

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:

- i. 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 Mahfalela	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:

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 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					
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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 MANAGERS	
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

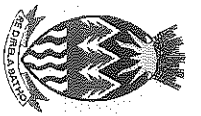
In terms of the provisions of Section 8, none of the Managers appraised qualify for a performance reward.

Approved

A handwritten signature in black ink, consisting of a large, stylized letter 'M' with a horizontal line extending to the right, enclosed within an oval shape.

Chairperson: Audit Committee

Mr. S.V Malibane



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

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 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 :
 - Achieved 100% expenditure on the Municipal Infrastructure Grant (MIG).
 - Achieved 100% expenditure on the Water Services Infrastructure Grant (WSIG).
2. During the past year I was less successful in the following areas for the reasons stated:
 - N/A

PART 2: PERFORMANCE ASSESSMENT

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 agreement and performance plan.

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 (KPA's) and Core Competency Requirements (CCRs)

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 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					

2.2 KEY PERFORMANCE AREAS AS PER THE SDBIP
Rating by Employee and Supervisor of Key Performance Areas (KPA's)

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.	KEY PERFORMANCE AREA	COMPLETED BY INCUMBENT		BASIC SERVICE DELIVERY		WEIGHTING 93%		PANEL SCORING	AGREED SCORE	
		PROGRAMMES AND/OR PROJECTS	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	Ann Nr	Rating (1 – 5)			MOTIVATION FOR RATING
1.	Installation of Boreholes in Thaba Chweu Local Municipality	Number of boreholes installed at Thaba Chweu Local Municipality (Enkel Doring, Bultkop, Orighstad Dam, Lydenburg Ext 2, Brondal, Simile, Harmony Hill 1 & 2, Lydenburg & Skhila)	13 Boreholes installed at Thaba Chweu Local Municipality (Enkel Doring, Bultkop, Orighstad Dam, Lydenburg Ext 2, Brondal, Simile, Harmony Hill 1 & 2, Lydenburg & Skhila) by 30 June 2022	Six (6) boreholes out of 13 were installed (drilled and equipped). Due to the poor performance by the contractor, seven (7) boreholes were not installed.	APR File	3	The seven (7) remaining boreholes were successfully installed in the financial year 2022-2023.	The incumbent's performance was not fully effective on the KPI and the project could be realised by year end as anticipated however the acceleration plan only came into operation in the ensuing financial year.	3	3
2.	Refurbishment of Sanitation Infrastructure in Thaba Chweu Local Municipality (Phase 3)	Number of WWWTW refurbished at Skhila	1 WWWTW refurbished at Skhila by 30 June 2022	Only the Clear-vu fencing was installed and a mini-substation was delivered. There was further theft and vandalism of infrastructure at the WWWTW hence the scope	APR File	3	We managed to secure a WSIG grant funding of R42 million for 2022-2023 hence the project is being implemented by Ehlanzeni District Municipality in the financial year 2022-2023.	The incumbent performed within acceptable level despite challenges amid external factors of theft and vandalism	3	3

NO.	KEY PERFORMANCE AREA	BASIC SERVICE DELIVERY	WEIGHTING 93%	SUPERVISOR		PANEL SCORING	AGREED SCORE				
				COMPLETED BY INCUMBENT	MOTIVATION FOR RATING			MOTIVATION FOR RATING			
3.	Sabie AC Pipeline Replacement Phase 1	Number of KMs of AC Pipeline replaced at Sabie	18 KMs of AC Pipeline replaced at Sabie by 30 June 2022	18 kilometres of Asbestos Cement Pipelines were replaced, however, as at 30 June 2022 the project was at practical completion with some snag list items.	APR File	3	The project was successfully completed two weeks after 30 June 2022 and was handed over to the municipality.	The incumbent performed within the acceptable level hence there was no rollover projects and WSIG expenditure was reported as 100% spending.	3	3	
4.	Maintenance of Boreholes	Number of Quarterly reports on repairs & maintenance of boreholes at Mashishing, Rooikrans, Matibidi & Moremela	4 Quarterly reports on repairs & maintenance of repairs & maintenance of boreholes at Mashishing, Rooikrans, Matibidi & Moremela by 30 June 2022	Achieved	APR File	4	More boreholes were repaired and maintained in Draaikraal, Badfontein and Leroro areas by 30 June 2022.	3	Incumbent did not quantify the overperformance	3	3

NO.	KEY PERFORMANCE AREA	BASIC SERVICE DELIVERY	WEIGHTING 93%	SUPERVISOR		PANEL SCORING	AGREED SCORE					
				COMPLETED BY INCUMBENT	MOTIVATION FOR RATING							
PROGRAMMES AND/OR PROJECTS	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	Ann Nr	Rating (1 – 5)	MOTIVATION FOR RATING						
5.	Paving of main roads in Matibidi (Didimala Village)	Number of KMs of roads paved at Matibidi (Didimala Village) by 30 June 2022	1 KMs of roads paved at Matibidi (Didimala Village) by 30 June 2022	Achieved (1.4km paved at Matibidi in Didimala (village))	APR File	4	0.4 KM of road was paved above the planned 1 KM	2	The incumbent's performance was not fully effective hence it recorded lesser kms completed. Further that it has been recorded as potential MI to be resolved.	4	Performance above expectation	4
6.	Refurbishment of Morothong-Kanana Street at Moremela (Tshirelang)	Number of KMs of street refurbished at Morothong-Kanana Street in Moremela (Tshirelang)	0.8 KM of street refurbished at Morothong-Kanana Street in Moremela (Tshirelang) by 30 June 2022	0.7 km of street was refurbished at Morothong-Kanana Street in Moremela (Tshirelang)	APR File	3	A new application for the project was done (M/GMP/2085/RST/21/23) under the name Paving of Main Roads in Moremela (Tshirelang) and the budget approved was R22 851 113,69, only 0.7 km of the approved 1.4 km was done. 0.7 km will be executed in the financial year 2022-2023.	2	The incumbent's performance was not fully effective hence it recorded lesser kms completed. Further that it has been recorded as potential MI to be resolved.	2	Performance was not fully effective, potential recorded MI by the office of the AGSA	2
7.	Refurbishment of De Clerq Street (Voortrekker) at Mashishing Lydenburg	Number of KMs of street refurbished at De Clerq Street (Voortrekker) in Lydenburg	0.8 KMs of street refurbished at De Clerq Street (Voortrekker) in Lydenburg by 30 June 2022	0.95 KMs of street was refurbished at De Clerq Street (Voortrekker) in Lydenburg.	APR File	4	0.15 KM of road was paved above the planned 0.8 KM	4	Incumbent's performance is above expectation	4	Performance above expectation	4
8.	Refurbishment of Potgieter Street at	Number of KMs of street refurbished at	1.1 KMs of street refurbished at Potgieter	Project was practical complete with	APR File	3	Snag list items (re-alignment and repair of kerbs, reinstate paving for business access, repair of	3	The incumbent obtained acceptable level.	3	In agreement	3

KEY PERFORMANCE AREA		BASIC SERVICE DELIVERY					WEIGHTING 93%				
COMPLETED BY INCUMBENT		SUPERVISOR									
NO.	PROGRAMMES AND/OR PROJECTS	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	Ann Nr	Rating (1 – 5)	MOTIVATION FOR RATING	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	
9.	Patching of Potholes	Number of m ² of potholes patched at Lydenburg & Mashishing	3954m ² of potholes patched at Lydenburg & Mashishing by 30 June 2022	2910m ² of potholes were patched at Lydenburg.	APR File	3	Paving of Mashishing 1 st street and Lange street was done as the roads had dilapidated so much.	2	The incumbent's performance was not fully effective hence he recorded below the targeted square meters	3 Under performance was beyond the control of the incumbent	3
10.	Patching of Potholes	Number of m ² of potholes patched at Sabie, Simile & Harmony Hill	1977m ² of potholes patched at Sabie, Simile & Harmony hill by 30 June 2022	1029m ² 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
11.	Patching of Potholes	Number of m ² of potholes patched at Graskop	1977m ² of potholes patched at Graskop by 30 June 2022	989m ² 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.	3	The incumbent's performance was not fully effective, however it is noted that paving of roads was more effective	3	3

NO.	PROGRAMMES AND/OR PROJECTS	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	Ann Nr	Rating (1 – 5)	MOTIVATION FOR RATING	WEIGHTING 7%		PANEL SCORING	AGREED SCORE
								COMPLETED BY INCUMBENT	FINANCIAL VIABILITY & MANAGEMENT		
12.	Implementation of Financial Recovery Plan	Number of progress reports on the implementation of Financial Recovery Plan	4 Progress reports on the implementation of Financial Recovery Plan by 30 June 2022	4 Progress reports submitted on the implementation of Financial Recovery Plan	APR File	3	FRP reports are submitted on a monthly basis to the office of the Municipal Manager	3	The incumbent obtained acceptable level.	3	3

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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)

NO.	CORE COMPETENCY REQUIREMENT	WEIGHT (%)	MOTIVATION FOR RATING	ANNE XURE NO.	OWN RATING (1 - 5)	RATING (1 - 5)	MOTIVATION	PANEL SCORING	AGREED SCORE
Leading Competencies									
1.	Strategic Direction and Leadership	5%	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.	N/A	3	3	The incumbent portrays high level principle in decision making.	3 In agreement with supervisor scoring	3
2.	People Management	10%	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.	N/A	3	3	The incumbent has vast experience in management functions	3 In agreement with supervisor scoring	3

MP

NO.	INCUMBENT			SUPERVISOR			PANEL SCORING	AGREED SCORE	
	CORE COMPETENCY REQUIREMENT	WEIGHT (%)	MOTIVATION FOR RATING	ANNE XURE NO.	OWN RATING (1 - 5)	RATING (1 - 5)			MOTIVATION
<i>Leading Competencies</i>									
3.	Program and Project Management	10%	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.	N/A	3	3	The incumbent portrays high level principle in decision making in project management.	3 In agreement with supervisor scoring	3
4.	Financial Management	10%	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 (UJFVA).	N/A	3	3	The incumbent has acceptable knowledge in financial matters.	3 In agreement with supervisor scoring	3
5.	Change Leadership	5%	I am able to adjust to a style of management that emphasises the importance of improvement and adaptability in an	N/A	3	4	The incumbent adapt to the dynamic environment and change leadership	4 In agreement with	4

NO.	INCUMBENT		SUPERVISOR				PANEL SCORING	AGREED SCORE	
	CORE COMPETENCY REQUIREMENT	WEIGHT (%)	MOTIVATION FOR RATING	ANNE XURE NO.	OWN RATING (1-5)	RATING (1-5)			MOTIVATION
<i>Leading Competencies</i>									
6.	Governance Leadership	10%	organisation because change leadership comes with a lot of benefits for senior management and employees.	N/A	3	4	The incumbent beliefs in business orientation	4 In agreement with supervisor scoring	4
Core Competencies									
7.	Moral Competence	10%	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.	N/A	3	4	The incumbent has knowledge on interpretation and analysis of legal prescripts.	4 In agreement with supervisor scoring	4

WMP

NO.	INCUMBENT			SUPERVISOR			PANEL SCORING	AGREED SCORE	
	CORE COMPETENCY REQUIREMENT	WEIGHT (%)	MOTIVATION FOR RATING	ANNE XURE NO.	OWN RATING (1-5)	RATING (1-5)			MOTIVATION
<i>Leading Competencies</i>									
8.	Planning and Organising	10%	I fully understand that management is about planning, organising, leading and controlling human and financial resources in the Department that I am leading.	N/A	3	3	The incumbent is acclimatized with management principle and functions and leaves room for improvement.	3 In agreement with supervisor scoring	3
9.	Analysis and Innovation	5%	I have implemented mechanisms of service delivery that create value for the community, go extra mile in delivering services with limited budget in order to improve the municipality's service delivery goals.	N/A	3	3	The incumbent portrays analytical views on matters of emphasis for developmental state at acceptable level.	3 In agreement with supervisor scoring	3
10.	Knowledge and Information Management	10%	I have always been my wish to implement knowledge management as it boosts the efficiency of an organisation's decision making ability.	N/A	3	3	Incumbent prioritise information sharing and ensure common understanding of issues of mutual interest.	3 In agreement with supervisor scoring	3
11.	Communication	10%	I know, understand and practice effective communication because it is key to performance	N/A	3	3	The incumbent to improve and strengthen communication before implementation takes effect	3 In agreement with	3

WMP

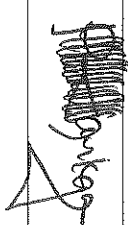
NO.	INCUMBENT		SUPERVISOR				PANEL SCORING	AGREED SCORE	
	CORE COMPETENCY REQUIREMENT	WEIGHT (%)	MOTIVATION FOR RATING	ANNE XURE NO.	OWN RATING (1-5)	RATING (1-5)			MOTIVATION
<i>Leading Competencies</i>									
12.	Results and Quality Focus	5%	I understand that there is a great need to adopt and implement quality management system with a clear quality plan in the municipality in order to improve quality, accountability and compliance on projects. There is still a need to fully implement the Quality Management 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.	N/A	3	3	The incumbent is results driven in cost effective manner.	3 supervisor scoring In agreement with supervisor scoring	3

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 OFFICER	
Name	Sinenhlanhla Lindokuhle Mangele	Name	Maropeng Peter Mankga
Signature		Signature	
Signed on the _____ (day) _____ (month) _____ (year)			
at (venue) _____			

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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.

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

1. Recommendation : Acting Municipal Manager as Supervisor

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

Signature: _____



Date: _____

23/03/2023

2. Recommendation : Chairperson of Audit Committee

_____ same as others

Signature: _____



Date: _____

23/03/2023

ANNEXURE A: ASSESSMENT RATING CALCULATOR

ANNUAL PERFORMANCE APPRAISAL

Assessment Rating Calculator Score

KPA	Weight	Rating	Score	CCR	Weight	Rating	Score
Basic service delivery	93%	3	2,79	Strategic direction and leadership	5%	3	0,15
LED	0%	0	0	People Management	10%	3	0,3
Financial Viability and Management	7%	3	0,21	Program and project management	10%	3	0,3
Good Governance and Public Participation	0%	0	0	Financial Management	10%	3	0,3
Municipal Institutional development and Transformation	0%	0	0	Change leadership	5%	4	0,2
Spatial Planning & Rationale	0%	0	0	Governance leadership	10%	4	0,4
				Moral competence	10%	4	0,4
				Planning and organising	10%	3	0,3
				Analysis and innovation	5%	3	0,15
				Knowledge and information management	10%	3	0,3
				Communication	10%	3	0,3
				Results and quality focus	5%	3	0,15
KPA weight	100%		100	CCR weight	100%		55
KPA SCORE			80%	CCR SCORE			20%
FINAL SCORE							11%
							91%



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

CONFIDENTIAL

DETAILS OF INCUMBENT:

SURNAME AND INITIALS:	MINISI MR
JOB TITLE:	CHIEF FINANCIAL OFFICER
DATE OF EMPLOYMENT:	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.
2. During the past year I was less successful in the following areas for the reasons stated:
The delay in automation of the bank reconciliation and the upload of the manual asset register into the asset register module.

PART 2: PERFORMANCE ASSESSMENT

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 agreement and performance plan.

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)

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 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					

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.

MP

NO.	KEY PERFORMANCE AREA	FINANCIAL VIABILITY AND MANAGEMENT		WEIGHTING = 88%		PANEL SCORING	AGREED SCORE				
	COMPLETED BY INCUMBENT	SUPERVISOR									
	PROGRAMMES AND/OR PROJECTS	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	Ann Nr	Rating (1 - 5)	MOTIVATION FOR RATING	Rating (1 - 5)	MOTIVATION FOR RATING		
1.	Section 71 Reports	Number of Section 71 Reports submitted to Executive Mayor June 2022	12 Section 71 Reports submitted to Executive Mayor by 30 June 2022	12 Section 71 reports submitted to the Mayor.	APR POE File	3	12 Section 71 reports assessed by PT and remedial actions implemented successfully.	3	The incumbent obtained acceptable level.	4 Improved audit opinion from office of the AGSA. For the 2021/22 FY the Municipality compiled the audited AFS internally	4
2.	Section 52D Reports	Number of Section 52D Reports tabled to Council	4 Section 52D Reports tabled to Council by 30 June 2022	4 Section 52D reports tabled and approved by Council.	APR POE File	3	4 Section 52D reports approved by Council	3	The incumbent obtained acceptable level.	4 Improved audit opinion from office of the AGSA. For the 2021/22 FY the Municipality compiled the audited AFS internally	4

NO.	KEY PERFORMANCE AREA		FINANCIAL VIABILITY AND MANAGEMENT		WEIGHTING = 88%		SUPERVISOR		PANEL SCORING	AGREED SCORE	
	COMPLETED BY INCUMBENT	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	Ann Nr	Rating (1 – 5)	MOTIVATION FOR RATING	Rating (1 – 5)			MOTIVATION FOR RATING
3.	Section 72 Report	Number of Section 72 Reports submitted to Executive Mayor & Treasury	1 Section 72 Reports submitted to Executive Mayor & Treasury by 25 January 2022	1 Section 72 report submitted to Executive Mayor and PT by the 25 th of January 2022	APR POE File	3	1 Section 72 report submitted and remedial action from PT successfully implemented.	3	The incumbent obtained acceptable level.	4 Improved audit opinion from office of the AGSA.	4
4.	Approval of Annual Budget	Number of Annual Budgets approved for 2022/23 FY	1 Annual Budget approved for 2022/23 FY by 30 June 2022	1 Annual Budget approved for 2022/23 financial year.	APR POE File	3	1 Annual Budget approved by Council and implemented.	3	The incumbent obtained acceptable level.	4 Improved audit opinion from office of the AGSA.	4
5.	Budget related policies	Number of budget related policies submitted to	15 budget related policies submitted to Council for	15 budget related policies tabled and approved by Council.	APR POE File	3	15 budget related and reviewed policies	3	The incumbent obtained acceptable level.	4 Improved audit opinion from	4

MP

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	COMPLETED BY INCUMBENT		SUPERVISOR		PANEL SCORING		AGREED SCORE						
PROGRAMMES AND/OR PROJECTS	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	Ann Nr	Rating (1 – 5)	MOTIVATION FOR RATING		Rating (1 – 5)	MOTIVATION FOR RATING	PANEL SCORING			
		Council for approval June 2022	approval by 30 June 2022			approved by Council.			office of the AGSA.				
6.	Submission of AFS	Number of sets of AFS Submitted to AG by 31 of August 2021	1 Set of AFS Submitted to AG by 31 of August 2021	1 set of AFS submitted to AGSA	APR POE File	4	Improved AFS submitted to AGSA.	4	The incumbent completed 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	4	Improved audit opinion from office of the AGSA.	4	For the 2021/22 FY the Municipality completed the audited AFS internally
7.	Bank Reconciliation	Number of Monthly Bank Reconciliations completed	12 Monthly Bank Reconciliations	12 Monthly Bank Reconciliations completed	APR POE File	3	The monthly bank reconciliations were submitted	3	The incumbent obtained acceptable level.	4	Improved audit opinion from	4	

NO.	KEY PERFORMANCE AREA	FINANCIAL VIABILITY AND MANAGEMENT						WEIGHTING = 88%				
		COMPLETED BY INCUMBENT			SUPERVISOR			PANEL SCORING	AGREED SCORE			
PROGRAMMES AND/OR PROJECTS	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	Ann Nr	Rating (1 – 5)	MOTIVATION FOR RATING	Rating (1 – 5)	MOTIVATION FOR RATING				
8.	Reconciliation (VAT, Creditors, Retention, Payroll & Investments)	Number of VAT Reconciliation Reports approved	12 VAT Reconciliation Reports approved by 30 June 2022	12 VAT Reconciliation reports done	APR POE File	3	12 VAT Reconciliation reports completed.	3	The incumbent obtained acceptable level.	4	Improved audit opinion from office of the AGSA.	4
9.	Payment of Invoices within 30 Days	% of Invoices paid within 30 days	80% of Invoices paid within 30 days by 30 June 2022	Not achieved	APR POE File	3	Dependency on cashflow availability.	3	The incumbent obtained acceptable level.	3	Panel is in agreement with supervisor scoring	3

NO.	KEY PERFORMANCE AREA	FINANCIAL VIABILITY AND MANAGEMENT							WEIGHTING = 88%			
		COMPLETED BY INCUMBENT				SUPERVISOR		PANEL SCORING		AGREED SCORE		
PROGRAMMES AND/OR PROJECTS	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	Ann N ^r	Rating (1 – 5)	MOTIVATION FOR RATING	Rating (1 – 5)		MOTIVATION FOR RATING			
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	3	12 billing reports compiled.	3	The incumbent obtained acceptable level.	3	Panel is in agreement with supervisor	3
11.	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	3	85% collection rate achieved.	3	The incumbent obtained acceptable level.	3	Panel is in agreement with supervisor	3
12.	Valuation Roll Reconciliation	Number of Monthly Valuation Roll Reconciliations reports compiled	12 Monthly Valuation Roll Reconciliations reports compiled by 30 June 2022	12 Monthly Valuation Roll Reconciliation reports compiled	APR POE File	3	12 Monthly Valuation Roll Reconciliation completed.	3	The incumbent obtained acceptable level.	3	Panel is in agreement with supervisor	3
13.	Implementation of Credit and Debt Collection Policy	Number of status reports on the implementation of the Credit & Debt Collection Policy	4 Status report on the implementation of the Credit & Debt Collection Policy by 30 June 2022	Partially achieved	APR POE File	3	Partially achieved	2	The incumbent 's performance was not fully effective due to nonexecution of the credit control policy	3	Partially achieved, due to Council taking a decision to cease the implementation of the Credit and Debt Collection Policy	3

NO.	KEY PERFORMANCE AREA		FINANCIAL VIABILITY AND MANAGEMENT				WEIGHTING = 88%				
	COMPLETED BY INCUMBENT		SUPERVISOR		PANEL SCORING		AGREED SCORE				
	PROGRAMMES AND/OR PROJECTS	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	Ann Nr	Rating (1 – 5)	MOTIVATION FOR RATING	Rating (1 – 5)	MOTIVATION FOR RATING	PANEL SCORING	AGREED SCORE
14.	Implementation of Indigent Policy	Number of status reports on the implementation of Indigent Policy	4 Status reports on the implementation of Indigent Policy by 30 June 2022	4 status report on the implementation of indigent policy achieved.	APR POE File	3	4 status report on implementation of indigent policy achieved.	3	The incumbent obtained acceptable level.	3 Panel is in agreement with supervisor scoring	3
15.	Supply Chain Implementation Reports	Number of Supply Chain Management Implementation Reports submitted to Council	4 Supply Chain Implementation Reports submitted to Council by 30 June 2022	4 Supply Chain Management implementation reports submitted to Council.	APR POE File	3	4 Supply Chain Management reports submitted.	3	The incumbent obtained acceptable level.	3 Panel is in agreement with supervisor scoring	3
16.	Conducting of Stock Counts	Number of Stock Counts conducted	2 Stock Counts & reconciliations conducted by 30 June 2022	2 Stock Count conducted by 30 June 2022.	APR POE File	3	2 Stock Count completed by 30 June 2022.	3	The incumbent obtained acceptable level.	3 Panel is in agreement with supervisor scoring	3
17.	ICT Steering Committee Meetings	Number of ICT Steering Committee Meeting held	4 ICT Steering Committee Meetings held by 30 June 2022	2 ICT Steering Committee meetings by end of June 2022.	APR POE File	3	2 ICT Steering Committee held by end of June 2022.	2	The incumbent 's performance was not fully effective due to delays on establishment of the ICT committee	3 Panel is in agreement with supervisor scoring	3
18.	Desktop Support	% of ICT logged issues resolved	100% of ICT logged issues resolved by 30 June 2022	100% of ICT logged issues resolved by 30 June 2023.	APR POE File	3	100% of ICT logged issues resolved.	3	The incumbent obtained acceptable level.	3 Panel is in agreement	3

NO.	KEY PERFORMANCE AREA		FINANCIAL VIABILITY AND MANAGEMENT					WEIGHTING = 88%			
	COMPLETED BY INCUMBENT		SUPERVISOR		PANEL SCORING		AGREED SCORE				
PROGRAMMES AND/OR PROJECTS	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	Ann Nr	Rating (1 - 5)	MOTIVATION FOR RATING	Rating (1 - 5)	MOTIVATION FOR RATING	PANEL SCORING	AGREED SCORE	
19.	Repairs & Maintenance of ICT Infrastructure	% of Network related issues resolved	100% on all repairs and maintenance of ICT Infrastructure	100% of ICT repairs and maintenance of ICT infrastructure.	APR POE File	3	100% of ICT repairs and maintenance of ICT infrastructure.	3	The incumbent obtained acceptable level.	3 with supervisor scoring	3
20.	Maintenance of Asset Register	Number of physical asset verification reports compiled	8 Physical Verification Reports (4 Movables & 2 Infrastructure Reports) compiled by 30 June 2022	8 physical verification reports achieved	APR POE File	3	8 physical verification reports achieved	3	The incumbent obtained acceptable level.	4 Improved audit opinion from office of the AGSA.	4
21.	Asset Register Reconciliation	Number of Monthly Reconciliation Reports compiled	12 Monthly reconciliation reports compiled by 30 June 2022	12 Monthly reconciliation reports completed by 30 June 2022.	APR POE File	3	12 Monthly reconciliation reports completed.	3	The incumbent obtained acceptable level.	4 Improved audit opinion from office of the AGSA.	4
									4 For the 2021/22 FY		

NO.	KEY PERFORMANCE AREA		FINANCIAL VIABILITY AND MANAGEMENT					WEIGHTING = 88%			
	COMPLETED BY INCUMBENT		SUPERVISOR		PANEL SCORING		AGREED SCORE				
PROGRAMMES AND/OR PROJECTS	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	Ann Nr	Rating (1 – 5)	MOTIVATION FOR RATING	Rating (1 – 5)	MOTIVATION FOR RATING	PANEL SCORING	AGREED SCORE	
22.	Implementation of Financial Recovery Plan	Number of Progress reports on the implementation of Financial Recovery Plan	4 Progress reports on the implementation of Financial Recovery Plan by 30 June 2021	4 Progress reports submitted to Council, NT and PT.	APR POE File	3	4 Progress reports submitted.	3	The incumbent obtained acceptable level.	4	4
23.	Installation of plastic water meters	Number of plastic water meters installed in all areas in Thaba Chweu	8000 Plastic water meters installed in all areas in Thaba Chweu by 30 June 2022	3250 plastic water meters to be procured in 2022/2023	APR POE File	2	No water meters installed; procurement of water meters done.	2	Performance of incumbent below acceptable performance	2	2

NO.	KEY PERFORMANCE AREA		GOOD GOVERNANCE & PUBLIC PARTICIPATION					WEIGHTING = 12%			
	COMPLETED BY INCUMBENT PROGRAMMES AND/OR PROJECTS	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	Ann N ^o	Rating (1 – 5)	MOTIVATION FOR RATING	Rating (1 – 5)	MOTIVATION FOR RATING	PANEL SCORING	AGREED SCORE
24.	Updating of Strategic Risk Register	Number of Strategic risk registers updated	4 Strategic risk registers updated by 30 June 2022	4 strategic risk registers updated by 30 June 2022	APR File	3	4 strategic risk registers updated by 30 June 2022.	3	The incumbent obtained acceptable level.	3 Panel is in agreement with supervisor scoring	3
25.	Updating of Audit Action Plan	Percentage of audit findings (raised by AGSA) addressed	50% of audit findings (raised by AGSA) addressed by 30 June 2022	80% actual audit findings addressed by 30 June 2022	APR File	4	80% actual audit findings addressed by 30 June 2022	4	The incumbent obtained significantly above the expectations hence maintained the unqualified audit opinion	4 Improved audit opinion from office of the AGSA. For the 2021/22 FY the Municipality complied the audited AFS internally	4

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)

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

NO.	CORE COMPETENCY REQUIREMENT	WEIGHT (%)	MOTIVATION FOR RATING	ANN NR.	OWN RATING (1 – 5)	RATING (1 – 5)	MOTIVATION	RATING (1 – 5)	MOTIVATION
<i>Leading Competencies</i>									
1.	Problem Solving and Analysis	10%	Principled decision-making techniques	N/A	4	4	The incumbent portrays high level principle in decision making.	4	
2.	People Management	10%	Good interpersonal relationships	N/A	4	4	The incumbent has vast experience in management functions	4	
3.	Program and Project Management	5%	Decisive decision-making techniques	N/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	
5.	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	
6.	Client Orientation and Customer Focus	10%	Has aligned the business strategy with customer expectations.	N/A	4	4	The incumbent beliefs in business orientation	4	
CORE COMPETENCIES									
7.	Interpretation of and implementation within the legislative	5%	Systematic and contextualisation method of statutory implications and execution thereof.	N/A	4	4	The incumbent has knowledge on interpretation and analysis of legal prescripts.	4	
8.	Planning and organising	5%	Achieved the objectives through cost effective and efficient goal setting techniques.	N/A	4	4	The incumbent is acclimatized with management principle and functions.	4	
9.	Analysis and Innovation	10%	Employed the best techniques to improve the delivery of services.	N/A	4	4	The incumbent portrays analytical views on matters of emphasis for developmental state.	4	

INCUMBENT			SUPERVISOR			EVALUATION PANEL	
NO.	CORE COMPETENCY REQUIREMENT	WEIGHT (%)	MOTIVATION FOR RATING	ANN NR.	OWN RATING (1-5)	RATING (1-5)	MOTIVATION
<i>Leading Competencies</i>							
10.	Knowledge and Information Management	5%	Provided guidance using tools for gathering, organizing and sharing information and knowledge management.	N/A	4	4	Incumbent prioritise information sharing and ensure common understanding
11.	Communication	10%	Able to use verbal or written skills to deliver information to stakeholders.	N/A	4	4	The incumbent ensures frequent communication before implementation takes effect
12.	Results and Quality Focus	5%	Results driven to achieve goals efficiently and cost effective.	N/A	4	4	The incumbent is results 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.

INCUMBENT		ACTING ACCOUNTING OFFICER	
Name	Mzikawande Richard Mhisi	Name	Maropeng Peter Mankga
Signature		Signature	

CONFIDENTIAL

Signed on the (day) _____ (month) _____ (year) _____
at(Venue) _____

MP

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
Understanding of ICT Systems
2. Recommended Skills Development Intervention.
Advanced ICT and Project Management Programme

WP

PART 6: COMMENTS AND RECOMMENDATIONS

1. Recommendation : Acting Municipal Manager

The incumbent need assistance in advance ICT programmes to acclimatize with the newly desktop softwares and worksheets initiated from time to time by treasury to advance and strengthen reporting and further be assisted with advanced project management program to ensure proper reconciliation of incurred expenditure versus performed works.

Signature:  _____

Date: 23/03/2023

2. Recommendation : Chairperson of the Audit Committee

_____ Same recommendations as others

Signature: _____



Date: 23/03/2023

ANNEXURE A: ASSESSMENT RATING CALCULATOR

ANNUAL PERFORMANCE APPRAISAL

Assessment Rating Calculator Score

KPA	Weight	Rating	Score	CCR	Weight	Rating	Score
Basic service delivery	0%	0	0	Problem Solving and Analysis	10%	4	0,4
LED	0%	0	0	People Management	10%	4	0,4
Financial Viability and Management	88%	4	3,52	Program and project management	5%	4	0,2
Good Governance and Public Participation	12%	4	0,48	Financial Management	20%	4	0,8
Municipal Institutional development and Transformation	0%	4	0	Client Orientation and Customer Focus	10%	4	0,4
Spatial Planning & Rationale	0%	0	0	Interpretation of and implementation within the legislative framework	5%	4	0,2
				Analysis and innovation	10%	4	0,4
				Knowledge and information management	5%	4	0,2
				Communication	10%	4	0,4
				Results and quality focus	5%	4	0,2
				Planning and organising	5%	4	0,2
				Change Leadership	5%	4	0,2
	100%		133,33		100%		80
KPA weight			80%	CCR weight			20%
KPA SCORE			107%	CCR SCORE			16%
FINAL SCORE							123%

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

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 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 :

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 policies in accordance with collective agreements, municipal staff regulation, Acts and further reviewed the Delegation of system for the 5th term of Council as mandated through section 59 of MSA . I was able to resuscitate the functioning of Local Labour forum and subsequent reporting resolution to Council 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 agreements. I was able to advocate for development and approval of long pending sailing of allowance policy in line with clause 11 of collective agreement on conditions of employment for Mpumalanga Division and its effective implementation. I was able to champion the capacity program for councillors to enlist for CPMD to have minimum competency level and better understanding of municipal operations and compliance. I was able to champion the review of down sized organogram chart to realize fit for purpose principle in line with municipal staff regulation, further conducted job evaluation task which positively impacted towards our outstanding performance in two consecutive financial years rewarded by SALGA under the category of the most improved local municipality on implementation of task job evaluation process.

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

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 buildings are not being realized due to the cashflow constraints.

PART 2: PERFORMANCE ASSESSMENT

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 agreement and performance plan.

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 (KPA's) and Core Competency Requirements (CCRs)

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 performance agreement (PA) and performance plan (PP) and maintained this in all areas of responsibility throughout the year.					
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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					
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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					

2.2 KEY PERFORMANCE AREAS AS PER THE SDBIP

Rating by Employee and Supervisor of Key Performance Areas (KPA's)

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.	KEY PERFORMANCE AREA		MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT				WEIGHTING = 65%				
	COMPLETED BY INCUMBENT		SUPERVISOR		PANEL SCORING	AGREED SCORE					
	PROGRAM MES AND/OR PROJECTS	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	ANN NR.	RATING (1 – 5)	MOTIVATION FOR RATING	RATING (1 – 5)	MOTIVATION FOR RATING	PANEL SCORING	AGREED SCORE
1.	Alignment of Organogram to IDP	Number of organisational structures reviewed in line with the IDP & submitted to Council for approval	1 Organisational structure reviewed in line with the IDP & submitted to Council for approval by 31 May 2022	Achieved. 1 Organisational structure reviewed in line with the IDP & tabled to Council for approval.	APR POE file	5	The KPI fully 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	5	In agreement with incumbent scoring	5 – MM from another Municipality scoring	5
										4 – Chairperson of the session scoring (POE should be submitted)	

KEY PERFORMANCE AREA		MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT					WEIGHTING = 65%				
NO.	PROGRAM MES AND/OR PROJECTS	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	ANN NR.	RATING (1 – 5)	MOTIVATION FOR RATING	RATING (1 – 5)	MOTIVATION FOR RATING	PANEL SCORING	AGREED SCORE
										SUPERVISOR	
2.	Development of (WSP)	Number of WSP submitted to LGSETA	1 WSP submitted to LGSETA by 30 April 2022	Achieved. Work Skills Plan (WSP) submitted to LGSETA	APR POE file	3	SALGA under the category of the most improved local municipality on implementation of task job evaluation process	4	Skills development is being implemented, even to the Councilors, this has improved the understanding and performance of Councilors	3 POE should be submitted to support outstanding performance	3
3.	Development of Annual Training Report (ATR)	Number of ATR submitted to LGSETA	1 ATR submitted to LGSETA by 30 April 2022	Achieved. Annual Training Report (ATR) submitted to LGSETA	APR POE file	3	The KPI fully achieved in accordance with the required set standards.	3	In agreement with incumbent's scoring	3 In agreement with supervisor scoring	3

KEY PERFORMANCE AREA		MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT					WEIGHTING = 65%					
NO.	COMPLETED BY INCUMBENT			SUPERVISOR	PANEL SCORING	AGREED SCORE						
	PROGRAM MES AND/OR PROJECTS	KEY PERFORMANCE INDICATOR	ANNUAL TARGET				ACTUAL ANNUAL PERFORMANCE	ANN NR.	RATING (1 - 5)	MOTIVATION FOR RATING	RATING (1 - 5)	MOTIVATION FOR RATING
4.	Employment Equity Report	Submission of the EE report to the Department of Labour	Submission of EE Report on or before 15 January 2022	Achieved. EE Report submitted to dept of labour on the 15th of January 2022	APR POE file	3	The KPI fully achieved in accordance with the required set standards.	3	In agreement with incumbent's scoring	3	In agreement with supervisor scoring	3
5.	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	3	The directorate developed TORs for panel of training providers timeously which lead for advertisement however no appointment took effect .this was beyond the control of the directorate.	3	In agreement with incumbent's scoring	3	In agreement with supervisor scoring	3
6.	Training for Municipal officials	Number of Municipal officials trained on approved training programmes	114 Municipal officials trained on approved training programmes by 30 June 2022	Not Achieved. Due to delays on appointment of panel of training providers	APR POE file	3	The directorate developed TORs for panel of training	3	In agreement with incumbent's scoring	3	In agreement with	3

NO.	KEY PERFORMANCE AREA		MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT				WEIGHTING = 65%					
	COMPLETED BY INCUMBENT					SUPERVISOR	PANEL SCORING	AGREED SCORE				
	PROGRAM MES AND/OR PROJECTS	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	ANN NR.	RATING (1 - 5)	MOTIVATION FOR RATING	RATING (1 - 5)	MOTIVATION FOR RATING	supervisor scoring		
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 POE file	4	The initiative was implemented at no cost from the municipality in collaboration with the social partner through the facilitated corporate social investment program by the Directorate.	4	In agreement with incumbent's scoring	4	POE for no cost payment should be submitted	4
8.	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	4		4

NO.	KEY PERFORMANCE AREA		MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT				WEIGHTING = 65%				
	COMPLETED BY INCUMBENT		SUPERVISOR	PANEL SCORING	AGREED SCORE						
	PROGRAM MES AND/OR PROJECTS	KEY PERFORMANCE INDICATOR				ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	ANN NR.	RATING (1 – 5)	MOTIVATION FOR RATING	RATING (1 – 5)
9.	LLF Sitings	Number of LLF Sitings held by 30 June 2022	4 LLF Sitings held by 30 June 2022	Achieved. 4 LLF Sitings held	APR POE File	4	The Incumbent was able to build good relations with the organized labour representatives, and this resulted to stability in the institution. No labour strike incurred.	In agreement with Supervisor scoring	4		
10.	Awareness campaigns on consequences 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	5	The directorate consistently held road shows on HR policies and Disciplinary code and	4	The Incumbent was able to build good relations with the organized labour representatives, and this resulted to stability in the institution. No labour strike incurred.	In agreement with Supervisor scoring	4

NO.	KEY PERFORMANCE AREA		MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT				WEIGHTING = 65%					
	COMPLETED BY INCUMBENT	PROGRAM MES AND/OR PROJECTS	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	ANN NR.	RATING (1 – 5)	MOTIVATION FOR RATING	RATING (1 – 5)	MOTIVATION FOR RATING	SUPERVISOR	PANEL SCORING
11.	Development of Institutional Corporate Calendar for Governance meetings	Number of Institutional Corporate calendars compiled for Municipal governance meetings	1 Institutional Corporate calendar compiled for Municipal governance meetings by 30 June 2022	Achieved .1 Institutional Corporate calendar compiled for municipal governance meetings.	APR POE file	3	The KPI fully achieved in accordance with the required set standards.	3	In agreement with the incumbent scoring	3	In agreement with supervisor scoring	3
12.	Facilitate the procurement of Occupational Health and Safety Equipment (OHSE)	Number of OHS Equipment procured	10 Fumigation/Disinfections machines, 10 First Aid Kit Boxes & 30 Safety Signs procured by 30 June 2022	Achieved. 10 fumigation/disinfections machines, 10 first aid kit boxes	APR POE file	3	The KPI fully achieved in accordance with the required set standards.	3	In agreement with incumbent's scoring	3	In agreement with supervisor scoring	3
13.	Procurement of Protective clothing	Number of Employees supplied with Protective clothing	160 Employees supplied with Protective clothing by 30 June 2022	Achieved .160 employees supplied with personal protective clothing	APR POE file	3	The KPI fully achieved in accordance with the required set standards.	3	In agreement with incumbent's scoring	3	In agreement with	3

NO.	KEY PERFORMANCE AREA		MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT				WEIGHTING = 65%		AGREED SCORE			
	COMPLETED BY INCUMBENT		ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	ANN NR.	RATING (1 – 5)	MOTIVATION FOR RATING	RATING (1 – 5)		SUPERVISOR MOTIVATION FOR RATING	PANEL SCORING	
14.	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	3	The KPI fully achieved in accordance with the required set standards.	3	In agreement with incumbent's scoring	3	In agreement with supervisor scoring	3
15.	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	3	The KPI fully achieved in accordance with the required set standards.	3	In agreement with incumbent's scoring	3	In agreement with supervisor scoring	3
16.	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 to ensure	4	In agreement with incumbent's scoring	4	In agreement with supervisor scoring	4

NO.	KEY PERFORMANCE AREA		MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT					WEIGHTING = 65%				
	COMPLETED BY INCUMBENT						SUPERVISOR	PANEL SCORING	AGREED SCORE			
	PROGRAM MES AND/OR PROJECTS	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	ANN NR.	RATING (1 - 5)	MOTIVATION FOR RATING	RATING (1 - 5)	MOTIVATION FOR RATING			
17.	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	5	The directorate conducted inspections in all municipal buildings and municipal fleet to strengthen safety of employees and further coordinated physical emergency drilling for all employees to practicalize the approved evacuation plan.	4	Graskop and Sabie Municipal building still need attention (leaking roofs)	4	In agreement with supervisor scoring	4

NO.	KEY PERFORMANCE AREA		GOOD GOVERNANCE & PUBLIC PARTICIPATION				WEIGHTING = 27 %				
	COMPLETED BY INCUMBENT		SUPERVISOR	PANEL SCORING	AGREED SCORE						
	PROGRAMMES AND/OR PROJECTS	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	Ann Nr.	Rating (1 – 5)	MOTIVATION FOR RATING	Rating (1 – 5)	MOTIVATION FOR RATING	PANEL SCORING	AGREED SCORE
1.	Council Sitings	Number of Ordinary & Special Council Sitings held	4 Ordinary Council Sitings & 3 Special Council sittings held by June 2022	Achieved: 4 Ordinary Council Sitings & 3 Special Council sittings held	APR POE file	3	The KPI fully achieved in accordance with the required set standards	4	5 Additional Special Council sittings	4 In agreement with supervisor scoring	4
2.	Mayoral Committee Sitings	Number of Mayoral Committee Sitings held	4 Mayoral Committee Sitings held by June 2022	Achieved: 4 Mayoral Committee Sitings held	APR POE file	3	The KPI fully achieved in accordance with the required set standards	3	In agreement with incumbent's scoring	3 In agreement with supervisor scoring	3
3.	Section 80 Council Committees Sitings	Number of Section 80 committee Sitings held	12 Section 80 Committee sitings held by June 2022	Achieved: 12 Section 80 Committee sitings held	APR POE file	3	The KPI fully achieved in accordance with the required set standards	3	In agreement with incumbent's scoring	3 In agreement with supervisor scoring	3

NO.	KEY PERFORMANCE AREA		GOOD GOVERNANCE & PUBLIC PARTICIPATION					WEIGHTING = 27 %			
	COMPLETED BY INCUMBENT		ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	Ann Nr.	Rating (1 - 5)	MOTIVATION FOR RATING	Rating (1 - 5)	MOTIVATION FOR RATING	PANEL SCORING	AGREED SCORE
	PROGRAMMES AND/OR PROJECTS	KEY PERFORMANCE INDICATOR									
4.	MPAC Sitings	Number of MPAC Quarterly Sitings held	4 MPAC Quarterly Sitings held by 30 June 2022	Achieved. 4 MPAC Quarterly Sitings held	APR POE file	3	The KPI fully achieved in accordance with the required set standards	3	In agreement with incumbent's scoring	In agreement with supervisor scoring	3
5.	Oversight Report	Number of Oversight report tabled to Council	1 Oversight Report tabled to Council by 31 March 2022	Achieved. 1 Oversight Report tabled to Council	APR POE file	3	The KPI fully achieved in accordance with the required set standards	3	In agreement with incumbent's scoring	In agreement with supervisor scoring	3
6.	Updating of Strategic Risk Register	Number of Strategic risk registers updated	4 Strategic risk registers updated by 30 June 2022	Achieved. 4 strategic risk register updated.	APR POE file	3	The KPI fully achieved in accordance with the required set standards	3	In agreement with incumbent's scoring	In agreement with supervisor scoring	3
7.	Updating of Audit Action Plan	Percentage of audit findings (raised by AGSA) addressed	50% of audit findings (raised by	Achieved. 50% of audit findings raised by AGSA.	APR POE file	3	The KPI fully achieved in accordance with the	3	In agreement with incumbent's scoring	In agreement	3

NO.	KEY PERFORMANCE AREA		GOOD GOVERNANCE & PUBLIC PARTICIPATION					WEIGHTING = 27 %			
	COMPLETED BY INCUMBENT	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	Ann Nr.	Rating (1 - 5)	MOTIVATION FOR RATING	Rating (1 - 5)	MOTIVATION FOR RATING	PANEL SCORING	AGREED SCORE
			AGSA) addressed by 30 June 2022				required set standards			with supervisor scoring	

NO.	KEY PERFORMANCE AREA		FINANCIAL VIABILITY & MANAGEMENT					WEIGHTING = 4 %			
	COMPLETED BY INCUMBENT	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	Ann Nr.	Rating (1 - 5)	MOTIVATION FOR RATING	Rating (1 - 5)	MOTIVATION FOR RATING	PANEL SCORING	AGREED SCORE
8.	Implementation of Financial Recovery Plan	Number of progress reports on the implementation of Financial Recovery Plan	4 Progress reports on the implementation of Financial Recovery Plan by 30 June 2022	4 Progress reports submitted on the implementation of Financial Recovery Plan	APR File	4	FRP reports are submitted on a monthly basis to the office of the Municipal Manager. Issues relating to Corporate Services have been addressed	3	FRP is not fully being implemented	3 In agreement with supervisor scoring	3

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)

NO.	INCUMBENT		SUPERVISOR		PANEL SCORING	AGREED SCORE				
	CORE COMPETENCY REQUIREMENT	WEIGHT (%)	MOTIVATION FOR RATING	ANNE XURE NO.			OWN RATING (1 – 5)	RATING (1 – 5)	MOTIVATION	
<i>Leading Competencies</i>										
1.	Strategic Direction and Leadership	10%	Implored profound strategies to all presented problems and challenges which realised amicable solution	N/A	4	5	In agreement with incumbent's scoring	5	In agreement with supervisor scoring	5
2.	Financial Management	5%	There was tremendous improvement on departmental financial management expenditure in line with MFMA section 65 and regulations, collective agreements	N/A	5	5	In agreement with incumbent's scoring	5	In agreement with supervisor scoring	5
3.	Governance Leadership	5%	Champion the Development of institutional change management strategy and subsequent approval by Council for implementation.	N/A	4	4	In agreement with incumbent's scoring	4	In agreement with supervisor scoring	4

NO.	INCUMBENT		SUPERVISOR				PANEL SCORING	AGREED SCORE	
	CORE COMPETENCY REQUIREMENT	WEIGHT (%)	MOTIVATION FOR RATING	ANNE XURE NO.	OWN RATING (1 – 5)	RATING (1 – 5)			MOTIVATION
4.	People Management and Empowerment	20%	Portrayed transformation leadership within the directorate and inculcate knowledge to subordinates and action empowerment programs to employee ie. Report writing,	N/A	4	5	In agreement with incumbent's scoring	5 In agreement with supervisor scoring	5
Core Competencies									
7.	Moral Competence	10%	Ensures an affective orientation to perform altruistic behaviors and the ability to judge moral issues logically.	N/A	4	5	In agreement with incumbent's scoring	5 In agreement with supervisor scoring	5
8.	Planning and Organising	10%	Applies profound management functions to ensure realisation of the noble objective.	N/A	4	4	In agreement with incumbent's scoring	4 In agreement with supervisor scoring	4
9.	Analysis and Innovation	5%	Acquired profound knowledge on multidisciplinary field in line with developmental local government	N/A		4	In agreement with incumbent's scoring	4 In agreement with	4

NO.	INCUMBENT				SUPERVISOR		PANEL SCORING	AGREED SCORE	
	CORE COMPETENCY REQUIREMENT	WEIGHT (%)	MOTIVATION FOR RATING	ANNE XURE NO.	OWN RATING (1 - 5)	RATING (1 - 5)			MOTIVATION
10.	Knowledge and Information Management	10%	Acquired profound knowledge on multidisciplinary field in line with developmental local government.	N/A	4	4	In agreement with incumbent's scoring	In agreement with supervisor scoring	4
11.	Communication	5%	Prioritise involvement of stakeholders to solicit inputs before implementation.	N/A	4	5	In agreement with incumbent's scoring	In agreement with supervisor scoring	5
12.	Results and Quality Focus	5%	Ensures Impact driven on implementation of KPIs to realise value for money.	N/A	4	4	In agreement with incumbent's scoring	In agreement with supervisor scoring	4

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		EXECUTIVE MAYOR	
Name	Maropeng Peter Mankga	Name	Mogotle Friddah Nkadimeng
Signature		Signature	<i>Friddah Nkadimeng</i>
Signed on the (day) <u>28</u> (month) <u>03</u> (year) <u>2003</u> at (venue) <u>LYDENBURG (VIRTUAL)</u>			

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
Implementation of Individual Performance Management.
2. Recommended Skills Development Intervention.
Advanced Human Resources Management principles and practice.
Project Management programme.

PART 6: COMMENTS AND RECOMMENDATIONS

1. Recommendation : Executive Mayor as Supervisor

Signature:  _____

Date: 23.03.2023

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. _____

Signature: _____



Date: _____

ANNEXURE A: ASSESSMENT RATING CALCULATOR

ANNUAL PERFORMANCE APPRAISAL

Assessment Rating Calculator Score

KPA	Weight	Rating	Score	CCR	Weight	Rating	Score
Basic service delivery	0%	0	0	Strategic Direction and Leadership	10%	5	0,5
LED	0%	0	0	People Management and Empowerment	20%	5	1
Financial Viability and Management	4%	3	0,12	Financial Management	5%	5	0,25
Good Governance and Public Participation	27%	3	0,81	Governance leadership	20%	4	0,8
Municipal Institutional development and Transformation	65%	4	2,6	Problem Solving and Analysis	0%	4	0
Spatial Planning & Rationale	0%	0	0	Analysis and Innovation	5%	4	0,2
				Client Orientation and Customer Focus	0%	0	0
				Results and Quality Focus	5%	4	0,2
				Knowledge and Information Management	10%	4	0,4
				Communication	5%	5	0,25
				Moral Competence	10%	5	0,5
				Knowledge of developmental local government	0%	0	0
				Planning and Organising	10%	4	0,4
KPA weight	96%		117,67	CCR weight	100%		91,667
KPA SCORE			94%	CCR SCORE			20%
FINAL SCORE							18%
							112%

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

No	Initials & Surname	Institution/ Position	Contact Number	E-mail Address	Signature
1.	Cllr. M.F Nkadingeng	Executive Mayor - TCLM	072 491 2610	Mogotle.nkadingeng@gmail.com	
2.	Dr. N.P Mahlalela	Municipal Manager – EDM	064 757 4649	nmahlalela@ehlanzeni.gov.za	
3.	Ms. S.V Mabilane	Chairperson of the Audit Committee	064 735 7716	smabilane@gmail.com	
4.	Ms. V.N Dladla	Manager PMS - TCLM	079 686 0629	Vukile.Dladla@tclm.gov.za	



Thaba Chweu
Local Municipality

2021-22 FY Annual Evaluation Appraisals of Senior Managers

Date: 22 February 2023

Time: 10h00

HELD VIRTUALLY VIA MS TEAMS

No	Initials & Surname	Institution/ Position	Contact Number	E-mail Address	Signature
1.	Clfr. Q.P.B. Lawrence	MMC for Finance & Technical Services - TCLM	072 433 6828	lawrencequintan@gmail.com	
2.	Dr. N.P Mahlalela	Municipal Manager - EDM	064 757 4649	nmahlalela@ehlanzeni.gov.za	
3.	Ms. S.V Mabilane	Chairperson of the Audit Committee	064 735 7716	smabilane@gmail.com	
4.	Mr. M.P Mankga	Acting Municipal Manager - TCLM	073 107 5405	Peter.Mankga@tclm.gov.za	
5.	Ms. V.N Dladla	Manager PMS - TCLM	079 686 0629	Vukile.Dladla@tclm.gov.za	