

# **ADJUSTED PERFORMANCE AGREEMENT**

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

**THABA CHWEU LOCAL MUNICIPALITY  
AS REPRESENTED BY**

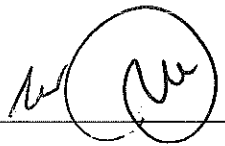
**ROY STEVEN MAKWAKWA**

**AND**

**SINENHLANHLA LINDOKUHLE MANQELE**

**FOR THE**

**FINANCIAL YEAR 2023 – 2024:  
01 JANUARY 2024 – 30 JUNE 2024**

  
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## 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

**SINENHLANHLA LINDOKUHLE MANQELE** 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;
- 2.6 in the event of outstanding performance, to appropriately reward the employee; and

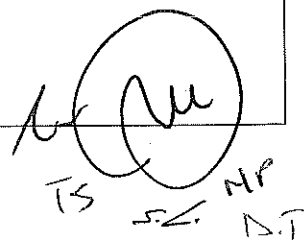
- 2.7 give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

### 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	82%
Municipal Institutional Development and Transformation	0%
Local Economic Development (LED)	0%
Municipal Financial Viability and Management	6%
Good Governance and Public Participation	12%
Spatial Planning & Rationale	0%
<b>Total</b>	<b>100%</b>

- 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:

<b>LEADING COMPETENCIES</b>	<b>WEIGHT</b>
Strategic Direction and Leadership	5%
People Management	10%
Program and Project Management	10%
Financial Management	10%
Change Leadership	5%
Governance Leadership	10%
<b>CORE COMPETENCIES</b>	
Moral Competence	10%
Planning and Organising	10%
Analysis and Innovation	5%
Knowledge and Information Management	10%
Communication	10%
Results and Quality Focus	5%
<b>Total percentage</b>	<b>100%</b>

## 6. EVALUATING PERFORMANCE

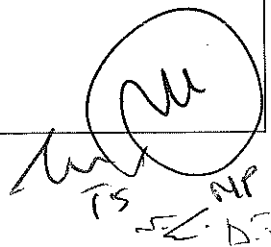
- 6.1 The Performance Plan (Annexure A) to this Agreement sets out -
  - 6.1.1 the standards and procedures for evaluating the Employee's performance; and
  - 6.1.2 the intervals for the evaluation of the Employee's performance.
- 6.2 Despite the establishment of agreed intervals for evaluation, the 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.					

- Each CR should be assessed according to the extent to which the specified standards have been met.
- An indicative rating on the five-point scale should be provided for each CR.
- This rating should be multiplied by the weighting given to each CR during the contracting process, to provide a score.
- 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:

<b>First quarter</b>	:	July 2023 – September 2023
<b>Second quarter</b>	:	October 2023 – December 2023
<b>Third quarter</b>	:	January 2024 – March 2024
<b>Fourth quarter</b>	:	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.

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 –

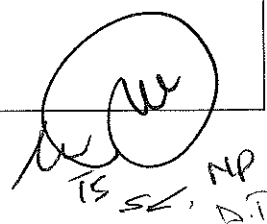
- 9.1.1 create an enabling environment to facilitate effective performance by the employee;
- 9.1.2 provide access to skills development and capacity building opportunities;
- 9.1.3 work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the 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.

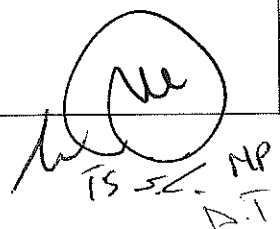
12.2 In the event that the mediation process contemplated above fails, clause 20.3 of the Contract of Employment shall apply.

## 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.

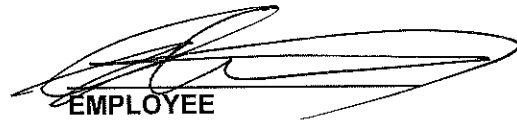
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Thus done and signed at Mashishing.....on this the 28<sup>th</sup> day of February..... 2024

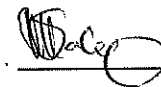
**AS WITNESSES:**

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2.  \_\_\_\_\_

  
EMPLOYEE

**AS WITNESSES:**

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2.  \_\_\_\_\_

  
MUNICIPAL MANAGER

# ANNEXURE A: PERFORMANCE PLAN

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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	ADJUSTED BUDGET (MIG REALLOCATION)
										1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER			
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To pave the main road in Moremela (Tshirelang)	Roads	Paving of Main Roads at Moremela (Tshirelang)	Ward 9 (Moremela)	Number of km	Number of km of road refurbished at Moremela (Tshirelang)	Road, Subbase, Stabilized Base, Brick Paving, V-Drains, Culvert Box, Pipe Drainage and Signage installed	0.8 km of road refurbished at Moremela (Tshirelang) by 30 June 2024	0.8 km of road refurbished at Moremela (Tshirelang) by 30 June 2024	No planned activity	No planned activity	No planned activity	Completion certificate	R 397 1682,20 (MIG)	N/A
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To complete designs for the construction of a buy-back centre for waste management	Waste Management	Designs for the construction of recycling buy back centre constructed at Mashishin g/Lydenburg	All wards	Number	Number of designs completed for the construction of recycling buy back centre at Mashishin g/Lydenburg	New KPI	1 set of designs completed for the construction of recycling buy back centre at Mashishin g/Lydenburg by 30 June 2024	Appoint a consultant to do the designs for the construction of recycling buy back centre	1 set of designs completed for the construction of recycling buy back centre	No planned activity	No planned activity	Appointment letter & approved designs	R 9 000 000 (MIG)	R 1 328 768.07

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	ADJUSTED BUDGET (MIG REALLOCATION)
										1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER			
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To refurbish Voortrekke r Street at Mashishin g /Lydenbur g	Roads	Refurbish ment of Voortrekke r Street at Mashishin g Lydenburg (Phase 3)	Ward 12 & 14 (Lydenb urg)	Number of km	Number of km of road refurbishe d at Voortrekke r Street at Lydenburg	0.980 km dual carriage road complet ed	0.980 km of road refurbished at Voortrekker Street at Lydenburg by 30 June 2023	1 Quarterly progress report on the refurbish ment of Voortrek ker Street at Mashishi ng/Lyde nburg phase 3	Completi on of the project.	No planned activity	No planned activity	Quarterly progress report & completion certificate	R 2 677 953,84 (TCLM)	R 13 164 036,89 (TCLM)
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To pave the main road in Matibidi (Didimala Village)	Roads	Paving of Main Roads at Matibidi (Didimala Village) Phase 2	Ward 8 (Matibidi )	Number of km	Number of km of road refurbishe d at Matibidi (Didimala Village)	New KPI	1.3 km of road refurbished at Matibidi (Didimala Village) by 30 June 2024	Develop ment of terms of referenc e & advertis ement for the appoint ment of a contract or	Appoint ment of a contract or & site handove r	1 Quarterly progress report on the refurbish ment of road	1.3 km of road refurbish ed at Matibidi (Didimal a Village) (Comple tion of project)	Terms of reference, Advert , Appointment letter, Site handover minutes, Quarterly progress report & Completion certificate	R 9 000 000 (MIG)	R 8 677 814,65 (MIG)

STRATEGIC OBJECTIVE	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	ADJUSTED BUDGET (MIG)
										1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER			
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To approve designs for the refurbishment of Mandela Street	Roads	Designs for the refurbishment of Mandela Street	Ward 3 (Mashishing)	Number	Number of designs approved for the refurbishment of Mandela Street at Mashishing	New KPI	1 set of designs approved for the refurbishment of Mandela Street at Mashishing by 30 June 2024	No planned activity	No planned activity	Appointment of consultants for designs	Complete and approve designs for the refurbishment of Mandela Street	Appointment letter, set of designs	R -	R 12 583 739,36 (MIG)
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To approve designs for the refurbishment of Thambo Street	Roads	Designs for the refurbishment of Thambo Street	Ward 2 (Mashishing)	Number	Number of designs approved for the refurbishment of Thambo Street at Mashishing	New KPI	1 set of designs approved for the refurbishment of Thambo Street at Mashishing by 30 June 2024	No planned activity	No planned activity	Appointment of consultants for designs	Complete and approve designs for the refurbishment of Thambo Street	Appointment letter, set of designs	R -	R 9 945 062,83 (MIG)
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To approve designs for the refurbishment of Gwala Street	Roads	Designs for the refurbishment of Gwala Street	Ward 2 & 3 (Mashishing)	Number	Number of designs approved for the refurbishment of Gwala Street at Mashishing	New KPI	1 set of designs approved for the refurbishment of Gwala Street at Mashishing by 30 June 2024	No planned activity	No planned activity	Appointment of consultants for designs	Complete and approve designs for the refurbishment of Gwala Street	Appointment letter, set of designs	R -	R 8 472 797,96 (MIG)


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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	ADJUSTED BUDGET (MIG REALLOCATION)
										1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER			
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To refurbish and upgrade the Sewer Substation at Mashishin g Ext. 8	Sanitation	Refurbishment and Upgrading of Sewer Substation at Mashishin g Ext. 8 (Phase 2)	Ward 2 (Extension 8)	Number	Number of Sewer Substations refurbished & upgraded at Mashishin g Ext. 8	Phase 1 of the refurbishment and upgrading of the Sewer Substation at Mashishin g Ext. 8 partially completed	1 Sewer Substation refurbished & upgraded at Mashishin g Ext. 8 by 30 June 2024	1 Quarterly progress report on the refurbishment and upgrading of sewer substation	1 Quarterly progress report on the refurbishment and upgrading of sewer substation	1 Quarterly progress report on the refurbishment and upgrading of sewer substation	1 Sewer Substation refurbished & upgraded at Mashishin g Ext. 8 (Completion of project)	Quarterly progress reports & completion certificate	R 6 752 178,17 (MIG)	N/A
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To provide sewer reticulation at Mashishin g Ext. 8	Sanitation	Provision of Sewer Reticulation at Mashishin g Ext. 8	Ward 2 (Extension 8)	Number of km	Number of km of Pipeline installed for sewer reticulation at Mashishin g Ext. 8	New KPI	10.2 km of Pipeline installed for sewer reticulation at Mashishin g Ext. 8 by 30 June 2024	Development of terms of reference & advertisement for the appointment of a contractor	Appointment of a contractor or site handover	1 Quarterly progress report on the provision of sewer reticulation	Completion of the project.	Terms of reference, Advert, Appointment letter, Site handover minutes, Quarterly progress report & Completion certificate	R 12 000 000 (MIG)	R 1 718 624,78

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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	ADJUSTED BUDGET (MIG REALLOCATION)
										1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER			
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To provide water reticulation at Mashishin g Ext. 8	Water	Provision of Water Reticulation at Mashishin g Ext 8	Ward 2 (Extension 8)	Number of km	Number of km of Pipeline installed for water reticulation at Mashishin g Ext 8	New KPI	11.7 km of Pipeline installed for water reticulation at Mashishin g Ext 8 by 30 June 2024	Development of terms of reference & advertisement for the appointment of a contractor	Appointment of a contractor & site handover	1 Quarterly progress report on the provision of water reticulation	Completion of the project.	Terms of reference, Advert, Appointment letter, Site handover minutes, Quarterly progress report & Completion certificate	R 10 033 785,78 (MIG)	R 1 718 624,78
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To provide bulk water at the Northern areas	Water	Bulk water supply Northern areas	Ward 8 & 9 (Matibidi, Leroro, Morema)	Number	Number of Progress reports compiled on the planning processes for the Bulk water supply at the Northern areas	4 Progress reports compiled in the 2022/23 FY	4 Progress reports compiled on the planning processes for the Bulk water supply at the Northern areas	1 Quarterly progress report	1 Quarterly progress report	1 Quarterly progress report	1 Quarterly progress report	Four (4) Quarterly progress reports	R 10 000 000 (RBI/G)	R759 427,84
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To conduct water and wastewater sampling tests	Water & Sanitation	Water & Wastewater sampling tests	All wards	Number	Number of Water & Wastewater sampling tests conducted	New KPI	12 Water & Wastewater sampling tests conducted by 30 June 2024	3 Water & Wastewater sampling tests conducted	3 Water & Wastewater sampling tests conducted	3 Water & Wastewater sampling tests conducted	3 Water & Wastewater sampling tests conducted	Reports	Opex	N/A

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	ADJUSTED BUDGET (MIG REALLOCATION)
										1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER			
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To electrify 220 households at Marikana/Majenje	Electrification	Electrification of 220 households at Marikana/Majenje	Ward 5 (Marikana/Majenje)	Number	Number of households connected to Grid at Marikana/Majenje	220 Households connected to Grid at Marikana/Majenje in the 2022/23 FY	220 Households connected to Grid at Marikana/Majenje by 30 June 2024	Development of terms of reference and advertisement for the appointment of a contractor	Appointment of a contractor or site handover	Quarterly progress report on the electrification of 220 households at Marikana/Majenje	Completion of the project.	Terms of reference, advert for the appointment of a contractor, site handover minutes, Quarterly progress report and a completion certificate.	R 5 500 000 (TCLM)	N/A
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To report on the repairs & maintenance of Municipal infrastructure	Repairs & maintenance	Reports on repairs & maintenance of Municipal infrastructure (Overhead lines, Streetlight, Traffic lights, Roads, Boreholes, Sanitation infrastructure, Water infrastructure, substations)	All wards	Number	Number of quarterly reports on the repairs & maintenance of Municipal infrastructure compiled	New KPI	4 Quarterly reports on the repairs & maintenance of Municipal infrastructure compiled by 30 June 2024	1 Quarterly report on the repairs & maintenance of Municipal infrastructure compiled	1 Quarterly report on the repairs & maintenance of Municipal infrastructure compiled	1 Quarterly report on the repairs & maintenance of Municipal infrastructure compiled	1 Quarterly report on the repairs & maintenance of Municipal infrastructure compiled	Quarterly reports	R 184 750 000 (TCLM)	N/A

  
 S. K. N. P.  
 D. I.

STRATEGIC OBJECTIVE	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	ADJUSTED BUDGET (MIG REALLOCATION)
										1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER			
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	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	N/A
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	25% of action plans addressed in the Strategic risk register	50% of action plans addressed in the Strategic risk register	75% of action plans addressed in the Strategic risk register	100% of action plans addressed in the Strategic risk register	Strategic Risk Register	Opex	N/A
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	N/A

SL. No. 8.7



# **ANNEXURE B: PERSONAL DEVELOPMENT PLAN**

**PERSONAL DEVELOPMENT PLAN  
(TECHNICAL SERVICES)**

MADE AND ENTERED INTO BY AND BETWEEN

**THABA CHWEU LOCAL MUNICIPALITY**

AS REPRESENTED BY

**ROY STEVEN MAKWAKWA**

AND

**SINENHLANHLA LINDOKUHLE MANQELE**

FOR THE

**FINANCIAL YEAR 2023 - 2024**


**01 JANURY 2024 – 30 APRIL 2024**

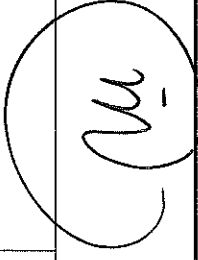
S.Z.  
NP  
D.T

# Personal Development Plan of: SINENHLANHLA LINDOKUHLA MANQELE

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:

# **ANNEXURE C: FINANCIAL DISCLOSURE FORM**

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 N/A

Signature by Council N/A

Date N/A

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
House	1000m <sup>2</sup>	Rickardsburg	R 2,5M
farm 10 (house)	1351m <sup>2</sup>	Emelo	R 1,8M
House	1271m <sup>2</sup>	Emelo	R 2,1M
LAND X 4	5819m <sup>2</sup>	Rickardsburg	R 70000

**CONFIDENTIAL  
FINANCIAL DISCLOSURE FORM**

I, the undersigned (surname and initials)

WANDERLE S.L.

(Postal address)

P.O. Box 64, Lydenburg, 1120

(Residential address)

81 BESTON APARTMENTS, 5744 NIKANESSE STR, TOWNLANDS  
LYDENBURG, 1120

(Position held)

DIRECTOR: TECHNICAL AND ENGINEERING SERVICES

(Name of Municipality)

Town of Lydenburg Local Municipality

Tel: 0132357300

Fax: 0867152497

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

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

Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/Income
<u>STEADY STATE TRADING and PROTECTS</u>	<u>Private Company</u>	<u>R 0,00</u>
<u>Vukayikombe</u>	<u>Close Corporation</u>	<u>N/A</u>
<u>Muthu-Electrical</u>		

SIGNATURE OF EMPLOYEE

DATE: 28 February 2024

PLACE: Lobateng Masishing

**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

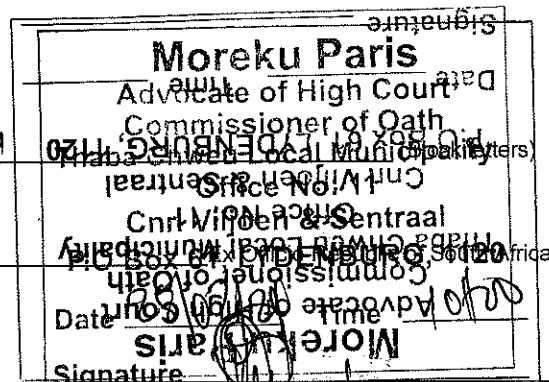
2. I certify that the deponent has acknowledged that she/he knows and understands the contents of this declaration. The deponent utters the following words: "I swear that the contents of this declaration are true, so help me God." / "I truly affirm that the contents of the declaration are true". The 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: Paris Moreku

Designation (rank) \_\_\_\_\_

Street address of institution \_\_\_\_\_



Date \_\_\_\_\_

Place \_\_\_\_\_

CONTENTS NOTED: EMPLOYER

DATE: \_\_\_\_\_