



**FETAKGOMO TUBATSE
LOCAL
MUNICIPALITY**

PERFORMANCE AGREEMENT 2021/2022

MADE AND ENTERED INTO BY AND BETWEEN

PHALA NTSHWANE WALTER

" MUNICIPAL MANAGER"

ON BEHALF OF FETAKGOMO TUBATSE MUNICIPALITY

AND

NTUKU DINTLETSE RENEILWE

"ACTING DIRECTOR TECHNICAL SERVICES"

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1. **INTRODUCTION**

- 1.1 The Lim 476 Municipality has appointed Mrs. Ntuku Dintletse Reneilwe to acting position of Director infrastructure development and Technical service for a period of three (3) months with effect from **01 July 2021 to 30 September 2021** or until the director Infrastructure development and Technical services return back to his position which ever may come first.
- 1.1.1. Section 57(1) (b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual Performance Agreement. The Parties hereby conclude the Performance Agreement for the period ending **30 September 2021**
- 1.2 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 Employer, to a set of actions that will secure local government policy goals.

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), s57 (4)(a), s57(4)(b) and s57(5) of the Systems Act;
- 2.2 specify objectives, indicators and targets defined and agreed with the Employee and communicate to the Employee the Employer's expectations of the Employee's performance and accountabilities in alignment with the Integrated Development Plan (IDP), Service Delivery and Budget Implementation Plan (SDBIP) and the budget of the Employer;
- 2.3 specify areas of accountabilities as set out in the performance plan which is an annexure to this performance agreement;
- 2.4 monitor and measure performance of the Employee against the set targeted outputs;
- 2.5 establish a transparent and accountable working relationship between the Parties ;
- 2.6 give effect to the Municipality's commitment to a performance-orientated relationship with its Employee in attaining equitable and improved service delivery;
- 2.7 use the Performance Agreement as the basis for assessing whether the Employee has met the performance expectations applicable to his job; and
- 2.8 in the event of outstanding performance, to appropriately reward the Employee.

3. **COMMENCEMENT AND DURATION**

- 3.1 This Agreement will commence on the date of signature by both parties, which will be as soon as reasonably possible after the **01 July 2021**, and, subject to paragraph 3.3, will continue in force until a new Performance Agreement is concluded between the parties as contemplated in paragraph 3.2;
- 3.2 The Parties will review the provisions of this Agreement during June each year. The parties will conclude a new performance agreement that replaces this Agreement at least once a year by not later than July each year as prescribed by s57 (2)(a) of the Systems Act.
- 3.3 This Agreement will terminate on the termination of the Employee's Contract of Employment for any reason as provided for in the Contract of Employment.
- 3.4 The contents 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 decision or otherwise) to an extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

4. **PERFORMANCE OBJECTIVES**

- 4.1 Annexure "A", the Performance Plan sets out:
- 4.1.1 the performance indicators and targets that must be met by the Employee; and
- 4.1.2 the time frames within which those performance indicators and targets must be met.
- 4.2 The performance indicators and targets reflected in Annexure "A" are set by the Employer in consultation with the Employee, and include key objectives; key performance indicators; target dates and weightings.
- 4.3 The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.
- 4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Municipality's IDP.
- 4.5 The Municipality will make available to the Employee such support staff as the Employee may reasonably require from time to time to assist him to meet the performance objectives and targets established in terms of this Agreement; provided that it will at all times remain the responsibility of the Employee to ensure that he complies with those performance obligations and targets.
- 4.6 The Employee will at his request be delegated such powers by the Employer as may in the discretion of the Municipality be reasonably required from time to time to enable him to meet the performance objectives and targets established in terms of this Agreement.

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5. **PERFORMANCE MANAGEMENT SYSTEM**

- 5.1 The Employee agrees to participate in the performance management system that the Municipality adopts or introduces for the management of the Municipality and its staff.
- 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 Municipality, 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 Key Performance Areas (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 must be assessed consist of two components, both of which must be contained in the performance agreement. The employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and Core Competency Requirements (CCRs) respectively. Each area of assessment will be weighted and will contribute a specific part to the total score. 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 his or her performance in terms of the outputs/outcomes (performance indicators) identified as per the performance plan which are linked to the KPA`s, which constitute 80% of the overall assessment result as per the weightings agreed to between the employer and employee:

Key Performance Areas (KPA`s) for Municipal Managers	Weighting
Spatial Rationale	0
Municipal Institutional Development and Transformation	20
Basic Service Delivery	40
Local Economic Development	0
Municipal Financial Viability and Management	20
Good Governance and Public Participation	20
Total	100%

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- 5.7 The CCRs will make up the other 20% of the employee's assessment score. CCRs that are deemed to be most critical for the employee's specific job should be selected from the list below as agreed to be between the employer and the employee and must be considered with due regard to the proficiency level agreed to:

CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES (CCR)		
LEADING COMPETENCIES		
		Weight
Strategic Direction and Leadership	*Impact and Influence. *Institutional Performance Management. *Strategic Planning and Management. *Organizational Awareness.	20
People Management	*Human Capital Planning and Development. *Diversity Management *Employee Relations Management. *Negotiation and Dispute Management.	20
Program and Project Management	*Program and Project Planning and Implementation. *Service Delivery Management. *Program and Project Monitoring and Evaluation.	
Financial Management	*Budget Planning and Execution. *Financial Strategy and Delivery *Financial Reporting and Monitoring.	20
Change Leadership	*Change Vision and Strategy. *Process Design and Improvement. *Change Impact Monitoring and Evaluation.	20
Governance Leadership	*Policy Formulation. *Risk and Compliance Management. *Cooperative Governance.	20
CORE COMPETENCIES		
Moral Competence		
Planning and Organising		
Analysis and Innovation		
Knowledge and information Management		
Communication		
Results and Quality Focus		
Total Percentage		100%

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6. EVALUATING PERFORMANCE

- 6.1 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 and, where possible, actions agreed.
- 6.4 The annual performance appraisals must involve:
- (a) Assessment of the achievement of results as outlined in the performance plan:
- (i) 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.
 - (ii) An indicative rating on the five-point scale should be provided for each KPA
 - (iii) The applicable assessment rating calculator must then be used to add the scores and calculate a final score.
- (b) Assessment of the CCRs
- (i) Each CCR should be assessed according to the extent to which the specified standards have been met.
 - (ii) An indicative rating on the five point scale should be provided for each CCR
 - (iii) This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score.
 - (iv) The applicable assessment rating calculator must then be used to add the scores and calculate a final CCR score.

Overall Rating

- (i) An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisals.
- (ii) The assessment of the performance of the employee will be based on the following rating scale for KPA's and CCR's (i.e the following table will be used in determining the payment of the reward):

PERFORMANCE APPRAISAL OF KPAs AND CCRs

LEVEL	DESCRIPTION	RATING	ASSESSMENT SCORE	PERFORMANCE BONUS RATIOS
Level 5: Outstanding Performance	Performance far exceeds the standard expected for the job in all areas of the manager. The manager has achieved exceptional results against all performance criteria and indicators specified in the Performance Plan and maintained this in all areas of responsibility throughout the year.	5	75 – 100	<p>Maximum bonus allowed to. Regulations is between 10% and 14% of person's inclusive annual remuneration package</p> <p>The % as determined per Council Resolution is as follows:</p> <p>75 – 76% =10%</p> <p>77 – 78% =11%</p> <p>79 – 80% =12%</p> <p>81 – 84% =13%</p> <p>85 – 100%= 14%</p>
Level 4: Performance significantly above expectations	Performance is significantly higher than the standard expected for the job in all areas. The manager has achieved above fully effective results against more than half of the performance criteria and indicators specified in the Performance Plan and fully achieved all others throughout the year.	4	65 – 74	<p>Maximum bonus allowed to. Regulations is between 5% and 9% of person's inclusive annual remuneration package</p> <p>The % as determined per Council Resolution is as follows:</p> <p>65 – 66%=5%</p> <p>67 – 68%=6%</p> <p>69 –70% = 7%</p> <p>71-72% =8%</p> <p>73 – 74%=9%</p>

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PERFORMANCE APPRAISAL OF KPAs AND CCRs				
LEVEL	DESCRIPTION	RATING	ASSESSMENT SCORE	PERFORMANCE BONUS RATIOS
Level 3: Fully effective	Performance fully meets the standard expected for the job in all areas. The manager has achieved effective results against all significant performance criteria and indicators specified in the Performance Plan and may have achieved results significantly above expectations in one or two less significant areas throughout the year.	3	51 – 64	No bonus
Level 2: Performance not fully satisfactory	Performance is below the standard required for the job in key areas. The manager has achieved adequate results against many key performance criteria and indicators specified in the Performance Plan but did not fully achieved adequate results against others during the course of the year. Improvement in these areas is necessary to bring performance up to the standard expected.	2	31 – 50	No bonus
Level 1: Unacceptable performance	Performance does not meet the standard required for the job. The manager has not met one or more fundamental requirements and/or is achieving results that are well below the performance criteria and indicators in a number of significant areas of responsibility. The manager has failed to demonstrate the commitment or ability to bring performance up to the level expected despite efforts to encourage improvement.	1	Less than 30	No bonus

6.5 Reward for Performance

6.5.1 The performance bonus will be determined by the Municipal Council based on affordability and the stipulations of the Performance Agreement.

6.5.2 A merit reward for performance in addition to the annual reviewed remuneration will be considered by the Council not later than September under the following conditions:

- a) The payment of the reward will be based on the period under review and result of the performance score;
- b) The amount of the reward will not exceed 14% of the Employee's total remuneration, but will be subjected to affordability to the Municipality;
- c) The performance score will be obtained by using the performance plan;
- d) Where external factors have a negative influence on the result of the performance, the Municipality may grant a reward;
- e) The reward if granted, will be paid annually after the compilation of the financial statements and after finalization of the performance appraisal; and
- f) The final outcome of the performance appraisal will determine the reward.

6.6 For purpose of evaluating the annual performance of the Employee, an Evaluation Panel constituted of the following persons may be established –

- (i) The Municipal Manager;
- (ii) Chairperson of the Performance Audit Committee or the Audit Committee in the absence of a Performance Audit Committee;
- (iii) A Member of the Executive Committee; and
- (iv) Municipal Manager from another Municipality

6.7 The manager responsible for human resources of the municipality or delegated assignee must provide secretariat services to the Evaluation Panel referred to above.

Schedule for Performance Reviews

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

- 1st Quarter : July – September;
- 2nd Quarter : October - December or as soon as it is reasonably practicable after the mid-year budget and performance assessment conducted in terms of s72 of the Local Government: Municipal Finance Management Act (MFMA) 56 of 2003;
- 3rd Quarter : January – March; and
- 4th Quarter : April - June or as soon as it is reasonably practicable after the issuance of the audit report prepared in terms of s20 of Public Audit Act (PAA) 25 of 2004.

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

6.10 Performance feedback must be based on the Employer`s assessment of the Employee`s performance.

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6.11 The Employer will be entitled to review and make reasonable changes to the provisions of the performance plan from time to time for operational reasons on agreement between both parties.

6.12 The Employer may amend the provisions of the performance plan whenever the performance management system is adopted, implemented or amended as the case may be on agreement between both parties.

7. OBLIGATIONS OF THE EMPLOYER

The Employer must –

- (1) Create an enabling environment to facilitate effective performance by the employee;
- (2) Provide access to skills development and capacity building opportunities;
- (3) Work collaboratively with the employee to solve problems and generate solutions to common problems that may impact on the performance of the employee;
- (4) On the request of the employee delegate such powers reasonably required by the employee to enable him or her to meet the performance objectives and targets established in terms of the agreement; and
- (5) Make available to the employee such resources as the employee may reasonably require from time to time to assist him or her to meet the performance objectives and targets established in terms of the agreement.

8. CONSULTATION

8.1 The Employer agrees to consult the Employee timeously where the exercising of the Employer's powers will –

8.1.1 have a direct effect on the performance of any of the Employee's functions;

8.1.2 commit the Employee to implement or to give effect to a decision made by the Executive Committee;

8.1.3 have a substantial financial effect on the Municipality.

8.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in paragraph 8.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

9. MANAGEMENT OF EVALUATION OUTCOMES

9.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.

9.2 A performance bonus ranging from 5% to 14% of the all-inclusive remuneration package may be paid to an employee in recognition of outstanding performance.

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9.3 In the case of unacceptable performance, the Employer shall:

- Provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and
- After appropriate performance counselling and having provided the necessary guidance and/or support and reasonable time for improvement in performance, and performance does not improve, the Employer may, subject to compliance with applicable labour legislation, be entitled by notice in writing to the Employee to terminate the Employee's employment in accordance with the notice period set out in the Employee's contract of employment.

10. DISPUTES RESOLUTION

10.1 Any disputes about the nature of the Employee's Performance Agreement whether it relates to key responsibilities, priorities, methods of assessment and/or salary increment in the agreement, must be mediated by the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the Employee, or any other person designated by the MEC whose decision shall be final and binding on both parties.

10.2 Any disputes about the outcome of the Employee's performance evaluation must be mediated by the MEC for local government in the province within thirty days (30) of receipt of a formal dispute from the employee, or any other person designated by the MEC.

11. Nothing contained in this Agreement in any way limits the right of the Employer to terminate the Employee's Contract of Employment with or without notice for any other breach by the Employee of his obligations to the Municipality or for any other valid reason in law.

12. GENERAL

12.1 The contents of this Agreement and the outcome of any review conducted in terms of Annexure "A" will not be confidential, and may be made available to the public by the Municipality, where appropriate.

12.2 Nothing in this Agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his Contract of Employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

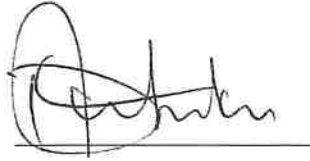
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12.3 At the end of the tunnel, the Employee may not be assessed if s/he presents to be in the employ of the Fetakgomo Tubatse Municipality for a period of less than six (06) months.

Signed at Bucuriosfont Fetakgomo Tubatse Municipality, on this 30 day of JUNE 2021.

AS WITNESSES:

1. _____



Acting Director Technical Services

Fetakgomo Tubatse Municipality

2. _____

Signed at Bucuriosfont Fetakgomo Tubatse Municipality, on this 30 day of JUNE 2021

AS WITNESSES:

1. _____



Municipal Manager

Fetakgomo Tubatse Municipality

2. _____

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ANNEXURE A: PERFORMANCE PLAN

KPA 2 : MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT Objective: "To build municipal capacity by way of raising institutional efficiency, effectiveness and competency"									
KPI Weighting	KPI No	KPI	2020/21 Target	2021/2022 Target	Q1	Q2	Q3	Q4	Portfolio of Evidence
20%	1	% achievement of departmental targets on Institutional SDBIP	73% achievement of departmental targets on Institutional SDBIP	90% achievement of departmental targets on Institutional SDBIP	90% achievement of departmental targets on Institutional SDBIP	90% achievement of departmental targets on Institutional SDBIP	90% achievement of departmental targets on Institutional SDBIP	90% achievement of departmental targets on Institutional SDBIP	Audited 2021/22 SDBIP Quarterly and Annual performance Reports
20%	2	% achievement of departmental targets on Operational SDBIP	85% achievement of departmental targets on Operational SDBIP	90% achievement of departmental targets on Operational SDBIP	90% achievement of departmental targets on Operational SDBIP	90% achievement of departmental targets on Operational SDBIP	90% achievement of departmental targets on Operational SDBIP	90% achievement of departmental targets on Operational SDBIP	Audited 2021/22 SDBIP Quarterly and Annual performance Reports
20%	3	% Progress in	0%	100% Progress in cascading	50% progress in cascading	N/A	100% progress in cascading	N/A	Performance agreement of all level

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		cascading PMS to level 01 (grade 14-18) managers		PMS to level 01 (grade 14 -18) managers	PMS to level 01 (grade 14 -18) managers: All level 01 (grade 14 -18) managers have signed their performance agreements	PMS to level 01 (grade 14 -18) managers: Conducted Mid – year performance assessment of all level 01 (grade 14 -18) managers		one managers; assessment results of all level one managers
20%								

KPA 3 : BASIC SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT

Objective: to facilitate for basic services delivery and infrastructural development / investment

KPI Weighting	KPI No	KPI	2020/21 Target	2021/2022 Target	Q1	Q2	Q3	Q4	Portfolio of Evidence
5	1	# of Highmast lights to be installed	50 high mast lights installed	18 high mast lights to be installed	N/A	9 high mast lights to be installed	9 high mast lights installed	N/A	Progress report
5	2	# of Highmast lights to be energized	50 high mast lights installed	18 Highmast lights to be energized	N/A	N/A	N/A	18 high mast lights to be energized	Energization report
5	3	% Planning of Project	New Project	100% planning	N/A	50% planning	100% planning	N/A	Appointment letter of

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		designs for Appiesdoring to Manoke road	0%	designs of Apiesdoring to Manoke road: *Preliminary design(50%); Final design(100%)	designs of Apiesdoring to Manoke road: *Preliminary design(50%);	designs of Apiesdoring to Manoke road: *Final design(100%)		service provider;preliminary Designs; final design
5	4	% Planning of designs for Access roads N3 Gamohlopi to Holong	0%	100% Planning of designs for Access road N3 Gamohlopi to Holong completed: *Preliminary design(50%); Final design(100%)	50% Planning of designs for Access road N3 Gamohlopi to Holong completed: *Preliminary design(50%);	100% Planning of designs for Access road N3 Gamohlopi to Holong completed: Final design(100%)	N/A	Appointment letter of service provider;preliminary Designs; final design
5	5	% planning of designs for Mashamot hane Access	0%	100% planning of designs for Mashamot hane Access road to	50% planning of designs for Mashamot hane Access road to	100% planning of designs for Mashamot hane Access road to	N/A	Appointment letter of service provider; preliminary Designs; final design

5		road to Moshate	0%	Moshate completed: *Preliminary design(50%); Final design(100%)	N/A	Moshate completed: *Preliminary design(50%);	Moshate completed: *Final design(100%)	N/A	Appointment letter of service provider; preliminary Designs; final design
5	6	% planning of designs for Mareseleng Access road	0%	100% planning of designs for Mareseleng Access road completed: *Preliminary design(50%); Final design(100%)	N/A	50% planning of designs for Mareseleng Access road completed: *Preliminary design(50%);	100% planning of designs for Mareseleng Access road completed: *Final design(100%);	N/A	Appointment letter of service provider; preliminary Designs; final design
5	7	% planning of designs for Selala Access roads to Moshate	0%	100% planning of designs for Selala Access roads to Moshate completed: *Preliminary design(50%);	N/A	50% planning of designs for Selala Access roads to Moshate completed: *Preliminary	100% planning of designs for Selala Access roads to Moshate completed: *Final design(100%)	N/A	Appointment letter of service provider; preliminary Designs; final design

OR

10	8	%	Progress in Construction of Ga Debeila to Mohlaletsí internal street phase 1	New indicator	Final design(100 %)	100% Progress in Construction of Ga Debeila to Mohlaletsí internal street: *Site Establishment (5%) *Road bed (10%) *Sub Base layer (10%) *Base layer (10%) *Stabilizing (10%) *Kerbs (10%) *Asphalt (20%) *V-Drain (10%) *Road Marking (5%)	N/A	design(50 %)	15% Progress in construction of Ga Debeila to Mohlaletsí: *Site Establishment (5%) *Road bed (10%)	30% progress in construction of Ga Debeila to Mohlaletsí: *Sub Base layer (10%) *Base layer (10%) *Stabilizing (10%)	55% progress in construction of Ga Debeila to Mohlaletsí: *Kerbs (10%) *Asphalt (20%) *V-Drain (10%) *Road Marking (5%) *Road sign (5%) *Finishing (5%)	Appointment letter; minutes of site meetings; Progress Report, Completion Certificate
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10	9	% Progress in Construction of the Magakala Access bridge and access roads phase 2	40%	*Road signs (5%) *Finishing (5%)	N/A	20% progress in construction of Magakala Access bridge and access roads : *Stabilizing (10%) *Kerbs (10%) *Asphalt (10%) *V-Drain (10%)	30% progress in construction of Magakala Access bridge and access roads : *Asphalt (20%) *V-Drain (10%)	60% progress in construction of Magakala Access bridge and access roads : *Road Marking and signs (5%) *Finishing (5%)	Appointment letter; minutes of site meetings; Progress Report, Completion Certificate
10	10	% Progress in Construction of Mashing Internal streets	New project	100% Progress in Construction of Mashing Internal streets: *Finishing (5%)	N/A	25% Progress in Construction of Mashing Internal streets:	50% Progress in Construction of Mashing Internal streets:	25% Progress in Construction of Mashing Internal streets:	Appointment letter; minutes of site meetings; Progress Report,

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10	11	% Progress in Construction of Motaganeng Access bridge & Road	New project	100% Progress in Construction of Motaganeng Access bridge & Road signs (5%) *Finishing (5%)	*Site Establishment (5%) *Road bed (10%) *Sub Base layer (10%) *Base layer (10%) *Stabilizing (10%) *Kerbs (10%) *Asphalt (20%) *V-Drain (10%) *Road Marking (5%) *Road signs (5%) *Finishing (5%)	25% Progress in Construction of Motaganeng Access bridge &	45% Progress in Construction of Motaganeng Access bridge & Access	30% Progress in Construction of Motaganeng Access bridge & Access	N/A	*V-Drain (10%) *Road Marking (5%) *Road signs (5%) *Finishing (5%)	*Base layer (10%) *Stabilizing (10%) *Kerbs (10%) *Asphalt (20%)	*Site Establishment (5%) *Road bed (10%) *Sub Base layer (10%)	Completion Certificate
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10	12	% progress in Completion of Ohrigstad Sports	Ohrigstad Sports Complex – Phase 1 completed	Access Road: *Site Establishment (5%) *Road bed (10%) *Sub Base layer (10%) *Base layer (10%) *Stabilizing (10%) *Culverts (15%) *Kerbs (10%) *Asphalt (10%) *V-Drain (10%) *Road Marking and signs (5%) *Finishing (5%)	Access Road: *Site Establishment (5%) *Road bed (10%) *Sub Base layer (10%)	Road: *Culverts (15%) *Base layer (10%) *Stabilizing (10%) *Kerbs (10%)	Road: *Asphalt (10%) *V-Drain (10%) *Road Marking and signs (5%) *Finishing (5%)	Completion Certificate
					N/A	45% progress in Completion of Ohrigstad Sports	55% progress in Completion of Ohrigstad Sports	Appointment letter; minutes of site meetings; Progress

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15		Complex -- Phase 2		Complex -- Phase 2: *Site Establishment (5%) *Earthworks (20%) *Installation of V-Drain (20%) *Pavement for Access to Parking (20%) *Installation of Concrete Chutes (15%) *Stone Pitching (20%)	Complex -- Phase 2: *Site Establishment (5%) *Earthworks (20%) *Installation of V-Drain (20%)	Complex -- Phase 2: *Pavement for Access to Parking (20%) *Installation of Concrete Chutes (15%) *Stone Pitching (20%)		Report, Completion Certificate
10	13	# of Municipal households to be electrified	13 500	10758 municipal households to be electrified	N/A	N/A	10758 municipal households electrified	Appointment letter; minutes of site meetings; Progress Report, Completion Certificate
	14	% progress in	Old bridge present	100% progress in	45% progress in	55% progress in	N/A	Appointment letter;

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10	rehabilitation of Mabocha Access bridge	rehabilitation of Mabocha Access bridge: *Earthworks (10%) *Wingwalls (10%) *Culvert & top slab (25%) *Road approaches (25%) *Guardrails (5%) *Gabions (10%) *Stone Pitching (10%) *Finishing (5%)	rehabilitation of Mabocha Access bridge: *Earthworks (10%) *Wingwalls (10%) *Culvert & top slab (25%)	rehabilitation of Mabocha Access bridge: *Road approaches (25%) *Guardrails (5%) *Gabions (10%) *Stone Pitching (10%) *Finishing (5%)		minutes of site meetings; Progress Report, Completion Certificate
15	% progress in rehabilitation of Mashilabela Access bridge	Old bridge present	rehabilitation of Mashilabela Access bridge: 100% progress in rehabilitation of Mashilabela Access bridge:	rehabilitation of Mashilabela Access bridge: 45% progress in rehabilitation of Mashilabela Access bridge:	N/A	Appointment letter; minutes of site meetings; Progress Report,

D.P. Nw

5	16				*Earthworks (10%) *Wingwalls (10%) *Culvert & top slab (25%) *Road approaches (25%) *Guardrails (5%) *Gabions (10%) *Stone Pitching (10%) *Finishing (5%)	*Earthworks (10%) *Wingwalls (10%) *Culvert & top slab (25%)	*Road approaches (25%) *Guardrails (5%) *Gabions (10%) *Stone Pitching (10%) *Finishing (5%)		Completion Certificate
			0%		100% Planning of designs for N1 road from Bothashoek T – junction to River cross completed:	50% Planning of designs for N1 road from Bothashoek T – junction to River cross completed: *Preliminary	100% Planning of designs for N1 road from Bothashoek T – junction to River cross completed: *	N/A	Appointment letter of service provider; preliminary Designs; final design

D.R Nw

5	17	% planning of designs for municipal electrification projects	0%	*Preliminary design(50%); Final design(100)	100% planning of designs for municipal electrification project completed	N/A	N/A	N/A	Final design(100)	100% planning of designs for municipal electrification project completed	Appointment letter of service provider; final design
5	18	# of transfer stations constructed	New indicator	2 transfer stations constructed (Penge and Mphanama, Cluster)	2 transfer stations constructed (Penge and Mphanama, Cluster)	N/A	N/A	N/A	design(50%)	2 transfer stations constructed (Penge and Mphanama, Cluster)	Designs; construction report; minutes of site meetings
40%											
KPA 5: FINANCIAL VIABILITY AND MANAGEMENT											
OBJECTIVE: "To improve overall municipal financial management"											
KPI Weighting	KPI No	KPI	2020/21 Target	2021/2022 Target	Q1	Q2	Q3	Q4	Portfolio of Evidence		
20	1	% spending of Departmental budget	70%	100% spending of Departmental budget	25% spending of Departmental budget	50% spending of Departmental budget	75% spending of Departmental budget	100% spending of Departmental budget	S71 Report		

D.P. M

20	2	% spending of MIG	87%	100% spending of MIG	25% spending of MIG	50% spending of MIG	75% spending of MIG	100% spending of MIG	MIG expenditure report
20%									

KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION
Objective: "To strengthen institutional efficiency and promote good governance"

KPI Weighting	KPI No	KPI	2020/21 Target	2021/2022 Target	Q1	Q2	Q3	Q4	Portfolio of Evidence
5	1	% implementation of Audit committee resolution	50% implementation of Audit committee resolution	100% implementation of Audit committee resolution	100% implementation of Audit committee resolution	100% implementation of Audit committee resolution	100% implementation of Audit committee resolution	100% implementation of Audit committee resolution	Audit committee resolution register and report
5	2	% implementation of performance Audit committee resolution	50% implementation of performance Audit committee resolution	100% implementation of performance Audit committee resolution	100% implementation of performance Audit committee resolution	100% implementation of performance Audit committee resolution	100% implementation of performance Audit committee resolution	100% implementation of performance Audit committee resolution	Performance Audit committee resolution register and report
5	3	% of council	80% of council	100% of council	100% of council	100% of council	100% of council	100% of council	Audited Council

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ANNEXURE B: Personal Development Action Plan

Skills/Performance Gap (in order of priority)	Outcomes Expected (measurable indicators)	Suggested training and/or development activity	Suggested mode of delivery	Suggested Time Frames	Work opportunity to practice skills or development Area	Support Person
Advance Project Management	General approval Strategic management	Initiative for Project managed Project portfolio management	University of Pretoria	12 months	Local government & Public sector	

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 Tel: +27 15 622 8000 | FAX: +27 15 622 8026

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DISCLOSURE FORM FOR BENEFITS AND INTERESTS

I, the undersigned (Surname and Initials) MTWANA D.R
(Postal Address) P O BOX
(Residential Address) 335 MAPODILE STEELPOORT
(Position Held) ACTING DIRECTOR TECHNICAL
(Name of Municipality) FETAKGOMO TUBATSE
Tel : 013 231 1167 Fax : _____

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

1. Shares, securities and other financial interests(Not bank accounts with financial institutions)

Number of shares/Extent of financial interest	Nature	Nominal value	Name of Company/Entity
None			

2. Interest in a trust

Name of trust	Amount of Remuneration /Income
None	

DR

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Tel: +27 15 622 8000 | FAX: +27 15 622 8026*

3. Membership , directorship and partnerships		
Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration /Income
Reabonke Civil works		NONE
The Ntshini ResvA (pty) Events		R200 000

4. Remunerated work outside the Municipality (Must be sanctioned by Council)		
Name of Employer	Type of Work	Amount of Remuneration /Income
Seacrest	Network marketing	R9500

5. Consultancies, Retainerships and Relationships			
Name of client	Nature	Type of business activity	Value of any benefits received
None			

6. Subsidies, grants and sponsorships by any organisation		
None		

7. Gifts and Hospitality from a source rather than a family member		
Description	Value	Member
NONE		

8. Businesses of Family, Friends or Associates		
Name of Company	Relationship	Type of business
Dinokeng Steel & Structure	Husband	steel structure


9. Land and property

Description	Extent	Area	Value
None			

CONFIDENTIAL

Council

Signature by Mayor / Municipal Manager : **Date**

 _____ Councillor / Employee's Signature	<u>30/06/2021</u> Date
Place : _____	

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