



**PERFORMANCE AGREEMENT
MADE AND ENTERED INTO BY AND
BETWEEN:**

NGQUSHWA LOCAL MUNICIPALITY

AS REPRESENTED BY

MR. NDODA MGENGO

MUNICIPAL MANAGER

AND

MS. ZIMKHITHA ZONKE SIWUNDLA

DIRECTOR TECHNICAL SERVICES

THE EMPLOYEE OF THE MUNICIPALITY

FOR THE FINANCIAL YEAR:

1 JULY 2022 – 30 JUNE 2023

ENTERED INTO BY AND BETWEEN:

The Ngqushwa Municipality herein represented by **MR.NDODA MGENGO** in her capacity as the Municipal Manager (hereinafter referred to as the **Employer**)

and

MS ZIMKITHA ZONKE SIWUNDLA; the Director Technical Services of the Municipality (hereinafter referred to as the **Employee**).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

1.1 The **Employer** has entered into a contract of employment with the **Employee** in terms of section 57(1)(a) of the Local Government: Municipal Systems 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 to conclude an annual Performance Agreement.

1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the **Employee** to a set of outcomes that will secure local government policy goals.

1.4 The parties wish to ensure that there is compliance with Sections 57(4) 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), (4B) and (5) of the Act as well as the employment contract entered into by between the parties;

2.2 specify objectives and targets defined and agreed with the employee and to communicate to the employee 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 accountability 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 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 **01 July 2022** and will remain in force until **30 June 2023** 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 in each quarter. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by no later than 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 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 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 **Employer's** Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM

5.1 The **Employee** agrees to participate in the performance management system that the **Employer** adopts or introduces for the Employer, management and municipal staff of the **Employer**.

5.2 The **Employee** accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the **Employer**, management and municipal staff to perform to the standards required.

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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** will be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs) 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 CCRs will account for 20% of the final assessment.

5.6 The **Employee's** assessment will be based on his performance in terms of the outputs / outcomes (performance indicators) identified as per attached Performance Plan (**Annexure A**), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings below agreed to between the **Employer** and the **Employee**:

Key Performance Areas (KPA's)	Weighting
Quality Basic Services and Infrastructure Development	50%
Institutional Development and Design	10%
Local Economic Development (LED) and Spatial Development	10%
Financial Viability and Management	20%
Good Governance and Public Participation	10%
Total	100

5.7 Key performance areas related to the functional area of the **Employee** will be subject to negotiation between the **Employer** and the **Employee**.

5.8 The CCRs will make up the other 20% of the **Employee's** assessment score. CCRs that are deemed to be most critical for the **Employee's** specific job will be selected (✓) from the list below as agreed to between **Employer** and **Employee**. Three of the CCRs are compulsory for Managers directly accountable to Municipal Managers:

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Core Competency Requirements for Managers (CCR)		Indicate Choice: Select Yes/No	Weight
Core Managerial Competencies			
CCR1	Strategic Capability and Leadership	Yes	10%
CCR2	Programme and Project Management	Yes	10%
CCR3	Financial Management	Compulsory	15%
CCR4	Service Delivery Innovation	Yes	5%
CCR5	People Management and Empowerment	Compulsory	10%
CCR6	Client Orientation and Customer Focus	Compulsory	5%
CCR7	Communication	Yes	5%
CCR8	Risk Management	Yes	5%
CCR 9	Audit Action Plan	Yes	10%
Core Occupational Competencies			
CCR10	Interpretation of and implementation within the legislative and national policy framework	Yes	10%
CCR11	Knowledge of developmental local government	Yes	5%
CCR12	Knowledge of Performance Management and Reporting.	Yes	10%
Total CCR Score			100

6. EVALUATING PERFORMANCE

6.1 The Municipality's Performance Management Framework 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 will be documented in a Personal Development Plan as well as the actions agreed to and implementation will 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:

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6.5.1 Assessment of the achievement of results as outlined in the performance plan:

- a) Each KPA will 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 have had to be performed under the KPA.
- b) An indicative rating on the five-point scale will be provided for each KPA.
- c) The applicable assessment rating calculator (refer to paragraph 6.5.3 below) will be used to add the scores and calculate a final KPA score.

6.5.2 Assessment of the CCRs

- a) Each CCR will be assessed according to the extent to which the specified standards have been met.
- b) An indicative rating on the five-point scale will be provided for each CCR.
- c) This rating will be multiplied by the weighting given to each CCR during the contracting process, to provide a score.
- d) The applicable assessment rating calculator (refer to paragraph 6.5.1) will be used to add the scores and calculate a final CCR score.

6.5.3 Overall rating

An overall rating is calculated 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 CCR's:

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 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 standards expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.					
3	Fully Effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved results against all significant					

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

6.7 For purposes of evaluating the annual performance of the **Employee**, an evaluation panel constituted of the following persons shall be established -

- 6.7.1 Municipal Manager;
- 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 Committee or in respect of a plenary type municipality, another member of the Council; and
- 6.7.4 Municipal Manager from another municipality.

6.8 The manager responsible for Performance Management System of the municipality shall 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 Performance Agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

First quarter	:	July – September 2022
Second quarter	:	October – December 2022
Third quarter	:	January – March 2023
Fourth quarter	:	April – June 2023

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 as the case may be. In that case the **Employee** will be fully consulted before such change is made.

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8. DEVELOPMENTAL REQUIREMENTS

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

9. OBLIGATIONS OF THE EMPLOYER

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 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 reasonable require from time to time to assist him 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 commitment of 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 1% to 14% of the all-inclusive annual remuneration package may be paid to the **Employee** in recognition of outstanding performance to be constituted as follows:

- 11.2.1 a score of 101% 129% is awarded a performance bonus ranging from 1% to 5%; and
- 11.2.2 a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
- 11.2.3 a score of 150% and above is awarded a performance bonus ranging from 10% to 14%.

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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 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 duties.

12. DISPUTE RESOLUTION

12.1 Any dispute about the nature of the **Employee's** performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/or salary increment in the Agreement, must be mediated by the Mayor 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 Any dispute about the outcome of the **Employee's** performance evaluation, must be mediated by a member of the Municipal Council, provided that such member was not part of the evaluation panel provided for in 6.8, within thirty (30) days of receipt of a formal dispute from the **Employee**, whose decision shall be final and binding on both parties.

13. GENERAL

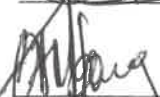
13.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the **Employer**

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


Thus done and signed at Ngqushwa Local Municipality on this 1 day of July 2022

AS WITNESSES:

1. 

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AS WITNESSES:

1. 

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EMPLOYEE


MUNICIPAL MANAGER

ANNEXURE B: PERFORMANCE DEVELOPMENT PLAN (PDP)

NGQUSHWA LOCAL MUNICIPALITY – PERFORMANCE AGREEMENT ANNEXURE B

PERSONAL DEVELOPMENT PLAN 2022/2023

FULL NAMES : MS ZIMKITHA ZONKE ZIWUNDLA

EMPLOYEE NUMBER : 970802

POSITION : DIRECTOR TECHNICAL SERVICES

KPA : QUALITY BASIC SERVICES AND INFRASTRUCTURE DEVELOPMENT

SUPERVISOR'S NAME : MR NDODA MGONGO

JOB PURPOSE : MANAGE QUALITY SERVICES AND INFRASTRUCTURE DEVELOPMENT

Table 1: Areas of Development and Formal Training

#	SKILLS PERFORMANCE GAP	OUTCOME EXPECTED	SUGGESTED TRAINING AND / OR DEVELOPMENT ACTIVITY	SUGGESTED TIMEFRAME	SUPPORT PERSON
1.	Roads Designs	Interpretation of designs submitted by consultants and be able to approve from informed point of view	Geometric design and roads AutoCAD	2022/2023 FY	Municipal Manager
2.	CPMD : Financial Management Module	Interpretation of financial statements and informed budgeting	CPMD Coarse	2022/2023 FY	Municipal Manager
3.	Construction contracts	Interpretation & comparison of construction contracts according to ECOSA and CIDB standards	Short course at school of consulting engineering	2022/2023 FY	Municipal Manager

DIRECTOR TECHNICAL SERVICES PERFORMANCE AGREEMENT (NGQUSHWA LOCAL MUNICIPALITY)

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Table 2: Other

You may attend an awareness session, seminar, conference, understanding, on-the-job training within the year that will seek to address any of the areas of development or personal development needs.

#	NAME OF SESSION, SEMINAR, CONFERENCE	OBJECTIVE OF DEVELOPMENT	QUARTER TARGETED / PERIOD / TIMEFRAME
1.	Advanced Project Management	To keep up with industry trends with regards to project management	Quarter 4
2.	Advanced tendering workshop	Understanding and interpretation of tender documents	Quarter 4

We, (Employee) and (Supervisor) agree that the above-mentioned areas for development and the type of intervention suggested would be engaged in to achieve objective/s for development. We also understand that due to the operational requirements and budget constraints of the Municipality (Department/division/unit), it may not be possible to undertake the training and development stated with the type of intervention stated and/or within the quarter of the year as stated. There is also an understanding between us that areas of development could be identified throughout the year and that this may change the order of priority and type of intervention as stated in the plan.


Signature: (Employee)  Date: 1/07/2022

Supervisor's Signature:  Date: 1/07/2022

DIRECTOR TECHNICAL SERVICES PERFORMANCE AGREEMENT (NGQUSHWA LOCAL MUNICIPALITY)

2022/23 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)															
KPA 2 :QUALITY BASIC SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT WEIGHT : 20															
Strategy	Objective	Key Performance Indicator	Annual Target	Budget	Baseline	Quarter One(1)Target	Quarter One (1)Evidence Required	Quarter Two (2) Target	Quarter Two (2) Evidence Required	Quarter Three(3) Target	Quarter Three(3) Evidence Required	Quarter Four (4) Target	Quarter Four (4) Evidence Required	Custodian	KPI NO
To provide access to quality infrastructure and sustainable basic services to the communities within available resources.	To ensure sound financial administration of all infrastructure grants, to manage all planning, implementation and monitoring of all infrastructure projects in compliance with all applicable quality standards by 2027	Number of km constructed by 30 June 2023	Construction of 10km Internal Gravel Roads (Machibi, Ward 4) by 30 June 2023	R3 068 194.00	1 km constructed in 2021/22	Construction of 25% of 10km Internal gravel roads at Machibi by 30 September 2022.	Signed progress report indicating 25% of 10km constructed at Machibi	Construction of 25% of 10km internal gravel roads at Machibi by 31 December 2022.	Signed progress report indicating 25% of 10km constructed at Machibi	Construction of 25% of 10km internal gravel roads at Machibi by 30 March 2023.	Signed progress report indicating 25% of 10km constructed at Machibi	Construction 25% of 10km internal gravel roads at Machibi and Issuing of practical completion certificate by 30 June 2023.	Progress report indicating 12% of 10km constructed at Machibi. Proof of practical completion certificate. Close-out Report.	Director Technical & Infrastructure Services	QBSD 1
		Number of km constructed by 30 June 2023	Construction of 5km Internal Gravel Roads (Mxaxa, Ward 7) by 30 June 2023	R4 500 000.00	Appointment of consultant for design in 2021/22	1.Appointment of contractor for construction of 5km Internal gravel road at Mxaxa. 2. Site Handover Meeting. 3. Construction of 20% of 5km internal road at Mxaxa by 30 September 2022.	1. Contractor Appointment letter 2. Site handover meeting minutes with attendance register 3. Signed progress report indicating 20% of 5km Constructed at Mxaxa.	Construction of 60% of 5km Internal gravel roads at Mxaxa by 31 December 2022.	Signed progress report indicating 60% of 5km constructed at Mxaxa	Construction of 20% of 5km internal gravel roads. Issuing of Practical Completion Certificate at Mxaxa by 30 March 2023.	Signed progress report indicating 20% of 5km constructed at Mxaxa. Proof of Practical Completion Certificate.	Not Applicable	Not Applicable	Director Technical & Infrastructure Services	QBSD 2
		Number of km constructed by 30 June 2023	Construction of 5km Internal Gravel Roads (Ntshamanzi, Ward 10) by 30 June 2023	R3 570 850.00	Not Applicable	Registration of Ntshamanzi Internal Roads with COGTA by 30 September 2022	Letter from COGTA approving the construction of Ntshamanzi Internal Roads	1.Appointment of contractor for construction of 5km Ntshamanzi internal gravel road. 2.Site Handover Meeting. 3 Construction of 20% of 5km internal roads in Ntshamanzi by 31 December 2022.	1. Contractor Appointment letter 2. Site handover meeting minutes with attendance register 3. Signed progress report indicating 20% of 5km constructed at Ntshamanzi.	Construction of 60% of 5km internal gravel roads at Ntshamanzi by 30 March 2023.	Signed progress report indicating 60% of 5km constructed at Ntshamanzi.	Construction of 20% of 5km Internal gravel roads. Issuing of Practical Completion Certificate at Ntshamanzi by 30 June 2023.	1. Progress report indicating 200% of 5km constructed at Ntshamanzi. 2. Proof of Practical Completion Certificate. 3. Close-out Report.	Director Technical & Infrastructure Services	QBSD 3
		Number of km constructed by 30 June 2023	Construction of 3km Internal Gravel Roads (Polar Park, Ward 8) by 30 June 2023	R830 375.82	2km Constructed in 2021/2022	Construction of 100% of 3km internal gravel roads at Polar Park by 30 September 2022. Issuing of Practical Completion	Signed progress report indicating 100% of 3km constructed in Polar Park. Proof of Practical Completion Certificate.	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Director Technical & Infrastructure Services	QBSD 4
		Number of Community Halls constructed by 30 June 2023	Construction of one Community Hall in (Ntloko, Ward 9) by 30 June 2023	R1 800 000.00	Not Applicable	Not Applicable	Not Applicable	Registration of Ntloko Community Hall with COGTA, Advertisement and appointment of Contractor. Conduct site handover for construction of Ntloko Community Hall by 31 December 2022.	1.Letter from COGTA approving the construction of Ntloko Community Hall 2.Proof of advertisement and Contractor appointment letter 3.Site meeting minutes with attendance register	Construction of 50% Ntloko community hall. Conduct 3 x site meetings by 31 March 2023.	1. Progress report indicating 50% on construction of Ntloko Community Hall . 2. Three site minutes with attendance registers of the meetings.	Construction of 50% and Completion of Ntloko community hall. Conduct 3 site meetings by 30 June 2023.	1. Report indicating 50% completion progress of Ntloko Community Hall. 2. Issuing of Practical Completion Certificate. 3. Three site minutes with attendance registers of the meetings. 4. Close-out Report	Director Technical & Infrastructure Services	QBSD 5
		Number of Community Halls constructed by 30 June 2023	Construction of one Community Hall in (Tamara, Ward 1) by 30 June 2023	R1 805 000.00	Not Applicable	Not Applicable	Not Applicable	Registration of Tamara Community Hall with COGTA, Advertisement and appointment of contractor. Conduct site handover for construction of Tamara Community Hall by 31 December 2022.	1.Letter from COGTA approving the construction of Tamara Community Hall 2.Proof of advertisement and Contractor appointment letter 3. Site meeting minutes with attendance register.	Construction of 50% Tamara community hall. Conduct 3 x Site meetings by 31 March 2023	1. Signed Progress report indicating 50% on construction of Tamara Community Hall. 2. Three site minutes with attendance registers of the meetings.	Construction of 50% and Completion of Tamara community hall. Conduct 3 x Site meetings by 30 June 2023	1. Signed Progress report indicating 50% completion progress of Tamara Community Hall. 2. Issuing of Practical Completion Certificate. 3. Three site minutes with attendance registers of the meetings. 4. Close-out Report	Director Technical & Infrastructure Services	QBSD 6
		Number of Community Halls constructed by 30 June 2023	Construction of one Community Hall in (Lover Twist, Ward 5) by 30 June 2023	R2 086 780.00	Not Applicable	Not Applicable	Not Applicable	Registration of Lover Twist Community Hall with COGTA, Advertisement and appointment of contractor. Conduct site handover for construction of Lover Twist Community Hall by 31 December 2022.	1. Letter from COGTA approving the construction of Lover Twist Community Hall 2.Proof of advertisement and Contractor appointment letter. 3. Site meeting minutes with attendance register.	Construction of 50% Lover Twist community hall and conduct 3 site meetings by 31 March 2023	1.Signed Progress report indicating 50% progress on construction of Lovers Twist Community Hall. 2. Three site minutes with attendance registers of the meetings.	Construction of 50% and Completion of Lover Twist community hall. Conduct 3 x site meetings by 30 June 2023	1. Progress report indicating 50% completion progress of Lover Twist Community Hall. 2. Issuing of Practical Completion Certificate. 3. Three site minutes with attendance registers of the meetings. 4. Close-out Report	Director Technical & Infrastructure Services	QBSD 7
		Number of Professional Service Providers (Consultant) appointed for development of designs and working drawing for 5km Glenmore Internal Streets 30 June 2023	One consultant appointed for development of designs and working drawings for the Construction of 5km Glenmore Internal Streets by 30 June 2023	R500 000.00	Not Applicable	Appointment of Engineering Consultant. Development of Preliminary Design Report for Surfacing of 5km Glenmore Internal Streets by 30 September 2022	1. Consultant appointment letter. 2. Preliminary Design Report.	Development of Final Designs and Working Drawings for the Surfacing of 5km Glenmore Internal Streets by 31 December 2022.	1. Final Design Report and Working Drawings	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Director Technical & Infrastructure Services	QBSD 8
		Number of Hawkers Stalls Constructed by 30 June 2023	Construction of 20 Hawkers Stalls in Peddie Town by 30 June 2023	R3 312 000.00	Not Applicable	Appointment of Contractor and site handover meeting by 31 September 2022	1. Contractor Appointment letter 2. Handover meeting minutes with attendance register for Construction of 20 Hawkers Stalls in Peddie Town.	Construction and completion of 10 Hawker Stalls. Conduct 3x Site progress meetings by 31 December 2022.	1. Signed progress report on indicating 50% construction progress. 2. Three Site Meeting minutes with Attendance Registers.	Construction and completion of 10 Hawker Stalls. Conduct 3x Site progress meetings. Issuing of Practical Completion Certificate by 31 March 2023.	1. Signed progress report indicating 50% completion of works on Construction of 20 Hawker Stalls. 2. Three Site Meeting minutes with Attendance Registers. 3. Proof of Practical Completion Certificate. 4. Close-out Report.	Not Applicable	Not Applicable	Director Technical & Infrastructure Services	QBSD 9
		Number of Sport Field upgraded by 30 June 2023	One Sport Field Upgraded (Phase 1) in Peddie Extension by 30 June 2023	R11 264 900.00	Not Applicable	Appointment of Contractor for construction of Peddie Extension Sport Field Phase 1. Conduct 1 x Site handover meeting by 31 September 2022	1. Contractor Appointment letter 2. Site handover meeting minutes with attendance register.	Construction of Peddie Extension Sport Field phase 1. Conduct 3 x Progress Site Meetings by 31 December 2022	1. Signed progress Report indicating 30% construction progress of Peddie Extension Sport Field Phase 1. 2. Three Site Meeting minutes with Attendance Registers.	Construction of 60% Peddie Extension Sport Field. Conduct 3 x Progress Site Meetings by 31 March 2023	1. Signed progress Report indicating 60% Construction Progress of Peddie Extension Sport Field. 2. Three Site Meeting minutes with Attendance Registers.	Construction of Peddie Extension Sport Field. Conduct 3 x Progress Site Meetings. Issuing of Practical Completion Certificate by 30 June 2023.	1. Progress Report indicating 10% completion of construction of Peddie Extension Sport Field Phase 1. 2.Three Site Meeting minutes with Attendance Registers. 3.Proof of Practical Completion Certificate.4.Close-out Report.	Director Technical & Infrastructure Services	QBSD 10
		Number of landfill sites planned by 30 June 2023.	One (1) Landfill site planned (feasibility study) in Peddie by 30 June 2023	R1 200 000.00	Not Applicable	Appointment of Engineering Consultant for the Feasibility Study. Completion of Phase 1 - Peddie Landfill Site feasibility study (Inception stage) by 30 September 2022	1. Consultant appointment letter for the feasibility study of Peddie Landfill site. 2. Inception Report on completion of Phase 1 in Peddie Landfill site feasibility study	Completion of Phase 2 - Peddie Landfill site feasibility study (Planning stage) by 31 December 2022.	1. Status Quo & Analysis Report of Phase 2 in Peddie Landfill site feasibility study	Completion of Phase 3 - Peddie Landfill site feasibility study (Execution stage) by 31 March 2023.	1. Copy of draft feasibility study report on Peddie Landfill site	Completion of Phase 4 & 5 - Peddie Landfill site feasibility study (Final Implementation Framework and Approval stage) by 31 June 2023.	1. Copy of final feasibility study report on Peddie Landfill site 2. Implementation Plan 3. Close-out Report for Peddie Landfill site feasibility study. 4.Final Implementation Framework and approval	Director Technical & Infrastructure Services	QBSD 11

	Number of reports developed on Registration of MiG projects and procurement processes for appointment of service providers by 30 June 2023	Three(3) reports developed on Registration of 2022/2023 & 2023/2024 MiG projects and procurement processes for appointment of service providers by 30 June 2023	R0	Not Applicable	Develop quarterly report on registration of 2022/2023 MiG projects by 30 September 2022	Signed quarterly report on registration of 2022/2023 MiG projects	Develop quarterly report on registration of 2023/2024 MiG projects by 31 December 2022	Signed quarterly report on registration of 2023/2024 MiG projects	Develop quarterly report on registration of 2023/2024 MiG projects by 31 March 2023	Signed quarterly report on registration of 2023/2024 MiG projects	Develop quarterly report on procurement processes for appointment of service providers for 2023/2024 MiG projects by 31 June 2023	Signed quarterly report on procurement processes for appointment of service providers for 2023/2024 MiG projects	Director Technical & Infrastructure Services	QBSD 12
To ensure management and proactive maintenance of municipality's roads, stormwater network, public lighting and electricity infrastructure in order to provide durable and safe infrastructure that comply with all applicable quality standards by 2027.	Number of km of existing roads maintained through dry blading and pothole patching by 30 June 2023	Maintenance of 250 km existing roads through dry blading in all 12 wards by 30 June 2023	R260 423	220km maintained in 2021/22	Maintenance of 60 km of existing roads through dry blading in 3 of the 12 wards by 30 September 2022	1. Signed quarterly Progress Report on maintenance of 60km of existing roads in 3 wards. 2. Job cards	Maintenance of 65 km of existing roads through dry blading in 3 of the 12 wards by 31 December 2022	1. Signed Quarterly Progress Report on maintenance of 65km of existing roads in 3 wards. 2. Job cards	Maintenance of 60 km of existing roads through dry blading in 3 of the 12 wards by 31 March 2023	1. Signed Quarterly Progress Report on maintenance of 60km existing roads in 3 wards. 2. Job cards	Maintenance of 65 km of existing roads through dry blading in 3 of the 12 wards by 30 June 2023	1. Signed Quarterly Progress Report on maintenance of 65km of existing roads in 3 wards. 2. Job cards	Director Technical & Infrastructure Services	QBSD 13
	Review and Council approval of Roads Maintenance plan by 30 June 2023	Review of Roads Maintenance plan and submission to Council for approval by 30 June 2023	R0	Roads Maintenance Plan	Roads Maintenance plan reviewed by 30 September 2022	Copy of reviewed Roads Maintenance plan	Submission of Roads Maintenance plan to Council for approval by 31 December 2022	Council resolution approving the reviewed Roads Maintenance plan	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Director Technical & Infrastructure Services	QBSD 14
	Number of Public Lighting maintained by 30 June 2023	Maintenance of 7 Highmast lights and 300 Street lights by replacing luminaries and cables by 30 June 2023	R509 608.00	4 Highmast and 130 Streetlights maintained in 2021/22 financial year.	Appointment of Service Provider for maintenance of 7 High Mast lights in Peddie Town, Hamburg and Glenmore. Replacement of luminaries and cables for 7 Highmast lights in Hamburg, Peddie Town and Glenmore (Works) by 30 September 2022.	1. Appointment letter of Service Provider responsible for maintenance of 7 high mast lights. 2. Signed Quarterly Report on maintenance of 7 Highmast lights in Hamburg, Peddie Town and Glenmore.	Procurement of Electrical Material for maintenance of 300 streetlights. Maintenance of 100 street lights in Hamburg (Replacement of luminaries and cables) by 31 December 2022.	1. Purchase Order Delivery Note 2. Signed Quarterly report on maintenance of 100 streetlights in Hamburg Village. 3.	2. Maintenance of 100 streetlights in Wesley Village (Replacement of luminaries and cables) by 31 March 2023.	Signed Quarterly report on maintenance of 100 streetlights in Wesley Village.	Maintenance of 100 street lights at Mphikweni Village. (Replacement of luminaries and cables) by 30 June 2023.	1. Signed Quarterly report on maintenance of 100 streetlights in Mphikweni Village.	Director Technical & Infrastructure Services	QBSD 15
To manage the rendering of Waste Management Services in accordance with applicable legislations, bylaws and standards by 2027	Number of Waste Management campaigns conducted in schools by 30 June 2023	Four(4) waste management campaigns conducted in schools by 30 June 2023	R0	Four quarterly reports on waste management campaigns conducted in schools developed in 2021/22	Conduct one (1) Waste Management campaign in Ward 8 (Peddie Town and surrounding Townships) by 30 September 2022	1. Signed Quarterly report on Waste Management campaign conducted in Ward 8 2. Agenda & Attendance register for the Waste management campaign conducted in Ward 8	Conduct one (1) Waste Management campaign in Ward 12 (Hamburg Town and surrounding settlements) by 31 December 2022	1. Signed Quarterly report on Waste Management campaign conducted in Ward 12 2. Agenda & Attendance register for the Waste management campaign conducted in Ward 12	Conduct one (1) Waste Management campaign in Ward 6 (Feni, Cisirha Villages) by 31 March 2023	1. Signed Quarterly report on Waste Management campaign conducted in Ward 6 2. Agenda & Attendance register for the Waste management campaign conducted in Ward 6	Conduct one (1) Waste Management campaign in Peddie Town and surrounding Townships at Ward 8 by 30 June 2023	1. Signed Quarterly report on Waste Management campaign conducted in Ward 8 2. Agenda & Attendance register for the Waste management campaign conducted in Ward 8	Director Community Services	QBSD 16
	Number of households with access to basic level of refuse removal by 30 June 2023	Four (4) quarterly report on household with access to basic level of refuse removal by 30 June 2023	R180 914.00	Four quarterly reports on household with access to basic level of refuse removal developed in 2021/22	Refuse Collection in all eligible households in Peddie, Hamburg Town, Birha and Mgwelana by 30 September 2022	1. Signed Quarterly report on household refuse collection. 2. Signed Trip Authorities 3. Signed Weekly Plans.	Refuse Collection in all eligible households in Peddie, Hamburg Town, Birha and Mgwelana by 31 December 2022	1. Signed Quarterly report on household refuse collection. 2. Signed Trip Authorities 3. Signed Weekly Plans.	Refuse Collection in all eligible households in Peddie, Hamburg Town, Birha and Mgwelana by 31 March 2023	1. Signed Quarterly report on household refuse collection. 2. Signed Trip Authorities 3. Signed Weekly Plans.	Refuse Collection in all eligible households in Peddie, Hamburg Town, Birha and Mgwelana by 30 June 2023	1. Signed Quarterly report on household refuse collection. 2. Signed Trip Authorities 3. Signed Weekly Plans.	Director Community Services	QBSD 17

Submitted by :	Z.Z. Shwundla	Approved by :	N. Mgengo
Designation :	Director Technical Services	Designation :	Municipal Manager
Signature :		Signature :	
Date :	1 / 07 / 2022	Date :	1 / 07 / 2022