

ADJUSTED PERFORMANCE AGREEMENT

**MADE AND ENTERED INTO BY AND
BETWEEN:**

**THABA CHWEU LOCAL MUNICIPALITY
AS REPRESENTED BY**

ROY STEVEN MAKWAKWA

AND

MZIKAWANDE RICHARD MNISI

FOR THE

**FINANCIAL YEAR 2023 – 2024:
01 JANURY 2024 – 30 APRIL 2024**

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MR *M.F*
for *E.V*

PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

Thaba Chweu Local Municipality herein represented by **ROY STEVEN MAKWAKWA** in her/his capacity as Employer (hereinafter referred to as the **Employer** or Supervisor)

and

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

4 PERFORMANCE OBJECTIVES

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

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5 PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer, management and municipal staff of the Employer.
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required.
- 5.3 The Employer will consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee.
- 5.4 The Employee undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.
- 5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
- 5.5.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Competency Requirements (CRs) respectively.
- 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.3 KPAs covering the main areas of work will account for 80% and CRs will account for 20% of the final assessment.
- 5.5.4 The total score must be determined using the rating calculator.
- 5.6 The Employee's assessment will be based on his / 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	0%
Municipal Institutional Development and Transformation	0%
Local Economic Development (LED)	0%
Municipal Financial Viability and Management	87%
Good Governance and Public Participation	13%
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.

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- 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	10%
Program and Project Management	5%
Financial Management	20%
Change Leadership	5%
Client Orientation and Customer Focus	10%
CORE COMPETENCIES	
Interpretation of and implementation within the legislative	5%
Planning and Organising	5%
Analysis and Innovation	10%
Knowledge and Information Management	5%
Communication	10%
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.

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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 2023 – September 2023
Second quarter	:	October 2023 – December 2023
Third quarter	:	January 2024 – March 2024
Fourth quarter	:	April 2024 – June 2024

- 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

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

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

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

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

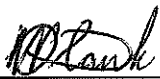
ANNEXURE A: PERFORMANCE PLAN


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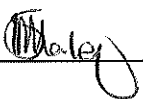
Thus done and signed at Lydenburg.....on this the 7th day of March 2024

AS WITNESSES:


1. 




AS WITNESSES:

1. 

2. 


EMPLOYEE


MUNICIPAL MANAGER

STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2023/24 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET
Increase revenue base and financial viability	Financial Viability & Management	To ensure compliance with the legislative framework	Budget & Reporting	Section 71 Reports	Institutional	Date	Submission of Section 71 Reports 10 Working days after the end of each month to the Executive Mayor	12 Section 71 Reports compiled in the 2022/23 FY	12 Section 71 Reports submitted to the Executive Mayor after 10 Working days of each month by 30 June 2024	3 Section 71 Report	3 Section 71 Report	3 Section 71 Report	3 Section 71 Report	Reports, Proof of submission to EM	Opex
Increase revenue base and financial viability	Financial Viability & Management	To ensure compliance with the legislative framework	Budget & Reporting	Section 52D Reports	Institutional	Date	Submission of Section 52D Reports 30 days after the end of each quarter to the Executive Mayor	4 Section 52D Reports compiled in the 2022/23 FY	4 Section 52D Reports submitted to the Executive Mayor after 30 days at the end of each quarter by 30 June 2024	1 Section 52D Report	1 Section 52D Report	1 Section 52D Report	1 Section 52D Report	Reports, Council Resolution	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 2023/24 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 ensure compliance with the legislative framework	Budget & Reporting	Section 72 Report	Institutional	Date	Submission of Section 72 Report to Executive Mayor & Treasury by 25 Jan 2024	2022/23 Section 72 Report submitted to the EM & Treasury on 25 Jan 2023	Section 72 Report submitted to Executive Mayor & Treasury by 25 January 2024	No planned activity	No planned activity	Section 72 report submitted to Executive Mayor & Treasury	No planned activity	Report, Proof of submission to EM & Treasury, Council resolution	Opex	
Increase revenue base and financial viability	Financial Viability & Management	Ensure the alignment of the budget with the IDP and to comply with the legislative requirements	Budget & Reporting	Approval of Annual Budget	Institutional	Date	Tabling of 2024/25 Annual Budget to Council for approval by 31 May 2024	2023/24 Annual Budget	2024/25 Annual Budget tabled to Council for approval by 31 May 2024	No planned activity	No planned activity	Approval of Draft 2024/25 Budget (31 March 2024)	Approval of 2024/25 Budget (31 May 2024)	Budget process plan, Draft budget items, Final budget items, Council resolutions	Opex	
Increase revenue base and financial viability	Financial Viability & Management	To ensure compliance with the legislative framework	Budget & Reporting	Submission of AFS	Institutional	Date	Submission of 2022/23 AFS to AG for audit purposes by 31 of August	2021/22 AFS	2022/23 AFS Submitted to AG for audit purposes by 31 of August	2022/23 AFS Submitted to AG by 31 August 2023	No planned activity	No planned activity	No planned activity	Letter of submission to AGSA	R 2 000 000 (TCL M)	

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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 2023/24 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 ensure compliance with the legislative framework	Budget & Reporting	Bank Reconciliation	Institutional	Number	Number of Monthly Bank Reconciliations completed	12 Bank Reconciliations completed in the 2022/23 FY	2023	12 Monthly Bank Reconciliations completed by 30 June 2024	3 Bank Reconciliations completed	3 Bank Reconciliations completed	3 Bank Reconciliations completed	Signed Bank recons	Opex
	Financial Viability & Management	To ensure compliance with the legislative framework	Expenditure	Submission of VAT201 to SARS	Institutional	Number	Number of VAT201 submitted to SARS	12 VAT201 submitted to SARS in the 2022/23 FY		12 VAT201 submitted to SARS by 30 June 2024	3 VAT201 submitted to SARS	3 VAT201 submitted to SARS	3 VAT201 submitted to SARS	Proof of submission (System printouts)	Opex
	Financial Viability & Management	To ensure compliance with the legislative framework	Expenditure	Submission of Expenditure, Payroll & VAT Reconciliations	Institutional	Number	Number of Expenditure, Payroll & VAT Reconciliations completed	12 Expenditure, Payroll & VAT Reconciliations completed in the 2022/23 FY		12 Expenditure, Payroll & VAT Reconciliations completed by 30 June 2024 (12 Months)	3 Expenditure, Payroll & VAT Reconciliations completed	3 Expenditure, Payroll & VAT Reconciliations completed	3 Expenditure, Payroll & VAT Reconciliations completed	Signed Expenditure, Payroll & VAT Reconciliations	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 2023/24 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET
										1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER		
										85% (# of invoices received/ # of invoices paid within 30 days) of invoices paid within 30 days	85% (# of invoices received/ # of invoices paid within 30 days) of invoices paid within 30 days	85% (# of invoices received/ # of invoices paid within 30 days) of invoices paid within 30 days	85% (# of invoices received/ # of invoices paid within 30 days) of invoices paid within 30 days		
										85% of Invoices paid within 30 days by 30 June 2024	85% of Invoices paid within 30 days for the 2022/23 FY	85% of Invoices paid within 30 days for the 2022/23 FY	85% of Invoices paid within 30 days for the 2022/23 FY		
										85% of Invoices paid within 30 days for the 2022/23 FY	85% of Invoices paid within 30 days for the 2022/23 FY	85% of Invoices paid within 30 days for the 2022/23 FY	85% of Invoices paid within 30 days for the 2022/23 FY		
Increase revenue base and financial viability	Financial Viability & Management	To ensure compliance with the legislative framework	Expenditure	Payment of invoices within 30 Days	Institutional	Percentage	% of Invoices paid within 30 days	85% of invoices paid within 30 days for the 2022/23 FY	85% of Invoices paid within 30 days by 30 June 2024	85% (# of invoices received/ # of invoices paid within 30 days) of invoices paid within 30 days	85% (# of invoices received/ # of invoices paid within 30 days) of invoices paid within 30 days	85% (# of invoices received/ # of invoices paid within 30 days) of invoices paid within 30 days	85% (# of invoices received/ # of invoices paid within 30 days) of invoices paid within 30 days	Supplier's Payment Register	Opex
Increase revenue base and financial viability	Financial Viability & Management	To ensure compliance with the legislative framework	Revenue Enhancement	Billing Reports	Institutional	Number	Number of Monthly billing reports compiled	12 Billing reports compiled in the 2022/23 FY	12 Monthly billing reports compiled by 30 June 2024	3 Billing reports	3 Billing reports	3 Billing reports	3 Billing reports	Billing Reports	Opex
Increase revenue base and financial viability	Financial Viability & Management	To ensure compliance with the legislative framework	Revenue Enhancement	Monitoring of Collection Rate	Institutional	Percentage	% of Monthly Collection Rate achieved	66% Average Collection Rate achieved in the 2022/23 FY	85% Monthly Collection Rate achieved by 30 June 2024	85% Monthly Collection Rate	85% Monthly Collection Rate	85% Monthly Collection Rate	85% Monthly Collection Rate	Collection Rate Reports	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 2023/24 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET
										1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER		
										1 Monthly Valuation Roll Reconciliation report	1 Monthly Valuation Roll Reconciliation report	1 Monthly Valuation Roll Reconciliation report	1 Monthly Valuation Roll Reconciliation report	Valuation Roll Reconciliation Reports	Opex
										4 Quarterly Valuation Roll Reconciliations compiled in the 2022/23 FY	4 Quarterly Valuation Roll Reconciliations compiled by 30 June 2024	4 Quarterly Valuation Roll Reconciliations compiled by 30 June 2024	4 Quarterly Valuation Roll Reconciliations compiled by 30 June 2024	Valuation Roll Reconciliation Reports	Opex
										Number of Monthly Valuation Roll Reconciliations reports compiled	Number of status reports on the implementation of the Revenue enhancement strategy	12 Status reports compiled in 2022/23 FY	4 Status reports on the implementation of the Revenue enhancement strategy by 30 June 2024	Status reports	Opex
Increase revenue base and financial viability	Financial Viability & Management	To ensure compliance with the legislative framework	Revenue Enhancement	Valuation Roll Reconciliation	Institutional	Number	Number of Monthly Valuation Roll Reconciliations reports compiled	4 Quarterly Valuation Roll Reconciliations compiled in the 2022/23 FY	4 Quarterly Valuation Roll Reconciliations compiled by 30 June 2024	1 Monthly Valuation Roll Reconciliation report	1 Monthly Valuation Roll Reconciliation report	1 Monthly Valuation Roll Reconciliation report	1 Monthly Valuation Roll Reconciliation report	Valuation Roll Reconciliation Reports	Opex
Increase revenue base and financial viability	Financial Viability & Management	To ensure compliance with the legislative framework	Revenue Enhancement	Implementation of Revenue enhancement strategy	Institutional	Number	Number of status reports on the implementation of the Revenue enhancement strategy	12 Status reports compiled in 2022/23 FY	4 Status reports on the implementation of the Revenue enhancement strategy by 30 June 2024	1 Status report on Implementation of Revenue enhancement strategy	1 Status report on Implementation of Revenue enhancement strategy	1 Status report on Implementation of Revenue enhancement strategy	1 Status report on Implementation of Revenue enhancement strategy	Status reports	Opex
Increase revenue base and financial viability	Financial Viability & Management	To ensure compliance with the legislative framework	Supply Chain Management	Implementation of the Supply Chain Management Policy	Institutional	Date	Submission of SCM Policy implementation reports 10 days after the end of each quarter to	4 SCM Reports compiled in the 2022/23 FY	4 SCM Policy implementation reports 10 days after the end of each quarter	1 SCM Policy implementation report	1 SCM Policy implementation report	1 SCM Policy implementation report	1 SCM Policy implementation report	SCM Reports, Submission letter to the Executive Mayor	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 2023/24 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET
										1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER		
							the Executive Mayor		to the Executive Mayor by 30 June 2024						
Increase revenue base and financial viability	Financial Viability & Management	To ensure compliance with the legislative framework	Supply Chain Management	Conducting of Stock Counts	Institutional	Number	Number of Stock Counts conducted	4 Stock Counts conducted in the 2022/23 FY	4 Stock Counts conducted by 30 June 2024	1 Stock Count & Reconciliation	1 Stock Count & Reconciliation	1 Stock Count & Reconciliation	1 Stock Count & Reconciliation	Stock Count, Reconciliation Reports	Opex
Ensure effective and sound Good Governance	Good Governance & Public Participation	To ensure adherence to policies and procedures	ICT	ICT Steering Committee Meetings	Institutional	Number	Number of ICT Steering Committee Meetings held	4 ICT Steering Committee Meetings held in 2022/23 FY	4 ICT Steering Committee Meetings held by 30 June 2024	1 ICT Steering Committee Meeting	1 ICT Steering Committee Meeting	1 ICT Steering Committee Meeting	1 ICT Steering Committee Meeting	Agenda, Attendance Register, Minutes	Opex
Increase revenue base and financial viability	Financial Viability & Management	To ensure availability of core IT systems	ICT	ICT Support	Institutional	Percentage	% of ICT logged issues resolved	100% of ICT logged issues resolved in the 2022/23 FY	100% of ICT logged issues resolved by 30 June 2024	100% response on ICT logged issues reported	100% response on ICT logged issues reported	100% response on ICT logged issues reported	100% response on ICT logged issues reported	Helpdesk log book, Job Cards	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 2023/24 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET
Increase revenue base and financial viability	Financial Viability & Management	To ensure availability of core IT systems	ICT	Alternative Power Supply	Institutional	Number	Number of an alternative energy supply (Inverter, Generator or Solar) installed in all areas with ICT infrastructure for wide area network up time	New KPI	12 Installation of an alternative energy supply: Inverter, Generator or Solar in all areas with ICT infrastructure for wide area network up time by 30 June 2024	3 Installation of an Alternative Energy Inverter, Generator or Solar in the areas.	3 Installation of an Alternative Energy Inverter, Generator or Solar in the areas.	3 Installation of an Alternative Energy Inverter, Generator or Solar in the areas.	3 Installation of an Alternative Energy Inverter, Generator or Solar in the areas.	Purchase Order, Projects Close Out Report and COC Certificates.	Opex
Increase revenue base and financial viability	Financial Viability & Management	To ensure compliance with the legislative framework	Asset Management	Maintenance of Asset Register	Institutional	Number	Number of physical asset verification reports compiled	3 Physical Verification Reports compiled in the 2022/23 FY	3 Physical Verification Reports (2 Movable & 1 Infrastructure Reports) compiled by 30 June 2024	No planned activity	1 Physical asset verification Reports (Movable)	No planned activity	2 Physical asset verification Reports (Movable & Infrastructure)	Physical asset verification Reports	R 6 000 000.00 (TCL M)

MT-2024

STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2023/24 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	2 Progress reports tabled to Council in the 2022/23 FY	June 2024 4 Progress reports tabled to Council on the implementation of the BFP by 30 June 2024	1 Progress report tabled to Council on the implementation of the BFP	1 Progress report tabled to Council on the implementation of the BFP	1 Progress report tabled to Council on the implementation of the BFP	1 Progress report 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 Progress reports on the implementation of Financial Recovery Plan	12 Progress reports on the implementation of Financial Recovery Plan submitted in the 2022/23 FY	June 2024 12 Progress reports on the implementation of Financial Recovery Plan by 30 June 2024	3 Status reports compiled on the implementation of Financial Recovery Plan	3 Status reports compiled on the implementation of Financial Recovery Plan	3 Status reports compiled on the implementation of Financial Recovery Plan	3 Status reports compiled on the implementation of Financial Recovery Plan	Reports	Opex

MR M. F. N.

STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2023/24 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET
Ensure effective and sound Good Governance	Good Governance & Public Participation	To address identified and emerging risks	Risk Management	Updating of Strategic Risk Register	Institutional	Number	% of action plans addressed in the Strategic risk register	4 Strategic risk registers updated in the 2022/23 FY	100% of action plans addressed in the Strategic risk register by 30 June 2024	1st QUARTER 25% of action plans addressed in the Strategic risk register	2nd QUARTER 50% of action plans addressed in the Strategic risk register	3rd QUARTER 75% of action plans addressed in the Strategic risk register	4th QUARTER 100% of action plans addressed in the Strategic risk register	Strategic Risk Register	Opex
Ensure effective and sound Good Governance	Good Governance & Public Participation	To address findings raised by AGSA	Audit	Updating of Audit Action Plan	Institutional	Percentage	Percentage of material audit findings addressed before submission of the AFS to AGSA	70% of material audit findings addressed from the 2021/22 FY Audit	100% of material audit findings addressed before submission of the AFS to AGSA on 31 August 2023	100% of material audit findings addressed before submission of the AFS to AGSA on 31 August 2023	No planned activity	No planned activity	No planned activity	Audit Action Plan	Opex

MR Mphahlele

ANNEXURE B: PERSONAL DEVELOPMENT PLAN

**PERSONAL DEVELOPMENT PLAN
(FINANCE)**

MADE AND ENTERED INTO BY AND BETWEEN

THABA CHWEU LOCAL MUNICIPALITY

AS REPRESENTED BY

ROY STEVEN MAKWAKWA

AND

MZIKAWANDE RICHARD MNISI

FOR THE

FINANCIAL YEAR 2023-24

01 JANUARY 2024 – 30 APRIL 2024

MR
Mz *h*

Personal Development Plan of: MZIKAWANDE RICHARD MNISI


Compiled on (Date):

1. Skills / Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3. Suggested training and / or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to practice skill / development area	7. Support Person

Employee's signature :



Employer's signature:



MR MF 25

ANNEXURE C: FINANCIAL DISCLOSURE FORM

**CONFIDENTIAL
FINANCIAL DISCLOSURE FORM**

I, the undersigned (surname and initials)

Munisi MR

(Postal address)

12 Enterprise St P.O. Box 12833
Nelspruit 1200

(Residential address)

12 Enterprise Street Ext 14 Stei Hes
Nelspruit

(Position held)

Chief financial Officer

(Name of Municipality)

Thabaz Chwen Municipality

Tel: 013 - 235 7349

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		

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

Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/Income
	N/A	

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
	N/A	

Council _____

Signature by Council _____

Date _____

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

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

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

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

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

Description	Value	Source
	N/A	

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

Description	Extent	Area	Value
House	2501	Mbandaka	R 4,9m
House	652	Mashishing	R 2,8m
Plot	2 hectares	Siligwen	R 1,5m


SIGNATURE OF EMPLOYEE

DATE: _____

PLACE: Masishingany

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

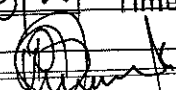
Full first names and surname: _____

Designation (rank) _____

Street address of institution _____

Date _____

Place _____

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 11/03/24 Time 10H40 Signature 	(Block letters) Office of the Republic of South Africa
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CONTENTS NOTED: EMPLOYER

DATE: 11/03/2024