THABA CHWEU LOCAL MUNICIPALITY



REPORT ON THE PERFORMANCE APPRAISALS OF THE SECTION 56/7 MANAGERS FOR THE FY 2021/22

I. Legislative Framework:

The legislative and policy framework for the Organisational Performance Management System makes provision for the formal evaluation of the performance of the Municipal Manager and the Section 56/7 Managers twice in a performance cycle. The Annual Performance Appraisal is guided by Section 27 of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers, 2006 (herein to be referred to as "the Regulations").

The Annual Performance Appraisals of the FY 2021/22 of the Senior Management was conducted on the 22nd of February 2023 (CFO and Director Technical Services) and on the 14th of March 2023 (Director Corporate Services). This report covers the various aspects of the process.

II. Principles applied in terms of vacant and acting positions:

During the FY 2021/22 the details of incumbents in the positions of Municipal Manager and Senior Managers were as follows:

DESIGNATION	INCUMBENT	DETAILS OF APPOINTMENT	COMMENT
Senior Manager: Technical Services	Mr. S.L. Manqele	2 May 2019 – 30 April 2024 (5 Years)	In employment for 12 months in the FY under review
Chief Financial Officer (CFO)	Mr. M.R. Mnisi	1 May 2019 – 30 May 2024 (5 Years)	In employment for 12 months in the FY under review
Senior Manager: Corporate Services	Mr. MP Mankga	01 March 2021 – 30 February 2026 (5 Years)	In employment for 12 months in the FY under review

The positions for the Municipal Manager, Director Community Services and Director Corporate Services are vacant and filled on acting arrangements.

The Performance Management Framework of the Municipality determines as follows in terms of the performance appraisal of (1) an employee in an acting capacity, (2) an employee who left the Municipality prior to the year end and/or (3) an employee who got appointed during the financial year under review:

- i. An employee is appraised in the designation/position for which he/she has signed a performance agreement. In a situation where the employee is acting, and still responsible for the duties as per the job description; a performance agreement is signed for the permanent position and not the acting position.
- ii. An employee must complete a full year service to be eligible for a performance incentive, should he/she qualify in terms of the appraisal.
- iii. The performance reward is to be paid pro rata when an employee has not occupied a position for a full financial year.

In terms of applying these guidelines to the appraisal of the Senior Management for the FY 2021/22, the following was implied:

- The Senior Manager: Technical Services, Mr. S.L. Manqele was in the employment of the Municipality since 02 May 2019 – to date. The Senior Manager: Technical Services was appraised;
- ii. The Chief Financial Officer, Mr. M.R. Mnisi was in the employment of the Municipality since 02 May 2019 to date. The CFO was appraised;
- iii. The Senior Manager: Corporate Services, Mr. M.P. Mankga was in the employment of the Municipality since 01 March 2021 – to date. The Senior Manager: Corporate Services was appraised.

III. Process followed in terms of the appraisal:

The process followed in terms of the appraisals, was as follows:

- Senior Managers were instructed to prepare appraisal reports, based on the weightings, key performance indicators and targets contained in the Service Delivery and Budget Implementation Plan and their Performance Agreements. The Performance Management System allocated a rating, based on the performance as at the end of the FY 2021/22 and Managers performed a self-assessment on the performance delivered, which could have included qualitative factors;
- The Acting Municipal Manager appraised the Senior Managers, and the report was signed off to indicate that the Senior Manager and the Acting Municipal Manager were in agreement on the rating. The Acting Municipal Manager, who was appraised as Director Corporate, was appraised by the Executive Mayor and the report was signed off indicating agreement on the rating.

IV. Constitution of Committee:

The Committee was constituted as follows:

No.	Initials and Surname	Position/ Designation
1.	Ms. S.V Mabilane	Chairperson: Audit Committee
		(Chairperson)
2.	Dr. N.P Mahlalela	Municipal Manager: Ehlanzeni District
		Municipality
3.	Cllr. Q.P.B Lawrence	MMC: Finance & Technical Services
4.	Cllr. F.M Nkadimeng	Executive Mayor Thaba Chweu Local
		Municipality (with respect to the
		Assessment of Director Corporate
:		Services only)
5.	Ms. V.N Dladla	Secretariat

V. Rating scale as per the regulations:

The following rating scale was applied, as per the Local Government: Municipal Performance Regulations for Municipal Managers and Managers, 2006:

Leve	mages n	P	Ra	atin	g		
	Terminology	Description	· V	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 performance agreement (PA) and performance plan (PP) 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 or acceptable performance	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 PP					
2	Performance 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 PP					

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 PP. 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		

VI. Results of the Performance Appraisal:

The results of the performance appraisals were as follows:

NAME	DESIGNATION	SCORE
Mr. S.L. Manqele	Senior Manager: Technical Services	91%
Mr. M.R. Mnisi	Chief Financial Officer (CFO)	123%
Mr. M.P Mankga	Senior Manager: Corporate Services	112%

VII. Recommendations made based on the appraisal process:

The following recommendation was made by the Committee in terms of improving the performance management system and related processes:

- i. Monitoring of the implementation of planning and procurement processes in regards to grant funded projects needs to improve, as the delay in terms of these processes are affecting the performance of the Municipality negatively;
- ii. The Municipality need to implement the Credit Control and Debt Collection Policy to improve its Cashflow.
- iii. Senior Managers need to trained on how best to prepare for their Evaluation Assessments.

VIII. Managing the outcomes of the appraisal for the FY 2021/22:

Section 8 of the Regulations stipulates that, based on affordability, a performance reward may be paid to the employee after the annual report for the financial year under review has been tabled and adopted by Council, after the evaluation of the performance is done in accordance with section 23 of the Regulations and after the results of the evaluation has been approved by Council.

In terms of Section 32 of the Performance Regulations, the following applies to the outcomes of the evaluation and the payment of a performance bonus:

(1) The evaluation of the **Employee**'s performance shall form the basis for rewarding outstanding performance or correcting unacceptable performance.

- (2) A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the **Employee** in recognition of outstanding performance to be constituted as follows:
 - (a) a score of 130% to 149% shall be awarded a performance bonus ranging from 5% to 9%; and
 - (b) a score of 150% and above shall be awarded a performance bonus ranging from 10% to 14%.
- (3) In the case of unacceptable performance, the Employer shall
 - (a) provide systematic remedial or developmental support to assist the **Employee** to improve her performance; and
 - (b) after appropriate performance counselling and having provided the necessary guidance and/ or support, the **Employer** may consider steps to terminate the contract of employment of the **Employee** on grounds of unfitness or incapacity to carry out her duties.

Unacceptable performance is any performance under 90%.

Based on the bonus categories indicated in (2)(a) and (b), a sliding scale for the calculation of performance bonuses is indicated underneath:

SCALE FOR PERFORMANCE	BONUSES OF SENIOR
MANAGE	RS
FINAL SCORE	% BONUS TO BE PAID
130-133 %	5
134-137 %	6
138-142 %	7
142-145 %	8
146-149 %	9
150-152 %	10
153-155 %	11
156-158 %	12
160-162 %	13
163-165 %	14
166-167 %	15

In terms of the provisions of Section 8, none of the Managers appraised qualify for a performance reward.

Approved

Chairperson: Audit Committee

Mr. S.V Malibane





R 2021/2022 RMANCE ASSESSMENT FORM FOR MUNICIPAL MANAGER AND SECTION 56 MANAGERS

DETAILS OF INCUMBENT:

SURNAME AND INITIALS:

MANQELE S.L.

JOB TITLE:

DIRECTOR TECHNICAL & ENGINEERING SERVICES

DATE OF EMPLOYMENT:

2 MAY 2019

PERIOD OF EMPLOYMENT CONTRACT:

5 YEARS: 2 MAY 2019 - 30 APRIL 2024

PERIOD ASSESED:

1 JULY 2021 - 30 JUNE 2022

PART 1: TO BE COMPLETED BY EMPLOYEE

This section has to be completed by the employee prior to the appraisal. If the space provided is insufficient, the comments can be included in an attachment.

- During the past year my major accomplishments as they relate to my performance agreement were as follows:
- 4 Achieved 100% expenditure on the Municipal Infrastructure Grant (MIG)
- 0 Achieved 100% expenditure on the Water Services Infrastructure Grant (WSIG).
- Ņ During the past year I was less successful in the following areas for the reasons stated:

PART 2: PERFORMANCE ASSESSMENT

the performance agreement and performance plan. The Performance assessment is based on the Quarterly Performance Reports for the Business Units as well as the Department, as reflected in clause 4.2 of

The performance reports will therefore form the basis of the discussion and need to be submitted, together with the portfolio of evidence.

2.1 STANDARD RATING SCHEDULE

Standard Rating Schedule for Key Performance Areas (KPAs) and Core Competency Requirements (CCRs)

Outstanding 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 performance is significantly higher than the standard expected in the job. The appraisal indicates that the expectations Fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year. Performance Ferformance 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 PP Performance does not meet the standard expected for the job in key areas. Performance meets some of the standards expected for the job in key areas. Performance meets some of the standards performance does not meet the standard expected for the job in the PA and PP. The employee has failed to demonstrate the commitment or ability to bring performent.	nology Description Performance far exceeds the standard expected of an employee at this leverance in the performance agreement (PA) and performance plan (PP) and maintain throughout the year. Performance is significantly higher than the standard expected in the job. The review against more than half the key performance criteria and indicators as performance of the post mance of the po
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2.2 <u>KEY PERFORMANCE AREAS AS PER THE SDBIP</u> Rating by Employee and Supervisor of Key Performance Areas (KPAs)

Note: Weightings in the tables in this document must correspond to the weightings in the performance agreement for the specific financial year; projects reported on must correspond to those in the SDBIP.



NO. PROGRAMMES PERFORMANCE ANNUAL CORD Installed at Installed (dilled Installed Installed (dilled Installed Installe	KEY PERFORMANCE AREA	ANCE AREA	BASIC SERVICE	CE DELIVERY		****			WEIGH	WEIGHTING 93%	WEIGHTING 93%
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eu Skhila 30 June mini-substation 2022 was delivered. There was further theft and vandalism of infrastructure at the WWTW hence the scope	Infrastructure in	refurbished at	at Skhila by	installed and a			R42 million for 2022-2023			acceptable level	acceptable level
was delivered. There was further theft and vandalism of infrastructure at the WWTW hence the scope	Thaba Chweu	Skhila	30 June	mini-substation			hence the project is being			despite	despite
There was further theft and vandalism of infrastructure at the WWTW	Local		2022	was delivered.			implemented by Ehlanzeni			challenges amid	challenges amid
There was further theft and vandalism of infrastructure at the WWTW	Municipality						District Municipality in the			external factors	external factors
vandalism of infrastructure at the WWTW hence the scone	(Phase 3)			There was further			financial year 2022-2023.			of theft and	of theft and
infrastructure at the WWTW	***************************************	articum time title at		theft and						vandalism	vandalism
The navy NAV	THE PARTY AND ADMINISTRATION OF THE PARTY AND ADMINISTRATION O	of the section of the									
				hence the scone							



	KEY PERFORMANCE AREA		BASIC SERVICE DELIVERY				ADDRESS AND ADDRES	S G	WEIGHTING 93%		
	COMPLETED BY INCUMBENT	INCUMBENT						SUPERVISOR	VISOR		
Š	PROGRAMMES AND/OR PROJECTS	KEY PERFORMANCE INDICATOR	ANNUAL	ACTUAL ANNUAL PERFORMANCE	7 2	Rating (1 – 5)	MOTIVATION FOR RATING	Rating (1 – 5)	MOTIVATION FOR RATING	SCORING	AGREED
				of work increased beyond the available budget.							
ώ	Sable AC Pipeline Replacement Phase 1	Number of KMs of AC Pipeline replaced at Sabie	18 KMs of AC Pipeline replaced at Sabie by 30	18 kilometres of Asbestos Cement Pipelines were	APR File	ω	The project was successfully completed two weeks after 30 June 2022 and was handed	ω	The incumbent performed within the acceptable level hence	ω	ω
			June 2022	replaced, however, as at 30 June 2022 the project was at practical completion with some snag list items.			over to the municipality.		there was no rollover projects and WSIG expenditure was reported as 100% spending.		
4.	Maintenance of Boreholes	Number of Quarterly reports on repairs & maintenance of	4 Quarterly reports on repairs & maintenance	Achieved	APR File	4	More boreholes were repaired and maintained in Draaikraal, Badfontein and Leroro areas by 30 June	ယ	Incumbent did not quantify the overperformance	ယ	ω
		boreholes at Mashishing, Rooikrans, Matibidi &	of repairs & maintenance of boreholes at				2022.				
		Moremela	Mashishing, Rooikrans, Matibidi &	·							
			Moremela by 30 June								
			2022								



- acreement			pusiness access, repair of				at Polgieter			
5	acceptable level.		kerbs, reinstate paving for			complete with	refurbished	refurbished at	Street at	
C.	obtained	C	alignment and repair of	O	Ti 2	practical	street	of street	of Potgieter	Ċ
				>		1	by 30 June 2022	ryudiouig		0
expectation						(Voortrekker) in Lydenburg.	Street (Voortrekker)	(Voortrekker) Street in	Mashishing Lydenburg	
above	expectation		0.00 7 <u>2</u>			Clerq Street	at De Clerq	Clerq	(Voortrekker) at	
	performance is		paved above the planned		ē	street was	street	of street	of De Clerq	
4	Incumbent's	4	0.15 KM of road was	4	APR	0.95 KMs of	0.8 KMs of	Number of KMs	Refurbishment	7.
	be resolved.		executed in the financial year 2022-2023				2022			
of the AGSA	recorded as potential MI to		km of the approved 1.4 km was done. 0.7 km will be				(Tshirelang)			
by the office	has been		R22 851 113,69, only 0.7				Moremela		,	
recorded MI	Further that it	·	budget approved was				Street in	(Tshirelang)		
potential	kms completed.		(Tshirelang) and the			(Tshirelang)	Kanana	Moremela	(
effective.	recorded lesser		Main Roads in Moremela			Moremela	Worothong-	Kanana Street in	(Tshirelang)	
was not fully	effective bence it		under the name Paving of			Kanana Street in	ळ	Morothona-	at Moremela	•
Dorformon	performance		project was done project was done		T 0	at Morothong-	street	of street	Kanana Street	
2 2	The incumbent's	2	A new application for the	ω	1 APR	0.7 km of street	0.8 KM of	Number of KMs	Refurbishment	က်
Performance above expectation			0.4 KM of road was paved above the planned 1 KM	4.	APR Tile	Achieved (1.4km paved at Matibidi in Didimala (village)	1 KMs of roads paved at Matibidi (Didimala Village) by 30 June 2022	Number of KMs of roads paved at Matibidi (Didimala Village)	Paving of main roads in Matibidi (Didimala Village)	່ເນ
PANEL AGREED SCORING SCORE	MOTIVATION FOR RATING	Rating (1 – 5)	MOTIVATION FOR RATING	Rating (1 – 5)	N N N N N N N N N N N N N N N N N N N	ACTUAL ANNUAL PERFORMANCE	ANNUAL	KEY PERFORMANCE INDICATOR	PROGRAMMES AND/OR PROJECTS	Ş
	/ISOR	SUPERVISOR						NCUMBEN	COMPLETED BY INCUMBENT	
	WEIGHTING 93%	SE G				BASIC SERVICE DELIVERY	BASIC SERV	NOM ARMA	KEY PERFORMANCE AREA	



	KEY PERFORMANCE AREA	NOM AREA	BASIC SERVI	BASIC SERVICE DELIVERY				HOTE SEE	WEIGHTING 93%		
	COMPLETED BY INCUMBENT	NCUMBENT					***************************************	SUPERVISOR	VISOR		
Ş	PROGRAMMES AND/OR PROJECTS	KEY PERFORMANCE INDICATOR	ANNUAL	ACTUAL ANNUAL PERFORMANCE	ZP	Rating (1 – 5)	MOTIVATION FOR	Rating (1 – 5)	MOTIVATION FOR RATING	PANEL SCORING	AGREED SCORE
	Mashishing Lydenburg	Potgieter Street in Lydenburg	Street in Lydenburg by 30 June 2022	snag list items as at 30 June 2022.			edge beams, storm water connection, road signs & line marking) were later completed and a completion certificate was issued.			with supervisor scoring	1.000
9	Patching of Potholes	Number of m² of potholes patched at Lydenburg & Washishing	3954m² of potholes patched at Lydenburg & Mashishing by 30 June 2022	2910m² of potholes were patched at Lydenburg.	APR File	ω	Paving of Mashishing 1st street and Lange street was done as the roads had dilapidated so much.	N	The incumbent's performance was not fully effective hence he recorded below the targeted square meters	Under performance was beyond the control of the incumbent	ω
10.	Patching of Potholes	Number of m² of potholes patched at Sabie , Simile & Harmony Hill	1977m² of potholes patched at Sabie, Simile & Harmony hill by 30 June 2022	1029m² of potholes were patched at Sabie.	APR File	2	Paving of roads to be prioritised since more roads have dilapidated so much, patching of potholes will not be a solution but a waste of resources.	2	The incumbent's performance was not fully effective hence he recorded below the targeted square meters	2	2
 	Patching of Potholes	Number of m² of potholes patched at Graskop	1977m² of potholes patched at Graskop by 30 June 2022	989m² of potholes were patched at Graskop.	APR File	2	Paving of roads to be prioritised since more roads have dilapidated so much, patching of potholes will not be a solution but a waste of resources.	ω	The incumbent's performance was not fully effective, however it is noted that paving of roads was more effective	ω	ω



MANAGEMENT Ann Rating MOTIVATION	FINANCIAL VIABILITY & MANAGEMENT SUPERV ANNUAL ACTUAL ANNUAL ANNU	FINANCIAL VIABILITY & MANAGEMENT SUPERV ANNUAL ACTUAL ANNUAL ANNU
AL VIABILITY & MANAGEMENT ACTUAL ANNUAL ANNUAL ANN Rating MOTIVATION (1 - 5)	AL VIABILITY & MANAGEMENT ACTUAL ANNUAL ANN	AL VIABILITY & MANAGEMENT ACTUAL ANNUAL ANNU
Rating MOTIVATION (1 – 5) FOR RATING	Rating MOTIVATION Rating (1-5) FOR RATING (1-5)	Rating MOTIVATION Rating (1 – 5) FOR RATING (1 – 5)
Rating MOTIVATION (1 – 5) FOR RATING	Rating MOTIVATION Rating (1-5) FOR RATING (1-5)	Rating MOTIVATION Rating (1-5) FOR RATING (1-5) FOR RATING SCORING
MOTIVATION FOR RATING	WEIGHT SUPERV MOTIVATION Rating FOR RATING (1 – 5)	WEIGHTING 7% SUPERVISOR MOTIVATION Rating MOTIVATION PANEL FOR RATING (1-5) FOR RATING SCORING
OZ	WEIGHT SUPERV Rating N (1 – 5) G (1 – 5)	WEIGHTING 7% SUPERVISOR N Rating MOTIVATION PANEL G (1-5) FOR RATING SCORING
WEIGH SUPER Rating (1 – 5)		HTING 7% RVISOR MOTIVATION PANEL FOR RATING SCORING
	VISOR MOTIVATION FOR RATING	7% IVATION PANEL RATING SCORING



2.3 CORE COMPETENCY REQUIREMENTS

Rating by Employee and Supervisor of Core Competency Requirement (CCRs)

Details should be completed by the Employee and Supervisor with the aid of the relevant extract from the Regulations (2014)

İ.	بـ	Š
People Management	Strategic Direction and Leadership	INCUMBENT CORE COMPETENCY REQUIREMENT Leading Competencies
10%	5%	WEIGHT (%)
I am able to plan, take decisions, organise, lead, motivate and control the human and financial resources of the municipality. I am also good in spotting talent in Managers, optimise the talent and retain the talent while providing continued support for the department and guidance for subordinates.	In instances that need fast decision making, I am able to take those decisions, provide strategic direction and take accountability and leadership in order for the municipality to reach its goals efficiently and effectively.	MOTIVATION FOR RATING
N/A	N/A	ANNE XURE
ω	ယ	OWN RATING (1-5)
ယ	ω	SUPE RATING (1-5)
The incumbent has vast experience in management functions	The incumbent portrays high level principle in decision making.	MOTIVATION
In agreemen t with supervisor scoring	In agreemen t with supervisor scoring	PANEL
ω,	ω	AGREED

, Ou	4,	ω	N O
Change Leadership	Financial Management	Program and Project Management	INCUMBENT CORE COMPETENCY REQUIREMENT Leading Competencies
5%	10%	10%	WEIGHT (%)
I am able to adjust to a style of management that emphasises the Importance of improvement and adaptability in an	I am able to deal with and analyse budgets, funds and grants for the municipality. I do my work guided by the applicable legislation in order to avoid incurring unauthorised, irregular, fruitless and wasteful expenditure (UIFW).	I am able to facilitate project delivery processes from project definition through to its close-out stage. I have successfully completed a Business of Consulting Engineering Development Programme at the School of Consulting Engineers in order to effectively and efficiently manage projects programme.	MOTIVATION FOR
NA	N/A	N/A	ANNE NO.
ω	ω	ω	OWN RATING (1-5)
4	. cs	ω	SUP RATING (1-5)
The incumbent adapt to the dynamic environment and change leadership	The incumbent has acceptable knowledge in financial matters.	The incumbent portrays high level principle in decision making in project management.	MOTIVATION
In agreemen t with	In agreemen t with supervisor scoring	In agreemen t with supervisor scoring	PANEL
4	ω	ယ	AGREED

7.	Core C	တ			Ş	
Moral Competence	Competencies	Governance Leadership		Leading Competencies	CORE COMPETENCY REQUIREMENT	NCUMBENT
10%		10%		encies	%) WEIGHT	
As a Senior Manager who is registered with ECSA as a Professional Technologist (Pr. No. 20170023), I fully understand that I have to abide by the ECSA code of conduct when executing my duties and I must not initiate or accede to corrupt practices.		I have completed a course on Compliance Essentials through UCT to better understand good governance and the willingness and ability to take ownership in a part of an organisation and to continually do what is best for the organisation.	organisation because change leadership comes with a lot of benefits for senior management and employees.		MOTIVATION FOR RATING	
N/A		Z			N X N N N N N N N N N N N N N N N N N N	
ယ		ယ			RATING	
.4		4			RATING (1-5)	SUI
The incumbent has knowledge on interpretation and analysis of legal prescripts.		The incumbent beliefs in business orientation			MOTIVATION	SUPERVISOR
In agreemen t with supervisor scoring		In agreemen t with supervisor scoring	supervisor scoring			PANEL
4		4				AGREED









		12:	Ş	
		Results and Quality Focus	CORE COMPETENCY REQUIREMENT (%) Leading Competencies	NCUMBENT
		5%	WEIGHT (%)	
System ISO 9001 (SANS 9001) in the project delivery at the public service. ISO 9001 will greatly improve the quality of services provided in the public service.	in the municipality in order to improve quality, accountability and compliance on projects. There is still a need to fully implement the Quality Management	and achievement of municipal set goals. I understand that there is a great need to adopt and implement quality management system with a clear quality plan	MOTIVATION FOR RATING	
		N/A	N X N O R M M	
		ω	OWN RATING (1-5)	
		, cs	RATING (1-5)	SUP
	·	The incumbent is results driven in cost effective manner.	MOTIVATION	SUPERVISOR
	supervisor scoring	supervisor scoring 3 In agreemen t with		PANEL
		ω		AGREED

THE CORE COMPETENCY REQUIREMENTS WILL CONTRIBUTE 20% TO THE TOTAL SCORE OF THE INCUMBENT



- Annexure A is the Assessment Rating Calculator Score which reflects the final score
- 2.4 ACKNOWLEDGEMENT OF RATING

The rates above were discussed between the incumbent and the Supervisor and were agreed upon.

INCUMBENT		ACTING ACCOUNTING	TING OFFICER
Name	Sinenhlanhla Lindokuhle Manqele	Name	Maropeng Peter Mankga
Signature		Signature	Mary
Signed on the (day)	(month)		(year)
at (venue)			

PART 4: FINAL SCORE

The final score is as per the attached Appraisal Rating Calculator Report

PART 5: DEVELOPMENT, TRAINING, COACHING, AND GUIDANCE NEEDED BY EMPLOYEE

To be completed by the Municipal Manager in consultation with the Section 56 Manager.
Skills shortages identified needs to be addressed through the Workplace Skills Programme and should inform the Personal Development Plan of the employee.

1. Skills gaps identified through Performance Assessment to be addressed through Personal Development Plan
Financial Management
Engineering designing
2. Recommended Skills Development Intervention.
Financial Management Programme
Engineering designs programme

PART 6: COMMENTS AND RECOMMENDATIONS

Recommendation : Acting Municipal Manager as Supervisor

further be enrolled The incumbent need to be assisted with financial management course to acquire knowledge in fiscal needs to monitor the departmental expenditure and for engineering designs program to reduce dependency on consultancy works.

Signature: Amankag

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lairperson of Alight Comm	
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lairperson of Augit Committee	
lamperson of Audit Committee	
Recommendation: Chairperson of Audit Committee	

same as others

Signature:

Date: 23/03/2023

ANNEXURE A: ASSESSMENT RATING CALCULATOR

91%						FINAL SCORE
11%			CCR SCORE	80%		KPA SCORE
20%			CCR weight	80%		KPA weight
55		100%		200	100%	
(O)))	ω	5%	Results and quality focus			
0,3	ယ	10%	Communication			
0,3		10%	Knowledge and information management			
0,75		5%	Analysis and innovation			
0,3	ယ	10%	Planning and organising			
0,4		10%	Moral competence	COMPACTORICO		
0 4,	4	10%	Governance leadership	0	0%	Spatial Planning & Rationale
·	÷	:				Transformation
0,2	4	5%	Change leadership	0	0%	Municipal Institutional
0,3	ω	10%	Financial Management	0	0%	Good Governance and Public Participation
,ω 	ω	10%	Program and project management	3 0,21	7%	Financial Viability and Management
<u>ဝ</u> ယ	ω	10%	People Management	0	0%	LED
ი _	ယ	5%	Strategic direction and leadership	3 2,79	93%	Basic service delivery
Score		Weight	CCR	Rating Score	Ze Gar	35
			Assessment Rating Calculator Score	ssessment Ratin		
			ANNUAL PERFORMANCE APPRAISAL		> 2	



R 2021/2022

RMANCE ASSESSMENT FORM FOR MUNICIPAL MANAGER AND SECTION 56 MANAGERS

DETAILS OF INCUMBENT:

MNISI MR

SURNAME AND INITIALS:

CHIEF FINANCIAL OFFICER

DATE OF EMPLOYMENT:

JOB TITLE:

1 MAY 2019

PERIOD OF EMPLOYMENT CONTRACT:

5 YEARS: 1 MAY 2019 - 30 MAY 2024

PERIOD ASSESSED:

1 JULY 2021 - 30 JUNE 2022

PART 1: TO BE COMPLETED BY EMPLOYEE

This section has to be completed by the employee prior to the appraisal. If the space provided is insufficient, the comments can be included in an attachment.

- 1. During the past year my major accomplishments as they relate to my performance agreement were as follows: The major accomplishment is the implantation of all mSCOA modules.
- The delay in automation of the bank reconciliation and the upload of the manual asset register into the asset register module During the past year I was less successful in the following areas for the reasons stated

PART 2: PERFORMANCE ASSESSMENT

the performance agreement and performance plan. The Performance assessment is based on the Quarterly Performance Reports for the Business Units as well as the Department, as reflected in clause 4.2 of

The performance reports will therefore form the basis of the discussion and need to be submitted, together with the portfolio of evidence.

7 STANDARD RATING SCHEDULE

Standard Rating Schedule for Key Performance Areas (KPAs) and Core Competency Requirements (CCRs)

Leve	1		Rating	
tonna			1 2 3 4	(h
ග	Outstanding	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the		
	performance	Employee has achieved above fully effective results against all performance criteria and indicators as specified in		_
		the performance agreement (PA) and performance plan (PP) and maintained this in all areas of responsibility		
		throughout the year.		
₽	Performance	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the		
	significantly	Employee has achieved above fully effective results against more than half of the performance criteria and	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
	above	indicators and fully achieved all others throughout the year.		
	expectations			
ω	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee		
	or acceptable	has fully achieved effective results against all significant performance criteria and indicators as specified in the PA		
	performance	and PP		
N	Performance	Performance is below the standard required for the job in key areas. Performance meets some of the standards		
	not fully	expected for the job. The review/ assessment indicates that the Employee has achieved below fully effective		
	effective	results against more than half the key performance criteria and indicators as specified in the PA and PP		
.	Unacceptable	Performance does not meet the standard expected for the job. The review/assessment indicates that the		
	performance	Employee has achieved below fully effective results against almost all of the performance criteria and indicators as		
		specified in the PA and PP. 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		

2.2 KEY PEKTOKINIANUE ANLAGORIST STATES (KPAs) Rating by Employee and Supervisor of Key Performance Areas (KPAs)

Note: Weightings in the tables in this document must correspond to the weightings in the performance agreement for the specific financial year; projects reported on must correspond to those in the SDBIP.

5	KEY PERFORMANCE AREA	NCE AREA	FNANCIAL VIA	FINANCIAL VIABILITY AND MANAGEMENT				WEIGH	WEIGHTING = 88%		
(COMPLETED BY INCUMBENT	NCUMBENT						SUPERVISOR	VISOR		
	PROGRAMMES AND/OR PROJECTS	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE		Rating (1 – 5)	MOTIVATION FOR RATING	Rating (1 – 5)	MOTIVATION FOR RATING	PANEL SCORING	AGREED SCORE
	Section 71 Reports	Number of Section 71	12 Section 71 Reports	12 Section 71 submitted to the	APR POE	ယ	12 Section 71 reports	ယ	The incumbent obtained	.4	4
	-	Reports submitted to	submitted to Executive	Mayor.	File		assessed by PT and		acceptable	Improved audit	
		Executive Mayor	Mayor by 30				remedial		α α.	office of the	
			Salic				implemented			1 G	
							ouccessinity.			2021/22 FY	
										the Municipality	
										compiled the	
										audited AFS internally	
2	Section 52D Reports	Number of Section 52D	4 Section 52D Reports tabled	4 Section 52D reports tabled	APR POE	ω	4 Section 52D reports	ω	The incumbent obtained	4	4
***************************************		Reports tabled to Council	to Council by 30 June 2022	and approved by Council.	<u> </u>		approved by Council		acceptable level.	Improved audit opinion from	
								A A A A A A A A A A A A A A A A A A A		office of the AGSA.	
										For the	
										2021/22 + Y	
										the	
				ned in section						compiled the	
										audited AFS	
										internally	



,	KEY PERFORMANCE	NOM ARMA	TRANCIAL YA	FINANCIAL VIABILITY AND MANAGEMENT		jedar.		WEIGH.	WEIGHTING = 88%		
Ç	COMPLETED BY	BY INCUMBENT						SUPERVISOR	VISOR	·	
	PROGRAMMES AND/OR PROJECTS	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	2 >	Rating (1 – 5)	MOTIVATION FOR RATING	Rating (1 – 5)	MOTIVATION FOR RATING	PANEL SCORING	AGREED
လု	Section 72 Report	Number of Section 72	1 Section 72 Reports	1 Section 72 report submitted	APR	ω	1 Section 72 report	ω	The incumbent obtained		4
	A A	Reports submitted to	submitted to Executive	to Executive Mayor and PT by	ē		submitted and remedial action		acceptable level.	Improved audit opinion from	
		Executive Mayor & Treasury	Mayor & Treasury by 25 January 2022	the 25 th of January 2022			from PT successfully implemented.			office of the AGSA.	
									·	For the 2021/22 FY	
	400000000000000000000000000000000000000									5 e	and the second s
										compiled the	
										addited ALO	
4	Approval of	Number of	1 Annual	1 Annual Budget	APR	ω	1 Annual	ω	The incumbent	internally 4	4
	Annual Budget	Annual Budgets	Budget	approved for	POE		Budget		obtained		
		approved for	approved for	2022/23 financial	File		approved by		acceptable	Improved audit	
		2022/23 FY	2022/23 FY by	year.			Council and		level.	opinion from	
			30 June 2022				implemented.			office of the	
)	d
										For the 2021/22 FY	
										the	
										Municipality	
										compiled the audited AFS	
										internally	
ĊΊ	Budget related policies	Number of budget related	15 budget related policies	15 budget related policies tabled	APR POF	ω	15 budget related and	ω	The incumbent	4.	4
		policies	submitted to	and approved by	Tile e		reviewed		acceptable	Improved audit	
		submitted to	Council for	Council.			policies		level.	opinion from	



		7.	က်			1	Š
	Reconciliation	Bank	AFS		PROGRAMMES AND/OR PROJECTS	COMPLETED BY	KEY PERFORMANCE
complied	Monthly Bank	Number of	Number of sets of AFS Submitted to AG by 31 of August 2021	Council for approval	KEY PERFORMANCE INDICATOR	BYINCUMBENT	NCE AREA
Necoliciliariolis	Bank	12 Monthly	1 Set of AFS Submitted to AG by 31 of August 2021	approval by 30 June 2022	ANNUAL TARGET		FINANCIAL VIAI
completed	Reconciliations	12 Monthly Bank	1 set of AFS submitted to AGSA		ACTUAL ANNUAL PERFORMANCE		FINANCIAL VIABILITY AND MANAGEMENT
ā		APR	APR POE File		Z		GENERAL
		ω	4		Rating (1 – 5)		ного
were submitted	bank	The monthly	Improved AFS submitted to AGSA.	approved by Council.	MOTIVATION FOR RATING		
		ယ	4	:	Rating (1 – 5)	SUPERVISOR	WEIGH
level.	obtained	The incumbent	The incumbent compiled the AFS in-house through the internal capacity for the first time though with some misstatements, this concerted effort was in response to the call for reduction of the use of consultancy		MOTIVATION FOR RATING	VISOR	WEIGHTING = 88%
opinion from		4	Improved audit opinion from office of the AGSA. For the 2021/22 FY the Municipality compiled the audited AFS internally	office of the AGSA. For the 2021/22 FY the Municipality compiled the audited AFS internally	PANEL		
		4	4		AGREED		



Š	KEY PERFORMANCE AREA	NCE AREA	FINANCIAL VIA	FINANCIAL VIABILITY AND MANAGEMENT				NE GH	WEIGHTING = 88%	
å	COMPLETED BY INCUMBENT	NCUMBENT						SUPERVISOR	VISOR	
	PROGRAMMES AND/OR PROJECTS	KEY PERFORMANCE INDICATOR	ANNUAL	ACTUAL ANNUAL PERFORMANCE	Z >	Rating (1 – 5)	MOTIVATION FOR RATING	Rating (1 – 5)	MOTIVATION FOR RATING	PANEL
			complied by 30 June 2022	•			after internal audit assessment			office of the AGSA.
							assessilent			For the 2021/22 FY
										the Municipality
										compiled the audited AFS internally
œ	Reconciliation (VAT, Creditors,	Number of VAT Reconciliation	12 VAT Reconciliation	12 VAT Reconciliation	APR POE	ω	12 VAT Reconciliation	ယ	The incumbent obtained	4
	Refention,	Reports	Reports	reports done	File		reports		acceptable	Improved audit
	Payroll & Investments)	approved	approved by 30 June 2022				completed.		level.	opinion from office of the
										AGSA.
										For the
										2021/22 FY
										Municipality
										compiled the
										internally
.9	Payment of	% of Invoices	80% of	Not achieved	APR	ω	Dependency	ω	The incumbent	ω
	invoices within	paid within 30	Invoices paid		POE		on cashflow		obtained	•
	30 Days	days	within 30 days		File		availability.		acceptable	Panel is in
			by 30 June						level.	agreement
			2022							with supervisor
										scoring



Ş	KEY PERFORMANCE	NCE AREA	FINANCIAL VIAE	FINANCIAL VIABILITY AND MANAGEMENT	GEWEN			M O	WEIGHTING = 88%		
(COMPLETED BY	BY INCUMBENT						SUPERVISOR	/ISOR		
	PROGRAMMES AND/OR PROJECTS	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	7	Rating (1 – 5)	MOTIVATION FOR RATING	Rating (1 – 5)	MOTIVATION FOR RATING	PANEL SCORING	AGREED SCORE
10.	Billing Reports	Number of Monthly billing reports compiled	12 Monthly billing reports compiled by 30 June 2022	12 monthly billing reports compiled.	APR POE File	ω	12 billing reports compiled.	ယ	The incumbent obtained acceptable level.	3 Panel is in agreement with supervisor	ω
<u>.</u> 	Monitoring of Collection Rate	% of Monthly Collection Rate achieved	85 % Monthly Collection Rate achieved by 30 June 2022	85% collection rate achieved by 30 June 2022.	APR POE File	ω	85% collection rate achieved.	ω	The incumbent obtained acceptable level.	3 Panel is in agreement with supervisor scoring	ω
12	Valuation Roll Reconciliation	Number of Monthly Valuation Roll Reconciliations reports compiled	12 Monthly Valuation Roll Reconcilitations reports compiled by 30 June 2022	12 Monthly Valuation Roll Reconciliation reports compiled	APR POE File	ယ	12 Monthly Valuation Roll Reconciliation compiled.	ယ	The incumbent obtained acceptable level.	3 Panel is in agreement with supervisor scoring	ω
1 3.	Implementation of Credit and Debt Collection Policy	Number of status reports on the implementation of the Credit & Debit Collection Policy	4 Status report on the implementation of the Credit & Debit Collection Policy by 30 June 2022	Partially achieved	APR POE File	ω	Partially achieved	2	The incumbent 's performance was not fully effective due to nonexecution of the credit control policy	Partially achieved, due to Council taking a decision to cease the implementation of the Credit and Debt Collection Policy	ω

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3	KEY PERFORMANCE AREA			FINANCIAL VIABILITY AND MANAGEMENT		httee		WEIGH	WEIGHTING = 88%		
Ž	COMPLETED BY INCUMBENT	NCUMBENT						SUPERVISOR	VISOR		
	PROGRAMMES AND/OR PROJECTS	KEY PERFORMANCE INDICATOR	ANNUAL	ACTUAL ANNUAL PERFORMANCE		Rating (1 – 5)	MOTIVATION FOR RATING	Rating (1 – 5)	MOTIVATION FOR RATING	PANEL SCORING	AGREED
<u>,</u>	Implementation of Indigent Policy	Number of status reports on the implementation of Indigent Policy	4 Status reports on the implementation of Indigent	4 status report on the implementation of indigent policy	APR POE File	ယ	4 status report on implementation of indigent	3	The incumbent obtained acceptable level.	3 Panel is in agreement	ယ
•		of Indigent Policy	of Indigent Policy by 30 June 2022	of indigent policy achieved.			of indigent policy achieved.		level.	agreement with supervisor scoring	
	Supply Chain	Number of Supply Chain	4 Supply Chain	4 Supply Chain Management	POR POR	ω	4 Supply Chain Management	ω	The incumbent obtained	ယ	ω
	Reports	Management	Reports	implementation	⊕ (reports		acceptable	Panel is in	
		Implementation Reports	submitted to Council by 30	reports submitted to Council.			submitted.		level.	agreement with supervisor	
		submitted to Council	June 2022			***************************************				scoring	
<u>1</u> 6	Conducting of Stock Counts	Number of Stock Counts	2 Stock Counts &	2 Stock Count conducted by 30	APR POE	ω	2 Stock Count completed by	ယ	The incumbent obtained	ယ	ယ
		conducted	reconciliations	June 2022.	File		30 June2022.		acceptable	Panel is in	
			conducted by 30 June 2022						level.	agreement with supervisor scoring	
17.	Committee	Number of ICT Steering	4 ICT Steering Committee	2 ICT Steering Committee	APR	ω	2 ICT Steering Committee	2	The incumbent 's performance	ယ	ω
	Weetings	Committee	Meetings held	meetings by end	<u>=</u>		held by end of		was not fully	Panel is in	
		Meeting neta	2022	OI JUITE ZUZZ.			Julie ZUZZ.		to delays on	with supervisor	
									establishment of the ICT	scoring	
									committee		
œ	Desktop Support	% of ICT logged issues resolved	100% of ICT logged issues	100% of ICT logged issues	APR POE	ω	100% of ICT logged issues	ယ	The incumbent obtained	ယ	ယ
			resolved by 30	resolved by 30	<u>Ф</u>		resolved.		acceptable	Panel is in	
										X	

Z 5	KEY PERFORMANCE AREA	NOE AREA	FINANCIAL YA	FINANCIAL VIABILITY AND MANAGEMENT				WEIGH.	WEIGHTING = 88%		
	COMPLETED BY INCUMBENT	NCUMBENT						SUPERVISOR	/ISOR		
AMANA TITLE TO THE	PROGRAMMES AND/OR PROJECTS	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	Z >	Rating (1 – 5)	MOTIVATION FOR RATING	Rating (1 – 5)	MOTIVATION FOR RATING	P A SC	PANEL SCORING
										with suj	with supervisor scoring
19	Repairs &	% of Network	100% on all	100% of ICT	APR	ω	100% of ICT	ω	The incumbent	ω	t
	Maintenance of	related issues	repairs and	repairs and	POE		repairs and		obtained		
	ICT	resolved	maintenance of	maintenance of	File		maintenance		acceptable	Panel is in	is in
	Infrastructure		CT	ICT			of ICT		level.	agreement	nent
			Infrastructure	infrastructure.			infrastructure.			with sup	with supervisor scoring
20.	Maintenance of	Number of	8 Physical	8 physical	APR	3	8 physical	3	The incumbent	4	
	Asset Register	physical asset	Verification	verification	POE		verification		obtained		
		verification	Reports (4	reports achieved	T He		reports		acceptable	Improv	improved audit
		reports compiled	Movables &				achieved		level.	opinion from	f the
			Reports)							AGSA.	
			June 2022							For the	
										2021/22 FY	2 FY
				-						the	
										Municipality	pality
										compiled the	ed the
										internally	₩
21.	Asset Register	Number of	12 Monthly	12 Monthly	APR	ω	12 Monthly	ω	The incumbent	4	
		Reconciliation	reports	reports	E C		reports		accentable	Improv	ed alldit
		Reports compiled	reports	reports	T 0		completed.		level.	opinior	Improved audit
		Kepolis compiled	Complied by So	Completed by so			רטוויטיםנפט.		<u>a</u>	opinion non	
			June 2022	June 2022.						office of the AGSA.	of the
										(0)	-
										For the	(U
										2021/22 FY	2 FY
										the	

5	KEY PERFORMANCE AREA	NCE AREA	FINANCIAL SIAF	FINANCIAL VIABILITY AND MANAGEMENT		entry (WEIGH.	WEIGHTING = 88%		nocunary a secular perm
	COMPLETED BY INCUMBENT	NCUMBENT						SUPERVISOR	VISOR		
	PROGRAMMES AND/OR PROJECTS	KEY PERFORMANCE INDICATOR	ANNUAL	ACTUAL ANNUAL PERFORMANCE	7 3	Rating (1 – 5)	MOTIVATION FOR RATING	Rating (1 – 5)	MOTIVATION FOR RATING	PANEL SCORING	AGREED
										Municipality compiled the audited AFS internally	
22.	Implementation of Financial Recovery Plan	Number of Progress reports on the	4 Progress reports on the implementation	4 Progress reports submitted to Council. NT	APR POE File	ယ	4 Progress reports submitted.	ယ္	The incumbent obtained acceptable	4 Improved audit	4
	NGCOVELY F IAL	implementation of Financial Recovery Plan	of Financial Recovery Plan by 30 June 2021	and PT.	- : (level.	opinion from office of the AGSA.	
										For the 2021/22 FY	
										the Municipality	
ALIAN AND AND AND AND AND AND AND AND AND A										compiled the audited AFS internally	
23.	Installation of plastic water	Number of plastic water meters	8000 Plastic water meters	3250 plastic water meters to	APR POE	2	No water meters	2	Performance of incumbent	2	2
	meters	installed in all	installed in all	be procured in	File		installed;		below	Panel is in	
		areas in Thaba Chweu	areas in Thaba Chweu by 30	2022/2023			procurement of water meters		acceptable performance	agreement with supervisor	
										i i	



25.	24.	20
Updating of Audit Action Plan	Updating of Strategic Risk Register	KEY PERFORMANCE AREA COMPLETED BY INCUMBENT PROGRAMMES KEY AND/OR PERFORMA PROJECTS INDICATOR
Percentage of audit findings (raised by AGSA) addressed	Number of Strategic risk registers updated	IANCE AREA Y INCUMBENT KEY PERFORMANCE INDICATOR
50% of audit findings (raised by AGSA) addressed by 30 June 2022	4 Strategic risk registers updated by 30 June 2022	GOOD GOVERN ANNUAL TARGET
80% actual audit findings addressed by 30 June 2022	4 strategic risk registers updated by 30 June 2022	GOOD GOVERNANCE & PUBLIC PARTICIPATION ANNUAL ACTUAL Ann Rating TARGET ANNUAL Nr (1 – 5)
Tile APR	APR File	Ann Ann
4.	ယ	Rating (1 – 5)
80% actual audit findings addressed by 30 June 2022	4 strategic risk registers updated by 30 June 2022.	MOTIVATION FOR RATING
4	ω	WEIGHTING = SUPERVISOR Rating MOT
The incumbent obtained significantly above the expectations hence maintained the unqualified audit opinion	The incumbent obtained acceptable level.	WEIGHTING = 12% SUPERVISOR Rating MOTIVATION (1 - 5) FOR RATING
Improved audit opinion from office of the AGSA. For the 2021/22 FY the Municipality compiled the audited AFS internally	Panel is in agreement with supervisor scoring	PANEL
4.	ω	AGREED

THE KEY PERFORMANCE AREAS WILL CONTRIBUTE 80% TO THE TOTAL SCORE OF THE INCUMBENT

2.3 CORE COMPETENCY REQUIREMENTS

Rating by Employee and Supervisor of Core Competency Requirement (CCRs)



 $\ \textcircled{\ }$ Annual Performance Appraisal Form Municipal Manager and Senior Managers 18

Details should be completed by the Employee and Supervisor with the aid of the relevant extract from the Regulations (2014)

	Details should be complete	ed by life E	Details should be completed by the Employee and Supervisor with the aid of the relevant extract from the Regulations (2014)	C	מפעמונ	SUPERVISOR	SOR	EVALUAT	EVALUATION PANEL
Š	CORE COMPETENCY REQUIREMENT	WEIGHT	MOTIVATION FOR RATING	Z Ž	OWN (1 - 5)	RATING (1-5)	MOTIVATION	RATING (1 – 5)	NOTIVATION
	Leading Competencies								
ح سب	Problem Solving and Analysis	10%	Principled decision-making techniques	N N	.4	4	The incumbent portrays high level principle in decision making.	4	
i>	People Management	10%	Good interpersonal relationships	N/A	4	4	The incumbent has vast experience in management functions	4	
'n	Program and Project Management	5%	Decisive decision-making techniques	Z A	4	4	The incumbent portrays high level principle in decision making in project management.	4	
4.	Financial Management	20%	Vast knowledge and understanding of the environment	N/A	4	4	The incumbent has acceptable knowledge in financial matters.	4	
က	Change Leadership	5%	Excel in applying different models of change management.	N/A	4	4	The incumbent portrays high level of discipline and adapt to the dynamic environment.	4	
	Client Orientation and Customer Focus	10%	Has aligned the business strategy with customer expectations.	N/N/N/N/N/N/N/N/N/N/N/N/N/N/N/N/N/N/N/	4	4.	The incumbent beliefs in business orientation	4	
CORE	COMPETENCIES								
7.		5%	Systematic and contextualisation method of statutory implications and	X	4.	4	The incumbent has knowledge on interpretation and analysis of legal	4	
ĊΟ		5%	Achieved the objectives through	N/A	4	4	The incumbent is	4	
C	Planning and organising	Č	cost effective and efficient goal setting techniques.	-	-	_	acclimatized with management principle and functions.	٠	
ĺΦ	Analysis and Innovation	10%	Employed the best techniques to improve the delivery of services.	W/N	4.	4	The incumbent portrays analytical views on matters of emphasis for developmental state.	4	

	NCUMBENT					SUPERVISOR	SOR	EVALUAT	EVALUATION PANEL
Š	CORE COMPETENCY REQUIREMENT	WEIGHT	MOTIVATION FOR RATING	ZZ	OWN RATING (1-5)	RATING (1 – 5)	MOTIVATION	RATING (1-5)	MOTIVATION
	Leading Competencies								
10.		5%	Provided guidance using tools	A/N	4	A	Incumbent prioritise	4	
	Knowledge and Information		for gathering, organizing and				information sharing and		
	Management		sharing information and				ensure common		
			knowledge management.				understanding		
		10%	Able to use verbal or written	N/N/N/N/N/N/N/N/N/N/N/N/N/N/N/N/N/N/N/	4	4	The incumbent ensures	4	
			skills to deliver information to				frequent communication		
	200000000000000000000000000000000000000		stakeholders.				before implementation takes		
12	Results and Quality Focus	5%	Results driven to achieve goals	N/A	4	4	The incumbent is results	4	
			efficiently and cost effective.				driven in cost effective manner.		

THE CORE COMPETENCY REQUIREMENTS WILL CONTRIBUTE 20% TO THE TOTAL SCORE OF THE INCUMBENT

Annexure A is the Assessment Rating Calculator Score which reflects the final score

2.4 ACKNOWLEDGEMENT OF RATING

The rates above were discussed between the incumbent and the Supervisor and were agreed upon.

DAM DACOR 0210 1	The lates above were discussed between the incumbent and the orbeing and were agreed about	and were agreed upon	# ·
INCUMBENT		ACTING ACCOUNTING OFFICER	ING OFFICER
Name	Mzikawande Richard Mnisi	Name	Maropeng Peter Mankga
Signature		Signature	



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PART 4: FINAL SCORE

The final score is as per the attached Appraisal Rating Calculator Report

PART 5: DEVELOPMENT, TRAINING, COACHING, AND GUIDANCE NEEDED BY EMPLOYEE

To be completed by the Municipal Manager in consultation with the Section 56 Manager.

Skills shortages identified needs to be addressed through the Workplace Skills Programme and should inform the Personal Development Plan of the employee.

2. Recommended Skills Development Intervention. Advanced ICT and Project Management Programme	1 Skills gaps identified through Performance Assessment to be addressed through Personal Development Plan Understanding of ICT Systems
	essed through Personal Development Plan

PART 6: COMMENTS AND RECOMMENDATIONS

Recommendation : Acting Municipal Manager

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		€	The incumbent need assistance in advance ICT programmes to acclamatize with the newly desktop
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		treasury to advance and strengthen reporting and further be assisted with advanced project management program to ensure proper reconciliation of incu	softwares and worksheets initiated from time to time
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Ø	_Same recommendations as others	Recommendation : Chairperson of the Audit Committee
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ANNEXURE A: ASSESSMENT RATING CALCULATOR

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20%		CCR SCORE	107%			KPA SCORE
		CCR weight	80%			KPA weight
	100%		133,33		100%	
4	5%	Change Leadership				
4	5%	Planning and organising				
4	5%	Results and quality focus				
4	10%	Communication				
.4		Knowledge and information management				
4	10%	Analysis and innovation				
4	5%	Interpretation of and implementation within the legislative framework	0	0	0%	Spatial Planning & Rationale
4.	10%	Client Orientation and Customer Focus	0	4	0%	Municipal Institutional development and Transformation
4	20%	Financial Management	0,48	4	12%	Good Governance and Public Participation
4	5%	Program and project management	3,52	4	88%	Financial Viability and Management
4	10%	People Management	0	0	0%	LED
4	10%	Problem Solving and Analysis	0	0	0%	Basic service delivery
: Rating Score	Weight	S	Score	Rating	Weight.	ZD>

FINANCIAL YEAR 2021/2022 ANNUAL PERFORMANCE ASSESSMENT FORM FOR MUNICIPAL MANAGER AND SECTION 56 MANAGERS

DETAILS OF INCUMBENT:

SURNAME AND INITIALS: MANKGA M.P.

JOB TITLE: DIRECTOR CORPORATE SERVICES

DATE OF EMPLOYMENT: 3 FEBRUARY 2020

PERIOD OF EMPLOYMENT CONTRACT: 5 YEARS: 3 FEBRUARY 2020 - 30 JANUARY 2025

PERIOD ASSESED: 1 JULY 2021 - 30 JUNE 2022

PART 1: TO BE COMPLETED BY EMPLOYEE

This section has to be completed by the employee prior to the appraisal. If the space provided is insufficient, the comments can be included in an attachment

During the past year my major accomplishments as they relate to my performance agreement were as follows

sized organogram chart to realize fit for purpose principle in line with municipal staff regulation, further conducted job evaluation task which positively agreements. I was able to advocate for development and approval of long pending danger allowance policy in line with clause 11 of collective agreement on mandated through section 59 of MSA. I was able to resuscitate the functioning of Local Labour forum and subsequent reporting resolution to Council for policies in accordance with collective agreements, municipal staff regulation, Acts and further reviewed the Delegation of system for the 5th term of Council as municipality on implementation of task job evaluation process impacted towards our outstanding performance in two consecutive financial years rewarded by SALGA under the category of the most improved local CPMD to have minimum competency level and better understanding of municipal operations and compliance. I was able to champion the review of down conditions of employment for Mpumalanga Division and its effective implementation. I was able to champion the capacity program for councillors to enlist for ratification. I was able to establish an effective LLF sub-committees to ensure smooth sailing of matters of mutual interest as guided through Main collective It is evident that during the period under review I was able to achieve most set milestones for the directorate and further made critical reviews to all HR

N During the past year I was less successful in the following areas for the reasons stated:

buildings are not being realized due to the cashflow constraints... I was not able to train employees as per the approved work skills plan due to delay on appointment of service providers, the maintenance program for office

PART 2: PERFORMANCE ASSESSMENT

the performance agreement and performance plan. The Performance assessment is based on the Quarterly Performance Reports for the Business Units as well as the Department, as reflected in clause 4.2 of

The performance reports will therefore form the basis of the discussion and need to be submitted, together with the portfolio of evidence.

2.1 STANDARD RATING SCHEDULE

Standard Rating Schedule for Key Performance Areas (KPAs) and Core Competency Requirements (CCRs)

Outstanding Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the performance is significantly above expectations Fully effective Performance fully achieved above fully effective results against more than half of the performance criteria and indicates that the expectations Fully effective Performance fully meets the standards expected in the year. Performance Employee has achieved above fully effective results against more than half of the performance criteria and expected in the performance criteria and maintained this in all areas of responsibility indicators as specified in the PA and PP. 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
as achieved above fully effective results against all performance criteria and indicates that the as achieved above fully effective results against all performance criteria and indicators as specified in ance agreement (PA) and performance plan (PP) and maintained this in all areas of responsibility he year. Is significantly higher than the standard expected in the job. The appraisal indicates that the as achieved above fully effective results against more than half of the performance criteria and indicates that the Employee is below the standard expected in all areas of the job. The appraisal indicates that the Employee is below the standard required for the job in key areas. Performance meets some of the standards 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 PP. The employee has failed to demonstrate the commitment or ability to bring up to the level expected in the job despite management efforts to encourage improvement

2.2 KEY PERFORMANCE AREAS AS PER THE SDBIP

Rating by Employee and Supervisor of Key Performance Areas (KPAs)

Note: Weightings in the tables in this document must correspond to the weightings in the performance agreement for the specific financial year, projects reported on must correspond to those in the SDBIP.

		20	
to JDP	Alignment of	PROGRAM MES AND/OR PROJECTS	COMPLETED
organisational structures reviewed in line with the IDP & submitted to Council for approval	Number of	KEY PERFORMAN CE INDICATOR	KEY PERFORMANCE AREA
structure reviewed in line with the IDP & submitted to Council for approval by 31 May 2022	1 Organisational	ANNUAL TARGET	MUNICI
Structure reviewed in line with the IDP & tabled to Council for approval.	Achieved. 1	ACTUAL ANNUAL PERFORMANCE	MUNICIPAL TRANSFORMATION AND INS
e C	APR	Z A R N	
	(J)	RATING (1-5)	
achieved in accordance with the required set standards, further that the organogram chart was down sized to realize fit for purpose principle, further conducted job evaluation task which positively impacted towards our outstanding performance for two consecutive financial years rewarded by	The KPI fully	MOTIVATION FOR RATING	TITUTIONAL DEVELOPMENT
	Ŋ	RATIN G (1 – 5)	
scoring	In agreement	MOTIVATION FOR RATING	WEIGHTING =
from another Municipality scoring 4 - Chairperso n of the session scoring (POE should be submitted)	5 - MM	PANEL SCORING	= 65%
	(J)	AGREED SCORE	

	KEY PERFORMANCE
5	COMPLETED BY INCUMBENT
Š	PROGRAM MES AND/OR PROJECTS
'n	Developmen t of (WSP)
ယ	Developmen t of Annual Training Report (ATR)

	KEY PERFOR	KEY PERFORMANCE AREA	MUNICIP	MUNICIPAL TRANSFORMATION AND INS	ON AND		TITUTIONAL DEVELOPMENT		WEIGHTING =	65%	
5	COMPLETED	COMPLETED BY INCUMBENT							SUPERVISOR		
Š	PROGRAM MES AND/OR PROJECTS	KEY PERFORMAN CE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	Z Z	RATING (1 – 5)	MOTIVATION FOR RATING	RATIN	MOTIVATION FOR RATING		PANEL
4.	Employment Equity	Submission of the EE report	Submission of EE Report on or before	Achieved. EE Report submitted to	APR POE	ω	The KPI fully achieved in	ယ	In agreement with		ယ
	Report	to the Department of Labour	15 January 2022	dept of labour on the 15th of January 2022	file I		accordance with the required set standards.		incumbent's scoring	sc ⊻.ac in	In agreement with supervisor scoring
Ò	Training of councillors	Number of Councillors trained on Municipal Leadership	27 Councillors trained on Municipal Leadership by 30 June 2022	Not Achieved due to delays on appointment of panel of training providers.	APR POE file	ယ	The directorate developed TORs for panel of	ω	In agreement with incumbent's scoring	un agre	3 In agreement with
							training providers		Non achievement is	ທ ທ	supervisor scoring
							timeously which lead for		beyond the control of the		ı
							advertisement however no		incumbent		
							appointment took effect				
							this was				
							beyond the control of the				
,					1	,	directorate.				
<u>,</u> 0	Training for Municipal	Number of Municipal	officials trained on	Not Achieved. Due to delays on	PPR	ω	The directorate	ယ	In agreement with	ယ	
	officials	officials trained	approved training	appointment of	ille		developed		incumbent's	=	
	***************************************	on approved	programmes by 30	panel of training			TORs for		scoring	(Q)	agreement
	en e	uraining uraining	June 2022	providers			panel or training			MILW	⋾

	KEY PERFOR	KEY PERFORMANCE AREA		MUNICIPAL TRANSFORMATION AND INS	ON AND		TITUTIONAL DEVELOPMENT		WEIGHTING =	65%	
5	COMPLETED	COMPLETED BY INCUMBENT							SUPERVISOR		
Š	PROGRAM MES AND/OR PROJECTS	KEY PERFORMAN CE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	Z 2 P 2 R	RATING (1 – 5)	MOTIVATION FOR RATING	RATIN G (1-5)	MOTIVATION FOR RATING	PANEL SCORING	AGREED
							providers timeously which led for advertisement however no appointment took effect, this was beyond the control of the directorate		Non achievement is beyond the control of the incumbent	supervisor	
.7	Employee Assistant Programme	Number of programmes implemented as part of the Employee Wellness Programme	3 programmes implemented as part of the Employee Wellness Programme by 30 June 2022	Achieved. 3 programmes implemented as part of the Employee wellness.	APR	4	The initiative was implemented at no cost from the municipality in collaboration with the social partner through the social investment program by the Directorate.	4	In agreement with incumbent's scoring	POE for no cost payment should be submitted	4
œ	Labour Relations Cases	% of labour related cases attended to	100% of labour related cases	Achieved 100% of labour related	APR POE file	3	The KPI fully achieved in accordance	4	The incumbent was able to deal with	Ą	4

	KEY PERFORMANCE	RMANCE AREA	Z	MUNICIPAL TRANSFORMATION AND INS	S SO	NSTITE	TITUTIONAL DEVELOPMENT		WEIGHTING =	65%	
5	COMPLETED	COMPLETED BY INCUMBENT			į				SUPERVISOR		
Ž	PROGRAM MES AND/OR PROJECTS	KEY PERFORMAN CE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	Z Ž	RATING (1 – 5)	MOTIVATION FOR RATING	RATIN G (1-5)	MOTIVATION FOR RATING	PANEL SCORING	AGREED SCORE
			attended to by 30 June 2022	cases reported were attended to.			with the required set standards.		complex labour cases in a short period of time.	In agreement with Supervisor scoring	
ю	LLF Sittings	Number of LLF Sittings held by 30 June 2022	by 30 June 2022	Achieved. 4 LLF Sittings held	APR File	4	The directorate revived the functionality of the committee and ensure effectiveness through establishment of LLF subcommittees to have constructive decision and consistently table the reports to council.	4.	The Incumbent was able to build good relations with the organized labour representative s, and this resulted to stability in the institution. No labour strike incurred.	In agreement with Supervisor scoring	4
10.	Awareness campaigns on consequenc es of ill-disciplined for all employees	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	Achieved.4 awareness campaigns for HR road shows on disciplinary code & HR Policies	APR POE File	රා	The directorate consistently held road shows on HR policies and Disciplinary code and	4	Training on all the policies and Risk awareness was an extra mile	In agreement with supervisor scoring	4

	KEY PERFORMANCE	KEY PERFORMANCE AREA	MUNICIP	MUNICIPAL TRANSFORMATION AND INS	N N N N N N N N N N N N N N N N N N N	INSTITUTIO	TITUTIONAL DEVELOPMENT		WEIGHTING = I	65%	
Ç	PROGRAM MES AND/OR PROJECTS	KEY PERFORMAN CE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	R A	RATING (1 – 5)	MOTIVATION FOR RATING	RATIN G (1 – 5)	MOTIVATION FOR RATING	PANEL SCORING	AGREED SCORE
							further extend scope by conducting risk awareness campaign and Asset care management				
		2000	٠	> 25.00	0 0	ىد	Policy The Kul fully	۵		ى ا	.s
:	t of	Institutional	Corporate calendar	Institutional	POE		achieved in		with the	,	,
	Institutional	Corporate	compiled for	Corporate calendar	ile		accordance		incumbent	5	
	Corporate	calendars	Municipal	compiled for			with the		scoring	agreement with	
	Governance	Municipal	meetings by 30	governance			standards.			supervisor	,
	meetings	governance meetings	June 2022	meetings.						scoring	
12:	Facilitate the	Number of	10	Achieved.10	APR	ω	The KPI fully	ω	In agreement	3	ω
	procurement of	OHS	Fumigation/Disinfec	fumigation/disinfecti			achieved in		with	3	
	Occupationa	procured	First Aid Kit Boxes	first aid kit boxes			with the		scoring	agreement	
	I Health and		& 30 Safety Signs				required set			with	
	Equipment		June 2022				5			scoring	
သ	Procurement	Number of	160 Employees	Achieved .160	APR	ω	The KPI fully	ω	In agreement	ω	ω
	of Protective	Employees	supplied with	employees supplied	POE		achieved in		with		•
	clothing	supplied with	Protective clothing	with personal	file		accordance		incumbent's	'n	
		Protective	by 30 June 2022	protective clothing			with the		scoring	agreement	
		CIOLITING					standards			WIST	
							4,41.				

	KEY PERFORMANCE	WANCE AREA	MUNICH	MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT		NSTITUTIO	DNAL DEVELOPI		WEIGHTING =	65%	
	COMPLETED	COMPLETED BY INCUMBENT	•						SUPERVISOR		
Ž	PROGRAM MES AND/OR APO JECTS	KEY PERFORMAN CE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	7 2	RATING (1 – 5)	MOTIVATION FOR RATING	G (1 – 5)	MOTIVATION FOR RATING	SCORING	AGREED SCORE
										supervisor scoring	
	Procurement of employee PPE	Number of employees supplied with PPE	160 Employees supplied with PPE by 30 June 2022	Achieved. 160 Employees supplied with PPE	APR POE file	ω	The KPI fully achieved in accordance with the required set standards.	ω	In agreement with incumbent's scoring	In agreement with supervisor scoring	ω
ज़	4 OHS Committee Meetings	Number of OHS Committee Meetings held	4 OHS Committee Meetings held by 30 June 2022	Achieved. 4 OHS Committee Meetings held	APR POE File	ω	The KPI fully achieved in accordance with the required set standards.	ယ	In agreement with incumbent's scoring	In agreement with supervisor scoring	ω
نَ	OHS Workshop	Number of OHS Workshops held	4 OHS Workshops held (Lydenburg, Sabie, Graskop & Northern Areas) by 30 June 2022	Achieved. 4 OHS Workshops held	APR POE File	4	The directorate further provided professional training to all appointed OHS and First Aiders representative through NOSA	4	In agreement with incumbent's scoring	In agreement with supervisor scoring	4

Z Z	KEY PERFORMANCE	MANCE AREA		AL TRANSFORMATION AND INS	25		TITUTIONAL DEVELOPMENT	E	WEIGHTING =	65%	
<u></u>		COMPLETED BY INCUMBENT							SUPERVISOR	- 	•
PROGRA MES AND/OR	GRAM	KEY PERFORMAN CE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	Z Z	RATING (1 – 5)	MOTIVATION FOR RATING	RATIN G (1 – 5)	MOTIVATION FOR RATING	SCORING	Ĩ
							competence amongst committee members and implement train the trainer program to all employees				
17. OHS Inspe	OHS Inspections	Number of OHS Inspections reports complied	4 OHS Inspections reports complied by 30 June 2022	Achieved. 4 OHS Inspections reports complied.	APR POE file	σ ₁	The directorate conducted inspections in all municipal fleet to strengthen safety of employees and further coordinated physical emergency drilling for all employees to practicalize the approved evacuation	.4.	Graskop and Sabie Municipal building still need attention (leaking roofs)	In agreement with supervisor scoring	nent risor g

	5	Š					K.			12					ω				
KEY PERFORMANCE	COMPLETED BY INCUMBENT	PROGRAMMES AND/OR PROJECTS	Council Sittings							Mayoral	Committee	Sittings			Section 80	Committees	Sittings	•	
NCE AREA	NCUMBENT	KEY PERFORMANCE INDICATOR	Number of	Ordinary &	Special Council	Sittings held				Number of	Mayoral	Committee	Sittings held		Number of	committee	Sittings held		
600		ANNUAL	4 Ordinary	Council	Sittings &	3 Special	Council	sittings	June 2022	4 Mayoral	Committee	Sittings	held by		12 Section	Committee	sittings	held by	June 2022
GOOD GOVERNANCE 8		ACTUAL ANNUAL PERFORMANCE	Achieved, 4	Ordinary Council	Sittings & 3	Special Council	sittings held			Achieved. 4	Mayoral	Committee	Sittings held		Achieved, 12	Committee	sittings held		
, PUBLIC		7 7	APR	O	∏ e					APR	POM	file			APR	<u></u> ⊕			
& PUBLIC PARTICIPATION		Rating (1 – 5)	သ							ω					ω				
IPATION		MOTIVATION FOR RATING	The KPI fully	achieved in	accordance	with the	required set	standards		The KPI fully	achieved in	accordance	with the	standards	The KPI fully	accordance	with the	required set	standards
		Rating (1 – 5)	4			•			•	ω					ω				
WEIGHTING = 2	SUPERVISOR	MOTIVATION FOR RATING	5 Additional	Special Council	sittings					In agreement	with	incumbent's	scoring		In agreement	incumbent's	scoring		
= 27 %		PANEL	4.		ה ה	agreement	with	supervisor	Scoring	ω		5	agreement with	supervisor scoring	ω	5	agreement	with	supervisor
		AGREED	4.							ω					ω			Marray	

4. 00	4. 0	Š
MPAC Sittings	PROGRAMMES AND/OR PROJECTS MPAC Sittings Oversight Report	KEY PERFORMANCE
Number of MPAC Quarterly Sittings held	Number of MPAC Quarterly Sittings held Number of Oversight report tabled to Council	MANCE AREA BY INCUMBENT
4 MPAC Quarterly Sittings held by 30 June 2022	ANNUAL TARGET TARGET 4 MPAC Quarterly Sittings held by 30 June 2022 June 2022	600
Achieved. 4 MPAC Quarterly Sittings held Achieved. 1	AChieved. 4 Achieved. 4 MPAC Quarterly Sittings held Achieved. 1 Oversight Report tabled to Council	GOOD GOVERNANCE &
APR APR	APR POE file	
ω ω	3 (1 – 5)	PUBLIC PARTICIPATION
The KPI fully achieved in accordance with the required set standards	The KPI fully achieved in accordance with the required set standards The KPI fully achieved in accordance with the required set standards	PATION
ω ω	3 (1 – 5)	
In agreement with incumbent's scoring	MOTIVATION FOR RATING FOR RATING In agreement with incumbent's scoring In agreement with incumbent's scoring	WEIGHTING = 2 SUPERVISOR
3 In agreement with supervisor scoring	scoring 3 In agreement with supervisor scoring 3 In 3	27 %
ω ω	3 SCORM	

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GOOD GOVERNANCE & F	GOOD GOVERNANCE & PUBLIC PARTI	GOOD GOVERNANCE & PUBLIC PARTICIPATION	GOOD GOVERNANCE & PUBLIC PARTICIPATION		
				SUPERVISOR	
ווי אייון אייון אייין ו	PUBLIC PARTI	ATION	ATION	ATION Rating (1 – 5)	ATION Rating (1 – 5)

	- Landon Control Control			
		œ	Ö	
		Implementation of Financial Recovery Plan	PROGRAMMES AND/OR PROJECTS	KEY PERFORMANCE AREA COMPLETED BY INCUMBENT
	implementation of Financial Recovery Plan	Number of progress reports on the	KEY PERFORMANC E INDICATOR	NCE AREA
	n of Financial Recovery Plan by 30 June 2022	4 Progress reports on the implementatio	ANNUAL TARGET	FINANCIAL VIA
	implementation of Financial Recovery Plan	4 Progress reports submitted on the	ACTUAL ANNUAL PERFORMANCE	FINANCIAL VIABILITY & MANAGEMENT
		APR File	Z	Š,
		4.	(1 – 5)	
Issues relating to Corporate Services have been addressed	a monthly basis to the office of the Municipal Manager.	FRP reports are submitted on	MOTIVATIO N FOR RATING	
		ω	Rating (1 – 5)	WEIGHTING
		FRP is not fully being implemented	MOTIVATIO N FOR RATING	G = 4 %
	agreement with supervisor scoring	<u>π</u> ω	PANEL	
		ω	AGREED	

THE KEY PERFORMANCE AREAS WILL CONTRIBUTE 80% TO THE TOTAL SCORE OF THE INCUMBENT

2.3 CORE COMPETENCY REQUIREMENTS

Rating by Employee and Supervisor of Core Competency Requirement (CCRs)

Details should be completed by the Employee and Supervisor with the aid of the relevant extract from the Regulations (2014)

PETENCY WEIGHT MOTIVATION FOR RATING WURE RATING WO. (1-5) limplored profound strategies to all presented problems and challenges which realised amicable solution There was tremendous improvement on departmental financial mangement expenditure in line with MFMA section 65 and regulations, collective agreements Champion the Development of institutional change management strategy and subsequent approval by Council for implementation.	Cerque	INCUMBENT	e Lilipioyee	INCUMBENT	0 0	IIIC GYRIOCT II	SUPERVISOR	SUPERVISOR		
Implored profound strategies to all presented problems and challenges which realised amicable solution There was tremendous improvement on departmental expenditure in line with MFMA section 65 and regulations, collective agreements Champion the Development of institutional change management strategy and subsequent approval by Council for implementation.	Ö	CORE COMPETENCY REQUIREMENT	WEIGHT	MOTIVATION FOR RATING	ANNE NO.	OWN RATING (1 – 5)	RATING (1 – 5)	MOTIVATION	PANEL	AGREED SCORE
Strategic Direction and Leadership Implored profound strategies to all presented problems and challenges which realised amicable solution Financial Management 5% There was tremendous improvement on departmental financial management expenditure in line with MFMA section 65 and regulations, collective agreements Governance Leadership 5% Champion the Development of institutional change management strategy and subsequent approval by Council for implementation.	Leading	y Competencies								
Challenges which realised amicable solution There was tremendous improvement on departmental financial management expenditure in line with MFMA section 65 and regulations, collective agreements Governance Leadership 5% Champion the Development of institutional change management strategy and subsequent approval by Council for implementation.	,	Strategic Direction and	10%	Implored profound strategies to all presented problems and	N/A	4	Ó٦٠	In agreement with	Ó	ڻ.
Financial Management There was tremendous improvement on departmental financial management expenditure in line with MFMA section 65 and regulations, collective agreements Champion the Development of institutional change management strategy and subsequent approval by Council for implementation.		ר הממת מים מים		challenges which realised amicable solution				incumbent's scoring	In agreement with supervisor scoring	
financial management expenditure in line with MFMA section 65 and regulations, collective agreements Champion the Development of institutional change management strategy and subsequent approval by Council for implementation.	2.	Financial Management	5%	There was tremendous	N/A	(J)	רט	In agreement with	ڻ ن	ن ن
Governance Leadership 5% Champion the Development N/A 4 of institutional change management strategy and subsequent approval by Council for implementation.				financial management expenditure in line with MFMA section 65 and regulations, collective agreements			*	incumbent's scoring	In agreement with supervisor scoring	
management strategy and subsequent approval by Council for implementation.	ω	Governance Leadership	5%	Champion the Development of institutional change	N/A	4	4	In agreement with	4	4
subsequent approval by Council for implementation.				management strategy and				incumbent's	3	
				subsequent approval by				scoring	agreement with	
				,					supervisor scoring	

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Ş	CORE COMPETENCY	WEIGHT (%)	MOTIVATION FOR RATING	ANNE XURE NO.	OWN RATING (1-5)	RATING (1 – 5)	MOTIVATION	PANEL

4.	People Management and Empowerment	20%	Portrayed transformation leadership within the	N/A	4	ĊΊ	In agreement with	<u>ت</u> ب
			directorate and inculcate knowledge to subordinates				incumbents	agreement with
			and action empowerment				() ()	supervisor
			programs to employee ie. Report writing,					scoring
Core (Core Competencies					า เ		וו
7.	Moral Competence	10%	Ensures an affective orientation to perform	N/A	4	O	In agreement with	Û
	Administration of the Control of the		altruistic behaviors and the ability to judge moral issues logically.				incumbent's scoring	In agreement with
		of hading 1990.	,			Address		supervisor scoring
ÇΦ	Planning and Organising	10%	Applies profound management functions to	N/A	4	4	In agreement with	4
			ensure realisation of the				incumbent's	5
			noble objective.				scoring	agreement with
								supervisor scoring
Θ,	Analysis and Innovation	5%	Acquired profound knowledge	N/A		4	In agreement	4
			line with developmental local				incumbent's	5
			government				scoring	agreement with

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12		70.		Š
Results and Quality Focus	Communication	Knowledge and Information Management	REQUIREMENT	INCUMBENT
5%	5%	10%	(%)	
Ensures Impact driven on implementation of KPIs to realise value for money.	Prioritise involvement of stakeholders to solicit inputs before implementation.	Acquired profound knowledge on multidisciplinary field in line with developmental local government.	MOTIVATION FOR RATING	
N/A	Z	N/A	NO. XCR	ANNE
4	4	4.	(1 – 5)	NWO
4.	on:	4.	(1 - 5)	SUPERVISOR
In agreement with incumbent's scoring	In agreement with incumbent's scoring	In agreement with incumbent's scoring	MOTIVATION	SOR
In agreement with supervisor scoring	In agreement with supervisor scoring	In agreement with supervisor scoring	supervisor	PANEL
4	ທ	4		AGREED

THE CORE COMPETENCY REQUIREMENTS WILL CONTRIBUTE 20% TO THE TOTAL SCORE OF THE INCUMBENT

Annexure A is the Assessment Rating Calculator Score which reflects the final score

2.4 ACKNOWLEDGEMENT OF RATING

The rates above were discussed between the incumbent and the Supervisor and were agreed upon.

INCUMBENT	NT.		EXECUTIVE MAYOR	E MAYOR
Name	Maropeng Peter Mankga		Name	Mogotle Friddah Nkadimeng
Signature			Signature	Immuadine
Signed or	Signed on the (day)_ 🔊 🕏	(month)8		(year)_ 리아크
at (venue)	LYDEMBURG (VIRTUAL)	(VIRTUAL)	a de aproprior y	
**************************************	- CONTINUE TO			

PART 4: FINAL SCORE

The final score is as per the attached Appraisal Rating Calculator Report

PART 5: DEVELOPMENT, TRAINING, COACHING, AND GUIDANCE NEEDED BY EMPLOYEE

To be completed by the Municipal Manager in consultation with the Section 56 Manager.

Skills shortages identified needs to be addressed through the Workplace Skills Programme and should inform the Personal Development Plan of the

Implementation of Individual Performance Management. 2. Recommended Skills Development Intervention. Advanced Human Resources Management principles and practice. Project Management programme.	1. Skills gaps identified through Performance Assessment to be addressed through Personal Development Plan
--	--

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Signature Amuladania			
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			Recommendation : Executive Mayor as Supervisor
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2. Recommendation : Chairperson of the Audit Committee

_The managers and supervisors doesn't seem to under the principles of performance assessments and therefore a thorough training must be available for all members and employees of the Municipality. Lack of motivation was identified by both parties.

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ANNEXURE A: ASSESSMENT RATING CALCULATOR

112%							FINAL SCORE
18%			CCR SCORE	94%			KPA SCORE
20%			CCR weight	80%			KPA weight
91,667		100%		117,67		96%	
0,4	4	10%	Planning and Organising				
			government	TOTAL DESIGNAL DOGS DEST			
0	0	0%	Knowledge of	weenwo			
, 5	(J)	10%	Moral Competence				
0,25	Ç1	5%	Communication				
0,4	4	10%	Knowledge and Information Management	он остополенние			
0,2	4	5%	Results and Quality Focus				
0	0	0%	Client Orientation and Customer Focus				
0,2	4	5%	Analysis and Innovation	0	0	0%	Spatial Planning & Rationale
0	4	0%	Problem Solving and Analysis	2,6		65%	Municipal Institutional development and Transformation
0,8	4	20%	Governance leadership	0,81	ယ	27%	Good Governance and Public Participation
0,25	(J)	5%	Financial Management	0,12	ω	4%	Financial Viability and Management
	(J1	20%	People Management and Empowerment	0	0	0%	LED
0,5	රා	10%	Strategic Direction and Leadership	0	0	0%	Basic service delivery
Score	Rating	Weight	CCR	Score	Rating (Weight	\$
			Assessment Rating Calculator Score	ent Ratin	Assessm		
			ANNUAL PERFORMANCE APPRAISAL			<u>></u>	

CONFIDENTIAL



Thaba Chweu
Local Municipality

2021-22 FY Annual Evaluation Appraisals of Senior Managers

Date: 14 March 2023

Time: 10h00

HELD VIRTUALLY VIA MS TEAMS

4	ώ	2.		· 8
Ms. V.N Dladla	Ms. S.V Mabilane	Dr. N.P Mahlalela	Cllr. M.F Nkadimeng	Initials & Surname
Manager PMS - TCLM	Chairperson of the Audit Committee	Municipal Manager – EDM	Executive Mayor - TCLM	Institution/ Position
079 686 0629	064 735 7716	064 757 4649	072 491 2610	Contact Number
Vukile.Dladla@tclm.gov.za	smabilane@gmail.com	nmahlalela@ehlanzeni.gov.za	Mogotle.nkadimeng@gmail.com	E-mail Address
		8	Immhachim	Signature



Thaba Chweu
Local Municipality

2021-22 FY Annual Evaluation Appraisals of Senior Managers
Date: 22 February 2023
Time: 10h00
HELD VIRTUALLY VIA MS TEAMS

. Z	Initials & Surname	Institution/ Position MMC for Finance &		Contact Number
<u></u>	Cllr. Q.P.B. Lawrence	MMC for Finance & Technical Services - TCLM	072 433 6828	6828
2	Dr. N.P Mahlalela	Municipal Manager – EDM	064 757 4649	649
ίm	Ms. S.V Mabilane	Chairperson of the Audit Committee	064 735 7716	716
4.	Mr. M.P Mankga	Acting Municipal Manager - TCLM	073 107 5405	405
,OI	Ms. V.N Dladla	Manager PMS - TCLM	079 686 0629)629