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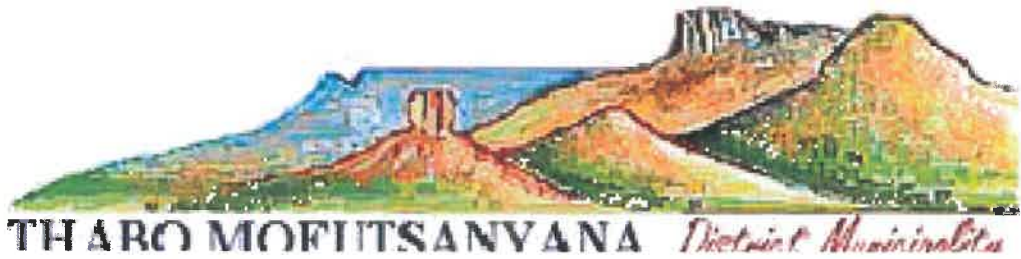
OFFICE OF THE MUNICIPAL MANAGER

ANNEXURE "A"

- **Performance Agreement**

- **Performance Plan**

- **Personal Development Plan**



PERFORMANCE AGREEMENT

**Ms. Lebenya Takatso Philliat
Municipal Manager**

of

Thabo Mofutsanyana District Municipality

For the financial year:

01 July 2023 to 30 June 2024

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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Thabo Mofutsanyana District Municipality herein represented by Cllr. Conny Msibi in her capacity as Executive Mayor (hereinafter referred to as the **Employer**)

and

MS. TAKATSO LEBENYA Municipal Manager of the Thabo Mofutsanyana District Municipality (hereinafter referred to as the **Employee**).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1 **The Employer** has entered a contract of employment with the **Employee** in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The **Employer** and the **Employee** are hereinafter referred to as "the Parties".
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance agreement within one (1) month after the beginning of each financial year of the municipality.
- 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), (A), (4B) and (5) of the Act as well as the employment contract entered between the parties;

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- 2.2 specify objectives and targets defined and agreed with the employee and to communicate to the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- 2.3 specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;
- 2.4 monitor and measure performance against set targeted outputs;
- 2.5 use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;
- 2.6 in the event of outstanding performance, to appropriately reward the employee; and
- 2.7 give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **01st of July 2023** and will remain in force until **30th of June 2024**, thereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.
- 3.3 This Agreement will terminate on the termination of the **Employee's** contract of employment for any reason.
- 3.4 The content of this Agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council

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decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

4 PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out-
- 4.1.1 the performance objectives and targets that must be met by the **Employee**; and
 - 4.1.2 the time frames within which those performance objectives and targets must be met.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the **Employer** in consultation with the **Employee** and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the **Employer**, and shall include key objectives; key performance indicators; target dates and weightings.
- 4.2.1 The key objectives describe the main tasks that need to be done.
 - 4.2.2 The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.
 - 4.2.3 The target dates describe the timeframe in which the work must be achieved.
 - 4.2.4 The weightings show the relative importance of the key objectives to each other.
- 4.3 The **Employee's** performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Municipality'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 Municipality.

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- 5.2 The **Employee** accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the **Employer**, management and municipal staff to perform to the standards required.
- 5.3 The **Employer** will consult the **Employee** about the specific performance standards that will be included in the performance management system as applicable to the **Employee**.
- 5.4 The **Employee** undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the **Employee's** responsibilities) within the local government framework.
- 5.5 The criteria upon which the performance of the **Employee** shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
- 5.5.1 The **Employee** must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Competency Requirements (CRs) respectively.
- 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.3 KPAs covering the main areas of work will account for 80% and CRs will account for 20% of the final assessment.
- 5.5.4 The total score must be determined using the rating calculator.
- 5.6 The **Employee's** assessment will be based on his / her performance in terms of the outputs / outcomes (performance indicators) identified as per attached Performance Plan (**Annexure A**), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee:

Identified Key Performance Area	Weight
Local economic development (LED)	15
Municipal Institutional Development and Transformation	15
Municipal financial viability and management	25
Basic service delivery	15
Good governance and Public participation	30
TOTAL	100%

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- 5.7 In the case of managers directly accountable to the municipal manager, key performance areas related to the functional area of the relevant manager, must be subject to negotiation between the municipal manager and the relevant manager.
- 5.8 The CRs will make up the other 20% of the Employee's assessment score. CRs that are deemed to be most critical for the Employee's specific job should be selected (√) from the list below as agreed to between the Employer and Employee. Three of the CRs are compulsory for Municipal Managers:

CORE COMPETENCY REQUIREMENTS (CCR)		Weight
Leading Competencies		
Strategic Direction and Leadership	<ul style="list-style-type: none"> • Impact and Influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness 	30
People Management	<ul style="list-style-type: none"> • Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and Dispute Management 	20
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 	
Financial Management	<ul style="list-style-type: none"> • Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring 	20
Change Management	<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		
Moral Competence		
Planning and Organising		
Analysis and Innovation		
Knowledge and Information Management		
Communication		10
Results and Quality Focus		
Total Percentage		100%

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6. EVALUATING PERFORMANCE

- 6.1 The Performance Plan (Annexure A) to this Agreement sets out –
- 6.1.1 the standards and procedures for evaluating the Employee's performance; and
 - 6.1.2 the intervals for the evaluation of the Employee's performance.
- 6.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force.
- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.
- 6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's IDP.
- 6.5 The annual performance appraisal will involve:
- 6.5.1 **Assessment of the achievement of results as outlined in the performance plan:**
 - (a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.
 - (b) An indicative rating on the five-point scale should be provided for each KPA.
 - (c) The applicable assessment rating calculator (refer to paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score.
 - 6.5.2 **Assessment of the CRs**
 - (a) Each CR should be assessed according to the extent to which the specified standards have been met.

- (b) An indicative rating on the five-point scale should be provided for each CR.
- (c) This rating should be multiplied by the weighting given to each CR during the contracting process, to provide a score.
- (d) The applicable assessment rating calculator (refer to paragraph 6.5.1) must then be used to add the scores and calculate a final CR score.

6.5.3 Overall rating

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

6.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CRs:

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.					

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Level	Terminology	Description	Rating				
			1	2	3	4	5
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 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.					

6.7 For purposes of evaluating the annual performance of the municipal manager, an evaluation panel constituted of the following persons must be established -

6.7.1 Executive Mayor or Mayor;

6.7.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;

6.7.3 Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council;

6.7.4 Mayor and/or municipal manager from another municipality; and

6.7.5 Member of a ward committee as nominated by the Executive Mayor or Mayor.

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- 6.8 For purposes of evaluating the annual performance of managers directly accountable to the municipal managers, an evaluation panel constituted of the following persons must be established -
- 6.8.1 Municipal Manager;
 - 6.8.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
 - 6.8.3 Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council; and
 - 6.8.4 Municipal manager from another municipality.
- 6.9 The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels referred to in sub-regulations (d) and (e).

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of each **Employee** in relation to 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:

QUARTER	PERIOD	ASSESSMENT DATE
1 st Quarter	July - September	19/10/2023
2 nd Quarter	October - December	18/01/2024
3 rd Quarter	January - March	20/04/2024
4 th Quarter	April - June	20/07/2024

- 7.2 The Employer shall keep a record of the mid-year review and annual assessment meetings.
- 7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.
- 7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The Employee will be fully consulted before any such change is made.
- 7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented and / or amended. In that case the Employee will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

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

9. OBLIGATIONS OF THE EMPLOYER

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- 9.1 The Employer shall –
- 9.1.1 create an enabling environment to facilitate effective performance by the employee;
 - 9.1.2 provide access to skills development and capacity building opportunities;
 - 9.1.3 work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
 - 9.1.4 on the request of the Employee delegate such powers reasonably required by the Employee to enable him / her to meet the performance objectives and targets established in terms of this Agreement; and
 - 9.1.5 make available to the Employee such resources as the Employee may reasonably require from time to time to assist him / her to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

- 10.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others –
- 10.1.1 a direct effect on the performance of any of the Employee's functions;
 - 10.1.2 commit the Employee to implement or to give effect to a decision made by the Employer; and
 - 10.1.3 a substantial financial effect on the Employer.
- 10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

11. MANAGEMENT OF EVALUATION OUTCOMES

- 11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 11.2 A performance bonus of between 5% to 14% of the total remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:
- 11.2.1 a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and

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- 11.2.2 a score of 150% and above is awarded a performance bonus ranging from 10% to 14%.
- 11.3 In the case of unacceptable performance, the Employer shall –
- 11.3.1 provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and
 - 11.3.2 after appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

12. DISPUTE RESOLUTION

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

13. GENERAL

- 13.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer.
- 13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his/ her contract of



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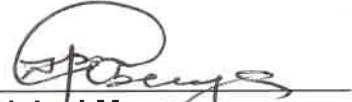
employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

- 13.3 The performance assessment results of the municipal manager must be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.

Thus, done and signed at Phuthaditjhaba 12th Day of July 2023

As Witnesses:



1.  _____
2.  _____




Municipal Manager
Thabo Mofutsanyana District Municipality

Thus, done and signed at Phuthaditjhaba 19th Day of July 2023

As Witnesses:

1.  _____
2.  _____



Executive Mayor
Thabo Mofutsanyana District Municipality

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**PERFORMANCE PLAN
2023/2024 FINANCIAL YEAR
OF
MS. TPM LEBENYA
MUNICIPAL MANAGER**

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MANAGER*

1. Purpose

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

2. Key responsibilities

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

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

3. Key Performance Areas

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

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

Key Performance Area	Weighting	Performance Indicator	Target	Resource requirements	Progress on date of review
1.		❖ Performance Management System (PMS) aligned to the IDP, developed and			

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Key Performance Area	Weighting	Performance Indicator	Target	Resource requirements	Progress on date of review
Municipal Transformation and Organisational Development	15	<ul style="list-style-type: none"> ❖ implemented ❖ An organisational structure aligned to the IDP established and operationalised ❖ Effective administrative and institutional systems, structures and procedures including human resources, financial policies, by-laws and communication systems established and implemented. ❖ The interface between EXCO and Council to align administrative and political priorities of Council managed ❖ Integrated human resource management systems introduced and operationalised ❖ Customer service systems implemented. 			
2. Infrastructure Development and Service Delivery		<ul style="list-style-type: none"> ❖ Infrastructure Development and Investment Model implemented. (In the said model, there should be a dynamic relationship between population growth projections, service delivery backlogs, revenue generation capacity and institutional capacity): ❖ The provision of basic municipal services to the satisfaction of residents (That is, clear delivery programmes and projects 			

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Key Performance Area	Weighting	Performance Indicator	Target	Resource requirements	Progress on date of review
	15	<p>to progressively achieve national service delivery targets in terms of):</p> <ul style="list-style-type: none"> ❖ Water ❖ Sanitation ❖ Municipal access roads and public transport ❖ Municipal health services, etc. ❖ Sustainable human settlement development facilitated through engagement with sector departments in line with the IDP and through IGR structures to ensure that IDP integrates sector plans, including but not limited to, the Departments of: <ul style="list-style-type: none"> ❖ Housing, Health, ❖ Social Development, ❖ Home Affairs, ❖ Minerals and Energy, ❖ Water Affairs and Forestry ❖ An analysis of the local economy undertaken ❖ Comparative and competitive advantage of the municipality identified and incorporated into credible LED strategy and programmes 			
3. Local Economic Development (LED)					

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Key Performance Area	Weighting	Performance Indicator	Target	Resource requirements	Progress on date of review
4. Municipal Financial Viability and Management	15	<ul style="list-style-type: none"> ❖ Institutional capacity to implement LED programmes established and a conducive environment for shared growth created to ensure that: ❖ Market and public confidence in municipal functioning, infrastructure development and service delivery are improved ❖ Existing public and private resources to intensify enterprise support to local communities utilised ❖ Sustainable community investment programmes introduced and implemented ❖ Knowledge sharing networks and social partnerships facilitated 			
		<ul style="list-style-type: none"> ❖ Sound financial management practices implemented in terms of the MFMA priorities and timeframes, including but not limited to: ❖ Budget aligned to development and service delivery targets that municipalities are accountable for as set out in the adopted IDP's ❖ Budget and treasury office established 			

Key Performance Area	Weighting	Performance Indicator	Target	Resource requirements	Progress on date of review
	25	<ul style="list-style-type: none"> ❖ Budget and revenue management is effective ❖ Financial reporting and auditing are performed ❖ Institutional capacity for municipality to spend is created ❖ Financial management policies and by-laws developed, including but not limited to supply chain management, credit control, tariff and investment policies ❖ Integrated financial management systems introduced and operationalised ❖ Municipal financial viability targets set and achieved which will ensure that: ❖ Growth in service debtors is reduced ❖ Consumer debt exceeding 90 days is recovered ❖ % Reduction in grant dependency rate ❖ Turn around time for creditor payment improved ❖ % Personnel cost over the total operational budget is in line with regulatory framework ❖ Provision for bad debt made ❖ Financial legislation implemented, 			

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Key Performance Area	Weighting	Performance Indicator	Target	Resource requirements	Progress on date of review
<p>5. Good Governance and Public Participation</p>	<p>30</p>	<p>including Property Rates Act and the Division of Revenue Act</p> <ul style="list-style-type: none"> ❖ Procedures for community participation processes as set out in legislation adhered to in terms of: <ul style="list-style-type: none"> ❖ Planning ❖ Budgeting ❖ Implementation ❖ Monitoring and reporting ❖ Regular communication with communities on the achievement of targets set out in IDPs is carried out ❖ Functioning of ward committees directly supported where applicable ❖ Capacity building of community-based organisations to enhance effective participation facilitated ❖ Relationship with organised business, labour and civil society built through transparent and accountable governance ❖ An anti-corruption strategy in terms of national strategy for the municipality is developed and implemented to address: <ul style="list-style-type: none"> ❖ Prevention ❖ Detection 			

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Key Performance Area	Weighting	Performance Indicator	Target	Resource requirements	Progress on date of review
		<ul style="list-style-type: none"> ❖ Awareness / communication ❖ Financial and performance audit committee established and functional ❖ Mechanisms to ensure disclosure of financial interest in place ❖ An effective communication strategy to promote transparency, public accountability, access to information, administrative justice and responsiveness to complaints are dealt with in terms of the relevant legislation developed and implemented ❖ Unqualified audit report achieved and maintained ❖ Community satisfaction surveys conducted. 			

PERFORMANCE PLAN FOR MUNICIPAL MANAGER for the Period: 01 July 2023 to 30 JUNE 2024

Singed and accepted by Municipal Manager


Ms. TPM Lebenya

Date:

Singed the Executive Mayor on behalf of the Council


Cllr. Conny Msibi

Date:

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Thabo Mofutsanyana District Municipality 2023/2024 FINAL SDBIP

KPI NO.	Evidence to be provided	2023/2024 Annual Target				Frequency	Ref No.	Excellence	2023/2024 Annual Target	Resources Allocated for 2023 - 2024 SDBIP per Quarter			
		First Quarter Planned Target	Second Quarter Planned Target	Third Quarter Planned Target	Fourth Quarter Planned Target					First Quarter Planned Target	Second Quarter Planned Target	Third Quarter Planned Target	Fourth Quarter Planned Target
		10%	30%	30%	30%				Infrastructure				
		10%	30%	30%	30%				Infrastructure, Transport Services				
1	Monthly expenditure, quarterly and Grant evaluation Reports	Visual Assessment & conditions of Flexible Roads	Visual Assessment & conditions of Flexible Roads	Visual Assessments & Conditions of Flexible roads	Production of RAMS evaluation Report	Q	Infr-01	R 2 583 000	Development of Rural Road Asset Management System - The extend & conditions of the road network & BRAMS System implementation on the 30th June 2023	100% Completion Assessments of Pavement management & Conditions	100% Completion Assessments of Pavement management & Conditions	100% Completion Assessments of Pavement management & Conditions	100% Completion Assessments of Pavement management & Conditions
2	Monthly expenditure Reports, Completion Certificate	Procurement Processes	Progress Reports	Progress Reports	Progress Reports	Q	Infr-02	R 4 000 000	Upgrade of Gravel Road to Paved Road on the 30 June 2024	New	100% completion of Road Upgrade	100% completion of Road Upgrade	100% completion of Road Upgrade
3	Monthly expenditure Reports, Completion Certificate	Procurement Processes	Progress Reports	Progress Reports	Progress Reports	Q	Infr-03	R 3 000 000	Construction of a Culvert Bridge in MAP local Municipality on the 30th June 2024	New	100% Completion of Culvert Bridge	100% Completion of Culvert Bridge	100% Completion of Culvert Bridge
4	Invitation, Agendas, Attendance Register & signed Minutes	02 Meetings	02 Meetings	02 Meetings	02 Meetings	Q	Infr-04	R 600 000	Number of meetings with Province (Dept. of Police, Roads & Transports) and the 6 Local Municipalities on the 30th June 2024	07 Meetings were held on the 30th June 2022	Eight Meetings to be held on 30th June 2024	Eight Meetings to be held on 30th June 2024	Eight Meetings to be held on 30th June 2024
5	Invitation, Photos, Report and Attendance Register	Preparation of the event	01 Campaign	01 Campaign	01 Campaign	Y	Infr-05	R 400 000	Arrive Alive Posters and road safety Campaigns, promotional materials	New	One Arrive Alive Campaign to be conducted	One Arrive Alive Campaign to be conducted	One Arrive Alive Campaign to be conducted
6	Monthly progress & Quarterly Grant evaluation reports	20% Retrofitting of high mast & street lights	40% Retrofitting of high mast & street lights	30% Retrofitting of high mast & street lights	10% Retrofitting of high mast & street lights	Q	Infr-06	R 4 000 000	Retrofitting of high mast & street lights with LED tubes on the 30th June 2024	100% retrofitting of high mast & street lights with LED tubes	100% Retrofitting of high mast & street lights with LED tubes	100% Retrofitting of high mast & street lights with LED tubes	100% Retrofitting of high mast & street lights with LED tubes
7	Invitation, Agenda, Attendance Register & signed Minutes	01 Forum	01 Forum	01 Forum	01 Forum	Q	Infr-07	R 600 000	Number of District Water and sanitation forum to be held on the 30th June 2024	04 For a held on the 30th June 2022	Four Fora to be held on the 30th June 2024	Four Fora to be held on the 30th June 2024	Four Fora to be held on the 30th June 2024
8	Invitation, Agenda, Attendance Register & signed Minutes	01 Forum	01 Forum	01 Forum	01 Forum	Q	Infr-08	R 600 000	Number of District Energy Forum to be held on the 30th June 2024	04 Fora held on the 30th June	Four Fora to be held on the 30th June 2024	Four Fora to be held on the 30th June 2024	Four Fora to be held on the 30th June 2024

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and distribution Provision to the communities To promote accessibility, mobility and safe water To promote good water quality	Number of monthly progress Reports sent to the Municipal Manager On the 07th of every month on the 30th June 2024	OPPEK	W	Inf. 09	09 Monthly Progress Reports were sent to Municipal Manager on the 7th of every month	Twelve Monthly progress reports sent to the Municipal Manager. By the 07th of every month	03 Monthly expenditure reports	03 Monthly expenditure reports	03 Monthly expenditure reports	03 Monthly expenditure reports and mail delivery note	9	
	Technical Services											
	Laboratory Services											
	Development of Laboratory Quality Management System and Policies	Number of Developed Laboratory Quality Management Manual on the 30th June 2024	OPPEK	D	MMM 01	New	One Laboratory Quality Management Manual developed	Progress Report on the Development of the Laboratory Quality Management Manual	Progress Report on the Development of the Laboratory Quality Management Manual	Progress Report on the Development of the Laboratory Quality Management Manual	Laboratory Quality Management Manual and Policies and Quarterly Reports	10
	Development of Laboratory Standard Operating Policies	Development of Laboratory Standard Operating Procedures on the 30th June 2024	R 762 000	D	MMM 02	New	Laboratory Standard Operating Procedures (LSOP) and Quarterly Reports	Progress report on the development of the Laboratory Standard Operating Procedure (LSOP)	Progress report on the development of the Laboratory Standard Operating Procedure (LSOP)	Progress report on the development of the Laboratory Standard Operating Procedure (LSOP)	Laboratory quality management manual and policies and quarterly reports	11
	Development of Water Testing Policies and Analysis	Implementation of Water Testing Methods and Validations on the 30th June 2024		D	MMM 03	New	Schedule water testing methods and quarterly reports	Progress report on the implementation of water testing methods and validations	Progress report on the implementation of water testing methods and validations	Progress report on the implementation of water testing methods and validations	Schedule water testing methods and Quarterly Reports	12
	Water symposium and forums	Number of meetings with 6 Local Municipalities on the 30th June 2024	OPPEK	D	MMM 04	New	Eight meetings to be held on 30 June 2024	02 Meetings	02 Meetings	02 Meetings	Invitation, Agenda, Attendance Register & signed Minutes	13
	Managing Laboratory Services	Number of District Water and sanitation forums to be held on the 30th June 2024	OPPEK	D	MMM 05	New	Four Fora to be held on 30 June 2024	01 Forum	01 Forum	01 Forum	Invitation, Agenda, Attendance Register & signed Minutes	14
		Number of monthly progress Reports sent to the Municipal Manager On the 07th of every month on the 30th June 2024	OPPEK	M	MMM 06	09 Monthly progress reports were sent to Municipal Manager on the 7th of every month	Twelve monthly progress reports sent to the Municipal Manager. By the 07th of every month	03 Monthly expenditure reports	03 Monthly expenditure reports	03 Monthly expenditure reports	Monthly expenditure reports and mail delivery note	15
	COMMUNITY SERVICES											
Social Development												
Sports	Number of OR Tambo games Meeting attended on the 31st December 2023	OPPEK	D	5pt 01	No OR Tambo games meeting attended on the 30th June 2022	Four OR Tambo Games Meetings on the 31st Dec 2023	02 Meeting	02 Meeting	02 Meeting	Invitation, Agenda, Attendance Register & signed Minutes	16	

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Provide a variety Sport and Recreation Facilities for staff and Communities	To ensure that sport is developed and promoted in all Communities	Host the District OR TAMBO Games 2023/2024 on the 30th Sep 2023 and selection of team to represent the District at the provincial OR Tambo games	R 495 000	Y	Sep 02	2021/2022 District OR Tambo Games were not hosted on the 30th September 2021 and selection of team to represent the District at the provincial OR Tambo games was not done.	Host the 2023/2024 OR Tambo District games on the 30th Sep 2023	Host the 2023/2024 District games on the 30th Sep 2023	Deliver District team to the provincial games on the 30th October 2023	Deliver District team to the provincial games on the 30th October 2023	Proof of submission for procurement Municipal Manager, proof of payment and Teamlist	17	
		Deliver District team to the provincial games on the 30th October 2023		Y	Sep 03	New	Deliver District team to the provincial games on the 30th October 2023				Proof of payment, signed affiliation form from SAMSRA office	18	
		Affiliating Municipal teams on Provincial & National games on SAMSRA games on the 30th September 2023	R 495 000	Y	Sep 04	New	Affiliate to SAMSRA on the 30th September 2023	SAMSRA games Affiliation on the 30th September 2023				Proof of payment, signed affiliation form from SAMSRA office	19
		Hosting of women in sports games on the 31st August 2023	R 180 000	Y	Sep 05	New	Hosting women in sports games on the 31st August 2023	Hosting women in sports games on the 31st August 2023				Report photos and attendance register	20
		Hosting of District Mayoral Games on the 30th June 2024	R 300 000	Y	Sep 06	New	Host the District Mayoral Games on the 30th June 2024	Host the District Mayoral Games on the 30th June 2024			Host the District Mayoral Games on the 30th June 2024	Report, photos, attendance register and proof of procurement of medals	21
		Hosting indigenous games on the 29th February 2024	R 230 000	Y	Sep 07	New	Host indigenous games on the 29th February 2024	Host indigenous games on the 29th February 2024	Not targeted for this quarter	Not targeted for this quarter	Not targeted for this quarter	Report, Attendance Register and photos	22
		Arts & Culture											
Promoting Community Participation in the Golden Economy (Arts and Culture)	To Provide exit opportunities for Arts and Culture Practitioners in Thabo Mofutsanyana District	Number of Arts & Culture Fora to be held on the 30th June 2024	OPEX	Q	AC 01	02 Fora were held on the 30th June 2022	Two Arts & Culture Fora on the 30th June 2024	01 Forum			Invitation, Agenda, Attendance Register & signed Minutes	23	
		Organising Performing mini Arts Festival on the 30th April 2024	R 150 000	Y	AC 02	New	Performing mini Arts Festival on the 30th April 2024	Performing mini Arts Festival on the 30th April 2024			Performing mini Arts Festival on the 30th April 2024	Invitation, Attendance Register, Photos & Report	24
		Number of Writing Poetry workshop to be held on the 31st March 2024	OPEX	Y	AC 03		1 Writing poetry workshop held on the 18th February 2022	01 Writing poetry workshop on the 31st Mar 2024			31-Mar 24	Invitation, Attendance Register, Photos & Report	25
Ensuring safe traditional Circumstances for promotion of Healthy life styles	Promote Healthy and Safe Circumstances of Initiates	Number of Initiation Schools Workshop to be held with Government departments (SAPS & Health) and Initiation Schools Leaders on the 30th June 2024	OPEX	Q	AC 04	03 Initiation Schools Workshop held with Government departments (SAPS & Health) and Initiation Schools Leaders on the 30th June 2022	03 Initiation Schools Workshops on the 30th June 2024	01 Workshop	01 Workshop			Invitation, Attendance Register, Photos & Report	26

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Promoting social cohesion & heritage through recognition of liberation story	Promote Liberation Heritage of the district	Number of Memorial Lectures on Thabo Mofutsanyana to be held on the 30th June 2024	R 50 000	V	A.C.05	New	01 Memorial Lecture on Thabo Mofutsanyana to be held on the 30th June 2024				Hosting of Memorial Lecture on Thabo Mofutsanyana	27
MUNICIPAL HEALTH & EMERGENCY SERVICES												
Emergency Services												
To improve the District Disaster Management Centre	Develop Information Management and Emergency Communication Software	Procurement of IM & EC Software on the 30th June 2024	R 350 000	Y	ES 01	New	Procure IM&EC Software on the 30th June 2024	Submission of the specification for invitation of suitable service provider	Appointment of service provider	Installation of IM&EC Software	Commissioning of installed IM&EC Software	Closing Certificate Functional IM&EC Software installed in the Disaster Centre
To ensure that Proper Contingency Plans for Disasters at local municipal level and district level are in place	Install Emergency Telephone System	Install Emergency Telephone System on the 30th June 2024	R135 000	Q	ES 02	New	Install emergency telephone system in the disaster centre on the 30th June 2024	Submission of the specification for invitation of suitable service provider	Appointment of service provider and installing emergency telephone system in the disaster centre	Installation of emergency telephone system	Commissioning of installed emergency telephone system	Closing Certificate Functional emergency telephone system in the Disaster Centre
To educate community on disaster management and fire services related matters	To host Disaster Risk Reduction Day on the 30 October 2022	Host Disaster Risk Reduction International Day on the 31st December 2023	OPEX	Y	ES 03	New	Host one Disaster Risk Reduction International Day on the 31st December 2023		Disaster Risk Reduction International Day on the 31st December 2023			Invitation; Attendance Register; Photos & Report
To educate community on disaster management and fire services related matters	To conduct safety awareness/education campaigns to the municipal personnel and community on disaster and fire related subjects	Number of Safety Awareness campaigns related to disaster and fire subjects conducted on the 30th June 2024	OPEX	Q	ES 04	New	Four Safety Awareness Campaigns on the 30th June 2024	01 Awareness Campaigns	01 Awareness Campaigns	01 Awareness Campaigns	01 Awareness Campaigns	Invitation; Attendance Register; Photos & Report
To improve the municipal emergency services (Disaster Management and Fire Services) operations.	To train/workshop municipal personnel on disaster and fire related subjects	Number of disaster and fire workshops done on the 30th June 2024	OPEX	Q	ES 05	New	Four Disaster/Fire workshops on the 30th June 2024	01 Disaster/Fire workshop	01 Disaster/Fire workshop	01 Disaster/Fire workshop	01 Disaster/Fire workshop	Invitation; Attendance Register; Photos & Report
To improve the municipal emergency services (Disaster Management and Fire Services) operations.	To hold quarterly stakeholder meeting	Number of stakeholder meetings held on the 30th June 2024	OPEX	Q	ES 06	New	4 stakeholder meetings on the 30th June 2024	01 stakeholder meeting	01 stakeholder meeting	01 stakeholder meeting	01 stakeholder meeting	Invitation; Attendance Register & signed minutes of Meeting
Municipal Health Services												
Water quality monitoring												
240 Water Samples												
Dihlabeng 48 Samples												
12												
12												
12												
Seiso 72 Samples												
18												
18												
18												
Mantsoa 24 Samples												
6												
6												
6												
Nketoana 24 Samples												
6												
6												
6												
Phumelela 24 Samples												
6												
6												
6												
Maluti A Phofung 48 Samples												
12												
12												
12												
22 Inspectors of Water Treatment Plant												
5 Inspectors												
5 Inspectors												
5 Inspectors												
Dihlabeng 04 Inspectors												
1												
1												
Seiso 04 Inspectors												
1												
1												
1												
Laboratory report												

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		35	Inspection Reports				36				37				38				39			
Treatment premises Inspected on the 30th June 2024.	MHS 02	Mantsopa 02 Inspections	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0		
		Nketoana 04 Inspections	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		
		Phumela 04 Inspections	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
		Maluti A Phofung 04 Inspections	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
		1060 Food Inspections	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270	
		Dihlabeng 300 Inspections	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	
		Setsofo 180 Inspections	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	
		Mantsopa 120 Inspections	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	
		Nketoana 60 Inspections	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	
		Phumela 60 Inspections	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	
Maluti A Phofung 360 Inspections	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90			
204 Milk Samples	51 Milk Samples	51 Milk Samples	51 Milk Samples	51 Milk Samples	51 Milk Samples	51 Milk Samples	51 Milk Samples	51 Milk Samples	51 Milk Samples	51 Milk Samples	51 Milk Samples	51 Milk Samples	51 Milk Samples	51 Milk Samples	51 Milk Samples	51 Milk Samples	51 Milk Samples	51 Milk Samples	51 Milk Samples			
Dihlabeng 48 Samples	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12			
Setsofo 36 Samples	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9			
Mantsopa 24 Samples	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6			
Nketoana 24 Samples	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6			
Phumela 24 Samples	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6			
Maluti A Phofung 48 Samples	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12			
408 Food Sampling Inspections	101 Inspections	102 Inspections	102 Inspections	102 Inspections	102 Inspections	102 Inspections	102 Inspections	102 Inspections	102 Inspections	102 Inspections	102 Inspections	102 Inspections	102 Inspections	102 Inspections	102 Inspections	102 Inspections	102 Inspections	102 Inspections	102 Inspections			
Dihlabeng 120 Inspections	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30			
Setsofo 60 Inspections	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15			
Mantsopa 24 Inspections	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6			
Nketoana 60 Inspections	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15			
Phumela 24 Inspections	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6			
Maluti A Phofung 120 Inspections	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30			
240 Childcare Facilities Inspections	60 Childcare Facilities Inspections	60 Childcare Facilities Inspections	60 Childcare Facilities Inspections	60 Childcare Facilities Inspections	60 Childcare Facilities Inspections	60 Childcare Facilities Inspections	60 Childcare Facilities Inspections	60 Childcare Facilities Inspections	60 Childcare Facilities Inspections	60 Childcare Facilities Inspections	60 Childcare Facilities Inspections	60 Childcare Facilities Inspections	60 Childcare Facilities Inspections	60 Childcare Facilities Inspections	60 Childcare Facilities Inspections	60 Childcare Facilities Inspections	60 Childcare Facilities Inspections	60 Childcare Facilities Inspections	60 Childcare Facilities Inspections			
Dihlabeng 60 Inspections	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15			
Setsofo 48 Inspections	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12			
Mantsopa 24 Inspections	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6			
Nketoana 24 Inspections	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6			
Phumela 24 Inspections	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6			
Maluti A Phofung 72 Inspections	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18			
160 Learning Institutions Inspections	40 Learning Institutions Inspections	40 Learning Institutions Inspections	40 Learning Institutions Inspections	40 Learning Institutions Inspections	40 Learning Institutions Inspections	40 Learning Institutions Inspections	40 Learning Institutions Inspections	40 Learning Institutions Inspections	40 Learning Institutions Inspections	40 Learning Institutions Inspections	40 Learning Institutions Inspections	40 Learning Institutions Inspections	40 Learning Institutions Inspections	40 Learning Institutions Inspections	40 Learning Institutions Inspections	40 Learning Institutions Inspections	40 Learning Institutions Inspections	40 Learning Institutions Inspections	40 Learning Institutions Inspections			
Dihlabeng 24 Inspections	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6			
Number of food premises inspected on the 30th June 2024.																						
Number of milk samples taken on the 30th June 2024.																						
Number of food labelling inspections on the 30th June 2024.																						
Number of Premises inspected under different categories on the 30th June 2024.																						

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Basic Service Delivery	Facilitate provision of sufficient bulk food supply to all municipalities	Health Surveillance of Premises	Number of Learning institutions inspected (Schools and Colleges) on the 30th June 2024.	MHS 07	Setoto 24 Inspections Mantsopa 04 Inspections Nketoana 08 Inspections Phumelela 16 Inspections Majuba A Phofung 84 Inspections	32 Accommodation Establishments Inspections						40				
						32 Accommodation Establishments Inspections	32 Accommodation Establishments Inspections	32 Accommodation Establishments Inspections	32 Accommodation Establishments Inspections	32 Accommodation Establishments Inspections	32 Accommodation Establishments Inspections					
Basic Service Delivery	Facilitate provision of sufficient bulk food supply to all municipalities	Health Surveillance of Premises	Number of Accommodation Establishments (Hotels, BnBs and Guest Houses) inspected on the 30th June 2024.	MHS 08	Dikhalabeng 48 Inspections	12	12	12	12	12	12	41				
					Setoto 12 Inspections	3	3	3	3	3						
					Mantsopa 12 Inspections	3	3	3	3	3						
					Nketoana 16 Inspections	4	4	4	4	4						
					Phumelela 16 Inspections	4	4	4	4	4						
					Majuba A Phofung 24 Inspections	6	6	6	6	6						
					40 Old Age Homes and Disability Centres Inspections	3	3	3	3	3	10 Old Age Homes and Disability Centres Inspections		3	3	3	3
					Dikhalabeng 12 Inspections	3	3	3	3	3	10 Old Age Homes and Disability Centres Inspections		3	3	3	3
					Setoto 12 Inspections	3	3	3	3	3	10 Old Age Homes and Disability Centres Inspections		3	3	3	3
					Mantsopa 02 Inspections	1	0	1	1	0	10 Old Age Homes and Disability Centres Inspections		1	0	1	1
Nketoana 04 Inspections	1	1	1	1	1	10 Old Age Homes and Disability Centres Inspections	1	1	1	1						
Phumelela 04 Inspections	1	1	1	1	1	10 Old Age Homes and Disability Centres Inspections	1	1	1	1						
Majuba A Phofung 06 Inspections	1	2	1	1	2	10 Old Age Homes and Disability Centres Inspections	1	2	1	2						
Basic Service Delivery	Facilitate provision of sufficient bulk food supply to all municipalities	Health Surveillance of Premises	Number of Old Age Homes and Disability Centers inspected on the 30th June 2024.	MHS 09	33 Police Stations and Correctional Services Centres Inspections	09 Police Stations and Correctional Services Centres Inspections	08 Police Stations and Correctional Services Centres Inspections	07 Police Stations and Correctional Services Centres Inspections	07 Police Stations and Correctional Services Centres Inspections	07 Police Stations and Correctional Services Centres Inspections	07 Police Stations and Correctional Services Centres Inspections	43				
					Dikhalabeng 60 Inspections	2	2	2	2	2						
					Setoto 48 Inspections	1	1	1	1	1						
					Mantsopa 24 Inspections	1	1	1	1	1						
					Nketoana 24 Inspections	2	1	1	1	1						
					Phumelela 24 Inspections	1	1	1	0	0						
					Majuba A Phofung 72 Inspections	2	2	2	2	2						
					41 Beauty Salons and Hair Salons Inspections	41 Beauty Salons and Hair Salons Inspections	41 Beauty Salons and Hair Salons Inspections	41 Beauty Salons and Hair Salons Inspections	41 Beauty Salons and Hair Salons Inspections	41 Beauty Salons and Hair Salons Inspections	41 Beauty Salons and Hair Salons Inspections					
					Dikhalabeng 48 Inspections	12	12	12	12	12	41 Beauty Salons and Hair Salons Inspections		12	12	12	
					Setoto 24 Inspections	6	6	6	6	6	41 Beauty Salons and Hair Salons Inspections		6	6	6	
Mantsopa 12 Inspections	3	3	3	3	3	41 Beauty Salons and Hair Salons Inspections	3	3	3							
Nketoana 24 Inspections	6	6	6	6	6	41 Beauty Salons and Hair Salons Inspections	6	6	6							
Phumelela 24 Inspections	6	6	6	6	6	41 Beauty Salons and Hair Salons Inspections	6	6	6							
Basic Service Delivery	Facilitate provision of sufficient bulk food supply to all municipalities	Health Surveillance of Premises	Number of Beauty Salons and Hair Salons inspected on the 30th June 2024.	MHS 11	164 Beauty Salons and Hair Salons Inspections	41 Beauty Salons and Hair Salons Inspections	41 Beauty Salons and Hair Salons Inspections	41 Beauty Salons and Hair Salons Inspections	41 Beauty Salons and Hair Salons Inspections	41 Beauty Salons and Hair Salons Inspections	41 Beauty Salons and Hair Salons Inspections	45				
					Dikhalabeng 48 Inspections	12	12	12	12	12						
					Setoto 24 Inspections	6	6	6	6	6						
					Mantsopa 12 Inspections	3	3	3	3	3						
					Nketoana 24 Inspections	6	6	6	6	6						
					Phumelela 24 Inspections	6	6	6	6	6						
					Majuba A Phofung 72 Inspections	2	2	2	2	2						
					41 Beauty Salons and Hair Salons Inspections	41 Beauty Salons and Hair Salons Inspections	41 Beauty Salons and Hair Salons Inspections	41 Beauty Salons and Hair Salons Inspections	41 Beauty Salons and Hair Salons Inspections	41 Beauty Salons and Hair Salons Inspections	41 Beauty Salons and Hair Salons Inspections					
					Dikhalabeng 48 Inspections	12	12	12	12	12	41 Beauty Salons and Hair Salons Inspections		12	12	12	
					Setoto 24 Inspections	6	6	6	6	6	41 Beauty Salons and Hair Salons Inspections		6	6	6	
Mantsopa 12 Inspections	3	3	3	3	3	41 Beauty Salons and Hair Salons Inspections	3	3	3							
Nketoana 24 Inspections	6	6	6	6	6	41 Beauty Salons and Hair Salons Inspections	6	6	6							
Phumelela 24 Inspections	6	6	6	6	6	41 Beauty Salons and Hair Salons Inspections	6	6	6							

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Disposal of the dead	Number funeral parlours inspected on the 30th June 2024.		MHS 12		100 Funeral Parlours Inspected	25 Funeral Parlours Inspected	25 Funeral Parlours Inspected	25 Funeral Parlours Inspected	25 Funeral Parlours Inspected	25 Funeral Parlours Inspected	46	Inspection Reports
Waste Management	Number of Health Care Risk Waste generators inspected on the 30th June 2024.		MHS 13		48 Health Care Risk Waste generators	12 Health Care Risk Waste generators	12 Health Care Risk Waste generators	12 Health Care Risk Waste generators	12 Health Care Risk Waste generators	12 Health Care Risk Waste generators	47	Inspection Reports
Environmental health awareness campaign	Number of Environmental awareness campaigns conducted in respect of Municipal Health Services across 6 Local Municipalities on the 30th June 2024.	OPEX			4 Quarterly reports indicating awareness campaigns conducted in respect of Municipal Health Services across 6 Local Municipalities in the district	01 Quarterly report indicating awareness campaign conducted per Local Municipality	01 Quarterly report indicating awareness campaign conducted per Local Municipality	01 Quarterly report indicating awareness campaign conducted per Local Municipality	01 Quarterly report indicating awareness campaign conducted per Local Municipality	01 Quarterly report indicating awareness campaign conducted per Local Municipality	48	Invitations, Attendance Register Pictures & Report
Municipal Health Law and Development enforcement	Adoption of the reviewed Municipal Health By-Laws and developed Tariff policy on the 31st December 2023	R 60 000			Adoption of the reviewed Municipal Health By-Laws and developed Tariff policy on the 31st December 2023			31 Dec-23			49	Municipal Health By-Laws and developed Tariff policy & Council Resolutions
Air Quality Management (Inspections and Licenses)	Number of Air Quality Management reports indicating services rendered across 6 Local Municipalities on the 30th June 2024.	OPEX			4 Quarterly Air Quality Management reports rendered in various towns across the 6 local municipalities in the district on the 30th June 2024.	01 Quarterly Air Quality Management reports per Local Municipality	01 Quarterly Air Quality Management reports per Local Municipality	01 Quarterly Air Quality Management reports per Local Municipality	01 Quarterly Air Quality Management reports per Local Municipality	01 Quarterly Air Quality Management reports per Local Municipality	50	Quarterly reports

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<p>Air Quality Law Enforcement</p>	<p>Adoption of the Municipal Air Quality By-Laws on the 30th June 2024</p>	<p>R 120 000</p>	<p>Y</p>	<p>MHS 17</p>	<p>Adoption of the Municipal Air Quality By-Laws on the 30th June 2023</p>	<p>30-Jun-24</p>	<p>The Municipal Air Quality By-Laws & Council Resolutions</p>	<p>51</p>
<p>Air Quality Management</p>	<p>Adoption of the Municipal Air Quality Plan on the 30th June 2024</p>	<p>R 250 000</p>	<p>Y</p>	<p>MHS 18</p>	<p>Adoption of the Municipal Air Quality Plan on the 30th June 2023</p>	<p>30-Jun-24</p>	<p>The Municipal Air Quality Plan & Council Resolutions</p>	<p>52</p>
<p>Waste management</p>	<p>Number of reports with specific focus on waste management activities performed in various areas across the 6 local municipalities on the 30th June 2024.</p>	<p>OPEX</p>	<p>Q</p>	<p>MHS 19</p>	<p>4 Quarterly Environmental Services reports with specific focus on waste management activities performed in various areas across the 6 local municipalities in the district on the 30th June 2022</p>	<p>01 Quarterly report on waste management activities performed per Local Municipality</p>	<p>01 Quarterly report on waste management activities performed per Local Municipality</p>	<p>Quarterly reports</p>
<p>Waste management campaigns</p>	<p>Adoption of the District Integrated Waste Management Plan on the 30th June 2024</p>	<p>R 50 000</p>	<p>Y</p>	<p>MHE 20</p>	<p>Adoption of the District Integrated Waste Management Plan on the 30th June 2024</p>	<p>30-Jun-24</p>	<p>The District Integrated Waste Management Plan & Council Resolutions</p>	<p>54</p>
<p>Waste management campaigns</p>	<p>Number of waste management awareness campaigns conducted in various areas across the 6 local municipalities on the 30th June 2024.</p>	<p>OPEX</p>	<p>Q</p>	<p>MHS 21</p>	<p>4 Quarterly Environmental Services reports with specific focus on waste management activities performed in 3 local municipalities in the district on the 30th June 2022</p>	<p>01 Quarterly report on waste management activities performed per Local Municipality</p>	<p>01 Quarterly report on waste management activities performed per Local Municipality</p>	<p>Quarterly reports</p>
<p>Waste management campaigns</p>	<p>Number of waste management awareness campaigns conducted in various areas across the 6 local municipalities on the 30th June 2024.</p>	<p>OPEX</p>	<p>Q</p>	<p>MHS 22</p>	<p>4 Quarterly waste management awareness campaigns conducted in various areas across the 6 local municipalities on the 30th June 2024.</p>	<p>01 Quarterly waste management awareness campaign conducted per Local Municipality</p>	<p>01 Quarterly waste management awareness campaign conducted per Local Municipality</p>	<p>Invitations, Attendance Register Pictures & Report</p>

To provide Municipal Health Services effectively and equitably in the Thabo Mofutsanyana District

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	<p>Number of Reports on Environmental services with specific focus on Biodiversity and Conservation activities performed in various areas across the 6 local municipalities on the 30th June 2024</p>	<p>DPLG</p>	<p>Q</p>	<p>MHS 23</p>	<p>NEW</p>	<p>4 Quarterly Environmental services reports with specific focus on Biodiversity and Conservation activities performed in various areas across the 6 local municipalities on the 30th June 2024.</p>	<p>01 Quarterly Environmental services reports with specific focus on Biodiversity and Conservation activities performed per Local Municipality</p>	<p>01 Quarterly Environmental services reports with specific focus on Biodiversity and Conservation activities performed per Local Municipality</p>	<p>01 Quarterly Environmental services reports with specific focus on Biodiversity and Conservation activities performed per Local Municipality</p>	<p>Quarterly reports</p>	<p>57</p>
<p>Biodiversity and Conservation</p>	<p>Adoption of Biodiversity Regional Plan on the 30th June 2024</p>	<p>R 150.000</p>	<p>Y</p>	<p>MHS 24</p>	<p>NEW</p>	<p>Adoption of Biodiversity Regional Plan on the 30th June 2024</p>	<p>01 Quarterly Environmental services reports with specific focus on Biodiversity and Conservation activities performed per Local Municipality</p>	<p>01 Quarterly Environmental services reports with specific focus on Biodiversity and Conservation activities performed per Local Municipality</p>	<p>01 Quarterly Environmental services reports with specific focus on Biodiversity and Conservation activities performed per Local Municipality</p>	<p>Biodiversity Regional Plan & Council Resolutions</p>	<p>58</p>
<p>OFFICE OF THE EXECUTIVE MAYOR</p>											
<p>TRANSVERSAL ISSUES</p>											
<p>HIV/AIDS Programmes</p>											
<p>To develop, coordinate and implement a coordinated and coherent Health, HIV/AIDS program in line with National and Provincial Imperatives in our district</p>	<p>Number of induction workshops for district HIV & AIDS Council on the 31st December 2023.</p>		<p>Y</p>	<p>HIV 01</p>	<p>NEW</p>	<p>Establish District AIDS Council on the 31st December 2024</p>				<p>Invitation, Agenda, Attendance Register and Report</p>	<p>59</p>
	<p>Number of HIV & AIDS Council meetings held on the 30th June 2024</p>		<p>Q</p>	<p>HIV 02</p>	<p>NEW</p>	<p>04 HIV & AIDS Council meetings to be held on the 30th June 2024</p>	<p>01 Meeting</p>	<p>01 Meeting</p>	<p>01 Meeting</p>	<p>Invitation, Agenda, Attendance Register and signed Minutes</p>	<p>60</p>
	<p>Number of HIV/AIDS awareness campaigns conducted on the 31st December 2023</p>	<p>R 653 389</p>	<p>Y</p>	<p>HIV 03</p>	<p>NEW</p>	<p>One HIV/AIDS awareness campaigns conducted on the 31st December 2023</p>	<p>01 Awareness Campaign</p>			<p>Invitation, Agenda, Attendance Register, Report and Photos</p>	<p>61</p>
	<p>Number of HIV/AIDS support programme for people living with HIV/AIDS conducted on the 30th June 2023</p>		<p>Y</p>	<p>HIV 04</p>	<p>NEW</p>	<p>One HIV/AIDS support programme for people living with HIV/AIDS conducted on the 30th June 2023</p>		<p>01 Programme</p>	<p>01 Programme</p>	<p>Invitation, Agenda, Attendance Register, Report and Photos</p>	<p>62</p>
	<p>Number of HIV/AIDS workshop for municipal employees held on the 31st December 2023</p>		<p>Y</p>	<p>HIV 05</p>	<p>NEW</p>	<p>One HIV/AIDS workshop for municipal employees held on the 31st December 2023</p>	<p>01 Workshop</p>			<p>Invitation, Agenda, Attendance Register, Report and Photos</p>	<p>63</p>
<p>Moral Regeneration</p>											
	<p>Number of Women Empowerment workshops to encourage and motivate Women across all walks of life 31st August 2023</p>		<p>Y</p>	<p>MHR 01</p>	<p>NEW</p>	<p>One moral regeneration awareness campaign to be conducted on the 31st August 2023</p>	<p>01 Awareness Campaign</p>			<p>Invitation, Agenda, Attendance Register, Report and Photos</p>	<p>64</p>

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To promote public participation of women children and people with disabilities in our district	Moral regeneration in communities	Number of GBV awareness campaigns conducted on the 30th September 2023	Y	MING 02	NEW	One GBV awareness campaign to be conducted on the 30th September 2023	1 Awareness Campaign				Invitation, Agenda, Attendance Register, Report and Photos	65
		Number of women's month celebration conducted on the 30th September 2023	Y	MING 03	NEW	One women's month celebration to be conducted on the 30th September 2023	01 Event				Invitation, Agenda, Attendance Register, Report and Photos	66
		Number of awareness campaigns on healthy lifestyle conducted on the 31st December 2023	Y	MING 04	NEW	One awareness campaign on healthy lifestyle to be conducted on the 31st December 2023	01 Awareness Campaign				Invitation, Agenda, Attendance Register, Report and Photos	67
		Number of boy child empowerment Dialogues conducted on the 31st December 2023	Y	MING 05	NEW	One boy child empowerment Dialogue to be conducted on the 31st December 2023	01 Dialogue				Invitation, Agenda, Attendance Register, Report and Photos	68
		Number of Moral Regeneration Dialogue with Traditional leaders / healers Youth out of school Religious communities conducted on the 30th June 2024	Y	MING 06		One Moral Regeneration Dialogue with Traditional leaders and healers Youth out of school and Religious communities to be conducted on the 30th June 2024	01 Dialogue				Invitation, Agenda, Attendance Register, Report and Photos	69
		Number of Motivational talks led by former inmates conducted on the 30th June 2024	Y	MING 07	NEW	One Motivational talk led by former inmates to be conducted on the 30th June 2024	01 Talk Show				Invitation, Agenda, Attendance Register, Report and Photos	70
		Gender & Disability Programmes										
Gender & Disability Programmes	R 542 756	Number of Gender and disability fora to be held on the 30th June 2024	Q	GDPP 01	NEW	Four Gender and disability fora to be held on the 30th June 2024	01 Forum				Invitation, Agenda, Attendance Register and Minutes	71
		Number of awareness campaigns for people with disability to be conducted on the 30th June 2024	Q	GDPP 02	NEW	Four awareness campaigns for people with disability to be conducted on the 30th June 2024	01 Awareness campaign				Invitation, Photos, Report and Attendance Register	73
		Number capacity building workshops on business empowerment for people living with disabilities on the 30th June 2024	Q	GDPP 03	NEW	Two workshops for business empowerment to be held on 30th June 2024	01 Workshop				Invitation, Photos, Report and Attendance Register	73
		Number of social cohesion dialogues on GBV for people with disability conducted on the 30th June 2024	Q	GDPP 04	NEW	Two social cohesion dialogues for people with disability to be conducted on the 30th June 2024	01 Social Cohesion Event				Invitation, Agenda, Attendance Register, Report and Photos	74

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Youth Development										
Alignment of programmes for all Youth Development Officers in the District	Development Officers Forum to be held on the 30th June 2024	OPEX	Q	YDP 01	HEW	Four For to be held on the 30th June 2024	01 Forum	01 Forum	01 Forum	01 Forum
Adoption of the youth Development and Strategy and Policy	Host Youth Summit on the 30th June 2024	R 169 005	Y	YDP 02	NEW	Host Youth Summit on the 30th June 2024	-	-	-	30 Jun-24
Mainstreaming youth Owned SMMEs into Micro Economy	Procurement of tools of trade for eight Youth SMMEs on the 30th June 2024	R 100 000	Y	YDP 03	NEW	Procurement of tools of trade for eight Youth SMMEs on the 30th June 2024	-	-	-	30 Jun-24
Ensuring that Young people register and remain in schools	Number of back to school Campaigns conducted in all six local Municipalities on the 31st March 2024	R 74 972	Y	YDP 04	NEW	Six Back to school Campaigns on the 30th March	-	06 Back to school Campaigns	-	-

Corporate Governance, Good Governance and Community Participation

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Public Participation										
Programme	Number of training sessions for ward committees on role & responsibilities on the 31st December 2023	OPEX	Q	PP 01	New <th>One training Session on the 31st December 2023</th> <th>01 Training Session</th> <th>01 Training Session</th> <th>01 Training Session</th> <th>01 Training Session</th>	One training Session on the 31st December 2023	01 Training Session	01 Training Session	01 Training Session	01 Training Session
Training Sessions for ward committees	Number of training sessions for ward committees on IDPs & Budgets processes on the 31st March 2024	R 450 000	Y	PP 02	New	One training Session on the 31st March 2024	-	01 Training Session	-	-
Wards profiling	Number of training sessions for ward committees about batho Pele Principles on the 30th June 2024	R 100 000	Q	PP 03	New	One training Session on the 30th June 2024	-	-	-	01 Training Session
CDW Summit	Conduct profiles all wards of Phumelela, Nketoana & Mantsopa on the 30th June 2024	R 960 000	Q	PP 04	New	wards to be profiled on the 30th June 2024	-	Profiling Wards within Mantsopa Local Municipality	Profiling Wards within Mantsopa Local Municipality	Profiling Wards within Phumelela Local Municipality
Procurement of stationery	Host Community Development Workers summit on the 30th June 2024	R 50 000	Y	PP 05	New	To host CDWs summit on the 30th June 2024	-	-	-	To host CDWs summit on the 30th June 2024
Civil Education	Procure Stationery for Ward Committee members on the 31st March 2024	R 50 000	Y	PP 06	New	To Procure Stationery for PPOs on the 31st March 2024	-	-	Procure Stationery for Ward committees on the 31 March 2024	-
Public Participation Policy	Number civil education workshops for all stakeholders on 30th June 2024	R 360 000	Q	PP 07	New	Two civil education workshops for all stakeholders on 30th June 2024	-	01 workshop	-	01 workshop
	Submission of Reviewed Public Participation Policy to Council on the 30th June 2024	OPEX	Y	PP 08	New	Submission of Reviewed Public Participation Policy to Council on the 30th June 2024	-	-	-	Submit Reviewed Public Participation Policy to Council on 30 June 2024

Maintain the Institutional Capacity to implement the IDP and accompanying programmes effectively and efficiently

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LOCAL ECONOMIC DEVELOPMENT										
LOCAL ECONOMIC DEVELOPMENT & TOURISM Local Economic Development										
	Public Participation Strategy	Submission of Public Participation Strategy to Council on the 30th June 2024	OPEX	Y	PP 09	New	Submission of Reviewed Public Participation Strategy to Council on the 30th June 2024			87
	MPAC meetings	Number of MPAC meetings held on the 30th June 2024	Opex	Q	PP 10	New	Four MPAC meetings to be held on the 30th June 2024	01 Meeting	01 Meeting	88
To improve economic growth of the district	PROCUREMENT OF EQUIPMENT (as per needs of smmes)	Procuring tools of trade for SMMEs on the 30th June 2024	R 500 000	Y	LED 01	Procurement of tools of trade for SMMEs was not done on the 30th June 2022	Procurement of tools of trade for SMMEs on the 30th June 2024			89
	Conducting Outreach Programs	Assisting SMMEs to acquire FICA documents and upgrade their CDBs in Mketwana & MAP local municipalities on the 30th June 2024	R 200 000	Q	LED 02	New	Assisting SMMEs to acquire FICA documents and upgrade their CDBs in two Local Municipalities	Assist one Local Municipality	Assist one Local Municipality	90
	Promotion of Local Economic Development	Convene LED Stakeholders Forum	OPEX	Q	LED 03	New	Four LED fora held on the 30th June 2023	01 Fora	01 Fora	91
To contribute to Tourism Development and Marketing	Tourism Attraction Audits	Conducting Media Familiarisation Tour to take stock and profiling new destinations within the district on the 30 June 2024	R 150 000	Q	TRISM 01	New	Conduct Media Familiarisation Tour to take stock and profile new destinations within the district on the 30 June 2024	Stock take & Profiling	Stock take & Profiling	92
	Capacity Building	Number of Tour Operators trainings on product development and Marketing by exercising will cab on illegal guiding in the district on the 30th June 2023	OPEX	Q	TRISM 02	Tour operators were trained about Tourism packages on the 10th November 2021	Two Tour Operators trainings on product development and Marketing by exercising will cab on illegal guiding in the district on the 30th June 2023	Training Session	Training Session	93
	Tourism Destination Development	Number of Developed township spots, to be a safe chilling destination, where Tourist can experience & enjoy African cuisine dishes within TMDM on the 30th June 2024	R 250 000	Y	TRISM 03	New	Develop One township spot to be a safe chilling destination, where Tourist can experience & enjoy African cuisine dishes within TMDM on the 30th June 2023.	Developing a township spot	Before & After photos, proof & appointment of SP to do plans and the work.	94

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<p>LOCAL ECONOMIC DEVELOPMENT</p>												95		
	Development of Alternative Tourism	Host District Annual Tourism Festival on the 31st Dec 2023	R 300 000	Y	TRESM 04	New	Host District Annual Tourism Festival on the 31st Dec 2023	31 Dec 23				Invitation, Pictures & Report of the Event		
	<p>Agriculture</p>	<p>Farmer Support Programme</p>	Number of Farmers assisted with Tools of Trade (Rural Community Support) on the 30th June 2024	R 723 000	Y	AGR 01	Farmers were not Assisted with tools of Trade on the 30th June 2022	Assisting ten Farmers with tools of trade on the 30th June 2024				Ten Farmers to be assisted with tools of Trade	Submission request to Municipal Manager, Proof of Purchase, Deed of Donation and Pictures	
			Number of farmers assisted with Digital Agriculture connection on the 30th June 2024	R 300 000		AGR 02	New	250 farmers to be Assisted with digital connection, on the 30th June 2024					Assisting 250 farmers	Transversal contract with Vodacom on connected farmer
			Number of farms revitalised in terms of Electricity and Water on the 30th June 2024	R 100 000	Q	AGR 03	New	Revitalising one farm in terms of Electricity and Water on the 30th June 2024					Revitalise one farm	Submission request to Municipal Manager and Proof of Payment
			Number of Farmers/Learners sent to NAMPO Day on the 30th June 2024	Open	Y	AGR 04	26 Farmers were sent Farmers to NAMPO Day on the 22nd May 2022	Thirteen farmers/learners sent to NAMPO on the 30th June 2023					Thirteen Farmers/Learners to Nampo	Signed Report, attendance Register or virtual attendance register and Photos
			Number of Farmers sent to an Established Fresh Produce Market on the 31st December 2023	Open	Y	AGR 05	Farmers were sent to an Established Fresh Produce Market on the 31st March 2022	Sending thirteen Farmers to an Established Fresh Produce Market on the 31st December 2023				Thirteen farmers to an Established Fresh Produce Market		Signed Report, attendance Register or virtual attendance register and Photos
			Number of Farmers/learners sent to Alfa workshop on the 30th Sep 2023	Open	Y	AGR06	Farmers were not Alfa workshop on 30 Sep 2021	Sending Thirteen farmers/learners to Alfa workshop on the 30th Sep 2023						Signed Report, attendance Register or virtual attendance register and Photos
			Installation of shade net to a Municipal Garden Project on the 30th June 2024	R 57 500	Y	AGR 07	NEW	Installation of shade net of Municipal Garden on the 30 June 2024					Establishment of Municipal Garden on the 30 June 2024	Signed Report and Photos
			Number of emerging farmers trained on Animal Health, Piggery Production, Poultry Production, Animal Nutrition and Vegetable Production on the 30th of June 2024	R 100 000	Y	AGR 08	120 Youth Emerging farmers were trained on Piggery Production, Poultry Production on the 30th June 2022	Training Fourty Emerging farmers on Animal Health, Piggery Production, Poultry Production, Animal Nutrition and Vegetable Production on the 30th June 2024					Training thirty Emerging farmers on Animal Health, Piggery Production, Poultry Production, Animal Nutrition and Vegetable Production	Signed Report, attendance Register and Photos
			Number of jobs to be created through EPWP incentive grant on the 30th Sep 2023	R 3 584 000	Y	PAS-C 01		Poverty Alleviation and Job Creation	132 jobs created through EPWP incentive Grant on the 30th September 2023				132 EPWP Employees	All Signed employment Contracts

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Municipal Transformation and Organisational Development		Job and Benefit the Community		Various Programmes and Projects		Number of Monthly progress Reports on EPWP Incentive Grant sent to Public Works on the 10th of every month on the 30th June 2024		Open		M		PUBLIC WORKS		12 Monthly Expenditure Reports on EPWP Incentive Grant sent to Public Works on the 10th of every month.		12 Monthly Expenditure Reports on EPWP Incentive Grant sent to Public Works on the 10th of every month.		03 Monthly Expenditure Reports		03 Monthly Expenditure Reports		03 Monthly Expenditure Reports		Signed Monthly Reports		105											
CORPORATE SERVICES																																					
Corporate Support																																					
Create a Responsive and Accountable Administration		To support council and its committees		Number of days for submission of items from all departments to MM, for Council Agenda before sitting of the Council meeting on the 30th June 2024		07 Days before Council Meeting		07 Days before Council Meeting		07 Days before Council Meeting		07 Days before Council Meeting		07 Days before Council Meeting		07 Days before Council Meeting		07 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		Distribution List		106									
						05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		Distribution List		107					
						05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		Distribution List		108			
						05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		Distribution List		109	
						05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		05 Days before Council Meeting		Distribution List		110	
Maintain the Institutional Capacity to implement the IDP and accompanying programmes effectively and efficiently		To Promote Sound Human Resource Management Practices		Number of Corporate Services Portfolio Committee meetings held on the 30th June 2024		05 Meetings held on the 30th June 2022		05 Meetings held on the 30th June 2022		05 Meetings held on the 30th June 2022		05 Meetings held on the 30th June 2022		05 Meetings held on the 30th June 2022		05 Meetings held on the 30th June 2022		05 Meetings held on the 30th June 2022		02 Meetings		02 Meetings		02 Meetings		Invitation, Agenda, Attendance Register and Minutes		110									
						04 Policies were reviewed on the 30th June 2022		04 Policies were reviewed on the 30th June 2022		04 Policies were reviewed on the 30th June 2022		04 Policies were reviewed on the 30th June 2022		04 Policies were reviewed on the 30th June 2022		04 Policies were reviewed on the 30th June 2022		04 Policies were reviewed on the 30th June 2022		04 Policies were reviewed on the 30th June 2022		03 Policy		03 Policy		03 Policy		Proof of submission to Council, Human Resources Policies and Council resolution		111							
						Municipal Organogram was reviewed on the 31st May 2022		Municipal Organogram was reviewed on the 31st May 2022		Municipal Organogram was reviewed on the 31st May 2022		Municipal Organogram was reviewed on the 31st May 2022		Municipal Organogram was reviewed on the 31st May 2022		Municipal Organogram was reviewed on the 31st May 2022		Municipal Organogram was reviewed on the 31st May 2022		Municipal Organogram was reviewed on the 31st May 2022		Municipal Organogram was reviewed on the 31st May 2022		31-May-24		31-May-24		Signed Organogram by Municipal Manager		112							
						Developing Workplace skills plan & ATR and submitting to LGSETA on the 30th April 2024		Developing Workplace skills plan & ATR and submitting to LGSETA on the 30th April 2024		Developing Workplace skills plan & ATR and submitting to LGSETA on the 30th April 2024		Developing Workplace skills plan & ATR and submitting to LGSETA on the 30th April 2024		Developing Workplace skills plan & ATR and submitting to LGSETA on the 30th April 2024		Developing Workplace skills plan & ATR and submitting to LGSETA on the 30th April 2024		Developing Workplace skills plan & ATR and submitting to LGSETA on the 30th April 2024		Developing Workplace skills plan & ATR and submitting to LGSETA on the 30th April 2024		Developing Workplace skills plan & ATR and submitting to LGSETA on the 30th April 2024		Developing Workplace skills plan & ATR and submitting to LGSETA on the 30th April 2024		Developing Workplace skills plan & ATR and submitting to LGSETA on the 30th April 2024		Developing Workplace skills plan & ATR and submitting to LGSETA on the 30th April 2024		Developing Workplace skills plan & ATR and submitting to LGSETA on the 30th April 2024		Screen Print for submission to LGSETA		113			

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MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT	Training in terms of WSP	Distributing Skills Audit Forms to Employees on the 31st Jan 2024	OPEX	Y	HR 05	New	Distribute Skills Audit Forms to Employees on the 31st Jan 2024	03 employees to be trained	03 employees to be trained	03 employees to be trained	31 Jan 24	Distribution List to departments	114	
		Number of employees to be trained as per their skills needs on the 30th June 2024	R 150 000	Y	HR 06	18 employees were trained on the 30th June 2022	03 employees to be trained	03 employees to be trained	03 employees to be trained	03 employees to be trained	03 employees to be trained	03 employees to be trained	Distribution List From the departments	1145
		To create a safe and healthy working environment for staff, Councilors and community members.	OPEX	Y	HR 07	No Occupational Health and Safety Committee Meetings held on the 30th June 2022	Four Occupational Health and Safety Committee Meetings to be held on the 30th June 2024	01 Meeting	01 Meeting	01 Meeting	01 Meeting	01 Meeting	Invitation, Agenda, Attendance Register and Minutes	116
	To Maintain Sound Labour Relations	Submitting Employment Equity Report to Department of Labour on the 15th January 2024	OPEX	Y	HR 08	EE Report was Submitted on the 14 Jan 2022	Submit EE Report to Department of Labour on the 15th January 2024	01 Meeting	01 Meeting	01 Meeting	01 Meeting	15 Jan 23	Print screen for submission to Dept of Labour and EE Plan	117
		Number of LIF meetings to be held on the 30th June 2024	OPEX	Q	HR 09	01 Meeting LIF Meetings held on the 30th June 2022	Four LIF Meetings to be held on the 30th June 2024	01 Meeting	01 Meeting	01 Meeting	01 Meeting	01 Meeting	Invitation, Agenda, Attendance Register and Minutes	118
	Communications													
	Publicity through various Communications Tools	Number of Internal Newsletters Published on the 30th June 2024	OPEX	Y	COM 01	04 Internal Newsletters were published on the 30th June 2022	Four Internal Newsletters published on the 30th June 2024	01 Newsletters	01 Newsletters	01 Newsletters	01 Newsletters	01 Newsletters	Published Internal Newsletters	119
		Number of Communication Channels used on the 30th June 2024	R 150 000	M	COM 02	18 Communication Channels were used on the 30th June 2022	Twelf Communication Channels utilized on the 30th June 2024	03 Communication Channels	03 Communication Channels	03 Communication Channels	03 Communication Channels	03 Communication Channels	Newspaper, Radio, TV, Online media, Social Media, Billboards, Website, Intranet, E-mails, Posters, Leaflets, Brochures, Audio Tapes, Video Tapes, Booklets, Promotional Material, fact sheets, events, exhibitions, Shows and focus groups	120
		Number of District Communicators Fora Held on the 30th June 2024	OPEX	Q	COM 04	4 District Communicators Fora held on the 30th June 2022	Four District Communicators Fora held on the 30th June 2024	1 Forum	1 Forum	1 Forum	1 Forum	1 Forum	Invitation, Agenda, Attendance Register and Minutes	121
	Providing strategic leadership in local government communications	Number of consultations with Local Municipalities communicators to advise them on communication issues on the 30th June 2024	OPEX	Q	COM 05	03 consultations with Local Municipalities communicators to advise them on communication issues were done on the 30th June 2022	Four Consultations with Local Municipalities communicators for communication support on the 30th June 2024	01 Communication support and capacity to Local Municipality around communications	01 Communication support and capacity to Local Municipality around communications	01 Communication support and capacity to Local Municipality around communications	01 Communication support and capacity to Local Municipality around communications	01 Communication support and capacity to Local Municipality around communications	Signed Report and Attendance register	122
		Number of Events Based Communications plans developed for TMDM departmental events on the 30th June 2024	OPEX	Q	COM 06	04 Events based Communication Plan were developed on the 30th June 2022	Four Events Based Communications plans developed for TMDM departmental events on the 30th June 2024	01 Event based Communication Plan	01 Event based Communication Plan	01 Event based Communication Plan	01 Event based Communication Plan	01 Event based Communication Plan	signed communication plan	123

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Improve Access to Communication	Corporate Image Management and Brand Awareness	Number of brand promotion activities conducted on the 30th June 2024	R 230 000	Q	COM 07	18 Branding Promotions activities conducted on the 30th June 2022	Eight Branding Promotion activities conducted on the 30th June 2024	02 Branding Promotions	02 Branding Promotions	02 Branding Promotions	02 Branding Promotions	02 Branding Promotions	Pictorial Report	124
		Social media update about the TMDM activities on the 30th June 2024	OPEX	Q	COM 08	New	Four social media updates FACEBOOK, INSTAGRAM, TWITTER done on the 30th June 2024	01 Updating of the social media platform with the municipal activities	01 Updating of the social media platform with the municipal activities	01 Updating of the social media platform with the municipal activities	01 Updating of the social media platform with the municipal activities	01 Updating of the social media platform with the municipal activities	Social media pages screen shot	125
		Number of TMDM events provided with photographic services on the 30th June 2024	OPEX	Q	COM 09	18 TMDM events provided with photographic services on the 30th June 2022	Twelve TMDM events provided with photographic services on the 30th June 2024	03 TMDM events provided with photographic services	03 TMDM events provided with photographic services	03 TMDM events provided with photographic services	03 TMDM events provided with photographic services	03 TMDM events provided with photographic services	Calendar of events from departments asking for photographic services, report and pictures	126
		Quarterly Media Monitoring and Analysis Report Produced after the end of the quarter and be submitted to the Municipal Manager and Executive Mayor on the 30th June 2024	OPEX	Q	COM 10	03 Quarterly Media Monitoring and Analysis report produced and submitted 06 days after end of the month to the Municipal Manager and Executive mayor on the 30th June 2022	Four Quarterly Media Monitoring and Analysis report submitted to the Municipal Manager and Executive mayor the end of each quarter	10 Days after the end of the quarter	10 Days after the end of the quarter	10 Days after the end of the quarter	10 Days after the end of the quarter	10 Days after the end of the quarter	Signed Report and Submission Register	127
	Media Engagement	Number of Media Statements /Advisories /Announcements/Articles released on the 30th June 2024	OPEX	Q	COM 11	04 media Statement released on the 30th June 2022	Four of Media Statements /Advisories /Announcements/Articles released on the 30th June 2024	01 Media Statement	01 Media Statement	01 Media Statement	01 Media Statement	01 Media Statement	Media Statements, Advisories, Articles and Announcements	128
		Number of Media Engagement Activities undertaken (Media House Visits, Briefing Sessions, Talk Shows, Dialogues, Media Support, Media Tours and Media Recognition Programmes) on the 30th June 2024	OPEX	Q	COM 12	04 Media engagement activities undertaken on the 30th June 2022	Four Media Engagement Activities undertaken (Media House Visits, Briefing Sessions, Networking Sessions, Talk Shows, Dialogues, Media Support, Media Tours and Media Recognition Programmes) on the 30th June 2024	01 Media engagement sessions	01 Media engagement sessions	01 Media engagement sessions	01 Media engagement sessions	01 Media engagement sessions	Attendance Register or Signed Report	129
		Number of IT security reports compiled on the 30th June 2024	OPEX	M	ICT 01	09 ICT Security Reports were compiled on the 30th June 2022	Twelve Security reports to be compiled on the 30th June 2024	03 security reports	03 security reports	03 security reports	03 security reports	03 security reports	Monthly System generated reports of Security systems(Firewall/Anivirus)	130
		Implementation of Functional Disaster Recovery Plan on the 30th June 2024	R 1 000 000	Q	ICT 02	New	Functional Disaster Recovery Solution on the 30th June 2024	Not targeted for this quarter	Advertisement	Appointment of the successful Bidder	Advertisement	Appointment of the successful Bidder	Monitoring of System Implementation	Advert, Appointment Letter, System configs
Information Technology														

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Safe IT Systems are in place	Ensure Compliance with section 75 of MFMA	100% of Website Update Requests Carried out within four quarters on the 30th June 2024	OPEX	M	ICT 03	0% Website Update Requests carried out on the 30th June 2022	100% of Website Update Requests Carried out within a Day	100% Website Update Requests	100% Website Update Requests	100% Website Update Requests	100% Website Update Requests	Sign Off Form	132
	Access to a durable internet connectivity	Implementation of Wide Area Network services and Office 365 Licensing on 30 June 2024	R 650 000	V	ICT 04	New	Implementation of network services Provision by 30 June 2023	Not targeted for this quarter	Appointment of the successful Bidder	Monitoring of System Implementation	Advert, Appointment letter System config, Microsoft Office 365 Licensing.	133	
	Ensure that IT Meetings are held	Number of ICT steering committee meetings Coordinated quarterly on the 30th June 2024	Implementation of Wide Area Network services and Office 365 Licensing on 30th June 2024	Q	ICT 05	0 ICT steering committee meeting conducted on the 30th June 2022	Four meetings to be Coordinated on the 30th June 2024	01 meeting	01 meeting	01 meeting	Invitation, Agenda, Attendance Register and Minutes	134	
Ensure the Effective Security Plans and Policies are adhered	Ensure timely submission of Reports	Number Of Quarterly Sectional Reports Submitted to the MM within 10 Days After the end of the Quarter on the 30th June 2024	OPEX	Q	SS 01	04 Quarterly Sectional Reports Submitted to the Municipal Manager 08 Days After the end of the Quarter	Quarterly Sectional Reports Submitted to the Municipal Manager 10 Days After the end of the Quarter	1 Sectional Report	1 Sectional Report	1 Sectional Report	Copy of Signed Delivery Note	135	
		Reporting the occurrence of either the nature of, criminality, Fraud and theft cases to Municipal Manager as an when the situation arises on the 30th June 2024	OPEX	Q	SS 02	No Activity was reported	100% Reporting of theft and fraudulent activities	Reporting of theft and fraudulent activities	Reporting of theft and fraudulent activities	Reporting of theft and fraudulent activities	Copy of signed Register with case number	136	
		100% recording of Movement of Municipal assets to Municipal Manager per quarter on 30th June 2024	OPEX	Q	SS 03	03 Record of Movement of Municipal assets to Municipal Manager	Four Quarterly Records of Movement of Municipal assets	01 Report and Records of Movement of Municipal assets	01 Report and Records of Movement of Municipal assets	01 Report and Records of Movement of Municipal assets	Occurrence book and signed Report	137	
Ensure security plans and policies are in place	Submission of the reviewed security policy and plan to Council by 30th June 2024	OPEX	A	SS 04	New	Submission of security policy and plan to Council on the 30th June 2024	Not targeted for this quarter	Not targeted for this quarter	Not targeted for this quarter	Security plan and Policy on 30 June 2024	Security Policy : Plan And Council Resolutions	138	
FINANCE													
KPA 4: MUNICIPAL FINANCIAL VIABILITY & MANAGEMENT		Hundred percent Payment of Creditors within 30 Days of Receipt of Invoice on the 30th June 2024	OPEX	M	FIN 01	60% of creditors payment were done within 30 days	100% Payment of Creditors within 30 Days on the 30th June 2024	100% Payment of Creditors	100% Payment of Creditors	100% Payment of Creditors	100% Payment of Creditors	100% Payment of Creditors	139

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To Facilitate Payments	Preparation of Creditors Reconciliation within 10 working Days After the end of the Month on the 30th June 2024	OPEX	M	FIN 02	Preparation of Creditors Reconciliation within 10 working Days After the end of the Month was not done	Prepare Creditors Reconciliation within 10 working Days After the end of the Month on the 30th June 2024	10 Days after the end of the month on the first quarter	10 Days after the end of the month on the second quarter	10 Days after the end of the month on the third quarter	10 Days after the end of the month on the fourth quarter	Preparation Date of the Recon	140
	Preparation of Cashbooks within 10 working Days After the end of the Month on the 30th June 2024	OPEX	M	FIN 03	Cashbooks were prepared within 03 days After the end of the Month	Prepare Cashbooks 10 Days After the end of the Month on the 30th June 2024	10 Days after the end of the month on the first quarter	10 Days after the end of the month on the second quarter	10 Days after the end of the month on the third quarter	10 Days after the end of the month on the fourth quarter	Last Transaction Date in the Cashbook	141
	Preparation of VAT Reconciliation after Submission of VAT Return within 10 working days After Submissions of Returns on the 30th June 2024	OPEX	M	FIN 04	Reconciliations were prepared 09 Days After Submissions of Returns	Prepare VAT Reconciliation 10 Days After Submissions of Returns on the 30th June 2024	10 Days after the end of the month on the first quarter	10 Days after the end of the month on the second quarter	10 Days after the end of the month on the third quarter	10 Days after the end of the month on the fourth quarter	Vat Return Submission Date and the Preparation of Recon	142
	Submission of VAT Returns within 30 Days After the end of the Month on the 30th June 2024	OPEX	M	FIN 05	Submission of VAT Returns done within 30 Days After the end of the Month	Submit VAT Returns 30 Days After the end of the Month on the 30th June 2024	10 Days after the end of the month on the first quarter	10 Days after the end of the month on the second quarter	10 Days after the end of the month on the third quarter	10 Days after the end of the month on the fourth quarter	Submission Date (Easyfile)	143
	Preparation of Reconciliation between Payroll and General Ledger within 10 working days After the end of the Month on the 30th June 2024	OPEX	M	FIN 06	Reconciliation between Payroll and General Ledger within 7 working days After the end of the Month	Reconcile Payroll and General Ledger 10 Days After the end of the Month on the 30th June 2024	10 Days after the end of the month on the first quarter	10 Days after the end of the month on the second quarter	10 Days after the end of the month on the third quarter	10 Days after the end of the month on the fourth quarter	Preparation Date between ledger & Payroll	144
	Number of days on Payment of salaries & allowances After the beginning of each month on the 30th June 2024	OPEX	M	FIN 07	Payment of salaries & allowances done 22 Days After the beginning of each month	Payment of salaries & allowances 25 Days After the beginning of each month on the 30th June 2024	25 Days After the beginning of each month	25 Days After the beginning of each month	25 Days After the beginning of each month	25 Days After the beginning of each month	Bank Statement (Proof)	145
	Preparation of quarterly expenditure report on staff benefits on the 30th June 2024	OPEX	Q	FIN 08	4 quarterly expenditure report prepared On the 30th June 2022	Q4 quarterly expenditure reports on staff benefits to be prepared On the 30th June 2024	First quarter expenditure report on staff benefits	Second quarter expenditure report on staff benefits	Third quarter expenditure on staff benefits	Fourth quarter expenditure on staff benefits	Prepared Signed Report	146
BUDGET REPORTING												
Prepare Staff Benefits Expenditure	Submission and the Review of Budget & Tariffs Annually to council on the 31st Jan 2024	OPEX	Y	FIN 09	Reviewed Budget and Tariffs were submitted to council on the 31st January 2022	Submit the Review of Budget on the 31st Jan 2024	31-Jan-24				Signed Acknowledgement and Council Resolution	147
	Submission of income and expenditure report within 10 working days after the end of the month (Section 7.1 Report) on the 30 June 2024	OPEX	M	FIN 10	Income and Expenditure reports submitted 10 days after the end of the month	Submit Income and Expenditure report 10 Days after the end of the month on the 30 June 2024	10 Days after the end of the month on the first quarter	10 Days after the end of the month on the second quarter	10 Days after the end of the month on the third quarter	10 Days after the end of the month on the fourth quarter	Signed Section 7.1 Report	148
	Submissions of Annual Financial statement to Office of the Auditor General on the 31st Aug 2023	ANFS	Y	FIN 11	Annual Financial statement submitted to Auditor General on the 1st Sep 2021	Submit Annual Financial statement on the 31st Aug 2023	31-Aug-23				Signed Receipt Form/Date Stamp on e-mail	149
	Compile Budget time table and submit to Council on the 31st Aug 2023	BUDGET	Y	FIN 12	Budget time table compiled and submitted to Council on the 30th Jul 2021	Compile Budget time table and submit to Council on the 31st Aug 2023	31-Aug-23				Internal Mail Register & Council Resolution	150

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MUNICIPAL FINANCIAL VIABILITY & MANAGEMENT	Effectively Manage the Finances of the District and Development of necessary measures for full Accountability and Reporting	To Facilitate Budgeting	Procurement of Goods & Services	Ensure Strict Internal Controls	ASSET MANAGEMENT
BUDGET	BUDGET	BUDGET	OPEX	OPEX	OPEX
Y	Y	Y	M	M	M
FIN 13	FIN 14	FIN 15	FIN 16	FIN 17	FIN 18
Submission of draft budget and tariffs to council for tabling on the 31st. March 2024	Submission of Final budget on the 31st. May 2024 to council for approval	Number of Investments Reconciliations (Interest On Investment) prepared on the 30th June 2024.	Number of Grants Register (FMG/EPWP/RRAMS/EESDM & EQUITABLE SHARE) prepared on the 30th June 2024	Preparation of bank reconciliation within 10 working days on the 30th June 2024	Submission of draft budget on the 31st March 2024
Draft Budget and Tariffs submitted to council on the 31st March 2022	budget Submitted to council for approval on the 31st May 2022	12 Investments Reports prepared on the 30th June 2022	12 Grant registers prepared on the 30th June 2022	12 Bank reconciliations prepared within 05 Days after the end of the month	Submission of Final budget on the 31st May 2024
03 Monthly Recons of first quarter	03 Monthly Recons of second quarter	03 Monthly Recons of third quarter	03 Monthly Grants Registers of first quarter	10 Days after the end of the month on the first quarter	03 Monthly Recons of first quarter
03 Monthly Recons of second quarter	03 Monthly Recons of third quarter	03 Monthly Recons of fourth quarter	03 Monthly Grants Registers of second quarter	10 Days after the end of the month on the second quarter	03 Monthly Recons of second quarter
03 Monthly Recons of third quarter	03 Monthly Recons of fourth quarter	03 Monthly Recons of first quarter	03 Monthly Grants Registers of third quarter	10 Days after the end of the month on the third quarter	03 Monthly Recons of third quarter
03 Monthly Recons of fourth quarter	10 Days after the end of the month on the fourth quarter	10 Days after the end of the month on the fourth quarter	10 Days after the end of the month on the fourth quarter	10 Days after the end of the month on the fourth quarter	10 Days after the end of the month on the fourth quarter
151	Draft Budget & Council Resoluth	31-Mar-24	31-Mar-24	31-Mar-24	31-Mar-24
152	Final Budget & Council Resoluth	31-May-24	31-May-24	31-May-24	31-May-24
153	Signed Monthly Reconciliations	03 Monthly Recons of first quarter	03 Monthly Recons of second quarter	03 Monthly Recons of third quarter	03 Monthly Recons of fourth quarter
154	Signed Monthly Registers	03 Monthly Grants Registers of first quarter	03 Monthly Grants Registers of second quarter	03 Monthly Grants Registers of third quarter	03 Monthly Grants Registers of fourth quarter
155	Signed Reconciliation	10 Days after the end of the month on the first quarter	10 Days after the end of the month on the second quarter	10 Days after the end of the month on the third quarter	10 Days after the end of the month on the fourth quarter
156	Signed Suppliers Report	10 Days after the end of the month on the first quarter	10 Days after the end of the month on the second quarter	10 Days after the end of the month on the third quarter	10 Days after the end of the month on the fourth quarter
157	Signed Quarterly report	First quarter report	Second quarter report	Third quarter report	Fourth quarter report
158	Signed Quarterly report	1st quarter Register of Deviations	2nd quarter Register of Deviations	3rd quarter Register of Deviations	4th quarter Register of Deviations
159	Signed Quarterly report	1st quarter Register of fruitless & wasteful Expenditure	2nd quarter Register of fruitless & wasteful Expenditure	3rd quarter Register of fruitless & wasteful Expenditure	4th quarter Register of fruitless & wasteful Expenditure
160	Signed Quarterly report	1st quarter Register of Unauthorised Expenditure	2nd quarter Register of Unauthorised Expenditure	3rd quarter Register of Unauthorised Expenditure	4th quarter Register of Unauthorised Expenditure
161	Reviewed SCM Policy, Draft Annual Procurement Plan and Council resolution	Review the Supply Chain Management Policy in terms of Chapter 11 of the MFMA and submit it to council on the 31st May 2022	Review the Supply Chain Management Policy in terms of Chapter 11 of the MFMA done and submitted to council on the 31st May 2022	Review the Supply Chain Management Policy on 31st May 2024	Review the Supply Chain Management Policy on 31st May 2024

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											10 Days after the end of the month on the first quarter	10 Days after the end of the month on the second quarter	10 Days after the end of the month on the third quarter	10 Days after the end of the month on the fourth quarter	Approval Date of the Recon	162
						Prepare monthly reconciliation of asset register 10 Days after the end of the month on the 30th June 2024					10-Jul-23				Signed Stocktake report	163
						Assets verification on the 10th July 2023						01-Oct-23			Signed Policy Cover Acceptance & Proof of Payment	164
						100% of Assets insured on the 1st Oct 2023										
KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION																
Internal Audit																
						Preparation of monthly Asset reconciliation between the GL and the Asset Register within 10 working Days After the end of the Month on the 30th June 2024										
						Annual Assets verification on the 10th July 2023										
						100% of assets insured on the 01st Oct 2023										
Ensure that all Municipal Assets are safe guarded																
						Review and Submission of Internal Audit Charter to Audit Committee on the 30th Sep 2023										
						Submission of Internal Audit Charter to Council on the 31st Oct 2023										
						Submission of Internal Audit Coverage Plan to Audit Committee on the 30th Sep 2023										
Ensure that Internal Audit Charter and Coverage Plan are in place																
						Submission of Internal Audit Coverage Plan to Council on the 31st Oct 2023										
						Submission of overall Internal Audit Reports to the Municipal Manager by the 25th after the end of every Quarter on the 30th June 2024										
						Review of Audit & Performance Charter on the 30th Sep 2023										
Review of Audit																

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<p>Corporate Governance, Good Governance and Community Participation</p>	Performance Charter	Submission of Audit & Performance Charter to Council on the 31st Oct 2023	OPEX	Y	IA 07	Audit & Performance Charter submitted to council on the 6th October 2021	To Submit Audit & Performance Charter to Council on the 31st Oct 2023	31-Oct-23	01 Meeting	01 Meeting	01 Meeting	Signed Submission Register	171	
	Audit and Performance Committee	Number of quarterly ordinary audit and performance committee meetings held on the 30th June 2024	OPEX	Q	IA 08	07 Ordinary Audit and Performance Committee Meetings held on the 30th June 2022	Four ordinary audit and performance committee meetings to be held on the 30th June 2024	01 Meeting	01 Meeting	01 Meeting	01 Meeting	Invitation, Agenda, Attendance Register and Minutes	172	
	<p>To ensure strategies and plans in place are reviewed by the Risk Management Committee and approved by Council annually</p>	Review and Submission of Fraud Prevention Plan/Strategy, Risk Policy and Strategy on the 31st May 2024	OPEX	Y	RM 01	Review of Risk Management Committee Charter, Fraud Risk Management Plan, Risk Policy and Strategy to Risk Management Committee on the 24th May 2022	Review and Submit Fraud Prevention Plan/Strategy, Risk Policy and Strategy on the 31st May 2024	Risk Management	Review and Submit Fraud Prevention Plan/Strategy on the 31st May 2024				Attendance register, minutes of the Risk Management Committee	173
		Submission of Risk Management Committee Charter, Fraud Risk Management Plan, Risk Policy and Strategy to council for approval on the 31st July 2023	OPEX	Y	RM 02	Submission of Risk Management Committee Charter, Fraud Risk Management Plan, Risk Policy and Strategy to council for approval done on the 30th June 2022	Submit Fraud Prevention Plan, Risk Management Policy and Strategy on the 31st July 2023		31-Jul-23				Fraud Prevention Plan, Risk Management Policy and Strategy Council Resolutions	174
	<p>To ensure that Risk Management Committee reports are submitted to the Municipal Manager quarterly</p>	Number of quarterly risk maturity Reports issued by Risk Management Committee to the Accounting Officer on the 30th June 2024	OPEX	Q	FM 03	3 risk maturity Reports issued by Risk Management Committee to the Accounting Officer on the 30th June 2022	Four Signed Risk maturity Reports to be issued on the 30th June 2024		01 Signed Risk maturity Report	01 Signed Risk maturity Report	01 Signed Risk maturity Report	01 Signed Risk maturity Report	Risk Maturity Reports	175
		Number of quarterly risk assessment conducted on the 30th June 2024	OPEX	Q	FM 04	3 risk assessment conducted on the 30th June 2021	Four Risk assessments to be conducted on the 30th June 2024		01 Risk assessment Reports	01 Risk assessment Reports	01 Risk assessment Reports	01 Risk assessment Reports	Signed off risk registers and reports submitted to council structures	176
	<p>To ensure that Risk Management Committee Meetings are held quarterly</p>	Number of quarterly risk Management Committee Meetings Held on the 30th June 2024	OPEX	Q	FM 05	05 Risk management Committee Meetings held on the 30th June 2022	Four Risk management Committee Meetings to be held on the 30th June 2024		01 Meeting	01 Meeting	01 Meeting	01 Meeting	Invitation, Agenda, Attendance Register and Minutes	177
		IDP & PMS												
	<p>GOOD GOVERNANCE AND PUBLIC PARTICIPATION</p>	Submission of 2024/2025 IDP Process Plan to Council on the 31st Aug 2023	OPEX	Y	IP 01	Submission of 2021/2022 IDP Process Plan to Council done on the 30th July 2021	Submit 2024/2025 IDP Process Plan to Council on the 31st Aug 2023		31-Aug-23				Internal Mail Register & Council Resolution	178
		Submission of 2022/23 Draft Annual Report to Auditor General on the 31st Aug 2023	OPEX	Y	IP 02	Submission of 2020/21 Draft Annual Report to Auditor General done on the 31st Aug 2021	Submit 2022/23 Draft Annual Report to Auditor General on the 31st Aug 2023		31-Aug-23					AG Acknowledgement of Receipt

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To create an efficient, effective and accountable administration	Make the IDP a working Document for all staff	Table of 2022/23 Draft Annual Report to Council on the 31st Jan 2024	OPEX	Y	IP-03	2020/21 Draft Annual Report tabled to Council on the 28th Jan 2022	Table 2022/23 Draft Annual Report to Council on the 31st Jan 2024	31 Jan-24	Copy Of draft Annual Report & Council Resolution	180		
		Submission of Final 2022/23 Annual Report to Council on the 31st Mar 2024	OPEX	Y	IP-04	Final 2020/21 Annual Report submitted to Council on the 31st Mar 2022	Submit Final 2022/23 Annual Report to Council on the 31st Mar 2024	31 Mar-24	Copy Of Final annual Report & Council Resolution	181		
		Tabling of 2024/25 Draft IDP on the 31st Mar 2024	OPEX	Y	IP-05	2022/23 Draft IDP tabled to Council on the 31st March 2022	Table 2024/25 Draft IDP on the 31st Mar 2024	31 Mar-24	Signed Draft IDP & Council Resolutions	182		
		Signing of Final 2024/2025 SDBIP 28 Days After the Adoption of Final 2024/25 Budget	OPEX	Y	IP-06	Signing of Final 2022/2023 SDBIP done 14 days After Adoption of the Budget	Signing of Final 2024/2025 SDBIP 28 Days After the Adoption of Final 2024/25 Budget	01 Forum	Signing of Final 2024/2025 SDBIP 28 Days After the Adoption of Final 2024/25 Budget	183		
		Number of quarterly District IDP Managers Fora Held on the 30th June 2024	OPEX	Q	IP-07	02 District IDP Managers Fora held on the 30th June 2022	Four District IDP Managers Fora to be held on the 30th June 2024	01 Forum	01 Forum	Invitation, Agenda, Attendance Register and Minutes	184	
		To foster collaboration of social partners to improve joint budgeting & implementation of developmental initiatives in the district.	District Development Model	Number of DDM meetings with Sector Departments held on the 30th June 2024	OPEX	Q	DDM-1	NEW	Four DDM meetings with Sector Departments held on the 30th June 2024	01 Meeting	Invitation, Agenda, Attendance Register and Minutes	185
				Number of DDM Meetings with and Mayors held on the 30th June 2024	OPEX	Q	DDM-2	NEW	Four DDM Meetings with Mayors to be held on the 30th June 2024	01 Meeting	Invitation, Agenda, Attendance Register and Minutes	186
Number of conversations/dialogues on implementation of DDM meetings to be conducted on the 30th June 2024	OPEX			Q	DDM-3	NEW	Two DDM meetings with Legality communities conducted on the 30th June 2024	01 Meeting	Invitation, Agenda, Attendance Register and Minutes	187		
		Number of DDM Mayoral Imbizo held on the 31st December 2024	OPEX	Q	DDM-4	NEW	Four DDM Mayoral Imbizo held on the 31st December 2023	01 Imbizo	Invitation, Attendance Register, Pictures & Report of the Event	188		

SUMMARY OF THE KEY PERFORMANCE INDICATORS	
NUMBER OF KEY PERFORMANCE INDICATORS	188
ACHIEVED KEY PERFORMANCE INDICATORS	188
PARTIALLY ACHIEVED KEY PERFORMANCE INDICATORS	0
NOT ACHIEVED KEY PERFORMANCE INDICATORS	0
KEY PERFORMANCE INDICATORS NOT THIS QUARTER	0

AUTHORIZED BY: 
 SIGNATURE: Me. TPM Lebonyo
 Municipal Manager
 DATE: 13/06/2024

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PERSONAL DEVELOPMENT PLAN

2023/2024 FINANCIAL YEAR

OF

MS. TPM LEBENYA

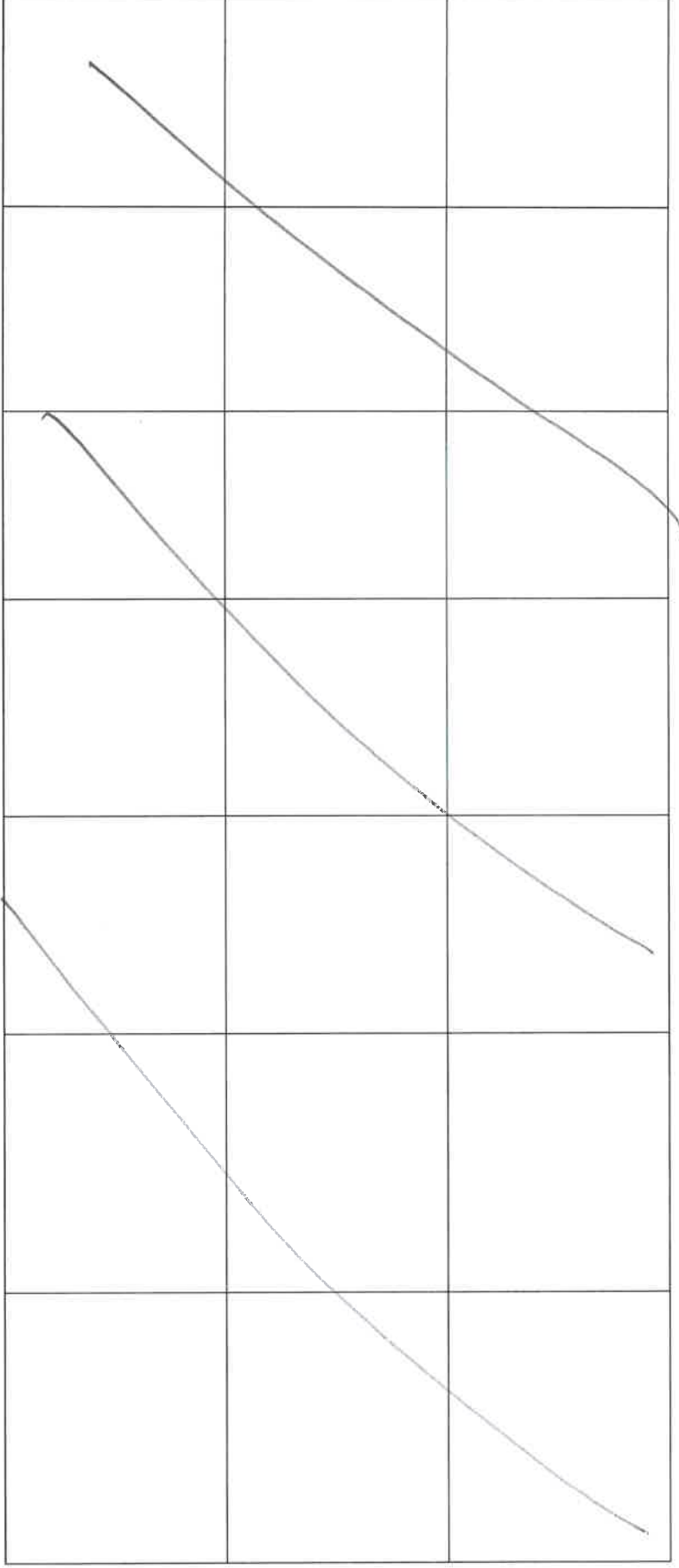
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PERSONAL DEVELOPMENT PLAN

Competency Profile of the jobs	Incumbent competency available	Skills/Performance Gap (in order of priority)	Suggested training and/or development activity	Suggested mode of delivery	Suggested Time Frames	Budget available for suggested training
Project Management	Yes	/	/	/	/	R484 000
Financial Management	Yes	/	/	/	/	R484 000
Communications	Yes	/	/	/	/	R484 000

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DEPARTMENT OF COOPERATIVE GOVERNANCE



SENIOR MANAGER ASSESSMENT REPORT FOR

Takatso P. M. Lebenya

Thabo Mofutsanyana District Municipality

Gijima
Technology People

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ASSESSMENT REPORT**STRICTLY CONFIDENTIAL**

NAME & SURNAME	Takatso Philiat Maureen Lebenya
IDENTITY OR PASSPORT NR	6702010784085
RACE	African
GENDER	Female
DISABILITY	N/A
QUALIFICATIONS	BA Degree Social Work
DATE OF ASSESSMENT	24 January 2023
MUNICIPALITY	Thabo Mofutsanyana District Municipality
CURRENT JOB TITLE	Unemployed
POSITION ASSESSED FOR	Municipal Manager
FUNCTIONAL AREA	Municipal Manager

*In order to comply with the Ethical Code for Psychologists, kindly note that this is a confidential report, the content of which is only for the information of the assessed and relevant authority within the **Thabo Mofutsanyana District Municipality**.*

This assessment only relates to the leading and core competencies required for effective performance of a Senior Manager as outlined in Notice 583 of Government Gazette 37245, 17 January 2014: Annexure B of "Local Government: Municipal Systems Act (32/2000): Local Government: Regulations on appointment and conditions of employment of senior managers" ("Competency Framework"). It does not reflect on the functional competencies required for specific roles within the Department. The implementation of the assessment results as contained in this report must be implemented in accordance with the requirements of the Directive on the use of competency-based assessments for Senior Manager within the Municipality.

Please note that these results may not be used for any other purpose unless the assessee consents thereto.

Anzelle Botha

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1. GUIDANCE FOR THE END USER

This report contains an integrated discussion of the candidate's results. The results are based on candidates completing a series of tools and exercises that have been designed to assess the competencies in the Competency Framework, designed exclusively for local government in South Africa.

A description of the assessment tools and application thereof, as well as proficiency levels, is stipulated below. The results summary provides an overall indication of the candidate's proficiency levels per competency. An executive summary provides a holistic overview of a candidate in relation to how they manage themselves, think and reason, and relate to other people. An overview of the candidate's strengths and areas of development relative to self is outlined in detail in relation to the competency framework.


2. ASSESSMENT TOOLS

The methodology applied involves a combination of psychometric tools and competency-based assessments.

ASSESSMENT TOOL	ASSESSMENT TYPE	DESCRIPTOR	APPLICATION FOR USER
Cognitive Process Profile (CPP)	Cognitive assessment	The CPP measures the way people think when dealing with new information and solving problems of varying complexity. It also assesses aspects of people's potential for future cognitive development and growth. There is no time limit for completion of this tool.	This tool has been designed to simulate the manner in which a candidate solves problems in unfamiliar and novel situations. It also provides information about the level of complexity the candidate is able to function at.
15FQ+	Personality assessment	The 15 Factor Personality Questionnaire (15FQ+) is designed to assess an individual's broad range of personality traits interests, preferences, and feelings. Such elements assess the candidate's characteristic ways of behaving across a wide range of situations.	The 15FQ+ and the Giotto are self-reported questionnaires that help to provide an indication of a person's preferences and their likely behaviour in the workplace. These tools help us to understand the type of situations the candidate is likely to excel in because he/she enjoys it and kind of situations the candidate may prefer to avoid, given the opportunity. The limitation of tools such as this is that they do not tell us what the candidate is able to do, only what his/her preferences are.
Giotto	Workplace behaviour assessment	The Giotto was developed to unravel the complex nature of personal integrity, as it relates to the workplace.	
Competency-Based Simulation	Simulation exercises	The competency-based simulation assessment comprises of a combination of written exercises, a presentation and a role-play and has been specifically designed to measure the lead and core competencies that have been identified as relevant within a hypothetical municipality and outlined in the competency	Candidates must rely on their knowledge and experience to provide the assessors with evidence of how they will go about solving problems and dealing with the scenarios presented in these exercises. As such, the exercise provides information about a candidate's ability to perform

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	<p>framework for senior managers. A candidate is given a set of background documents about a specific municipality – this information attempts to simulate a real municipality – and the candidate then needs to complete the following tasks:</p> <ul style="list-style-type: none"> • In Task 1, the candidate is given time to prepare a presentation that addresses a specific scenario posed in the exercise and he/she then needs to deliver the presentation to an assessor. • In Task 2, the candidate needs to formally prepare for a meeting with an important stakeholder and thereafter conduct a meeting in the form of a role-play with an assessor. In this role-play, the assessor performs the role of the stakeholder. • In Task 3, the candidate needs to respond to specific issues that have arisen on a particular day. This task takes the form of a case study, which is a written exercise. 	<p>within the relevant role based on displayed behaviour.</p>
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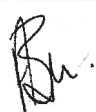
3. SCORING CRITERIA AND PROFICIENCY LEVELS

SCORE	DESCRIPTOR
Basic*	Marginal/basic demonstration of competency; basic understanding of concepts and methodologies; responses lack detail and integration
Competent	Good demonstration of competency; proficient in understanding of concepts and methodologies; responses are suitably integrated and detailed
Advanced	Elevated demonstration of competency; advanced understanding of concepts and methodologies; responses are well integrated and detailed
Superior	Outstanding and comprehensive demonstration of competency; superior understanding of concepts and methodologies; integrates concept logically and in a meaningful manner

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4. RESULTS SUMMARY

COMPETENCY PROFICIENCY MATRIX	ACHIEVEMENT LEVEL
LEADERSHIP COMPETENCIES	
Strategic Direction and Leadership	Competent
People Management	Competent
Program and Project Management	Basic
Financial Management	Basic
Change Leadership	Competent
Governance Leadership	Competent
CORE COMPETENCIES	
Moral Competence	Competent
Planning and Organising	Competent
Analysis and Innovation	Competent
Knowledge & Information Management	Competent
Communication	Basic
Results and Quality Focus	Competent
OVERALL ACHIEVEMENT LEVEL	Competent

The overall achievement level is based on a demonstration of all the competencies.

*Please note an overall achievement score of Basic falls short of the minimum requirements as stipulated in Notice 583 of Government Gazette 37245, 17 January 2014: Annexure B of "Local Government: Municipal Systems Act (32/2000): Local Government: Regulations on appointment and conditions of employment of senior managers".

The overall achievement level must be considered for offer of remuneration on appointment taking into account matters stipulated in the Notice for determination of upper limits on total remuneration packages payable to municipal managers and managers directly accountable to municipal managers in local government as determined by the Minister annually.

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5. EXECUTIVE SUMMARY

The section provides an overview of the integrated assessment results obtained from the Psychometric Assessments and Competency-Based Assessment. This includes a description of the candidate's self-management; their thinking and working styles; as well as behaviours and preferences associated with their interpersonal and leadership styles.

Please note: The 15FQ+ contains a number of measures that examine the way in which the respondent has approached the questionnaire. The results indicate that Ms Lebenya may have been relatively concerned to present herself in a more positive light when answering the questions. That is, she may have tended to select answers that project an image that is considered to be more favourable given the context in which the questionnaire was completed. Please note that this only applies to the personality questionnaire and does not cast any doubt about her behaviour in general or raise any questions with regards to the rest of her competency-based results.

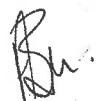
Ms Lebenya's personality profile suggests her to be relatively emotionally resilient and stable in mood, she should have little difficulty facing challenges in a calm, collected manner. In addition, her work style questionnaire suggests her to be fairly resourceful and enthusiastic about the future. In the role-play activity she also came across as calm and confident despite facing pressure. In addition, she managed her time well in line with the aforementioned psychometric results.

According to both Ms Lebenya's personality and cognitive profiles, she may focus on ideas, possibilities, and opportunities in the resolution of problems, this was observed in her work sample responses in the competency exercise. She tended to rather only focus on strategies to enhance service delivery and organisational functioning, leaving the practical side of her suggestions of how this might be done aside. When it comes to her work, Ms Lebenya considers herself to be persevering and quite conscientious in character, she may generally accept and reliably discharge responsibility. She has a degree of thoroughness in her work that should predispose her to be quite a good finisher. She is likely to show respect for systems and procedures generally believing there is a right approach, both in work quality and behaviour. This said, her project proposals in the work sample were not presented in a structured, organised manner which resulted in her thinking processes not always easy to follow, however, her priority focus areas were fairly clear across tasks which showcased her planning capabilities. In addition, she placed emphasis on combatting misconduct and non-compliance in the fictional institution which supports her personality profile revealing a fair amount of focus on rules.

Considering her cognitive results, Ms Lebenya prefers functioning in 'Pure Operational' work environments, which are characterized by clear, definite goals and outcomes for success. She prefers completing activities one-by-one in familiar work environments and requires the provision of regular feedback to ensure her that she is on the right track. When faced with ambiguity, she may tend to approach problems in a random and impulsive manner by adopting vague and disorganized styles, which may constrain her strategic capability and problem-solving proficiency. In her work sample, she tended to combine her turnaround strategy, SWOT analysis and her action plans, which at times made it rather confusing to follow her train of thought, which may confirm the aforementioned psychometric findings. Even though she took care to understand the root causes behind seemingly obvious challenges across tasks, she would have benefitted using these findings to help her formulate more

Anzelle Botha

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relevant, multifaceted solutions in her response which corresponds with her cognitive results, suggesting that she may require development in the analysis of novel data. Ms Lebenya noted the importance of addressing unemployment in the macro-context of the fictional municipality in her first task but did not consistently apply holistic, long-term thinking across items in the work sample. This may be ascribed to her short-term focus, and operational inclination in unfamiliar, complex work terrain as highlighted by the cognitive profile.

In order to meet the intellectual capability requirements of the role, Ms Lebenya needs to operate comfortably at the Diagnostic Accumulation level of work. At the moment she does not meet this requirement, and there may be aspects of the role that require her to shift into more ambiguous territory. Her information processing skills related to the classification, analysis and logical verification of novel data appear to be underdeveloped for successful application in more strategic work terrain, and she may benefit from further strengthening her capabilities in these areas.

Ms Lebenya's personality profile indicates that she tends to be introverted in some situations, and extraverted in others. This implies that she recognises the value of group work and may enjoy being part of a team, whilst also enjoying opportunities for solitary activities from time to time. Her competency exercises included suggestions for collaboration in project execution as well as a strong focus on public participation, which confirms the latter. However, additional emphasis could have been placed on strengthening teamwork amongst internal employees in the fictional institution. Her inclination to accommodate others and to be people-orientated by personality was apparent in her suggestions for uplifting staff morale. This said, she also placed ample focus on the importance of consequence management which showcased her tendency to focus on the hard side of management too. As a leader, she prefers a Negotiative Leadership style indicating that she might that rely on the provision of incentives to motivate staff. This preference was apparent in her tasks where employee incentives and rewards received specific attention.

From a holistic perspective, Ms Lebenya performed at a Competent Level during the competency-based assessments. Basic outcomes were achieved in the areas of Program and Project Management, Financial Management as well as Communication. Competent outcomes were achieved in all remaining areas measured during the competency-based assessment.


6. HIGHLIGHTED STRENGTHS AND DEVELOPMENT AREAS

The purpose of this section of the report is to provide comprehensive information about the most significant areas of strength and development areas. The remaining competencies can be discussed in equal depth during the optional feedback session with the candidate.

The information below is based on the individual's results, relative to their own profile – strengths are therefore based on a candidate's top 3 highest scoring competencies to highlight to Municipalities the areas that a candidate can be expected to perform better in.

Anzelle Botha


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STRENGTHS	
Moral Competence	Ms Lebenya's work styles questionnaire and personality profile suggest that she may be open and honest by personality and that she is unlikely to shift blame onto others at work. In the competency-based exercises emphasis was placed on oversight, fraud prevention, and consequence management requirements to enhance effective risk management within the institution. Emphasis was placed on holding staff members accountable and introducing mechanisms to enhance the financial integrity of systems and processes in the fictional municipality. Therefore, a proficient outcome was achieved in this competency area.
Knowledge and Information Management	Ms Lebenya's workplace behaviour assessment suggests a tendency to be balanced and impartial in her dealings with others. Furthermore, her personality profile also indicates a slight tendency towards being trusting. In her responses to the competency exercise, Ms Lebenya has shown a proclivity to promote the sharing of information within the municipality and the community, with consideration given to some, however, limited, platforms. Focus was placed on increased interaction between the municipality and the community, through Imbizo's and awareness programmes. This said, more attention could have been given to sharing information internally, to learn from mistakes. Nevertheless, she highlighted the important role of municipal representatives within the communities. From an internal perspective, she alluded to taking staff through the code of conduct, to ensure sound understanding, and highlighted the importance of consultation during the policy review process. Therefore, acceptable proficiency was achieved in this competency area.
People Management	According to her personality profile, Ms Lebenya comes across as quite accommodating towards others, and may be sensitive to the needs and feelings of colleagues and subordinates. Her work sample responses confirm this tendency, as focus was placed on the softer side of people management in terms of wellness, morale, capacity building and the creation of role clarity to manage staff expectations. She did however also place focus on transactional elements involved in managing others and gave special attention to the management of staff performance and consequence management in her tasks. Her Negotiative leadership style was evident in the focus that she placed on staff incentive-schemes, and overall, a sufficient amount of attention was given to the promotion of networks and intergovernmental relationships which showcased a collaborative style, even though her personality profile suggests that she may prefer independent work from time to time. Therefore, acceptable proficiency was achieved in this competency area.


DEVELOPMENT AREAS	
Financial Management	Even though she is likely to enjoy tasks that require attention to detail, Ms Lebenya's cognitive results indicate that her analytical reasoning skills seem to be underdeveloped for application in highly strategic work environments. This suggests that she might struggle to dismantle and subdivide complex information that she is less accustomed to. Her first exercise showcased an extensive focus on the area of financial management, and she managed to identify most financial challenges facing the fictional municipality. Her solutions to address these challenges were however not always comprehensively discussed. While she recognized the importance of maximizing adherence to financial policies, more detailed budgets, and cash flow projections, to display her understanding of financial planning, budgeting and forecasting in the local government sphere would have been beneficial. Furthermore, her focus on this competency area

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	seemed to dwindle in her second, and third exercises which affected her overall outcome for this competency area. Therefore, additional development is required in Financial Management.
Program and Project Management	According to Ms Lebenya personality profile, she is likely to face challenges in a calm, collected manner, while she tends to cope with demanding situations. She gave sufficient attention to the importance of the development of the community in her written exercises, however, even though she mentioned project management principles such as timelines, milestones, budgets, or resource allocation to ensure the effective implementation, she did not provide practical evidence to show her understanding thereof. Furthermore, no sufficient monitoring mechanisms were provided. Despite her personality results suggesting her to be somewhat conscientious and process-focused, this was not always evident in her planning of projects. In this regard, she would have done well to introduce a project management unit, headed up by a project manager. While some actions were suggested to improve service delivery, limited focus was given to the practical applications on how to execute these. Therefore, additional development in this competency area is needed.
Communication	Ms Lebenya's personality assessment suggests that she might be somewhat passive and tends to dislike confrontation. In addition, she appears to be as sensitive as most people to the demands of social situations. She tends to generally resist saying things that could cause upset or offence others. While she managed to convey her inputs in a way that facilitated mutual understanding between herself and the assessor during the role play components of the assessment, her written communication was presented without sufficient details at times and not always well-structured. Although she alluded to the importance of communication and suggested induction for new employees and the involvement of various stakeholders, her tasks did not always showcase an understanding of the basic principles underlying effective communication and methods to use in the local government sphere. Therefore, she needs to consider her audience to a greater extend and use more effective communication platforms to make sure her message is conveyed and clearly understood. Therefore, additional development is required in the area of Communication.

ASSESSOR	
Name	Anzelle Botha
Registration Category	Psychometrist
Registration Number	PMT 0083909
Date	30 January 2023
Signature	

Anzelle Botha

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QUALITY ASSURER	
Name	Annamie Botha
Registration Category	Psychometrist
Registration Number	PMT
Date	31 January 2023
Signature	

Anzelle Botha

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OFFICE OF THE MUNICIPAL MANAGER

ANNEXURE "B"

➤ Code of Conduct

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CODE OF CONDUCT

SCHEDULE 2

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

1. Definitions

In this Schedule “partner” means a person who permanently lives with another person in a manner as if married.

2. General conduct

A staff member of a municipality must at all times—

- (a) Loyal execute the lawful policies of the municipal council;
- (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, purport and objects of section 50 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; and
- (e) Act impartially and treat all people, including other staff members, equally without favour or Prejudice.

3. Commitment to serving the public interest

A staff member of a municipality is a public servant in a developmental local system, and must Accordingly—

- (a) Implement the provisions of section 50 (2);
- (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 integrated development plan, and as far as possible within the ambit of the staff member’s job description, seek to implement the objectives set out in the integrated development plan, 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 staff member's individual performance appraisal and reward system, if such exists, in order to maximise 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 a municipality may not—
 - (a) use the position or privileges of a staff member, or confidential information obtained as a Staff member, for private gain or to improperly benefit another person; or
 - (b) Take a decision on behalf of the municipality concerning a matter in which that staff member, or that staff member's spouse, partner or business associate, has a direct or indirect personal or private business interest.
- (2) Except with the prior consent of the council of a municipality a staff member of the municipality may not—
 - (a) Be a party to a contract for—
 - (i) The provision of goods or services to the municipality; or
 - (ii) The performance of any work for the municipality otherwise than as a staff member;
 - (b) Obtain a financial interest in any business of the municipality; or
 - (c) Be engaged in any business, trade or profession other than the work of the municipality.

4. Disclosure of benefits

- (1) A staff member of a 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 the municipality must disclose in writing full particulars of the benefit to the council.
- (2) This item does not apply to a benefit which a staff member, or a spouse, partner, business associate or close family member, has or acquires in common with all other residents of the municipality.

5. Unauthorised disclosure of information

- (1) A staff member of a municipality may not without permission disclose any privileged or confidential information obtain as a staff member of the municipality to an unauthorised person.

- (2) For the purpose of this item "privileged or confidential information" includes any information—
- (a) Determined by the municipal council or 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; or
 - (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.

6. Undue influence

A staff member of a municipality may not—

- (a) unduly influence or attempt to influence the council of the municipality, or a structure or functionary of the council, or a councillor, 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; or
- (c) Be involved in a business venture with a councillor without the prior written consent of the council of the municipality.

7. Rewards, gifts and favours

- (1) A staff member of a municipality may not request, solicit or accept any reward, gift or favour for—
 - (a) Persuading the council of the 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 the council;
 - (c) Disclosing any privileged or confidential information; or
 - (d) Doing or not doing anything within that staff member's powers or duties.
- (2) A staff member must without delay report to a superior official or to the speaker of the council any offer which, if accepted by the staff member, would constitute a breach of sub item (1).

8. Council property

A staff member of a municipality may not use, take, acquire, or benefit from any property or asset owned, controlled or managed by the municipality to which that staff member has no right.

9. Payment of arrears

A staff member of a municipality may not be in arrears to the municipality for rates and service charges for a period longer than 3 months, and a municipality may deduct any outstanding amounts from a staff member's salary after this period.

10. Participation in elections

A staff member of a municipality may not participate in an election of the council of the municipality, other than in an official capacity or pursuant to any constitutional right.

11. Sexual harassment

A staff member of a municipality may not embark on any action amounting to sexual harassment.

12. Reporting duty of staff members

Whenever a staff member of a municipality has reasonable grounds for believing that there has been a breach of this Code, the staff member must without delay report the matter to a superior officer or to the speaker of the council.

13. Breaches of Code

Breaches of this Code must be dealt with in terms of the disciplinary procedures of the municipality envisaged in section 67(1)(h) of this Act.

14A. Disciplinary steps

- (1) A breach of this Code is a ground for dismissal or other disciplinary steps against a staff member who has been found guilty of such a breach?
- (2) Such other disciplinary steps may include—
 - (a) Suspension without pay for any longer than three months;
 - (b) Demotion;
 - (c) Transfer to another post;
 - (d) Reduction in salary, allowances or other benefits; or
 - (e) An appropriate fine.

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OFFICE OF THE MUNICIPAL MANAGER

ANNEXURE "C"

➤ **Financial Disclosure Form**

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FINANCIAL DISCLOSURE FORM

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FINANCIAL DISCLOSURE FORM(CONFIDENTIAL)

I, the undersigned TAKATSO PM LEBETIYA
 _____ at Thabo Mofutsanyana District Local Municipality 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 interest Nature Nominal Value Name of Company or entity

Number of shared value or extent of financial interest	Nature	Nominal value	Company
1.			
2.			
3.			
4.	M/A		
5.			

2. Directorships and Partnerships
See information sheet: Note (2)

Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income
	A/A	

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1. **Remunerated work outside the Municipality** (As sanctioned by Council)

Name of Employer	Type of work	Amount of Remuneration or Income	Council sanction confirmed: Resolution

See information sheet: Note (3)

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2. **Consultancies and retailer ships**

Name of client	Nature	Type of business activity	Value of benefits received

See information sheet: Note (4)

5. **Sponsorships**

See information sheet: Note (5)

Source of sponsorship	Description of sponsorship	Value of sponsorship

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3. Gifts and hospitality from a source other than a family member

Gift or Hospitality	Description	Value
TMA		

See information sheet: Note (6)

Description	Value	Source
TMA		

7. Land and property

See information sheet: Note (7)

Description	Extent	Area Value
PROPERTY		2.5M


 SIGNATURE OF EMPLOYEE

12/07/2023
 DATE

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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

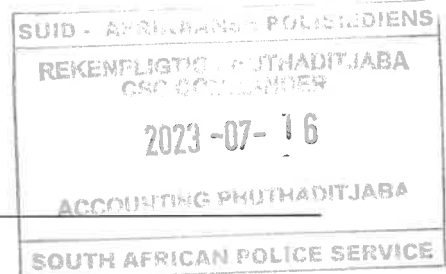
2. I certify that the deponent has acknowledged that she/he knows and understands the contents of this declaration. The deponent utters the following words: "I swear that the contents of this declaration are true, so help me God." / "I truly affirm that the contents of the declaration are true". The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

71591012
SGT
NAME NAME

Commissioner of Oath /Justice of the Peace

Full first names and surname:

MOLSKO ISAAC MARO
(Block letters)



Designation(rank):

SGT

Ex Officio Republic of South Africa

Street address of institution:

PHUTHADITHABA CONOR MAMPOI AND CROSS

Date: 2023-07-16

Place: PHUTHADITHABA

CONTENTS NOTED: EXECUTIVE MAYOR

DATE: 2023-07-19

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INFORMATION SHEET FOR THE GENERIC FINANCIAL DISCLOSURE FORM

The following notes are a guide to assist with completing the Financial Disclosure form (Annexure E):

NOTE 1: Shares and other financial interests

Designated employees are required to disclose the following details regarding shares and other financial interests held in any private or public company or any other corporate entity recognised by law:

- The number, nature and nominal value of shares of any type;
- The nature and value of any other financial interests held in any private or public company or any other corporate entity; and
- The name of that entity.

NOTE 2: Directorships and partnerships

Designated employees are required to disclose the following details with regard to

directorships and partnerships:

- The name and type of business activity of the corporate entity or partnership/s; and the amount of any remuneration received for such directorship or partnership/s.
- Directorship includes any occupied position of director or alternative director, or by whatever name the position is designated.
- Partnership is a legal relationship arising out of a contract between two or more persons with the object of making and sharing profits.

NOTE 3: Remunerated work outside the Municipality (As sanctioned by Council)

Designated employees are required to disclose the following details with regard to

Remunerated work outside the public service:

- The type of work;
- The name and type of business activity of the employer; and
- The amount of the remuneration received for such work.

Remuneration means the receipt of benefits in cash or kind, and work means rendering a service for which the person receives remuneration.

NOTE 4: Consultancies and retailer ship

Designated employees are required to disclose the following details with regard to

Consultancies and retailer ship:

- The nature of the consultancy or retailer ship of any kind;
- The name and type of business activity, of the client concerned; and
- The value of any benefits received for such consultancy or retailer ship.

NOTE 5: Sponsorships

Designated employees are required to disclose the following details with regard to

Sponsorships:

- The source of the sponsorship;
- The description of the sponsorship; and
- The value of the sponsorship.

NOTE 6: Gifts and hospitality from a source other than a family member

Designated employees are required to disclose the following details with regard to

Gifts and hospitality:

- A description and the value and source of a gift with a value in excess of R350.00;
- A description and the value of gifts from a single source which cumulatively exceed the value of R350.00 in the relevant 12-months period; and
- Hospitality intended as a gift in kind.

Designated employees must disclose any material advantages that they received from any source e.g. any discount prices or rates that are not available to the general public. All personal gifts within the family and hospitality of a traditional or cultural nature need not be disclosed.

NOTE 7: Land and Property

Designated employees are required to disclose the following details with regard to their ownership and other interests in land and property (residential or otherwise both inside and outside the Republic):

- A description of the land or property;
- The extent of the land or property;
- The area in which it is situated; and
- The value of the interest.

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