

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN

**CAPRICORN DISTRICT MUNICIPALITY
AS REPRESENTED BY THE MUNICIPAL MANAGER**

RAMAKUNTWANE SELEPE

.....

AND

NDITSHENI SIKHAULI

.....

**EXECUTIVE MANAGER: INFRASTRUCTURE
SERVICES**

**FOR THE FINANCIAL YEAR:
01 July 2022 TO 30 JUNE 2023**

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1 The Municipality has, in terms of Section 57(1)(a) of the Local Government: Municipal Systems Act, No. 32 of 2000 ("the Systems Act") entered into a contract of employment with the Executive Manager for a period of 5 Years, commencing on 01 July 2019.
- 1.2 Section 57(1) (b) of the Systems Act, read with the contract of employment concluded between the Parties; require 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 Manager 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), (4B) and (5) of the Systems Act as well as the contract of employment entered into by the Parties.
- 1.5 In this Agreement the following words will have the meaning ascribed thereto:

"this Agreement" - means the performance agreement between the Municipality and the Executive Manager and the annexures thereto.

"the Executive Authority" - means the Executive Committee of the Municipality constituted in terms of Section 43 of the Local Government: Municipal Structures Act as represented by its chairperson, the Mayor.

"the Executive Manager" – means Senior Manager directly accountable to the Municipal Manager in terms of Section 56(a) of the Systems Act.

"the Municipal Manager" – means the Municipal Manager appointed in terms of Section 54(A) of the Local Government: Municipal Systems Act, No. 32 of 2000.

"the Municipality" – meansMunicipality.

"the Parties" - means the Municipal Manager and / or Executive Council and the Executive Manager.

2. PURPOSE OF THIS AGREEMENT:

2.1 The Parties agree that the purposes of this Agreement are to:

- 2.1.1. comply with the provisions of Section 57(1)(b), (4A), (4B) and (5) of the Systems Act as well as the contract of employment entered into between the Parties;
- 2.1.2. specify objectives and targets defined and agreed with the Executive Manager and to communicate to the Executive Manager the Municipality's expectations of the Executive Manager's performance and accountability in alignment with the Integrated Development Plan (IDP), the Service Delivery and Budget Implementation Plan (SDBIP) and the budget of the Municipality;
- 2.1.3. specify accountabilities as set out in a performance plan.
- 2.1.4. monitor and measure performance against targeted outputs and outcomes;
- 2.1.5. use performance plan as a basis for assessing the Executive Manager for permanent employment and/or to assess whether the Executive Manager has met the performance expectations applicable to his/her job;
- 2.1.6. appropriately reward the Executive Manager in accordance with the Municipality's performance management policy in the event of outstanding performance;
- 2.1.7. establish a transparent and accountable working relationship; and
- 2.1.8. give effect to the Municipality's commitment to a performance-orientated relationship with its Executive Manager in attaining equitable and improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 Notwithstanding the date of signature this Agreement will commence on the **1st July 2022** and will remain in force until a new performance agreement including a Performance Plan and Personal Development Plan is concluded between the Parties as contemplated in Clause 3.2
- 3.2 The Parties will review the provisions of this Agreement during June each year. The Parties will conclude a new performance agreement including a Performance Plan and Personal Development Plan that replaces this Agreement at least once a year by not later than the 31st of July each year.
- 3.3 The payment of the performance bonus is determined by the performance score obtained during the annual performance calculations as informed by the quarterly performance assessments.

- 3.4 The payment of a performance bonus for the year in which the Executive Manager's contract of employment expires will be done as set out in clause 3.3.
- 3.5 In the event of the Executive Manager commencing or terminating his services with the Municipality during the validity period of this Agreement, the Executive Manager's performance for the portion of the period referred to in clause 3.1 during which he was employed, will be evaluated and he will be entitled to a pro rata performance bonus based on his evaluated performance and the period of actual service.
- 3.6 The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon by the Parties.
- 3.7 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.
- 3.8 This Agreement will terminate on the termination of the Executive Manager's contract of employment for any reason.

4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan in **Annexure A** sets out:
- 4.1.1 the performance objectives and targets which must be met by the Executive Manager; and
 - 4.1.2 the time frames within which those performance objectives and targets must be met.
- 4.2 The Core Competency Requirements (CCRs) in **Annexure B** set out those management skills regarded as critical to the position held by the Executive Manager.
- 4.3 The Personal Development Plan in **Annexure C** sets out the Executive Manager's personal developmental requirements in line with the objectives and targets of the Municipality.
- 4.4 The performance objectives and targets reflected in **Annexure A** are set by the Municipality in consultation with the Executive Manager and based on

the IDP, SDBIP and the budget of the Municipality, and include key objectives, key performance areas, target dates and weightings.

- 4.5 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 time frame in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.
- 4.6 The Executive Manager's performance will, in addition, be measured in terms of contributions to the development objectives and strategies set out in the Municipality's Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Executive Manager agrees to participate in the performance management system that the Municipality adopts or introduces for the municipal management and municipal staff of the Municipality.
- 5.2 The Executive Manager accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the municipal management and municipal staff to perform to the standards required.
- 5.3 The Executive Committee/Council and/or Municipal Manager will consult the Executive Manager about the specific performance standards that will be included in the performance management system as applicable to the Executive Manager.
- 5.4 The Executive Manager undertakes to actively focus towards the promotion and implementation of his Key Performance Areas as set out in the performance plan including special projects relevant to the Executive Manager's responsibilities within the Local Government Framework.

6. PERFORMANCE ASSESSMENT

The performance of the Executive Manager will be assessed against the outputs and outcomes achieved in terms of his/her Key Performance Areas (KPA's) as fully described in performance plan and his Core Competency Requirements (CCRs) determined at the commencement of this Agreement with a weighting of 80:20 allocated to the KPA's and CCRs respectively. Therefore, the KPA's that refer to the main tasks of the Executive Manager account for 80% of his assessment while the CCRs make up the other 20% of the Executive Manager's assessment score.

The weightings agreed to in respect of the Executive Manager's KPAs attached as Annexure A are set out in the table below:

KEY PERFORMANCE AREAS (KPAS)	WEIGHT
KPA 1: Municipal Transformation and Institutional Development	20%
KPA 2: Basic Service Delivery	40%
KPA 3: Local Economic Development and Planning	10%
KPA 4: Financial Viability	10%
KPA 5: Good governance and public participation	10%
KPA 6 : Spatial Rationale	10%
TOTAL PERCENTAGE	100%

CORE OCCUPATIONAL COMPETENCIES (COCs)				
CORE MANAGERIAL COMPETENCIES (CMC)	CHOICE	WEIGHT	Current Level (1-3)	Desired Level
Competence in Self Management				
Interpretation of and implementation within the legislative and national policy frameworks	✓	5%	2	3
Knowledge of Developmental Local Government	✓	5%	2	3
Knowledge of Performance Management and Reporting	✓	5%	2	3
Knowledge of Global and SA specific political, social and economic contexts			2	3
Competence in Policy Conceptualisation, Analysis and Implementation	✓	5%	2	3
Knowledge of more than one functional municipal field or discipline				
Mediation Skills				
Governance Skills				
Competence as required by other national line sector departments				
Exceptional and dynamic creativity to improve the functioning of the Municipality				
100% implementation of RMC resolutions	✓	1%	2	3
100% implementation of mitigations actions due.	✓	1%	2	3
100% implementation of the Impact of the mitigations measures	✓	1%	2	3

The assessment of the performance of the Executive Manager will be based on the following levels for KPAs and CCRs:

LEVEL	TERMINOLOGY	DESCRIPTION	RATING				
			1	2	3	4	5
5	Outstanding Performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance Plan and maintained this in all areas of responsibility throughout the year.					
4	Performance significantly above Expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.					
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.					

2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.					
1	Unacceptable Performance	Performance does not meet the standard expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.					

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An indicative rating on the five-point scale should be provided for each KPA and CCR using the following as guidance:

1	Unacceptable
2	Not fully effective
3	Fully effective
4	Above expectations
5	Outstanding

Each KPA and CCR 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 to determine which rating on the five-point scale did the Executive Manager achieved. The following criteria could assist:

Duration of task	<ul style="list-style-type: none"> - Was the target achieved within the projected time frame?
Level of complexity	<ul style="list-style-type: none"> - Required problem solving - Reconciling different perceptions - Innovative alternatives used
Cost	<ul style="list-style-type: none"> - within budget - saving - overspending
Constraints	<ul style="list-style-type: none"> - Did envisaged constraints materialise? - If so, were steps taken to manage/reduce the effect of the constraint? - If not, did it beneficially affect the completion of the target? - Any innovative/pro-active steps to manage the constraint

An applicable assessment rating calculator must be used to add the KPA and CCR scores and calculate final KPA and CCR percentages.

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7. PANEL AND SCHEDULE FOR PERFORMANCE ASSESSMENTS

An assessment panel consisting of the following persons must be established to evaluate the performance of the Executive Managers directly accountable to the Municipal Manager.

- Municipal Manager
- Chairperson of the Performance Audit Committee or the Audit Committee in the absence of a Performance Audit Committee
- A member of the Executive Committee and the relevant portfolio Committee chairperson
- Municipal Manager of another municipality

In addition, the following assessments may also form part of the performance evaluation at the end of the quarter if so agreed between the Parties:

- Executive Manager (own assessment)
- Fellow section 57 managers
- Divisional Head reporting to the manager.

The performance of the Executive Manager will be assessed in relation to his achievement of:

- the targets indicated for each KPA
- the CCRs as defined

on a date to be determined for each of the following quarterly periods:

1 st Quarter	-	July to September
2 nd Quarter	-	October to December
3 rd Quarter	-	January to March
4 th Quarter	-	April to June

The Municipality will keep a record of the mid-year and annual assessment meetings.

The Municipality may appoint an external facilitator to assist with the annual assessment.

The Executive Manager responsible for the Corporate Services Department of the Municipality must provide secretariat services to the evaluation panel for the annual performance assessment.

8. EVALUATING PERFORMANCE

The Executive Manager will submit quarterly performance reports and a comprehensive annual performance report prior to the performance assessment meetings to the Municipal Manager.

The Municipal Manager will give performance feedback to the Executive Manager after each quarterly and the annual assessment meetings.

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

At the end of the 4th quarter, the Executive Authority will determine if the Executive Manager is eligible for a performance bonus as envisaged in his contract of employment.

The results of the annual assessment and the scoring report of the Executive Manager for the purposes of bonus allocation, if applicable, will be submitted to the Executive Authority for a recommendation to the full Council.

Personal growth and development needs identified during any performance assessment discussion, must be documented in the Executive Manager's Personal Development Plan as well as the action steps and set time frames agreed to.

Despite the establishment of agreed intervals for assessment, the Municipal Manager may, in addition, review the Executive Manager's performance at any stage while his contract of employment remains in force.

9. OBLIGATIONS OF THE MUNICIPALITY

The Municipality will create an enabling environment to facilitate effective performance by the Executive Manager.

The Executive Manager will be provided with access to skills development and capacity building opportunities.

The Municipality will work collaboratively with the Executive Manager to solve problems and generate solutions to common problems that may impact on the performance of the Executive Manager.

The Municipality will make available to the Executive Manager such resources including employees as the Executive Manager may reasonably require from time to time to assist him to meet the performance objectives and targets established in terms of this Agreement; provided that it will at all times remain the responsibility of the Executive Manager to ensure that he complies with those performance obligations and targets.

The Executive Manager will, at his request, be delegated such powers by the Municipality as may in the discretion of the Municipality be reasonably required from time to time to enable him to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

10.1 The Executive Committee/Council and / or Municipal Manager agrees to consult the Executive Manager within a reasonable time where the exercising of the Executive Authority's and / or Municipal Manager's powers will –

10.1.1 have a direct effect on the performance of any of the Executive Manager's functions;

10.1.2 commit the Executive Manager to implement or to give effect to a decision made by the Executive Committee/Council and/or Municipal Manager;

10.1.3 have a substantial financial effect on the Municipality.

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

11. CONSEQUENCE OF UNACCEPTABLE OR POOR PERFORMANCE

11.1 Where the Municipal Manager is, at any time during the Executive Manager's employment, not satisfied with the Executive Manager's performance with respect to any matter dealt with in this Agreement, the Municipal Manager will give notice to the Executive Manager to attend a meeting with the Municipal Manager.

11.2 The Executive Manager will have the opportunity at the meeting to satisfy the Municipal Manager of the measures being taken to ensure that the Executive Manager's performance becomes satisfactory in accordance with a documented programme, including any dates, for implementing these measures.

- 11.3 The Municipality will provide systematic remedial or developmental support to assist the Executive Manager to improve his/her performance.
- 11.1 If, after appropriate performance counselling and having provided the necessary guidance and/or support as well as reasonable time for improvement in performance, the Municipal Manager holds the view that the performance of the ACFO is not satisfactory, the Municipal Manager will table a report before the Municipal Council through the Executive Mayor. Upon receipt the Executive Mayor will within 7 days request the Speaker to convene a Special Council to consider the report.
- 11.2 Where there is a dispute or difference as to the performance of the Executive Manager under this Agreement, the Parties will confer with a view to resolving the dispute or difference.
- 11.3 Nothing contained in this Agreement in any way limits the right of the Municipality to terminate the Executive Manager's contract of employment with or without notice for any other breach by the Executive Manager of his obligations to the Municipality or for any other valid reason in law.

12. DISPUTES

- 12.1 In the event that the Executive Manager is dissatisfied with any decision or action of the Executive Committee/Council and/or Municipal Manager in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Executive Manager has achieved the performance objectives and targets established in terms of this Agreement, the Executive Manager may meet with the Municipal Manager with a view to resolving the issue. At the Executive Manager's request, the Municipal Manager will record the outcome of the meeting in writing.
- 12.2 If any dispute about the nature of the Executive Manager's performance agreement whether it relates to key responsibilities, priorities, methods of assessment or any other matter provided for cannot be resolved through an internal mechanism as contemplated above, the dispute will be mediated by the Executive Mayor within thirty (30) days of receipt of a formal dispute from the Executive Manager whose decision shall be final and binding on both Parties.
- 12.3 If any dispute about the outcome of the Executive Manager's performance evaluation cannot be resolved through an internal mechanism as contemplated above, the dispute will be mediated by a member of the Council, provided that such member was not part of the evaluation panel

provided for in clause 7 within thirty (30) days of receipt of a formal dispute from the Manager whose decision shall be final and binding on both Parties.

12.4 In the event that the mediation process contemplated above fails, the relevant arbitration clause of the contract of employment will apply.

13. GENERAL

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

13.2 Nothing in this Agreement diminishes the obligations, duties, or accountabilities of the Executive Manager in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.

Signed at POLOKWANE on this 12 day of July 2022.

As Witnesses:

- 1. Makoti
- 2. Makoti

[Signature]
Executive Manager

Signed at POLOKWANE on this 12 day of July 2022.

As Witnesses:

- 1. [Signature]
- 2. [Signature]

[Signature]
Municipal Manager

PERSONAL DEVELOPMENT PLAN

Skills/performance gaps	Outcomes Expected	Suggested training /development activity	Suggested mode of delivery	Suggested timeframes	Work opportunity to practice skill/development area	Support person
Bid adjudication Courses	Increased knowledge on scm	Training on SCM processes	Short courses	1 week		CAO



 EXECUTIVE MANAGER

13/07/2022

 DATE



 MUNICIPAL MANAGER

18/07/2022

 DATE

2022/2023 PERFORMANCE PLAN

EXECUTIVE MANAGER - INFRASTRUCTURE

(01 JULY 2022 – 30 JUNE 2023)

CAPRICORN DISTRICT MUNICIPALITY

This plan defines the Council's expectations of the employee in accordance with the departmental business plan. This document provides the performance objectives and targets that must be based on the key performance indicators set out from time to time in the Municipality's Integrated Development Plan and the Service Delivery Budget Implementation Plan.

There are 2 parts to this review:

1. Score card detailing key objectives and their related performance indicators, weightings and target dates
2. Core managerial functions

The period of this plan is from 01 JULY 2022 – 30 JUNE 2023

Signed and accepted by the Executive Manager –
Infrastructure

Signed by the Municipal Manager on behalf of Council:



1.1. INFRASTRUCTURE DEPARTMENT

Infrastructure Department -Vote 2															
Responsive, Accountable, Effective and Efficient Local Government System															
Outcome 9: Outputs: <ul style="list-style-type: none"> Improving access to basic services Implementation of the community works programme Actions supportive of human settlement outcome 															
Key Strategic Organizational Objectives:															
Project No.	Key performance Area	Strategic Objectives	Project Name	Project Description (major activities)	Location	Key performance indicator	Baseline	2022/23 Annual Targets	Weighting	Quarter 1 Targets	Quarter 2 Targets	Quarter 3 Targets	Quarter 4 Targets	2022/23 Annual Budget	Means of verification
WATER OPERATION & MAINTENANCE:															
IN FR -01	Basic Services delivery	To ensure tools are available for the operation and maintenance of water and wastewater infrastructure	Procurement of O&M Tools	Procurement of O&M Tools	CDM	Percentage of requested O&M tools procured	100 percent of requested tools procured	100% of requested O&M tools procured.	3%	100% preparation of specification (requisition) of tools required	100% of requested tools ordered. Order issued to supplier	100% of requested O&M tools procured	No Target for the quarter	220 000	Material requisition/order and delivery note
IN FR -02	Basic Services delivery	To provide Free Basic Water	Borehole diesel generators	Installation of borehole diesel generators	CDM	Number of diesel generators installed	4 requested backup diesel generator procured	1 backup diesel generator procured	3%	1 specification (requisition) for purchase of diesel generator prepared	1 order issued for the purchase of diesel generator	1 backup diesel generator procured	No Target for the quarter	500 000	Requisition, Work Orders, Invoice/Delivery note
IN FR -03	Basic Services delivery	To ensure the community receives basic water services by	Water Infrastructure Repairs	Replacement of pipeline, flow meters, major repairs of	CDM	Percentage of reported breakdowns attended through the services of	87.58% of reported breakdowns attended through the services of	70% of reported breakdowns attended through the services of	3%	70% of reported breakdowns attended through	70% of reported breakdowns attended through	70% of reported breakdowns attended through	70% of reported breakdowns attended through	36 408 000	Maintenance Requisition and Report on Maintenance

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		attending to all reported breakdowns.	and Maintenance (Term Contractors)	water equipment and infrastructure		Maintenance Term Contractors	Maintenance Term Contractors	Maintenance Term Contractors	the services of Maintenance Term Contractors	the services of Maintenance Term Contractors	the services of Maintenance Term Contractors	the services performed in a quarter/ Payment certificates		
IN FR -04	Basic Services delivery	To ensure tools are available for the operation and maintenance of water and wastewater infrastructure	Water Infrastructure Repairs and Maintenance (Term Contractors)	Procurement of O&M Material for Internal Repairs & Maintenance	CDM	Percentage of requested O&M Material Procured through the services of Maintenance Term Suppliers	100% of requested O&M Material Procured	80% of requested O&M Material Procured through the services of Maintenance Term Suppliers	80% of requested O&M Material Procured through the services of Maintenance Term Suppliers	No target for the quarter	No target for the quarter	2 000 000	Material Work Order and Delivery Note/ Requisition	
SCIENTIFIC SERVICES (WATER QUALITY MANAGEMENT)														
IN FR -05	Basic Services delivery	To achieve 95% compliance on chemical and 97% compliance on microbiological of drinking water supply systems to Blue Drop and 70% compliance of wastewater treatment works effluent to Green Drop Assessment	Procurement of Water Quality Laboratory Equipment /Instruments.	Supply, delivery & installation of Water Analysis Instruments	CDM/ University of Limpopo	Percentage of all required water quality laboratory instruments/ equipment procured.	100 percent of all required water quality laboratory instrument s/ equipment procured	95% of all required water quality laboratory instrument s/ equipment procured.	Development of terms of reference s (TORs)	Appointment of service provider	95% procurement of all the required water quality laboratory instruments/ equipments	No Target for the quarter	350 000	Approved TOR Appointment Letter, Progress reports

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IN FR -06	Basic Services delivery	To achieve 95% compliance on chemical and 97% compliance on microbiological of drinking water supply systems to Blue Drop and 70% compliance of wastewater treatment works effluent to Green Drop Assessment requirement by 2023.	Implementation of Water Safety & Security Plans	Implementation of water safety & security Plans recommendations.	CDM	Number of interventions on the Water Safety & Security Plans recommendations completed	19 interventions on the Water Safety Plans recommendations completed	Ten interventions on the Water Safety Plans recommendations completed	3%	Request of quotations for water safety plan and security implementation from service providers	Approval of work orders for the implementation of water safety and security plans	Ten (10) interventions on the water safety plan and security recommendations completed	No Target for the quarter	262 500	Request for Quotation, Work order, Water safety plans report
IN FR -07	Basic Services delivery	To achieve 95% compliance on chemical and 97% compliance on microbiological of drinking water supply systems to Blue Drop and 70%	Water Quality monitoring and sampling	Collection of water and wastewater samples throughout the district	CDM (all LM's)	Number of chemicals and microbiological samples collected	1343 chemicals and microbiological samples collected	700 chemicals and 800 microbiological samples collected	3%	175 chemicals and 200 microbiological samples collected	175 chemicals and 200 microbiological samples collected	175 chemicals and 200 microbiological samples collected	175 chemicals and 200 microbiological samples collected	200 000	Sample reception log sheets/ Laboratory reports

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IN FR -08	Basic Services delivery	compliance of wastewater treatment works effluent to Green Drop Assessment requirement by 2023.	Procurement of Disinfection chemicals	CDM (all LM's)	Number of Disinfection chemicals procured	3001 KG of disinfection chemicals procured	500 Kg of disinfection chemicals procured	3%	Request of quotations on procurement of disinfection chemicals from service providers	500 Kg of disinfection chemicals procured	No Target for the quarter	No Target for the quarter	105 000	Request for Quotation, Work order Delivery note and Invoice	Approved TOR, Appointment letter /
IN FR -09	Basic Services	To achieve 95% compliance on chemical and 97% compliance on microbiological of drinking water supply systems to Blue Drop and 70% compliance of wastewater treatment works effluent to Green Drop Assessment requirement by 2023	Procurement of Disinfection chemicals	CDM/ University of	Percentage of all requested water and wastewater	100 percent of all requested water and	100% of all requested water and consumable	3%	Develop terms of reference	Appointment of service provider	100% of all requested water and	No target for the quarter	375 000	Approved TOR, Appointment letter /	

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IN FR -10	Delivery	compliance on microbiological of drinking water supply systems to Blue Drop and 70% compliance of wastewater treatment works effluent to Green Drop Assessment requirement by 2021.	Wastewater consumables.	functioning of the Laboratory	Limpopo	consumables procured	wastewater consumables procured	es procured	3%	Development of terms of reference (TORs)	Appointment of service provider	2 water supply and 1 wastewater system assessed	No Target for the quarter	183 000	Delivery note Invoice/ Requisition
	Basic Services delivery	To achieve 95% compliance on chemical and 97% compliance on microbiological of drinking water supply systems to Blue Drop and 70% compliance of wastewater treatment works effluent to Green Drop Assessment requirement by 2023.	Unit Processes Audit	Assess the capacity and operational effectiveness of the Water Supply & Wastewater systems	CDM (All LM's)	Number of Water Supply & Wastewater Systems Assessed.	3 Water Supply & 3 Wastewater Systems Assessed	2 Water Supply and 1 Wastewater system assessed.							Approved TOR Appointment letter Assessment reports

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IN FR -11	To achieve 95% compliance on chemical and 97% compliance on microbiological of drinking water supply systems to Blue Drop and 70% compliance of wastewater treatment works effluent to Green Drop Assessment requirement by 2023.	Maintain accreditation status of the Water Quality Laboratory	CDM/University of Limpopo	Percentage participation on SANAS, NLA and SABS by the Water Quality Laboratory	100 percent participation on SANAS, NLA and SABS by the Water Quality Laboratory	100% participation on SANAS, NLA and SABS by the Water Quality Laboratory	100% participation on SANAS, NLA and SABS by the Water Quality Laboratory	100% participation on SANAS, NLA and SABS by the Water Quality Laboratory	100% participation on SANAS, NLA and SABS by the Water Quality Laboratory	200 000	SANAS, NLA and SABS reports	
IN FR -12	To achieve 95% compliance on chemical and 97% compliance on microbiological of drinking water supply systems to Blue Drop and 70% compliance of wastewater treatment works effluent to	Implementation of Wastewater Risk Assessment outcomes	CDM (LM's)	Number of interventions on green drop recommendations completed	40 percent completed on Green Drop Interventions	24 interventions on green drop recommendations completed	3%	6 interventions on green drop recommendations completed	6 interventions on green drop recommendations completed	6 interventions on green drop recommendations completed	150 000	Green Drop intervention reports and work order, payment certificate

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IN FR -13	Basic Services delivery	Green Drop Assessment requirement by 2023	Operations of wastewater treatment works	Operations of wastewater treatment works	CDM (LM's)	Percentage of wastewater treatment works operated	89.4 percent of wastewater treatment works operated	80% wastewater treatment works operated	80% wastewater treatment works operated	80% wastewater treatment works operated	80% wastewater treatment works operated	80% wastewater treatment works operated	1 166 000	Wastewater treatment works reports
IN FR -14	Basic Services delivery	Green Drop Assessment requirement by 2023	Operations of wastewater treatment works	Operations of wastewater treatment works	CDM (LM's)	Percentage of wastewater treatment facilities operated.	67.16 percent of water purification facilities operated	70 Percentage of water treatment facilities operated.	70 Percentage of water treatment facilities operated.	70 Percentage of water treatment facilities operated.	70 Percentage of water treatment facilities operated.	70 Percentage of water treatment facilities operated.	1 600 000	Water treatment works reports

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IN FR -18	Basic Services delivery	To provide sanitation service to 100% of the population by 2030.	Blouberg Sanitation	Blouberg	Number of household with access to basic sanitation	256 households with sanitation access	515 households with access to basic sanitation	3%	Tender advertisement	Appointment of Service Provider	200 households with access to basic sanitation	315 households with access to basic sanitation	8 696 000	Appointment letter, Completion Certificate /Progress report	Advertisement
IN FR -19	Basic Services delivery	To provide sanitation service to 100% of the population by 2030.	Lepelle Mkhumbi Sanitation	Blouberg	Number of wastewater treatment works upgraded	1 waste water treatment works upgraded (Makotse)	1 waste water treatment works upgraded (Makotse)	2%	No target for the quarter	No target for the quarter	1 waste water treatment works upgraded (Makotse)	1 waste water treatment works upgraded (Makotse)		Appointment letter, Completion Certificate /Progress report	Advertisement
WATER PLANNING & DESIGN															
IN FR -20	Basic Services delivery	To provide affordable, clean and potable water according to 100 percent of the population by 2030	Development of technical reports	CDM	Number of technical reports developed	14 technical reports developed	10 technical reports developed	3%	2 technical reports developed	2 technical reports developed	3 technical reports developed	3 technical reports developed	20 000 000	Technical reports	
IN FR -21	Basic Services delivery	To provide affordable, clean and potable water according to 100% of the population by 2030.	Planning and Implementation of WSI Schemes	Capricorn DM	Percentage Implementation of Water Infrastructure Grant (WSIG) projects as per Business Plan.	100 percent of WSI Programme implemented	100 percent Planning and Implementation of WSI as per business plan	3%	20 percent Planning and Implementation of WSI as per business plan	55 percent Planning and Implementation of WSI as per business plan	75 percent Planning and Implementation of WSI as per business plan	100 percent Planning and Implementation of WSI as per business plan	115 000 000	WSIG reports	

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WATER PROJECTS: BLOUBERG LOCAL MUNICIPALITY															
IN FR -24	Basic Services delivery	To provide affordable, clean and potable water according to 100 percent of the population by 2030	Grootpan, Sias, Longden, Ramaswina Water Supply	Planning and construction of Water supply project	Bloubaerg Ward 17	Percentage construction of water supply project Number of household with water access	20% planning of water supply project	30% construction of water supply project. 0 household with water access	3%	Tender advertisement	Appointment of Service Provider	10% construction of water supply project. 0 household with water access	30% construction of water supply project. 0 household with water access	43 478 000	Appointment letter, Progress report, Advertisement
IN FR -25	Basic Services delivery	To provide affordable, clean and potable water according to 100 percent of the population by 2030	Bloubaerg, Makgobane, Deneers, Grootpan, Sias, Longden, Ramaswina Water Supply	Planning and construction of Water supply project	Bloubaerg Ward 17, 18 & 19	Percentage construction of water supply project Number of household with water access	100% planning of water supply project	30% construction of water supply project. 0 household with water access	2%	Tender advertisement	Appointment of Service Provider	10% construction of water supply project. 0 household with water access	30% construction of water supply project. 0 household with water access		Appointment letter, Progress report, Advertisement
IN FR -26	Basic Services delivery	To provide affordable, clean and potable water according to 100 percent of the population by 2030	Milbank East, Water Supply	Planning and construction of Water supply project	Bloubaerg Ward 3	Percentage construction of water supply project Number of household with water access	100% planning of water supply project	40% construction of water supply project. 0 household with water access	3%	Tender advertisement	Appointment of Service Provider	10% construction of water supply project. 0 household with water access	40% construction of water supply project. 0 household with water access	10 436 000	Appointment letter, Progress report, Advertisement

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IN FR -29	Basic Services delivery	To provide affordable, clean and potable water according to 100 percent of the population by 2030	Nairin (Ga-Mofe, Sifhla mpsana & Ga-Tshabalala) Village Water Supply	Planning and construction of Water supply project	Bloub erg Ward 9	Percentage construction of water supply project Number of households with water access	100% planning of water supply project	40% construction of water supply project. 0 households with water access	2%	Tender advertisement	Appointment of Service Provider	10% construction of water supply project. 0 households with water access	40% construction of water supply project. 0 households with water access	14 783 000	Appointment letter, Progress report, Advertisement
IN FR -30	Basic Services delivery	To provide affordable, clean and potable water according to 100 percent of the population by 2030	Inveraan Water Supply	Planning and construction of Water supply project	Bloub erg Ward 9	Percentage construction of water supply project Number of households with water access	100% planning of water supply project	25% construction of water supply project. 0 households with water access	3%	Tender advertisement	Appointment of Service Provider	10% construction of water supply project. 0 households with water access	25% construction of water supply project. 0 households with water access	17 391 000	Appointment letter, Progress report, Advertisement
IN FR -31	Basic Services delivery	To provide affordable, clean and potable water according to 100 percent of the population by 2030	Naila Water Supply	Planning and construction of Water supply project	Bloub erg Ward 8	Percentage construction of water supply project Number of households with water	100% planning of water supply project	40% construction of water supply project. 0 households with water access	3%	Tender advertisement	Appointment of Service Provider	10% construction of water supply project. 0 households with water access	40% construction of water supply project. 0 households with water access	17 645 000	Appointment letter, Progress report, Advertisement

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WATER PROJECTS: LEPELLE-NKUMPI LOCAL MUNICIPALITY

IN FR -32	Basic Services delivery	To provide affordable, clean and potable water according to 100 percent of the population by 2030	Mphahlele (Boletane, Phala kwan e, Maku rung and Dithabane) RWS	Construction of Water supply project	Lepelle Nkumpi Ward 19,21 & 23	Percentage of construction of water supply project Number of households with water access	71,36% construction of water supply project. 0 households with water access	100% construction of water supply project. 4564 households with water access	95% construction of water supply projects with water access	98% construction of water supply projects with water access	100% construction of water supply projects with water access	No Target for the quarter	26 226 000	Completion Certificate /Progress report
IN FR -36	Basic Services delivery	To provide affordable, clean and potable water according to 100 percent of the population by 2030	(Budutolo) Mathabathona/Tongwan e RWS	Planning and construction of Water supply project	Lepelle Nkumpi Ward 4, 5 & 6	Percentage of construction of water supply project Number of households with water access	100% planning of water supply project	60% construction of water supply projects with water access	Tender advertisement	Appointment of Service Provider	20% Percentage planning and construction of water supply projects with water access	60% construction of water supply projects with water access	38 812 000	Appointment letter, Progress report, Advertisement

WATER PROJECTS: MOLEMOLE LOCAL MUNICIPALITY

IN FR -39	Basic Services delivery	To provide affordable, clean and potable water according to 100 percent of the population by 2030	Ratsaka Water Supply	Planning and construction of Water supply project	Molemo Ward 1	Percentage of construction of water supply project Number of households with water access	100% planning of water supply project	30% construction of water supply projects with water access	Tender advertisement	Appointment of Service Provider	10% construction of water supply projects with water access	30% construction of water supply projects with water access	13 043 000	Appointment letter, Progress report, Advertisement
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IN FR -40	Basic Services delivery	To provide affordable, clean and potable water according to 100 percent of the population by 2030	Rose nkran tz Water Supply	Planning and construction of Water supply project	Blouberg Ward 22	Percentage construction of water supply project Number of households with water access	100% planning of water supply project	50 construction of water supply project. 0 households with water access	3%	Tender advertisement	Appointment of Service Provider	20% construction of water supply project. 0 households with water access	50% construction of water supply project. 0 households with water access	15 652 000	Appointment letter, Progress report, Advertisement
FD - 02. 1	Financial Viability and Management	To prepare a credible and realistic budget in line with MFMA timelines	Financial reporting	Budget Treasury	CDM	Number of Unqualified audit opinion	1 Unqualified audit opinion	1 Unqualified audit opinion	3%	No Target for the quarter	1 Unqualified audit opinion	No Target for the quarter	No Target for the quarter	OPEX	Unqualified audit opinion report
FD -06	Financial Viability and Management	To ensure that the resources required to fulfil the needs identified in the strategic plan of the institution are efficient and effective (at the correct time, price and place and that the quantity and quality will satisfy those needs)	Demand management	Development and implement the procurement plan	CDM	Number of municipal procurement plan developed and implemented	1 municipal procurement plan developed and implemented	1 municipal procurement plan developed and implemented	3%	1 municipal procurement plan developed and implemented	No Target for the quarter	No Target for the quarter	No Target for the quarter	OPEX	Municipal procurement plan
FD -07	Financial Viability and	To ensure that the resources required to fulfil the	Acquisition management	Compliance to the SCM regulations	CDM	Percent of compliance to the SCM regulations that result in	100 percent of compliance to the SCM regulations	100 percent of compliance to the SCM regulations	2%	100 percent of compliance to the	100 percent of compliance to the	100 percent of compliance to the	100 percent of compliance to the	OPEX	Zero irregular expenditure. Fruitless and

21.5 T/R

DP EM S- 23	Local Economic Development	To address unemployment through EPWP	EPW Coordination	EPWP work opportunities created	CDM	EPWP work opportunities created	that result in R nil irregular expenditure	that result in R nil irregular expenditure	2%	315 EPWP work opportunities created (MIG, WSIG & Equitable share projects)	315 EPWP work opportunities created (MIG, WSIG & Equitable share projects)	315 EPWP work opportunities created (MIG, WSIG & Equitable share projects)	SCM regulations that result in R nil irregular expenditure	315 EPWP work opportunities created (MIG, WSIG & Equitable share projects)	SCM regulations that result in R nil irregular expenditure	315 EPWP work opportunities created (MIG, WSIG & Equitable share projects)	SCM regulations that result in R nil irregular expenditure	298 EPWP work opportunities created (MIG, WSIG & Equitable share projects)	OPEX	Certified ID Proof of payment Attendance Registers Signed Contracts	wasteful, and unauthorised Payment Vouchers
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Executive Manager: Mr Nditsheni Sikhauli

13/07/2022

Date:

[Signature]

Signature:

Municipal Manager: Mr Ramakuntwane Selepe

18/07/2022

Date:

[Signature]

Signature:

M/S FIR


1.2. CORE MANAGERIAL COMPETENCIES

DEPARTMENT: MUNICIPAL MANAGER

PERIOD: JULY 2022 TO JUNE 2023

CORE MANAGERIAL COMPETENCIES	CHOICE	WEIGHTING	CURRENT LEVEL (1-5)	DESIRED LEVEL
Strategic Capability and Leadership	✓	10%	4	5
Programme and Project Management	✓	10%	4	5
Financial Management	✓	10%	4	5
Change Management	✓	3%	4	5
Knowledge Management	✓	2%	4	5
Service Delivery Innovation	✓	5%	3	5
Problem Solving and Analysis	✓	10%	4	5
People Management and Empowerment	✓	10%	4	5
Client Orientation and Customer Focus	✓	7%	4	5
Communication	✓	5%	4	5
Honesty and Integrity	✓	5%	5	5

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Interpretation of and implementation within the legislative and national policy frameworks	✓	5%	4	5
Knowledge of developmental Local Government	✓	5%	4	5
Knowledge of performance management and reporting	✓	5%	4	5
Competency in Policy conceptualisation, analysis and implementation	✓	5%	3	4
100% implementation of RMC resolutions	✓	1%	3	5
100% implementation of mitigations actions due.	✓	1%	3	5
100% implementation of the Impact of the mitigations measures	✓	1%	3	5
Total Percentage		100%		
Executive Manager: Mr Ndifsheni Sikhauli		Municipal Manager: Mr Ramakuntwane Selepe		
Date:	13/07/2022	Date:	18/07/2022	
Signature:		Signature:		

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