

APPENDIX A  
PERFORMANCE PLAN

2000/01/01  
2000/01/01

**PERFORMANCE PLAN (INSTITUTIONAL TRANSFORMATION AND DEVELOPMENT)**

ID	Objectives	Baseline	Project Name	Project Location	Key Performance Indicator	Responsible Department	Quarterly Performance Target				Means of Verification	Annual Performance Target (2017-18)	Estimated Budget & Source
							1st Quarter	2nd Quarter	3rd Quarter	4th Quarter			
<b>KPA: Institutional Transformation and Development</b>													
<b>Strategic Objective: Improve institutional transformation and resources management</b>													
P10/INSTITUTIONAL DEVELOPMENT	To review, align and implement the organization by June 2019	IDP 2017-18 and Organogram	Alignment of Organogram to IDP	Institutional	Reviewed organogram by end of June 2018	Corporate Services	Stakeholder consultation, reviewal of organogram	Council approved organogram	N/A	N/A	Stakeholder consultation- Agenda, minutes & attendance register. Reviewal of organogram -Draft Organogram	Council approved organogram which is aligned to the IDP by end of June 2018	opex
P10/INSTITUTIONAL DEVELOPMENT	To improve capacity of employees by June 2022	100% of employees	Skills Audit	Institutional	Skills audit conducted by end of June 2018	Skills Development	Development of TOR	Appointment of service provider	Conduct skills audit	Adoption of skills audit report by Council	Q1: TOR, Bid committees reports, appointment letter. Q3: Skills audit report. Q4: Council resolution	Skills Audit conducted on all municipal employees by end of June 2018	R 250 000 (TCLM)
P10/INSTITUTIONAL DEVELOPMENT	To improve capacity of employees & councillors by June 2022	504 employees & councillors	Capacity Building for Employees and Councillors	Institutional	Number of employees and councillors capacitated by end of June 2018	Skills Development	N/A	30 employees and councillors capacitated	N/A	20 employees and councillors capacitated	Q2&Q3: Proof of registration	50 of employees and councillors capacitated by end of June 2018	R 1 800 000 (TCLM)

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P10/INS T/CORP S/INST D	To improve capacity of employees & councillors by June 2022	477 employees	Skills Development (Bursaries)	Institutional	Number of employees receiving bursaries by end of June 2018	Skills Development	20 employees receiving bursaries	N/A	N/A	N/A	Proof of registration	20 employees and employees receiving bursaries by end of June 2018	R 427 200 (TCLM)
P10/INS T/CORP S/INST D	Improve institutional transformation and resources management	Labour Relations Act & EAP Policy	Employee Assistance Programme	Institutional	Climate surveillance report completed by end of June 2018	Skills Development	Stakeholder consultation	Climate surveillance report completed	N/A	N/A	Q1: LLF Agenda, attendance register & minutes and Communication Plan. Q2: Climate surveillance	1 Climate surveillance report completed by end of June 2018	R 350 000 (TCLM)
P10/INS T/CORP S/INST D	Improve institutional transformation and resources management	6 Senior Managers and 23 Managers	Implementation of IPMS	Institutional	Number of employees evaluated on their performance by end of June 2018	Corporate Services	Stakeholder Consultation, Reviewal of PMS Policy Framework	Table PMS Policy Framework to Council for approval	Workshop all employees on PMS Policy Framework	Cascade PMS to Level 0 and Level 1 Managers	Q1: Stakeholder consultation- Agenda, minutes & attendance register. Reviewal of PMS Policy Framework- Draft PMS Policy Framework	PMS cascaded down to Level 0 and Level 1 Managers by end of June 2018	R 300 000 (TCLM)
P10/INS T/CORP S/INST D	Improve institutional transformation and resources management	15 By-laws	Facilitation of by-law reviews for other departments	Institutional	Number of By-Law promulgated by end of June 2018	Corporate Services	2 By-laws reviewed	2 By-laws reviewed	2 By-laws reviewed	2 By-laws reviewed	Reviewal report & attendance register	8 By-laws reviewed by end of June 2018	opex

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P10/INS T/CORP S/INST D	Improve institutional transformation and resources management	477 employees	Signing of job descriptions aligned to organisational structure	Institutional	% of signed job descriptions aligned to organisational structure by end June 2018	Corporate Services	Development of Job description aligned to Stakeholder engagement (Union rep).	100% Signed job description aligned to the organogram by all employees	100% Signed job description aligned to the organogram by all employees	Q1: Council Resolution for approved organogram, Agenda, attendance register & minutes. Q2-Register of employees who signed job descriptions.	100% Signed job description aligned to the organogram by end of June 2018	opex
opex	Improve institutional transformation and resources management	Approved organogram for 2017-18 FY	Job Evaluation	Institutional	% of positions evaluated by end of June 2018	Corporate Services	N/A	40% of positions evaluated	60% of positions evaluated	Q3-Q4: Report on evaluated positions	100% of positions evaluated by end of June 2018	opex
opex	Improve institutional transformation and resources management	477 employees	Employee Records Audit	Institutional	% of employees files updated by end of June 2018	Corporate Services	Task team appointment & training. Revision of file index. Development of programme	Soliciting outstanding information for filing	100% of files updated	Q1: Appointment letters of task team, Signed revised file index, Signed programme. Q2: Signed Audit report. Q3-Q4: Register of submitted information.	100% of employees files updated by end of June 2018	opex
P10/INS T/CORP S/INST D	Improve institutional transformation and resources management	491 employees	Awareness campaigns on employee code of conduct	Institutional	Number of awareness campaigns held by end of June 2018	Labour Relations	1 awareness campaign for Lydenburg/ Mishing employees	1 awareness campaign for Graskop & Northern Areas employees	N/A	Q1-Q3: Invitation, Content pack, Attendance register	3 awareness campaigns held by end of June 2018	opex

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opex	improve institutional transformation and resources management	43 Post level 0-4 Managers	Training of Managers on managing discipline	Institutional	Number of trainings conducted by end of June 2018	Labour Relations	1 Training conducted for managers	N/A	N/A	N/A	Q1: Invite training pack, Attendance register	1 Training conducted by end of June 2018	R 20 000(TCLM)
opex	improve institutional transformation and resources management	Employee Equity Act	Employee Equity Plan (EEP)	Institutional	Employment Equity Plan developed and submitted to dept. of labour by end of June 2018	Labour Relations	Employment Equity Plan submitted to dept. of labour	Submit report on EEP to dept. of labour	N/A	N/A	Q1-2: EEP & Proof of submission	1 EEP developed and 1 report on EEP submitted to dept. of labour by end of June 2018	opex
P10/INSTITUTIONAL TRANSFORMATION AND RESOURCES MANAGEMENT	improve institutional transformation and resources management	150 Employees	Procurement PPE	Institutional	Number of employees who received PPE by end of June 2018	OHS	N/A	150 Employees received PPE	N/A	N/A	Q1: PPE Register signed by employees who received PPE	150 Employees to received PPE by end of June 2018	R 200 000 (TCLM)
opex	improve institutional transformation and resources management	477 employees	Employee workshop on OHS	Institutional	Number of workshops held by end of June 2018	OHS	1 Workshop held in Lydenburg/Mi shitting	1 Workshop held in Sabine	1 Workshop held in Graskop	1 Workshop held in Northern Areas	Q1-Q4: Invitation, Content pack, Attendance register	4 Workshops held by end of June 2018	opex
opex	improve institutional transformation and resources management	OHS Act	OHS Inspection Report	Institutional	OHS Inspection Report submitted by end of June 2018	OHS	Draft OHS Inspection reported submitted to Director Corporate Services	Final OHS Inspection report submitted to MM	N/A	N/A	Q1-Q2: Signed OHS Inspection Report	1 OHS Inspection Report completed by end of June 2018	opex

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opex	Improve institutional transformation and resources management	OHS Act	OHS Medical check-up	Institutional	Number of Medical check-ups conducted by end of June 2018	OHS	N/A	27 Drivers, 24 Employees (Roads), 25 Employees (Waste), 35 Employees (Water & Sanitation), 22 Employees (Traffic).	N/A	N/A	Q2: Medical Check-up Report	133 Employees to undergo Medical check-up by end of June 2018	
opex	Improve institutional transformation and resources management	OHS Act	OHS Quarterly meetings	Institutional	Number of meetings held by end of June 2018	OHS	1 Quarterly meeting held	1 Quarterly meeting held	1 Quarterly meeting held	1 Quarterly meeting held	Q1-4: Agenda, Attendance Register & Minutes	4 Quarterly meeting held by end of June 2018	opex
P10/INS T/INSTT D/TS	To extend municipal office space (offices, Board Rooms and Council Chamber) by June 2022	Lydenburg Municipal offices	Extension of Lydenburg Municipal offices	Lydenburg Offices	Construction of first storey new office block completed by end of June 2018	Corporate Services	Appoint of a service provider	Construction of first storey new office block (50% complete)	Construction of first storey new office block (100% complete) and handover	N/A	Q1: SCM procurement documents Q2-Q3: Progress reports & Pictures (before, during & after construction)	Construction of first storey new office block completed by end of June 2018	R 2000 000 (TCLM)
		Graskop Municipal offices	Refurbishment of Graskop municipal offices	Institutional	Refurbished Graskop Municipal offices by end of June 2018	Corporate Services	Appoint of a service provider	Renovation of Graskop Municipal offices (Library, Hall, Main offices, Community Services offices) - 50% complete	Renovation of Graskop Municipal offices (Library, Main offices, Community Services offices) - 100% complete	N/A	Q1: SCM procurement documents Q2-Q3: Progress reports & Pictures (before, during & after renovation)	Graskop Municipal Offices maintained by end of June 2018	R 1000 000 (TCLM)

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opex	To improve capacity of employees & councillors by June 2022	WSP for 2017-18 FY	Work Place Skills Plan	Institutional	WSP implemented and submitted to LGSETA by end of June 2018	Skills Development	Identification of Service Providers for different training interventions	Enrolment of identified officials for training	Submit report on trainings to Director Corporate Services and LGSETA	WSP submitted to LGSETA for 2018-19 FY	Q1: Advert, appointment letter, proof registration. Q2: List of enrolled officials (Proof of registration). Q3: Training report & acknowledgment of receipt by Director Corporate Services. Q4: Acknowledgment letter from LGSETA	WSP implemented and submitted to LGSETA by end of June 2018	opex
opex	Improve institutional transformation and resources management	4 LLF Meetings	LLF Meetings	Institutional	Number of meetings held by end of June 2018	Corporate Services	1 LLF Meetings	1 LLF Meetings	1 LLF Meetings	1 LLF Meetings	Q1-4: Agenda, Attendance Register & Minutes with resolution register	4 LLF meetings held by end of June 2018	opex
<b>Strategic Objective: Ensure effective and good governance</b>													
opex	Ensure effective and good governance	7 days after Council sittings	Distribution of Council meeting minutes	Institutional	Number of days after taken to distribute minutes after Council sitting by end of June 2017	Corporate Services	Council minutes distributed 7 days after Council Meetings	Council minutes distributed 7 days after Council Meetings	Council minutes distributed 7 days after Council Meetings	Council minutes distributed 7 days after Council Meetings	Q1-4: Receipt register of Council minutes	4 Sets of Council minutes distributed 7 days after Council Meetings	opex

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opex	Ensure effective and good governance	12 Litigation registers	Legal Administration	Institutional	Litigation register updated by end of June 2018	Legal Services	3 Updated litigation registers	3 Updated litigation registers	3 Updated litigation registers	3 Updated litigation registers	Q1-4: Signed Updated litigation register	12 Updated litigation registers by June 2018	opex
P10/INST/ICORP/INS/STD	To ensure proper management of contracts	Section 116 of the MFMA	Functionality of Contract Management Committee	Institutional	Number of meetings held and number of reports generated for management intervention by end of June 2018	Corporate Services	3 Updated litigation registers Establishment of Contract Management Committee. 1 Quarterly meeting. Development of TOR. 1 Reported for Management interventions	3 Updated litigation registers 1 Quarterly meeting. 1 Reported for Management interventions	3 Updated litigation registers 1 Quarterly meeting. 1 Reported for Management interventions	3 Updated litigation registers 1 Quarterly meeting. 1 Reported for Management interventions	Q1: Appointment letters of Committee appointed, Agenda, attendance register, minutes with resolution for register. TOR. Q2 - Q4: Agenda, attendance register, minutes with resolution register, Report	4 meetings held and 4 reports generated for management intervention by end of June 2018	opex
opex	Ensure effective and good governance	Archives Act	Records management Policy Implementation	Institutional	Records Management Policy implemented by end of June 2018	Records	1 Workshop held in Lydenburg/Mashishing	1 Workshop held in Graskop & Northern Areas	N/A	Q1-Q3: Invitation, Content pack, Attendance register	3 Workshops held by end of June 2018	opex	

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P10/INS T/CORP S/INST D	Ensure effective and good governance	4 Wards	Facilitation of MOU for public and private sector corporation	Ward 11 (Bronckdal, Sip-sop, Hendricksdal), Ward 13 (Orriestad Dam, Spekboom), Ward 04 (Bedfontein), Ward 05 (Boschfontein)	Number of MOU entered into by public and private sectors by end of June 2018	Legal Services	Stakeholder engagements	MOU signed with public and private sector (Ward 11)	MOU signed with public and private sector (Ward 4 & 5)	MOU signed by public and private sectors by end of June 2018	Q1: Agenda, attendance register, minutes. Q2-4: Signed MOU	4 MOU entered into by public and private sectors by end of June 2018	opex
P10/INS T/CORP S/INST D	Ensure effective and good governance	4 Council Meetings	Development calendar for portfolio committee and council meetings	Institutional	Administrative calendar approved by Council by end of June 2018	Corporate Services	Council approved calendar for 2017-18 FY	N/A	N/A	Council approved calendar for 2018-19 FY	Q1 & Q4: Council Resolution	2 Council approved calendar by end of June 2018	opex

PERFORMANCE PLAN (OFFICE OF THE DIRECTOR CORPORATE SERVICES)													
ID	Objectives	Baseline	Project Name	Project Location	Key Performance Indicator	Responsible Department	Quarterly Performance Target				Means of Verification	Annual Performance Target	Estimated Budget & Source
							1st Quarter	2nd Quarter	3rd Quarter	4th Quarter			

Strategic Objective: Ensure effective and good governance													
opex	Ensure effective and good governance	Audit report	Implementation of Audit Action Plan (AG Findings)	Institutional	% of Audit findings related to Corporate Services resolved by end of June 2018	Corporate Services	N/A	N/A	60% of Audit findings related to Corporate Services resolved	40% of Audit findings related to Corporate Services resolved	Q2-4: Updated AAP & POEs	100% of Audit findings related to Corporate Services resolved by end of June 2018	opex

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opex	Ensure effective and good governance	Operational Risk register	Operational Risk register	Institutional	Progress reported on the mitigation of operational risks by end of June 2018	Corporate Services	Quarterly progress report on mitigation of operational risks	Quarterly progress report on mitigation of operational risks	Quarterly progress report on mitigation of operational risks	Quarterly progress report on mitigation of operational risks	Q1-4: Progress reports & POEs	4 Quarterly progress report on mitigation of operational risks submitted by end of June 2018	opex
opex	Ensure effective and good governance	Council resolution register	Implementation of Council resolutions	Institutional	% of Corporate Services Council resolution implemented by end of June 2018	Corporate Services	Quarterly progress report on mitigation of operational risks	Quarterly progress report on mitigation of operational risks	Quarterly progress report on mitigation of operational risks	Quarterly progress report on mitigation of operational risks	Q1-4: Updated Council resolution register & POEs	100% of Corporate Services Council resolution implemented by end of June 2018	opex
opex	Ensure effective and good governance	Performance Management Framework	Reporting on SDBIP implementation	Institutional	Number of quarterly reports submitted by end of June 2018	Corporate Services	Quarterly progress report on mitigation of operational risks	Quarterly progress report on mitigation of operational risks	Quarterly progress report on mitigation of operational risks	Quarterly progress report on mitigation of operational risks	Quarterly reports & POEs	4 Quarterly reports submitted to the PMS unit by end of June 2018	opex

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APPENDIX B

PERSONAL DEVELOPMENT PLAN

1/10/2011  
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1/12/2011  
1/13/2011

**ANNEXURE "B"**

**PERSONAL DEVELOPMENT PLAN  
(CORPORATE SERVICES)**

MADE AND ENTERED INTO BY AND BETWEEN

**THABA CHWEU LOCAL MUNICIPALITY**

AS REPRESENTED BY

**THOKA MAKORWANE PATRICK KGOALE**

AND

**MPHONYANA JAMES MOTANKISI**

**FINANCIAL YEAR 2017-18:**

**01 JUNE 2017 – 30 SEPTEMBER 2017**

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Personal Development Plan of: JAMES MPHONYANA MONTAKISI

Compiled on (Date): .....

1. Skills / Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3. Suggested training and / or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to practice skill / development area	7. Support Person
1. Financial Management	Proper understanding of MFMA, Budgeting and Financial Management	Short Course on Financial Management	Enrolment with accredited Institution	6 month	Linked to SDBIP	Municipal Manager
2. Project Management	Ability to manage projects	Short Course on Project Management	Enrolment with accredited Institution	6 month	Linked to SDBIP	Municipal Manager
3. People Management	Ability to manage people	Short Course on People Management	Enrolment with accredited Institution	6 month	Linked to SDBIP	Municipal Manager
4. Strategic Leadership in Municipal Governance Program	Enhance Leadership and management know-how for decision makers	Short Course Strategic Leadership	Enrolment with accredited Institution	6 month	Linked to SDBIP	Municipal Manager



Employee's signature :



Employer's signature:

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APPENDIX C

FINANCIAL DISCLOSURE

*msw* *14/2/2022*

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CONFIDENTIAL

Appendix C

FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) Matankisi M.J

(Postal address)

P.O. Box 5195

Lydenburg

1120

(Residential address)

57 President Street

Graskop 1270

(Position held)

Acting Director: Corporate Services

(Name of Municipality)

Thaba Chwen Local Municipality

Tel: 013 235 7300

Fax: 013 235 1108

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

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

See information sheet: note (1)

Number of shares/Extent of financial interests	Nature	Nominal Value	Name of Company/Entity
	<u>MIA</u>		

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2. Directorships and partnerships  
See information sheet: note (2)

Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/ Income
<i>N/A</i>		

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3. Remunerated work outside the Municipality  
Must be sanctioned by Council. See information sheet: note (3)

Name of Employer	Type of Work	Amount of remuneration/ Income
<i>N/A</i>		

Council \_\_\_\_\_

Signature by Council \_\_\_\_\_ Date \_\_\_\_\_

4. Consultancies and retainerships  
See information sheet: note (4)

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

5. Sponsorships  
See information sheet: note (5)

Source of assistance/sponsorship	Description of assistance/ Sponsorship	Value of assistance/sponsorship
<i>N/A</i>		

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

Description	Value	Source
<del>N/A</del>		

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7. Land and property  
See information sheet: note (7)

Description	Extent	Area	Value
House	263 m <sup>2</sup>	Graskop	R700 000-00

  
SIGNATURE OF EMPLOYEE

DATE: 14-July-2017

PLACE: Lydenburg

OATH/AFFIRMATION

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

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

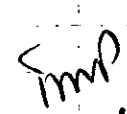
Answer Yes

(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

  
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2. I certify that the deponent has acknowledged 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.

M. Mulaudzi  
Commissioner of Oath / Justice of the Peace

Full first names and surname:

MMBONISEHI KENY MULAUDI (Block letters)

THABA CHWEE LOCAL MUNICIPALITY  
RECORDS DIVISION  
13 JUL 2017  
PO Box 6  
Lydenburg, 1120

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Designation (rank) ADVOCATE OF THE HIGH COURT Ex Officio Republic of South Africa

Street address of institution

THABA CHWEE LOCAL MUNICIPALITY  
CHR. VIJOEN & SENTRAAL STREET  
LYDENBURG, 1120

Date 14/07/2017 Place LYDENBURG

[Signature]

CONTENTS NOTED: MUNICIPAL MANAGER

DATE: 14/07/2017

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**4. DISPUTE RESOLUTION**

- 4.1 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 –
  - 4.1.1 the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the **Employee**; or
  - 4.1.2 any other person appointed by the MEC, whose decision shall be final and binding on both parties.
- 4.2 In the event that the mediation process contemplated above fails, clause 20.3 of the Contract of Employment shall apply.

**5. GENERAL**

- 5.1 The contents of this agreement and the outcome of any review conducted in terms of Appendix A may be made available to the public by the **Employer**.
- 5.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the **Employee** in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.
- 5.3 The performance assessment results of the **Employee** shall be submitted to the MEC responsible for local government in the province as well as the national minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.

Thus done and signed at Lycdenburg on this the 14  
day of July 2017

AS WITNESSES:

1. [Signature]  
2. \_\_\_\_\_

[Signature]  
EMPLOYEE

AS WITNESSES:

1. \_\_\_\_\_  
2. \_\_\_\_\_

\_\_\_\_\_  
MUNICIPAL MANAGER