

# **ADJUSTED PERFORMANCE AGREEMENT**

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

**THABA CHWEU LOCAL MUNICIPALITY  
AS REPRESENTED BY**

**SPHIWE SINKEY MATSI**

**AND**

**COOSTAFF BASKIT NKUNA**

**FOR THE**

**FINANCIAL YEAR 2021 – 2022:  
01 JANUARY 2022 – 30 JUNE 2022**

## 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

**COOSTAFF BASKIT NKUNA** 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 2022** and will remain in force until **30 June 2022** 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:

<b>Key Performance Areas (KPA's)</b>	<b>Weighting</b>
Basic Services and Infrastructure Development	17%
Municipal Institutional Development and Transformation	0%
Local Economic Development (LED)	0%
Municipal Financial Viability and Management	6%
Good Governance and Public Participation	78%
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>COMPETENCY REQUIREMENTS FOR EMPLOYEES</b>		
<b>LEADING COMPETENCIES</b>	<b>✓</b>	<b>WEIGHT</b>
Strategic Direction and Leadership		
People Management		
Program and Project Management		
Financial Management		
Change Leadership		
Governance Leadership		
<b>CORE COMPETENCIES</b>		
Moral Competence		
Planning and Organising		
Analysis and Innovation		
Knowledge and Information Management		

Communication		
Results and Quality Focus		
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

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

### 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 between the below stipulated dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

<b>First quarter</b>	:	1 October 2021 – 31 December 2021
<b>Second quarter</b>	:	1 January 2022 – 31 March 2022
<b>Third quarter</b>	:	1 April 2022 – 30 June 2022
<b>Fourth quarter</b>	:	1 July 2022 – 30 September 2022

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.

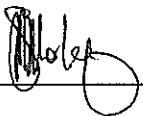
## **13. GENERAL**

- 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 Hyderabad on this the 09 day of March 2022

AS WITNESSES:

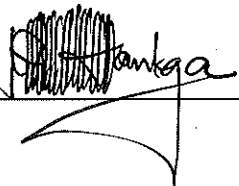
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EMPLOYEE

AS WITNESSES:

1. 

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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 2021/22 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET	ADJUSTED 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 procure 20 Skip bins	Waste Management	Procurement of 20 Skip/Street bins	Ward 1, 2, 3, 6, 7, 8, 9, 10, 12, 13 & 14 (Mashishin g, Simile, Sabie, Matibidi, Leroro, Graskop, Lydenburg)	Number	Number of Skip bins procured	6 Skip bins	20 Skip bins procured by 30 June 2022	Send Request for quotation to SCM	Procurement of 08 Skip bins	Procurement of 08 Skip bins	Procurement of 04 Skip bins	Memo - Send Request for quotation, Purchase order, Delivery note	R 400 000 (TCLM)	R 400 000 (TCLM)
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To generate landfill site management reports	Waste Management	Maintenance of landfill site (Contracted Service)	All wards	Number	Number of Maintenance of Landfill site reports compiled on all 3 licensed landfill sites	12 Reports Completed in 2020/21 FY	12 Maintenance of Landfill site reports compiled on all 3 licensed landfill sites by 30 June 2022	3 Reports compiled on the maintenance of 3 landfill sites	3 Reports compiled on the maintenance of 3 landfill sites	3 Reports compiled on the maintenance of 3 landfill sites	3 Reports compiled on the maintenance of 3 landfill sites	Reports	R 6 600 000 (TCLM)	R 6 600 000 (TCLM)
Provide access to quality services in line with council mandate	Basic Services and Infrastructure Development	To refurbish a park in Lydenburg	Public Facilities	Reports on the Refurbishment of a Public Park in Lydenburg	All wards	Number	Number of reports compiled on the refurbishment of public park in Lydenburg	New KPI	1 Report compiled on the refurbishment of public park in Lydenburg by 30 June 2022	N/A	N/A	N/A	1 Report compiled on the refurbishment of public park in Lydenburg	Reports	R 500 000 (TCLM)	R 500 000 (TCLM)

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STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2021/22 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET	ADJUSTED BUDGET
										1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER			
To promote good governance and public participation	Good Governance & Public Participation	To fight against GBV	Transversal	Gender Based Violence (GBV) Programmes	All wards	Number	Number of Gender Based Violence (GBV) Programmes held in TCLM (Lydenburg/Mashishing, Sabie, Graskop & Northern Areas)	4 Gender Based Violence (GBV) Programmes	4 Gender Based Violence (GBV) Programmes held in TCLM (Lydenburg/Mashishing, Sabie, Graskop & Northern Areas) by 30 June 2022	1 Awareness Campaign on GBV held at Lydenburg/Mashishing	1 Dialog on GBV held at Sabie	1 Workshop on GBV held at Northern Areas	1 Awareness Campaign on GBV held at Graskop	Invite, Programme, Attendance Register	R 200 000 (TCLM)	R 50 000 (TCLM)
To promote good governance and public participation	Good Governance & Public Participation	To conduct Disaster Management Awareness Campaigns	Disaster Management	Disaster Management Awareness Campaigns	All wards	Number	Number of Disaster Management Awareness Campaigns held in TCLM (Lydenburg/Mashishing, Brondal, Graskop & Northern Areas)	New KPI	4 Disaster Management Awareness Campaigns held in TCLM (Lydenburg/Mashishing, Sabie, Graskop & Northern Areas)	1 Disaster Management Awareness Campaign held at Northern Areas	1 Disaster Management Awareness Campaign held at Northern Areas	1 Disaster Management Awareness Campaign held at Northern Areas	1 Disaster Management Awareness Campaign held at Northern Areas	Invite, Programme, Attendance Register	R 300 000 (TCLM)	R 100 000 (TCLM)

STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2021/22 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET	ADJUSTED BUDGET
										1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER			
							Northern Areas)		by 30 June 2022							
To promote good governance and public participation	Good Governance & Public Participation	To hold Civil Society meetings	HIV/Aids	Civil society meeting	All wards	Number	Number of Civil Society meetings held in TCLM (Lydenburg/ Mashishini g/ Mashishini g, Sabie, Graskop & Northern Areas)	3 Civil Society meetings	4 Civil Society meetings held in TCLM (Lydenburg/ Mashishini g, Sabie, Graskop & Northern Areas) by 30 June 2022	1 Civil society meeting held at Lydenburg/ Mashishini g	1 Civil society meeting at Sabie	1 Civil society meeting at Graskop	1 Civil society meeting at Northern Areas	Invite, Programme, Attendance Register	R 500 000 (TCLM)	R 200 000 (TCLM)
To promote good governance and public participation	Good Governance & Public Participation	To hold Local Aids Council meetings	HIV/Aids	Local Aids Council Meetings	All wards	Number	Number of LAC meetings held in Lydenburg/ Mashishini g	3 LAC meetings	4 LAC meetings in Lydenburg/ Mashishini g by 30 June 2022	4 LAC meetings held at Lydenburg/ Mashishini g	4 LAC meetings held at Lydenburg/ Mashishini g	4 LAC meetings held at Lydenburg/ Mashishini g	4 LAC meetings held by Lydenburg/ Mashishini g	Invite, Programme, Attendance Register		

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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 2021/22 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET	ADJUSTED BUDGET
										1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER			
To promote good governance and public participation	Good Governance & Public Participation	To conduct HIV/AIDS awareness campaigns	HIV/Aids	HIV/Aids Awareness Campaigns	All wards	Number	Number of HIV/AIDS awareness campaigns held in TCLM (Lydenburg, Mashishig, Sabie, Graskop & Northern Areas)	67 HIV/AIDS awareness campaigns	36 HIV/AIDS awareness campaigns held in TCLM (Lydenburg, Mashishig, Sabie, Graskop & Northern Areas) by 30 June 2022	9 Awareness Campaigns	9 Awareness Campaigns	9 Awareness Campaigns	9 Awareness Campaigns	Invite, Programme, Attendance Register		
To promote good governance and public participation	Good Governance & Public Participation	To hold Disability Programmes	Transversal	Disability Programmes	All wards	Number	Number of Disability Programmes held in TCLM (Lydenburg, Sabie, Graskop & Northern Areas)	2 Disability Programmes	4 Disability Programmes held in TCLM (Lydenburg, Mashishig, Sabie, Graskop & Northern Areas) by 30 June 2022	1 Disability Programme held at Lydenburg/Mashishig	1 Disability Programme held at Sabie	1 Disability Programme held at Graskop	1 Disability Programme held at Northern areas	Invite, Programme, Attendance Register	R 50 000 (TCLM)	R 50 000 (TCLM)

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STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2021/22 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET	ADJUSTED BUDGET
										1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER			
To promote good governance and public participation	Good Governance & Public Participation	To hold Youth Development Programme	Transversal	Youth Development Programmes	All wards	Number	Number of Youth Development Programmes held in TCLM (Lydenburg, Sabie, Graskop & Northern Areas)	2 Youth Development Programmes	4 Youth Development Programmes held in TCLM (Lydenburg, Mashishing, Sabie, Graskop & Northern Areas) by 30 June 2022	1 Youth Development Programme held at Sabie	1 Youth Development Programme held at Graskop	1 Disability Programme held at Northern areas	1 Disability Programme held at Lydenburg/Mashishing	Invite, Programme, Attendance Register	R 100 000 (TCLM)	R 100 000 (TCLM)
To promote good governance and public participation	Good Governance & Public Participation	To hold Elderly Programmes	Transversal	Elderly Programmes	All wards	Number	Number of Elderly Programmes held in TCLM (Lydenburg, Sabie, Graskop & Northern Areas)	1 Elderly Programmes	4 Elderly Programmes held in TCLM (Lydenburg, Mashishing, Sabie, Graskop & Northern Areas) by 30 June 2022	1 Elderly Programme held at Northern areas	1 Elderly Programme held at Graskop	1 Elderly Programme held at Sabie	1 Elderly Programme held at Lydenburg/Mashishing	Invite, Programme, Attendance Register	R 50 000 (TCLM)	R 50 000 (TCLM)

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STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2021/22 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET	ADJUSTED BUDGET
To promote good governance and public participation	Good Governance & Public Participation	To hold Early Child Development Programmes	Transversal	Early Child Development (ECD) Programmes	All wards	Number	Number of Early Child Development Programmes held in TCLM (Lydenburg, Sabie, Graskop & Northern Areas)	3 Early Child Development (ECD) Programmes	4 Early Child Development (ECD) Programmes held in TCLM (Lydenburg, Mashishi ng, Sabie, Graskop & Northern Areas) by 30 June 2022	1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER	Invite, Programme, Attendance Register	R 50 000 (TCLM)	R 50 000 (TCLM)
										1	1 ECD Centres programme held in Lydenburg/ Mashishi ng	1 ECD Forum meeting held at Sabie	1 Cleaning campaign held at Graskop ECD centres	Invite, Programme, Attendance Register	R 50 000 (TCLM)	R 50 000 (TCLM)
To promote good governance and public participation	Good Governance & Public Participation	To hold Sports & Culture Programmes	Transversal	Sports & Culture Programmes	All wards	Number	Number of Sports & Culture Programmes held in TCLM (Lydenburg/ Mashishi ng, Sabie, Graskop & Northern Areas)	No Sports & Culture Programmes held in 2020/21 FY	4 Sports & Culture Programmes held in TCLM (Lydenburg/ Mashishi ng, Sabie & Graskop) by 30 June 2022	1	1	1	1	Invite, Programme, Attendance Register	R 20 000 (TCLM)	R 20 000 (TCLM)
										1	1	1	1	Invite, Programme, Attendance Register	R 20 000 (TCLM)	R 20 000 (TCLM)

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STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2021/22 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET	ADJUSTED BUDGET
To promote good governance and public participation	Good Governance & Public Participation	To conduct Women's/Gender Programmes	Transversal	Women's/Gender Programmes	All wards	Number	Number of Women's/Gender Programmes held in TCLM (Lydenburg, Sabie, Graskop & Northern Areas)	New KPI	4 Women's/Gender Programmes held in TCLM (Lydenburg, Mashishini, Sabie, Graskop & Northern Areas) by 30 June 2022	1st QUARTER Launch of Women's Council held at Sabie	2nd QUARTER 1 Women's/Gender Forum meeting held at Lydenburg/Mashishini	3rd QUARTER 1 Women's/Gender Forum meeting held at Northern Areas	4th QUARTER 1 Women's/Gender Forum meeting held at Graskop	Invite, Programme, Attendance Register	R 80 000 (TCLM)	R 80 000 (TCLM)
To promote good governance and public participation	Good Governance & Public Participation	To conduct Library awareness campaigns	Library	Library Campaigns	All wards	Number	Number of Library Awareness Campaigns held in TCLM (Lydenburg, Mashishini, Sabie, Graskop & Northern Areas)	No Library functions held in 2020/21 FY	4 Library Awareness Campaigns held in TCLM (Lydenburg, Mashishini, Sabie, Graskop & Northern Areas) by 30 June 2022	1st QUARTER 1 Library Awareness Campaign held at Northern Areas	2nd QUARTER 1 Library Awareness Campaign held at Graskop	3rd QUARTER 1 Library Awareness Campaign held at Sabie	4th QUARTER 1 Library Awareness Campaign held at Lydenburg	Invite, Programme, Attendance Register	R 100 000 (TCLM)	R 50 000 (TCLM)

STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2021/22 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET	ADJUSTED 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	Revenue Enhancement	Implementation of Financial Recovery Plan	Institutional	Number	Number of status reports on the implementation of Financial Recovery Plan	4 Status reports on the implementation of Financial Recovery Plan	4 Status reports on the implementation of Financial Recovery Plan by 30 June 2022	1 Status report on the implementation of Financial Recovery Plan	1 Status report on the implementation of Financial Recovery Plan	1 Status report on the implementation of Financial Recovery Plan	1 Status report on the implementation of Financial Recovery Plan	Reports	Opex	Opex
To promote good governance and public participation	Good Governance & Public Participation	To address identified and emerging risks	Risk Management	Updating of Strategic Risk Register	Institutional	Number	Number of Strategic risk registers updated	New KPI	4 Strategic risk registers updated by 30 June 2022	1 Strategic risk register updated	1 Strategic risk register updated	1 Strategic risk register updated	1 Strategic risk register updated	Strategic Risk Register	Opex	Opex
To promote good governance and public participation	Good Governance & Public Participation	To address findings raised by AGSA	Audit	Updating of Audit Action Plan	Institutional	Percentage	Percentage of audit findings (raised by AGSA) addressed	New KPI	50% of audit findings (raised by AGSA) addressed by 30 June 2022	N/A	N/A	N/A	50% of audit findings (raised by AGSA) addressed	Audit Action Plan	Opex	Opex

5-5-21

CB

# ANNEXURE B: PERSONAL DEVELOPMENT PLAN

**PERSONAL DEVELOPMENT PLAN  
(COMMUNITY SERVICES)**

MADE AND ENTERED INTO BY AND BETWEEN

**THABA CHWEU LOCAL MUNICIPALITY**

AS REPRESENTED BY

**SPHIWE SINKEY MATSI**  
AND


**COOSTAFF BASKIT NKUNA**  
FOR THE  
**FINANCIAL YEAR 2021-22**  
01 JULY 2021 – 30 JUNE 2022

# Personal Development Plan of: Coostaff Baskit Nkuna

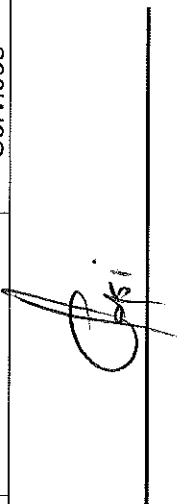
Compiled on (Date): .....

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
Executive Management Skills	Certificate Training 3 – 6 Months	Executive Management & Decision Making Programme	Expanding the department	12 Months		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)

CB Nkuna

(Postal address)

PO Box 61, LYDENBURG 1120

(Residential address)

368/5 BERGVIEW SCROEMAN STREET L10 1120

(Position held)

ACTING DIRECTOR

(Name of Municipality)

THABA CHWEU MUNICIPALITY

Tel:

018 235 7300

Fax:

086 390 7170

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
<u>CLIENTEL (0,5)</u>	<u>INVESTMENT</u>	<u>100 000</u>	<u>CLIENTEL</u>
<u>0,5</u>	<u>INVESTMENT</u>	<u>100 000</u>	<u>FNB</u>

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

Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/Income
<u>UMBALA GROUP</u>	<u>GENERAL</u>	<u>R1 million</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
<u>N/A</u>		

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	35815 BERGVIEW	6-102NB WLG	R1, 2 m

SIGNATURE OF EMPLOYEE

DATE: 09/03/2022

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.

CONFIDENTIAL

*Adv Moreku P [Signature]*

Commissioner of Oath /Justice of the Peace

Full first names and surname: PARIS MOREKU  
(Block letters)

Designation (rank) ADVOCATE Ex Officio Republic of South Africa

Street address of institution

Date 09/03/2022 Place \_\_\_\_\_

*[Signature]*  
CONTENTS NOTED: EMPLOYER

DATE: 09/03/2022

**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 09/03/2022 Time 11/30  
Signature *[Signature]*