COLLINS CHABANE
LOCAL MUNICIPALITY
Since 2016

Unity in Service Delivery

# PERFORMANCE AGREEMENT

# 2025/2026

Collins Chabane Municipality herein represented by

**CLLR. MALULEKE SHADRACK GEZANI,**

in his capacity as the Mayor (hereinafter referred to as the Employer or Supervisor)

and

**SHILENGE RISENGA RICHARD,**

employee of the Municipality (hereinafter referred to as the Employee).

WHEREBY IT IS AGREED AS FOLLOWS:

## 1. Introduction

1.1. The Employer has entered into a contract of employment with the Employee in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties".

1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance agreement.

1.3 This agreement does not at all replace the Employment Contract signed between the parties.

1.4 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals.

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

## 2. Purpose of this Agreement

The purpose of this Agreement is to:

2.2 Comply with the provisions of Section 57(1)(b), (4A), (4B) and (5) of the Act as well as the employment contract entered into between the parties

2.3 Specify objectives in terms of the key performance indicators and targets defined and agreed with the employee and to communicate to the employee 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

2.4 Specify accountabilities as set out in a Performance Plan, which forms an Annexure to the Performance Agreement

2.5 Monitor and measure performance against set targeted outputs

2.6 Use the Performance Agreement as the basis for assessing whether the employee has met the performance expectations applicable to his job

2.7 In the event of outstanding performance, to appropriately reward the employee

2.8 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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## 3. Commencement and duration

3.1. This Agreement will commence on **1 July 2025** and will remain in force until **30 June 2026 (provided the employment contract signed with the employer is still in force)** 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

3.3 The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than one month after the beginning of each successive financial year

3.4 This Agreement will **automatically terminate** on termination of the Employee's contract of employment for any reason

3.5 The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon

3.6 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or Council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised

## 4. Performance Objectives

4.1. The Performance Plan (Annexure A) sets out-

4.1.1. Key Performance Areas that the employee should focus on

4.1.2. Core competencies required from employees

4.1.3. The performance objectives, key performance indicators, projects and targets that must be met by the Employee

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

4.2. The performance objectives, key performance indicators 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 strategic objectives; key performance indicators, targets, projects and activities that may include dates and weightings. A description of these elements follows:

4.2.1. The strategic objectives describe the strategic intent of the organisation that needs to be achieved

4.2.2. The performance indicators provide the measurement on how a strategic objective needs to be achieved



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

4.2.4. The weightings show the relative importance of the key performance areas, key objectives, key performance indicators to each other

4.2.5. The activities are the actions to be achieved within a project

## 5. Performance Management System

5.1. The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer, management and municipal staff of the Employer

5.2. The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required

5.3. The Employer will consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee

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

5.5. The criteria upon which the performance of the Employee shall be assessed shall consist of two components, Key Performance Areas and core Competency Requirements, both of which shall be contained in the Performance Agreement.

5.5.1. The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and the Core Competency Requirements (CCRs) respectively.

5.5.2. KPA's covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.

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

5.5.4. The Employee's assessment will be based on his performance in terms of the key performance indicator outputs / outcomes 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:



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| Key Performance Areas | Weighting |
|---|---|
| 1. Municipal Transformation and Organisational Development | 39.53 |
| 2. Spatial Rationale | 2.33 |
| 3. Basic Service Delivery and Infrastructure Development | 6.98 |
| 4. Local Economic Development | 2.38 |
| 5. Municipal Finance Management and Viability | 23.26 |
| 6. Good Governance and Public Participation | 25.57 |
| TOTAL WEIGHTING | 100.00 |

5.6. Municipal Manager's responsibilities are directed in terms of the abovementioned key performance areas.

5.7. The CCRs will make up the other 20% of the Employee's assessment score. The following CCRs are deemed to be most critical for the Employee's specific job.



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| CORE MANAGERIAL COMPETENCIES: | Weight (75%) |
|---|---|
| Strategic Capability and Leadership | 10 |
| Programme and Project Management | 10 |
| Financial Management(compulsory) | 10 |
| Change Management | 5 |
| Knowledge Management | 10 |
| Service Delivery Innovation | 5 |
| Problem Solving and Analysis | 5 |
| People Management and Empowerment(compulsory) | 10 |
| Client Orientation and Customer Focus(compulsory) | 10 |
| **CORE OCCUPATIONAL COMPETENCIES:** | Weight (25%) |
| Interpretation of and implementation within the legislative and national policy frameworks | 5 |
| Knowledge of developmental local government | 5 |
| Knowledge of more than one functional municipal field/discipline | 5 |
| Competence as required by other national line sector Departments | 5 |
| Exceptional and dynamic creativity to improve the functioning of the municipality | 5 |
| Total | 100% |

## 6. Evaluating Performance

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

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

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

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



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

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

6.5. The Annual performance appraisal will involve:

6.5.1. Assessment of the achievement of results as outlined in the Performance Plan

(a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA

(b) Values on actual performance are supplied for KPI's and Activities under each KPA as part of the Institutional Assessment. Based on the Target for an activity or KPI, over or under performance are calculated and converted to the 1-5-point scale. These scores are carried over to the applicable employee's performance plan. During assessment, the employee has a chance to motivate for higher scores. The panel members have a chance to ask questions regarding

(c) The final scores are converted to % Performance by making use of COGTA Performance Assessment Rating Calculator

6.5.2. Assessment of the CCRs

(a) Each CCR should be assessed according to the extent to which the specified standards have been met

(b) An indicative rating on the five-point scale should be provided for each CCR

(c) This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score

(d) The score is translated to a final CCR percentage through COGTA Performance Assessment Rating Calculator (refer to paragraph 6.5.1)

6.5.3. Overall rating

An overall rating is calculated by using the Performance Assessment Rating Calculator whereby a weighting of 80% is applied to KPA performance and a weighting of 20% to CCR's.

6.6. The assessment of the performance of the Employee by panel members will be based on the following rating scale for KPA's and CCRs:



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| The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CMCs: | | | | |
|---|---|---|---|---|
| 5 | 4 | 3 | 2 | 1 |
| **Outstanding Performance** | **Performance Significantly Above Expectations** | **Fully Effective** | **Not Fully Effective** | **Unacceptable Performance** |
| Performance far exceeds the standard expected of an employee at this level. | Performance is significantly higher than the standard expected in the job. | Performance fully meets the standards expected in all areas of the job. | Performance is below the standard required for the job in key areas. | Performance does not meet the standard expected for the job. |

6.7. For purposes of evaluating the annual performance of the Director, an evaluation panel constituted of the following persons must be established –

6.7.1. Municipal Manager

6.7.2. Chairperson of the Performance Audit Committee or a member of the Performance Audit Committee in the absence of the Chairperson of the Performance Audit Committee;

6.7.3. Member of the Executive Committee

6.7.4. Mayor or municipal manager from another municipality; and

6.7.5. 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 Performance Agreement shall be reviewed within the month following the quarters as indicated with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

- First quarter: July – September 2024
- Second quarter: October – December 2024
- Third quarter: January – March 2025
- Fourth quarter: April – June 2025



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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

The Employer shall:

9.1. Create an enabling environment to facilitate effective performance by the employee

9.2. Provide access to skills development and capacity building opportunities

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

9.4. 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

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

## 10. Consultation

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

10.1.1. A direct effect on the performance of any of the Employee's functions

10.1.2. Commit the Employee to implement or to give effect to a decision made by the Employer

10.1.3. A substantial financial effect on the Employer



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10.1.4. The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in as soon as is practicable to enable the Employee to take any necessary action without delay

**11. Management of Evaluation Outcomes**

11.1. The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.

11.2. A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

| % Rating Over Performance % | % Rating Over Performance % Bonus |
|---|---|
| 130 - 133.8 | 5% |
| 133.9 – 137.6 | 6% |
| 137.7 – 141.4 | 7% |
| 141.5 - 145.2 | 8% |
| 145.3 – 149 | 9% |
| 150 – 153.4 | 10% |
| 153.5 – 156.8 | 11% |
| 156.9 – 160.2 | 12% |
| 160.2 – 163.6 | 13% |
| 163.7 – 167 | 14% |

11.3. In the case of unacceptable performance, the Employer shall:

11.4. Provide systematic remedial or developmental support to assist the Employee to improve his performance

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



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## 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 the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the Employee or any other person appointed by the MEC

## 13. General

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

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

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

Thus, done and signed at ...Malamulele.............on the 22 day of ..July...... 2025

**AS WITNESSES:**

**1.** ______________

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**SHILENGE R.R**
**MUNICIPAL MANAGER**

**AS WITNESSES:**

**1.** ______________

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**CLLR. MALULEKE S.G**
**MAYOR**



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COLLINS CHABANE
LOCAL MUNICIPALITY

# ANNEXURE A

# PERFORMANCE PLAN

# MUNICIPAL MANAGER: SHILENGE R.R
# 2025/26

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## 1. LEGISLATION

The following legislation governs the development of the SDBIP and Performance management plan and functions within the Budget and Treasury Office.

### a. Legislation Governing the Development of the SDBIP and Performance Contracts of Section 57 Managers

- **Municipal Finance Management Act 56 of 2003 (MFMA),** requires municipalities to develop Service Delivery and Budget Implementation Plan (SDBIP) and must be signed by the Mayor within 28 days after the budget has been approved.
- **Municipal Systems Act 32 of 2000,** requires municipalities to develop Performance Management Plan that must be reviewed quarterly. The performance management plan must be aligned to the IDP and indicate measurable and realistic targets for each Key Performance Indicator.
- **Performance Regulations, 2006, for managers reporting to the municipal manager and the municipal manger,** outlines the process of the development of Performance agreements. The MFMA, 56 of 2003, further requires that Section 56 manager and municipal manager must develop performance agreement that must be signed by the municipal manager and the Mayor respectively. This Performance plans must be linked to the SDBIP, IDP and Budget.

### b. Legislation Governing the departmental Functions:

- The Constitution
- The Municipal System Act, 32 of 2000
- The Municipal Structures Act
- Municipal Finance Management Act 56 of 2003
- Performance regulations of 2006

## 2. STRATEGIC OBJECTIVES

Chapter two of the IDP indicates Municipal Strategic Objectives which further indicates what the municipality needs to achieve. These strategic objectives were developed to ensure that all National Key Performance Areas are addressed.

**Table A: Strategic Objectives are as follows:**

| KPA | STRATEGIC OBJECTIVES |
|---|---|
| 1.Municipal Transformation and Organisational Development | Improved governance and administration |
| 2. Spatial Rationale | Integrated spatial and human settlement |
| 3. Basic Service Delivery and Infrastructure Development | Improved access to sustainable basic services and Promote community well-being and environmental welfare |
| 4. Local Economic Development | Integrated Local economy |
| 5. Municipal Finance Management and Viability | Sound Financial Management and Viability |
| 6. Good Governance and Public Participation | Improved governance and administration and Effective Community Participation |

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## 3. KPA 1: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT

| KPA 1: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT; KPA WEIGHT =39.53% | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM<br>OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY | | | | | | | | | | | | | |
| STRATEGIC OBJECTIVE: IMPROVED GOVERNANCE AND ADMINISTRATION | | | | | | | | | | | | | |
| **No.** | **Key Performance Indicators/Measurable Objective** | **Baseline** | **Annual Targets** | **Project Name** | **Funding Source** | **Budget 25/26** | **Start Date** | **End Date** | **1st Q Target** | **2nd Q Targets** | **3rd Q Targets** | **4th Q Targets** | **Portfolio of Evidence** |
| 01 | To submit Municipal Manager's Office inputs to the annual report by 30 June 2026 | 2023-24 Municipal Manager's Office inputs submitted to the annual report | Municipal Manager's Office inputs submitted to the annual report by 30 June 2026 | Annual Report | Own funding | Opex | 01/07/2025 | 30/06/2026 | N/A | N/A | Municipal Manager's Office inputs submitted to the annual report | N/A | Q3:Submission proof (E-mail correspondence ) |
| 02 | To sign performance agreement within one month after the start of the new financial year by 31 July 2025 | Performance agreement signed within one month after the start of the new financial year 2024/25 | Performance agreement signed within one month after the start of the new financial year by 31 July 2025 | Performance Agreement | Own funding | Opex | 01/07/2025 | 30/06/2026 | Performance agreement signed within one month after the start of the new financial year | N/A | N/A | N/A | Q1:Signed Performance Agreement |



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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 03 | To sign adjusted performance agreement by 28 February 2026 | signed adjusted performance agreement by 28 February 2025 | Signed adjusted performance agreement by 28 February 2026 | Performance Agreement | Own funding | Opex | 01/07/2025 | 31/06/2026 | N/A | N/A | Signed adjusted performance agreement | N/A | Q3: Signed adjusted performance agreements |
| 04 | Number of performance agreements signed by senior manager and submitted to CoGHSTA by 31 July 2025 | 6 performance agreements signed by senior manager and submitted to CoGHSTA | 6 performance agreements signed by senior manager and submitted to CoGHSTA by 31 July 2025 | performance agreements | Own funding | Opex | 01/07/2025 | 30/06/2026 | Submit 5 signed performance agreements to CoGHSTA | N/A | N/A | N/A | Q1: Signed performance agreements ,Acknowledgment of receipts from CoGHSTA |
| 05 | To conduct 2025/26 Mid-Year Performance Assessment (Senior managers) by 30 June 2026 | 2024/25 Mid-Year Performance Assessment conducted | 2025/26 Mid-Year Performance Assessment conducted (Senior managers) by 30 June 2026 | Mid-Year Performance Assessment (Senior Managers) | Own funding | Opex | 01/07/2025 | 30/06/2026 | N/A | N/A | 2024/25 Mid-Year Performance Assessment conducted | N/A | Q3:Attendance Register, Minutes and Assessment Report |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 06 | To conduct 2024/25 Annual Performance Assessment (Senior managers) by 30 June 2026 | 2023/24 Annual Performance Assessment conducted | 2025/26 Annual Performance Assessment conducted (Senior managers) by 30 June 2025) | Annual Performance Assessment (Senior Managers) | Own funding | Opex | 01/07/2025 | 30/06/2026 | N/A | N/A | 2025/26 Annual Performance Assessment conducted | N/A | Q3:Attendance Register, Minutes and Assessment Report |
| 07 | % of departmental managers performance agreements signed by 30 June 2026 | 100% of departmental managers performance agreements signed (3/3) | 100% of departmental managers performance agreements signed (Number of posts filled/Number of performance Agreement signed) by 30 June 2026 | Managers Performance Agreements | Own funding | Opex | 01/07/2025 | 30/06/2026 | 100% of departmental managers performance agreements signed | N/A | N/A | N/A | Q1:Signed performance agreements |
| 08 | To conduct 2025/26 Mid-Year Performance Assessment (Departmental managers) by 30 June 2026 | 2024/25 Mid-Year Performance Assessment conducted (3/3) | 2025/26 Mid-Year Performance Assessment conducted (Departmental managers) | Mid-Year Performance Assessment | Own funding | Opex | 01/07/2025 | 31/06/2026 | N/A | N/A | 2025/26 Mid-Year Performance Assessment conducted | N/A | Q3:Attendance Register, Minutes and Assessment Report |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | by 30 June 2026 | | | | | | | | | | |
| 09 | To conduct 2024/25 Annual Performance Assessment (Departmental managers) by 30 June 2026 | 2023/24 Annual Performance Assessment conducted | 2024/25 Annual Performance Assessment conducted (Departmental managers) by 30 June 2026 | Annual Performance Assessment | Own funding | Opex | 01/07/2025 | 31/06/2026 | N/A | N/A | 2024/25 Annual Performance Assessment conducted | N/A | Q3:Attendance Register, Minutes and Assessment Report |
| 10 | Number of quarterly SDBIP reports compiled and submitted to Council for approval 30 June 2026 | 4 Quarterly SDBIP reports compiled and submitted to Council for approval | 4 Quarterly SDBIP reports compiled and submitted to Council for approval 30 June 2026 | SDBIP reports | Own funding | Opex | 01/07/2025 | 30/06/2026 | 4th Quarter SDBIP report compiled and submitted to Council for approval | 1st Quarter SDBIP report compiled and submitted to Council for approval | 2nd Quarter SDBIP report compiled and submitted to Council for approval | 3rd Quarter SDBIP report compiled and submitted to Council for approval | Q1: 2024/25 4th Quarter SDBIP report and Council Resolution<br>Q2:2025/26 1st Quarter SDBIP report and Council Resolution<br>Q3: 2025/26 2nd Quarter SDBIP report and Council Resolution |


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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | Q4: 2025/26 3rd Quarter SDBIP report and Council Resolution |
| 11 | To table draft annual report (2024/25) to council by 31st January 2026 | Draft annual report 2023/24 | Draft annual report (2024/25) tabled to council by 31st January 2026 | Draft Annual report (2024/25) | Own | Opex | 01/07/2025 | 30/06/2026 | N/A | N/A | Draft Annual report (2024/25) tabled to council | N/A | Q3:Council resolution |
| 12 | To compile and submit oversight report (2024/25) to council for adoption by 31st March 2026 | Oversight report (2023/24) | Oversight report (2024/25) compiled and submitted to council for adoption 31st march 2026 | Oversight report (2024/25) | Own funding | Opex | 01/07/2024 | 30/06/2025 | N/A | N/A | Conduct Public hearing and oversight report compiled and submitted to council for adoption | N/A | Q3:Notice and council resolution |
| 13 | To submit Final annual report (2024/25) to council for adoption by 31st March by 2026 | Final Annual report 2023/24 | Final annual report (2024/25) submitted to council by 31st March 2026 | Final Annual report (2024/25) | Own | Opex | 01/07/2025 | 30/06/2026 | N/A | N/A | Final Annual report (2023/24) submitted to council | N/A | Q3: Council resolution |



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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 14 | To submit 2024-25 annual performance report to Auditor General by 31 august 2025 | 2023-24 annual performance report submitted to Auditor General | 2024-25 annual performance report submitted to Auditor General by 31 august 2025 | Annual performance report | Own funding | Opex | 01/07/2025 | 30/06/2026 | 2024-25 annual performance report submitted to Auditor General | N/A | N/A | N/A | Q1: Acknowledgment of receipts from Auditor General |
| 15 | To improve AG audit opinion by 31st December 2025 | qualified audit opinion with 53 findings | AG audit opinion improved by 31st December 2025 | Audit opinion | Own funding | Opex | 01/07/2025 | 30/06/2026 | N/A | AG audit opinion | N/A | N/A | Q2:Audit report and action plan |
| 16 | % litigation cases attended to 30 June 2026 | New indicator | 100% litigation cases attended to by 30 June 2026 | Management of litigations | Own Funding | 12,000,000 | 01/07/2025 | 30/06/2026 | 100% litigation cases attended to (Litigation cases received by Number of Litigation Cases attended to) | 100% litigation cases attended to (Litigation cases received by Number of Litigation Cases attended to) | 100% litigation cases attended to (Litigation cases received by Number of Litigation Cases attended to) | 100% litigation cases attended to (Litigation cases received by Number of Litigation Cases attended to) | Q1-Q4:Litigation register |
| 17 | Number of quarterly litigation report submitted to audit committee by 30 June 2026 | 2024-25 Four quarterly litigation reports submitted | Four quarterly litigation report submitted to audit committee by 30 June 2026 | Litigation | Own funding | Opex | 01/07/2025 | 30/06/2026 | 2024-25 4th quarterly litigation report submitted to audit committee | 2025-26 1st quarterly litigation report submitted to audit committee | 2025-26 2nd quarterly litigation report submitted to audit committee | 2025-26 3rd quarterly litigation report submitted to audit committee | Q1 :2024-25 4th quarterly litigation report<br>Q2: 2025-26 1st quarterly |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | to audit committee | | | | | | | | | | | litigation report<br><br>Q3: 2025-26 2nd quarterly litigation report<br><br>Q4: 2025-26 3rd quarterly litigation report submitted to audit committee |

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## 4. KPA 2: SPATIAL RATIONALE

| KPA 2: SPATIAL RATIONALE: KPA WEIGHT =2.33% | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM | | | | | | | | | | | | | |
| OUTPUT 4: ACTIONS SUPPORTIVE OF THE HUMAN SETTLEMENT OUTCOMES | | | | | | | | | | | | | |
| No. | Key Performance Indicators/Measurable Objective | Baseline | Annual Targets | Project Name | Funding Source | Budget 25/26 | Start Date | End Date | 1st Q Target | 2nd Q Targets | 3rd Q Targets | 4th Q Targets | Portfolio of Evidence |
| 18 | Number of proclamation report on township establishment compiled and submitted to audit committee by 30 June 2025 | 4 proclamation report on township establishment compiled and submitted to audit committee (2024-25) | 4 proclamation report on township establishment compiled and submitted to audit committee by 30 June 2025 | Proclamation report on township establishment | Opex | Opex | 01/07/2025 | 30/06/2026 | One proclamation report on township establishment compiled | One proclamation report on township establishment compiled | One proclamation report on township establishment compiled | One proclamation report on township establishment compiled | Q1-Q4 proclamation report |

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## 5. KPA 3: BASIC SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT

| KPA 3: BASIC SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT: KPA WEIGHT=6.98% | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM<br>OUTPUT 2: IMPROVING ACCESS TO BASIC SERVICES,<br>OUTPUT 3: IMPLEMENTATION OF THE COMMUNITY WORK PROGRAMME | | | | | | | | | | | | | |
| STRATEGIC OBJECTIVES: IMPROVED ACCESS TO SUSTAINABLE BASIC SERVICES AND PROMOTE COMMUNITY WELL-BEING AND ENVIRONMENTAL WELFARE | | | | | | | | | | | | | |
| **No.** | **Key Performance Indicators/Measurable Objective** | **Baseline** | **Annual Targets** | **Project Name** | **Funding Source** | **Adjusted Budget 25/26** | **Start Date** | **End Date** | **1st Q Target** | **2nd Q Targets** | **3rd Q Targets** | **4th Q Targets** | **Portfolio of Evidence** |
| 19 | % of indigent households with access to free basic services (electricity) (number of approved applicant by number of applicant receiving free basic services) by 30 June 2026 | 100% indigent households with access to free basic services (electricity) (15150/15150) | 100% of indigent households with access to free basic services (electricity) (number of approved applicant by number of applicant receiving free basic services) by 30 June 2026 | Free basic services | Own funding | 10,162,278 | 01/06/2025 | 30/06/2026 | 100% of indigent households with access to free basic services (electricity) (number of approved applicant by number of applicant receiving free basic services) | 100% of indigent households with access to free basic services (electricity) (number of approved applicant by number of applicant receiving free basic services) | 100% of indigent households with access to free basic services (electricity) (number of approved applicant by number of applicant receiving free basic services) | 100% of indigent households with access to free basic services (electricity) (number of approved applicant by number of applicant receiving free basic services) | Q1-Q4 Approved Indigent register ,monthly Eskom billing report |
| 20 | % MIG Spent by 30 June 2026. R Value spent/ R Value received ) | 100 % MIG Grant spent ( 96,519,000 / 96,519,000 | 100 % MIG Spent by 30 June 2026. R Value | MIG Projects | Own funding | Opex | 01/07/2025 | 30/06/2026 | N/A | 100 % MIG Spent (R Value spent/ | 100 % MIG Spent (R Value spent/ | 100 % MIG Spent (R Value spent/ | Q2-Q4: MIG spending Report |

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | including R20 000 000 additional Funding of which is R116,519,000) | spent/ R Value received ) | | | | | | | Value received ) | Value received ) | Value received ) | |
| 21 | % INEP Grant Spent by 30 June 2026 (R Value spent/ R-value received ) | 100 % INEP Grant spent ( 19, 105 000,00/ 19, 105 000,00) | 100% INEP Grant Spent by 30 June 2026 (R Value spent/ R Value received ) | INEP Projects | Own funding | Opex | 01/07/2025 | 30/06/2026 | N/A | 100 % INEP Grant spent (R Value spent/ R Value receive ) | 100 % INEP Grant spent (R Value spent/ R Value receive ) | 100 % INEP Grant spent (R Value spent/ R Value receive ) | Q2-Q4:INEP Spending Report |

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## 5. KPA 4: LOCAL ECONOMIC DEVELOPMENT

| KPA 4: LOCAL ECONOMIC DEVELOPMENT: KPA WEIGHT=2.33% | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM<br>OUTPUT 3: IMPLEMENTATION OF THE COMMUNITY WORK PROGRAMME | | | | | | | | | | | | | |
| STRATEGIC OBJECTIVE: INTEGRATED LOCAL ECONOMY | | | | | | | | | | | | | |
| **No.** | **Key Performance Indicators/Measurable Objective** | **Baseline** | **Annual Targets** | **Project Name** | **Funding Source** | **Adjusted Budget 25/26** | **Start Date** | **End Date** | **1st Q Target** | **2nd Q Targets** | **3rd Q Targets** | **4th Q Targets** | **Portfolio of Evidence** |
| 22 | % of subcontractor contract awarded to locals by 30 June 2026 | New indicator | 30% of subcontract or contract awarded to locals by 30 June 2026 | Local subcontract or | Opex | Opex | 01/07/2025 | 30/06/2026 | subcontract or contract awarded to locals | subcontract or contract awarded to locals | subcontract or contract awarded to locals | subcontract or contract awarded to locals | Q1-Q4 Subcontract register |

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## 6. KPA 5: MUNICIPAL FINANCE MANAGEMENT AND VIABILITY

| KPA 5: MUNICIPAL FINANCE MANAGEMENT AND VIABILITY KPA WEIGHT =23.26% | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM<br>OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY | | | | | | | | | | | | | |
| STRATEGIC OBJECTIVE: SOUND FINANCIAL MANAGEMENT AND VIABILITY | | | | | | | | | | | | | |
| **No.** | **Key Performance Indicators/Measurable Objective** | **Baseline** | **Annual Targets** | **Project Name** | **Funding Source** | **Adjusted Budget 25/26** | **Start Date** | **End Date** | **1st Q Target** | **2nd Q Targets** | **3rd Q Targets** | **4th Q Targets** | **Portfolio of Evidence** |
| 23 | To implement eight (08) MSCOA modules (Supply Chain and Inventory) by 30 June 2025 | Eight (08) MSCOA modules (Supply Chain and Inventory) implemented by | Eight (08) MSCOA modules (Supply Chain and Inventory) implemented by 30 June 2025 | MSCOA modules | Own funding | Opex | 01/07/2025 | 30/06/2026 | Two (02) MSCOA modules (Supply Chain and Inventory) implemented | Two (02) MSCOA modules (Supply Chain and Inventory) implemented | Two (02) MSCOA modules (Supply Chain and Inventory) implemented | Two (02) MSCOA modules (Supply Chain and Inventory) implemented | Q1-Q4: MSCOA Reports |
| 24 | To submit the 2024-25 Annual Financial Statement to AGSA, Treasuries, COGHSTA and develop the Audit Action Plan for implementation by 30 June 2026 | 2023-24 Annual Financial Statement submitted to AGSA, Treasuries and COGHSTA | 2024-25 Annual Financial Statement submitted to AGSA, Treasuries, COGHSTA and Develop the Audit Action Plan for implantatio | Annual Financial statement and Audit Action Plan | Own Funding | Opex | 01/07/2025 | 30/06/2026 | 2024-25 Annual Financial Statement submitted to AGSA, Treasuries and COGHSTA | Audit Action Plan Developed | Implementation of the Audit Action Plan | Implementation of the Audit Action Plan | Q1: AFS and Acknowledgements of Submission<br><br>Q2-Q4: Audit Action Plan |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | n by 30 June 2026 | | | | | | | | | | |
| 25 | % of own revenue collected against the billing by 30 June 2026 | New indicator | 100% of own revenue collected against the billing by 30 June 2026 | revenue collection | Own funding | Opex | 01/07/2025 | 30/06/2026 | 100% of own revenue collected against the billing | 100% of own revenue collected against the billing | 100% of own revenue collected against the billing | 100% of own revenue collected against the billing | Q1-Q4: revenue collection report |
| 26 | % capital budget spent( Excluding grants) by 30 June 2026 | New indicator | 100% capital budget spent( Excluding grants) by 30 June 2026 | capital budget excluding grants | Own funding | Opex | 01/07/2025 | 30/06/2026 | 25% spending on quarterly projected capital budget | 50% spending on quarterly projected capital budget | 75% spending on quarterly projected capital budget | 100% spending on quarterly projected capital budget | Q1-Q4: Capital expenditure report |
| 27 | To adjust the 2025/26 budget and submit to Council for approval by 28 February 2026 | 2024-25 budget adjustment submitted and approved by Council | 2025/26 Budget adjusted and submitted to council for approval by 28 February 2026 | Budget adjustment | Own Funding | Opex | 01/07/2025 | 30/06/2026 | N/A | N/A | 2025/26 Budget adjusted and submitted to council for approval by 28 | N/A | Q3: Adjusted budget & Council Resolution |
| 28 | To submit 26/27 draft budget to Council for approval by 31 March 2026 | 25/26 Draft Budget Submitted and approved by Council | 26/27 Draft Budget Submitted to Council for approval by 31 | Draft Budget development | Own Funding | Opex | 01/07/2025 | 30/06/2026 | N/A | N/A | 26/27 Draft Budget Submitted to Council for approval | N/A | Q3: Draft Budget and Council Resolution |

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | March 2025 | | | | | | | | | |
| 29 | To submit 2026/27 Final budget to council for approval by 31 May 2026 | 2025/26 Final Budget Submitted to Council for approval by 31 May 2025 | 2026/27 Final Budget Submitted to Council for approval by 31 May 2026 | Budget development | Own Funding | Opex | 01/07/2025 | 30/06/2026 | N/A | N/A | N/A | 2026/27 Final Budget Submitted to Council for approval | Q4: Final Budget & Council Resolution |
| 30 | Number of section 52 report submitted to Council within 30 days after the end of the quarter by 30 June 2026 | 4 section 52 report submitted to Council within 30 days after the end of the quarter | 4 section 52 report submitted to Council within 30 days after the end of the quarter by 30 June 2026 | Section 52 Reports | Own Funding | Opex | 01/07/2025 | 30/06/2026 | 1 section 52 report submitted to Council within 30 days after the end of the quarter | 1 section 52 report submitted to Council within 30 days after the end of the quarter | 1 section 52 report submitted to Council within 30 days after the end of the quarter | 1 section 52 report submitted to Council within 30 days after the end of the quarter | Q1-Q4 Section 52 Reports Submitted in & Council Resolutions |
| 31 | Number of section 71 report submitted to Mayor & Provincial Treasury within 10 days after the end of the Month by 30 June 2026 | 12 section 71 report submitted to the Mayor & Provincial Treasury within 10 days after the end of the Month | 12 section 71 report submitted Mayor & Provincial Treasury within 10 days after the end of the Month by 30 June 2026 | Section 71 Reports | Own Funding | Opex | 01/07/2025 | 30/06/2026 | 3 section 71 report submitted Mayor & Provincial Treasury within 10 days after the end of the Month | 3 section 71 report submitted Mayor & Provincial Treasury within 10 days after the end of the Month | 3 section 71 report submitted Mayor & Provincial Treasury within 10 days after the end of the Month | 3 section 71 report submitted Mayor & Provincial Treasury within 10 days after the end of the Month | Q1-Q4 71 Reports and Acknowledgement of Receipts |



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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | |
| 32 | To compile section 72 report and submit to the Mayor and Treasuries by 31 January 2026 | Section 72 report compiled and submitted to the Mayor and Treasuries | Section 72 compiled section 72 report and submit to the Mayor and Treasuries by 31 January 2026 | Section 72 Report | Own Funding | Opex | 01/07/2025 | 30/06/2026 | N/A | N/A | Section 72 compiled section 72 report and submit to the Mayor and Treasuries | N/A | Q:3 Section 72 report and Acknowledgement of Receipts |



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## 7. KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

**KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION KPA WEIGH=25.57%**

**OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM**

**OUTPUT 5: DEEPEN DEMOCRACY THROUGH A REFINED WARD COMMITTEE MODEL**

**OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY**

**STRATEGIC OBJECTIVE: IMPROVED GOVERNANCE AND ADMINISTRATION AND EFFECTIVE COMMUNITY PARTICIPATION**

| No. | Key Performance Indicators/Measurable Objective | Baseline | Annual Targets | Project Name | Funding Source | Budget 25/26 | Start Date | End Date | 1st Q Target | 2nd Q Targets | 3rd Q Targets | 4th Q Targets | Portfolio of Evidence |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 33 | Number of Audit committee meetings held by 30 June 2026 | 4 audit committee meetings held | 4 audit commitee meetings held by 30 June 2026 | Audit commitee meetings | Own funding | Opex | 01/07/2025 | 30/06/2026 | 1 audit committee meeting held | 1 audit committee meeting held | 1 audit committee meeting held | 1 audit committee meeting held | Q1-Q4: Minutes of audit committee meeting and attendance register |
| 34 | Number of Audit committee reports submitted to council by 30 June 2026 | 4 Audit committee reports submitted to council | 4 Audit committee reports submitted to council by 30 June 2026 | Audit commitee reports | Own funding | Opex | 01/07/2025 | 30/06/2026 | 1 Audit committee reports submitted to council | 1 Audit committee reports submitted to council | 1 Audit committee reports submitted to council | 1 Audit committee reports submitted to council | Q1-Q4: Minutes of council meeting and attendance register |
| 35 | Number of ordinary council meetings held by 30 June 2026 | Four (04) ordinary council | Four (04) ordinary council meetings | Ordinary council meetings | Own funding | Opex | 01/07/2025 | 30/06/2026 | One ordinary council meetings held | One ordinary council meetings held | One ordinary council meetings held | One ordinary council meetings held | Minutes of the council meetings held for the 2024/24 |


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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | meetings held | held by 30 June 2026 | | | | | | | | | | financial year |
| 36 | To submit 2025-26 SDBIP to the mayor within 28 days after the approval of IDP and Budget by 30 June 2025 | 2024-25 SDBIP submitted to the mayor within 28 days after the approval of IDP and Budget | 2025-26 SDBIP submitted to the mayor within 28 days after the approval of IDP and Budget by 30 June 2025 | 2025-26 SDBIP | Own funding | Opex | 01/07/2025 | 30/06/2026 | 2025-26 SDBIP submitted to the mayor within 28 days after the approval of IDP and Budget | N/A | N/A | N/A | Q1: 2025-26 SDBIP, Acknowledgment and approval by the mayor |
| 37 | % Implementation of 100% recommendations by auditor general by 30 June 2026 | New indicator | 100% Implementation of 100% recommendations by auditor general by 30 June 2026 | Auditor general recommendations | Own funding | Opex | 01/07/2025 | 30/06/2026 | N/A | N/A | Implemented 100% recommendations by auditor general | Implemented 100% recommendations by auditor general | Q3-Q4: Progress report on the AG action plan |
| 38 | % Implementation of 100% recommendations by internal audit by 30 June 2026 | New indicator | 100% Implementation of 100% recommendations by internal | Auditor general recommendations | Own funding | Opex | 01/07/2025 | 30/06/2026 | N/A | N/A | N/A | Implemented 100% recommendations by internal audit | Q4:Progress report on the internal audit action plan |



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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | audit by 30 June 2026 | | | | | | | | | | |
| 39 | To award 12 learners with registration bursaries with mayoral bursary by 30 June 2026 | 10 learners awarded with registration bursaries awarded with mayoral bursary | 12 learners awarded with registration bursaries awarded with mayoral bursary by 30 June 2026 | Mayoral bursary | Own Funding | 2 100 000 | 01/07/2025 | 30/06/2026 | N/A | Advertisement and development of bursary application form | Selection and awarding of the bursaries to 12 learners | N/A | Q-2 advert and bursary application form Q-3 Confirmation letter |
| 40 | Identification of departmental risks on the Operational Risk Register and Mitigate them by 30 June 2026 | New indicator | Departmental Operational Risks Identified and Mitigated by 30 June 2026 | Risk Management | Own funding | Opex | 01/07/2025 | 30/06/2026 | Identification of the risk for the new financial year and reporting previous financial year fourth quarter progress on the mitigation of risk | Reporting on the mitigation of divisional risks | Reporting on the mitigation of divisional risks | Reporting on the mitigation of divisional risks | Q1:-Q4: Risk Register |



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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 41 | To hold 4 risk management committee meetings by 30 June 2026 | 4 risk management committee meetings held | 4 risk management committee meetings held by 30 June 2026 | Risk management committee meetings | Own Funding | Opex | 01/07/2025 | 30/06/2026 | 1 risk management committee meeting held | 1 risk management committee meeting held | 1 risk management committee meeting held | 1 risk management committee meeting held | Q1-Q4 Invitation ,Minutes and attendance register |
| 42 | To review and submit the 2026/27 IDP to Council for approval for public participation by 30 June 2026 | 2025/26 IDP reviewed and submitted to Council for approval for public participation | 2026/27 IDP reviewed and submitted to Council for approval for public participation by 30 June 2026 | IDP Review | Own Funding | Opex | 01/07/2025 | 30/06/2026 | IDP Process plan tabled to council for adoption and needs analysis conducted | IDP strategic planning conducted | Draft IDP tabled to council for approval for public participation | N/A | Q1; IDP process Plan and Council Resolution & Need Analysis Report and Attendance Registers Q2: Invite, Attendance Registers & Strategic Planning Report Q3. Draft IDP & Council Resolution |



E.R S.

## TABLE C: CORE COMPETENCY REQUIREMENTS (CCRs)

| CORE MANAGERIAL COMPETENCIES: | Weight (75%) |
|---|---|
| Strategic Capability and Leadership | 10 |
| Programme and Project Management | 10 |
| Financial Management(compulsory) | 10 |
| Change Management | 5 |
| Knowledge Management | 10 |
| Service Delivery Innovation | 5 |
| Problem Solving and Analysis | 5 |
| People Management and Empowerment(compulsory) | 10 |
| Client Orientation and Customer Focus(compulsory) | 10 |
| **CORE OCCUPATIONAL COMPETENCIES:** | Weight (25%) |
| Interpretation of and implementation within the legislative and national policy frameworks | 5 |
| Knowledge of developmental local government | 5 |
| Knowledge of more than one functional municipal field/discipline | 5 |
| Competence as required by other national line sector Departments | 5 |
| Exceptional and dynamic creativity to improve the functioning of the municipality | 5 |
| Total | 100% |

## 9. PERFORMANCE EVALUATION

Performance evaluation will be done in line with section 23(c) of the Performance Regulation of 2006: Performance Regulation of Managers Reporting to the Municipal Manager and the Municipal Manager.

R.R S.G

12. SIGNATURES

..........................................................

MUNICIPAL MANAGER
SHILENGE R.R

DATE 22/07/2025

..........................................................

CLLR. MALULEKE S.G
MAYOR

DATE 22/07/2025

RR S.G

COLLINS CHABANE
LOCAL MUNICIPALITY
Since 2016

Unity in Service Delivery

ANNEXURE B

**PERSONAL DEVELOPMENT PLAN**

**2025/2026**

Collins Chabane Local Municipality herein represented by

**CLLR. MALULEKE S.G,**

in his capacity as the Mayor (hereinafter referred to as the Employer or Supervisor)
and

**SHILENGE R.R,**

Employee of the Municipality (hereinafter referred to as the Employee).

WHEREBY IT IS AGREED AS FOLLOWS:

RR S.G

## 1. INTRODUCTION

The Aim of the Personal Development Plan (PDP) is to ensure that Employees are skilled to meet Objectives as set out in the Performance Management Agreement as prescribed by legislation. Successful career path planning ensures competent employees for current and possible future positions. It there for identifies, prioritise and implement training needs

Legislative needs taken into account comes from the Municipal Systems Act Guidelines: Generic senior management competency framework and occupational competency profiles, Municipal Finance Management Competency Regulations, such as those developed by the National Treasury and other line sector departments' legislated competency requirements need also be taken into consideration during the PDP process.

## 2. COMPETENCY MODELLING

The COGTA has decided that a competency development model will consist of both managerial and occupational competencies:

- Managerial competencies should express those competencies which are generic of all management positions.
- Occupational competence refers to competencies which are job/function specific.

## 3. COMPILING THE PERSONAL DEVELOPMENT PLAN ATTACHED AS THE APPENDIX

The Municipal Manager, in consultation with the employee is to compile a Personal Development Plan. The PDP has seven columns that need to be completed. Appendix A serves as the Action Plan for the PDP



R.R 5.G

3.1. **Table 1: Action Plan for PDP**

| **1. Skills /Performance Gap** (in order of priority) | **2. Outcomes Expected** (measurable indicators: quantity, quality and time frames) | **3.Suggested training and / or development activity** | **4.Suggested mode of delivery** | **5.Suggested Time Frames** | **6. Work opportunity created to practice skill /development area** | **7.Support Person** |
|---|---|---|---|---|---|---|
| **Municipal governance** | Certificate | Advance certificate :Municipal governance | Training | -+12 months | Managing projects | Mayor |
| **occupational directed education training and development practice** | Certificate | National certificate: occupational directed education training and development practice | Training | -+12 months | training and development | Mayor |
| **Municipal Integrated development planning** | Certificate | National certificate :Municipal Integrated development planning | Training | -+12 months | Municipal planning | Mayor |
| **Monitoring and evaluation** | Certificate | Advance certificate :monitoring and evaluation | Training | -+12 months | Monitoring and evaluation projects | Mayor |
| **Employment equity** | Certificate | National certificate organisational transformation and change management | Training | -+12 months | organisational transformation and change management | Mayor |



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| | | | | | | |
|---|---|---|---|---|---|---|
| **Contract management** | Certificate | Contract management | Training | -+12 months | Managing projects | Mayor |
| **Project management** | Certificate | Project management | Training | -+12 months | Managing projects | Mayor |



R.R S.G

Thus, done and signed at Malamulele on the 22 day of July 2025

**AS WITNESSES:**

1. ______________

______________

**MUNICIPAL MANAGER**

**SHILENGE RR**

**AS WITNESSES:**

1. ______________

Maluleke

______________

**MAYOR**

**CLLR. MALULEKE S.G**



R.R S.G

COLLINS CHABANE
LOCAL MUNICIPALITY

ANNEXURE C

**FINANCIAL DISCLOSURES**

**MUNICIPAL MANAGER: SHILENGE R.R**
**2025/26**

R.R S.G

STRICTLY CONFIDENTIAL

Financial Disclosure Form

CONFIDENTIAL

I, the undersigned (surname and initials) Shilenge R.R

(Postal address) P.O Box 94

Saselamani, 0928

(Residential address) Stand 339, Magoman.

(Position held) Municipal Manager

(Name of Municipality) Collins Chabane Local Municipality

Tel: 015 851 0110 Fax: 015 851 0097

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

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

| Number of shares/Extent of financial interests | Nature | Nominal Value | Name of Company/Entity |
|---|---|---|---|
| Donations | | ±R 20 000 | Shilric |
| Donations | | ±R 2000 | Hoza nandhichi |
| | | | |
| | | | |

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

| Name of corporate entity, partnership or firm | Type of business | Amount of Remuneration/ Income |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

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

| Name of Employer | Type of Employment | Amount of Remuneration/ Income |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |



RR S.G

4. Consultancies and retainerships

See information sheet: note (4)

| Name of client | Nature | Type of business activity | Value of any benefits received |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

5. Sponsorships

See information sheet: note (5)

| Source of assistance/sponsorship | Description of assistance/ Sponsorship | Value of assistance/sponsorship |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

6. Gifts and hospitality from a source other than a family member

See information sheet: note (6)

| Description | Value | Source |
|---|---|---|
| | | |
| | | |
| | | |

7. Land and property

See information sheet: note (7)

| Description | Extent | Area | Value |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

SIGNATURE OF EMPLOYEE : RR

DATE : 22/07/2025

PLACE : Malamulele



R.P S.G

OATH/AFFIRMATION

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

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

Answer Yes

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

Answer NO

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

Answer Yes

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

Commissioner of Oath /Justice of the Peace

Full first names and surname:

JABulani Baloyi (Block letters)

Designation (rank) SGT Ex Officio Republic of South Africa

Street address of institution Collins Chabane Road Malamulele

Date 2025-07-22 Place Malamulele

CONTENTS NOTED: CLLR MALULEKE S.G

SIGNATURE Maluleke

DATE : 22/07/2025

SOUTH AFRICAN POLICE SERVICE
COMMUNITY SERVICE CENTRE
2025 -07- 22
PRIVATE BAG X9200
MALAMULELE 0982
SUID-AFRIKAANSE POLISIEDIENS



RR S.G

## INFORMATION SHEET FOR THE FINANCIAL DISCLOSURE FORM

The following notes is a guide to assist with completing the attached Financial Disclosure form (Appendix C):

### 1. SHARES AND OTHER FINANCIAL INTERESTS

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

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

### 2. DIRECTORSHIPS AND PARTNERSHIPS

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

- The name and type of business activity of the corporate entity or partnership/s; and
- The amount of any remuneration received for such directorship or partnership/s.

Directorship includes any occupied position of director or alternative director, or by whatever name the position is designated.

Partnership is a legal relationship arising out of a contract between two or more persons with the object of making and sharing profits.

### 3. REMUNERATED WORK OUTSIDE THE PUBLIC SERVICE (ALL REMUNERATED EMPLOYMENT MUST BE SANCTIONED PRIOR TO THE WORK BEING DONE.)

Designated employees are required to disclose the following details with regard to remunerated work outside the public service.

- The type of work;
- The name and type of business activity of the employer; and
- The amount of the remuneration received for such work.

Remuneration means the receipt of benefits in cash or kind.

Work means rendering a service for which the person receives remuneration.

### 4. CONSULTANCIES AND RETAINERSHIPS

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

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

### 5. SPONSORSHIPS

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

- The source and description of direct financial sponsorship or assistance; and
- The value of the sponsorship or assistance.

### 6. GIFTS AND HOSPITALITY FROM A SOURCE OTHER THAN A FAMILY MEMBER

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

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

Designated employees must disclose any material advantage that they received from any source e.g. any discount prices or rates that are not available to the general public.

All personal gifts within the family and hospitality of a traditional or cultural nature need not be disclosed.

### 7. LAND AND PROPERTY

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

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



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