



Molemole Municipality

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN

THE MOLEMOLE MUNICIPALITY

AS REPRESENTED BY

THE MAYOR

**CLLR. M E PAYA
(EMPLOYER)**

AND

**MR. M L MOSENA
MUNICIPAL MANAGER
(EMPLOYEE)**

FOR THE

FINANCIAL YEAR: 01 JULY 2021 – 30 JUNE 2022

y. TCF ME ML ML NJ

PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Molemole Municipality herein represent by **Cllr. M E Paya** in his capacity as the Municipal Mayor (hereinafter referred to as the Employer or Senior Manager)

and

Mr. M L Mosena, Municipal Manager of the Municipality (hereinafter referred to as the Employee).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1 The Employer has entered into a contract of employment with the Employee in terms of section 57(1) (a) of the Local Government: Municipal Systems Acts 32 of 2000 ("the System 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 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 to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

2. PURPOSE OF THIS AGREEMENT

The Purpose of this Agreement is to -

- 2.1 Comply with the provisions of Section 57(1)(b),4(A),(4B) and (5)of the Systems Acts as well as the Contract of Employment entered into between the parties;
- 2.2 Specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance expectations and accountabilities;
- 2.3 Specify accountabilities as set out in the Performance Plan (Annexure A);

y. IGF
M.E
NJ ML N.L

- 2.4 Monitor and measure performance against set targeted outputs;
- 2.5 Use the Performance Agreement and Performance Plan as the basis for assessing the suitability of the Employee for permanent employment and /or to assess whether the Employee has met the performance expectations applicable to his/her job;
- 2.6 Appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and
- 2.7 Give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **1 July 2021** and will remain in force until **30 June 2022** where after 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 should no new Agreement be concluded for whatever reason, notwithstanding 3.1, the provisions of the Agreement shall continue in force until termination of the Employment Contract.
- 3.4 The content of this Agreement may be revised at any time during the abovementioned 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 / SDBIP (Annexure A) sets out-

Y
ICF M.E
MJ M.L
NL

- 4.1.1 The performance objectives and targets that must be met 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 and the Budget of the Employer, and shall include key objectives; key performance indicators; target dates and weighting

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 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 standard that will be included in the Performance Management System as applicable to the Employee.

6. The Employee agrees to participate in the Performance Management and Development System that the Employer adopts

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

y. TCF M-E
ML ML MJ

6.2 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.

6.2.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and the Competency framework (CF) respectively.

6.2.2 Each area of assessment will be weighted and will contribute a specific part to the total score.

6.2.3 KPA's covering the main areas of work will account for 80% and CF will account 20% of the final assessment.

6.3 The Employee's assessment will be based on his 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
Spatial Planning and Rationale	10
Basic Service Delivery	20
Local Economic Development	15
Municipal Financial Viability and Management	20
Good Governance & Public Participation	15
Municipal Transformation and Organizational Development	20
Total	100%

6.4 The Competency Framework (CF) will make the other 20% of the Employee's assessment score. The CF as contained in the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers must be used for this purpose. The said Regulations state that there is no hierarchical connotation to the structure and all competencies are essential to the role of a Senior Manager to influence high performance. All competencies must therefore be considered as measurable and critical in assessing the level of a Senior Manager's performance.

6.5 **Competency framework structure**

The competencies that appear in the competency framework are detailed below.

TGF M.C
 y
 MJ
 ML
 N.L

LEADING COMPETENCIES		WEIGHTING
Strategic Direction and Leadership	<ul style="list-style-type: none"> Impact and Influence Institutional Performance Management Strategic Planning and Management Organizational Awareness 	10
People Management	<ul style="list-style-type: none"> Human Capital Planning and Development Diversity Management Employee Relations Management Negotiation and Dispute Management 	10
Program and Project Management	<ul style="list-style-type: none"> Program and Project Planning and Implementation Service Delivery Management Program and Project Monitoring and Evaluation 	15
Financial Management	<ul style="list-style-type: none"> Budget Planning and Execution Financial Strategy and Delivery Financial Reporting and Monitoring 	10
Change Leadership	<ul style="list-style-type: none"> Change Vision and Strategy Process Design and Improvement Change Impact Monitoring and Evaluation 	10
Governance Leadership	<ul style="list-style-type: none"> Policy Formulation Risk and Compliance Management Cooperative Governance 	10
CORE COMPETENCIES		WEIGHTING
Moral competencies		10
Planning and organizing		5
Analysis and innovation		5
Knowledge and Information Management		5
Communication		5
Results and Quality Focus		5
TOTAL		100%

6.6 Competency Descriptions and achievement levels explained

Cluster	Leading Competencies		
Competency Name	Strategic Direction and Leadership		
Competency Definition	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR

TGF M-E
 Y NJ M-L M-L

<ul style="list-style-type: none"> • Understand institutional and departmental strategic objectives, but lacks the ability to inspire others to achieve set mandate • Describe how specific tasks link to institutional strategies but has limited influence in directing strategy • Has a basic understanding of institutional performance management, But lacks the ability to integrate systems into a collective whole • Demonstrate a basic understanding of key decision-makers 	<ul style="list-style-type: none"> • Give direction to a team in realizing the institution's strategic mandate and set objectives • Has a positive impact and influence on the morale, engagement and participation of team members • Develop actions plans to execute and guide strategy implementation • Assist in defining performance measures to monitor the progress and effectiveness of the institution • Displays an awareness of institutional structures and political factors • Effectively communicate barriers to execution to relevant parties • Provide guidance to all stakeholders in the achievement of the strategic mandate • Understand the aim and objectives of the institution and relate it to ownwork 	<ul style="list-style-type: none"> • Evaluate all activities to determine value and alignment to strategic intent • Display in-depth knowledge and understanding of strategic planning • Align strategy and goals across all functional areas • Actively define performance measures to monitor the progress and effectiveness of the institution • Consistently challenge strategic plans to ensure relevance • Understand institutional structures and political factors, and the consequences of actions • Empower others to follow strategic direction and deal with complex situations • Guide the institution through complex and ambiguous concern • Use understanding of power relationships and dynamic tensions among key players to frame communications and develop strategies, positions and alliances 	<ul style="list-style-type: none"> • Structure and position the institution to local government priorities • Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework • Hold self-accountable for strategy execution and results • Provide impact and influence through Building and maintaining strategic relationships • Create an environment that facilitates byalty and innovation Display a superior level of self-discipline and integrity in actions • Integrate various Systems into a collective whole to optimize institutional performance management • Uses understanding of competing interests to maneuver Successfully to a win/win outcome
---	--	--	--

TCF M.E
 Y. MJ
 N.J N.L

Cluster	Leading Competencies
Competency Name	People Management
Competency Definition	Effectively manage, inspire and encourage people, respect diversity, optimize talent and build and nurture relationships in order to achieve institutional objectives

ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Participate in team goal-Setting and problem solving • Interact and collaborate with people of diverse backgrounds • Aware of guidelines for employee development, but requires support in implementing development initiatives 	<ul style="list-style-type: none"> • Seek opportunities to increase team contribution and responsibility • Respect and support the diverse nature of others and be aware of the benefits of a diverse approach • Effectively delegate tasks and empower others to increase contribution and execute functions optimally • Apply relevant employee legislation fairly and consistently • Facilitate team goal-setting and problem-solving • Effectively identify capacity requirements to fulfill the strategic mandate 	<ul style="list-style-type: none"> • Identify ineffective team and work processes and recommend remedial interventions • Recognize and reward effective and desired behavior • Provide mentoring and guidance to others in order to increase personal effectiveness • Identify development and learning needs within the team • Build a work environment conducive to sharing, innovation, ethical behavior and professionalism • Inspire a culture of performance excellence by giving positive and constructive feedback to the team • Achieve agreement or consensus in adversarial environments • Lead and unite diverse teams across divisions to achieve institutional objectives 	<ul style="list-style-type: none"> • Develop and incorporate best practice people management processes, approaches and tools across the institution • Foster a culture of discipline, responsibility and accountability • Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution • Develop comprehensive integrated strategies and approaches to human capital development and management • Actively identify trends and predict capacity requirements to facilitate unified transition and performance management

TCF ME
 G NJ ML
 NL

Cluster	Leading Competencies		
Competency Name	Program and Project Management		
Competency Definition	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Initiate projects after approval from higher authorities • Understand procedures of Program and project management methodology, implications and stakeholder involvement • Understand the rationale of projects in relation to the institution's strategic objectives • Document and communicate factors and risk associated with own work • Use results and approaches of successful project implementation as guide 	<ul style="list-style-type: none"> • Establish broad stakeholder involvement and communicate the project status and key milestones • Define the roles and responsibilities of the project team and create clarity around expectations • Find a balance between project deadline and the quality of deliverables • Identify appropriate project resources to facilitate the effective completion of the deliverables • Comply with statutory requirements and apply policies in a consistent manner • Monitor progress and use of resources and make needed adjustments to timelines, steps, and resource allocation 	<ul style="list-style-type: none"> • Manage multiple programs and balance priorities and conflicts according to institutional goals • Apply effective risk management strategies through impact assessment and resource requirements • Modify project scope and budget when required without compromising the quality and objectives of the project • Involve top-level authorities and relevant stakeholders in seeking project buy-in • Identify and apply contemporary project management methodology • Influence and motivate project team to deliver exceptional results • Monitor policy implementation and apply procedures to manage risks 	<ul style="list-style-type: none"> • Understand and conceptualize the long-term implications of desired project outcomes • Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realize institutional objectives • Consider and initiate projects that focus on achievement of the long-term objectives • Influence people in positions of authority to implement outcomes of projects • Lead and direct translation of Policy into workable actions plans • Ensures that Programs are Monitored to track progress and optimal resource utilization, and that adjustments are made as needed

G
 TGF
 M.C
 M.L
 N.J
 M.L

Cluster	Leading Competencies		
Competency Name	Financial Management		
Competency Definition	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognized financial practices. Further to ensure that all financial transactions are managed in an ethical manner		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Understand basic financial concepts and methods as they relate to institutional processes and activities • Display awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systems • Understand the importance of financial accountability • Understand the importance of asset control 	<ul style="list-style-type: none"> • Exhibit knowledge of general financial concepts, planning, budgeting, and forecasting and how they interrelate • Assess, identify and manage financial risks • Assume a cost-saving approach to financial management • Prepare financial reports based on specified formats • Consider and understand the financial implications of decisions and suggestions • Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated • Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget 	<ul style="list-style-type: none"> • Take active ownership of planning, budgeting, and forecast processes and provides credible answers to queries within own responsibility • Prepare budgets that are aligned to the strategic objectives of the institution • Address complex budgeting and financial management concerns • Put systems and processes in place to enhance the quality and integrity of financial management practices • Advise on policies and procedures regarding asset control • Promote National Treasury's regulatory framework for Financial Management 	<ul style="list-style-type: none"> • Develop planning tools to assist in evaluating and monitoring future expenditure trends • Set budget frameworks for the institution • Set strategic direction for the institution on expenditure and other financial processes • Build and nurture partnerships to improve financial management and achieve financial savings • Actively identify and implement new methods to improve asset control • Display professionalism in dealing with financial data and processes

Y
 TCF
 M.E
 M.L
 NJ
 M.L

Cluster	Leading Competencies		
Competency Name	Change Leadership		
Competency Definition	Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Display an awareness of interventions, and the benefits of transformation initiatives • Able to identify basic needs for change • Identify gaps between the current and desired state • Identify potential risks and challenges to transformation, including resistance to change factors • Participate in change programmes and piloting change interventions • Understands the impact of change interventions on the institution within the broader scope of Local Government 	<ul style="list-style-type: none"> • Perform an analysis of the change impact on social, political and economic environment • Maintain calm and focus during change • Able to assist team members during change and keep them focused on the deliverables • Volunteer to lead change efforts outside of own work team • Able to gain buy-in and approval for change from relevant stakeholders • Identify change readiness levels and assist in resolving resistance to change factors • Design change interventions that are aligned with the institutions strategic objectives and goals 	<ul style="list-style-type: none"> • Actively monitor change impact and results and convey progress to relevant stakeholders • Secure buy-in and sponsorship for change initiatives • Continuously evaluate change strategy and design and introduce new approaches to enhance the institutions effectiveness • Build and nurture relationships with various stakeholders to establish strategic alliance in facilitating change • Take the lead in impactful change programmes • Benchmark change interventions against best change practices • Understand the impact and psychology of change and put remedial interventions in place to facilitate effective transformation • Take calculated risk and seek new ideas from best practice 	<ul style="list-style-type: none"> • Sponsor change agents and create a network of change leaders who support the interventions • Actively adapt current structures and processes to incorporate the change interventions • Mentor and guide team members on the effects of change, resistance factors and how to integrate change • Motivate and inspire others around change initiatives

y M.E NL
 TCF ML
 NJ

Cluster	Leading Competencies		
Competency Name	Governance Leadership		
Competency Definition	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualization of relevant policies and enhance cooperative governance relationships		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements • Understand the structure of cooperative government but requires guidance on fostering workable relationships between stakeholders • Provide input into policy formulation 	<ul style="list-style-type: none"> • Display a thorough understanding of governance and risk and compliance factors and implement plans to address these • Demonstrate understanding of the techniques and processes for optimizing risk taking decisions within the institution • Actively drive policy formulation within the institution to ensure the achievement of objectives 	<ul style="list-style-type: none"> • Able to link risk initiatives into key institutional objectives and drivers • Identify, analyze and measure risk, create valid risk forecasts, and map risk profiles • Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives • Demonstrate a thorough understanding of risk retention plans • Identify and implement comprehensive risk management systems and processes • Implement and monitor the formulation of policies, identify and analyze constraints and challenges with implementation and provide recommendations for improvement 	<ul style="list-style-type: none"> • Demonstrate a high level of commitment in complying with governance requirements • Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework • Able to advise Local Government on risk management strategies, best practice interventions and compliance management • Able to forge positive relationships on cooperative governance level to enhance the effectiveness of local government • Able to shape, direct and drive the formulation of policies on a macro level

y
TCF ME
ML
NJ ML

Cluster	Core Competencies		
Competency Name	Moral Competence		
Competency Definition	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behavior that reflects moral competence		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> Realize the impact of acting with integrity, but requires guidance and development in implementing principles Follow the basic rules and regulations of the institution Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent local 	<ul style="list-style-type: none"> Conduct self in alignment with the values of Local Government and the institution Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver Actively report fraudulent activity and corruption within local government Understand and honor the confidential nature of matters without seeking personal gain Able to deal with situations of conflict of interest promptly and in the best interest of local government 	<ul style="list-style-type: none"> Identify, develop, and apply measures of self-correction Able to gain trust and respect through aligning actions with commitments Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders Present values, beliefs and ideas that are congruent with the institution's rules and regulations Takes an active stance against corruption and dishonesty when noted Actively promote the value of the institution to internal and external stakeholders Able to work in unity with a team and not seek personal gain Apply universal moral principles consistently to achieve moral decisions 	<ul style="list-style-type: none"> Create an environment conducive of moral practices Actively develop and implement measures to combat fraud and corruption Set integrity standards and shared accountability measures across the institution to support the objectives of local government Take responsibility for own actions and decisions, even if the consequences are unfavorable

y
 M.J
 M.E
 TCF
 M.L
 M.L

Cluster	Core Competencies		
Competency Name	Planning and Organizing		
Competency Definition	Able to plan, prioritize and organize information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Able to follow basic plans and organize tasks around set objectives • Understand the process of planning and organizing but requires guidance and development in providing detailed and comprehensive plans • Able to follow existing plans and ensure that objectives are met • Focus on short-term objectives in developing plans and actions • Arrange information and resources required for a task, but require further structure and organization 	<ul style="list-style-type: none"> • Actively and appropriately organize information and resources required for a task • Recognize the urgency and importance of tasks • Balance short and long-term plans and goals and incorporate into the team's performance objectives • Schedule tasks to ensure they are performed within budget and with efficient use of time and resources • Measures progress and monitor performance results 	<ul style="list-style-type: none"> • Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities, and assign appropriate resources for successful implementation • Identify in advance required stages and actions to complete tasks and projects • Schedule realistic timelines, objectives and milestones for tasks and projects • Produce clear, detailed and comprehensive plans to achieve institutional objectives • Identify possible risk factors and design and implement appropriate contingency plans • Adapt plans in light of changing circumstances • Priorities tasks and projects according to their relevant urgency and importance 	<ul style="list-style-type: none"> • Focus on broad strategies and initiatives when developing plans and actions • Able to project and forecast short, medium and long term requirements of the institution and local government • Translate policy into relevant projects to facilitate the achievement of institutional objectives

9
 M-E
 TCF
 M-L MJ
 M-L

Cluster	Core Competencies		
Competency Name	Analysis and Innovation		
Competency Definition	Able to critically analyze information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Understand the basic operation of analysis, but lack detail and thoroughness • Able to balance independent analysis with requesting assistance from others • Recommend new ways to perform tasks within own function • Propose simple remedial interventions that marginally challenges the status quo • Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking 	<ul style="list-style-type: none"> • Demonstrate logical problem solving techniques and approaches and provide rationale for recommendations • Demonstrate objectivity, insight, and thoroughness when analyzing problems • Able to break down complex problems into manageable parts and identify solutions • Consult internal and external stakeholders on opportunities to improve processes and service delivery • Clearly communicate the benefits of new opportunities and innovative solutions to stakeholders • Continuously identify opportunities to enhance internal processes • Identify and analyze opportunities conducive to innovative approaches and propose remedial intervention 	<ul style="list-style-type: none"> • Coaches team members on analytical and innovative approaches and techniques • Engage with appropriate individuals in analyzing and resolving complex problems • Identify solutions on various areas in the institution • Formulate and implement new ideas throughout the institution • Able to gain approval and buy-in for proposed interventions from relevant stakeholders • Identify trends and best practices in process and service delivery and propose institutional application • Continuously engage in research to identify client needs 	<ul style="list-style-type: none"> • Demonstrate complex analytical and problem solving approaches and techniques • Create an environment conducive to analytical and fact-based problem-solving • Analyze, recommend solutions and monitor trends in key challenges to prevent and manage occurrence • Create an environment that fosters innovative thinking and follows a learning organization approach • Be a thought leader on innovative customer service delivery, and process optimization • Play an active role in sharing best practice solutions and engage in national and international local government seminars and conferences

S
 TCF
 MJ
 ME
 ML
 NL

Cluster	Core Competencies		
Competency Name	Knowledge and Information Management		
Competency Definition	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Collect, categories and track relevant information required for specific tasks and projects • Analyze and interpret information to draw conclusions • Seek new sources of information to increase the knowledge base • Regularly share information and knowledge with internal stakeholders and team members 	<ul style="list-style-type: none"> • Use appropriate information systems and technology to manage institutional knowledge and information sharing • Evaluate data from various sources and use information effectively to influence decisions and provide solutions • Actively create mechanisms and structures for sharing of information • Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency 	<ul style="list-style-type: none"> • Effectively predict future information and knowledge management requirements and systems • Develop standards and processes to meet future knowledge management needs • Share and promote best-practice knowledge management across various institutions • Establish accurate measures and monitoring systems for knowledge and information management • Create a culture conducive of learning and knowledge sharing • Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches 	<ul style="list-style-type: none"> • Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information • Establish partnerships across local government to facilitate knowledge management • Demonstrate a mature approach to knowledge and information sharing with an abundance and assistance approach • Recognize and exploit knowledge points in interactions with internal and external stakeholders

G
 TCF
 NJ
 M.F.
 M.L.
 M.L.

Cluster	Core Competencies		
Competency Name	Communication		
Competency Definition	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilizing such tools • Express ideas in a clear and focused manner, but does not always take the needs of the audience into consideration • Disseminate and convey information and knowledge adequately 	<ul style="list-style-type: none"> • Express ideas to individuals and groups in formal and informal settings in a manner that is interesting and motivating • Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs • Adapt communication content and style to suit the audience and facilitate optimal information transfer • Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders • Compile clear, focused, concise and well-structured written documents 	<ul style="list-style-type: none"> • Effectively communicate high-risk and sensitive matters to relevant stakeholders • Develop a well-defined communication strategy • Balance political perspectives with institutional needs when communicating viewpoints on complex issues • Able to effectively direct negotiations around complex matters and arrive at a win-win situation that promotes Bathe Pele principles • Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution • Able to communicate with the media with high levels of moral competence and discipline 	<ul style="list-style-type: none"> • Regarded as a specialist in negotiations and representing the institution • Able to inspire and motivate others through positive communication that is impactful and relevant • Creates an environment conducive to transparent and productive communication and critical and appreciative conversations • Able to coordinate negotiations at different levels within local government and externally

S TCF ME
M.J ALL NL

Cluster	Core Competencies		
Competency Name	Results and Quality Focus		
Competency Definition	Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Understand quality of work but requires guidance in attending to important matters • Show a basic commitment to achieving the correct results • Produce the minimum level of results required in the role • Produce outcomes that is of a good standard • Focus on the quantity of output but requires development in incorporating the quality of work • Produce quality work in general circumstances, but fails to meet expectation when under pressure 	<ul style="list-style-type: none"> • Focus on high-priority actions and does not become distracted by lower-priority activities • Display firm commitment and pride in achieving the correct results • Set quality standards and design processes and tasks around achieving set standards • Produce output of high quality • Able to balance the quantity and quality of results in order to achieve objectives • Monitors progress, quality of work, and use of resources; provide status updates, and make adjustments as needed 	<ul style="list-style-type: none"> • Consistently verify own standards and outcomes to ensure quality output • Focus on the end result and avoids being distracted • Demonstrate a determined and committed approach to achieving results and quality standards • Follow task and projects through to completion • Set challenging goals and objectives to self and team and display commitment to achieving expectations • Maintain a focus on quality outputs when placed under pressure • Establishing institutional systems for managing and assigning work, defining responsibilities, tracking and monitoring and measuring success 	<ul style="list-style-type: none"> • Coach and guide others to exceed quality standards and results • Develop challenging, client-focused goals and sets high standards for personal performance • Commit to exceed the results and quality standards, monitor own performance and implement remedial interventions when required • Work with team to set ambitious and challenging team goals, communicating long- and short-term expectations • Take appropriate risks to accomplish goals • Overcome setbacks and adjust action plans to realize goals • Focus people on critical activities that yield a high impact

TCF N.J N.L
 M.E M.L

7. EVALUATING PERFORMANCE

7.1 The Performance Plan (Annexure A) to this Agreement sets out-

- 7.1.1 The standards and procedures for evaluating Employee's performance; and
- 7.1.2 The intervals for the evaluation of the Employee's performance.

7.2 Despite the establishment of intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force.

7.3 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.

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

7.5 The annual performance appraisal will involve:

7.5.1 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 must then be used to add the scores and calculate a final KPA score.

7.5.2 Assessment of competency levels

- (a) Each leading and core competency contained in the Competency Framework must 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 competency.
- (c) The applicable assessment rating calculator must then be used to add the scores and calculate a final CF score.

7.5.3 Overall Rating

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

7.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and Competency Framework:

ACHIEVEMENT LEVEL	TERMINOLOGY	DESCRIPTION
5	Superior / Outstanding Performance	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops and applies comprehensive concepts and methods.

Handwritten notes:
 y TCF MJ MC ML

ACHIEVEMENT LEVEL	TERMINOLOGY	DESCRIPTION
		Performance far exceeds the standard expected of an employee at this level. The appraisal indicate that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the Performance Agreement and Performance Plan and maintained this in all areas of responsibility throughout the year.
4	Advanced / Performance significantly above expectations	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in depths analyses. 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	Competent / Fully effective	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses. 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 Performance Agreement and Performance Plan.
2	Basic / Not fully effective	Applies basic concepts, methods and understanding of local government operations but requires supervision and development interventions 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 indicate that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the Performance Agreement and Performance Plan.
1	Basic / Unacceptable Performance	Does not apply the basic concepts and methods to prove a basic understanding of local government operations and requires extensive supervision and development interventions 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 Performance Agreement 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.

7.7 For purpose of evaluating the performance of the Executive Managers (Heads of Department – Section 56 employees), an evaluation panel constituted by the following persons will be established-

7.7.1 Executive Mayor or Mayor;

Handwritten signatures and initials: G, TCF, M.E, N.J, M.C, M.L

- 7.7.2 Member of the Audit Committee;
- 7.7.3 Member of the Executive Committee; and
- 7.7.4 Mayor and or Municipal Manager from another Municipality.
- 7.7.5 Member of ward committee as nominated by Executive Mayor or Mayor

8. SCHEDULE FOR PERFORMANCE REVIEWS

8.1 The performance of each Employee in relation to his/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 : 1 July 2021 – 30 September 2021
- Second quarter : 1 October 2021 – 31 December 2021
- Third quarter : 1 January 2022 – 31 March 2022
- Fourth quarter : 1 April 2022 – 30 June 2022

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

8.3 Performance feedback shall be based on the Employer’s assessment of the Employee’s performance.

8.4 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.

8.5 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.

9. DEVELOPMENTAL REQUIREMENTS

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

9.1 Noting the need to address development gaps in the municipalities, non-compliance with the Circular 60 on Minimum Requirements stipulates the following:

9.2 Failure to implement the requirements of the regulations will result in non-compliance with legislation.

TCF ME
 G NJ ML
 N-L

- 9.3 If officials have not met the requirements of the regulations including the support provided in this Circular by the due date, Regulation 15 and 18 will immediately apply.
- 9.4 Therefore, the continued employability of affected officials will be impacted upon. MFMA Circular No. 60 Minimum Competency Levels Regulations, Gazette 29967 April 2012.
- 9.5 Whilst the provisions of these regulations will apply consistently across all municipalities and municipal entities from the effective date of enforcement, National treasury will consider, "Special Merit Cases", delayed enforcement of certain provisions for a period of up to eighteen months from 1 January 2013.

10. OBLIGATIONS OF THE EMPLOYER

The Employer shall:

- 10.1 Create an enabling environment to facilitate effective performance by the Employee;
- 10.2 Provide access to skills development and capacity building opportunities;
- 10.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
- 10.4 On the request of the Employee delegates such powers reasonably required by the Employee to enable him/ her to meet the performance objectives and targets established in term of this Agreement; and
- 10.5 Make available to the Employee such resources as the Employee may reasonably require from time to time to assist him/her to meet the performance objectives and targets established in terms of this Agreement.

11. CONSULTATION

- 11.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others-
 - 1.1.1 A direct effect on the performance of any of the Employee's functions;
 - 1.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and
 - 11.1.4 A substantial financial effect on the Employer.
- 11.2 The employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 11.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

12. MANAGEMENT OF EVALUATION OUTCOMES

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

Y TGF MJ M.E
 ML
 N.L

- 12.2 A performance bonus of 5% to 14% of inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance.
- 12.3 The Employee will be eligible for progression to the next higher remuneration package, within the relevant remuneration band, after completion of at least twelve (12) months service on the current remuneration package by 30 June (end of financial year) subject to a fully effective assessment.
- 12.4 In the case of unacceptable performance, the Employer shall-
 - 12.4.1 Provide systematic remedial of development support to assist the Employee to improve his or her performance; and
 - 12.4.2 After appropriate performance and 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.

A Score of 130% to 149% is awarded a performance bonus ranging from 5% - 9%

A score of 150% and above is awarded a performance bonus ranging from 10% to 14%

Score	Awarded %
130-133	5%
134-137	6%
138-141	7%
142-145	8%
146-149	9%
Score	Awarded %
150-153	10%
154-157	11%
158-161	12%
162-165	13%
166- above	14%

13. DISPUTE RESOLUTION

- 13.1 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 –

y TCF NJ M.E
M.L MC

- 13.1.1 In the case of managers the municipal manager, the MEC for local government in the province within thirty (30) days of receipt of formal dispute from the employee, or any other person designated by the MEC;
- 13.2 Any dispute about the outcome of employee's performance evaluation, must be mediated by
 - 13.2.1 In the case of municipal manager the MEC for local government in the province within thirty (30) days of receipt of formal dispute from the employee, or any other person designated by the MEC; and
- 13.3 In the event that the mediation process contemplated above fails, clause 15 of the Contract of Employment shall apply.

14. GENERAL

- 14.1 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.
- 14.2 Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.
- 14.3 This performance agreement must be submitted together with a signed code of conduct and a declaration of interest
- 14.4 The performance assessment results of the Municipal Manager and managers directly accountable to the Municipal Manager must be submitted to the MEC responsible for Cooperative Governance, Human Settlements and Traditional Affairs in Limpopo Province as well as the National Minister responsible for Cooperative governance and Traditional Affairs within fourteen (14) days after the conclusion of the assessment.

Thus done and signed at on this the day of2021

AS WITNESSES:

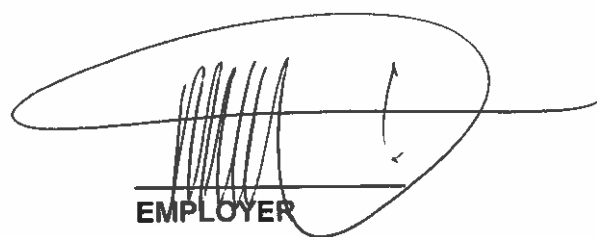
1. _____
 2. _____



EMPLOYEE

AS WITNESSES:

1. _____
 2. _____



EMPLOYER

INDIVIDUAL PERFORMANCE PLAN (SDBIP 2021 / 2022) ANNEXURE A

Y
TCF
M.E
NJ
ML
NL

Key Performance Area (KPA) 5:		GOOD GOVERNANCE & PUBLIC PARTICIPATION										
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System										
Outputs :		<ul style="list-style-type: none"> • Deepen democracy through a refined ward committee model • Administrative and financial capability 										
Key Strategic Organizational Objectives		To ensure that institutional arrangements are transparent efficient and effective To ensure that good governance and public participation is sustained and enhances transparency and accountability.										
No.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/22 Annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	2021/22 Annual Budget R	Means of verification	Weight
MIM-001-2021/22	Communications	Number of Diaries printed	Printing and of Municipal Diaries	1500 Diaries printed	800 Diaries printed	Specification approved and Advertisement for 1500	Appointment of a service provider and delivery of 1500 Diaries	No Target	No Target	R195,060	Order, Diaries, advert, Delivery Note	
MIM-002-2021/22		Number of Calendars printed	Printing of Municipal Calendars	1500 Calendars printed	1000 Calendars printed	Specification approved and Advertisement for 2000	Appointment of a service provider and delivery of 2000 Calendars	No Target	No Target	R173,000	Order, Advert, Delivery Note	
MIM-003-2021/22		Number of Newsletters printed and distributed	Printing and Distribution of Newsletters	3000 Newsletters printed and distributed	3000 Newsletters printed and distributed	Specification approved and Advertisement for 1500 newsletters	Appointment of a service provider and delivery of 1500 Newsletters	Specification approved and Advertisement for 1500 newsletters	Appointment of a service provider and delivery of 1500 Newsletters			Order, Advert, Delivery Note,
MIM-004-2021/22		Number of IDP documents printed	Printing and Distribution of IDP documents	300 IDP documents printed	300 IDP documents printed	Specification approved and Advertisement, Appointment of Service Provider and delivery of 300 IDP documents	No Target	No Target	No Target	176 970	Order, Advert, Delivery Note,	

y TCF M.C NJ ML N.L

Key Performance Area (KPA) 5:		GOOD GOVERNANCE & PUBLIC PARTICIPATION										
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System										
Outputs :		<ul style="list-style-type: none"> • Deepen democracy through a refined ward committee model • Administrative and financial capability 										
Key Strategic Organizational Objectives		To ensure that institutional arrangements are transparent efficient and effective To ensure that good governance and public participation is sustained and enhances transparency and accountability.										
No.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/22 Annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	2021/22 Annual Budget R	Means of verification	Weight
MM-005-2021/22	Communications	Number of Annual Reports documents printed	Printing of Annual Reports documents	300 Annual Report documents printed	300 Annual Report documents printed	No Target	No Target	Specification approved and Advertisement	Appointment of a service provider and delivery of 300 Annual Reports Documents	R200,000	Order, Advert, Delivery Note	
MM-006-2021/22		Percentage of municipal activities and notices publicised and marketed.	Marketing, Publicity and Advertising	100%	100%	100%	100%	100%	100%	400 000	Order, Invoice, Copy of Advert	
MM-007-2021/22		Percentage of Events management equipment procured	Procurement of Events Management Equipment	100%	100%	100%	100%	100%	100%	100 000	Advert, Order and delivery note	
MM-008-2021/22	Special Focus	Number of youth support programmes coordinated	Coordination of Youth Support Programmes	2	2	No Target	1	No Target	1	132 175	Attendance register, Invitation Report Concept document	

Key Performance Area (KPA) 5: GOOD GOVERNANCE & PUBLIC PARTICIPATION												
Outcome 9: Responsive, Accountable, Effective and Efficient Local Government System												
Outputs :												
<ul style="list-style-type: none"> • Deepen democracy through a refined ward committee model • Administrative and financial capability 												
Key Strategic Organizational Objectives												
To ensure that institutional arrangements are transparent efficient and effective												
To ensure that good governance and public participation is sustained and enhances transparency and accountability.												
No.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/22 Annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	2021/22 Annual Budget R	Means of verification	Weight
MM-009-2021/22	Special Focus	Number of women and children programmes coordinated.	Coordination of Women and Children programmes	3	3	1 Women's day celebration coordinated	1 16 Days of Activism for No Violence Against Women and Children coordinated	1	No Target	233 963	Attendance register, Invitation Report Concept document	
MM-010-2021/22	Special Focus	Number of disability programmes coordinated	Coordination of Support programmes for People living with Disabilities	3	3			1	No Target	55 054	Attendance register, Invitation, Report Concept document	
MM-011-2021/22	Special Focus	Number of older persons programmes coordinated	Coordination of Older persons Support programmes	3	3			No Target	1	70 000	Attendance register, Invitation Report Concept document	
MM-012-2021/22	Special Focus	Number of Local AIDs Council meetings coordinated	Coordination of Local Aids Council meetings	2	4	4	1	1	1	177 408	Attendance register, Minutes	
MMO P-001-2021/22	Audit Action Plan	Percentage of internal audit queries addressed	Implementation of Internal Audit action plan	83%	100%	25%	50%	75%	100%	Opex	Updated Internal Audit action plan	
MMO P-002-	AG Action Plan	Percentage of audit	Implementation of AG Audit action plan	100%	100%	No Target	No Target	50%	100%	Opex	Updated AG Audit action plan	

Key Performance Area (KPA) 5:		GOOD GOVERNANCE & PUBLIC PARTICIPATION										
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System										
Outputs :		<ul style="list-style-type: none"> • Deepen democracy through a refined ward committee model • Administrative and financial capability 										
Key Strategic Organizational Objectives		To ensure that institutional arrangements are transparent efficient and effective To ensure that good governance and public participation is sustained and enhances transparency and accountability.										
No.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/22 Annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	2021/22 Annual Budget	Means of verification	Weight
MMO 2021/22		queries addressed										
MMO P-003-2021/22	Risk Management	Percentage of risk register implemented	Implementation of Risk register	100%	100%	100%	100%	100%	100%	Opex	Updated Strategic risk register	
MMO P-004-2021/22	Council Resolutions	Percentage of Council resolutions implemented	Implementation of Council resolutions	100%	100%	100%	100%	100%	100%	Opex	Updated Council resolution register	
MMO P-005-2021/22	Audit Committee Resolutions	Percentage of Audit Committee resolutions implemented	Implementation of Audit Committee resolutions	57%	100%	100%	100%	100%	100%	Opex	Updated Audit Committee resolution register	
MMO P-006-2021/22	PMS	Number of Annual Performance reports compiled and approved	Compilation of Annual Performance report	1	1		No Target	No Target	No Target	Opex	Annual Performance Report	
MMO P-007-2021/22	PMS	2022/2023 Annual SDBIP compiled and approved by Council	Compilation of 2022/23 SDBIP	1	1	No Target	No Target	No Target	1	Opex	Approved SDBIP Council Resolution	

Y TCF NJ M.L M.C

Key Performance Area (KPA) 5:		GOOD GOVERNANCE & PUBLIC PARTICIPATION										
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System										
Outputs :		<ul style="list-style-type: none"> • Deepen democracy through a refined ward committee model • Administrative and financial capability 										
Key Strategic Organizational Objectives		To ensure that institutional arrangements are transparent efficient and effective To ensure that good governance and public participation is sustained and enhances transparency and accountability.										
No.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/22 Annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	2021/22 Annual Budget R	Means of verification	Weight
MMO P-008-2021/22	PMS	Number of Quarterly SDBIP reports compiled and submitted to Council	Compilation of 2021/22 quarterly SDBIP reports	4	4	1	1	1	1		Quarterly SDBIP Report	
MMO P-009-2021/22	PMS	Number of Annual SDBIP reviews coordinated	Review of 2021/22 SDBIP	1	1	No Target	No Target	1	No Target	Opex	Approved reviewed SDBIP Council Resolution	
MMO P-010-2021/22	PMS	Number of Senior Management performance assessments coordinated	Performance Assessment of Senior Management	2	2	No Target	1 2020/2021 Annual Assessment conducted	1 2021/2022 Mid-year assessment conducted	No Target	Opex	Performance scorecards	
MMO P-011-2021/22	PMS	Number of assessments coordinated for Municipal Employees performance assessment conducted	Assessment of Municipal Employees	2	2	No Target	1 2020/2021 Annual Assessment conducted	1 2021/2022 Mid-year assessment conducted	No Target	Opex	Assessment report	

TCF
ML NJ
ME
y.

Key Performance Area (KPA) 5: GOOD GOVERNANCE & PUBLIC PARTICIPATION												
Outcome 9: Responsive, Accountable, Effective and Efficient Local Government System												
Outputs :												
<ul style="list-style-type: none"> • Deepen democracy through a refined ward committee model • Administrative and financial capability 												
Key Strategic Organizational Objectives												
To ensure that institutional arrangements are transparent efficient and effective												
To ensure that good governance and public participation is sustained and enhances transparency and accountability.												
No.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/22 Annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	2021/22 Annual Budget R	Means of verification	Weight
MMO P-012-2021/22	PMS	2020/21 Annual Report (AR) compiled	Compilation of Annual report	2019/20 AR approved	2020/21 AR compiled and approved	No target	No target	2020/21 AR compiled and approved	No Target	Opex	Approved Annual Report Council resolution	
MMO P-013-2021/22		Number of Back to Basics reports compiled	Compilation of Back to Basics report	4	4	1	1	1	1	Opex	Approved B2B report	
MMO P-014-2021/22		Percentage of instituted cases defended	Litigation management	100%	100%	100%	100%	100%	100%	Opex	Litigations register	
MMO P-015-2021/22		Percentage of requests for legal advice dealt with	Provision of sound Legal Advisory Services	100%	100%	100%	100%	100%	100%	Opex	Contract register, Approved SLAs	
MMO P-016-2021/22	Legal Services	Percentage of Municipal by-laws reviewed	Review of Municipal by-laws	100%	100%	100%	100%	100%	100%	Opex	Reviewed By-laws	
MMO P-017-2021/22		Number of Contingent Liability reports compiled	Compilation of contingent liability reports	12	12	3	3	3	3	Opex	Monthly Contingent Liability reports	

ME Y
 TCF
 NJ ML NL

Key Performance Area (KPA) 5:		GOOD GOVERNANCE & PUBLIC PARTICIPATION										
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System										
Outputs :		<ul style="list-style-type: none"> • Deepen democracy through a refined ward committee model • Administrative and financial capability 										
Key Strategic Organizational Objectives		To ensure that institutional arrangements are transparent efficient and effective To ensure that good governance and public participation is sustained and enhances transparency and accountability.										
No.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/22 Annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	2021/22 Annual Budget	Means of verification	Weight
MMMO P-018-2021/22		Number of contingent Asset reports completed	Compilation of Contingent Asset reports	12	12	3	3	3	3	Opex	Monthly Contingent Assets reports	
MMMO P-019-2021/22		Number of Audit Steering Committee meetings coordinated	Audit Steering Committee meetings	4	4	1	1	1	1	Opex	Agenda and Minutes	
MMMO P-020-2021/22		Number of Performance Audit Reports submitted to Council	Performance Audits	4	4	1	1	1	1	Opex	Audit Committee report	
MMMO P-021-2021/22	Internal Audit	Number of Audit Committee meetings coordinated	Audit Committee meetings	4	4	1	1	1	1	Opex	Agenda and Minutes	
MMMO P-022-2021/22	Internal Audit	Number of internal audit reports compiled	Compilation of Internal audit reports	4	4	1	1	1	1	Opex	Internal Audit reports	
MMMO P-023-2021/22	Internal Audit	Number of Risk-based audit plans compiled	Compilation of Risk-based audit plan	1	1	No Target	No Target	No Target	1 Compilation of the risk based audit plan	Opex	Risk based audit plan	

M.C. Y.
 IGF
 NJ
 ML
 ML

Key Performance Area (KPA) 5:		GOOD GOVERNANCE & PUBLIC PARTICIPATION										
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System										
Outputs :		<ul style="list-style-type: none"> • Deepen democracy through a refined ward committee model • Administrative and financial capability 										
Key Strategic Organizational Objectives		To ensure that institutional arrangements are transparent efficient and effective To ensure that good governance and public participation is sustained and enhances transparency and accountability.										
No.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/22 Annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	2021/22 Annual Budget	Means of verification	Weight
MMMO P-024-2021/22		Number of Annual Reports reviewed	Review of the 2019/20 Annual Report	1	1	No Target	Not Target	1 Review of annual report	No Target	Opex	Report on annual report	
MMMO P-025-2021/22		Number of Annual Performance Reports reviewed	Review of the 2019/20 Annual Performance Report	1	1	1 Review of annual performance report	No Target	No Target	No target	Opex	Report on annual performance report	
MMMO P-026-2021/22	Audit	Number of Annual Financial Statement (AFS) reviewed	Review of the 2019/20 AFS	1	1	1 Review of annual financial statements	No Target	No Target	No Target	Opex	Report on reviewed Annual Financial statements	
MMMO P-027-2021/22	Audit	Number of Audit Action Plans developed	Development of Audit action plans on issues raised by IA/AG	2	2	No Target	2	No Target	No Target	Opex	2021/22 Internal/external audit action plans	
MMMO P-028-2021/22	Risk Management	Number of Risk Management Committee meetings coordinated	Risk Management Committee meeting	4	4	1	1	1	1	Opex	Agenda, Minutes, Attendance registers	
MMMO P-029-2021/22	Risk Management	Number of strategic risk assessments conducted	2022/2023 Strategic Risk Assessment	1	1	No Target	No Target	No Target	1	Opex	Approved Strategic Risk Register 2022/2023	

ME y.
IGF NJ ML NO

Key Performance Area (KPA) 5:		GOOD GOVERNANCE & PUBLIC PARTICIPATION										
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System										
Outputs :		<ul style="list-style-type: none"> Deepen democracy through a refined ward committee model Administrative and financial capability 										
Key Strategic Organizational Objectives		To ensure that institutional arrangements are transparent efficient and effective To ensure that good governance and public participation is sustained and enhances transparency and accountability.										
No.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/22 Annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	2021/22 Annual Budget	Means of verification	Weight
MMO P-030-2021/22		Number of Operational Risk Assessments conducted	2021/2022 Operational risk assessment	1	1	1	No Target	No Target	No Target	Opex	Approved Operational Risk Register	
MMO P-031-2021/22		Percentage of employees who signed Code of Conduct and Interest Disclosure forms	Signing of Employee Code of Conduct and Interest Disclosure forms	100%	100%	100%	100%	100%	100%	Opex	Signed Disclosure forms	
MMO P-032-2021/22		Number of Compilation Registers compiled	Compilation of compliance registers	4	4	1	1	1	1	Opex	Compliance Registers	
MMO P-033-2021/22		Number of Gift Registers updated	Updating Gift Register	1	1	1	1	1	1	Opex	Updated Gift Register	
MMO P-034-2021/22	Risk Management	Number of Councilor properties Valuated	Valuation of Councilor Properties for insurance coverage	New Indicator	32 Councilor properties Valuated for insurance coverage	No Target	Approved Specification and Advert	Appointment of Service Provider for Valuation of Councilor Properties	No Target	Opex	Property Valuation Report	

MEY
IGF
NJ ML NL

Key Performance Area (KPA) 5:							GOOD GOVERNANCE & PUBLIC PARTICIPATION						
Outcome 9:							Responsive, Accountable, Effective and Efficient Local Government System						
Outputs :							<ul style="list-style-type: none"> • Deepen democracy through a refined ward committee model • Administrative and financial capability 						
Key Strategic Organizational Objectives							To ensure that institutional arrangements are transparent efficient and effective To ensure that good governance and public participation is sustained and enhances transparency and accountability.						
No.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/22 Annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	2021/22 Annual Budget R	Means of verification	Weight	
MMMO P-035-2021/22		Percentage of Municipal Fleet valuated	Valuation of Municipal Fleet	100%	100%	No Target	Approved Specification and Advert	Appointment of A Service Provider for valuation of municipal Fleet	No Target	Opex	Fleet valuation report		
MMMO P-036-2021/22	Mayoral Outreach Programmes	Number of Mayoral outreach programmes coordinated	Coordination of Mayoral Outreach programmes	1	2	No Target	1	No target	1	Opex	Mayoral Report		
MMMO P-037-2021/22	Senior Management Meetings	Number of Senior Management committee meetings coordinated	Coordination of Senior Management Committee meetings	08	08	2	2	2	2	Opex	Minutes Attendance register		
MMMO P-038-2021/22	Extended Management Meeting	Number of Extended Management Committee meetings	Coordination of Extended Management Committee meetings	08	08	2	2	2	2	Opex	Minutes Attendance register		
MMMO P-039-2021/22	Policy Review	Number of policy reviews coordinated	Coordination of Policy Reviews	02	2	No target	No target	1	1	Opex	Council Resolution		

TEF M.C. Y.
N.J. M.L. N.C.

Key Performance Area (KPA) 5:		GOOD GOVERNANCE & PUBLIC PARTICIPATION										
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System										
Outputs :		<ul style="list-style-type: none"> • Deepen democracy through a refined ward committee model • Administrative and financial capability 										
Key Strategic Organizational Objectives		<ul style="list-style-type: none"> To ensure that institutional arrangements are transparent efficient and effective To ensure that good governance and public participation is sustained and enhances transparency and accountability. 										
No.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/22 Annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	2021/22 Annual Budget	Means of verification	Weight
MMO P-040-2021/22	Communication	Percentage of documents updated on the website	Website Content management	100%	100%	100%	100%	100%	100%	Opex	Signed Website register	
MMO P-041-2021/22	Communications	Percentage response of media enquiries	Media relation and enquiries	100%	100%	100%	100%	100%	100%	Opex	Newspaper clips, press releases	
MMO P-042-2021/22	Communications	Percentage of requested promotional items procured	Procurement of requested Promotional items	100%	100%	100%	100%	100%	100%	Opex	Order, Advert, Delivery Note	

ME
 Y
 NJ
 NJ
 NJ

Key Performance Area (KPA) 1:		SPATIAL PLANNING AND RATIONALE										
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System										
Outputs :		<ul style="list-style-type: none"> Implement a differentiated approach to municipal financing, Planning and support Improving access to basic services Implementation of the community works programme Actions supportive of human settlement outcome; 										
Key Organizational Strategic Objective		To enhance and coordinate spatial planning within the municipality										
Project No.	Priority area (IDP)	Key Performance Indicator	Project Name	Baseline	2021/22 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 target	2021/22 annual budget R	Means of verification/P of Evidence	Weight
LED&P-001-2021/22	Spatial Planning	Number of workshops conducted	Spatial Planning awareness conducted	4 workshops conducted	4 x Spatial awareness workshops conducted	1 x workshop conducted	1 x workshop conducted	1 x workshop conducted	1 x workshop conducted	100 000 00	Invites, attendance register, agenda, program, presentations	
LED&P-002-2021/22	Spatial Planning	Number of settlements demarcated	Demarcation of sites	250 sites demarcated	250 sites demarcated	Specific ion and advertise ment	Appointment of a service provider	Approval of Final layout plan	250 sites demarcated	R450 000	Advert, Specification, Appointment letter, Layout plan, Approval letter.	
LED&P-003-2021/22	Spatial Planning	Number of precinct plans compiled	Compilation of precinct plan	1 Precinct plan compiled	1 Precinct plan compiled	Specific ion and advertise ment	Appointment of service provider	Approval of Draft Precinct plan	1 Precinct plan compiled	300 000	Specification, Advert, Appointment letter, Draft Precinct Plan, Final Precinct plan report Council resolution	

TCF
 NJ
 ME
 Y
 ML
 NL

Key Performance Area (KPA) 1:												
SPATIAL PLANNING AND RATIONALE												
Outcome 9: Responsive, Accountable, Effective and Efficient Local Government System												
Outputs :												
<ul style="list-style-type: none"> Implement a differentiated approach to municipal financing, Planning and support Improving access to basic services Implementation of the community works programme Actions supportive of human settlement outcome; 												
Key Organizational Strategic Objective												
To enhance and coordinate spatial planning within the municipality												
Project No.	Priority area (IDP)	Key Performance Indicator	Project Name	Baseline	2021/22 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 target	2021/22 annual budget R	Means of verification/Portfolio of Evidence	Weight
LED&P-004-2021/22	Spatial Planning	Number of settlements surveyed	Survey of existing settlements	1 settlement surveyed	1 settlement surveyed	Specifications and advertisement	Appointment of service provider	Approval of Draft Survey report	1 settlement surveyed	400 000	Specification, Advert Appointment letter and Draft, and Final Survey reports	
LED&P-005-2021/22	Spatial Planning	Number of Sign Boards erected	Erection of Sign Boards	30 sign Boards erected	30 sign Boards erected	Specification and advertisement	Appointment of Service Provider	30 signboards erected	No Target	125 000	Approved Specification, Advert, Order, Invoice, Deliver Note	
LED-006-2021/22	Spatial Planning	Number of IDP/Budget reviewed and adopted by Council	Development and Review of IDP/Budget	2020/21 IDP/Budget reviewed and adopted by Council	2022/23 IDP/Budget Reviewed and adopted by Council	No Target	No Target	No Target	2022/2023 IDP/ Budget Reviewed and adopted by Council	180 222	Attendance registers, invites and IDP document, Council Resolution	
LED-007-2021/22	Spatial Planning	Number of IDP Representative Forums coordinated	Coordination of IDP Representative Forums	3 IDP Representative forums coordinated	2 IDP Representative Forum meetings coordinated	No Target	1 IDP Representative Forum meeting coordinated	No Target	1 IDP Representative Forum meeting coordinated	152 878 60	Attendance registers, invites and IDP Rep forum reports	

ICF M.E Y.
NJ NL

Key Performance Area (KPA) 1: SPATIAL PLANNING AND RATIONALE												
Outcome 9: Responsive, Accountable, Effective and Efficient Local Government System												
Outputs :												
<ul style="list-style-type: none"> Implement a differentiated approach to municipal financing, Planning and support Improving access to basic services Implementation of the community works programme Actions supportive of human settlement outcome: 												
Key Organizational Strategic Objective												
To enhance conditions for economic growth and job creation												
To manage and coordinate spatial planning within the municipality												
Project No.	Priority area (IDP)	Key Performance Indicator	Project Name	Baseline	2021/22 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 target	2021/22 annual budget R	Means of verification/Portfolio of Evidence	Weight
LED-008-2021/22	Spatial Planning	Number of strategic planning sessions coordinated	Coordination of Strategic Planning Sessions	3 Strategic planning sessions coordinated	3 Strategic planning sessions coordinated	No Target	1 Strategic planning session on the 2021/22 IDP/ Budget Status Quo Analysis	1 Strategic planning session on the draft 2021/22 IDP/ Budget strategies and projects	1 Strategic planning session on the finalization 2021/22 IDP/ Budget strategies and projects	379,289 60	Attendance registers, invites, Agenda and IDP document	

N.L
 TCF
 N.J
 M.E
 y
 M.L

Key Performance Area (KPA) 3:		Local Economic Development										
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System										
Outputs :		<ul style="list-style-type: none"> Implement a differentiated approach to municipal financing, Planning and support Improving access to basic services Implementation of the community works programme Actions supportive of human settlement outcome; 										
Key Organizational Strategic Objective		To enhance conditions for economic growth and job creation										
Strategic objectives		To create a conducive environment and ensure support to key economic sectors (agriculture, tourism, manufacturing, and SMME'S) within the municipality										
Project No.	Priority area (IDP)	Key Performance Indicator (KPI)	Project Name	Baseline	2021/22 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 target	2021/22 annual budget R	Means of verification	Weight
LED&P-009-2021/22	Local Economic Development	Number of LED Forum meetings held	Coordination of LED forum meetings	4 x LED forum meetings held	4 x LED forum meetings to be held	1 x LED forum meeting held	1 x LED forum meeting held	1 x LED forum meeting held	1 x LED forum meeting held	80 000	Invites, Attendance registers, agendas and minutes	
LED&P-010-2021/22	Local Economic Development	Number of assorted seeds distributed	Procurement and Distribution of assorted seeds	New Indicator	1500 households supplied with assorted seeds	Approved Advertisement and Advertisement	Appointment of a service provider and distribution of assorted seeds to 1500 households	No Target	No Target	1 082 960	Approved Specification, Advert, Appointment letter, Distribution register	
LED&P-011-2021/22	Local Economic Development	Number of emerging farmers mentored	Agricultural Skills development and mentorship	New indicator	40 Emerging Farmers mentored	10 Emerging Farmers mentored	10 Emerging Farmers mentored	10 Emerging Farmers mentored	10 Emerging Farmers mentored	300 000	Specification Advert Appointment letter Monitoring reports Attendance register	

ICF NL ML ME
NJ Y.

Key Performance Area (KPA) 3:												
Local Economic Development												
Outcome 9:												
Responsive, Accountable, Effective and Efficient Local Government System												
Outputs :												
<ul style="list-style-type: none"> Implement a differentiated approach to municipal financing, Planning and support Improving access to basic services Implementation of the community works programme Actions supportive of human settlement outcome; 												
Key Organizational Strategic Objective												
To enhance conditions for economic growth and job creation												
Strategic objectives												
SME'S: Within the municipality												
To create a conducive environment and ensure support to key economic sectors (agriculture, tourism, manufacturing, and												
Project No.	Priority area (IDP)	Key Performance Indicator (KPI)	Project Name	Baseline	2021/22 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 target	2021/22 annual budget R	Means of verification	Weight
LED&P-012-2021/22	Local Economic Development	Percentage of Job opportunities facilitated/ coordinated	Job opportunities facilitated/ coordinated	100% job opportunities facilitated/ coordinated	100% job opportunities facilitated/ coordinated	100% job opportunities facilitated/ coordinated	100% job opportunities facilitated/ coordinated	100% job opportunities facilitated/ coordinated	100% job opportunities facilitated/ coordinated	Opex	Job opportunities report	

N.S
 M.L
 M.E
 TCF
 M.L
 Y.

Key performance area (KPA) 2:		Basic service delivery										
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System										
Outputs:		<ul style="list-style-type: none"> Improving access to basic services 										
Key Strategic Organizational objectives:		To provide sustainable basic services and infrastructure development										
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/22 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	2021/22 Annual Budget	Means of verification	Weight
TECH -001-2021/22	Roads and Storm water Infrastructure	Number of Culvert Bridges Constructed	Construction of Culvert Bridges.	0	15x Culvert bridges constructed	Approved Specification Tender Advert	Tender award and signing contractual documents	15 x Culver Bridges constructed	No target	3 960 000	Approved Specification, Tender Advert, Appointment Letter and signed SLA and monthly progress report, Practical completion certificate	
TECH -002-2021/22		Number of road kilometers constructed	Upgrading of Mogwadi Internal Street from Gravel to Surface	3.5 km	400 KM	Approved Specification and Tender Advert	Tender Award for upgrading of 400m Mogwadi Internal Street	400m of road upgraded	No target	3 000 000	Appointment Letter and Signed SLA Monthly Progress Reports and Practical, Completion Certificate, Tender Advert and Approve Specification	
TECH -03-2021/22		Number of road kilometers constructed	Upgrading of Phauli Internal Street from Gravel to Surface Phase 3	New Indicator	2.5 km gravel to surfacing upgraded	Approved specification, tender advert and appointment for design of 2.5 km Internal street	Approved Specification and Tender Advert for Construction of 2.5km Internal Street	Appointment of a Service Provider for construction of 2.5 km Phauli Internal Street	2.5 km gravel road to surfacing upgraded	20 000 000	Approved Specification, Tender Advert, Advertisement Appointment Letter and Signed SLA Monthly Progress Reports and Practical Completion	

TCF
 NJ y.
 ML
 MF

Key performance area (KPA) 2:		Basic service delivery											
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System											
Outputs:		<ul style="list-style-type: none"> Improving access to basic services 											
Key Strategic Organizational objectives:		To provide sustainable basic services and Infrastructure development											
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/22 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	2021/22 Annual Budget	Means verification	of Weight	
TECH-008-2021/22	Electricity services	Number of smart meters procured and delivered	Procurement of smart meters	500	150	No Target	Approved Specification and Tender Advert	Tender Award and signing contractual documents.	Tender Award and signing contractual documents.	150 Smart meters delivered	500 000	Approved Specification, tender advert, Appointment letter and signed SLA, Delivery note	
TECH-009-2021/22	Electricity services	Number of households electrified	Electrification of 278 Households in Fatima Village	500	278	Approved Specification and Tender Advert	Tender Award and Signing of Contractual documents.	Project design completed	278 households electrified	10 000 000	Approved specification, tender advert, appointment letter and signed SLA Approved designs, Completion certificates		
TECH-010-2021/22		Number of High Mast Lights installed	Supply and Installation of High Mast Lights	6 x High Mast Lights installed	6	Approved Specification and Tender Advert	Tender Award and signing contractual documents	3 high mast lights installed	3 high mast lights installed	3 600 000	Approved Specification, Tender Advert Appointment Letter and Signed SLA Monthly Progress Reports and Practical Completion Certificate.		

TCF
 M.C. M.S. M.J.
 M.C. M.S. M.J.

Key performance area (KPA) 2:		Basic service delivery										
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System										
Outputs:		<ul style="list-style-type: none"> Improving access to basic services 										
Key Strategic Organizational objectives:		To provide sustainable basic services and infrastructure development										
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/22 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	2021/22 Annual Budget	Means verification	of Weight
TECH-011-2021/22		Number of Diesel Generators supplied and installed	Supply and Installation of 2 Diesel Generators in municipal buildings	02	2 Diesel Generators installed	Approved Specification and Tender Advert.	Tender Award And Signing Contractual Documents.	2 x Diesel Generators to be installed.	No Target	700 000	Approved Specification, Tender Advert Appointment Letter, Signed SLA and completion certificate.	
TECH OP-006-2021/22	Road and Storm Water	No. of km of gravel roads maintained	Maintenance of gravel roads	603 km of gravel roads maintained	603 km of gravel roads maintained	151 kms maintained	151 kms maintained	151 kms maintained	150 kms maintained	Opex	Signed weekly reports and monthly reports	
TECH OP-007-2021/22	MIG Expenditure	Percentage of MIG expenditure reported	Management of Municipal Infrastructure Grant (MIG)	99.9	100% Expenditure on MIG funded projects	10% Expenditure on MIG funded projects	40% Expenditure on MIG funded projects	75% Expenditure on MIG funded projects	100% Expenditure on MIG funded projects	OPEX	DoRA monthly Report (Monthly Progress Summary report, Proof of Actual Expenditure-1084)	

M.E y
 TCF ML NJ

Key performance area (KPA) 2:		Basic service delivery										
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System										
Outputs:		<ul style="list-style-type: none"> Improving access to basic services To promote social cohesion 										
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/22 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	2021/22 Annual Budget	Means of verification	Weight
COMM-01-2021/22	Traffic and Law Enforcement	Number of traffic equipment procured	Procurement of 1x traffic equipment	0	1 traffic equipment procured	Specification and Advertisement completed	Appointment of Service Provider	1 traffic equipment delivered	No Target	310 000	Approved Specification, Advertisement Letter, Delivery note	
COMM-002-2021/22	Waste Management Environmental Management	Number of tractor with grass cutting machine procured	Procurement of tractor with grass cutting machine	New Indicator	01 tractor procured	Specification and Advertisement completed	Appointment of Service Provider	1 tractor delivered	No Target	700 000	Approved Specification, Advertisement Letter, Delivery note	
COMM-003-2021/22		Number of Land fill sites constructed	Construction of Ramokgopa land fill site	New Indicator	1x landfill site design	Specification and Advertisement completed	Appointment of Service Provider	1 Landfill sites designed	No Target	1 800 000	Tender advert Approved Specification, Appointment letter and signed SLA, Approved designs	
COMM-006-2021/22	Traffic Law	Number of traffic fines issued	Issuing of traffic fines	100%	100%	100%	100%	100%	100%	Opex	Reports on traffic fines issued	

Y. N.L
 TCF M.E
 M.L N.J

Key performance area (KPA) 2:		Basic service delivery Responsive, Accountable, Effective and Efficient Local Government System										
Outcome 9:		<ul style="list-style-type: none"> Improving access to basic services 										
Outputs:		To promote social cohesion										
Key Strategic Organizational objectives:												
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/22 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	2021/22 Annual Budget	Means of verification	Weight
COMMO P-007-2021/22	Environmental Management	Percentage of driver's license applications processed	Examination of Driver's licenses	100%	100%	100%	100%	100%	100%	Opex	Report on number of drivers' licenses examined	
COMMO P-008-2021/22		Percentage of learner's licenses applications processed	Examination of Learners Licenses	100%	100%	100%	100%	100%	100%	Opex	Report on number of learner's licenses examined	
COMMO P-009-2021/22		Percentage of vehicle registration applications processed	Registration of Motor vehicles	100%	100%	100%	100%	100%	100%	Opex	Report on number of vehicles registered	
COMMO P-010-2021/22		Number of days for waste collection	Waste collection	144	144	36	36	36	36	36	Opex	Waste collection programme
COMMO P-011-2021/22		Number of days for street cleaning	Street cleaning	96	96	24	24	24	24	Opex	Street cleaning programme	
COMMO P-011-2021/22		Number of days for cemetery cleaning	Cleaning of cemeteries	24	24	6	6	6	6	Opex	Cemetery cleaning programme	

g TCF ML NJ
ML M.E

Key performance area (KPA) 2:		Basic service delivery										
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System										
Outputs:		<ul style="list-style-type: none"> Improving access to basic services 										
Key Strategic Organizational objectives:		To promote social cohesion										
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/22 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	2021/22 Annual Budget	Means of verification	Weight
COMMO P-012-2021/22	Social Services	Number of Library Outreach Programmes conducted	Library outreach programmes	4	4	1	1	1	1	Opex	Reports on outreach programmes	
COMMO P-013-2021/22		Number of library visits completed	Library visits	8	8	2	2	2	2	Opex	Reports on Library visits	
COMMO-OP-001-2021/22	Internal Audit	Percentage of internal audit queries addressed	Implementation of Audit action plan	No queries raised	100%	25%	50%	75%	100%	Opex	Updated Internal Audit action plan	
COMMO-OP-002-2021/22	AG Action Plan	Percentage of AG Action Plan implemented	Implementation of AG Action Plan	100%	100%	No target	No target	50%	100%	Opex	Update AG Action plan	
COMMO-OP-003-2021/22	Risk Management	Percentage of risk register implemented	Implementation of Risk register	50% of risks resolved within timeframe as specified in the risk register	100%	100%	100%	100%	100%	Opex	Updated Strategic risk register	
COMMO-OP-004-2021/22	Council Resolutions	Percentage of Council resolutions implemented	Implementation of Council resolutions	100% of council resolutions implemented	100%	100%	100%	100%	100%	Opex	Updated Council resolution register	

y.
 NL
 TCF
 NJ
 M.E
 ML

Key performance area (KPA) 2:										Basic service delivery									
Outcome 9:										Responsive, Accountable, Effective and Efficient Local Government System									
Outputs:										<ul style="list-style-type: none"> Improving access to basic services 									
Key Strategic Organizational objectives:										To promote social cohesion									
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/22 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	2021/22 Annual Budget	Means of verification	Weight							
COMM-OP-005-2021/22	Audit Committee Resolution	Percentage of Audit Committee resolutions implemented	Implementation of Audit Committee resolutions	100% of Audit committee resolutions implemented	100%	100%	100%	100%	100%	Opex	Updated Audit Committee resolution register								

y. N.L
 T.F. M.C. M.
 N.G.

Key Performance Area (KPA) 4: Municipal Financial Viability and Management												
Outcome 9: Responsive, Accountable, Effective and Efficient Local Government System												
Outputs: Responsive, Accountable, Effective and Efficient Local Government System												
Key Strategic Organizational Objectives					To Ensure Sound And Stable Financial Management							
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/21 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	2021/22 Annual Budget R	Means of verification	Weight
BNT-001-2021/2	Revenue Management	Number of General Valuation rolls developed	Development of the General valuation roll	1	1 valuation developed	Specification approved, Advertisement	Appointment of a service provider	1 Valuation roll developed	No Target	2 200 000	Approved Specification, Advert, Appointment letter, Approved valuation roll	
BNT-002-2021/2	Budget and Reporting	Number of Annual Financial Statements (AFS) compiled	Compilation of Annual Financial Statements	2019/20 Annual Financial Statements (AFS) compiled	Completion of 2020/21 Annual Financial Statements	Completion of 2020/21 Annual Financial Statements	No Target	No Target	No Target	1 300 000	Signed 2019/20 Annual Financial Statements, Acknowledgement letter	
BNT001-2021/2	Internal Audit	Percentage of internal audit queries addressed	Implementation of Internal Audit action plan	76%	100%	25%	50%	75%	100%	Opex	Updated Internal Audit action plan	
BNT002-2021/2	AG Action Plan	Percentage of AG Action Plan implemented	Implementation of AG Action Plan	97% of AG Action Plan implemented	100%	No target	No target	50%	100%	Opex	Update AG Action plan	
BNT003-2021/2	Risk Management	Percentage of risk register implemented	Implementation of Risk register	100%	100%	100%	100%	100%	100%	Opex	Updated Strategic risk register	

Y. NL
 TCF
 MW
 NJ
 M.C

Key Performance Area (KPA) 4: Municipal Financial Viability and Management												
Outcome 9: Responsive, Accountable, Effective and Efficient Local Government System												
Outputs: Responsive, Accountable, Effective and Efficient Local Government System												
Key Strategic Organizational Objectives					To Ensure Sound And Stable Financial Management							
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/21 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	2021/22 Annual Budget R	Means of verification	Weight
BNT0 P-004-2021/2	Council Resolution	Percentage of Council resolutions implemented	Implementation of Council resolutions	100%	100%	100%	100%	100%	100%	Opex	Updated Council resolution register	
BNT0 P-005-2021/2	Audit Committee Resolution	Percentage of Audit Committee resolutions implemented	Implementation of Audit Committee resolutions	100%	100%	100%	100%	100%	100%	Opex	Updated Audit Committee resolution register	
BNT0 P-006-2021/2	Supply Chain Management	Number of inventory counted reports submitted	Inventory count	4 Inventory count reports submitted	4 inventory count reports submitted	1 inventory count report submitted	1 inventory count report submitted	1 inventory count report submitted	1 inventory count report submitted	Opex	4x Inventory count reports	
BNT0 P-007-2021/2	Supply Chain Management	Number of fixed assets register (FAR) & general ledger (GL) reconciliation reports submitted	Fixed Assets Register reconciliation reports	12 FAR and GL reconciliation reports	12 FAR and GL reconciliation reports	3 monthly FAR and GL reconciliation reports submitted	3 monthly FAR and GL reconciliation reports submitted	3 monthly FAR and GL reconciliation reports submitted	3 monthly FAR and GL reconciliation reports submitted	Opex	FAR and GL reconciliation reports	
BNT0 P-008-2021/2	Supply Chain Management	Number of physical assets verification conducted	Physical Asset verification	2 Physical assets verification conducted	2 physical Assets verification reports submitted	No target	No target	1 physical Assets verification conducted	1 physical Assets verification conducted	Opex	Assets verification reports	

ICF M.E
 Y. NJ W.L. N.L.

Key Performance Area (KPA) 4:		Municipal Financial Viability and Management										
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System										
Outputs:		Responsive, Accountable, Effective and Efficient Local Government System										
Key Strategic Organizational Objectives		To Ensure Sound And Stable Financial Management										
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/21 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	2021/22 Annual Budget	Means of verification	Weight
BNT0 P-009-2021/2		Number of procurement plans developed	Development of 2021/2022 Procurement plan	1 Procurement for 2021/22 developed	1 procurement plan developed for 2021/2022	No target	No target	No target	1 procurement plan developed for 2021/2022	Opex	Approved procurement plan	
BNT0 P-010-2021/2		Percentage of projects evaluated and adjudicated within 30 days after advert closed	Facilitate Evaluation and Adjudication of Bids	100%	100% of bids evaluated and adjudicate within 90 days after advert closed	100% of bids evaluated and adjudicate within 90 days after advert closed	100% of bids evaluated and adjudicate within 90 days after advert closed	100% of bids evaluated and adjudicate within 90 days after advert closed	100% of bids evaluated and adjudicate within 90 days after advert closed	Opex	Evaluation reports Adjudication Reports	
BNT0 P-011-2021/2	Supply Chain Management	Number of SCM performance reports submitted to Council	Compilation of Supply Chain Management performance report	4 SCM Performance Reports submitted to Council	4 SCM Performance Reports submitted to Council	1 SCM Performance Reports submitted to council	1 SCM Performance Reports submitted to council	1 SCM Performance Reports submitted to council	1 SCM Performance Reports submitted to council	Opex	SCM Performance reports and Council Resolution	
BTNO P-012-2021/2	Revenue Management	50% Percentage collection of billed revenue	Revenue Collection	196% collected as revenue	50% Revenue collection.	50% Revenue collection	50% Revenue collection	50% Revenue collection	50% Revenue collection	Opex	BS 902 Collection report.	

ICF M.E. ML y.
 NJ ML NK

Key Performance Area (KPA) 4:		Municipal Financial Viability and Management											
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System											
Outputs:		Responsive, Accountable, Effective and Efficient Local Government System											
Key Strategic Organizational Objectives		To Ensure Sound And Stable Financial Management											
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/21 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	2021/22 Annual Budget	Means of verification	Weight	
BNT0 P-013-2021/2		Number of Debtors Reconciliation done.	Debtors Reconciliation on reports.	12 X Debtors reconciliation reports.	12 X Debtors reconciliation reports.	3 X Debtors reconciliation reports.	3 X Debtors reconciliation reports.	3 X Debtors reconciliation reports.	3 X Debtors reconciliation reports.	3 X Debtors reconciliation reports.	Opex	Debtors' reconciliations reports.	
BNT0 P-014-2021/2	Revenue Management	Number of Traffic and Licensing reconciliation reports compiled.	Completion of Traffic and Licensing reconciliation reports.	12 X Traffic and Licensing reports.	12 X Traffic and Licensing reports.	3 X Traffic and Licensing reports.	3 X Traffic and Licensing reports.	3 X Traffic and Licensing reports.	3 X Traffic and Licensing reports.	3 X Traffic and Licensing reports.	Opex	Traffic and Licensing reports.	
BNT0 P-015-2021/2	Revenue Management	Ration (Total operating revenue minus operating grants/Debt service payments)	Debt Coverage	10:1	10:1	10:1	10:1	10:1	10:1	10:1	Opex	Section 71 reports.	
BNT0 P-016-2021/2	Revenue Management	Number of days debtors are outstanding (Total outstanding service debtors/ Annual revenue received for services)	Outstanding debtors to revenue	150 days.	90 days.	150 days	130 days	110 days	90 days	Opex	BS 902M reports (Progress report on outstanding debtors)		

Y. TCF M.C. M.C. NJ

Key Performance Area (KPA) 4: Municipal Financial Viability and Management												
Outcome 9: Responsive, Accountable, Effective and Efficient Local Government System												
Outputs: To Ensure Sound And Stable Financial Management												
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/21 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	2021/22 Annual Budget R	Means of verification	Weight
BNT0 P-017-2021/2	Revenue Management	Percentage of indigent households with access to free basic services	Basic Services to Indigent household	100% Indigent households benefited	100% Indigent households benefited	100% Indigent households benefited	100% Indigent households benefited	100% Indigent households benefited	100% Indigent households benefited	Opex	Updated indigent register/indigent report for beneficiaries from Eskom	
BNT0 P-018-2021/2	Budget and Reporting	Number of Section 71 reports compiled and submitted to Council	Submission of Section 71 compiled and reports to Council	Submission of Section 71 compiled and reports to Council	12	3	3	3	3	Opex	Acknowledgement letter, Section 71 reports	
BNT0 P-019-2021/2	Budget and Reporting	Section 72 (mid-year) report submitted to Council	Compilation of 2021/22 section 72 report.	Compilation of 2021/22 section 72 report.	2019/20 Section 72 report compiled	No Target	No Target	2021/22 Section 72 (mid-year) report compiled and submitted to Council	No Target	Opex	Section 72 reports and Acknowledgement letter	
BNT0 P-020-2021/2	Budget and Reporting	Adjustment budget approved	Compilation of 2021/22 adjustment budget for approval	Compilation of 2021/22 adjustment budget for approval	2019/20 Adjustment budget approved	No target	No target	2021/22 adjustment budget developed and approved	No target	Opex	Council Resolution Approved adjustment budget	
BNT0 P-021-2021/2	Budget and Reporting	Draft annual budget tabled to Council	2021/22 draft annual budget tabled to council	2021/22 draft annual budget tabled to council	2021/22 draft budget tabled to Council	No target	No target	2021/22 Draft annual budget tabled	No target	Opex	Council resolution Adopted draft budget	

TCF M.E M.L.G.
N.L. NJ

Key Performance Area (KPA) 4: Municipal Financial Viability and Management												
Outcome 9: Responsive, Accountable, Effective and Efficient Local Government System												
Outputs: Responsive, Accountable, Effective and Efficient Local Government System												
Key Strategic Organizational Objectives												
To Ensure Sound And Stable Financial Management												
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/21 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	2021/22 Annual Budget	Means of verification	Weight
BNT0 P-022-2021/2	Budget and Reporting	Annual budget approved by Council	2021/22 annual budget approved	2021/22 annual budget approved	Approved 2021/22 budget	No target	No target	No target	2021/22 Annual budget approved	Opex	Council resolution Approved 2021/22 annual budget	
BNT0 P-023-2021/2	Budget and Reporting	Number of Section 52 reports submitted to Council	Submission of section 52 reports to Council	Submission of section 52 reports to Council	4	1	1	1	1	Opex	Council Resolution Signed section 52 reports	
BNT0 P-024-2019/2	Budget and Reporting	Number of mSCOA post implementation reports submitted to Council	Submission of mSCOA post implementation reports to Council	Submission of mSCOA post implementation reports to Council	4	1	1	1	1	Opex	Council resolution mSCOA post implementation reports	
BNT0 P-025-2021/2	Payroll Management	Number of MFMA Section 66 reports reconciled to General Ledger	MFMA Section 66 reports reconciled to General Ledger	MFMA Section 66 reports reconciled to General Ledger	12	3	3	3	3	Opex	System Salary reports, Expenditure on Staff benefits report	
BNT0 P-26-2021/2	Payroll Management	Number of salary reports reconciled to General Ledger	Salary reconciliations reconciled to General Ledger	Salary reconciliations reconciled to General Ledger	12	3	3	3	3	Opex	System salary reports, GL Reconciliations	

g
 NJ
 TIF
 ML
 ML
 M.E

Key Performance Area (KPA) 4: Municipal Financial Viability and Management												
Outcome 9: Responsive, Accountable, Effective and Efficient Local Government System												
Outputs: Responsive, Accountable, Effective and Efficient Local Government System												
Key Strategic Organizational Objectives					To Ensure Sound And Stable Financial Management							
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/21 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	2021/22 Annual Budget R	Means of verification	Weight
BNT0 P-27-2021/2		Number of VAT 201 reconciliations submitted to SARS	VAT 201 reconciliations	VAT 201 reconciliations	11	3	3	3	2	Opex	Output & Input Vat schedules, VAT 201 forms, VAT working papers, Proof of submission from SARS	
BNT0 P-28-2021/2		Number of salary schedules reconciled to the payroll report	Preparation of Salary schedules	60x Salary schedules compiled	60	15	15	15	15	Opex	Salary Schedules	
BNT0 P-29-2021/2	Payroll Management	Number of EMP201 reports compiled and submitted to SARS	Preparation of EMP201 reports and submission to SARS	Preparation of EMP201 reports and submission to SARS	12	3	3	3	3	Opex	EMP201 reports, system salary report, Proof of submission to SARS	
BNT0 P-30-2021/2	Payroll Management	Number of EMP501 reports compiled and submitted to SARS	Preparation of EMP501 submission to SARS	Preparation of EMP501 submission to SARS	2	No Target	1	No Target	1	Opex	EMP201 forms, proof of submission to SARS	
BNT0 P-40-2020/2	Payroll Management	Number of Ward Committee stipends report reconciled to the Bank Statements	Reconciliation of Ward Committee stipend reports to the Bank Statements	12 x ward committee stipends reconciled to the Bank Statements	12	3	3	3	3	Opex	General ledger report, Bank Statements	

N.L
 Y. IGF
 M.L
 M.C

Key Performance Area (KPA) 4:												
Municipal Financial Viability and Management												
Outcome 9: Responsive, Accountable, Effective and Efficient Local Government System												
Outputs: Responsive, Accountable, Effective and Efficient Local Government System												
Key Strategic Organizational Objectives					To Ensure Sound And Stable Financial Management							
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/21 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	2021/22 Annual Budget	Means of verification	Weight
BNT0 P-31-2021/2	Payroll Management	Number of EPWP stipends report reconciled to the General Ledger	Reconciliation of EPWP stipend reports to the General Ledger	Reconciliation of EPWP stipend reports to the General Ledger	12	3	3	3	3	Opex	System salary reports, Attendance registers, GL report	
BNT0 P-32-2021/2	Payroll Management	Percentage of Tax Invoices reviewed for compliance with Vat regulations	Review of Tax Invoices for Compliance with Vat regulations	New Indicator	100%	100%	100%	100%	100%	Opex	Monthly Tax invoice Review Reports	
BNT0 P-33-2021/2	Payroll Management	Number of retention registers updated	Retention register	4 X Retention reports	4 X Retention reports.	1 X Retention report.	1 X Retention report.	1 X Retention report.	1 X Retention report.	Opex	Retention reports	
BNT0 P-34-2021/2	Expenditure Management	Number of creditors reconciliation reports reconciled	Creditor's reconciliation reports	12 X Retention reports.	12 X Retention reports.	4 X Retention report.	4 X Retention report.	4 X Retention report.	4 X Retention report.	Opex	Retention reports.	

Y. ML
 TGF ML NJ

Key Performance Area (KPA) 4:		Municipal Financial Viability and Management										
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System										
Outputs:		Responsive, Accountable, Effective and Efficient Local Government System										
Key Strategic Organizational Objectives		To Ensure Sound And Stable Financial Management										
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/21 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	2021/22 Annual Budget	Means of verification	Weight
BNT0 P-35-2021/2	Expenditure Management	Number of UIF Registers updated	Unauthorized Irregular and fruitless and wasteful expenditure register (UIF)	4 X Unauthorized Irregular and fruitless and wasteful expenditure register (UIF)	4 X Unauthorized Irregular and fruitless and wasteful expenditure register (UIF)	1 X Unauthorized Irregular and fruitless and wasteful expenditure register (UIF)	1 X Unauthorized Irregular and fruitless and wasteful expenditure register (UIF)	1 X Unauthorized Irregular and fruitless and wasteful expenditure register (UIF)	1 X Unauthorized Irregular and fruitless and wasteful expenditure register (UIF)	Opex	Unauthorized Irregular and fruitless and wasteful expenditure register (UIF) reports.	
BNT0 P-36-2021/2	Expenditure Management	Number of petty cash reconciliations and registers	Petty Cash reconciliations and registers	12 X Petty Cash reconciliations and registers	12 X Petty Cash reconciliations and registers	4 X Petty Cash reconciliations and registers	4 X Petty Cash reconciliations and registers	4 X Petty Cash reconciliations and registers	4 X Petty Cash reconciliations and registers	Opex	Petty Cash reconciliation report.	
BNT0 P-37-2021/2	Expenditure Management	Ratio (Available cash in hand plus investment/ monthly fixed operating expenditure)	Cost coverage	1:1	1:1	1:1	1:1	1:1	1:1	Opex	Section 71 reports.	

TF
M.C. Y.
N.J
ML
ML

Key Performance Area (KPA) 6:		Municipal Transformation and Organizational Development										
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System										
Outputs:		<ul style="list-style-type: none"> Administrative and financial capacity 										
Key Strategic Organizational Objectives		Provide an accountable and transparent municipality through sustained public participation, coordination of administration and council committees										
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/22 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	2021/22 Annual Budget R	Means of verification	Weight
CORP -001-2021/22	Administration	Number of municipal buildings deployed with Security personnel	Provision of Security services	Provision of 24/7 security services in 17 municipal buildings	Provision of 24/7 security services in 17 municipal buildings	Provision of 24/7 security services in 17 municipal buildings	Provision of 24/7 security services in 08 municipal buildings	Provision of 24/7 security services in 17 municipal buildings	Provision of 24/7 security services in 17 municipal buildings	9 500 000.00	Quarterly reports	
CORP -02-2021/22		Percentage of required office furniture items procured	Procurement of Office Furniture	100% (63) of furniture items procured	100% of required furniture items procured	100% of required furniture items procured	100% of required furniture items procured	100% of required furniture items procured	100% of required furniture items procured	300 000	Approved Specification Letter, Delivery Note Furniture request memo	
CORP -003-2021/22		Number of Municipal vehicles procured	Procurement of Municipal vehicles	New Indicator	2x municipal vehicles procured	Development of Specification	Tender Advertisement	Appointment of a service provider, Signing of SLA	Delivery of 2x vehicles	1 500 000	Approved Specification Appointment Letter, Delivery Note	

M.J
 TGF
 Y. M.E
 ML
 NZ

Key Performance Area (KPA) 6:		Municipal Transformation and Organizational Development										
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System										
Outputs:		<ul style="list-style-type: none"> Administrative and financial capacity 										
Key Strategic Organizational Objectives		Provide an accountable and transparent municipality through sustained public participation, coordination of administration and council committees										
		Ensure administrative support to municipal units through continuous institutional development and innovation										
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/22 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	2021/22 Annual Budget R	Means of verification	Weight
CORP -004-2021/22	Human Resource Management	Number of Councilor training programmes coordinated	Training of Councilors	5 x Councilor Training programmes coordinated	4 x Councilor Training programmes coordinated	No target	No target	2 x Councilor Training programmes coordinated	2 x Councilor Training programmes coordinated	440 536 R	Training Report, Attendance Register	
CORP -005-2021/22		Number of Employees training programmes coordinated	Training of Employees	5 x Employee Training programmes coordinated	5 x Employees Training programmes coordinated	1 x Employee Training programmes coordinated	2 x employees Training programmes coordinated	1 x Employees Training programmes coordinated	1 x Employees Training programmes coordinated	500 000	Copy of spec and advert Appointment letter, Invoice Service and Maintenance Report	
CORP -006-2021/22		Number of fire extinguishers serviced and maintained	Service and maintain the fire extinguishers	23	30	Development of specification and advert Appointment of service provider	30 Fire Extinguishers serviced and maintained	No target	No target	50 000	Purchasing order	
CORP -007-2021/22	Council Support	Number of ward committee members trained	Training of ward committee members	New Indicator	Training of 160 Ward Committee members	No Target	Approved Specification and Advert	Appointment of Service Provider and Signing of SLA	Training of 160 Ward committees	500 000	Appointment letter, Advert, Specification Training report	

TF
 G. M.C
 NJ

Key Performance Area (KPA) 6:		Municipal Transformation and Organizational Development										
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System										
Outputs:		<ul style="list-style-type: none"> Administrative and Financial capacity 										
Key Strategic Organizational Objectives		Provide an accountable and transparent municipality through sustained public participation, coordination of administration and council committees										
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/22 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	2021/22 Annual Budget	Means of verification	Weight
CORP-001-2021/22	Audit Action Plan	Percentage of internal audit queries addressed	Implementation of Internal Audit action plan	100%	100%	100%	100%	100%	100%	Opex	Updated Internal audit action plan	
CORP-002-2021/22	Audit Action Plan	Percentage of AG audit queries addressed	Implementation of AG Audit action plan	92% issues resolved	100%	No Target	No Target	50%	100%	Opex	Updated AG Action Plan	
CORP-003-2021/22	Risk Management	Percentage of risk register implemented	Implementation of Risk Register	100%	100%	100%	100%	100%	100%	Opex	Risk register	
CORP-004-2021/22	Council Resolutions	Percentage of Council resolutions implemented	Implementation of Council Resolutions	100%	100%	100%	100%	100%	100%	Opex	Updated Council Resolution register	
CORP-005-2021/22	Audit Committee	Percentage of Audit Committee resolutions implemented	Implementation of Audit Committee Resolutions	100%	100%	100%	100%	100%	100%	Opex	Updated Audit Committee resolution register	

M.C
M.V
M.V
M.C
M.C
M.C

Key Performance Area (KPA) 6:		Municipal Transformation and Organizational Development										
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System										
Outputs:		<ul style="list-style-type: none"> Administrative and financial capacity Provide an accountable and transparent municipality through sustained public participation, coordination of administration and council committees 										
Key Strategic Organizational Objectives		Ensure administrative support to municipal units through continuous institutional development and innovation										
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/22 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	2021/22 Annual Budget R	Means of verification	Weight
CORP OP-006-2021/22	Administration	Number of payments approved for security service providers	Provision of Security services	24	24	6	6	6	6	Opex	Monthly Invoices	
CORP OP-007-2021/22	Administration	Percentage of employees provided with personal protective equipment (PPE)	Provision of PPE	100% of required employee provided with PPE	100% of required employee provided with PPE	100% of required employee provided with PPE	100% of required employee provided with PPE	100% of required employee provided with PPE	100% of required employee provided with PPE		PPE Allocation register Invoices	
CORP OP-008-2021/22	Administration	Percentage of air conditioner repaired, services & Maintained	Repaired, Serviced and maintained air conditioner	100% of air conditioner services repaired, serviced and maintained	100% of air conditioner services repaired, serviced and maintained	100% of air conditioner services repaired, serviced and maintained	100% of air conditioner services repaired, serviced and maintained	100% of air conditioner services repaired, serviced and maintained	100% of air conditioner services repaired, serviced and maintained		Job Cards Invoices	
CORP OP-009-2021/22	Administration	Number of at Thusong Services Centres (TSC) reports compiled	Compilation of Thusong Service Centre reports	4	4	1	1	1	1	Opex	TSC Reports	

NJ
 TGF
 ME
 ML
 Y.
 NL

Key Performance Area (KPA) 6:		Municipal Transformation and Organizational Development										
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System										
Outputs:		<ul style="list-style-type: none"> Administrative and financial capacity 										
Key Strategic Organizational Objectives		Provide an accountable and transparent municipality through sustained public participation, coordination of administration and council committees										
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/22 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	2021/22 Annual Budget	Means of verification	Weight
CORP OP-0010-2021/22	Administration	Number of Batho Pele meetings coordinated	Batho Pele Meetings	4	4	1	1	1	1	Opex	Quarterly Minutes Attendance Register	
CORP OP-011-2021/22	Human Resource Management	Number of Local Labour Forum meetings coordinated	Coordination of LLF meetings	12	8	2	2	2	2	Opex	Attendance register	
CORP OP-012-2021/22	Human Resource Management	Number of Occupational Health and Safety (OHS) meetings coordinated	Coordination of OHS meetings	4	4	1	1	1	1	Opex	Attendance register	
CORP OP-013-2021/22	Human Resource Management	Workplace Skills Plan (WSP) and Annual Training Report (ATR) developed and submitted to LGSETA	Submissions of WSP	Submissions of WSP	2022/2023 WSP and 2021/2022 ATR developed and submitted to LGSETA	No target	No target	No target	Workplace Skills Plan (WSP) and Annual Training Report (ATR) developed and submitted to LGSETA	Opex	WSP report submitted to LGSETA	

IGF M... NJ
M.E. N.Y.

Key Performance Area (KPA) 6:		Municipal Transformation and Organizational Development										
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System										
Outputs:		<ul style="list-style-type: none"> Administrative and financial capacity 										
Key Strategic Organizational Objectives		Provide an accountable and transparent municipality through sustained public participation, coordination of administration and ensure administrative support to municipal units through continuous institutional development and innovation										
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/22 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	2021/22 Annual Budget R	Means of verification	Weight
CORP-014-2021/22	Human Resource Management	Employment Equity Report (EEP) submitted to DoEL	Development of Employment Equity Report	1	1	No target	Employment Equity Report submitted to Department of Employment and Labour	No Target	No Target	Opex	Approved Employment Equity Report	
CORP-015-2021/22	Council Support	Number of Councillors inaugurated	Inauguration of 32 Municipal Councillors	32 Municipal Councillors inaugurated	New Indicator	Approved Specification and Advert	Appointment of Service Provider and Signing of SLA	No Target	No Target	800 000	Appointment letter, Advert, Specification	
CORP-016-2021/22	Council Support	Number of ward committee conferences held	Coordination of Ward Committees Conference/In	1	1	No target	No target	No target	1	Opex	Attendance register and invoices	
CORP-017-2021/22	Council Support	Number of MPAC meetings coordinated	Coordination of MPAC Meetings	4	4	1	1	1	1	Opex	Attendance register, reports.	

M.C
M.C
NJ
TCF
NL
y.

Key Performance Area (KPA) 6:		Municipal Transformation and Organizational Development										
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System										
Outputs:		<ul style="list-style-type: none"> Administrative and financial capacity 										
Key Strategic Organizational Objectives		Provide an accountable and transparent municipality through sustained public participation, coordination of administration and council committees										
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/22 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	2021/22 Annual Budget R	Means of verification	Weight
CORP OP-018-2021/22	Council Support	Number of MPAC project visits coordinated	Coordination of MPAC Project Visits	4	4	1	1	1	1	Opex	Attendance registers and reports	
CORP OP-019-2021/22	Council Support	Number of Ethics Committee meetings coordinated	Coordination of Ethics Committee Meetings	4	4	1	1	1	1	Opex	Attendance register and reports.	
CORP OP-020-2021/22	Council Support	Number of Ward Service Delivery Feedback Meetings coordinated	Ward Service Delivery Feedback Meetings	64	64	16	16	16	16	Opex	Attendance registers and reports	
CORP OP-021-2021/22	Council Support	Number of Ward Committee capacity building programme	Ward committee capacity building programme	1	1	No target	No target	No target	1	Opex	Attendance register, invoices	
CORP OP-022-2021/22	Council Support	Number of Council meetings coordinated	Coordination of Council meetings	4	4	1	1	1	1	Opex	Attendance register, minutes and Agenda	

TCF ML ME
 y. NJ ML

Key Performance Area (KPA) 6:		Municipal Transformation and Organizational Development										
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System										
Outputs:		<ul style="list-style-type: none"> Administrative and financial capacity 										
Key Strategic Organizational Objectives		<ul style="list-style-type: none"> Provide an accountable and transparent municipality through sustained public participation, coordination of administration and council committees Ensure administrative support to municipal units through continuous institutional development and innovation 										
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/22 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	2021/22 Annual Budget R	Means of verification	Weight
CORP OP-023-2021/22	Council Support	Number of Executive committee meetings coordinate	Coordination of Executive committee meetings	4	4	1	1	1	1	Opex	Attendance register, minutes and Agenda	
CORP OP-024-2021/22	Information and Communication Technology	Number of ICT Steering Committee meetings coordinated	Coordination of ICT Steering Committee meeting coordinated	4	4	1	1	1	1	Opex	Attendance register, minutes	
CORP OP-025-2021/22		Number of ICT systems renewed and licensed	Renewal of IT systems and licenses	8x ICT systems renewal and licensed (Microsoft, Symantec and backup exec, Solar, teammate, PMS licenses Payday and GIS licenses are in place)	8x ICT systems renewal and licensed (Microsoft, Symantec and backup exec, Solar, teammate, PMS licenses Payday and GIS licenses are in place)	1 ICT systems renewed and licensed (Payday)	No Target	3 ICT systems renewed and licensed (Symantec and Backup, Exec and Microsoft licenses)	4 ICT systems renewed and licensed (GIS, Solar, PMS licenses, teammate)	Opex	Purchase orders/ Invoices	

ME
 TF NJ
 ML
 Y.
 NL

Key Performance Area (KPA) 6:												
Outcome 9:												
Outputs:												
Key Strategic Organizational Objectives												
<ul style="list-style-type: none"> • Administrative and financial capacity 												
Provide an accountable and transparent municipality through sustained public participation, coordination of administration and council committees												
Ensure administrative support to municipal units through continuous institutional development and innovation												
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/22 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	2021/22 Annual Budget R	Means of verification	Weight
CORP OP-026-2021/22	Information and Communication Technology	Number of SLA Management meetings with ICT Service provider coordinated	Coordination of SLA Management meeting	4	4	1	1	1	1	Opex	Agenda, Minutes	
CORP OP-027-2021/22		Percentage of support and maintenance for DRP solution	Support and maintenance of DRP Solution	Disaster Recovery Plan in place	100% Support And Maintenance of DRP Solution	100% Support and maintenance of DRP solution	100% Support and maintenance of DRP solution	100% Support and maintenance of DRP solution	100% Support and maintenance of DRP solution	500 000.00	Monthly Support and Maintenance Reports	

ME
 TGF NJ ME Y.
 ME

Key Performance Area (KPA) 6:		Municipal Transformation and Organizational Development										
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System										
Outputs:		<ul style="list-style-type: none"> Administrative and financial capacity 										
Key Strategic Organizational Objectives		<ul style="list-style-type: none"> Provide an accountable and transparent municipality through sustained public participation, coordination of administration and council committees 										
		Ensure administrative support to municipal units through continuous institutional development and innovation										
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2021/22 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 Target	Location of project / Responsibility	2021/22 Annual Budget R	Means of verification
COR POP-026-2021/22	Information and Communication Technology	Number of SLA Management meetings with ICT Service provider coordinated	Coordination of SLA Management meeting	4	4	1	1	1	1	Municipal Wide Manyele M	Opex	Agenda, Minutes
COR POP-027-2021/22		Percentage of support and maintenance for DRP solution	Support and maintenance of DRP Solution	Disaster Recovery Plan in place	100% Support And Maintenance of DRP Solution	100% Support and maintenance of DRP solution	100% Support and maintenance of DRP solution	100% Support and maintenance of DRP solution	100% Support and maintenance of DRP solution	Municipal Wide Manyele M	500 000.00	Monthly Support and Maintenance Reports

TGF
 NJ
 M.C
 ML
 Y.
 N.L

PERSONAL DEVELOPMENT PLAN

2021 / 2022

(ANNEXURE B)

PERSONAL DEVELOPMENT PLAN

Name & Surname : _____
 Job Title : _____
 Employee Number : _____

SKILL / PERFORMANCE GAP	OUTCOME EXPECTED	SUGGESTED TRAINING / DEVELOPMENT ACTIVITY	SUGGESTED MODE OF DELIVERY (Lectures, Online, Distant Learning, Visual)	SUGGESTED TIMEFRAME	WORK OPPORTUNITY CREATED TO PRACTICE SKILL	SUPPORT PERSON

<p>I agree with the objectives as set out in the above Performance and Development Plan and undertake to achieve the objectives as agreed on.</p> <p>SIGNATURE : _____</p> <p>Name of Manager : <u>Mr. M L Mosenana</u></p>	<p>I undertake to support (_____) with the achievement of the above Performance and Development Plan</p> <p>SIGNATURE : _____</p> <p>Name of Reporting : <u>Cllr M E Paya</u></p> <p>Date : _____</p>
---	--

CODE OF CONDUCT (ANNEXURE C)



Molemole Municipality

CODE OF CONDUCT FOR
MOLEMOLE LOCAL
MUNICIPAL EMPLOYEES

TGF M.E
G. NJ ml
NL

TABLE OF CONTENTS

1. Definitions.
2. General Conduct.
3. Commitment to serving the public.
4. Personal gains.
5. Disclosure of benefits.
6. Unauthorized disclosure of information.
7. Undue influence.
8. Rewards, gifts and favors.
9. Council property.
10. Payment arrears.
11. Participation in elections.
12. Sexual Harassment.
13. Reporting duty of staff members.
14. Breaches of Code.

y TCF ME
NJ ML
ML

1. Definitions

In this Code of Conduct "partner" means a person who permanently lives with another person in a manner as if married.

2. General Conduct

A staff member of Molemole Municipality must at all times-

- a. Loyally execute the lawful policies of the municipality
- b. Perform the functions of office in good faith, diligently, honestly and in a transparent manner;
- c. Act in such a way that the spirit, purpose and objects of section 50 of Municipal System Act of 2000 are promoted;
- d. Act in the best interest of the municipality and in such a way that the credibility and integrity of the municipality are not compromised;
- e. Act impartially and treat all people, including other employees, equally without favor or prejudice.

3. Commitment to serving the public

A staff member of Molemole Municipality is a public servant in a developmental local system and must accordingly –

- a. Implement the provisions of section 50(2) of Municipal System Act of 2000
- b. Foster a culture of commitment to serving the public and a collective sense of responsibility for performance in terms of standards and targets;
- c. Promote and seek to implement the basic values and principles of public administration described in section 195(1) of the Constitution;
- d. Obtain copies of or information about the municipality's IDP, and as far as possible within the ambit of the employee's job description, seek to implement the objectives set out in the IDP, and achieve the performance targets set for each performance indicator;
- e. Participate in the overall performance management system for the municipality, as well as the employee's individual performance appraisal and reward system, if such exists, in order to maximize the ability of the municipality as a whole to achieve its objectives and improve the quality of life of its residents.

4. Personal Gain

1) A staff member of Molemole Municipality may not -

- a. Use the position or privileges of an employee, or confidential information obtained as an employee, for private gain or to improperly benefit another person;
- b. Take a decision on behalf of Molemole Local Municipality concerning a matter in which that employee or that employee's spouse, partner or business associate, has a direct or indirect personal or private business interest.

TCF M.E
y NJ M
ML

- 2) Except with the prior consent of the council of the Municipality an employee of the Municipality shall not;
- a. be a party to or beneficiary under a contract for-
 - i. the provision of goods or services to Molemole Local Municipality; or
 - ii. the performance of any work for Molemole local Municipality otherwise than as an employee
 - b. obtain a financial interest in any business of Molemole Local Municipality;
 - c. Be engaged in any business, trade or profession other than the work of Molemole Local Municipality.

5. Disclosure of benefits

- 1) An employee of Molemole Local municipality who, or whose spouse, partner, business associate or close family member acquired or stands to acquire any direct benefit from a contract concluded with Molemole Local Municipality, must disclose in writing full particulars of the benefit to the council.
- 2) This item does not apply to a benefit which an employee, or a spouse, life partner, business associate or close family member, has or acquires in common with other residents of Molemole Local Municipality.

6. Unauthorized disclosure of information

- 1) An employee of Molemole Local Municipality shall not without permission disclose any privileged or confidential information obtain as an employee of the Municipality to an unauthorized person.
- 2) For the purpose of this item "privileged or confidential information" includes any information -
 - a. Determined by the council, any structure or functionary of the municipality to be privileged or confidential
 - b. Discussed in closed session by the council or a committee of the council
 - c. Disclosure of which would violate a person's right to privacy
 - d. Declared to be privileged, confidential or secret in terms of any law.
- 3) This item does not derogate from a person's right of access to Information in terms of national legislation.

7. Undue Influence

An employee of Molemole Local municipality may not -

- a. Unduly influence or attempt to influence the council of Molemole Local Municipality, or a structure or functionary of the council, or a councilor, with a view to obtaining any appointment, promotion, privilege, advantage or benefit, or for a family member, friend or associate
- b. Mislead or attempt to mislead the council, or a structure or functionary of the council, in its consideration of any matter

TCF M.C
y. N.L. MC
NJ

- c. Be involved in a business venture with a councilor without the prior written consent of the council of Molemole Local municipality.

8. Rewards, gifts and favors

- 1) An employee of Molemole Local municipality may not request, solicit or accept any reward, gift or favor for-
 - a. Persuading the council of Molemole Local municipality, or any structure or functionary of the council, with regard to the exercise of any power or the performance of any duty;
 - b. Making a representation to the council, or any structure or functionary of council;
 - c. Disclosing any privileged or confidential information;
 - d. Doing or not doing anything within that employee's powers or duties.
- 2) An employee must without delay report to a superior official or to the speaker of the council any offer which, if accepted by the employee, would constitute a breach of sub item (1).

9. Council property

An employee of Molemole Local Municipality shall not use, take, acquire, or benefit from any property or asset owned, controlled or managed by the Municipality to which the employee has no right.

10. Payment of arrears

An employee of Molemole Local Municipality may not be in arrears to the Municipality for rates and service charges for a period longer than 3 months, and Molemole Local Municipality shall deduct outstanding amounts from an employee's salary after this period.

11. Participation in elections

An employee of Molemole Local Municipality shall not participate in an election of the council of Molemole Local Municipality other than in an official capacity or pursuant to any constitutional right.

12. Sexual Harassment

An employee of Molemole Local Municipality may not embark on any action amounting to sexual harassment.


13. Reporting duty of employees

Whenever an employee of Molemole Local Municipality has reasonable grounds for believing that there has been a breach of this Code, the employee must without delay report the matter to his immediate supervisor or to the speaker of the council.

14. Breaches of Code

Breaches of this Code must be dealt with in terms of the disciplinary procedures of Molemole Local Municipality envisaged in section 67 (1) (h) of the Municipal Systems Act and or the South African Local Government Bargaining Council's Collective Agreement on Disciplinary Code and Procedures.

TCF
NJ
ML
M.F.

Signature	
Initials and Surname	Mr. M L Mosena
Designation	Municipal Manager
Date	



Molemole Municipality

DECLARATION OF INTEREST (ANNEXURE D)

TCF
M.E
ML
ML
NJ

CONFIDENTIAL

FINANCIAL DISCLOSURE FORM

ANNEXURE A

I, the undersigned (surname and initials) Maphala Lazarus MOSENA
 (Postal address) Box 02
Raditshab 0718
 (Residential address) Stand 135 Junior Sloop
Raditshab 0718
 (Position held) Municipal Manager
 (Name of Department) Molemole Local Municipality
 Tel 015 501 2322 Fax

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

1. Shares and other financial interest

See information sheet: note

Number of shares/Extent of financial interests	Nature	Nominal Value	Name of Company/Entity
belonging to ML Mosena			
All Companies are deregistered			

2. Directorships and partnerships

See information sheet: note

Name of corporate entity or partnership	Type of business	Amount of Remuneration
N/A		

TCF M.C
 y N.L M.L
 11-

CONFIDENTIAL

3. Remunerated work outside the public service

Must be sanctioned by your Executing Authority. See information sheet: note

Name of Employer	Type of work	Amount of remuneration
N/A		

Name of Executing Authority Portfolio

Signature of Executing Authority Date

4. Consultancies and retainerships

See information sheet: note

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

5. Sponsorships

See information sheet: note

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

CONFIDENTIAL

ME
TCF
ML
NL
NG

6. Gifts and hospitality from a source other than a family member
 See information sheet: note

Description	Value	Source
	N/A	

7. Land and property
 See information sheet: note

Description	Value	Area	Value
	N/A		



 SIGNATURE OF DESIGNATED EMPLOYEE

DATE: 30/07/2021

PLACE: Mogwadi

CONFIDENTIAL

N.C
 N.J
 M.L
 M.C
 T.C.F
 Y

CONFIDENTIAL

.....

CONTENTS NOTED: EXECUTING AUTHORITY / IMMEDIATE SUPERVISOR

DATE:

NOTE:

Remember that a copy of the completed form must be submitted by the EA to the commission for purposes of recording it in the Register of Designated Employee's Interests.

CONFIDENTIAL

TCF y
MJ M.E
ML
N.L

CONFIDENTIAL

OATH/ AFFIRMATION

1. I, certify that before administering the oath/ affirmation I asked the deponent the following questions and wrote down his/her answers in his/her presence:

(i) Do you know and understand the contents of the declaration?

Answer *yes*

(ii) Do you have any objection to taking the prescribed oath or affirmation?

Answer *No*

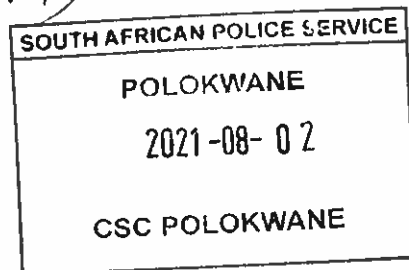
(iii) Do you consider the prescribed oath or affirmation to be binding on your conscience?

Answer *yes*

2. I certify that the deponent has knowledge that she/he knows and understands the contents of this declaration. The deponent utters the following words: "I swear that the contents of this declaration are true, so help me God." / "I truly affirm that the contents of the declaration are true". The signature/mark of the deponent is affixed to the declaration in my presence.

04903633
MALIKA JIM
.....

Commissioner of Oath/ Justice of the Peace



Full first names and surname
MAPHALA LAZARUS MOSENI A (Block letters)

Designation (rank) *WARRANT OFFICER* Ex Officio Republic of South Africa

Street Address if institution *Polokwane Police Station*

Date *02/08/2021* Place *Polokwane*

TCF M.C. MUY NL