
| 3.4.5.17 | PMU- Roads Projects | % completion of Paving of internal streets at Ward 07 Thabakgolo/Masakeng | 15 000 000 | - | 65 % completion of Paving of internal streets at Ward 07 Thabakgolo/Masakeng | 100% completion of Paving of internal streets at Ward 07 Thabakgolo/Masakeng | 80% construction progress, Paving of internal streets at ward 07, Thabakgolo/Masakeng | 100% completion of Paving of internal streets at Ward 07 Thabakgolo/Masakeng | - | - | - | Progress report or completion certificate | Manager PMU |
| 3.4.5.18 | PMU- Roads Projects | % Completion of Upgrading of road from Casteel to Tembisa phase 2 | 21 000 000 | - | 55% construction progress of tarring of internal streets project at Casteel to Tembisa, phase 2 | 100% Upgrading of road from Casteel to Tembisa phase 2 | - | 60% Upgrading of road from Casteel to Tembisa phase 2 | 80 % Upgrading of road from Casteel to Tembisa phase 2 | 100% Upgrading of road from Casteel to Tembisa phase 2 | Progress report or completion certificate | Manager PMU | |

| Technical Services (Service Delivery and Infrastructure Development) | | | | | | | | | | | | |
|--|---------------------|---|----------------|------|--|--|-----------------------------|--|--|--|---|---------------------|
| Municipal KPA | | Improved access to basic services | | | | | | | | | | |
| 2019-25 MTSP Priority | | Provision of basic services | | | | | | | | | | |
| Municipal Priority | | Provision of Basic Services | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.5.19 | PMU- Roads Projects | % completion of paving streets in Ward 23, Cork | 6 000 000 | | 85% construction progress of paving streets at Ward 23, Cork | 100% completion of paving streets at Ward 23, Cork | - | - | - | - | Progress report/ completion certificate | Manager PMU |
| 3.4.5.20 | PMU- Roads Projects | % Completion of construction from Ga-boeleng to Marlepskop road, phase 2 (Ward 18) | 20 000 000 | - | New target | 100% Completion construction from Ga-boeleng to Marlepskop road, phase 2 (Ward 18) | - | 20% construction progress of a road from Ga boeleng to Marlepskop (Ward 18) | 80% construction progress of a road from Ga boeleng to Marlepskop (Ward 18) | 100% Completion construction from Ga-boeleng to Marlepskop road phase 2 (Ward 18) | Progress report or completion certificate | Manager PMU |
| 3.4.5.21 | PMU- Roads Projects | % Completion of construction of a road at Acomhoek at Buffelshoek phase 2 (Ward 21) | 20 000 000 | | New target | 100% Completion of a road at Acomhoek at Buffelshoek phase 2 (Ward 21) | - | 20% construction progress of a road at Acomhoek at Buffelshoek phase 2 (Ward 21) | 80% construction progress of a road at Acomhoek at Buffelshoek phase 2 (Ward 21) | 100% Completion of a road at Acomhoek at Buffelshoek phase 2 (Ward 21) | Progress report or completion certificate | Manager PMU |
| 3.4.5.22 | PMU- Roads Projects | % Completion of design of the construction of internal streets at Midlands Rivoni village (Ward 13) | 11 000 000 | | New target | 100% Completion of the design of construction of internal streets at Midlands Rivoni village (Ward 13) | - | - | - | 100% Completion of the design of construction of internal streets at Midlands Rivoni village (Ward 13) | Progress report or completion certificate | Manager PMU |

| Technical Services (Service Delivery and Infrastructure Development) | | | | | | | | | | | | | |
|--|---------------------|--|----------------|------|---|---|---|-----------|-----------|-----------|---|---|-------------|
| Improved access to basic services | | | | | | | | | | | | | |
| Provision of basic Services | | | | | | | | | | | | | |
| Provision of Basic Services | | | | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager | |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | | |
| 3.4.5.23 | PMU- Roads Projects | % Completion of design of the construction of internal streets at South Area B (Meetsi village). Ward 27 | 11 000 000 | | New targets | 100% Completion of design of the construction of internal streets at South Area B (Meetsi village). Ward 27 | - | - | - | - | 100% Completion of the design of the construction of internal streets at South Area B (Meetsi village). Ward 27 | Progress report or completion certificate | Manager PMU |
| 3.4.5.24 | PMU- Roads Projects | % Completion of design of the construction of internal streets at South Cunningsmoore A (Ward 24) | 11 000 000 | | New targets | 100% Completion of the design of the internal streets at South Cunningsmoore A (Ward 24) | - | - | - | - | 100% Completion of the design of the internal streets at South Cunningsmoore A (Ward 24) | Progress report or completion certificate | Manager PMU |
| 3.4.5.25 | PMU- Roads Projects | % Completion of design of the Construction of internal streets at North Andover village (ward 30) | 11 000 000 | | New targets | 100% Completion of the design of the Construction of internal streets at North Andover village (ward 30) | - | - | - | - | 100% Completion of the design of the Construction of internal streets at North Andover village (ward 30) | Progress report or completion certificate | Manager PMU |
| 3.4.5.26 | PMU- Roads Projects | % completion of Paving of internal streets at New Forest | 8 000 000 | | 81% completion of Paving of internal streets at new forest in 2023/2024 | 100% completion of Paving of internal streets at new forest | 100% completion of Paving of internal streets at new forest | - | - | - | - | Progress report or completion certificate | Manager PMU |



| Municipal KPA | | | | | | | | | | | | |
|--|----------------------------|--|----------------|------|--|---|--|--|--|---|---|---------------------|
| Technical Services (Service Delivery and Infrastructure Development) | | | | | | | | | | | | |
| 2019-25 MTSF Priority | | | | | | | | | | | | |
| Improved access to basic services | | | | | | | | | | | | |
| Municipal Priority | | | | | | | | | | | | |
| Provision of basic Services | | | | | | | | | | | | |
| Strategic Goal | | | | | | | | | | | | |
| Provision of Basic Services | | | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.5.27 | PMU- Construction Projects | % Completion of construction of head offices | 15 000 000 | | 70% Construction progress of municipal head office building phase 1 | 100% Completion of a municipal head office building, phase 1 | 75%Construction progress of municipal head office building phase 1 | 100% Completion of a municipal head office building, phase 1 | - | - | Progress report or completion certificate | Manager PMU |
| 3.4.5.28 | PMU- Construction Projects | % Completion of Acomhoek Sports Facility project Phase 2 | 33 000 000 | | 38% construction progress of Acomhoek sports facility project, Phase 2 | 100% construction progress of Acomhoek sports facility project, Phase 2 | 45% construction progress of Acomhoek sports facility project, Phase 2 | 70% construction progress of Acomhoek sports facility project, Phase 2 | 90% construction progress of Acomhoek sports facility project, Phase 2 | 100% construction progress of Acomhoek sports facility project, Phase 2 | Progress report or completion certificate | Manager PMU |
| 3.4.5.29 | PMU- Construction Projects | % Construction of Thulamahashe Regional Landfill phase 3 | 26 000 000 | - | 57% construction progress of construction of landfill site Phase 3 | 100% construction progress of construction of landfill site Phase 3 | - | 70% construction progress of construction of landfill site Phase 3 | 90% construction progress of construction of landfill site Phase 3 | 100% construction progress of construction of landfill site Phase 3 | Progress report or completion certificate | Manager PMU |
| 3.4.5.30 | PMU- Construction Projects | % Construction of Thulamahashe cemeteries | 8 300 000 | - | 80% Construction of Thulamahashe cemeteries | 100% Construction of Thulamahashe cemeteries | 85% Construction of Thulamahashe cemeteries | 100% Construction of Thulamahashe cemeteries | - | - | Progress report or completion certificate | Manager PMU |

| Municipal KPA | | | | | | | | | | | | |
|--|---------------------------|---|----------------|------|--|---|--|--|---|--|---|---------------------------------|
| Technical Services (Service Delivery and Infrastructure Development) | | | | | | | | | | | | |
| 2019-25 MTSF Priority | | | | | | | | | | | | |
| Improved access to basic services | | | | | | | | | | | | |
| Municipal Priority | | | | | | | | | | | | |
| Provision of basic Services | | | | | | | | | | | | |
| Strategic Goal | | | | | | | | | | | | |
| Provision of Basic Services | | | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.5.31 | PMU Construction Projects | % Construction of Landfill Phase at Hoxane Transfer Station | 6 900 000 | - | 0 Construction at Hoxane Transfer Station in 2024/2025 | 20% Construction of Landfill Phase at Hoxane Transfer Station | - | - | - | 20% Construction of Landfill Phase at Hoxane Transfer Station | Progress report or completion certificate | Manager PMU |
| 3.4.5.32 | Sanitation | % construction progress of upgrading of Mavijian WWTW | 15 000 000 | - | 88% progress of upgrading of Mavijian WWTW | 100% construction progress of upgrading of Mavijian WWTW | 100% construction progress of upgrading of Mavijian WWTW | - | - | - | Completion certificate | Manager PMU |
| 3.4.5.33 | Sanitation | % completion of Upgrading of Mkhuhlu WWTW (Ward 3) | 1 000 000 | - | New target | 15 % completion of the upgrade of Mkhuhlu WWTW (ward 3) | - | - | 10 % completion of the upgrade of Mkhuhlu WWTW (Ward 3) | 15 % completion of the upgrade of Mkhuhlu WWTW (Ward 3) | Detailed design report /Progress report | Deputy Director, Water Services |
| 3.4.5.34 | Sanitation | % completion of Upgrading and Refurbishment of Acornhoek Wastewater Treatment Works (Ward 17) | 40 000 000 | - | New target | 100 % completion of Upgrading and Refurbishment of Acornhoek Wastewater Treatment Works (Ward 17) | - | 20 % completion of Upgrading and Refurbishment of Acornhoek Wastewater Treatment Works (Ward 17) | 80% completion of Upgrading and Refurbishment of Acornhoek Wastewater Treatment Works (Ward 17) | 100% completion of Upgrading and Refurbishment of Acornhoek Wastewater Treatment Works (Ward 17) | Progress report / Completion certificate | Deputy Director/ Water Services |

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| Technical Services (Service Delivery and Infrastructure Development) | | | | | | | | | | | | |
|--|--|--|----------------|------|---|---|---|---|---|---|--|---|
| Improved access to basic services | | | | | | | | | | | | |
| Provision of basic Services | | | | | | | | | | | | |
| Provision of Basic Services | | | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.5.35 | PMU Construction Projects | % completion of Replacement of Asbestos Water pipe at Thulamahashe | 23 428 000 | - | 41 % completion of Replacement of Asbestos Water pipe at Thulamahashe | 100% completion of Replacement of Asbestos Water pipe at Thulamahashe | 60 % completion of Replacement of Asbestos Water pipe at Thulamahashe | 80 % completion of Replacement of Asbestos Water pipe at Thulamahashe | 100% completion of Replacement of Asbestos Water pipe at Thulamahashe | - | Progress report / Completion certificate | Manager PMU |
| 3.4.5.36 | PMU Construction Projects | % completion of reconstruction of Dwaarsloop fire station (Ward 8) | 5 000 000 | | New Target | 100 % completion of the reconstruction of Dwaarsloop fire station (Ward 8) | - | | 50 % completion of the reconstruction of Dwaarsloop fire station (Ward 8) | 100 % completion of the reconstruction of Dwaarsloop fire station (Ward 8) | Progress report / Completion certificate | Manager PMU |
| 3.4.5.37 | Water Services | % Construction completion of Detailed designs for the installation of Hoxane to Cunningsmoore steel pipeline | 5 000 000 | - | New Target | 100 % completion of Detailed designs for the installation of Hoxane to Cunningsmoore steel pipeline | | | | 100 % completion of Detailed designs for the installation of Hoxane to Cunningsmoore steel pipeline | Detailed design report | Deputy Director of Water Services |
| 3.4.5.38 | Central Electrical and Mechanical Workshop | % Completion installation of High Mast's phase 4 | 35 000 000 | - | 15% completion installation of High Mast's phase 4 | 100% Completion installation of High Mast's phase 4 | | | 40% construction progress of installation of High Mast's phase 4 | 100% completion installation of High Mast's phase 4 | Progress reports / Completion certificates | Manager, Central Electrical and Mechanical Workshop |



| Technical Services (Service Delivery and Infrastructure Development) | | | | | | | | | | | | |
|--|--|---|----------------|------|--|--|---|---|---|--|---|---|
| Improved access to basic services | | | | | | | | | | | | |
| Provision of basic Services | | | | | | | | | | | | |
| Provision of Basic Services | | | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.5.39 | Central Electrical and Mechanical Workshop | %completion electrification of 100 households at Kakopeni village (ward 29) | R2 500 000 | | New target | 100%completion electrification of 100 households at Kakopeni village (ward 29) | | | 30%completion electrification of households at Kakopeni village (ward 29) | 100%completion electrification of households at Kakopeni village (ward 29) | Progress reports / Practical Completion certificate | Manager, Central Electrical and Mechanical Workshop |
| 3.4.5.40 | Central Electrical and Mechanical Workshop | % Implementation of EEDSM for buildings and Wastewater and Water Treatment Plants | R5 000 000 | | New target | 100% Implementation of EEDSM for buildings and Wastewater and Water Treatment Plants | | 25% Implementation of EEDSM for buildings and Wastewater and Water Treatment Plants | 60% Implementation of EEDSM for buildings and Wastewater and Water Treatment Plants | 100% Implementation of EEDSM for buildings and Wastewater and Water Treatment Plants | Progress reports /Practical Completion certificate | Manager, Central Electrical and Mechanical Workshop |
| 3.5.5.1 | Performance Management | Compliance to the Municipal Individual Performance Management Framework | - | - | 7 Performance compacts developed and assessed in 2024/2025 | Individual Performance Management activities conducted for 9 employees reporting to the Director by 30 June 2026 | 9 performance compacts developed for 2025/2026 and conduct Q4 performance assessments (scoring) | Conduct Q1 Performance review | Conduct Q2 Performance assessment (Scoring) | Conduct Q3 Performance review | Signed and assessed performance compacts and register | Director: Technical Services |

[Signature]

| Municipal KPA | | Technical Services (Service Delivery and Infrastructure Development) | | | | | | | | | | |
|-----------------------|---------------------------------------|--|----------------|------|---|---|---|--|--|--|--|------------------------------|
| 2019-25 MTSF Priority | | Improved access to basic services | | | | | | | | | | |
| Municipal Priority | | Provision of basic Services | | | | | | | | | | |
| Strategic Goal | | Provision of Basic Services | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.5.5.2 | Risk Management | Number of comprehensive risk management reports produced, analyzing risks and mitigation strategies. | - | - | 04 risk management reports submitted. | Produce 4 quarterly risk management reports by 30 June 2026 | 1 risk management report | 1 risk management report | 1 risk management report | 1 risk management report | Risk Reports | Director: Technical Services |
| 3.5.5.3 | Procurement | Procurement Plans and reports on the implementation of the procurement plan. | - | - | Procurement plan was submitted to SCM, and the implementation of the plan was monitored | Procurement Plans and reports on the implementation of the procurement plan conducted by 30 June 2026 | Submission of procurement plan to supply chain by 30 September 2025 | - | Report on Implementation of Procurement Plan | Report on Implementation of Procurement Plan | Procurement plans and list of requisitions | Director: Technical Services |
| 3.5.5.4 | Implementation of Council Resolutions | Number of reports on the implementation of council resolutions | - | - | 04 reports on the implementation of council resolutions | 04 reports on the implementation of council resolutions | 1 report on implementation of Council resolution | 1 report on implementation of Council resolution | 1 report on implementation of Council resolution | 1 report on implementation of Council resolution | Register of council resolution | Director: Technical Services |

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| Municipal KPA | | Technical Services (Service Delivery and Infrastructure Development) | | | | | | | | | | |
|-----------------------|----------------------------|--|----------------|------|---|---|-----------------------------|-------------------------|---|-------------------------|--|------------------------------|
| 2019-25 MTSF Priority | | Improved access to basic services | | | | | | | | | | |
| Municipal Priority | | Provision of basic Services | | | | | | | | | | |
| Strategic Goal | | Provision of Basic Services | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.5.5.5 | Human Resources Management | Number of departmental meetings conducted per year | - | - | 12 departmental meetings were held in 2024/2025 | Conduct 12 departmental meetings | 3 Departmental Meetings | 3 Departmental Meetings | 3 Departmental Meetings | 3 Departmental Meetings | Invitation, Agenda, minutes of the meetings, and attendance register | Director: Technical Services |
| 3.5.5.6 | Human Resources Management | Contribution to Skill Development Plan | - | - | New Target | Submission of departmental skill development needs by 30 March 2025 | - | - | Submission of departmental skill development needs to Skills Office | - | Signed off the skills plan | Director: Technical Services |



ANNEXURE B

PERSONAL DEVELOPMENT PLAN

PERSONAL DEVELOPMENT PLAN (PDP) FY 2025/2026



| | |
|--------------------|--------------------|
| DIRECTORATE | Technical Services |
| JOB TITLE | Director |
| EMPLOYEE | A. Khumalo |

| | | | |
|--|--|---|--------------------------------------|
| PURPOSE | To enhance skills and competencies to execute the responsibilities in an effective manner | | |
| AREA IDENTIFIED FOR DEVELOPMENT | OBJECTIVE OF DEVELOPMENT | TYPE OF INTERVENTION (ON-THE-JOB TRAINING, BURSARY, COURSES) | TIME FRAME (TARGETED QUARTER) |
| Human Resources Management | To be conversant with labour related matters | Labour relations course | Quarter 2 |
| Municipal Governance | Advanced skills and knowledge in strategic municipal leadership, local government ethics, organizational design, strategic budgeting and research. | Advanced certificate in municipal governance | Quarter 3 |
| | | | |

Handwritten signature: J. A. S.

ANNEXURE C

DISCLOSURE OF INTEREST



Bushbuckridge Local Municipality

DISCLOSURE OF INTERESTS FORM

In terms of the supply chain management policy, Section 46 2(a) an official or any other role player involved in implementation of this must, declare to the accounting officer details of any private or business interests which that person, or any close member, partner, or associate may have in any proposed procurement or disposal process of or in any award of a contract by the municipality

I, the undersigned,

(Full names: Andis Samuel Khumalo)

(Identity Number: 846666226086)

Residing at: 1308, Thulamasho, 1365/37 hea river life style Estate, Rustenburg, 0299

Do hereby declare that the information contained herein fall within my personal knowledge and are to the best of my knowledge complete, true, and correct; and

Further declare my financial interests, non-executive directorship previously or currently held and remunerative work, consultancy and retainership positions held as follows:

| 1. SHARES & OTHER FINANCIAL INTERESTS IN A BUSINESS ENTITY | | |
|--|------------------------------------|--|
| Number of Shares/Member's Interest | Value of Shares/ Member's Interest | Name of Institution or Business Entity |
| <u>Yes</u> | <u>R500</u> | <u>Hitcan trader</u> |
| | | |
| | | |
| | | |

| 2. NON-EXECUTIVE DIRECTORSHIP | |
|-------------------------------|-------------|
| Name of Company | Period |
| 1. <u>None</u> | <u>None</u> |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |

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Jg.


| 3. REMUNERATIVE WORK, CONSULTANCY & RETAINERSHIPS | | | |
|---|------------------|-----------------------|--------|
| Name of Company & Occupation | Type of Business | Rand amount per month | Period |
| 1. N/A | N/A | N/A | N/A |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

| 4. RELATED PARTIED DOING BUSINESS WITH THE MUNICIPALITY (Related parties: Spouse, children, mother, father, sister, brother in terms of section 42.2) | |
|--|--------------|
| Name of Company | Relationship |
| 1. None | None |
| 2. | |
| 3. | |
| 4. | |
| 5. | |

| 5. CRIMINAL RECORD | |
|--------------------|------------------------|
| Type of Offence | Dates/Term of Sentence |
| 1. None | None |
| 2. | |
| 3. | |

And further declare that.

- I am South African citizen and ordinarily resident in the Republic.
- I was never declared insolvent and I am not an un-rehabilitated insolvent.
- I am not disqualified under any law from practicing any profession.
- I was never convicted of fraud, or any other offence involving dishonesty and sentenced to a fine or imprisonment or both.
- I was never at any time been removed from an office of trust on account of breach of a fiduciary duty.

Signature of Nominee: 

Full Names: Amos Phumalo

SWORN to and SIGNED before me at BLM on this June day of 2025.

The deponent having acknowledged that he knows and understands the contents of this affidavit, that the contents are true, and that he has no objection to taking this oath and that he considers the oath to be binding on his/her conscience.

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Jg.

NOTES TO DISCLOSURE OF INTERESTS FORM

The following notes provide guidance for completing the relevant parts of the disclosure of interest form

Note 1 – Shares and Financial Interests in a Business Entity

Disclose shares and other financial interests held in any private, public company, partnership, close corporation or any other corporate body recognized by law.

- A share is any investment that provides a dividend, including unit trusts, equities and government bonds.
- Value refers to the current rand value of the shares.

Note 2 – Non-Executive Directorship

Disclose all non-executive directorship.

Note 3 – Remunerated Work, Consultancies and Retainerships

Disclose all remunerated work and employment.

- Remuneration means the receipt of benefits in cash or in kind.
- Work means rendering a service for which the person receives remuneration.
- A public service official must obtain the approval of his/her Minister for performing remunerated work outside the public service.

Disclose any interests in any consulting firm or company that provides advice or professional services.

- Name of client and nature of consultancy or retainership.
- Type of business activity
- Value of benefits derived may refer to benefits in cash or in kind.

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J.G.



BUSHBUCKRIDGE

LOCAL MUNICIPALITY

PERFORMANCE AGREEMENT

BUSHBUCKRIDGE LOCAL MUNICIPALITY

Represented by

M.L. MOROANE

[HEREINAFTER REFERRED TO AS THE **EXECUTIVE MAYOR**]

AND

J NGOBENI

[HEREINAFTER REFERRED TO AS THE **MUNICIPAL MANAGER**]

(FOR THE PERIOD 01 JULY 2025 UNTIL 30 JUNE 2026)

M.L.
Gig.

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1. JOB DETAILS

| | |
|-----------------------------|----------------------------------|
| Salary- Number | S010335 |
| Location | Bushbuckridge Local Municipality |
| Occupational Classification | Executive |
| Designation | Municipal Manager |

2. PERFORMANCE AGREEMENT ENTERED INTO BY AND BETWEEN:

The **Bushbuckridge Local Municipality**, herein represented by **Matlanatso Lydia Moroane** in her capacity as Executive Mayor (hereinafter referred to as the **Employer** or Supervisor)

And **Jasper Ngobeni**, Employee of the Municipality (hereinafter referred to as the **Employee**)

WHEREBY IT IS AGREED AS FOLLOWS:

3. INTRODUCTION

- 3.1. The Employer has entered into a contract of employment with the Employee in terms of section 57(1) (4) 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."
- 3.2. 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.
- 3.3. 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.
- 3.4. The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B), and 57(5) of the Systems Act.

M.L.
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4. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to –

- 4.1. 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.
- 4.2. Specify objectives and targets defined and agreed upon with the employee and 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.
- 4.3. Specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement.
- 4.4. Monitor and measure performance against set targeted outputs.
- 4.5. Use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his job.
- 4.6. In the event of outstanding performance, appropriately reward the employee; and
- 4.7. Give effect to the employer's commitment to a performance-orientated relationship with its employees in attaining equitable and improved service delivery.

5. COMMENCEMENT AND DURATION

- 5.1.** This Agreement will commence on **01 July 2025 until 30 June 2026**; thereafter, a new Performance Agreement, Performance Plan, and Personal Development Plan shall be concluded between the parties for the next quarter of the financial year portion thereof.
- 5.2.** 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.
- 5.3.** This Agreement will terminate on the termination of the Employee's contract of employment for any reason.
- 5.4.** 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.
- 5.5.** 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.

6. PERFORMANCE OBJECTIVES

6.1. The Performance Plan (Annexure A) sets out

6.1.1. The performance objectives and targets that must be met by the Employee, and

6.1.2. The time frames within which those performance objectives and targets must be met.

6.2. 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.

6.2.1. The key objectives describe the main tasks that need to be done.

6.2.2. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.

6.2.3. The target dates describe the timeframe in which the work must be achieved.

6.2.4. The weightings show the relative importance of the key objectives to each other.

6.3. 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.

7. PERFORMANCE MANAGEMENT SYSTEM

7.1. 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.

7.2. 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.

7.3. 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.

7.4. The Employee undertakes to actively focus on the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.

7.5. 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.

7.5.1. The Employee shall be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs), respectively.

7.5.2. Each area of assessment will be weighted and will contribute a specific part to the total score.

7.5.3. KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.

7.6. The Employee's assessment shall be based on his performance in terms of the outputs/outcomes (performance indicators) identified as per the 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:

| OBJECTIVES LINKED TO KEY PERFORMANCE AREAS -80% | |
|--|-------------|
| Basic Service Delivery | 20% |
| Local Economic Development | 15% |
| Municipal Financial Viability and Management | 20% |
| Municipal institution development and Transformation | 30% |
| Good Governance and Public Participation | 15% |
| TOTAL | 100% |

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

| COMPETENCY REQUIREMENTS FOR EMPLOYEES | | |
|--|---|---------------|
| CORE MANAGERIAL COMPETENCIES | | WEIGHT |
| Strategic Capability and Leadership | ✓ | 10% |
| People Management and empowerment | ✓ | 10% |
| Programme and Project Management | ✓ | 5% |
| Financial Management | ✓ | 10% |
| Change Leadership | ✓ | 5% |
| Client Orientation and Customer Focus | ✓ | 10% |
| Governance Leadership | ✓ | 5% |
| CORE OCCUPATIONAL COMPETENCIES | | |
| Moral Competence | ✓ | 5% |
| Planning and organising | ✓ | 10% |
| Analysis and Innovation | ✓ | 5% |
| Knowledge and Information Management | ✓ | 5% |
| Communication | ✓ | 10% |
| Results and Quality Focus | ✓ | 10% |

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| COMPETENCY REQUIREMENTS FOR EMPLOYEES | | |
|---------------------------------------|---|--------|
| CORE MANAGERIAL COMPETENCIES | | WEIGHT |
| Total percentage | - | 100% |

8. EVALUATING PERFORMANCE

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

8.1.1. The standards and procedures for evaluating the Employee's performance; and

8.1.2. The intervals for the evaluation of the Employee's performance.

8.2. 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.

8.3. 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.

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

8.5. The annual performance appraisal will involve:

8.5.1. Assessment of the achievement of results as outlined in the performance plan:

8.5.1.1. 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.

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

8.5.1.3. 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.

8.5.2. Assessment of the CCRs

- 8.5.2.1. Each CCR should be assessed according to the extent to which the specified standards have been met.
- 8.5.2.2. An indicative rating on the five-point scale should be provided for each CCR.
- 8.5.2.3. This rating should be multiplied by the weighting given to each CCR during the contracting process to provide a score.
- 8.5.2.4. The applicable assessment rating calculator (refer to paragraph 6.5.1) must then be used to add the scores and calculate a final CCR score.

8.5.3. Overall rating

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

8.6. The assessment of the performance of the Employee will be based on the following rating scale for KPAs and CCRs:

Key Performance Areas Rating Scale

| Level | Class Interval | 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 the 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. | | | | | |

| Level | Class Interval | Description | Rating | | | | |
|-------|--------------------------|---|--------|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | 5 |
| 3 | Fully effective | Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan. | | | | | |
| 2 | Not fully effective | Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan. | | | | | |
| 1 | Unacceptable performance | Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against all the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement. | | | | | |

Core Competency Rating Scale

| Level | Class Interval | Description | Rating | | | | |
|-------|-------------------|---|--------|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | 5 |
| 5 | Supervisor | Sought out for deep, specialized expertise. Leads the direction of the entire organization. Defines models/theories of best practice. | | | | | |
| 4 | Advanced | Understands and applies more complex concepts and methods. Leads and directs people or groups of recognized specialists. Able to perform in-depth analysis. | | | | | |
| 3 | Competent | Independently develops and applies more advanced concepts and methods | | | | | |
| 2 | Basic Competence | Applies basic concepts and methods but requires supervision and coaching | | | | | |
| 1 | Not yet Completed | Demonstrates none of the guideline's components of the core competency | | | | | |

8.7. For purposes of evaluating the annual performance of the Employee, an evaluation panel shall be constituted of the following persons:

8.7.1. Municipal Manager.

8.7.2. Chairperson of the performance and audit committee.

8.7.3. Member of the mayoral or executive committee who is relevant to the specific department.

8.7.4. Municipal Manager from another municipality; and

9. SCHEDULE FOR PERFORMANCE REVIEWS

9.1. 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 |
| Second quarter | : October – December 2025 |
| Third quarter | : January – March 2026 |
| Fourth quarter | : April – June 2026 |

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

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

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

9.5. 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.

10. DEVELOPMENTAL REQUIREMENTS

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

11. OBLIGATIONS OF THE EMPLOYER

The Employer shall –

- 11.1.** Create an enabling environment to facilitate effective performance by the employee.
- 11.2.** Provide access to skills development and capacity-building opportunities.
- 11.3.** Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee.
- 11.4.** 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
- 11.5.** Make available to the Employee such resources as the Employee may require from time to time to assist him to meet the performance objectives and targets established in terms of this Agreement.

12. CONSULTATION

- 12.1.** The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others –
 - 12.1.1. A direct effect on the performance of any of the Employee's functions.
 - 12.1.2. Commit the Employee to implement or to give effect to a decision made by the Employer; and
 - 12.1.3. A substantial financial effect on the Employer.
- 12.2.** 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.

13. MANAGEMENT OF EVALUATION OUTCOMES

- 13.1.** The evaluation of the Employee's performance shall form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 13.2.** 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:

13.2.1. A score of 130% to 149% shall be awarded a performance bonus ranging from 5% to 9%; and

13.2.2. A score of 150% and above is awarded a performance bonus ranging from 10% to 14%.

13.2.3. BLM policy shall apply for rewarding good performance as adopted by the council.

13.3. In the case of unacceptable performance, the Employer shall –

13.3.1. Provide systematic remedial or developmental support to assist the Employee to improve his performance; and

13.3.2. After appropriate performance counseling and having provided the necessary guidance and/ or support as well as a reasonable time for performance improvement, 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.

14. DISPUTE RESOLUTION

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

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

14.1.2. Any other person appointed by the MEC.

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

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

15. GENERAL

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

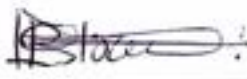

15.2. Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.

15.3. The performance assessment results of the employee shall be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government.

16. SIGNING


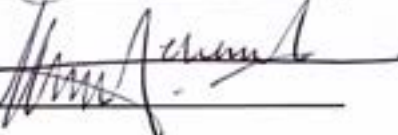
Thus, done and signed at BUSHBUCKRIDGE on this the 16 of July 2025.

AS WITNESSES:

1. 
2. 


EMPLOYEE

AS WITNESSES:

1. 
2. 


EXECUTIVE MAYOR

17. Annexures

- 17.1. **Annexure A: Performance Plan**
- 17.2. **Annexure B: Personal Development Plan**
- 17.3. **Annexure C: Disclosure of Interest**

ANNEXURE A PERFORMANCE PLAN

PERFORMANCE PLAN FOR 2024/2025

Section 25 (1)-(4) of the Local Government Municipal Performance Regulations for Municipal Managers and Managers directly accountable to the Municipal Manager, Regulation 805 of 2006 states that a performance plan sets out the performance objectives and targets, as well as the time frames within which such have to be met.

The performance objectives and targets reflected in this performance plan 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 municipality. The plan shall include key objectives; key performance indicators; target dates, and weightings.

The performance plan describes:

- The key objectives describe the main tasks that need to be done.
- The key performance indicators that provide the details of the evidence to be provided to show that a key objective has been achieved.
- The target dates that describe the timeframe in which the work must be achieved.
- The weightings show the relative importance of the key objectives to each other.

The employee's performance shall, in addition, be measured in terms of contributions to the goals and strategies set out in the employer's Integrated Development Plan.

Section 26 (5) of the Local Government Municipal Performance Regulations for Municipal Managers and Managers directly accountable to the Municipal Manager, Regulation 805 of 2006, stipulate that the criteria upon which the performance of the employee must be assessed consist of two components:

- Key Performance Areas – Weighs 80%
- Core Competency Requirement – Weighs 20%

The plan is highlighted in the Summary Below:

Summary of the SDBIP key performance areas 2025/2026

MUNICIPAL INSTITUTIONAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT: COMMUNITY SERVICES

| Municipal KPA | | | Community Services | | | | | | | | | |
|-----------------------|-------------------------------|--|--|-------|---|---|--|---|---|---|---|--|
| 2019-25 MTSP Priority | | | Social Security, education, Skills, and Health (3 & 4) | | | | | | | | | |
| Municipal Priority | | | Improve sound public safety and community welfare | | | | | | | | | |
| Strategic Goal | | | Mobilize resources for an Improved and conducive environment, public safety, and community welfare | | | | | | | | | |
| KPI NO | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Opex | Capex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.1.1 | Arts, Culture, and Recreation | Number of Sports, arts, and culture programmes are conducted | 390 000 | - | 13 Programs/events to be conducted in 2024/2025 | Conduct 4 sports, arts, and culture programs/events in the 2025/2026 FY | 1 program/event | 1 program/event | 1 program/event | 1 program/event | Program invitation, attendance registers, and Pictures | Manager: Sports, Arts, Culture, and Recreation |
| 3.4.1.2 | Community Bursary | Finalization of the awarding of Bursaries to students by the Council | 3 310 000 | - | Student bursary awards were finalised and approved by council by 30 June 2025 | All eligible student bursary awards finalized and approved by the Council by 30 June 2026 | 2025 Bursary Progress report to council | bursary advertisement | Shortlisting and awarding of bursaries | Bursary Progress Report and Bursary Committee Meeting | Report, Advert, Bursary Committee Minutes, Attendance Registers, and Resolution | Director: Community Services |
| 3.4.1.3 | Affairs on Vulnerable Groups | Programmes Conducted for Vulnerable Groups (Gender, Children, Elderly, and Disability) | 790 000 | - | 5 Vulnerable Groups GBVF events/programmes implemented | 5 programmes to be implemented by 30 June 2026 | 1 programme (Disability Forums/ Gender-Based Violence and Femicide (GBVF)) | 2 programmes (Disability Month/GBVF programmes /Children's/Older Persons Day) | 1 programme (Human rights event/GBVF programme/Children's dialogue) | 1 programme (GBVF/disability programmes) | Invitations, programme, and Attendance Registers for programmes/events achieved | Manager Social Development |

| Municipal KPA | | Community Services | | | | | | | | | | | |
|-----------------------|---------------------------|--|----------------|-------|--|---|--|--|--|--|--|---|------------------------------|
| 2019-25 MTSE Priority | | Social Security, education, Skills, and Health (3 & 4) | | | | | | | | | | | |
| Municipal Priority | | Improve sound public safety and community welfare | | | | | | | | | | | |
| Strategic Goal | | Mobilize resources for an improved and conducive environment, public safety, and community welfare | | | | | | | | | | | |
| KPI NO | Functional Area | Key Performance Indicator | Budget (Rands) | | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Opex | Capex | | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.1.4 | Indigent Services; Policy | Review and approval of the updated Indigent Policy by Council | 150 000 | - | | Indigent policy approved by 2025/2026 | The revised Indigent Policy reviewed, finalized, and formally approved by the Council by 30 June 2026 | Conduct policy review, stakeholder consultations, and draft revisions. | Finalize draft policy and submit for internal review | Present policy draft to Council for preliminary feedback and amendments. | Final Council approval of the Indigent Register by 30 June 2026 | Q1: Public notice, list of stakeholders consulted Attendance registers for internal comments Q3: marked up draft showing changes and council minutes, noting the policy Q4: Approved policy and council resolution | Director: Community Services |
| 3.4.1.5 | Indigent Services | Processing and updating of indigent applications for Council approval | | | | Indigent Register approved by 2025/2026 | All valid indigent applications captured, verified, and the updated indigent register submitted for Council approval by 30 June 2026 | Capture 100 of % application received | Capture 100 of % application received | Finalize the draft updated indigent register | Submit the final updated indigent register to Council for approval by 30 June 2026 | Q1 Q2& Q3: Progress reports - summarizing the applications processed Q4- Updated register Q4: Council resolution | Director: Community Services |

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Bushbuckridge Local Municipality: FY 205/2026
Performance Agreement: Mr J Ngobeni

| Municipal KPA | | | Community Services | | | | | | | | | | |
|-----------------------|------------------------------|--|--|-------|--|--|-------------------------------|-------------------------------|-------------------------------|-------------------------------|--|---|---------------------|
| 2019-25 MTSF Priority | | | Social Security, education, Skills, and Health (3 & 4) | | | | | | | | | | |
| Municipal Priority | | | Improve sound public safety and community welfare | | | | | | | | | | |
| Strategic Goal | | | Mobilize resources for an improved and conducive environment, public safety, and community welfare | | | | | | | | | | |
| KPI NO | Functional Area | Key Performance Indicator | Budget (Rands) | | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Opex | Capex | | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.1.6 | Library Services | Number of Library Outreach Programs Conducted | 163 000 | - | 71 Library programmes conducted in 2024/2025 | Conduct 72 library programs | 18 Library Programs | 18 Library Programs | 18 Library Programs | 18 Library Programs | Invitations, Attendance Register, Pictures | Manager Library Services | |
| 3.4.1.7 | Library Services | Number of library events conducted. | - | - | 4 Library events conducted in 2024/2025 | Conduct 5 library events | 2 library events | 2 library events | 2 library events | 2 library events | Attendance Register, Pictures | Manager Library Services | |
| 3.4.1.8 | Disaster Awareness | Number of Disaster awareness campaigns conducted | 170 000 | - | 4 Disaster awareness campaigns were conducted in 2024/2025 | Conduct 4 disaster awareness campaigns by 30 June 2026 | 1 Disaster Awareness Campaign | 1 Disaster Awareness Campaign | 1 Disaster Awareness Campaign | 1 Disaster Awareness Campaign | Invitation, Programme, attendance registers | Fire & Rescue and Disaster Manager | |
| 3.4.1.9 | Disaster Forum | Number of Disaster advisory forums conducted | - | - | 4 disasters Advisory forum meetings were held in 2024/2025 | 4 disaster advisory forum meetings | 1 Disaster Advisory Forum | 1 Disaster Advisory Forum | 1 Disaster Advisory Forum | 1 Disaster Advisory Forum | Minutes and attendance register | Fire & Rescue and Disaster Manager | |
| 3.4.1.10 | Fire and Rescue - Inspection | Number of fire inspections conducted | 230 000 | - | 316 Fire inspections conducted in 2024/2025 | Conduct 200 fire inspections | 50 fire inspections | 50 fire inspections | 50 fire inspections | 50 fire inspections | Report and Fire compliance certificates | Chief Fire & Rescue and Disaster Management | |
| 3.4.1.11 | Fire and rescue | Fire and rescue incident calls received and attended | - | - | 4 reports issued for incident calls received and attended in 2024/2025 | Issue 4 reports on fire and rescue incident calls received and attended as per Fire and rescue SOP | 1 report | 1 report | 1 report | 1 report | Reports on incidents register in line with the SOP | Chief Fire & Rescue and Disaster Management | |

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Bushbuckridge Local Municipality: FY 205/2026
Performance Agreement: Mr J Ngobeni

| Municipal KPA | | Community Services | | | | | | | | | | | |
|-----------------------|-----------------------------|--|----------------|-----------|--|--|----------------|-----------------------------|----------------|----------------|--|-------------------------|---------------------|
| 2019-25 MTSF Priority | | Social Security, education, Skills, and Health (3 & 4) | | | | | | | | | | | |
| Municipal Priority | | Improve sound public safety and community welfare | | | | | | | | | | | |
| Strategic Goal | | Mobilize resources for an improved and conducive environment, public safety, and community welfare | | | | | | | | | | | |
| KPI NO | Functional Area | Key Performance Indicator | Budget (Rands) | | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Opex | Capex | | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.1.12 | Road Traffic Services | Number of Summonses Issued | - | - | 4643 Summonses issued in 2024/2025 | 5,000 summonses | 1250 summonses | 1250 summonses | 1250 summonses | 1250 summonses | Summon Statistics report | Chief Traffic Officer | |
| 3.4.1.13 | Road Traffic Services | Number of CCTV cameras installed on R40 | - | 3 500 000 | New Target | 3 CCTV cameras | 2 CCTV cameras | 2 CCTV cameras | 2 CCTV cameras | 2 CCTV cameras | Report on installed cameras, Pictures | Chief Traffic Officer | |
| 3.4.1.14 | Traffic Enforcement | Number of Road Safety Operations (Roadblocks) Conducted | - | - | 34 roads and safety operations (Roadblocks) conducted in 2024/2025 | 12 roadblocks | 3 roadblocks | 3 roadblocks | 3 roadblocks | 3 roadblocks | Roadblock Statistics report and pictures | Chief Traffic Officer | |
| 3.4.1.15 | DLTC and Registry Authority | Revenue amount collected by all DLTC | - | - | R42, 9 million DLTC revenue collected in 2024/2025 | Collect revenue of R50 million in 2025/2026 FY | 12,5 million | 12,5 million | 12,5 million | 12,5 million | Enatis RD reports | Chief Licensing Officer | |
| 3.4.1.16 | DLTC and Registry Authority | Number of learners and drivers tested in all DLTCs | - | - | 17 732 Learners & drivers tested in 2024/2025 | 26,000 learners | 6500 learners | 6500 learners | 6500 learners | 6500 learners | Enatis RD reports | Chief Licensing Officer | |

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MUNICIPAL INSTITUTIONAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT: CORPORATE SERVICES

| Municipal KPA | | | | | | | | | | | | |
|---|---|--|----------------|-----------|--|--|---|---|---|--|---|------------------------------|
| Corporate Services | | | | | | | | | | | | |
| 2019-25 MTSF Priority | | | | | | | | | | | | |
| A Capable, Ethical, and Developmental State | | | | | | | | | | | | |
| Municipal Priority | | | | | | | | | | | | |
| Institutional | | | | | | | | | | | | |
| Strategic Goal | | | | | | | | | | | | |
| To build a capable and high-performing municipality | | | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.2.1 | Skills development | Number of staff trained as per WSP. | | 3 547 173 | 132 staff trained as per WSP in 2024/2025 | 150 staff to be trained as per WSP | 25 staff to be trained as per WSP | 50 staff to be trained as per WSP | 50 staff to be trained as per WSP | 25 staff to be trained as per WSP | List of Officials trained, Attendance registers, and Training reports. | Director: Corporate Services |
| 3.4.2.2 | Workplace Skills Plan | Development and submission of a Workplace Skills Plan (WSP) to LGSETA. | - | | 1 WSP submitted to LGSETA in 2024/2025 | 2026/2027 WSP to be developed and submitted to LGSETA by April 2026 | - | - | - | Submission of 2026/2027 WSP to LGSETA | Work Skills Plan, Proof of submission to LGSETA | Director: Corporate Services |
| 3.4.2.3 | Labour Relations Management (Disciplinary enquiries/grievances) | % completion of current misconduct cases and submitted to CoGHSTA | - | - | 04 reports on Misconduct cases submitted to CoGHSTA in 2024/2025 | 100% completion of current misconduct cases and submitted to CoGHSTA | 25% completion of current misconduct cases and submitted to CoGHSTA | 50% completion of current misconduct cases and submitted to CoGHSTA | 75% completion of current misconduct cases and submitted to CoGHSTA | 100% completion of current misconduct cases and submitted to CoGHSTA | Progress Report on misconduct cases and proof of submission to CoGHSTA and Proof Submission | Director: Corporate Services |
| 3.4.2.4 | EE annual report. | Number of EE Reports to the Department of Employment and Labour by the due date. | - | - | 1 EE Report submitted to the Department of Employment and Labour by 31 December 2024 | 1 EE Report to be submitted to the Dept of Employment and Labour | - | 1 EE Report to department of employment and labour | - | - | EE Annual Report and Proof of Submission | Director: Corporate Services |

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Bushbuckridge Local Municipality: FY 205/2026
Performance Agreement: Mr J Ngobeni

| Municipal KPA | | Corporate Services | | | | | | | | | | |
|-----------------------|---------------------|---|----------------|---------|---|--|--------------------------------|----------------------------|--|----------------------------|--|------------------------------|
| 2019-25 MTSF Priority | | A Capable, Ethical, and Developmental State | | | | | | | | | | |
| Municipal Priority | | Institutional | | | | | | | | | | |
| Strategic Goal | | To build a capable and high-performing municipality | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.2.5 | Council Support | Number of ordinary council sittings held | | 240 000 | 04 ordinary council meetings held in 2024/2025 | 04 ordinary council sittings | 1 ordinary council sitting | 1 ordinary council sitting | 1 ordinary council sitting | 1 ordinary council sitting | Invitation, attendance registers Minutes of the Meeting | Manager: Council Support |
| 3.4.2.6 | Mayoral IMBIZO | Number of Mayoral Imbizoheld | - | 710 000 | 04 Mayoral Imbizos was held in 2024/2025 | 04 Mayoral Imbizos to be held | 1 Mayoral Imbizos | 1 Mayoral Imbizos | 1 Mayoral Imbizos | 1 Mayoral Imbizos | Invitations and Attendance registers | Director: Corporate Services |
| 3.4.2.7 | Wellness Programmes | Number of Employee Wellness Programs implemented. | - | - | 4 Wellness Programme conducted by 30 June 2025 | Conduct 4 Wellness Programmes by 30 June 2026 | 1 Wellness Programme | 1 Wellness Programme | 1 Wellness Programme | 1 Wellness Programme | Invitations, Agenda / Programme, Attendance Register and Report | Director: Corporate Services |
| 3.4.2.8 | Fleet Management | Purchase of heavy machinery (Low Bed & jet patcher) by 30 June 2026 | 5 000 000 | | 2 heavy machinery vehicles purchased in 2024/2025 (Low Bed & jet patcher) | Purchase of heavy machinery (02 water tankers and 01 double cab) by 30 June 2026 | Preparation of tender document | Advertisement | Purchase of heavy machinery (02 water tankers and 01 double cab) | - | Tender document, Advert, Requisition, invoice, and delivery note | Manager: Fleet Management |
| 3.4.2.9 | Fleet Management | Procurement of utility vehicles | 1 000 000 | | New Target | Procurement of Public Participation Truck by 30 June 2026 | Advertisement for tender | - | Purchase of public participation truck | - | Advert, invoice and delivery note | Manager: Fleet Management |

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Bushbuckridge Local Municipality: FY 205/2026
Performance Agreement: Mr J Ngobeni

LOCAL ECONOMIC DEVELOPMENT – EDPE

| 2019-25 MTSF Priority | | Economic transformation and job creation, Spatial planning, Human Settlement and Local Government Infrastructure, Rural Development, and Human Settlements Land Use Management and Spatial Transformation | | | | | | | | | | |
|-----------------------|---|--|----------------|-----------|--|--|--|--|---|--|---|-------------------------------------|
| Municipal Priority | | Economic growth and Job creation. | | | | | | | | | | |
| Strategic Goal | | Sustainable economic growth and job creation | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.3.1 | MSMEs Support and Capacity Building Programme | Number of businesses MSMEs participating capacity-building programme | | 160 000 | 510 MSMEs supported in 2024/2025 | 300 MSMEs to be supported | 75 MSMEs to be Supported | 75 MSMEs to be Supported | 75 MSMEs to be Supported | 75 MSMEs to be Supported | Reports and attendance registers | Manager: Local Economic Development |
| 3.4.3.5 | Local Economic Development/Job Creation | Number of jobs created from economic projects, programmes, and MSMEs | - | | 4 975 Jobs Created in 2024/2025 | Create 800 jobs | 200 jobs | 200 jobs | 200 jobs | 200 jobs | Reports and List of Jobs Created | Manager: Local Economic Development |
| 3.4.3.6 | Local Economic Development Strategy | Review of the LED Strategy | | 1 000 000 | LED Strategy developed and approved by Council (2020 – 2025). Due for review | Draft LED Strategy by 30 June 2026 | - | - | Inception report of the LED Strategy review | Draft LED Strategy review | Q3: Inception Report, Q4: Draft LED strategy review | Manager: Local Economic Development |
| 3.4.3.7 | Business Licensing (Backlog) | Number of backlogged business licenses processed and issued | | - | 1052 applications received in 2024/2025 | Process and issue business licenses to 1052 businesses | Process and issue 263 business Licenses | Process and issue 263 business Licenses | Process and issue 263 business Licenses | Process and issue 263 business Licenses | Reports and list of business licenses issued | Manager: Local Economic Development |
| 3.4.3.8 | Processing of new business license applications | Number of new business license applications processed | | | 60 business licenses processed in 2024/2025 | 60 business license applications processed | 15 business license applications processed | 15 business license applications processed | 15 business license applications processed | 15 business license applications processed | Reports and list of business licenses issued | Manager: Local Economic Development |

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Bushbuckridge Local Municipality: FY 205/2026
Performance Agreement: Mr J Ngobeni

| 2019-25 MTSF Priority | | | | | | | | | | | | |
|--|---------------------------------|---|----------------|---------|--|---|---|---|---|--|---|-------------------------------------|
| Land Use Management and Spatial Transformation | | | | | | | | | | | | |
| Economic growth and Job creation. | | | | | | | | | | | | |
| Sustainable economic growth and job creation | | | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.3.9 | Business Licensing | Number of trading licenses to be renewed | - | - | 137 licenses renewed in 2024/2025 | 350 licenses renewed by 30 June 2026 | 65 business licenses renewed | 65 business licenses renewed | 110 business licenses renewed | 110 business licenses renewed | Report and list of business licenses renewed | Manager: Local Economic Development |
| 3.4.3.10 | Business Licensing | Number of businesses inspections conducted | - | - | 11 Operations and 750 inspections conducted in 2024/2025 | 800 inspections conducted | 200 inspections conducted | 200 inspections conducted | 200 inspections conducted | 200 inspections conducted | Reports and List of businesses inspected | Manager: Local Economic Development |
| 3.4.3.11 | Business Licensing | Number of joint business compliance operations successfully conducted with bylaw enforcement officers | - | - | 11 Operations conducted | Conduct 8 collaborative business compliance operations with bylaw officers by (end of fiscal year | 02 Collaborative Business Compliance Operations | 02 Collaborative Business Compliance Operations | 02 Collaborative Business Compliance Operations | 02 Collaborative Business Compliance Operations | Attendance registers | Manager: Local Economic Development |
| 3.4.3.12 | BBR Growth and Development Plan | Development of Economic Development Plans | - | 500 000 | New Target | Developed Tourism and Agricultural Strategies by June 2025 | Development of Terms of Reference | - | Draft strategies approved by Council | Public participation and final approved strategies | Q1 – ToRs, Q3 – Draft strategies approved by Council, Q4 – Public participation and final approved strategies | Manager: Local Economic Development |

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Bushbuckridge Local Municipality: FY 205/2026
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| Economic transformation and job creation, Spatial planning, Human Settlement and Local Government Infrastructure, Rural Development, and Human Settlements | | | | | | | | | | | | |
|--|--|---|----------------|---------|---|---|-----------------------------|----------------------------|---|----------------------------|----------------------------------|---------------------------------|
| Municipal Priority | | | | | | | | | | | | |
| Strategic Goal | | | | | | | | | | | | |
| Sustainable economic growth and job creation | | | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.3.13 | Events on - outreach and campaigns | Number of awareness campaigns held for a clean and safe environment. | | 400 000 | 12 Awareness on clean and safe environment campaign held in 2024/2025 | 4 Awareness campaign was held in clean and safe environment by 30 June 2026 | 1 Awareness campaign | 1 Awareness campaign | 1 Awareness campaign | 1 Awareness campaign | Reports and attendance registers | Manager: Environmental |
| 3.4.3.14 | Ensure quality standards are applied in Building Construction Projects | Number of buildings plans approved | | - | 98 building Plans approved in 2024/2025 | 100 building plans approved | 25 building plans approved | 25 building plans approved | 25 building plans approved | 25 building plans approved | Building Plan Register | Manager: Human Settlements |
| 3.4.3.15 | Waste Collection | % of waste bins distributed to reduce waste backlog | | - | 2000 Waste bins distributed to reduce waste backlog in 2024/2025 | 1000 waste bins distributed | 250 waste bins distributed | 250 waste bins distributed | 250 waste bins distributed | 250 waste bins distributed | Reports and distribution List | Manager: Solid Waste Management |
| 3.4.3.16 | Waste Collection (MIG) | Purchasing of Waste collection trucks (one skip loader and one compactor) | 3 000 000 | | New Programme | Purchasing of Waste collection trucks (one skip loader and one compactor) | - | - | Purchasing of Waste collection trucks (one skip loader and one compactor) | - | Invoice and Delivery note | Manager: Solid Waste Management |

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Bushbuckridge Local Municipality: FY 205/2026
Performance Agreement: Mr J Ngobeni



MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT: FINANCE

| Municipal KPA | | Financial Viability | | | | | | | | | | |
|-----------------------|------------------------|---|----------------|------|---|---|---|---|---|---|---|-------------------------|
| 2019-25 MTSP Priority | | A Capable, Ethical, and Developmental State | | | | | | | | | | |
| Municipal Priority | | Financial viability | | | | | | | | | | |
| Strategic Goal | | Sound Financial Management. | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.4.1 | Revenue collection | Amount of revenue collected | | | R300 000 000 collected in 2024/2025 | Collect R300 000 000 By 30 June 2026 | 70 000 000 | 90 000 0000 | 50 000 000 | 90 000 000 | Revenue Collection Reports | Chief Financial Officer |
| 3.4.4.2 | Revenue Management | Number of Approved and Gazetted Tariffs | | - | 02 Tariffs Approved and gazetted in 2024/2025 | 2 complete tariff packages (approved by council and officially gazetted by 30 June 2026 | - | - | 01 Approved and Gazetted Tariffs | 01 Approved and Gazetted Tariffs | Gazetted Tariffs | Chief Financial Officer |
| 3.4.4.3 | Revenue Management | Number of General Valuation /Supplementary Valuation implemented | | - | 04 General Valuation /Supplementary Valuation implemented | 04 General Valuation /Supplementary Valuation implemented | 04 General Valuation /Supplementary Valuation implemented | 04 General Valuation /Supplementary Valuation implemented | 04 General Valuation /Supplementary Valuation implemented | 04 General Valuation /Supplementary Valuation implemented 1 | Report on Implementation of Generation of Valuation Roll. | Chief Financial Officer |
| 3.4.4.4 | MFMA Budget prescripts | Timely and full compliance with MFMA budget preparation, submission, and reporting prescripts, meeting all statutory deadlines and requirements | | - | 03 Approved Budgets | 100% compliance with MFMA budget preparation and reporting deadlines: | - | - | Draft Budget Tabled in Council: By 31 March | Final Budget Adoption: By 31 May | Council resolution | Chief Financial Officer |

Bushbuckridge Local Municipality: FY 205/2026
Performance Agreement: Mr J Ngobeni



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| Municipal KPA | | Financial Viability | | | | | | | | | | |
|-----------------------|--|---|----------------|------|--|--|---|---|---|---|-----------------------------|-------------------------|
| 2019-25 MTSF Priority | | A Capable, Ethical, and Developmental State | | | | | | | | | | |
| Municipal Priority | | Financial viability | | | | | | | | | | |
| Strategic Goal | | Sound Financial Management. | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.4.5 | Budget Management | Number of statutory reports and strings submitted to the Treasury within the prescribed period | - | - | 12 Statutory reports and strings submitted to Treasury | 12 Statutory reports and strings submitted to Treasury within the prescribed period | 03 statutory reports and strings submitted to Treasury within the prescribed period | 03 statutory reports and strings submitted to Treasury within the prescribed period | 03 statutory reports and strings submitted to Treasury within the prescribed period | 03 statutory reports and strings submitted to Treasury within the prescribed period | GO, Muni (Treasury) Reports | Chief Financial Officer |
| 3.4.4.6 | Asset Management (Existence and valuation) | % of completed projects and assets verified, unbundled, and included in the Fixed Asset Register | - | - | 100% of Completed projects and assets verified, unbundled, and included in FAR | 100% of Completed projects and assets verified, unbundled, and included in FAR | 100% of Completed projects and assets verified, unbundled, and included in FAR | 100% of Completed projects and assets verified, unbundled, and included in FAR | 100% of Completed projects and assets verified, unbundled, and included in FAR | 100% of completed projects and assets verified, unbundled, and included in FAR | Fixed Asset Register report | Chief Financial Officer |
| 3.4.4.7 | Financial and Performance Reporting | Timely submission of audited Financial Statements to both Council and the Auditor-General in compliance with MPMA regulations | - | - | 3 Financial Statements submitted to council and Auditor General | Prepare and submit 2 compliant Financial Statements (Draft AFS and final AFS) to Council and Auditor-General by 31 August 2025 | Submission of the Draft Annual Financial Statement to council and AG | - | Submission of the 2024/2025 Annual Financial Statement to council and AG Audit | - | AFS and Interim FS, | Chief Financial Officer |
| 3.4.4.8 | Financial and Performance Reporting | Favorable Audit outcome | - | - | Unqualified Audit Opinion | Unqualified Audit Opinion | - | Unqualified Audit Opinion | - | - | Audit Report | Chief Financial Officer |

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 Bushbuckridge Local Municipality: FY 205/2026
 Performance Agreement: Mr J Ngobeni

| Municipal KPA | | | | | | | | | | | | |
|---|---|---|----------------|------|--|---|---|---|---|---|---|-------------------------|
| Financial Viability | | | | | | | | | | | | |
| A Capable, Ethical, and Developmental State | | | | | | | | | | | | |
| Municipal Priority | | | | | | | | | | | | |
| Financial viability | | | | | | | | | | | | |
| Strategic Goal | | | | | | | | | | | | |
| Sound Financial Management. | | | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.4.9 | Financial and Performance Reporting | Financial and Performance Reporting | | | Number of Audits Action Plan developed | 1 Audit Action Plan developed | | | 1 Audit Action Plan developed | | Audit Action plan | Chief Financial Officer |
| 3.4.4.10 | SCM Irregular Expenditure Register | Submit 4 quarterly reports on irregular expenditure to Provincial Treasury (PT), Coghsta, and AG(SA) | | - | 04 UIFW reports submitted | Submit 4 accurate and compliant quarterly irregular expenditure reports by 30 June 2026 with 100% adherence to prescribed deadlines. | Submit 1 irregular expenditure report to PT, Coghsta, and AG(SA) | Submit 1 irregular expenditure report to PT, Coghsta, and AG(SA) | Submit 1 irregular expenditure report to PT, Coghsta, and AG(SA) | Submit 1 irregular expenditure report to PT, Coghsta, and AG(SA) | Report on UIFW and evidence of email to PT, Coghsta, and AG(SA) | Chief Financial Officer |
| 3.4.4.11 | Expenditure Fruitless and Wasteful Register | Submit 4 quarterly reports on fruitless and wasteful expenditure to Provincial Treasury (PT), Coghsta, and AG(SA) | | - | 04 UIFW reports submitted | Submit 4 accurate and compliant quarterly fruitless and wasteful expenditure reports by 30 June 2026 with 100% adherence to prescribed deadlines. | Submit 1 fruitless and wasteful expenditure report to PT, Coghsta, and AG(SA) | Submit 1 fruitless and wasteful expenditure report to PT, Coghsta, and AG(SA) | Submit 1 fruitless and wasteful expenditure report to PT, Coghsta, and AG(SA) | Submit 1 fruitless and wasteful expenditure report to PT, Coghsta, and AG(SA) | Report on UIFW and evidence of email to PT, Coghsta, and AG(SA) | Chief Financial Officer |

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Bushbuckridge Local Municipality: FY 205/2026
Performance Agreement: Mr J Ngobeni

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INFRASTRUCTURE DEVELOPMENT AND BASIC SERVICE DELIVERY: TECHNICAL SERVICES

| Technical Services (Service Delivery and Infrastructure Development) | | | | | | | | | | | | |
|--|--|--|----------------|------|------------|--|-----------------------------|--|--|--|---|---------------------|
| Municipal KPA | | Improved access to basic services | | | | | | | | | | |
| 2019-25 MTSF Priority | | Provision of basic Services | | | | | | | | | | |
| Municipal Priority | | Provision of Basic Services | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.5.1 | Roads and Stormwater | % Completion of Rehabilitation of tarred road at Shatale (ward 7) | 4 052 000 | - | New target | 100% Completion of Rehabilitation of tarred road at Shatale (Ward 7) | - | - | 50% Completion of Rehabilitation of Road at Shatale (Ward 7) | 100% Completion of Rehabilitation of tarred road at Shatale (Ward 7) | Progress Report / | Manager Roads |
| 3.4.5.2 | Roads and Stormwater | % Completion of Rehabilitation of paved street at Eglington (Ward 33) | 7 400 000 | - | New target | 100% Completion of Rehabilitation of paved street at Eglington (Ward 33) | - | - | 50% Completion of Rehabilitation of paved street at Eglington (Ward 33) | 100% Completion of Rehabilitation of paved street at Eglington (Ward 33) | Progress Report / Completion Certificates | Manager Roads |
| 3.4.5.3 | Project Management Unit: Water Provision | % Completion of water reticulation and yard meter connection at Huntington (ward 25) | 33 000 000 | - | New target | 80% Completion of water reticulation and yard meter connection at Huntington (ward 25) | - | 20% construction progress, water reticulation, and yard meter connection at Huntington (ward 25) | 60% construction progress, water reticulation, and yard meter connection at Huntington (ward 25) | 80% construction progress, water reticulation, and yard meter connection at Huntington village (ward 25) | Progress report or completion certificate | Manager PMU |

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Bushbuckridge Local Municipality: FY 205/2026
Performance Agreement: Mr J Ngobeni

| Technical Services (Service Delivery and Infrastructure Development) | | | | | | | | | | | | |
|--|--|---|----------------|------|---|---|---|-----------|-----------|---|---|---------------------|
| 2019-25 MTSF Priority | | | | | | | | | | | | |
| Municipal Priority | | | | | | | | | | | | |
| Strategic Goal | | | | | | | | | | | | |
| Provision of basic Services | | | | | | | | | | | | |
| Provision of Basic Services | | | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.5.4 | Project Management Unit: Water provision | % Completion of reticulation and yard meter connection at Sommerset (ward35) | 3 500 000 | - | New target | 20% Completion of reticulation and yard meter connection at Sommerset (Ward 35) | - | - | - | 20% construction progress, water reticulation, and yard meter connection at Sommerset (ward 35) | Progress report or completion certificate | Manager PMU |
| 3.4.5.5 | Project Management Unit: Water provision | % Completion of reticulation and yard meter connection at Eglinton (ward 33) | 10 400 000 | - | New target | 20% Completion of reticulation and yard meter connection at Eglinton (ward 33) | - | - | - | 20% construction progress, water reticulation, and yard meter connection at Eglinton (ward 33) | Progress report or completion certificate | PMU Manager |
| 3.4.5.6 | Project Management Unit: Water provision | 100% completion of the provision of water reticulation at Kurhula and Tyakeni villages, phase 1 | 10 000 000 | - | 80% construction progress of provision of water reticulation at Kurhula and Tyakeni villages, phase 1 | 100% completion of the provision of water reticulation at Kurhula and Tyakeni villages, phase 1 | 100% completion of the provision of water reticulation at Kurhula and Tyakeni villages, phase 1 | - | - | - | Progress report / Completion certificate | Manager PMU |

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| Technical Services (Service Delivery and Infrastructure Development) | | | | | | | | | | | | | |
|--|--|--|----------------|------|--|--|--|-----------|-----------|-----------|-----------------------|--|-------------|
| Municipal KPA | | Improved access to basic services | | | | | | | | | | | |
| 2019-25 MTSE Priority | | Provision of basic Services | | | | | | | | | | | |
| Municipal Priority | | Provision of basic Services | | | | | | | | | | | |
| Strategic Goal | | Provision of Basic Services | | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager | |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | | |
| 3.4.5.7 | Project Management Unit: Water provision | 100% completion of the provision of water reticulation at Kurhula and Tiyakeni villages, phase 2 | 7 500 000 | - | 93% construction progress of provision of water reticulation at Kurhula and Tiyakeni villages, phase 2 | 100% completion of the provision of water reticulation at Kurhula and Tiyakeni villages, phase 2 | 100% completion of the provision of water reticulation at Kurhula and Tiyakeni villages, phase 2 | - | - | - | - | Progress report / Completion certificate | Manager PMU |
| 3.4.5.8 | Project Management Unit: Water provision | % completion of the provision of water reticulation a Sigagule phase 1 | 5 750 000 | - | 93% construction progress of provision of water reticulation at Sigagule phase 1 | 100% completion of the provision of water reticulation at Sigagule phase 1 | 100% completion of the provision of water reticulation at Sigagule phase 1 | - | - | - | - | Progress report/ completion certificate | Manager PMU |
| 3.5.5.8 | Project Management Unit: Water provision | % completion of water reticulation and yard meter connection at Kildare B, phase 1 | 15 000 000 | | 90.81% Construction Progress reticulation and yard meter connection at Kildare B, phase 1 | 100% completion of water reticulation and yard meter connection at Kildare B, phase 1 | 100% completion of water reticulation and yard meter connection at Kildare B, phase 1 | | | | | Progress report/Completion certificate | |

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Bushbuckridge Local Municipality: FY 2025/2026
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| Technical Services (Service Delivery and Infrastructure Development) | | | | | | | | | | | | |
|--|--|---|----------------|------|---|--|--|---|--|--|---|---------------------|
| 2019-25 MTSF Priority | | | | | | | | | | | | |
| Improved access to basic services | | | | | | | | | | | | |
| Municipal Priority | | | | | | | | | | | | |
| Provision of basic Services | | | | | | | | | | | | |
| Strategic Goal | | | | | | | | | | | | |
| Provision of Basic Services | | | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.5.10 | Project Management Unit: Water provision | % completion of reticulation and yard meter connection at Kildare B phase 2 | 5 000 000 | - | 80.14 % construction progress reticulation and yard meter connection at Kildare B phase 2 | 100% completion of reticulation and yard meter connection at Kildare B phase 2 | 100% completion of reticulation and yard meter connection at Kildare B phase 2 | - | - | - | Progress report/Completion certificate | Manager PMU |
| 3.4.5.11 | Project Management Unit: Water provision | % completion of reticulation and yard meter connection at Kildare A | 3 000 000 | - | 74% Construction progress of water reticulation at Kildare A | 100% completion of water reticulation at Kildare A | 85 % Construction progress of water reticulation at Kildare A | 100% completion of water reticulation at Kildare A | - | - | Progress report/Completion certificate | Manager PMU |
| 3.4.5.12 | Project Management Unit: Water provision | % completion of reticulation and yard meter connection at Rolle phase 3 | 7 500 000 | - | 77% Construction progress of water reticulation at Rolle phase 3 | 100% completion of water reticulation at Rolle phase 3 | 85% Construction progress of water reticulation at Rolle phase 3 | 100% completion of water reticulation at Rolle phase 3 | - | - | Progress report/Completion certificate | Manager PMU |
| 3.4.5.13 | Project Management Unit: Water provision | % completion of the provision of water reticulation in Newforest (ward 31) | 30 000 000 | - | New target | 60% completion of the provision of water reticulation in Newforest (Ward 31) | - | 5% construction progress of water reticulation in Newforest (Ward 31) | 35% construction progress of water reticulation in Newforest (Ward 31) | 60% construction progress of water reticulation in Newforest (Ward 31) | Progress report/ completion certificate | Manager PMU |

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Bushbuckridge Local Municipality: FY 205/2026
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| Technical Services (Service Delivery and Infrastructure Development) | | | | | | | | | | | | |
|--|--|---|----------------|------|---|--|--|---|--|--|---|---------------------|
| 2019-25 MTSF Priority | | | | | | | | | | | | |
| Improved access to basic services | | | | | | | | | | | | |
| Municipal Priority | | | | | | | | | | | | |
| Provision of basic Services | | | | | | | | | | | | |
| Strategic Goal | | | | | | | | | | | | |
| Provision of Basic Services | | | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.5.14 | Project Management Unit: Water provision | % completion of Design of water reticulation in Zimbabwe (Ward 18) | 2 000 000 | - | New target | 100% completion design of water reticulation in Zimbabwe (Ward 18) | - | - | - | 100% completion design of water reticulation in Zimbabwe (Ward 18) | Progress report/ completion certificate | Manager PMU |
| 3.4.5.15 | Project Management Unit: Water provision | % completion of the provision of water reticulation in Agincourt phase 1 (ward 28) | 32 000 000 | - | New target | 60% completion of provision of water reticulation in Agincourt Phase 1 (ward 28) | - | 5% construction progress of water reticulation of Agincourt phase 1 (ward 28) | 35% construction progress of water reticulation of Agincourt phase 1 (ward 28) | 60% construction progress of water reticulation of Agincourt phase 1 (ward 28) | Progress report/ completion certificate | Manager PMU |
| 3.4.5.16 | Project Management Unit: Water provision | % completion of Paving of internal streets at Ga-Motibidi Village, Dwarisloop Region (ward 8) | | | 90% completion Paving of internal streets at Ga-Motibidi Village, Dwarisloop Region (ward 8) in 2023/24 | 100% completion of Paving of internal streets at Ga-Motibidi Village, Dwarisloop Region (ward 8) | 100% completion of Paving of internal streets at Ga-Motibidi Village, Dwarisloop Region (ward 8) | | | | Progress report/ completion certificate | |

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| Technical Services (Service Delivery and Infrastructure Development) | | | | | | | | | | | | |
|--|---------------------|--|----------------|------|--|--|--|---|---|---|---|---------------------|
| Improved access to basic services | | | | | | | | | | | | |
| Provision of basic Services | | | | | | | | | | | | |
| Provision of Basic Services | | | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.5.17 | PMU- Roads Projects | % completion of Paving of internal streets at Ward 07 Thabakgolo/Mas akeng | 15 000 000 | - | 65 % completion of Paving of internal streets at Ward 07 Thabakgolo/Mas akeng | 100% completion of Paving of internal streets at Ward 07 Thabakgolo/Mas akeng | 80% construction progress, Paving of internal streets at ward 07. Thabakgolo/Mas akeng | 100% completion of Paving of internal streets at Ward 07 Thabakgolo/Mas akeng | - | - | Progress report or completion certificate | Manager PMU |
| 3.4.5.18 | PMU- Roads Projects | % Completion of Upgrading of road from Casteel to Tembisa phase 2 | 21 000 000 | - | 55% construction progress of paving of internal streets project at Casteel to Tembisa, phase 2 | 100% Upgrading of road from Casteel to Tembisa phase 2 | | 60% Upgrading of road from Casteel to Tembisa phase 2 | 100 % Upgrading of road from Casteel to Tembisa phase 2 | 100% Upgrading of road from Casteel to Tembisa phase 2 | Progress report or completion certificate | Manager PMU |
| 3.4.5.19 | PMU- Roads Projects | % completion of paving streets in Ward 23, Cork | 6 000 000 | | 66% construction progress of paving streets at Ward 23, Cork | 100% completion of paving streets at Ward 23, Cork | - | - | - | - | Progress report/ completion certificate | Manager PMU |
| 3.4.5.20 | PMU- Roads Projects | % Completion of construction from Ga-boeleng to Mariepskop road, phase 2 (Ward 18) | 20 000 000 | - | New target | 100% Completion construction from Ga-boeleng to Mariepskop road, phase 2 (Ward 18) | - | 20% construction progress of construction of a road from Ga boeleng to Mariepskop (Ward 18) | 80% construction progress of a road from Ga boeleng to Mariepskop (Ward 18) | 100% Completion construction from Ga-boeleng to Mariepskop road phase 2 (Ward 18) | Progress report or completion certificate | Manager PMU |

Bushbuckridge Local Municipality: FY 205/2026
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| Technical Services (Service Delivery and Infrastructure Development) | | | | | | | | | | | | |
|--|---------------------|--|----------------|------|-------------|---|-----------------------------|--|--|---|---|---------------------|
| 2019-25 MTSF Priority | | | | | | | | | | | | |
| Improved access to basic services | | | | | | | | | | | | |
| Municipal Priority | | | | | | | | | | | | |
| Provision of basic Services | | | | | | | | | | | | |
| Strategic Goal | | | | | | | | | | | | |
| Provision of Basic Services | | | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.5.21 | PMU- Roads Projects | % Completion of construction of a road at Acomhoek at Buffelshoek phase 2 (Ward 21) | 20 000 000 | | New target | 100% Completion of a road at Acomhoek at Buffelshoek phase 2 (Ward 21) | - | 20% construction progress of a road at Acomhoek at Buffelshoek phase 2 (Ward 21) | 80% construction progress of a road at Acomhoek at Buffelshoek phase 2 (Ward 21) | 100% Completion of a road at Acomhoek at Buffelshoek phase 2 (Ward 21) | Progress report or completion certificate | Manager PMU |
| 3.4.5.22 | PMU- Roads Projects | % Completion of design of the construction of internal streets at Midlands Rivoni village (Ward 13) | 11 000 000 | | New target | 100% Completion of the design of construction of internal streets at Midlands Rivoni village (Ward 13) | -- | - | - | 100% Completion of the design of construction of internal streets at Midlands Rivoni village (Ward 13) | Progress report or completion certificate | Manager PMU |
| 3.4.5.23 | PMU- Roads Projects | % Completion of design of the construction of internal streets at South Area B (Meetsi village), Ward 27 | 11 000 000 | | New targets | 100% Completion of design of the construction of internal streets at South Area B (Meetsi village), Ward 27 | - | - | - | 100% Completion of design of the construction of internal streets at South Area B (Meetsi village), Ward 27 | Progress report or completion certificate | Manager PMU |
| 3.4.5.24 | PMU- Roads Projects | % Completion of design of the construction of internal streets at South Cunningsmoore A (Ward 24) | 11 000 000 | | New targets | 100% Completion of the design of the internal streets at South Cunningsmoore A (Ward 24) | - | - | - | 100% Completion of the design of the internal streets at South Cunningsmoore A (Ward 24) | Progress report or completion certificate | Manager PMU |



Bushbuckridge Local Municipality: FY 205/2026
Performance Agreement: Mr J Ngobeni

| Municipal KPA | | | | | | | | | | | | |
|--|----------------------------|---|----------------|------|---|--|---|--|--|--|---|---------------------|
| Technical Services (Service Delivery and Infrastructure Development) | | | | | | | | | | | | |
| 2019-25 MTSF Priority | | | | | | | | | | | | |
| Improved access to basic services | | | | | | | | | | | | |
| Municipal Priority | | | | | | | | | | | | |
| Provision of basic Services | | | | | | | | | | | | |
| Strategic Goal | | | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.5.25 | PMU- Roads Projects | % Completion of design of the Construction of internal streets at North Andover village (ward 30) | 11 000 000 | | New targets | 100% Completion of the design of the Construction of internal streets at North Andover village (ward 30) | - | - | - | 100% Completion of the design of the Construction of internal streets at North Andover village (ward 30) | Progress report or completion certificate | Manager PMU |
| 3.4.5.26 | PMU- Roads Projects | % completion of Paving of internal streets at New Forest | 8 000 000 | | 81% completion of Paving of internal streets at new forest in 2023/2024 | 100% completion of Paving of internal streets at new forest | 100% completion of Paving of internal streets at new forest | - | - | - | Progress report or completion certificate | Manager PMU |
| 3.4.5.27 | PMU- Construction Projects | % Completion of construction of head offices | 15 000 000 | | 70% Construction progress of municipal head office building phase 1 | 100% Completion of a municipal head office building, phase 1 | 75%Construction in progress of municipal construction office building phase 1 | 100% Completion of a municipal head office building, phase 1 | - | - | Progress report or completion certificate | Manager PMU |
| 3.4.5.28 | PMU- Construction Projects | % Completion of Acomhoek Sports Facility project Phase 2 | 33 000 000 | | 38% construction progress of Acomhoek sports facility project, Phase 2 | 100% construction progress of Acomhoek sports facility project, Phase 2 | 45% construction progress of Acomhoek sports facility project, Phase 2 | 70% construction progress of Acomhoek sports facility project, Phase 2 | 90% construction progress of Acomhoek sports facility project, Phase 2 | 100% construction progress of Acomhoek sports facility project, Phase 2 | Progress report or completion certificate | Manager PMU |

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| Technical Services (Service Delivery and Infrastructure Development) | | | | | | | | | | | | |
|--|---------------------------|---|----------------|------|--|---|--|--|--|---|---|---------------------------------|
| Municipal KPA | | Improved access to basic services | | | | | | | | | | |
| 2019-25 MTSF Priority | | Provision of basic Services | | | | | | | | | | |
| Municipal Priority | | Provision of Basic Services | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.5.29 | PMU-Construction Projects | % Construction of Thulamahashe Regional Landfill phase 3 | 26 000 000 | - | 57% construction progress of construction of landfill site Phase 3 | 100% construction progress of construction of landfill site Phase 3 | - | 70% construction progress of construction of landfill site Phase 3 | 90% construction progress of construction of landfill site Phase 3 | 100% construction progress of construction of landfill site Phase 3 | Progress report or completion certificate | Manager PMU |
| 3.4.5.30 | PMU-Construction Projects | % Construction of Thulamahashe cemeteries | 8 300 000 | - | 80% Construction of Thulamahashe cemeteries | 100% Construction of Thulamahashe cemeteries | 85% Construction of Thulamahashe cemeteries | 100% Construction of Thulamahashe cemeteries | - | - | Progress report or completion certificate | Manager PMU |
| 3.4.5.31 | PMU Construction Projects | % Construction of Landfill Phase at Hoxane Transfer Station | 6 900 000 | - | 0 Construction at Hoxane Transfer Station in 2024/2025 | 20% Construction of Landfill Phase at Hoxane Transfer Station | - | - | - | 20% Construction of Landfill Phase at Hoxane Transfer Station | Progress report or completion certificate | Manager PMU |
| 3.4.5.32 | Sanitation | % construction progress of upgrading of Mavijian WWTW | 15 000 000 | - | 98% progress of upgrading of Mavijian WWTW | 100% construction progress of upgrading of Mavijian WWTW | 100% construction progress of upgrading of Mavijian WWTW | - | - | - | Completion certificate | Manager PMU |
| 3.4.5.33 | Sanitation | % completion of Upgrading of Mkhuhlu WWTW (Ward 3) | 1 000 000 | - | New target | 15 % completion of the upgrade of Mkhuhlu WWTW (ward 3) | - | - | 10 % completion of the upgrade of Mkhuhlu WWTW (Ward 3) | 15 % completion of the upgrade of Mkhuhlu WWTW (Ward 3) | Detailed design report /Progress report | Deputy Director, Water Services |

Bushbuckridge Local Municipality: FY 205/2026
Performance Agreement: Mr J Ngobeni



| Technical Services (Service Delivery and Infrastructure Development) | | | | | | | | | | | | |
|--|---------------------------|--|----------------|------|---|---|---|---|---|---|--|-----------------------------------|
| Municipal KPA | | | | | | | | | | | | |
| 2019-25 MTSF Priority | | | | | | | | | | | | |
| Improved access to basic services | | | | | | | | | | | | |
| Municipal Priority | | | | | | | | | | | | |
| Provision of basic Services | | | | | | | | | | | | |
| Strategic Goal | | | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.5.34 | Sanitation | % completion of Upgrading and Refurbishment of Acomhoek Wastewater Treatment Works (Ward 17) | 40 000 000 | - | New target | 100 % completion of Upgrading and Refurbishment of Acomhoek Wastewater Treatment Works (Ward 17) | 60 % completion of Replacement of Asbestos Water pipe at Thulamahashe | 20 % completion of Upgrading and Refurbishment of Acomhoek Wastewater Treatment Works (Ward 17) | 80 % completion of Upgrading and Refurbishment of Acomhoek Wastewater Treatment Works (Ward 17) | 100 % completion of Upgrading and Refurbishment of Acomhoek Wastewater Treatment Works (Ward 17) | Progress report / Completion certificate | Deputy Director/ Water Services |
| 3.4.5.35 | PMU Construction Projects | % completion of Replacement of Asbestos Water pipe at Thulamahashe | 23 428 000 | - | 41 % completion of Replacement of Asbestos Water pipe at Thulamahashe | 100 % completion of Replacement of Asbestos Water pipe at Thulamahashe | 60 % completion of Replacement of Asbestos Water pipe at Thulamahashe | 80 % completion of Replacement of Asbestos Water pipe at Thulamahashe | 100 % completion of Replacement of Asbestos Water pipe at Thulamahashe | - | Progress report / Completion certificate | Manager PMU |
| 3.4.5.36 | PMU Construction Projects | % completion of reconstruction of Dwaarsloop fire station (Ward 8) | 5 000 000 | - | New Target | 100 % completion of the reconstruction of Dwaarsloop fire station (Ward 8) | - | - | 50 % completion of the reconstruction of Dwaarsloop fire station (Ward 8) | 100 % completion of the reconstruction of Dwaarsloop fire station (Ward 8) | Progress report / Completion certificate | Manager PMU |
| 3.4.5.37 | Water Services | % Construction completion of Detailed designs for the installation of Hoxane to Cunningsmoore steel pipeline | 5 000 000 | - | New Target | 100 % completion of Detailed designs for the installation of Hoxane to Cunningsmoore steel pipeline | - | - | - | 100 % completion of Detailed designs for the installation of Hoxane to Cunningsmoore steel pipeline | Detailed design report | Deputy Director of Water Services |

Bushbuckridge Local Municipality: FY 205/2026
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| Technical Services (Service Delivery and Infrastructure Development) | | | | | | | | | | | | | |
|--|--|---|----------------|------|---|--|-----------------------------|---|--|--|---|---|--|
| 2019-25 MTSF Priority | | | | | | | | | | | | | |
| Improved access to basic services | | | | | | | | | | | | | |
| Municipal Priority | | | | | | | | | | | | | |
| Provision of basic Services | | | | | | | | | | | | | |
| Strategic Goal | | | | | | | | | | | | | |
| Provision of Basic Services | | | | | | | | | | | | | |
| KPI No | Functional Area | Key Performance Indicator | Budget (Rands) | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager | |
| | | | Capex | Opex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | | |
| 3.4.5.38 | Central Electrical and Mechanical Workshop | % Completion installation of High Mast's phase 4 | 35 000 000 | - | 15% completion installation of High Masts phase 4 | 100% Completion installation of High Masts Phase 4 | | | 40% construction progress of installation of High Masts phase 4 | 100% completion installation of High Masts phase 4 | Progress reports / Completion certificates | Manager, Central Electrical and Mechanical Workshop | |
| 3.4.5.39 | Central Electrical and Mechanical Workshop | %completion electrification of 100 households at Kakopeni village (ward 29) | R2 500 000 | | New target | 100%completion electrification of 100 households at Kakopeni village (ward 29) | | | 30%completion electrification of households at Kakopeni village (ward 29) | 100%completion electrification of households at Kakopeni village (ward 29) | Progress reports / Practical Completion certificate | Manager, Central Electrical and Mechanical Workshop | |
| 3.4.5.40 | Central Electrical and Mechanical Workshop | % Implementation of EEDSM for buildings and Wastewater and Water Treatment Plants | R5 000 000 | | New target | 100% Implementation of EEDSM for buildings and Wastewater and Water Treatment Plants | | 25% Implementation of EEDSM for buildings and Wastewater and Water Treatment Plants | 60% Implementation on of EEDSM for buildings and Wastewater and Water Treatment Plants | 100% Implementation of EEDSM for buildings and Wastewater and Water Treatment Plants | Progress reports /Practical Completion certificate | Manager, Central Electrical and Mechanical Workshop | |

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GOOD GOVERNANCE AND PUBLIC PARTICIPATION

| Municipal KPA | | Good Governance and Public Participation | | | | | | | | | | | |
|-----------------------|---|--|--------|-------|---|--|--|----------------------------|---------------------------|---------------------------|---------------------------|---|-----------------------|
| 2019-25 MTSE Priority | | A Capable, Ethical, and Developmental State | | | | | | | | | | | |
| Municipal Priority | | Institutional | | | | | | | | | | | |
| Strategic Goals | | Ensuring integrated development planning and integrated Human settlements | | | | | | | | | | | |
| | | To build a capable and high-performing municipality | | | | | | | | | | | |
| KPI NO | Functional Area | Key Performance Indicator | Budget | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager | |
| | | | Opex | Capex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | | |
| 3.4.6.1 | Internal Audit Documents | Reviewed IA charter, IA policy, AC charter & IA manual approved by the Audit Committee | | | Reviewed IA charter, IA policy, AC charter & IA manual approved by the Audit Committee. | Review IA charter, IA policy, AC charter & IA manual approved by the Audit Committee. | Review IA charter, IA policy, AC charter & IA manual approved by the Audit Committee. | - | - | - | - | Signed IA Charter, IA Policy, AC Charter, and IA Manual | Chief Audit Executive |
| 3.4.6.2 | Internal Audit Strategic Plan & Annual Plan | 2025/2026 annual plan and three-year strategic plan approved by the Audit Committee | | | 2024/2025 annual plan and three-year strategic plan approved by the Audit Committee. | Develop 2025/2026 annual plan and three-year strategic plan approved by the Audit Committee. | Develop 2024/2025 annual plan and three-year strategic plan approved by the Audit Committee. | - | - | - | - | Signed Annual plan | Chief Audit Executive |
| 3.4.6.3 | Audit committee sitting | Number of Audit committee meetings | - | - | 6 Audit committee meetings held | 6 Audit committee meetings | 2 Audit Committee meetings | 2 Audit Committee meetings | 1 Audit Committee meeting | 1 Audit Committee meeting | 1 Audit Committee meeting | Attendance Register and minutes of the meetings held | Chief Audit Executive |

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Bushbuckridge Local Municipality: FY 205/2026
Performance Agreement: Mr J Ngobeni

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| Municipal KPA | | Good Governance and Public Participation | | | | | | | | | | |
|---|---------------------------------|---|--------|-------|--|---|--|--|--|--|--|--|
| 2019-25 MTSE Priority | | A Capable, Ethical, and Developmental State | | | | | | | | | | |
| Municipal Priority | | Institutional | | | | | | | | | | |
| Strategic Goals | | Ensuring integrated development planning and integrated Human settlements | | | | | | | | | | |
| To build a capable and high-performing municipality | | | | | | | | | | | | |
| KPI NO | Functional Area | Key Performance Indicator | Budget | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Opex | Capex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.6.4 | Integrated Development Planning | Number of public participations in IDP conducted | - | - | 11 public participations conducted in 2024/2025 | Conduct 11 public participations in 2025/2026 | - | 6 public participations | - | 5 public participations | Agendas and attendance registers | Manager: Integrated Development Planning |
| 3.4.6.5 | Integrated Development Planning | Strategic planning sessions and Approval of IDP | - | - | Strategic planning sessions and 2024/2025 IDP approved by 30 June 2025 | Strategic planning sessions and 2025/2026 IDP approval by 30 June 2026 | 2025/2027 IDP Process Plan | - | 1 Strategic session to be conducted and Drafting of IDP document | Final approval of 2026/2027 IDP | Q1: Process Plan Q3: Draft IDP, Agenda, and report on Strategic session. Q4: Council resolution for the approved 2026/2027 IDP | Manager: Integrated Development Planning |
| 3.4.6.6 | Risk Management | Activities on Strategic Risk Management processes conducted | - | - | 4 Activities on Strategic Risk Management processes conducted in 2024/2025 | 4 Activities on Strategic Risk Management processes conducted by 30 June 2026 | 01 Updated Strategic Risk Register Action Plan | 01 Updated Strategic Risk Register Action Plan | 01 Updated Strategic Risk Register Action Plan | 01 Updated Strategic Risk Register Action Plan | Strategic Risk Register and Attendance Register | Manager: Risk Management |

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| Municipal KPA | | Good Governance and Public Participation | | | | | | | | | | |
|-----------------------|--|--|--------|-------|--|--|-----------------------------|-----------|---|-----------------------------------|--|--|
| 2019-25 MTSP Priority | | A Capable, Ethical, and Developmental State | | | | | | | | | | |
| Municipal Priority | | Institutional | | | | | | | | | | |
| Strategic Goals | | Ensuring integrated development planning and integrated Human settlements | | | | | | | | | | |
| | | To build a capable and high-performing municipality | | | | | | | | | | |
| KPI NO | Functional Area | Key Performance Indicator | Budget | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Opex | Capex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.6.7 | Performance management | Development and Submission of Performance Agreements for S56 & 54 | | | 06 Performance Agreements (PA) for s56&54 developed and submitted to Treasury and Cogta by 30 September 2024 | 06 Performance Agreements (PA) for s56&54 developed and submitted to Treasury. | - | - | - | - | Performance Agreements, letters of submission, and public notice | Manager: Performance Management System |
| 3.4.6.8 | SDBIP | Development and Submission of 2025/2026 SDBIP | - | - | 02 SDBIP developed (01 revised and 01 SDBIP in 2023/2024 and submitted to Cogta and Treasury | 02 SDBIP developed (01 revised and 01 SDBIP for 2025/2026 | 1 SDBIP developed | - | 1 approved revised SDBIP | - | Original and Revised SDBIP, public notices, Council resolution, and submission letters | Manager: Performance Management System |
| 3.4.6.9 | Performance Assessment for Section 56 and 54 employees | Number of Performance Assessments for Section 56 and 54 employees conducted. | - | - | 03 Performance Assessment for Section 56 and 54 employees conducted in 2023/2024 | 02 PMS Assessment for Section 56 and 54 employees conducted | - | - | Mid-term assessment and Annual Performance assessment | 2024/2025 final annual assessment | Invitation, Attendance registers, and assessment reports | Manager: Performance Management System |

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Bushbuckridge Local Municipality: FY 205/2026
Performance Agreement: Mr J Ngobeni



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|-----------------------|--------------------------|---|--------|-------|---|---|--|-----------|---|---|---|--|
| Municipal KPA | | Good Governance and Public Participation | | | | | | | | | | |
| 2019-25 MTSP Priority | | A Capable, Ethical, and Developmental State | | | | | | | | | | |
| Municipal Priority | | Institutional | | | | | | | | | | |
| Strategic Goals | | Ensuring integrated development planning and integrated Human settlements | | | | | | | | | | |
| | | To build a capable and high-performing municipality | | | | | | | | | | |
| KPI NO | Functional Area | Key Performance Indicator | Budget | | Baseline | Annual Target | Quarterly Targets 2025/2026 | | | | Portfolio of Evidence | Responsible Manager |
| | | | Opex | Capex | | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | | |
| 3.4.6.10 | Annual report | Number of annual reports developed | - | - | 02 Annual reports developed and submitted to all Stakeholders | 02 Annual reports developed and submitted to all Stakeholders | Submission Draft Annual Report to Council and AG | | Submission of Final annual report (Audited) to council and AG | | *Council resolution and Proof of submission for the Draft annual performance report | Manager: Performance Management System |
| 3.4.6.11 | Water Services Authority | Annual Water and Wastewater Compliance Report | - | - | Water and wastewater compliance report | Annual Water and Wastewater Compliance report | - | - | - | Annual Water and Wastewater Compliance report | *Council resolution letter of submission to all stakeholders water and wastewater compliance reports | WSA Manager |

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Bushbuckridge Local Municipality: FY 205/2026
Performance Agreement: Mr J Ngobeni



ANNEXURE B

PERSONAL DEVELOPMENT PLAN

PERSONAL DEVELOPMENT PLAN (PDP) FY 2024/2025



| | |
|--------------------|-------------------|
| DIRECTORATE | Municipal Manager |
| JOB TITLE | Municipal Manager |
| EMPLOYEE | Jasper Ngobeni |

| | | | |
|---|--|---|--------------------------------------|
| PURPOSE | To enhance skills and competencies to execute the responsibilities in an effective manner | | |
| AREA IDENTIFIED FOR DEVELOPMENT | OBJECTIVE OF DEVELOPMENT | TYPE OF INTERVENTION (ON-THE-JOB TRAINING, BURSARY, COURSES) | TIME FRAME (TARGETED QUARTER) |
| 1. Financial Management and Revenue Enhancement | Develop adequate financial forecasting Strategies and practical Revenue Enhancement Strategies | Formal Training Programme and register for a financial management course | 6 Months Period |
| 2. Governance, Ethics and Compliance | Promote ethical governance and accountability | Formal Training Programme and attending conferences on Ethical Leadership in Governance | 6 Months Period |
| | | | |
| | | | |

ANNEXURE C

DISCLOSURE OF INTEREST



Bushbuckridge Local Municipality

DISCLOSURE OF INTERESTS FORM

In terms of the supply chain management policy, Section 46 2(a) an official or any other role player involved in implementation of this must, declare to the accounting officer details of any private or business interests which that person, or any close member, partner, or associate may have in any proposed procurement or disposal process of or in any award of a contract by the municipality

I, the undersigned,

(Full names: JASPER HGOBENI)

(Identity Number: 6810319436085)

Residing at: 102B GRANITE STREET, WEST ACRES, MELKORWA, 1200.

Do hereby declare that the information contained herein fall within my personal knowledge and are to the best of my knowledge complete, true, and correct; and

Further declare my financial interests, non-executive directorship previously or currently held and remunerative work, consultancy and retainership positions held as follows:

| 1. SHARES & OTHER FINANCIAL INTERESTS IN A BUSINESS ENTITY | | |
|--|------------------------------------|--|
| Number of Shares/Member's Interest | Value of Shares/ Member's Interest | Name of Institution or Business Entity |
| | NONE | |
| | | |
| | | |
| | | |

| 2. NON-EXECUTIVE DIRECTORSHIP | |
|-------------------------------|--------|
| Name of Company | Period |
| 1. | NONE |
| 2. | |
| 3. | |
| 4. | |
| 5. | |

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J.J.

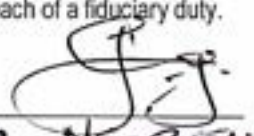
| 3. REMUNERATIVE WORK, CONSULTANCY & RETAINERSHIPS | | | |
|---|------------------|-----------------------|--------|
| Name of Company & Occupation | Type of Business | Rand amount per month | Period |
| 1. | NONE | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

| 4. RELATED PARTIES DOING BUSINESS WITH THE MUNICIPALITY (Related parties: Spouse, children, mother, father, sister, brother in terms of section 42.2) | |
|---|--------------|
| Name of Company | Relationship |
| 1. | NONE |
| 2. | |
| 3. | |
| 4. | |
| 5. | |

| 5. CRIMINAL RECORD | |
|--------------------|------------------------|
| Type of Offence | Dates/Term of Sentence |
| 1. | NONE |
| 2. | |
| 3. | |

And further declare that.

- I am South African citizen and ordinarily resident in the Republic.
- I was never declared insolvent and I am not an un-rehabilitated insolvent.
- I am not disqualified under any law from practicing any profession.
- I was never convicted of fraud, or any other offence involving dishonesty and sentenced to a fine or imprisonment or both.
- I was never at any time been removed from an office of trust on account of breach of a fiduciary duty.

Signature of Nominee: 

Full Names: JABER NGOBENI

SWORN to and SIGNED before me at BLM on this JUNE day of 2025.

The deponent having acknowledged that he knows and understands the contents of this affidavit, that the contents are true, and that he has no objection to taking this oath and that he considers the oath to be binding on his/her conscience.

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NOTES TO DISCLOSURE OF INTERESTS FORM

The following notes provide guidance for completing the relevant parts of the disclosure of interest form

Note 1 – Shares and Financial Interests in a Business Entity

Disclose shares and other financial interests held in any private, public company, partnership, close corporation or any other corporate body recognized by law.

- A share is any investment that provides a dividend, including unit trusts, equities and government bonds.
- Value refers to the current rand value of the shares.

Note 2 – Non-Executive Directorship

Disclose all non-executive directorship.

Note 3 – Remunerated Work, Consultancies and Retainerships

Disclose all remunerated work and employment.

- Remuneration means the receipt of benefits in cash or in kind.
- Work means rendering a service for which the person receives remuneration.
- A public service official must obtain the approval of his/her Minister for performing remunerated work outside the public service.

Disclose any interests in any consulting firm or company that provides advice or professional services.

- Name of client and nature of consultancy or retainership.
- Type of business activity
- Value of benefits derived may refer to benefits in cash or in kind.

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