



Mmogo re šomela diphetogo!

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

**THE MAKHUDUTHAMAGA LOCAL MUNICIPALITY
AS REPRESENTED BY THE MUNICIPAL MANAGER**

MOGANEDI RONALD MAISANE

AND

TONG KUTULLO TSHUKUDU

**THE SENIOR MANAGER OF ECONOMIC DEVELOPMENT AND
PLANNING
(EMPLOYEE)**

FOR THE

FINANCIAL YEAR: 1 DECEMBER 2024 - 30 JUNE 2025



- 2.2 specify objectives and targets defined and agreed with the employee and to communicate to the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- 2.3 specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;
- 2.4 monitor and measure performance against set targeted outputs;
- 2.5 use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;
- 2.6 in the event of outstanding performance, to appropriately reward the employee; and
- 2.7 give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **1st of December 2024** and will remain in force until **30th June 2025** thereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.
- 3.3 This Agreement will terminate on the termination of the **Employee's** contract of employment for any reason.
- 3.4 The content of this Agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.



5.5.4 The total score must determined using the rating calculator.

- 5.6 The Employee's assessment will be based on his / her performance in terms of the outputs / outcomes (performance indicators) identified as per attached Performance Plan (**Annexure A**), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee:

Key Performance Areas (KPA's)	Weighting
Spatial Rationale	40%
Municipal Institutional Development and Transformation	20%
Local Economic Development (LED)	40%
Total	100%

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

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

COMPETENCY REQUIREMENTS FOR EMPLOYEES		
LEADING COMPETENCIES	✓	WEIGHT
Strategic Direction and Leadership	✓	10
People Management	✓	5
Program and Project Management	✓	20
Financial Management	✓	10
Change Leadership	✓	5
Governance Leadership	✓	5
CORE COMPETENCIES	✓	5



- (b) An indicative rating on the five-point scale should be provided for each KPA.
- (c) The applicable assessment rating calculator (refer to paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score.

6.5.2 Assessment of the CRs

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

6.5.3 Overall rating

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

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

Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.					



- 6.9 The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels referred to in sub-regulations (d) and (e).

7. SCHEDULE FOR PERFORMANCE REVIEWS

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

Second quarter	:	December 2024
Third quarter	:	January – March 2025
Fourth quarter	:	April – June 2025

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

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

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

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

8. DEVELOPMENTAL REQUIREMENTS

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

9. OBLIGATIONS OF THE EMPLOYER

- 9.1 The Employer shall –

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

12. DISPUTE RESOLUTION

- 12.1 Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by –
 - 12.1.1 The MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the Employee; or
 - 12.1.2 Any other person appointed by the MEC.
 - 12.1.3 In the case of managers directly accountable to the municipal manager, a member of the municipal council, provided that such member was not part of the evaluation panel provided for in sub-regulation 27(4)(e) of the Municipal Performance Regulations, 2006, within thirty (30) days of receipt of a formal dispute from the employee;

Whose decision shall be final and binding on both parties.

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

13. GENERAL

- 13.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer.
- 13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.
- 13.3 The performance assessment results of the municipal manager must be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.



MAKHUDUTHAMAGA
LOCAL
MUNICIPALITY

Mmaga re sanvula dipheto go! | Together working for change!

SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN 2024/2025

PERFORMANCE SCORE PLAN

No. 01 Groblersdal Road, Jane Furse

NO.	DIREC TORA TE	PROJECT	MEASURA BLE OBJECTIV E	KEY PERFORMANC E INDICATOR.	BASELINE	ANNUAL TARGET 2024/2025	2024/2025 QUARTERLY TARGETS				MEANS OF VERIFICA TION	ANNUAL BUDGET 2024/2025 ('R000')	WEIGHTI NGS
							QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4			
SR03	EDP	Formalisati on of Settlements	managemen t	No of Land Use Management workshops held by 30 June 2025	4 Land Use Management workshop	4 Land Use Management workshops held by 30 June 2025	01 Land Use Management workshops held	01 Land Use Management workshops held	01 Land Use Management workshops held	01 Land Use Management workshops held	Minutes and attendanc e register	R0.00	2%
							0	0	01 layout plans developed with makhuduth amaga jurisdiction	0	Layout plan	R 4 500	5%
				No of general plans approved by chief surveyor general by 30 June 2025	Layout plan	02 general plans approved by chief surveyor general by 30 June 2025	0	0	01 general plans approved by chief surveyor general	01 general plans approved by chief surveyor general	General plans		5%

NO.	DIREC TORA TE	PROJECT	MEASURA BLE OBJECTIV E	KEY PERFORMANC E INDICATOR.	BASELINE	ANNUAL TARGET 2024/2025	2024/2025 QUARTERLY TARGETS				MEANS OF VERIFICA TION	ANNUAL BUDGET 2024/2025 ('R000')	WEIGHTI NGS
							QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4			
						plans received)		building plans)		building plans)			
Total												R5 060	40%

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NO.	DIRE CTOR ATE	PROJECT	MEASURA BLE OBJECTIVE	KEY PERFORMA NCE INDICATOR	BASELIN E	ANNUAL TARGETS 2024/2025	2024/2025 QUARTERLY TARGETS				MEANS OF VERIFICA TION	ANNUAL BUDGET 2024/2025 R'000'	WEIGHTI NGS
							QUARTE R 1	QUARTE R 2	QUARTE R 3	QUARTE R 4			
				No. of monitoring of previously financially supported SMMEs conducted by 30 June 2025	15 previously supported SMMEs monitored.	20 monitoring of previously financially supported SMMEs conducted by 30 June 2025	5 monitoring of Previously financially supported SMMEs done	5 monitoring of Previously financially supported SMMEs done	5 monitoring of Previously financially supported SMMEs done	5 monitoring of Previously financially supported SMMEs done	SMMEs monitoring Report	R 0.00	2%
				To develop Informal sector strategy by 30 June 2025	New indicator	Informal sector strategy developed by 30 June 2025	0	Informal sector strategy developed	0	0	Approved sector strategy	R600	5%
LED 03	EDP	LED Capacity building workshops		No of LED capacity building workshops conducted by 30 June 2025	4 LED capacity building workshops conducted	4 LED capacity building workshops conducted by 30 June 2025	01 LED capacity building workshops conducted	01 LED capacity building workshops conducted	01 LED capacity building workshops conducted	01 LED capacity building workshops conducted	Attendance register and report	R100	2%
LED 04	EDP	Business registration and licensing		To develop Business registration and licensing by 30 June 2025	New indicator	Business registration and licensing by- laws developed by 30 June 2025	0	0	0	Business registration and licensing by- laws developed	Registration Certificates	R100	5%

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NO.	DIRE CTOR ATE	PROJECT	MEASURA BLE OBJECTIVE	KEY PERFORMA NCE INDICATOR	BASELIN E	ANNUAL TARGETS 2024/2025	2024/2025 QUARTERLY TARGETS				MEANS OF VERIFICA TION	ANNUAL BUDGET 2024/2025 R'000'	WEIGHTI NGS
							QUARTE R 1	QUARTE R 2	QUARTE R 3	QUARTER 4			
				To develop Tourism guide by 30 June 2025	New indicator	Tourism guide developed by 30 June 2025	0	0	Tourism guide developed	0	Tourism guide developed		3%
Total												R4 880	40%

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NO.	DIRECTORATE	PROJECT	MEASURE LE OBJECTIVE	KEY PERFORMANC E INDICATOR.	BASELINE	2024/2025 ANNUAL TARGETS	2024/2025 QUARTERLY TARGETS				MEANS OF VERIFICA TION	ANNUA L BUDGE T 2024/2 025 (R '000')	WEIGH TINGS
							QUARTE R 1	QUARTE R 2	QUARTE R 3	QUARTER 4			
				No of Draft 2025/2026 IDP and final 2025/2026 IDP tabled to Council by 30 June 2025	1 2022/2023 draft IDP	01 Draft 2025/2026 IDP and 01 final 2025/2026 IDP tabled to Council by 30 June 2025	0	0	1 draft 2024/2025 IDP tabled to council	0	Draft IDP 2024/2025 and council resolution	R0.00	2%
MTO D02		Perform ance Manage ment	To Improve municipal performance and service delivery.	No of 2025/2026 Final SDBIP approved by The Mayor and Adjusted 2024/2025 SDBIP approved by Council by 30 June 2025	2 SDBIPs approved	01 2025/2026 Final SDBIP approved by The Mayor and 01 Adjusted 2024/2025 SDBIP approved by Council by 30 June 2025	0	0	1 SDBIPs approved (revised 2023/2024)	1 2023/2024 SDBIP approved	Approved SDBIP and council resolution	R0.00	3%
				No of PMS reports compiled and approved by 30 June 2025	4 PMS quarterly reports compiled and approved	10 PMS reports compiled and approved by 30 June 2025	2 PMS quarterly report compiled and approved	3 PMS quarterly report compiled and approved	2 PMS quarterly report compiled and approved	3 PMS quarterly report compiled and approved	PMS Quarterly reports	R0.00	2%

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NO.	DIRECTORATE	PROJECT	MEASURABLE OBJECTIVE	KEY PERFORMANCE INDICATOR.	BASELINE	2024/2025 ANNUAL TARGETS	2024/2025 QUARTERLY TARGETS				MEANS OF VERIFICATION	ANNUAL BUDGET	WEIGHTINGS
							QUARTER R 1	QUARTER R 2	QUARTER R 3	QUARTER 4			
				No of 2023/2024 Annual report compiled by 30 June 2025	2022/2023 Annual report	1 2023/2024 annual report compiled by 30 June 2025	0	0	1 2022/2023 Draft annual report compiled	0	Draft Annual Report	2024/2025 (R '000')	
												R0.00	

Mrs Tong KT

Mr Moganedi RM

EDP – Senior Manager: Signature:

Municipal Managers' Signature:

Date:

Date:

Annexure B

1. EMPLOYEE'S PERSONAL DEVELOPMENT PLAN FOR THE PERIOD DECEMBER 2024 TO JUNE 2025

Skills / performance Gap (in order of priority)	Outcomes expected (measurable indicators)	Suggested training and / or development activity	Suggested mode of delivery	Suggested time frames	Work opportunity to practice skills or development area	Support person
Financial management	Comprehensive understanding of Financial Planning and Budgeting Strategies.	Municipal finance management course	Physical	8 months	Municipality	Line Manager – Municipal Manager
Leadership Skills	Enhanced leadership and decision-making skills	Leadership Development Course/Program	Physical	1 to 2 years	Municipality	Line Manager – Municipal Manager
Public speaking	Improved communication skills	Communication/ public speaking programme	Physical	1 year	Municipality	Line Manager – Municipal Manager



TONG KT

SENIOR MANAGER: EDP



DATE