

MAMUSA LOCAL MUNICIPALITY



TSHEPO CHABEDI MARUMOLE
ACTING DIRECTOR TECHNICAL SERVICES
EMPLOYEE

PERFORMANCE AGREEMENT

FINANCIAL YEAR: 01 JULY 2023 – 30 JUNE 2024

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TABLE OF CONTENTS

| | | |
|-----|--|----|
| 1. | INTRODUCTION..... | 4 |
| 2. | PURPOSE OF THIS AGREEMENT..... | 4 |
| 3. | COMMENCEMENT AND DURATION..... | 5 |
| 4. | PERFORMANCE OBJECTIVES..... | 5 |
| 5. | PERFORMANCE MANAGEMENT SYSTEM..... | 6 |
| 6. | EVALUATION OF PERFORMANCE..... | 7 |
| 7. | SCHEDULE FOR PERFORMANCE REVIEWS..... | 10 |
| 8. | DEVELOPMENTAL REQUIREMENTS..... | 11 |
| 9. | OBLIGATIONS OF THE EMPLOYER..... | 11 |
| 10. | CONSULTATION..... | 11 |
| 11. | MANAGEMENT OF EVALUATION OUTCOMES..... | 12 |
| 12. | DISPUTE RESOLUTION..... | 12 |
| 13. | GENERAL..... | 13 |
| 14. | SIGNATURE OF PARTIES TO THE AGREEMENT..... | 13 |
| | ANNEXURE A..... | 14 |
| | PERFORMANCE PLAN..... | 14 |
| 1 | Purpose..... | 14 |
| 2 | Key responsibilities..... | 14 |
| 3 | Key Performance Areas..... | 14 |
| 4 | Individual Scorecard..... | 15 |
| | ANNEXURE B..... | 20 |
| | CORE COMPETENCY REQUIREMENTS (CCR) and CORE OCCUPATION COMPENTENCIES (COC)..... | 20 |
| | ANNEXURE C..... | 21 |
| | CORE OCCUPATIONAL COMPENTICIES (COC)..... | 21 |
| | ANNEXURE D..... | 21 |
| | PERSONAL DEVELOPMENT PLAN (PDP)..... | 22 |




PERFORMANCE AGREEMENT

Made and entered into by and between:

The Mamusa Local Municipality, as represented by:

MR. R.R GINCANE

THE MUNICIPAL MANAGER OF MAMUSA LOCAL
MUNICIPALITY

AND:

MR. T.C. MARUMOLE
THE EMPLOYEE OF THE MUNICIPALITY
(EMPLOYEE)

FOR THE

FINANCIAL YEAR: 01 July 2023 – 30 June 2024

Handwritten signatures of R.R. Gincane and T.C. Marumole.

PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Mamusa Local Municipality herein represented by **Mr. R.R. Gincane** in his capacity as the **Municipal Manager** (hereinafter referred to as the **Employer** or **Supervisor**)

and

T.C. Marumole, in his capacity as the Acting Director Technical Services and employee of the Municipality (hereinafter referred to as the **Employee**).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1. The **Employer** has entered into a contract of employment with the **Employee** for a period effective from **05 October 2021 (on a month-to-month contract)**, in terms of Section 57(1) (a) of the Local Government: Municipal Systems Act, Act 32 of 2000 (hereinafter referred to as "the Systems Act"). The **Employer** and the **Employee** are hereinafter referred to as "the Parties".
- 1.2. Section 57(1) (b) of the Systems Act, read with the contract of employment concluded between the two parties, requires the parties to conclude an annual performance agreement.
- 1.3. The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the **Employee**, reporting to the Municipal Manager, to a set of actions that will secure local government policy goals.
- 1.4. The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

2. PURPOSE OF THIS AGREEMENT

The parties agree that the purposes of this Agreement are to:

- 2.1. comply with the provisions of Section 57(1)(b),(4A),(4B) and (5) of the Act as well as the employment contract entered into between the parties;
- 2.2. specify objectives and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- 2.3. specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;



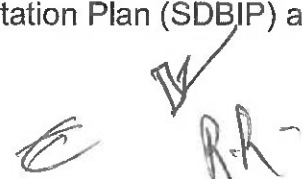
- 2.4. monitor and measure performance against set targeted outputs;
- 2.5. use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his job;
- 2.6. in the event of outstanding performance, to appropriately reward the employee; and
- 2.7. give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1. This Agreement will commence on the **01st July 2023** and will remain in force until **30th June 2024** thereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2. The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.
- 3.3. This Agreement will terminate on the termination of the **Employee's** contract of employment for any reason.
- 3.4. The content of this Agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon.
- 3.5. If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

4. PERFORMANCE OBJECTIVES

- 4.1. The Performance Plan (Annexure A) sets out-
 - 4.1.1. the performance objectives and targets that must be met by the **Employee**; and
 - 4.1.2. the time frames within which those performance objectives and targets must be met.
- 4.2. The performance objectives and targets reflected in Annexure A are set by the **Employer** in consultation with the **Employee** and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and

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the Budget of the **Employer** and shall include key objectives; key performance indicators; target dates and weightings.

4.1.1. The key objectives describe the main tasks that need to be done.

4.1.2. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.

4.1.3. The target dates describe the timeframe in which the work must be achieved.

4.1.4. The weightings show the relative importance of the key objectives to each other.

4.3. The **Employee's** performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the **Employer's** Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM

5.1. The **Employee** agrees to participate in the performance management system that the **Employer** adopts or introduces for the **Employer**, management and municipal staff of the **Employer**.

5.2. The **Employee** accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the **Employer**, management and municipal staff to perform to the standards required.

5.3. The **Employer** will consult the **Employee** about the specific performance standards that will be included in the performance management system as applicable to the **Employee**.

5.4. The **Employee** undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.

5.5. The criteria upon which the performance of the **Employee** shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.

5.5.1. The **Employee** must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs) respectively.

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- 5.5.2. Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.3. KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.
- 5.6. The **Employee's** assessment will be based on her performance in terms of the outputs/outcomes (performance indicators) identified as per attached Performance Plan (**Annexure A**), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the **Employer** and **Employee**:

| Key Performance Areas (KPA's) | Weighting |
|--|-------------|
| Basic Service Delivery | |
| Municipal Institutional Development and Transformation | |
| Local Economic Development (LED) | |
| Municipal Financial Viability and Management | |
| Good Governance and Public Participation | |
| Total | 100% |

- 5.7. In the case of managers directly accountable to the municipal manager, key performance areas related to the functional area of the relevant manager must be subject to negotiation between the municipal manager and the relevant manager.
- 5.8. The Core Competency Requirements (CCRs) or Core Managerial Competencies (CMCs) and the Core Occupational Competencies (COC) will make up the other 20% of the **Employee's** assessment score as per attached **Annexure B and C** respectively. CCRs that are deemed to be most critical for the **Employee's** specific job should be selected (✓) from the lists in the annexure underneath.

6. EVALUATION OF PERFORMANCE

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

6.4. The **Employee's** performance will be measured in terms of contributions to the goals and strategies set out in the **Employer's** IDP.

6.5. The annual performance appraisal will involve:

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

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

6.5.2. **Assessment of the CCRs**

- (a) Each CCR should be assessed according to the extent to which the specified standards have been met.
- (b) An indicative rating on the **five-point scale** should be provided for each CCR.
- (c) This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score.
- (d) The applicable assessment rating calculator (refer to paragraph 6.5.1) must then be used to add the scores and calculate a final CCR score.

6.5.3. **Overall rating**

An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.

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6.6. The assessment of the performance of the **Employee** will be based on the following rating scale for KPA's and 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 PA and Performance plan and maintained this in all areas of responsibility throughout the year. | | | | | 5 |
| 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. | | | | | 4 |
| 3 | Fully effective | Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan. | | | | | 3 |
| 2 | Not fully effective | Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan. | | | | | 2 |
| 1 | Unacceptable performance | Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement. | | | | | 1 |

6.7. For purposes of evaluating the annual performance of managers directly accountable to the municipal managers, an evaluation panel constituted of the following persons must be established -

6.7.1. Municipal Manager;

6.7.2. Manager: Performance Management

6.7.3. Chairperson of the Performance Audit Committee or the Audit Committee in the absence of a Performance Audit Committee;

6.7.4. Member of the Executive Committee and;

6.7.5. Municipal Manager from another municipality.

6.8. The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels referred to in sub-regulations (d) and (e).

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1. The performance of each Employee in relation to her performance agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

| | | |
|----------------|---|------------------------|
| First quarter | : | July – September 2023 |
| Second quarter | : | October- December 2023 |
| Third quarter | : | January – March 2024 |
| Fourth quarter | : | April – June 2024 |

7.2. The Employer shall keep a record of the mid-year review and annual assessment meetings.

7.3. Performance feedback shall be based on the Employer's assessment of the Employee's performance.

7.4. The Employer will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The Employee will be fully consulted before any such change is made.

7.5. The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented and/or amended as the case may be. In that case the Employee will be fully consulted before any such change is made.

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8. DEVELOPMENTAL REQUIREMENTS

The **Personal Development Plan (PDP)** for addressing developmental gaps is attached as **Annexure D**.

9. OBLIGATIONS OF THE EMPLOYER

9.1. The Employer shall –

9.1.1. create an enabling environment to facilitate effective performance by the employee;

9.1.2. provide access to skills development and capacity building opportunities;

9.1.3. work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;

9.1.4. on the request of the Employee delegate such powers reasonably required by the Employee to enable her to meet the performance objectives and targets established in terms of this Agreement; and

9.1.5. make available to the Employee such resources as the Employee may reasonably require from time to time to assist her to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

10.1. The Employer agrees to consult the Employee from time to time where the exercising of the powers will have amongst others –

10.1.1. a direct effect on the performance of any of the Employee's functions;

10.1.2. commit the Employee to implement or to give effect to a decision made by the Employer; and

10.1.3. a substantial financial effect on the Employer.

10.2. The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

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11. MANAGEMENT OF EVALUATION OUTCOMES

- 11.1. The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 11.2. A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:
- 11.2.1. a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
 - 11.2.2. a score of 150% and above is awarded a performance bonus ranging from 10% to 14%.
- 11.3. In the case of unacceptable performance, the Employer shall –
- 11.3.1. provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and
 - 11.3.2. after appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

12. DISPUTE RESOLUTION

- 12.1. Any disputes about the nature of the **Employee's** performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by –
- 12.1.1. the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the **Employee**; or
 - 12.1.2. any other person appointed by the MEC.
 - 12.1.3. In the case of managers directly accountable to the municipal manager, a member of the municipal council, provided that such member was not part of the evaluation panel provided for in sub-regulation 27(4)(e) of the Municipal Performance Regulations, 2006, within thirty (30) days of receipt of a formal dispute from the employee;
 - 12.1.4. whose decision shall be final and binding on both parties.
- 12.2. In the event that the mediation process contemplated above fails, clause 20.3 of the Contract of Employment shall apply.

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13. GENERAL

- 13.1. The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the **Employer**.
- 13.2. Nothing in this agreement diminishes the obligations, duties or accountabilities of the **Employee** in terms of her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.
- 13.3. The performance assessment results of the municipal manager and managers reporting to the municipal managers must be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.

14. SIGNATURE OF PARTIES TO THE AGREEMENT

Thus, done and signed at Schweizer-Reneke on this 28th day of July 2023.

AS WITNESSES

1.....
2.....

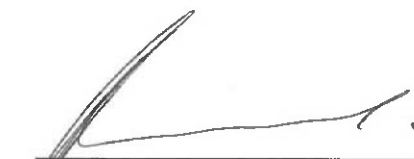


R.R. Gincane
Employer on behalf
Mamusa Local Municipality

Thus, done and signed at Schweizer-Reneke on this 28th day of July 2023.

AS WITNESSES

1.....
2.....



T.C. Marumole
Employee

ANNEXURE A

PERFORMANCE PLAN

1 Purpose

The performance plan defines the Council's expectations of the Senior Financial Officer's performance agreement to which this document is attached and Section 57 (5) of the Municipal Systems Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the Municipality's Integrated Development Plan (IDP) and as reviewed annually.

2 Key responsibilities

The following objects of local government will inform the Senior Financial Manager's performance against set performance indicators:


- 2.1 Provide democratic and accountable government for local communities.
- 2.2 Ensure the provision of services to communities in a sustainable manner.
- 2.3 Promote social and economic development.
- 2.4 Promote a safe and healthy environment.
- 2.5 Encourage the involvement of communities and community organisations in the matters of local government.

3 Key Performance Areas

The following Key Performance Areas (KPA's) as outlined in the Local Government: Municipal Planning and Performance Management Regulations (2001) inform the strategic objectives listed in the table below:

- 3.1 Basic Service Delivery
- 3.2 Municipal Transformation and Institutional Development.
- 3.3 Local Economic Development (LED)
- 3.4 Municipal Financial Viability and Management.
- 3.5 Good Governance and Public Participation.

R.R.



4 Individual Scorecard

Weighting of the Key Performance Areas (KPAs) = 100%

| LGTAS Thematic Area | | Basic Services Delivery (Technical Services) | | | | Improving Access To Basic Services | | | | |
|---|--|---|--|-----------------------------------|---|---|--|--|-----------------------|-----------------------|
| KPA | | Basic Service Delivery & Infrastructure development | | | | Quarterly projections/process indicator | | | | Portfolio of Evidence |
| Outcome 9 | Functional Area/Development Priorities | Strategic Objective | Baseline 2022/2023 | Annual Performance Target 2023/24 | Budget | Key Performance Indicators (KPI TYPE) | KPI TYPE | Quarterly projections/process indicator | Portfolio of Evidence | |
| Municipal Financial Viability and Management | To ensure good governance, financial sustainability and optimal institutional transformation | R 27 363 29 | Collecting R40,000 for building plans applications by June 2024 | Operational Budget | R value income collected from building plans application | Outcome | 1 st Quarter R10,000 2 nd Quarter R10,000 3 rd Quarter R10,000 4 th Quarter R10,000 | Ledger Daily Recons / Receipts Income Votes Ledger Daily Recons / Receipts Income Votes Ledger Daily Recons / Receipts Income Votes Ledger Daily Recons / Receipts Income Votes | | |
| Service Delivery and Infrastructure Development | To provide quality basic services and infrastructure | 25 km's graded | 20 km of streets graded / Graded by 30 June 2024 | Operational Budget | Km of streets graded/Graded | Output | 1 st Quarter 5 km 2 nd Quarter 5 km 3 rd Quarter 5 km 4 th Quarter 5 km | Quarterly Maintenance Programme and reports Quarterly Maintenance Programme and reports Quarterly Maintenance Programme and reports Quarterly Maintenance Programme and reports | | |
| Service Delivery and Infrastructure Development | To provide quality basic services and infrastructure | 56% storm water drainage system unblocked | 4km of storm water drainage channels unblocked by June 2024 | Operational Budget | Kms of storm water drainage channels unblocked | Output | 1 st Quarter 1km of storm water drainage channels unblocked by September 2023 2 nd Quarter 1km of storm water drainage channels unblocked by December 2023 3 rd Quarter 1km of storm water drainage channels unblocked by March 2024 4 th Quarter 1km of storm water drainage channels unblocked by June 2024 | 1 Status Reports 1 Status Reports 1 Status Reports 1 Status Reports | | |
| Service Delivery and Infrastructure Development | To provide quality basic services and infrastructure | 36% | 30% reduction of R value of Electricity Distribution Losses by June 2024 | Operational Budget | % reduction of R value of Electricity Distribution Losses | Impact | 1 st Quarter 30% reduction of R value of Electricity Distribution Losses by September 2023 2 nd Quarter 30% reduction of R value of Electricity Distribution Losses by December 2023 3 rd Quarter 30% reduction of R value of Electricity Distribution Losses by March 2024 4 th Quarter 30% reduction of R value of Electricity Distribution Losses by June 2024 | Billing report Billing report Billing report Report (Billing) | | |

| Good Governance and Public Participation | To ensure good governance, financial sustainability and optimal institutional transformation | 0% | To reduce the water distribution losses by 50% by June 2024 | Operational Budget | % of water Distribution Losses | Impact | 1 st Quarter 2 nd Quarter 3 rd Quarter 4 th Quarter | Reduced Reduced Reduced Reduced | Report (Billing) |
|---|--|---|---|--------------------|--|---------|--|--|--|
| Service Delivery and Infrastructure Development | To provide quality basic services and infrastructure | 100 Street lights maintained. | To maintain 100 streetlights by June 2024 | Operational Budget | Number of street lights maintained | Output | 1 st Quarter 2 nd Quarter 3 rd Quarter 4 th Quarter | 25 street lights maintained 25 street lights maintained 25 street lights maintained 25 street lights maintained | Quarterly Report Quarterly Report Quarterly Report Quarterly Report |
| Service Delivery and Infrastructure Development | To provide quality basic services and infrastructure | 12 High mast lights maintained | 12 High mast lights maintained by June 2024 | Operational Budget | Number of high mast lights maintained | Output | 1 st Quarter 2 nd Quarter 3 rd Quarter 4 th Quarter | 3 High Mast lights 3 High Mast lights 3 High Mast lights 3 High Mast lights | Quarterly Report Quarterly Report Quarterly Report Quarterly Report |
| Service Delivery and Infrastructure Development | To provide quality basic services and infrastructure | 4 Reports on Electricity Supply Network submitted | 4 reports on maintenance of electricity supply network by June 2024 | Operational Budget | Number of reports on maintenance of electricity supply network | Outcome | 1 st Quarter 2 nd Quarter 3 rd Quarter 4 th Quarter | Maintenance Maintenance Maintenance Maintenance | Progress report Progress report Progress report Progress report |
| Service Delivery and Infrastructure Development | To provide quality basic services and infrastructure | 4 reports produced on water and sanitation infrastructure maintenance | 4 reports produced on water and sanitation infrastructure maintenance by 30 June 2024 | Operational Budget | Number of reports produced on water and sanitation infrastructure maintenance | Outcome | 1 st Quarter 2 nd Quarter 3 rd Quarter 4 th Quarter | 1 Report 1 Report 1 Report 1 Report | Reports Reports Reports Reports |
| Service Delivery and Infrastructure Development | To provide quality basic services and infrastructure | 15 414 households with access to basic level of water | 15 350 households with access to basic level of water by June 2024 | Operational Budget | Number of households with access to basic level of water (On behalf of the District Municipality) | Impact | 1 st Quarter 2 nd Quarter 3 rd Quarter 4 th Quarter | 15 350 15 350 15 350 15 350 | Report (Billing) Report (Billing) Report (Billing) Report (Billing) |
| Service Delivery and Infrastructure Development | To provide basic municipal services | 2 748 households with access to basic level of electricity | 15 350 households with access to basic level of Electricity by June 2024 | Operational Budget | Number of households with access to basic level of Electricity | Impact | 1 st Quarter 2 nd Quarter 3 rd Quarter 4 th Quarter | 15 350 15 350 15 350 15 350 | Report (Billing) Report (Billing) Report (Billing) Report (Billing) |
| Service Delivery and Infrastructure Development | To provide quality basic services and infrastructure | 16 674 households with access to basic level of sanitation | 15 350 households with access to basic level of Sanitation by June 2024 | Operational Budget | Number of households with access to basic level of Sanitation (On behalf of the District Municipality) | Impact | 1 st Quarter 2 nd Quarter 3 rd Quarter 4 th Quarter | 15 350 15 350 15 350 15 350 | Report (Billing) Report (Billing) Report (Billing) Report (Billing) |

A.R.

| | | | | | | | | | |
|---|--|--|---|------------------------|---|---------|-------------|---|---|
| Good Governance and Public Participation | To ensure good governance, financial sustainability and optimal institutional transformation | 4 Risk Registers updated | 4 updated Risk Registers by 30 June 2024. | Operational Budget | Number of updated risk registers | Output | 1st Quarter | 1 Updated Risk Register by September 2023 | Copy of Updated Risk Register |
| | | | | | | | 2nd Quarter | 1 Updated Risk Register | Copy of Updated Risk Register |
| | | | | | | | 3rd Quarter | 1 Updated Risk Register | Copy of Updated Risk Register |
| | | | | | | | 4th Quarter | 1 Updated Risk Register | Copy of Updated Risk Register |
| Good Governance and Public Participation | To ensure good governance, financial sustainability and optimal institutional transformation | 4 MIG Quarterly Performance Reports Submitted | 4 MIG Quarterly Performance Reports Submitted by 30 June 2024 | Operational Budget | Number of MIG Quarterly Performance reports submitted | Impact | 1st Quarter | 1 MIG Quarterly Performance reports submitted by September 2023 | Quarterly Report and Payment Certificate |
| | | | | | | | 2nd Quarter | 1 MIG Quarterly Performance reports submitted by December 2023 | Quarterly Report and Payment Certificate |
| | | | | | | | 3rd Quarter | 1 MIG Quarterly Performance reports submitted by March 2024 | Quarterly Report and Payment Certificate |
| | | | | | | | 4th Quarter | 1 MIG Quarterly Performance reports submitted by June 2024 | Quarterly Report and Payment Certificate |
| Service Delivery and Infrastructure Development | To provide quality basic services and infrastructure | Electrified 768 Households in Extension 7 and 14 | Pre-engineering study to be conducted by June 2024 | R6 068 000,00 mil INEP | Number of Pre-engineering study to be conducted | Outcome | 1st Quarter | 1 of Pre-engineering study to be conducted by September 2023 | Payment Certificate |
| | | | | | | | 2nd Quarter | 1 of Pre-engineering study to be conducted by December 2023 | Payment Certificate |
| | | | | | | | 3rd Quarter | 1 of Pre-engineering study to be conducted by March 2024 | Payment Certificate |
| | | | | | | | 4th Quarter | 1 of Pre-engineering study to be conducted by June 2024 | Completion Certificates and Close out report |
| Service Delivery and Infrastructure Development | To provide quality basic services and infrastructure | New Project | Purchasing of Specialised Waste Vehicle for by June 2024 | R3 819 088,08 MIG | Purchasing of Specialised Waste Vehicle target date | Outcome | 1st Quarter | Progress Report | |
| | | | | | | | 2nd Quarter | Progress Report | |
| | | | | | | | 3rd Quarter | Progress Report | |
| | | | | | | | 4th Quarter | Progress Report | |
| Service Delivery and Infrastructure Development | To provide quality basic services and infrastructure | New Project | 1,3 km of Road constructed | R4 565 000,00 MIG | Kilms of Road constructed | Outcome | 1st Quarter | Progress Report | Proof of Purchase |
| | | | | | | | 2nd Quarter | Progress Report | Payment Certificate, Completion Certificates and Close out report |
| | | | | | | | 3rd Quarter | Progress Report | Payment Certificate |
| | | | | | | | 4th Quarter | Progress Report | Payment Certificate |
| Service Delivery and Infrastructure Development | To provide quality basic services and infrastructure | Phase 1 completed | 3,1 km of Internal Roads and Storm Water constructed in Ipelegeng (Ward 2,4 and 6) by June 2023 | R7 990 811,92 MIG | Construction of Internal Roads and Storm water infrastructure | Outcome | 1st Quarter | Progress Report | Payment Certificate |
| | | | | | | | 2nd Quarter | Progress Report | Payment Certificate |
| | | | | | | | 3rd Quarter | Progress Report | Payment Certificate |
| | | | | | | | 4th Quarter | Progress Report | Completion Certificates and Close out report |

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|--|--------------------------|---|--|--|---|----------------|--------------------|--|---------|--|--|--|
| To ensure good governance, financial sustainability and optimal institutional transformation | 4 updated Risk registers | To constantly update the departmental Risk Register | | | 4 updated Risk Registers by 30 June 2021 | | Operational Budget | Number of updated risk registers | Process | 1 st Quarter 2 nd Quarter 3 rd Quarter 4 th Quarter | 1 Updated Risk Register 1 Updated Risk Register 1 Updated Risk Register 1 Updated Risk Register | Copy of Updated Risk Register Copy of Updated Risk Register Copy of Updated Risk Register Copy of Updated Risk Register |
| To ensure good governance, financial sustainability and optimal institutional transformation | None | | | | 12 MIG Performance Monthly Reports Submitted by 30 June 2021 | | Operational Budget | Number of MIG Performance monthly reports submitted | | 1 st Quarter 2 nd Quarter 3 rd Quarter 4 th Quarter | 3 Reports 3 Reports 3 Reports 3 Reports | Copies of Monthly Reports Copies of Monthly Reports Copies of Monthly Reports Copies of Monthly Reports |
| To provide quality basic services and infrastructure | | | | | 2 km of Access route constructed in Ilegeng Ext.8 by 30 June 2021 | | R2,942 283.25 MIG | Km of roads constructed in Ext. 8 | | 1 st Quarter 2 nd Quarter 3 rd Quarter 4 th Quarter | Progress Report Progress Report Progress Report | Payment Certificate Payment Certificate Payment Certificate |
| To provide quality basic services and infrastructure | | | | | Drilling of boreholes and construction of Communal Stand Pipes by June 2021 (Avondster and Nootgedacht) | | R4 797 000.00 MIG | Marmosa Emergency Water Supply Project (Avondster and Nootgedacht) | | 1 st Quarter 2 nd Quarter 3 rd Quarter 4 th Quarter | Progress Report Progress Report Progress Report | Payment Certificate Payment Certificate Payment Certificate |
| To provide quality basic services and infrastructure | | | | | Electrification of Households in Extension 7 and 14 by 30 June 2021 | 600 households | R10.2 m INEP | 100% Household Electrification of Ext. 7 and 14 | | 1 st Quarter 2 nd Quarter 3 rd Quarter 4 th Quarter | Progress Report Progress Report Progress Report | Completion Certificates and Close out report Payment Certificate Payment Certificate Payment Certificate |

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|--|---|-------------------|---|--|--|---|
| To provide quality basic services and infrastructure | Upgrading and Cabling of Swart Street Sub-station by 30 June 2021 | R15 000 000 INEP | Upgrading and Cabling of Swart Street Sub-station | 1 st Quarter | Progress Report | Payment Certificate |
| To provide quality basic services and infrastructure | Completed Construction Designs for Thusong Service Centre in Ext.B9 by 30 June 2021 | R500 000 MIG | 100% Completion of designs for Thusong Service Centre | 1 st Quarter 2 nd Quarter 3 rd Quarter 4 th Quarter | N/A N/A N/A | Payment Certificate Payment Certificate Payment Certificate Payment Certificate |
| To provide quality basic services and infrastructure | 10 High Mast lights constructed by June 2021 (Ext.14, Charon and Molatswaneng) | R4 229 034.21 MIG | Number of High Mast lights constructed | 1 st Quarter 2 nd Quarter 3 rd Quarter 4 th Quarter | Completed Designs Progress Report Progress Report Progress Report | Design Reports and Payment Certificate Payment Certificate Payment Certificate Payment Certificate |
| To provide quality basic services and infrastructure | 3.65 km of Internal Roads and Storm Water constructed in Ipelegeng (Ward 2, 4 and 6) by June 2021 | R3.4 million MIG | Construction of Internal Roads and Storm water infrastructure | 1 st Quarter 2 nd Quarter 3 rd Quarter 4 th Quarter | Progress Report Progress Report Progress Report Progress Report | Completion Certificates and Close out report Payment Certificate Payment Certificate Payment Certificate |

Signed and accepted by the employee

Date

: 28 July 2023

Signed by the Municipal Manager on behalf of the Council

Date

: 28 July 2023

ANNEXURE B

CORE COMPETENCY REQUIREMENTS (CCR) and CORE OCCUPATION COMPETENCIES (COC) (NB: as described under section 5.8., above)

The CCRs that are deemed to be most critical for the Employee's specific job should be selected (✓) from the list below as agreed to between the Employer and Employee. Three obligatory CCRs indicated here are compulsory for the Senior Financial Manager: Weighting of the Competencies = 40%

| Competency required | Most Critical CCR (mark with ✓) | For which KPA is this competency required | Weighting in % | Current level of competence (select from level 1 - 3) | Target level of competence (select from level 1 - 3) | Timetable for gaining targeted competence | Activities to close competence gaps | Resources Required for this development to take place |
|---|---------------------------------|---|----------------|---|--|---|-------------------------------------|---|
| 1.0 Generic Core Competencies Required (CCR) | | | | | | | | |
| 1.1 Strategic Direction and Leadership | | All | 4 | 2 | 3 | Ongoing throughout the year | Internal training and workshop | 0 |
| 1.2 Financial Management | Compulsory | All | 4 | 2 | 3 | Ongoing throughout the year | Internal training and workshop | 0 |
| 1.3 People Management | Compulsory | All | 4 | 2 | 3 | Ongoing throughout the year | Internal training and workshop | 0 |
| 1.4 Governance Leadership | | All | 4 | 3 | 3 | | | |
| 1.5 Change Management | | All | 3 | 2 | 3 | Ongoing throughout the year | Internal training and workshop | 0 |
| 1.6 Programme and Project Management | | All | 2 | 3 | 3 | | | |
| Total | | All | 40% | | | All above achieved by end of quarter 4. | | 0 |

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ANNEXURE C
CORE OCCUPATIONAL COMPETENCIES (COC)
NB: As described under section 5.8 above.
Weighting of the Competencies = 60%

| Competency required | Most Critical CCR (mark with ✓) | For which KPA is this competency required | Weighting in % | Current level of competence (select from level 1 - 3) | Target level of competence (select from level 1 - 3) | Timetable for gaining targeted competence | Activities to close competence gaps | Resources Required for this development to take place |
|---|---------------------------------|---|----------------|---|--|---|-------------------------------------|---|
| 2.0 Core Occupational Competencies (COC) | | | | | | | | |
| 2.1 Moral Competency | ✓ | All | 5 | 3 | 3 | | | 0 |
| 2.2 Planning and Organizing | ✓ | All | 5 | 2 | 3 | Continuous improvement assessed and reported. | COGHSTA and external training | 0 |
| 2.3 Analysis and Innovation | ✓ | All | 5 | 2 | 3 | Continuous improvement assessed and reported. | COGHSTA and external training | 0 |
| 2.4 Knowledge and Information Management | ✓ | All | 5 | 3 | 3 | | | 0 |
| 2.5 Communication | ✓ | All | 5 | 3 | 3 | | | 0 |
| 2.6 Results and Quality Focus | ✓ | All | 5 | 2 | 3 | Continuous improvement assessed and reported. | COGHSTA and external training | |
| Sub-total | | | 50% | | | | | |
| 3.0 Other Competences | | | | | | | | |
| 3.1 Procedure of Meetings | ✓ | All | 5 | 3 | 3 | | | |
| 3.2 Management Numeracy | ✓ | All | 3 | 3 | 3 | | | |
| 3.3 Public Speaking | ✓ | All | 3 | 3 | 3 | | | |
| Grand Total | | | 100% | | | | | |

Name of Municipal Manager: **MR. R.R. GINCANE**

Name of Employee: **T.C. Marimole**

Signature of Municipal Manager: 

Signature of Employee: 

Date Signed: 28 July 2023

Date Signed: 28 July 2023



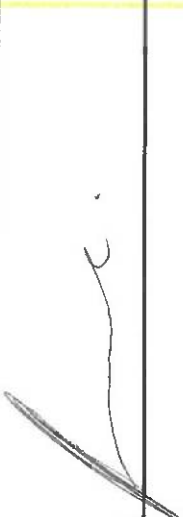
ANNEXURE D

PERSONAL DEVELOPMENT PLAN (PDP)

Personal Development Plan of: T.C. Marumole

| 1. Skills / Performance Gap (in order of priority) | 2. Outcomes Expected (measurable indicators: quantity, quality and time frames) | 3. Suggested training and / or development activity | 4. Suggested mode of delivery | 5. Suggested Time Frames | 6. Work opportunity created to practice skill/ development area | 7. Support Person |
|--|---|--|--|------------------------------------|--|--|
| 1. Local Government Legislation | Knowledge and interpretation of applicable local government legislation | A course containing theoretical and practical application with coaching in the workplace | External provider, in line with identified unit standard and not exceeding R 6 000 | As per the Skills Development Plan | Dispute resolution and advise and support to line manager | MM Training and Skills Development Facilitator |
| 2. Policy Development | Able to develop policies and provide councilors with support and advice | Policy development course, theory, and practice | Through a recognized academic institution | As per the Skills Development Plan | Able to develop, review and monitor implementation of policies. Provide advice and support to councilors and officials | MM Training and Skills Development Facilitator |
| 3. Financial Management | Contract Management | A practical course on the contract management | Through a recognized academic institution | As per the Skills Development Plan | Development and management of contracts | MM Training and Skills Development Facilitator |

Employer Signature: 

Employee's Signature: 

Date Signed: 28 July 2023

Date Signed: 28 July 2023

