

**SPECIAL ADJUSTED PERFORMANCE
AGREEMENT**

MADE AND ENTERED INTO BY AND
BETWEEN:

**THABA CHWEU LOCAL MUNICIPALITY
AS REPRESENTED BY**

SPHIWE SINKEY MATSI

AND

SINENHLANHLA LINDOKUHLE MANQELE

FOR THE

**FINANCIAL YEAR 2022 – 2023:
23 SEPTEMBER 2022 – 30 JUNE 2023**

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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

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

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- 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 **23 September 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.

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	76%
Municipal Institutional Development and Transformation	0%
Local Economic Development (LED)	0%
Municipal Financial Viability and Management	12%
Good Governance and Public Participation	12%
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

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(√) from the list below as agreed to between the Employer and Employee. Three of the CRs are compulsory for Municipal Managers:

LEADING COMPETENCIES	WEIGHT
Strategic Direction and Leadership	5%
People Management	10%
Program and Project Management	10%
Financial Management	10%
Change Leadership	5%
Governance Leadership	10%
CORE COMPETENCIES	
Moral Competence	10%
Planning and Organising	10%
Analysis and Innovation	5%
Knowledge and Information Management	10%
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.

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.

6.5.2 Assessment of the CRs

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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.

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%.

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.

Thus done and signed at LINDSBURG on this the 26th day of September 2022

AS WITNESSES:

1. [Signature]

[Signature]
EMPLOYEE

2. [Signature]

AS WITNESSES:

1. [Signature]

[Signature]
MUNICIPAL MANAGER

2. [Signature]

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		
Provide access to quality services in line with council mandate	Basic Services and infrastructure Development	To install boreholes in areas around Thaba Chweu Local Municipality	Water	Installation Boreholes at Thaba Chweu Local Municipality	Ward 1, 2, 3, 4, 8, 11, 12, 13 & 14 (Speekboom, Brondal, Bultkop, Goudehoop, Boschfontein, Matibidi, Lydenburg)	Number	Number of boreholes installed in areas around Thaba Chweu Local Municipality	6 Boreholes installed in the 2021/22 FY	12 Boreholes installed in areas around Thaba Chweu Local Municipality by 30 June 2023	N/A	Completion and commissioning of 13 Boreholes (1 Speekboom, 1 Brondal, 1 Bultkop, 1 Goudehoop, 1 Boschfontein, 2 Matibidi, 5 Lydenburg)	N/A	N/A	Completion Certificate	R 3 781 782,92 (MIG)
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To refurbish Potgieter Street at Mashishing /Lydenburg	Roads	Refurbishment of Potgieter Street at Mashishing / Lydenburg (Phase 2)	Ward 12 & 14 (Lydenburg)	Number	Number of Snag list items completed in the refurbishment of Potgieter street at Mashishing / Lydenburg	Project practically completed with snag list items in the 2021/22 FY	6 Snag list items completed in the refurbishment of Potgieter street at Mashishing / Lydenburg by 30 June 2023	6 Snag list items completed in the alignment & fixing of kerb, reinstating paving for businesses access, fixing of edge beams, stormwater connection, road signs, line marking)	N/A	N/A	Completion Certificate	R 324 015,23 (MIG)	
Provide access	Basic Services	To refurbish Voortrekker	Roads	Refurbishment of	Ward 12 & 14	Number	Number of Snag list	Project practically	6 Snag list items	6 Snag list items	N/A	N/A	Completion Certificate	R 454 713,82	

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to provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	Street at Mashishing /Lydenburg	Water	Voortrekker Street at Mashishing Lydenburg (Phase 2)	(Lydenburg)	Number of km	Number of items completed in the refurbishment of Voortrekker Street at Mashishing g/ Lydenburg	completed with snag list items in the 2021/22 FY	completed in the refurbishment of Voortrekker Street at Mashishing g/ Lydenburg by 30 June 2023	completed items in the refurbishment of Voortrekker Street at Mashishing g/ Lydenburg	Number of km of Pipeline installed for Water Reticulation at Coromandel (RDP Section) by 30 June 2023	New KPI	Number of km of Pipeline installed for Sewer Reticulation at Coromandel (RDP Section) by 30 June 2023	Appointment of a consultant from the panel of engineers, Designs for the pipelines	Development of reference, advertise for the appointment of a contractor and site handover.	Appointment of 1 km of pipeline for Water Reticulation at Coromandel (RDP Section)	N/A	Appointment letter for the consultant, Designs, Terms of Reference, Advert for the contractor, Appointment letter for Contractor, Site handover, Progress report and Completion certificate.	R 1 580 628,43 (MIG)
to provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	Street at Mashishing /Lydenburg	Sanitation	Voortrekker Street at Mashishing Lydenburg (Phase 2)	(Lydenburg)	Number of km	Number of items completed in the refurbishment of Voortrekker Street at Mashishing g/ Lydenburg	completed with snag list items in the 2021/22 FY	completed in the refurbishment of Voortrekker Street at Mashishing g/ Lydenburg by 30 June 2023	Number of km of Pipeline installed for Sewer Reticulation at Coromandel (RDP Section) by 30 June 2023	New KPI	Number of km of Pipeline installed for Sewer Reticulation at Coromandel (RDP Section) by 30 June 2023	Appointment of a consultant from the panel of engineers, Designs for the pipelines	Development of reference, advertise for the appointment of a contractor and site handover.	Progress report on the implementation of the project	Installation of 1.5 km of pipeline for Sewer Reticulation at Coromandel (RDP Section)	Appointment letter for the consultant, Designs, Terms of Reference, Advert for the contractor, Appointment letter for Contractor, Site handover, Progress report and Completion certificate.	R 4 106 157,95 (MIG)	
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To pave	Roads	Paving of	Ward 9	Number	Number of	New KPI	0.7 km of	Appointment	Developmentmen	Appointment	0.7 km of	Appointment	R 9 887				

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access to quality services in line with council mandate	Services and Infrastructure Development	main road in Moremela	Sanitation	Main Road in Moremela (Tshirelan g)	(Moremela)	of km	km of road refurbished at Moremela -Morothong -Kanana Street (Tshirelan g) by 30 June 2023	road + 1 Culvert refurbished at Moromeia -Morothong Street (Tshirelan g) by 30 June 2023	ment of a consultant from the panel of engineers	t of terms of reference, advertise for the appointment of a contractor and site handover.	s report on the implementation of the project	road + 1 Culvert refurbished	letter for the consultant, Terms of Reference, Advert for the contractor, Appointment letter for Contractor, Site handover, Progress report and Completion certificate.	385,96 (MIG)
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To refurbish and upgrade the Sewer Substation at Mashishing Ext. 8	Sanitation	Refurbishment and Upgrading of Sewer Substation at Mashishing (Phase 1)	Ward 3 (Mashishing Ext 8)	Date	Completion of phase 1 of the refurbishment and upgrading of the Sewer Substation at Mashishing g Ext. 8	Phase 1 of the refurbishment and upgrading of the Sewer Substation at Mashishing g Ext. 8 completed by 30 June 2022	Appointment of a consultant from the panel of engineers	Development of terms of reference, advertise for the appointment of a contractor and site handover.	Progress report on the implementation of the project	Completion of phase 1 of the refurbishment and upgrading of the Sewer Substation	Appointment letter for the consultant, Terms of Reference, Advert for the contractor, Appointment letter for Contractor, Site handover, Progress report and Completion certificate.	R 14 715 965,5725 (MIG)
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To install Sewer Reticulation at Mashishing Ext 7	Sanitation	Mashishing g Ext 7 Sewer Reticulation	Ward 3 (Mashishing Ext 7)	Number of km	Number of km of Pipeline installed for Sewer Reticulation at Mashishing g Ext 7 by 30 June 2023	1.5 km of Pipeline installed for Sewer Reticulation at Mashishing g Ext 7 by 30 June 2023	Appointment of a consultant from the panel of engineers, Designs for the pipelines	Development of terms of reference, advertise for the appointment of a contractor and site handover.	Progress report on the implementation of the project	Installation of 1.5 km of pipeline for Sewer Reticulation at Mashishing g Ext 7	Appointment letter for the consultant, Designs, Terms of Reference, Advert for the contractor, Appointment letter for Contractor, Site handover, Progress	3513489,94 75 (MIG)

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Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To refurbish Street at Mashishing /Lydenburg	Roads	Refurbishment of Voortrekker street at Mashishing g / Lydenburg (Phase 3)	Ward 12 & 14 (Lydenburg)	Number of km	Number of km of street refurbished at Voortrekker street at Mashishing g / Lydenburg	0.98 KMs of street refurbished at Voortrekker in Lydenburg during 2021/22 FY	0.93 km (2 lane) of street refurbished at Voortrekker street at Mashishing g / Lydenburg by 30 June 2022	Appointment of consultant from the panel of engineers	Development of reference, advertise for the appointment of a contractor and site handover.	Progress report on the implementation of the project	0.93 km (2 lane) of street refurbished at Voortrekker street at Mashishing g / Lydenburg	Appointment letter for the consultant, Terms of Reference, Advert for the contractor, Appointment letter for Contractor, Site handover, Progress report and Completion Certificate	R 12 734 450.95 (MIG)
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To electrify Household at Graskop hotel	Electrical	Electrification of Households at Graskop (Hostel)	Ward 10 (Graskop Hostel)	Number	Number of households connected to Grid at Graskop (Hostel)	New KPI	150 Households connected to the Grid at Graskop (Hostel) by 30 June 2023	Appointment of consultant from the panel of engineers	Development of reference, advertise for the appointment of a contractor and site handover.	Progress report on the electrification of households at Graskop Hostel	150 Households connected to the Grid at Graskop	Appointment letter for the consultants, Terms of Reference, Advert for the contractor, Site handover, Progress report and Completion Certificate	R 2 777 702 (INEP)
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To electrify Household at Mashishing EXT 108	Electrical	Electrification of Households at Mashishing EXT 108	Ward 3 (Mashishing Ext 8)	Number	Number of households connected to Grid at Mashishing EXT 108	100 Households connected to the Grid at Mashishing during the 2018/19 FY	80 Households connected to Grid at Mashishing EXT 108 by 30 June 2023	Appointment of consultant from the panel of engineers	Development of reference, advertise for the appointment of a contractor and site handover.	Progress report on the electrification of households at Mashishing EXT 108	80 Households connected to Grid at Mashishing EXT 108	Appointment letter for the consultants, Terms of Reference, Advert for the contractor, Site handover, Progress report and Completion Certificate	R 1 481 440 (INEP)

Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To electrify Household at Phola Park	Electricity	Electrification of Households at Phola Park	Ward 7 (Phola Park)	Number of households connected to Grid at Phola Park	New KPI	220 Households connected to Grid at Phola Park by 30 June 2023	Appointment of a consultant from the panel of engineers	Development of terms of reference, advertise for the appointment of a contractor and site handover.	Progress report on the electrification of households at Phola Park	220 Households connected to Grid at Phola Park	Appointment letter for the consultants, Terms of Reference, Advert for the contractor, Site handover, Progress report and Completion certificate.	R 4 074 146 (INEP)
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To electrify Household at Nkanini	Electricity	Electrification of Households at Nkanini (Phase 3)	Ward 6 (Nkanini)	Number of households connected to Grid at Nkanini (Phase 3)	117 Households connected to the Grid at Simile during the 2019/20 FY	190 Households connected to Grid at Nkanini (Phase 3) by 30 June 2023	Appointment of a consultant from the panel of engineers	Development of terms of reference, advertise for the appointment of a contractor and site handover.	Progress report on the electrification of households at Nkanini (Phase 3)	190 Households connected to Grid at Nkanini	Appointment letter for the consultants, Terms of Reference, Advert for the contractor, Site handover, Progress report and Completion certificate.	R 3 518 420 (INEP)
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To electrify Household at Manjenje	Electricity	Electrification of Households at Manjenje	Ward 5 (Manjenje)	Number of households connected to Grid at Manjenje	New KPI	220 Households connected to Grid at Manjenje by 30 June 2023	Appointment of a consultant from the panel of engineers	Development of terms of reference, advertise for the appointment of a contractor and site handover.	Progress report on the electrification of households at Manjenje	220 Households connected to Grid at Manjenje	Appointment letter for the consultants, Terms of Reference, Advert for the contractor, Site handover, Progress report and Completion certificate.	R 4 074 146 (INEP)
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To electrify Household at Riverside	Electricity	Electrification of Households at Riverside (Phase 1)	Ward 2 (Mashingi Riverside)	Number of households connected to Grid at Riverside	New KPI	220 Households connected to Grid at Riverside	Appointment of a consultant from the panel of engineers	Development of terms of reference, advertise for the appointment	Progress report on the electrification of households	220 Households connected to Grid at Riverside	Appointment letter for the consultants, Terms of Reference, Advert for	R 4 074 146 (INEP)

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nce and public participation	Participa tion	risks	Audit	Register	Institutional	Percent age	updated	the 2021/22 FY	by 30 June 2023	updated	updated	Audit Action Plan	Opex
To promote good governance and public participation	Good Governance & Public Participa tion	To address findings raised by AGSA	Audit	Updating of Audit Action Plan	Institutional	Percent age	updated	New KPI	50% of audit findings (raised by AGSA) addressed by 30 June 2023	N/A	N/A	50% of audit findings (raised by AGSA) addressed	Opex

ANNEXURE B: PERSONAL DEVELOPMENT PLAN

**PERSONAL DEVELOPMENT PLAN
(TECHNICAL SERVICES)**

MADE AND ENTERED INTO BY AND BETWEEN

THABA CHWEU LOCAL MUNICIPALITY

AS REPRESENTED BY

SPHIWE SINKEY MATSI

AND

SINENHLANHLA LINDOKUHLE MANQELE

FOR THE

FINANCIAL YEAR 2022 - 2023

23 SEPTEMBER 2022 – 30 JUNE 2023


SS
B.F. HP

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
Interpretation of Management accounts and Financial Reports	The Manager will be able to understand and analyse Financial Statements and be in a position input in Financial planning and Capital budgeting	Postgraduate Diploma in Business Administration	Online through Wits University	August 2022 – July 2023	Alignment of budget to Institutional Objectives	Senior Manager: Corporate Services

Employee's signature :  _____

Employer's signature:  _____

ANNEXURE C: FINANCIAL DISCLOSURE FORM

**CONFIDENTIAL
FINANCIAL DISCLOSURE FORM**

I, the undersigned (surname and initials),

MANUELE S.L.

(Postal address)

POSTNET SUITE,
P/BAG X 9031, ERNELO, 2350

(Residential address)

81 BOSTON APARTMENTS, 5744 MANGANESE STREET,
TOWNLANDS, LYDIAVILLE, 1120

(Position held)

DIRECTOR - TECHNICAL & ENGINEERING SERVICES

(Name of Municipality)

Thaba Chweu Local Municipality

Tel: 0132357300

Fax: 0132351108

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 & PROTECTS</u>	<u>PRIVATE COMPANY</u>	<u>Domestic Company</u>
<u>VUKA-IMPULSE Nkhata Electrical</u>	<u>close corporation</u>	<u>Domestic Company</u>

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	700m ²	ERVENLO	R2,1 million
HOUSE	1100m ²	R/BAY	R2,5 million
LAND	1500m ²	R/BAY	R700,000
LAND	1800m ²	R/BAY	R880,000



SIGNATURE OF EMPLOYEE

DATE: 26 September 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

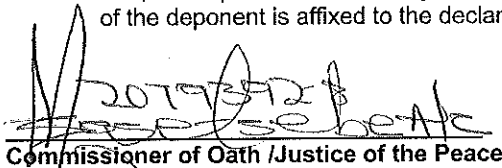
(ii) Do you have any objection to taking the prescribed oath or affirmation?

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:

CATHERINE MASETSEBE (Block letters)

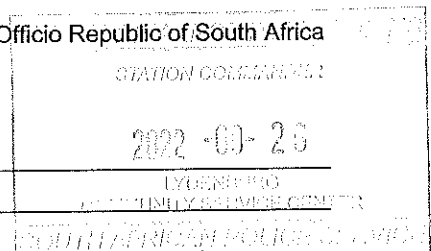
Designation (rank) Admin Clerk Ex Officio Republic of South Africa


Street address of institution

No. 1 & 3 Central Street
Lydenburg

Date 2022/09/26

Place Lydenburg SAPS





CONTENTS NOTED: EMPLOYER

DATE: 26/09/2022