

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND
BETWEEN:

**THABA CHWEU LOCAL MUNICIPALITY
AS REPRESENTED BY**

SPHIWE SINKEY MATSI

AND

MAROPENG PETER MANKGA

FOR THE

FINANCIAL YEAR 2022 – 2023:
01 JULY 2022 – 30 JUNE 2023

Ts. SSM
MR MP EM
V.N

PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

Thaba Chweu Local Municipality herein represented by **SPHIWE SINKEY MATSI** in her/his capacity as Employer (hereinafter referred to as the **Employer** or Supervisor)

and

MAROPENG PETER MANKGA 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)(ii) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance agreement within one (1) month after the beginning of each financial year of the municipality.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the **Employee** to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to -

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

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- 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 **01 July 2022** and will remain in force until **30 June 2023** thereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.
- 3.3 This Agreement will terminate on the termination of the **Employee's contract of** employment for any reason.
- 3.4 The content of this Agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

4 PERFORMANCE OBJECTIVES

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

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5 PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer, management and municipal staff of the Employer.
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required.
- 5.3 The Employer will consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee.
- 5.4 The Employee undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.
- 5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
- 5.5.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Competency Requirements (CRs) respectively.
- 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.3 KPAs covering the main areas of work will account for 80% and CRs will account for 20% of the final assessment.
- 5.5.4 The total score must 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
Basic Service Delivery	4%
Municipal Institutional Development and Transformation	61%
Local Economic Development (LED)	0%
Municipal Financial Viability and Management	4%
Good Governance and Public Participation	32%
Spatial Planning & Rationale	0%
Total	100%

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

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

LEADING COMPETENCIES	WEIGHT
Problem Solving and Analysis	10
People Management	20
Program and Project Management	5
Financial Management	5
Change Leadership	5
Client Orientation and Customer Focus	5
CORE COMPETENCIES	
Interpretation of and implementation within the legislative	15
Planning and Organising	10
Analysis and Innovation	5
Knowledge and Information Management	10
Communication	5
Results and Quality Focus	5
Total percentage	100%

6. EVALUATING PERFORMANCE

- 6.1 The Performance Plan (Annexure A) to this Agreement sets out -
- 6.1.1 the standards and procedures for evaluating the Employee's **performance**; and
- 6.1.2 the intervals for the evaluation of the Employee's **performance**.
- 6.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's **performance at any stage while** the contract of employment remains in force.
- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.
- 6.4 The Employee's **performance will be measured in terms of contributions to the goals** and strategies set out in the Employer's IDP.
- 6.5 The annual performance appraisal will involve:
- 6.5.1 **Assessment of the achievement of results as outlined in the performance plan:**
- (a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.
- (b) An indicative rating on the five-point scale should be provided for each KPA.
- (c) The applicable assessment rating calculator (refer to paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score

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6.5.2 Assessment of the CRs

Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.					
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.					
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.					
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.					
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.					

- (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.

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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:
- 6.7 For purposes of evaluating the annual performance of the municipal manager, an evaluation panel constituted of the following persons must be established -
- 6.7.1 Executive Mayor or Mayor;
 - 6.7.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
 - 6.7.3 Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council;
 - 6.7.4 Mayor and/or municipal manager from another municipality; and
 - 6.7.5 Member of a ward committee as nominated by the Executive Mayor or Mayor.
- 6.8 For purposes of evaluating the annual performance of managers directly accountable to the municipal managers, an evaluation panel constituted of the following persons must be established -
- 6.8.1 Municipal Manager;
 - 6.8.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
 - 6.8.3 Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council; and
 - 6.8.4 Municipal manager from another municipality.
- 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:

First quarter	:	July 2022 – September 2022
Second quarter	:	October 2022 – December 2022
Third quarter	:	January 2023 – March 2023
Fourth quarter	:	April 2023 – June 2023

- 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.

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

8. DEVELOPMENTAL REQUIREMENTS

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

9. OBLIGATIONS OF THE EMPLOYER

9.1 The Employer shall –

- 9.1.1 create an enabling environment to facilitate effective performance by the employee;
- 9.1.2 provide access to skills development and capacity building opportunities;
- 9.1.3 work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
- 9.1.4 on the request of the Employee delegate such powers reasonably required by the Employee to enable him / her to meet the performance objectives and targets established in terms of this Agreement; and
- 9.1.5 make available to the Employee such resources as the Employee may reasonably require from time to time to assist him / her to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

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

- 10.1.1 a direct effect on the performance of any of the Employee's functions;
- 10.1.2 commit the Employee to implement or to give effect to a decision made by the Employer; and
- 10.1.3 a substantial financial effect on the Employer.

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

11. MANAGEMENT OF EVALUATION OUTCOMES

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

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

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

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

11.3.1 provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and

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

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Thus done and signed at Liyembwe on this the 15 day of July 2022

AS WITNESSES:

1. Magagula
2. [Signature]

[Signature]
EMPLOYEE

AS WITNESSES:

1. Dladla
2. [Signature]

[Signature]
MUNICIPAL MANAGER

ANNEXURE A: PERFORMANCE PLAN

STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2022/23 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET
										1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER		
Improve institutional transformation and resource management	Municipal Transformation and Institutional Development	To align Organisational Structure to the IDP	Municipal Transformation and Institutional Development	Alignment of Organogram to IDP	Institutional	Date	Tabling of reviewed organisational structure in line with the IDP to Council for approval	2022/23 Organogram was tabled to Council on 28 May 2022	2022/23 Reviewed organisational structure in line with the IDP tabled to Council for approval by 31 May 2023	N/A	N/A	Consultation process for review of the Organogram	Tabling of the Draft Organogram to Council for approval	Memo, Attendance Registers, Minutes, Council Resolution	Opex
Improve institutional transformation and resource management	Municipal Transformation and Institutional Development	To identify skills gaps of employees and develop a WSP	Municipal Transformation and Institutional Development	Development of (WSP)	Institutional	Date	Submission of the WSP to LGSETA	2021/22 WSP was submitted to LGSETA on 30 April 2022	2022/23 WSP submitted to LGSETA by 30 April 2023	N/A	N/A	Development of PDPs	Submission of Work Skills Plan (WSP) to LGSETA on or before 30 April 2023	PDPs, WSP, Acknowledgement for submission	Opex
Improve institutional transformation and resource management	Municipal Transformation and Institutional Development	To develop the Annual Training Plan (ATR)	Municipal Transformation and Institutional Development	Development of Annual Training Report (ATR)	Institutional	Date	Submission of the ATR to LGSETA	2021/22 ATR was submitted to LGSETA on 30 April 2022	2022/23 ATR submitted to LGSETA by 30 April 2023	Progress Report on implementation of the Annual Training Programmes	Progress Report on implementation of the Annual Training Programmes	Progress Report on implementation of the Annual Training Programmes	Submission of Consolidated Annual Training Report (ATR) to LGSETA on or before 30 April 2023	Narrative progress reports, ATR, Acknowledgement for submission	Opex

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STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2022/23 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET
										1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER		
										N/A	N/A	Employment equity report submitted to dept. of labour	N/A	Proof of submission, Acknowledgement letter	Opex
										100% of IPMD Performance agreements signed by employees appointed at level 1 - 4	N/A	N/A	N/A	Performance agreements	Opex
										3 Skills Development Programmes implemented	4 Skills Development Programmes implemented	4 Skills Development Programmes implemented	2 Skills Development Programmes implemented	Acceptance letters from training institutions, Attendance registers, training programmes/ timetable	R 1 500 00 000 (TCLM)
Improve institutional transformation and resource management	Municipal Transformation and Institutional Development	To develop an Employment Equity Report	Municipal Transformation and Institutional Development	Employment Equity Report	Institutional	Date	Submission of the EE report to the Department of Labour	2021/22 EE Report was submitted to Department of Labour 15 Jan 2022	2022/23 EE Report submitted to Department of Labour by 15 Jan 2023	100% of IPMD Performance agreements signed by employees appointed at level 1 - 4 by 31 July 2022	13 Skills Development Programmes implemented in terms of PDPs by 30 June	14 Skills Development Programmes implemented in the 2021/22 FY	Number of Skills Development Programmes implemented in terms of PDPs	Number	
Improve institutional transformation and resource management	Municipal Transformation and Institutional Development	To implement and maintain the IPMDS	Municipal Transformation and Institutional Development	Individual Performance Management & Development System	Institutional	Percentage	% of IPMD Performance agreements signed by employees appointed at level 1 - 4	New KPI	100% of IPMD Performance agreements signed by employees appointed at level 1 - 4 by 31 July 2022	100% of IPMD Performance agreements signed by employees appointed at level 1 - 4 by 31 July 2022	13 Skills Development Programmes implemented in terms of PDPs by 30 June	14 Skills Development Programmes implemented in the 2021/22 FY	Number of Skills Development Programmes implemented in terms of PDPs	Number	
Improve institutional transformation and resource management	Municipal Transformation and Institutional Development	To implement training contained in the WSP of the Municipality	Municipal Transformation and Institutional Development	Implementation of Workplace Skills Plan in terms of the PDPs	Institutional	Number	Number of Skills Development Programmes implemented in terms of PDPs	14 Skills Development Programmes implemented in the 2021/22 FY	13 Skills Development Programmes implemented in terms of PDPs by 30 June	100% of IPMD Performance agreements signed by employees appointed at level 1 - 4 by 31 July 2022	13 Skills Development Programmes implemented in terms of PDPs by 30 June	14 Skills Development Programmes implemented in the 2021/22 FY	Number of Skills Development Programmes implemented in terms of PDPs	Number	

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STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2022/23 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET
										1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER		
									2023						
Improve institutional transformation and resource management	Municipal Transformation and Development	To capacitate the Municipal Councilors	Municipal Transformation and Institutional Development	Training and Capacity building for councilors	Institutional	Number	Number of Skills Development Programmes implemented for the training and capacity building of Councilors	1 Skills Development Programme implemented in the 2021/22 FY	2 Skills Development Programmes implemented for the training and capacity building of Councilors by 30 June 2023	1 Skills Development Programme implemented for the training and capacity building of Councilors	1 Skills Development Programme implemented for the training and capacity building of Councilors	N/A	N/A	Acceptance letters from training institutions, Attendance registers, training programmes/ timetable	
Improve institutional transformation and resource management	Municipal Transformation and Development	To provide employee assistance to employees	Municipal Transformation and Institutional Development	Employee Assistant Programme	Institutional	Number	Number of programmes implemented as part of the Employee Wellness Programme	2 Employee Wellness Programmes in the 2021/22 FY	2 Programmes implemented as part of the Employee Wellness Programme by 30 June 2023	1 Programme implemented as part of the Employee Wellness Programme	1 Programme implemented as part of the Employee Wellness Programme	N/A	1 Programme implemented as part of the Employee Wellness Programme	Invite, Attendance register	Opex

STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2022/23 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET
										1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER		
										100% of labour related cases attended to	100% of labour related cases attended to	100% of labour related cases attended to	100% of labour related cases attended to		
										1 LLF Sitting held	1 LLF Sitting held	1 LLF Sitting held	1 LLF Sitting held		
										100% of labour related cases attended to by 30 June 2023	100% of labour related cases attended to by 30 June 2023	100% of labour related cases attended to by 30 June 2023	100% of labour related cases attended to by 30 June 2023		
Improve institutional transformation and resource management	Municipal Transformation and Institutional Development	To Comply with Labour Relations Act	Municipal Transformation and Institutional Development	Labour Relations Cases	Institutional	Percentage	% of labour related cases attended to	100 % Labour related cases attended to	100% of labour related cases attended to by 30 June 2023	1 LLF Sitting held	1 LLF Sitting held	1 LLF Sitting held	1 LLF Sitting held	Misconduct Cases Register	R 1 500 000 (TCLM)
Improve institutional transformation and resource management	Municipal Transformation and Institutional Development	To Comply with Labour Relations Act	Municipal Transformation and Institutional Development	LLF Sitings	Institutional	Number	Number of LLF Sitings held	5 LLF Sitings held in the 2021/22 FY	4 LLF Sitings held by 30 June 2023	1 LLF Sitting held	1 LLF Sitting held	1 LLF Sitting held	1 LLF Sitting held	Agenda, Attendance Registers, Minutes	Opex
Improve institutional transformation and resource management	Municipal Transformation and Institutional Development	To provide awareness on Disciplinary code and HR Policies	Municipal Transformation and Institutional Development	Awareness campaigns on disciplinary code and HR Policies	Institutional	Number	Number of awareness campaigns on disciplinary code and HR Policies for all employees conducted	4 Awareness campaigns on disciplinary code and HR policies for all employees in the 2021/22 FY	4 Awareness campaigns on disciplinary code and HR policies for all employees conducted by 30 June 2023	1 Awareness campaign on Disciplinary Code and HR Policies for all employees at Headquarters Lydenburg & Mashishing Unit conducted	1 Awareness campaign on Disciplinary Code and HR Policies for all employees at Sabie Unit conducted	1 Awareness campaign on Disciplinary Code and HR Policies for all employees at Graskop Unit conducted	1 Awareness campaign on Disciplinary Code and HR Policies for all employees at Northern Areas Unit conducted	Invitation, Agenda, Attendance Register	Opex

STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2022/23 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET
Improve institutional transformation and resource management	Municipal Transformation and Institutional Development	To develop an Institutional Corporate Calendar Municipal Governance Meeting	Municipal Transformation and Institutional Development	Development of Institutional Corporate Calendar for Governance meetings	Institutional	Date	Tabling of Institutional Corporate calendar for Municipal Governance Meetings to Council for approval	2022/23 Municipal Corporate Calendar	2023/2024 Institutional Corporate calendar for Municipal Governance Meetings tabled to Council for approval by 30 June 2023	N/A	N/A	N/A	2023/24 Institutional Corporate Calendar tabled to Council for approval	Institutional Corporate Calendar, Council Resolution	Opex
To promote good governance and public participation	Good Governance & Public Participation	To ensure compliance with the legislative framework	Good Governance & Public Participation	Council Sitings	Institutional	Number	Number of Ordinary & Special Council Sitings held	4 Ordinary Council Sitings & 6 Special Council sitings held in the 2021/22 FY	4 Ordinary Council Sitings & 3 Special Council sitings held by 30 June 2023	1 Ordinary Council Sitting held	1 Ordinary Council Sitting & 2 Special Council Sitings	1 Ordinary Council Sitting & 1 Special Council Sitting	1 Ordinary Council Sitting & 1 Special Council Sitting	Agenda, Attendance Registers, Minutes	Opex
To promote good governance and public participation	Good Governance & Public Participation	To ensure compliance with the legislative framework	Good Governance & Public Participation	Mayoral Committee Sitings	Institutional	Number	Number of Mayoral Committee Sitings held	4 Ordinary Mayoral Committee Sitings and 2 Special Mayoral Committee Sitings held in the	4 Mayoral Committee Sitings held by 30 June 2023	1 Mayoral Committee sitting	1 Mayoral Committee sitting	1 Mayoral Committee sitting	1 Mayoral Committee sitting	Agenda, Attendance Registers, Minutes	Opex

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STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2022/23 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET
										1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER		
								2021/22 FY							
To promote good governance and public participation	Good Governance & Public Participation	To ensure compliance with the legislative framework	Good Governance & Public Participation	Section 80 Council Committee Sittings	Institutional	Number	Number of Section 80 committee Sittings held	12 Section 80 Committee Sittings held in the 2021/22 FY	12 Section 80 Committee Sittings held by 30 June 2023	3 Section 80 Committee Sittings	3 Section 80 Committee Sittings	3 Section 80 Committee Sittings	3 Section 80 Committee Sittings	Agenda, Attendance Registers, Minutes	Opex
To promote good governance and public participation	Good Governance & Public Participation	To ensure compliance with the legislative framework	Good Governance & Public Participation	MPAC Sittings	Institutional	Number	Number of MPAC Quarterly Sittings held	5 MPAC Sittings held in the 2021/22 FY	4 MPAC Quarterly Sittings held by 30 June 2023	1 MPAC Sitting	1 MPAC Sitting	1 MPAC Sitting	1 MPAC Sitting	Agenda, Attendance Registers, Minutes	Opex
Improve institutional transformation and resource management	Municipal Transformation and Institutional Development	To Comply with OHS Act	Municipal Transformation and Institutional Development	Procurement of Protective clothing	Institutional	Number	Number of Employees supplied with Protective clothing	236 Employees supplied with Protective clothing in the 2021/22 FY	148 Employees supplied with Protective clothing and 108 EPWP workers supplied with protective clothing by	Procurement of Protective Clothing for 148 workers and 108 EPWP Workers	148 Employees supplied with Protective clothing plus 108 EPWP Workers supplied with protective clothing	N/A	N/A	Listings from Directorates, appointment letter, delivery note, signed distribution register	R 700 000 (TCLM)

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STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2022/23 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET
										1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER		
									30 June 2023						
Improve institutional transformation and resource management	Municipal Transformation and Institutional Development	To Comply with OHS Act	Municipal Transformation and Institutional Development	Procurement of employee PPE	Institutional	Number	Number of employees supplied with PPE	2063 PPE items procured in the 2021/22 FY	236 Employees supplied with PPE by 30 June 2022	Coordination of lists of employees from departments.	Submit a request to order to SCM	Distribution of PPE to employees	N/A	Memo of request for List, Proof of Submission of the request to order, Signed distribution register	R 500 000 (TCLM)
Improve institutional transformation and resource management	Municipal Transformation and Institutional Development	To Comply with OHS Act	Municipal Transformation and Institutional Development	Facilitate the procurement of Occupational Health and Safety Equipment (OHSE)	Institutional	Number	Number of OHS Equipment procured	30 Signage, 20 First aid refill kits, 15 Emergency Rotary hand bell fire alarms, 100 Cleaning gloves, 100 Single cartridge respiratory	20 First Aid Kit Refill Packs & 30 Safety Signs, 10 Acoustic Sounding Alarm Refill Liquid procured by 30 June 2023.	Submission of request for purchase to SCM	Procurement of 20 First Aid Kit Refill Packs & 30 Safety Signs, 10 Acoustic Sounding Alarm Refill Liquid.	N/A	N/A	Proof of Submission of the Request to purchase, Distribution register	R 200 000 (TCLM)

STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2022/23 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET
										1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER		
Improve institutional transformation and resource management	Municipal Transformation and Institutional Development	To Comply with OHS Act	Municipal Transformation and Institutional Development	4 OHS Committee Meetings	Institutional	Number	Number of OHS Committee Meetings held	4 OHS Committee Meetings	4 OHS Committee Meetings held by 30 June 2022	1 OHS Committee Meeting held	1 OHS Committee Meeting held	1 OHS Committee Meeting held	1 OHS Committee Meeting held	Invitation, Agenda, Attendance register, Minutes	Opex
Improve institutional transformation and resource management	Municipal Transformation and Institutional Development	To Comply with OHS Act	Municipal Transformation and Institutional Development	OHS Workshop	Institutional	Number	Number of OHS Workshops held	4 OHS Workshops	4 OHS Workshops (Lydenburg, Sabie, Graskop & Northern Areas) by 30 June 2022	1 OHS Workshop held in Lydenburg	1 OHS Workshop held in Sabie	1 OHS Workshop held in Graskop	1 OHS Workshop held in Northern Areas	Invitation, Training pack, Attendance register	Opex
Improve institutional transformation and resource management	Municipal Transformation and Institutional Development	To Comply with OHS Act	Municipal Transformation and Institutional Development	OHS Inspections	Institutional	Number	Number of OHS Inspections completed	4 OHS Inspections	4 OHS Inspections reports compiled by 30 June 2022	1 OHS Inspection report on inspection conducted in Lydenburg	1 OHS Inspection report on inspection conducted in Sabie	1 OHS Inspection report on inspection conducted in Graskop	1 OHS Inspection report on inspection conducted in Northern Areas	OHS Inspection Reports	Opex
To promote good governance and public participation	Good Governance & Public Participation	To promote sound records management practice	Good Governance	Records Management Awareness Sessions	Institutional	Number	Number of Records Management Awareness Sessions held	New KPI	2 Records Management Awareness Sessions held by 30 June 2023	N/A	1 Records Management Awareness Session held	N/A	1 Records Management Awareness Session held	Agenda, Attendance Register, Minutes	Opex

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V.N. MP
CM

STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2022/23 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET
										1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER		
To promote good governance and public participation	Good Governance & Public Participation	To promote sound records management practice	Good Governance	Records Management Committee Meeting	Institutional	Number	Number of Records Management Committee Meetings held	New KPI	4 Records Management Committee Meetings held by 30 June 2023	1 Records Management Committee Meeting	1 Records Management Committee Meeting	1 Records Management Committee Meeting	1 Records Management Committee Meeting	Agenda, Attendance Registers, Minutes	Opex
To promote good governance and public participation	Good Governance & Public Participation	To ensure compliance with the legislative framework	Good Governance	Oversight Report	Institutional	Number	Number of Oversight reports tabled to Council	1 Oversight report was tabled to Council on 31 May 2022	1 Oversight Report tabled to Council by 31 March 2023	N/A	N/A	1 Oversight Report submitted to Council by 31 March 2023	N/A	Report, Council Resolution	Opex
Improve institutional transformation and resource management	Municipal Transformation and Institutional Development	To ensure compliance with the legislative framework	Municipal Transformation and Institutional Development	Reports on the Maintenance of Municipal Buildings	Institutional	Number	Number of reports compiled on the maintenance of Municipal buildings	New KPI	4 Reports compiled on the maintenance of Municipal buildings by 30 June 2023	1 Report compiled on the maintenance of Municipal buildings	1 Report compiled on the maintenance of Municipal buildings	1 Report compiled on the maintenance of Municipal buildings	1 Report compiled on the maintenance of Municipal buildings	Reports	R 1 500 000,00
Improve institutional transformation and resource management	Municipal Transformation and Institutional Development	To ensure compliance with the legislative framework	Municipal Transformation and Institutional Development	Renovation of Graskop & Sabie Offices	Institutional	Number	Number of offices renovated at Graskop & Sabie	New KPI	2 Offices renovated at Graskop (1) & Sabie (1) by 30 June 2023	Submission of Scope of work for renovation of Office building for Graskop and Sabie Service Delivery Units	Commencement of renovation works for Graskop office building.	N/A	N/A	Proof of submission of Scope of work for renovation of Office building, Report	R 1 500 000,00

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NR mp
V.N. CM

STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2022/23 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET
										1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER		
Increase revenue base and financial viability	Financial Viability & Management	To improve the financial viability of the Municipality	Revenue Enhancement	Implementation of the Budget Funding Plan (BFP)	Institutional	Number	Number of progress reports tabled to Council on the implementation of the BFP	New KPI	4 Progress reports tabled to Council on the implementation of the BFP by 30 June 2023	1 Progress reports tabled to Council on the implementation of the BFP	1 Progress reports tabled to Council on the implementation of the BFP	1 Progress reports tabled to Council on the implementation of the BFP	1 Progress reports tabled to Council on the implementation of the BFP	Progress Reports, Council resolutions	Opex
Increase revenue base and financial viability	Financial Viability & Management	To ensure compliance with the legislative framework	Revenue Enhancement	Implementation of Financial Recovery Plan	Institutional	Number	Number of status reports on the implementation of Financial Recovery Plan	12 Status reports on the implementation of Financial Recovery Plan submitted in the 2021/22 FY	12 Status reports on the implementation of Financial Recovery Plan by 30 June 2023	3 Status report on the implementation of Financial Recovery Plan	3 Status report on the implementation of Financial Recovery Plan	3 Status report on the implementation of Financial Recovery Plan	3 Status report on the implementation of Financial Recovery Plan	Reports	Opex
To promote good governance and public participation	Good Governance & Public Participation	To address identified emerging risks	Risk Management	Updating of Strategic Risk Register	Institutional	Number	Number of Strategic risk registers updated	4 Strategic risk registers updated in the 2021/22 FY	4 Strategic risk registers updated by 30 June 2023	1 Strategic risk register updated	1 Strategic risk register updated	1 Strategic risk register updated	1 Strategic risk register updated	Strategic Risk Register	Opex
To promote good governance and public participation	Good Governance & Public Participation	To address findings raised by AGSA	Audit	Updating of Audit Action Plan	Institutional	Percentage	Percentage of audit findings (raised by AGSA) addressed	New KPI	50% of audit findings (raised by AGSA) addressed by 30 June 2023	N/A	N/A	N/A	50% of audit findings (raised by AGSA) addressed	Audit Action Plan	Opex

ANNEXURE B: PERSONAL DEVELOPMENT PLAN

**PERSONAL DEVELOPMENT PLAN
(CORPORATE SERVICES)**

MADE AND ENTERED INTO BY AND BETWEEN

THABA CHWEU LOCAL MUNICIPALITY

AS REPRESENTED BY

SPHIWE SINKEY MATSI

AND

MAROPENG PETER MANKGA

FOR THE

FINANCIAL YEAR 2022-23

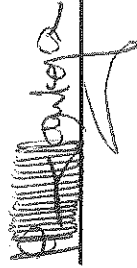
01 JULY 2022 – 30 JUNE 2023

Personal Development Plan of: **MAROPENG PETER MANKGA**

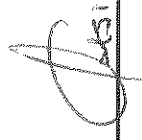
Compiled on (Date): 15 July 2022

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
Organizational development management	Portray innovation in changing resilience and acceptance for the organizational flexibility	Human Resources Management principles and practice course	University of Pretoria	30 June 2023	To optimize institutional performance and productivity	Senior Manager ; Corporate Services

Employee's signature :



Employer's signature:



**CONFIDENTIAL
FINANCIAL DISCLOSURE FORM**

I, the undersigned (surname and initials) MANKWA MP

(Postal address)

Box 807 INDERMARK 0717

(Residential address)

STAND NO 227 BLOCK 'A' AVON VILLAGE SENWABARWA JA 0790

(Position held) DIRECTOR CORPORATE SERVICES

(Name of Municipality) THABA CHWEU LOCAL MUNICIPALITY

Tel: _____

Fax: _____

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
N/A	N/A	N/A	N/A

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

Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/Income
KCLM HOLDINGS	FARMING & TRANSPORT	NONE
DITLOU-DINKWE COOPERATIVE	FARMING & EQUIPMENT	NONE

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

Name of Employer	Type of Work	Amount of remuneration/ Income

Council _____

Signature by Council _____

Date _____

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

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

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

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

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

Description	Value	Source
N/A	N/A	N/A

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

Description	Extent	Area	Value
FARMING PLOT	1.5 HECTARE	ADDN FARM 173	R 500.000
OWN HOUSE ERF 227	335 M ²	BLOCK A1 ADDN ERF 227	R 800.000


SIGNATURE OF EMPLOYEE

DATE: 15 July 2022

PLACE: LYDENBURG

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.



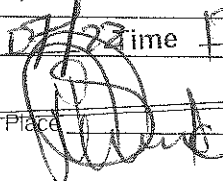
Commissioner of Oath / Justice of the Peace

Full first names and surname:

Designation (rank)

Street address of Institution

Date

Moreku Paris	
Advocate of High Court	
Commissioner of Oath	
Thaba Chweu Local Municipality	
Office No: 11	
Cnr. Viljoen & Sentraal	
P.O Box 61, LYDENBURG, 1120	
Date <u>15/07/22</u>	Time <u>15:30</u>
Signature 	Place _____

(Block letters)

Ex Officio Republic of South Africa


CONTENTS NOTED: EMPLOYER

DATE: 15/07/2022