

ADJUSTED PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

**THABA CHWEU LOCAL MUNICIPALITY
AS REPRESENTED BY**

SPHIWE SINKEY MATSI

AND

MAROPENG PETER MANKGA

FOR THE

FINANCIAL YEAR 2021 – 2022:

01 JANUARY 2022 – 30 JUNE 2022

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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

MAROPENG PETER MANKGA Employee of the Municipality (hereinafter referred to as the **Employee**).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1 The **Employer** has entered into a contract of employment with the **Employee** in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The **Employer** and the **Employee** are hereinafter referred to as "the Parties".
- 1.2 Section 57(1)(b)(ii) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance agreement within one (1) month after the beginning of each financial year of the municipality.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the **Employee** to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to -

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

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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.

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- 5.4 The Employee undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.
- 5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
- 5.5.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Competency Requirements (CRs) respectively.
- 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.3 KPAs covering the main areas of work will account for 80% and CRs will account for 20% of the final assessment.
- 5.5.4 The total score must determined using the rating calculator.
- 5.6 The Employee's assessment will be based on his / her performance in terms of the outputs / outcomes (performance indicators) identified as per attached Performance Plan (Annexure A), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee:

Key Performance Areas (KPA's)	Weighting
Basic Services and Infrastructure Development	4%
Municipal Institutional Development and Transformation	65%
Local Economic Development (LED)	0%
Municipal Financial Viability and Management	4%
Good Governance and Public Participation	27%
Spatial Planning & Rationale	0%
Total	100%

- 5.7 In the case of managers directly accountable to the municipal manager, key performance areas related to the functional area of the relevant manager, must be subject to negotiation between the municipal manager and the relevant manager.
- 5.8 The CRs will make up the other 20% of the Employee's assessment score. CRs that are deemed to be most critical for the Employee's specific job should be selected (✓) from the list below as agreed to between the Employer and Employee. Three of the CRs are compulsory for Municipal Managers:

COMPETENCY REQUIREMENTS FOR EMPLOYEES		
LEADING COMPETENCIES	✓	WEIGHT
Strategic Direction and Leadership	✓	10%
People Management	✓	20%
Program and Project Management		
Financial Management	✓	5%
Change Leadership		
Governance Leadership	✓	20%
CORE COMPETENCIES		
Moral Competence	✓	10%

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Planning and Organising	√	10%
Analysis and Innovation		5%
Knowledge and Information Management	√	10%
Communication	√	5%
Results and Quality Focus		5%
Total percentage	-	100%

6. EVALUATING PERFORMANCE

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

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Planning and Organising	√	10%
Analysis and Innovation		5%
Knowledge and Information Management	√	10%
Communication	√	5%
Results and Quality Focus		5%
Total percentage	-	100%

6. EVALUATING PERFORMANCE

- 6.1 The Performance Plan (Annexure A) to this Agreement sets out -
- 6.1.1 the standards and procedures for evaluating the Employee's performance; and
- 6.1.2 the intervals for the evaluation of the Employee's performance.
- 6.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force.
- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.
- 6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's IDP.
- 6.5 The annual performance appraisal will involve:

6.5.1 Assessment of the achievement of results as outlined in the performance plan:

- (a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.
- (b) An indicative rating on the five-point scale should be provided for each KPA.
- (c) The applicable assessment rating calculator (refer to paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score.

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6.5.2 Assessment of the CRs

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

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

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- (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.

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:

First quarter	:	1 October 2021 – 31 December 2021
Second quarter	:	1 January 2022 – 31 March 2022
Third quarter	:	1 April 2022 – 30 June 2022
Fourth quarter	:	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.

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- 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.

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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 Lydenburg on this the 11 day of March 2022

AS WITNESSES:

1. Diadla

[Signature]
EMPLOYEE

2. Hgwoosigwane

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 2020/21 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET	ADJUSTED BUDGET
										1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER			
Improve institutional transformation and resources management	Municipal Transformation and Institutional Development	To align Organisational Structure to the IDP	Municipal Transformation and Institutional Development	Alignment of Organogram to IDP	Institutional	Number	Number of organisational structures reviewed in line with the IDP & submitted to Council for approval	2021/22 Organogram was tabled to Council on 28 May 2021	1 Organisational structure reviewed in line with the IDP & submitted to Council for approval by 31 May 2022	N/A	N/A	Consultation process for review of the Organogram	Submission of the Draft Organogram to Council for approval	Memo, Attendance Registers, Minutes, Council Resolution	Open	Open
Improve institutional transformation and resources management	Municipal Transformation and Institutional Development	To identify skills gaps of employees and develop a WSP	Municipal Transformation and Institutional Development	Development of (WSP)	Institutional	Number	Number of WSP submitted to LGSETA	2020/21 WSP was submitted to LGSETA on 30 April 2021	1 WSP submitted to LGSETA by 30 April 2022	N/A	Collect the Skills Audit Forms from departments and Consolidate	Progress Report on development of the Draft Work Skills Plan (WSP)	Submission of Work Skills Plan (WSP) to LGSETA before 30 April 2022	Register of employees Report, Acknowledgement for submission	Open	Open
Improve institutional transformation and resources management	Municipal Transformation and Institutional Development	To identify skills gaps of employees and develop a WSP	Municipal Transformation and Institutional Development	Development of Annual Training Report (ATR)	Institutional	Number	Number of ATR submitted to LGSETA	2020/21 ATR was submitted to LGSETA on 30 April 2021	1 ATR submitted to LGSETA by 30 April 2022	N/A	N/A	Progress Report on implementation of the Annual Training Programmes	Submission of Annual Training Report (ATR) to LGSETA before 30 April 2022	ATR, Acknowledgement for submission	Open	Open

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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 2020/21 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET	ADJUSTED BUDGET
										1ST QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER			
Improve institutional transformation and resources management	Municipal Transformation and Institutional Development	To align Organisational Structure to the IDP	Municipal Transformation and Institutional Development	Alignment of Organogram to IDP	Institutional	Number	Number of organisational structures reviewed in line with the IDP & submitted to Council for approval	2021/22 Organogram was tabled to Council on 28 May 2021	1 Organisational structure reviewed in line with the IDP & submitted to Council for approval by 31 May 2022	N/A	N/A	Consultation process for review of the Organogram	Submission of the Draft Organogram to Council for approval	Memo, Attendance Registers, Minutes, Council Resolution	Open	Open
Improve institutional transformation and resources management	Municipal Transformation and Institutional Development	To identify skills gaps of employees and develop a WSP	Municipal Transformation and Institutional Development	Development of (WSP)	Institutional	Number	Number of WSP submitted to LGSETA	2020/21 WSP was submitted to LGSETA on 30 April 2021	1 WSP submitted to LGSETA by 30 April 2022	N/A	Collect the Skills Audit Forms from departments and Consolidate	Progress Report on development of the Draft Work Skills Plan (WSP)	Submission of Work Skills Plan (WSP) to LGSETA on or before 30 April 2022.	Register of employees, Report, Acknowledgement for submission	Open	Open
Improve institutional transformation and resources management	Municipal Transformation and Institutional Development	To identify skills gaps of employees and develop a WSP	Municipal Transformation and Institutional Development	Development of Annual Training Report (ATR)	Institutional	Number	Number of ATR submitted to LGSETA	2020/21 ATR was submitted to LGSETA on 30 April 2021	1 ATR submitted to LGSETA by 30 April 2022	N/A	N/A	Progress Report on implementation of the Annual Training Programmes	Submission of Annual Training Report (ATR) to LGSETA on or before 30 April 2022.	ATR, Acknowledgement for submission	Open	Open

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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 2020/21 FY	QUARTERLY TARGETS				BUDGET	ADJUSTED BUDGET	
										1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER			
Improve institutional transformation and resources management	Municipal Transformation and Institutional Development	To develop an Employment Equity Report	Municipal Transformation and Institutional Development	Employment Equity Report	Institutional	Number	Submission of the EE report to the Department of Labour	EE Report was submitted to Department of Labour before Jan 2021	Submission of EE Report on or before 15 January 2022	N/A	N/A	Employment equity report submitted to dept. of labour	N/A	Proof of submission, Acknowledgement letter	Open	Open
Improve institutional transformation and resources management	Municipal Transformation and Institutional Development	To capacitate Councilors	Municipal Transformation and Institutional Development	Training of councilors	Institutional	Number	Number of Councilors trained on Municipal Leadership	39 Officials & 11 Councilors trained on Minimum competency	27 Councilors trained on Municipal Leadership by 30 June 2022	Develop terms of reference for the service providers to be appointed	Appointment of the service providers and 27 employees trained	N/A	N/A	TOR, Appointment letter, Course pack, Attendance register	R1 500 000 (TC LM)	R1 500 000 (TC LM)
Improve institutional transformation and resources management	Municipal Transformation and Institutional Development	To capacitate Councilors	Municipal Transformation and Institutional Development	Training for Municipal Officials	Institutional	Number	Number of Municipal officials trained on approved training programmes	90 Municipal officials trained	114 Municipal officials trained on approved training programmes by 30 June 2022	Develop terms of reference for the service providers to be appointed	Appointment of the service providers	90 Municipal officials trained	N/A	TOR, Appointment letter, Attendance register	R1 000 000 (TC LM)	R1 000 000 (TC LM)

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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 2020/21 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET	ADJUSTED BUDGET														
										1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER																	
										Improve institutional transformation and resources management	Municipal Transformation and Institutional Development	To provide employee assistance to employees	Municipal Transformation and Institutional Development				Employee Assistance Programme	Institutional	Number	Number of programmes implemented as part of the Employee Wellness Programme by 30 June 2022	2 Employee Wellness Programmes	3 programmes implemented as part of the Employee Wellness Programme by 30 June 2022	N/A	1 Programmes implemented as part of the Employee Wellness Programme	1 Programmes implemented as part of the Employee Wellness Programme	1 Programmes implemented as part of the Employee Wellness Programme	1 Programmes implemented as part of the Employee Wellness Programme	Invite, Attendance register	Open	Open
										Improve institutional transformation and resources management	Municipal Transformation and Institutional Development	To Comply with Labour Relations Act	Municipal Transformation and Institutional Development				Labour Relations Cases	Institutional	Percentage	100% of labour related cases attended to by 30 June 2022	100% Labour related cases attended to	100% of labour related cases attended to by 30 June 2022	100% of labour related cases attended to	100% of labour related cases attended to	100% of labour related cases attended to	100% of labour related cases attended to	Misconduct Cases Register (TC LM)	R 1 500 000 (TC LM)	R 1 500 000 (TC LM)	
										Improve institutional transformation and resources management	Municipal Transformation and Institutional Development	To Comply with Labour Relations Act	Municipal Transformation and Institutional Development				LLF Sitings	Institutional	Number	4 LLF Sitings held by 30 June 2022	New KPI	4 LLF Sitings held by 30 June 2022	1 LLF Siting held	1 LLF Siting held	1 LLF Siting held	1 LLF Siting held	Agenda, Attendance Registers, Minutes	Open	Open	

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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 2020/21 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET	ADJUSTED BUDGET
										1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER			
Improve institutional transformation and resources management	Municipal Transformation and Institutional Development	To provide awareness on Disciplinary code and HR Policies	Municipal Transformation and Institutional Development	Awareness campaigns on consequences of disciplinary code for employees	Institutional	Number	Number of awareness campaigns on disciplinary code and HR Policies for all employees conducted	4 Awareness campaigns on disciplinary code and HR policies for all employees conducted by 30 June 2022	4 Awareness campaigns on disciplinary code and HR policies for all employees conducted by 30 June 2022	1 awareness campaign on Disciplinary Code and HR Policies for all employees at Headquarters Lydenburg & Mashishing Unit conducted	1 awareness campaign on Disciplinary Code and HR Policies for all employees at Headquarters Lydenburg & Mashishing Unit conducted	1 awareness campaign on Disciplinary Code and HR Policies for all employees at Headquarters Lydenburg & Mashishing Unit conducted	1 awareness campaign on Disciplinary Code and HR Policies for all employees at Headquarters Lydenburg & Mashishing Unit conducted	Invitation, Agenda, Attendance Register	Open	Open
Improve institutional transformation and resources management	Municipal Transformation and Institutional Development	To develop an Institutional Corporate Calendar Municipal Governance Meetings	Municipal Transformation and Institutional Development	Development of Institutional Corporate Calendar for Governance meetings	Institutional	Number	Number of Institutional Corporate Calendar compiled for Municipal Governance meetings	2021/20 Municipal Corporate Calendar	1 Institutional Corporate Calendar compiled for Municipal Governance meetings by 30 June 2022	N/A	N/A	N/A	1 Institutional Corporate Calendar	Institutional Corporate Calendar, Council Resolution	Open	Open

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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 2020/21 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 ensure compliance with the legislative framework	Good Governance & Public Participation	Council Sittings	Institutional	Number	Number of Ordinary & Special Council Sittings held	4 Ordinary Council Sittings & 9 Special Council sittings held	4 Ordinary Council Sittings & 3 Special Council sittings held by June 2022	1 Council Sitting held	1 Council Sitting held	1 Ordinary Council Sitting & 2 Special Council Sittings	1 Ordinary Council Sitting & 1 Special Council Sitting	Agenda, Attendance Registers, Minutes	Open	Open
To promote good governance and public participation	Good Governance & Public Participation	To ensure compliance with the legislative framework	Good Governance & Public Participation	Mayoral Committee Sittings	Institutional	Number	Number of Mayoral Committee Sittings held	4 Ordinary Mayoral Committee Sittings and 4 Special Mayoral Committee Sittings held	4 Mayoral Committee Sittings held by June 2022	1 Mayoral Committee sitting	1 Mayoral Committee sitting	1 Mayoral Committee sitting	1 Mayoral Committee sitting	Agenda, Attendance Registers, Minutes	Open	Open
To promote good governance and public participation	Good Governance & Public Participation	To ensure compliance with the legislative framework	Good Governance & Public Participation	Section 80 Council Committees Sittings	Institutional	Number	Number of Section 80 committee Sittings held	12 Section 80 Committee sittings held	12 Section 80 Committee sittings held by June 2022	3 Section 80 Committee sittings	3 Section 80 Committee sittings	3 Section 80 Committee sittings	3 Section 80 Committee sittings	Agenda, Attendance Registers, Minutes	Open	Open
To promote good governance and public participation	Good Governance & Public Participation	To ensure compliance with the legislative framework	Good Governance & Public Participation	MPAC Sittings	Institutional	Number	Number of MPAC Quarterly Sittings held	16 MPAC Sittings held	4 MPAC Quarterly Sittings held by 30 June 2022	1 MPAC Sitting	1 MPAC Sitting	1 MPAC Sitting	1 MPAC Sitting	Agenda, Attendance Registers, Minutes	Open	Open

V. M. P. 5-5M

STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2020/21 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET	ADJUSTED BUDGET
										1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER			
participation		framework														
improve institutional transformation and resources management	Municipal Transformation and Institutional Development	To Comply with OHS Act	Municipal Transformation and Institutional Development	Facilitate the procurement of Occupational Health and Safety Equipment (OHSE)	Institutional	Number	Number of OHS Equipment procured	26 Signage, 20 First aid refill kits, 15 Emergency Rotary hand bell fire alarms, 100 Cleaning gloves, 100 Single cartridge respiratory	10 Fumigation/Disinfections machines, 10 First Aid Kit Boxes & 30 Safety Signs procured	10 Fumigation/Disinfections machines, 10 First Aid Kit Boxes & 30 Safety Signs procured	10 Fumigation/Disinfections machines, 10 First Aid Kit Boxes & 30 Safety Signs procured	10 Fumigation/Disinfections machines, 10 First Aid Kit Boxes & 30 Safety Signs procured	Proof of Submission of the Request to purchase, Distribution register	R 200 000 (TC LM)	R 200 000 (TC LM)	R 200 000 (TC LM)
improve institutional transformation and resources management	Municipal Transformation and Institutional Development	To Comply with OHS Act	Municipal Transformation and Institutional Development	Procurement of Protective clothing	Institutional	Number	Number of Employees supplied with Protective clothing	New KPI	160 Employees supplied with Protective clothing by 30 June 2022	160 Employees supplied with Protective clothing	160 Employees supplied with Protective clothing	160 Employees supplied with Protective clothing	Listings from Directorates, appointment letter, delivery note, signed distribution register	R 700 000 (TC LM)	R 700 000 (TC LM)	R 700 000 (TC LM)

V.W.T.P. 55M

STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2020/21 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET	ADJUSTED BUDGET
										1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER			
Improve institutional transformation and resources management	Municipal Transformation and Institutional Development	To Comply with OHS Act	Municipal Transformation and Institutional Development	Procurement of employee PPE	Institutional	Number	Number of employees supplied with PPE	1721 PPE items procured	160 Employees supplied with PPE by 30 June 2022	Coordination of lists of employees from departments.	Submit a request in order to SCM	Distribution of PPE to employees	N/A	Memo of request for List, Proof of Submission of the request to order, Signed distribution register	R 750 000 (TC LM)	R 750 000 (TC LM)
Improve institutional transformation and resources management	Municipal Transformation and Institutional Development	To Comply with OHS Act	Municipal Transformation and Institutional Development	4 OHS Committee Meetings	Institutional	Number	Number of OHS Committee Meetings held	4 OHS Committee Meetings	4 OHS Committee Meetings held by 30 June 2022	1 OHS Committee Meeting held	1 OHS Committee Meeting held	1 OHS Committee Meeting held	1 OHS Committee Meeting held	Invitation, Agenda, Attendance register, Minutes	Opex	Opex
Improve institutional transformation and resources management	Municipal Transformation and Institutional Development	To Comply with OHS Act	Municipal Transformation and Institutional Development	OHS Workshop	Institutional	Number	Number of OHS Workshops held	4 OHS Workshops	4 OHS Workshops held (Lydenburg, Sable, Graskop & Northern Areas) by 30 June 2022	1 OHS Workshop held in Lydenburg	1 OHS Workshop held in Sable	1 OHS Workshop held in Graskop	1 OHS Workshop held in Northern Areas	Invitation, Training pack, Attendance register	Opex	Opex
Improve institutional transformation and resources management	Municipal Transformation and Institutional Development	To Comply with OHS Act	Municipal Transformation and Institutional Development	OHS Inspections	Institutional	Number	Number of OHS inspections reports compiled	4 OHS inspections	4 OHS inspections reports compiled by 30 June 2022	1 OHS inspection report on inspection conducted in Sable	1 OHS inspection report on inspection conducted in Sable	1 OHS inspection report on inspection conducted in Graskop	1 OHS inspection report on inspection conducted in Northern Areas	OHS Inspection Reports	Opex	Opex

V-N MP
SCM

STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2020/21 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET	ADJUSTED BUDGET
										1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER			
es manage ment	Develop ment		Develop ment							ed in Lydenburg						
To promote good governa nce and public participa tion	Good Governan ce & Public Participa tion	To ensure complia nce with the legislativ e framewo rk	Good Governan ce	Oversigh t Report	Instituti onal	Number	Number of Oversigh t report tabled to Council	1 Oversigh t report was tabled to Council on 28 May 2021	1 Oversigh t Report tabled to Council by 31 March 2022	N/A	N/A	1 Oversigh t Report submitte d to Council by 31 March 2022	N/A	ed in Graskop		Open
Provide access to quality services in line with council mandat e	Basic Services and infrastru cture Develop ment	To renovat e of Graskop Commu nity hall	Public Facilities	Renovati on of Graskop Commu nity hall	Ward 10 (Grask op)	Number	Number of Commu nity halls renovate d at Graskop	New KPI	1 Commu nity hall renovate d at Graskop by 30 June 2022	1 Commu nity hall renovate d at Graskop	N/A	N/A	TOR, advert, appointme nt, Payment certificate		Open	R 1 500 000 (TC LM)
Increase revenue base and financial viabilty	Financial Viabilty & Manage ment	To ensure complia nce with the legislativ e framewo rk	Revenue Enhance ment	Impleme ntation of Financial Recover y Plan	Instituti onal	Number	Number of status reports on the impleme ntation of Financial Recover y Plan	2 Status reports on the impleme ntation of Financial Recover y Plan	4 Status reports on the implemetatio n of Financial Recovery Plan by 30 June 2022	1 Status report on the impleme ntation of Financial Recover y Plan	1 Status report on the impleme ntation of Financial Recover y Plan	1 Status report on the impleme ntation of Financial Recover y Plan	Reports		Open	Open
To promote good governa nce and	Good Governan ce & Public	To address identifie d and	Risk Manage ment	Updating of Strategic Risk Register	Instituti onal	Number	Number of Strategic risk	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	Strategic Risk Register		Open	Open

V.N
TNP
S-M

STRATEGIC OBJECTIVE	KEY PERFORMANCE AREA	DEPARTMENTAL OBJECTIVE	FOCUS AREA	PROJECT NAME	LOCATION	UNIT OF MEASUREMENT	PERFORMANCE INDICATOR(S)	BASELINE	ANNUAL TARGET 2020/21 FY	QUARTERLY TARGETS				MEANS OF VERIFICATION	BUDGET	ADJUSTED BUDGET													
										1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER																
										To promote good governance and public participation	Participation	emerging risks	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	Operational	Operational	

V. N. [Signature] MP
S-25

ANNEXURE B: PERSONAL DEVELOPMENT PLAN

**PERSONAL DEVELOPMENT PLAN
(CORPORATE SERVICES)**

MADE AND ENTERED INTO BY AND BETWEEN

THABA CHWEU LOCAL MUNICIPALITY

AS REPRESENTED BY

SPHIWE SINKEY MATSI

AND

MAROPENG PETER MANKGA

FOR THE

FINANCIAL YEAR 2021-22

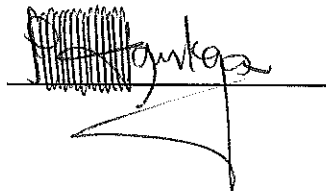
01 JANUARY 2022 – 30 JUNE 2022

Personal Development Plan of: MAROPENG PETER MANKGA

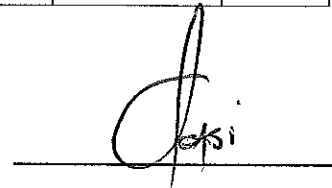
Compiled on (Date): 11 MARCH 2022

1. Skills / Performance Gap <i>(in order of priority)</i>	2. Outcomes Expected <i>(measurable indicators: quantity, quality and time frames)</i>	3. Suggested training and / or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to practice skill / development area	7. Support Person
Organizational development management	Portray innovation in changing resilience and acceptance for the organizational flexibility	Huan resources management principles and practice course	University of Pretoria	30 June 2022	To ptimize institutional performance and productivity s	Snr Manager Corporate Services

Employee's signature :



Employer's signature:



ANNEXURE C: FINANCIAL DISCLOSURE FORM

CONFIDENTIAL

FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials)

MANKCIA MP

(Postal address)

Box 807 INDERMARK 0717

(Residential address)

STAND NO 0227 BLOCK A AUDA VILLAGE SENWABARWINA
0790

(Position held)

DIRECTOR CORPORATE SERVICES

(Name of Municipality)

THABA CHHEU LOCAL MUNICIPALITY

Tel:

013 235 7

Fax:

hereby certify that the following information is complete and correct to the best of my knowledge:

1. **Shares and other financial interests (Not bank accounts with financial institutions.)**
See information sheet: note (1)

Number of shares/Extent of financial interests	Nature	Nominal Value	Name of Company/Entity
N/A	N/A	N/A	N/A

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

Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/Income
<u>KLM HOLDINGS</u>	<u>FARMING & TRANSPORT</u>	<u>NONE</u>
<u>DITLOU-DINKWE CO-OPERATIVE</u>	<u>FARMING & EQUIPMENT</u>	<u>NONE</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
N/A	N/A	N/A

Council _____

Signature by Council _____

Date _____

4. **Consultancies and retainerships**

See Information sheet: note (4)

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

5. Sponsorships

See Information sheet: note (5)

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

6. Gifts and hospitality from a source other than a family member

See information sheet: note (6)

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

7. Land and property

See information sheet: note (7)

Description	Extent	Area	Value
FARMING PLOT	1,5 HECTOR	AVON FARM 173	R 500.000
OWN HOUSE TRF 227	33CM ²	BLOCK A AVON ERF 227	R 800.000



SIGNATURE OF EMPLOYEE

DATE: 11 MARCH 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

Commissioner of Oath /Justice of the Peace

Full first names and surname:
(Block letters)

PARIS MOREKU

Designation (rank)

ADVOCATE

Ex Officio Republic of South Africa

Street address of institution

Date

11/03/2022

Place

LYDENBURG

CONTENTS NOTED: EMPLOYER

DATE:

11/03/2022

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 11/03/22 Time 09:50
 Signature