



**PERFORMANCE AGREEMENT  
MADE AND ENTERED INTO BY AND  
BETWEEN:  
NGQUSHWA LOCAL MUNICIPALITY  
AS REPRESENTED BY  
MR.NDODA MGENGU  
MUNICIPAL MANAGER  
AND  
MR.LUNDI MBANDAZAYO  
ACTING DIRECTOR TECHNICAL SERVICES  
THE EMPLOYEE OF THE MUNICIPALITY  
FOR THE FINANCIAL YEAR:  
1 JULY 2023 – 30 JUNE 2024**

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**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

**MR LUNDI MBANDAZAYO**; 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

ACTING DIRECTOR TECHNICAL SERVICES PERFORMANCE AGREEMENT (NGQUSHWA LOCAL MUNICIPALITY)

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- 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 **15 AUGUST 2023** and will remain in force until **15 NOVEMBER 2023 (3 MONTHS)** 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.

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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** 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%
<b>Total</b>	<b>100</b>

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:

Core Competency Requirements for Managers (CCR)		Indicate Choice: Select Yes/No	Weight
<b>Core Managerial Competencies</b>			
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%
<b>Core Occupational Competencies</b>			
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%
<b>Total CCR Score</b>			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

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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 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					

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		appraisal indicates that the Employee has fully achieved 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 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 2023
Second quarter	:	October – December 2023
Third quarter	:	January – March 2024
Fourth quarter	:	April – June 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 as the case may be. In that case the **Employee** will be fully consulted before 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**

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

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- 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%.

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 15 day of August 2023

AS WITNESSES:

1. X. M. Mawwa  
2. L. S. L. L. L.

[Signature]  
EMPLOYEE

AS WITNESSES:

1. [Signature]  
2. [Signature]

[Signature]  
MUNICIPAL MANAGER

ACTING DIRECTOR TECHNICAL SERVICES PERFORMANCE AGREEMENT (NGQUSHWA LOCAL MUNICIPALITY)

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**ANNEXURE B: PERFORMANCE DEVELOPMENT PLAN (PDP)**

**NGQUSHWA LOCAL MUNICIPALITY – PERFORMANCE AGREEMENT ANNEXURE B**

**PERSONAL DEVELOPMENT PLAN 2023/2024**

**FULL NAMES** : MR LUNDI MBANDAZAYO

**EMPLOYEE NUMBER** :

**POSITION** : ACTING DIRECTOR TECHNICAL SERVICES

**KPA** : QUALITY BASIC SERVICES AND INFRASTRUCTURE DEVELOPMENT

**SUPERVISOR'S NAME** : MR NDODA MGENGO

**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	2023/2024 FY	Municipal Manager
2.	CPMD : Financial Management Module	Interpretation of financial statements and informed budgeting	CPMD Coarse	2023/2024 FY	Municipal Manager
3.	Advanced Project Management	To keep up with industry trends with regards to project management	Short course at school of consulting engineering	2023/2024 FY	Municipal Manager

ACTING DIRECTOR TECHNICAL SERVICES PERFORMANCE AGREEMENT (NGQUSHWA LOCAL MUNICIPALITY)

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4.	Construction contracts	Interpretation & comparison of construction contracts according to ECSA and CIDB standards		Municipal Manager
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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.	SUPPLY CHAIN MANAGEMENT	Understanding and interpretation of tender documents and asset management	Quarter 4
2.	Advanced tendering workshop	Understanding and interpretation of tender documents and asset management	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: 15/08/2023

Supervisor's Signature: \_\_\_\_\_ Date: 15/08/2023

ACTING DIRECTOR TECHNICAL SERVICES PERFORMANCE AGREEMENT (NGQUSHWA LOCAL MUNICIPALITY)

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2023/24 PERFORMANCE PLAN

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
To provide access to quality infrastructure grants, to manage all planning, implementation and monitoring of all infrastructure projects in compliance with all applicable quality standards available resources by 2024	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 available resources by 2024	Percentage on number of Sportfield completed by 30 June 2024	Completion of remaining 60% of One(1) Peddie Extension Sportfield Phase 1 to complement 100% construction by 30 June 2024	R 2 286 030,68	Peddie Extension Sportfield upgraded up to 40% in 2022/23	Completion of 20% of One(1) Peddie Extension Sportfield Phase 1 to complement 60% progress on construction by 30 September 2023	1. Signed progress report indicating 80% construction progress of Peddie Extension sport field Phase 1 to complement 60% progress on construction with attendance register	Completion of 20% of One(1) Peddie Extension Sportfield Phase 1 to complement 80% progress on construction by 31 December 2023	1. Signed progress report indicating 20% construction progress of Peddie Extension sport field Phase 1 to complement 80% progress on construction with attendance register	Completion of 20% of One(1) Peddie Extension Sportfield Phase 1 to complement 100% progress on construction by 31 March 2024	1. Signed progress report indicating 100% construction progress of Peddie Extension sport field Phase 1 to complement 100% progress on construction with attendance register
		Percentage on KM completed by 30 June 2024	Completion of remaining 95% on Surfacing (paving) of 1km at Glenmore to complement 100% construction by 30 June 2024	R 5 575 486,53	Surfacing (paving) of 5% in 5km at Glenmore Internal Streets in 2022/23	Completion of 30% on Surfacing(paving) to complement 35% progress on construction by 30 September 2023	1. Signed progress report indicating 85% construction progress on Surfacing (paving) of Glenmore Internal Streets 2. Progress meeting minutes with attendance register	Completion of 30% on Surfacing(paving) to complement 65% progress on construction by 31 December 2023	1. Signed progress report indicating 65% construction progress on Surfacing (paving) of Glenmore Internal Streets 2. Progress meeting minutes with attendance register	Completion of 35% on Surfacing(paving) to complement 100% progress on construction by 31 March 2024	1. Signed progress report indicating 100% construction progress on Surfacing (paving) of Glenmore Internal Streets 2. Progress meeting minutes with attendance register
		Number of report compiled on the percentage on work done to complete the development of feasibility study by 30 June 2024.	Four (4) reports compiled on the percentage on work done to complete the development of feasibility study by 30 June 2024.	R 541 791,39	15% of feasibility study conducted in 2022/23	Quarterly report compiled on the percentage on work done to complete the development of feasibility study by 30 September 2023	Report indicating percentage on work done to complete the development of feasibility study	Quarterly report compiled on the percentage on work done to complete the development of feasibility study by 31 December 2023	Report indicating percentage on work done to complete the development of feasibility study	Quarterly report compiled on the percentage on work done to complete the development of feasibility study by 31 March 2024	Report indicating percentage on work done to complete the development of feasibility study
		Percentage on KM completed by 30 June 2024	Completion of remaining 30% on 5km Ntshamanzi Internal Streets to complement 100% construction by 30 June 2024	R 15 898,41	Construction of 70% on 5km of Ntshamanzi Internal Streets in 2022/23	Completion of 10% on Ntshamanzi Internal Road to complement 80% progress on construction by 30 September 2023	1. Signed progress report indicating 80% construction progress on Ntshamanzi Internal Road 2. Progress meeting minutes with attendance register	Completion of 10% on Ntshamanzi Internal Road to complement 80% progress on construction by 31 December 2023	1. Signed progress report indicating 80% construction progress on Ntshamanzi Internal Road 2. Progress meeting minutes with attendance register	Completion of 10% on Ntshamanzi Internal Road to complement 100% progress on construction by 31 March 2024	1. Signed progress report indicating 100% construction progress on Ntshamanzi Internal Road 2. Progress meeting minutes with attendance register
		Percentage on number of community hall completed by 30 June 2024	Completion of remaining 50% of One(1) Ntshoko Community Hall to complement 100% construction by 30 June 2024	R 576 003,88	Construction of 70% of Ntshoko Community Hall in 2022/23	Completion of 10% of One(1) Ntshoko Community Hall to complement 80% progress on construction by 30 September 2023	1. Signed progress report indicating 80% construction progress of Ntshoko Community Hall 2. Progress meeting minutes with attendance register	Completion of 10% of One(1) Ntshoko Community Hall to complement 90% progress on construction by 31 December 2023	1. Signed progress report indicating 90% construction progress of Ntshoko Community Hall 2. Progress meeting minutes with attendance register	Completion of 10% of One(1) Ntshoko Community Hall to complement 100% progress on construction by 31 March 2024	1. Signed progress report indicating 100% construction progress of Ntshoko Community Hall 2. Progress meeting minutes with attendance register
		Percentage on number of community hall completed by 30 June 2024	Completion of remaining 30% of One(1) Tamana Community Hall to complement 100% construction by 30 June 2024	R 576 003,88	Construction of 70% of Tamana Community Hall in 2022/23	Completion of 10% of One(1) Tamana Community Hall to complement 80% progress on construction by 30 September 2023	1. Signed progress report indicating 80% construction progress of Tamana Community Hall 2. Progress meeting minutes with attendance register	Completion of 10% of One(1) Tamana Community Hall to complement 90% progress on construction by 31 December 2023	1. Signed progress report indicating 90% construction progress of Tamana Community Hall 2. Progress meeting minutes with attendance register	Completion of 10% of One(1) Tamana Community Hall to complement 100% progress on construction by 31 March 2024	1. Signed progress report indicating 100% construction progress of Tamana Community Hall 2. Progress meeting minutes with attendance register
		Percentage on number of community hall completed by 30 June 2024	Completion of remaining 30% of One(1) Lower's Twist Community Hall to complement 100% construction by 30 June 2024	R 540 626,25	Construction of 70% of Lower's Twist Community Hall in 2022/23	Completion of 10% of One(1) Lower's Twist Community Hall to complement 80% progress on construction by 30 September 2023	1. Signed progress report indicating 80% construction progress of Lower's Twist Community Hall 2. Progress meeting minutes with attendance register	Completion of 10% of One(1) Lower's Twist Community Hall to complement 90% progress on construction by 31 December 2023	1. Signed progress report indicating 90% construction progress of Lower's Twist Community Hall 2. Progress meeting minutes with attendance register	Completion of 10% of One(1) Lower's Twist Community Hall to complement 100% progress on construction by 31 March 2024	1. Signed progress report indicating 100% construction progress of Lower's Twist Community Hall 2. Progress meeting minutes with attendance register
		Percentage on number of highest light installed by 30 June 2024	Installation of 100% of Four (4) Fein highest light by 30 June 2024	R 2 622 138,90	One consultant appointed for development of designs for the installation of 7 highest lights in Fein (3) and Mgababa (4) in 2022/23	1. Appointment of Contractor for the installation of 4 highest lights at Fein 2. Completion of 30% of 4 highest light at Fein to complement 30% progress on installation by 30 September 2023	1. Contractor Appointment letter for the installation of 4 highest light at Fein 2. Site handover meeting minutes with attendance register 3. Signed progress report indicating 30% installation progress of Fein highest light 4. Progress meeting minutes with attendance register	Completion of 30% of 4 highest light to complement 60% progress on installation by 31 December 2023	1. Signed progress report indicating 60% installation progress of 4 Fein highest light 2. One Progress meeting minutes with attendance register	Completion of 40% of 4 Fein highest light to complement 100% progress on installation by 31 March 2024	1. Signed progress report indicating 100% installation progress of 4 Fein highest light 2. One Progress meeting minutes with attendance register 3. Completion certificate to complement 100% completion.

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Percentage on number of community hall constructed by 30 June 2024	Construction of 100% of One (1) Borngwen Community Hall by 30 June 2024	R2 533 000.00	One consultant appointed for development of designs for the construction of Borngwen community hall in 2022/23	1. Appointment of Constructor for the construction of Borngwen Community Hall to complement 30% progress on construction by 30 September 2023	1. Contractor Appointment letter on construction of Borngwen Community Hall to complement 60% progress on construction by 31 December 2023	2. Completion of 30% of Ngquthu Community Hall to complement 60% progress on construction by 31 December 2023	1. Signed progress report indicating 60% construction progress of Borngwen Community Hall to complement 100% progress on construction by 31 December 2023	2. Completion of 40% of Ngquthu Community Hall to complement 100% progress on construction by 31 March 2024	1. Signed progress report indicating 100% construction progress of Borngwen Community Hall to complement 100% progress on construction by 31 March 2024	No planned target for this quarter	No planned target for this quarter	Director Technical & Infrastructure Services	QBSD 9
Percentage on number of community hall constructed by 30 June 2024	Construction of 100% of One (1) Ngquthu Community Hall by 30 June 2024	R2 318 501.80	One consultant appointed for development of designs for the construction of Ngquthu community hall in 2022/23	1. Appointment of Constructor for the construction of Ngquthu Community Hall to complement 30% progress on construction by 30 September 2023	1. Contractor Appointment letter on construction of Ngquthu Community Hall to complement 60% progress on construction by 31 December 2023	2. Completion of 30% of Ngquthu Community Hall to complement 60% progress on construction by 31 December 2023	1. Signed progress report indicating 60% construction progress of Ngquthu Community Hall to complement 100% progress on construction by 31 December 2023	2. Completion of 40% of Ngquthu Community Hall to complement 100% progress on construction by 31 March 2024	1. Signed progress report indicating 100% construction progress of Ngquthu Community Hall to complement 100% progress on construction by 31 March 2024	No planned target for this quarter	No planned target for this quarter	Director Technical & Infrastructure Services	QBSD 10
Percentage on number of community hall constructed by 30 June 2024	Construction of 100% of One (1) Mgqeleni Community Hall by 30 June 2024	R2 491 001.80	One consultant appointed for development of designs for the construction of Mgqeleni community hall in 2022/23	1. Appointment of Constructor for the construction of Mgqeleni Community Hall to complement 30% progress on construction by 30 September 2023	1. Contractor Appointment letter on construction of Mgqeleni Community Hall to complement 60% progress on construction by 31 December 2023	2. Completion of 30% of Mgqeleni Community Hall to complement 60% progress on construction by 31 December 2023	1. Signed progress report indicating 60% construction progress of Mgqeleni Community Hall to complement 100% progress on construction by 31 December 2023	2. Completion of 40% of Mgqeleni Community Hall to complement 100% progress on construction by 31 March 2024	1. Signed progress report indicating 100% construction progress of Mgqeleni Community Hall to complement 100% progress on construction by 31 March 2024	No planned target for this quarter	No planned target for this quarter	Director Technical & Infrastructure Services	QBSD 11
Percentage on KM completed by 30 June 2024	Completion of remaining 95% on 5km Mkanyeni Internal Roads to complement 100% construction by 30 June 2024	R2 002 609.62	Construction of 5% of 5km Mkanyeni Internal Roads in 2022/23	Completion of 30% on Mkanyeni Internal Roads to complement 35% progress on construction by 30 September 2023	1. Signed progress report indicating 35% construction progress on Mkanyeni Internal Roads	2. Progress meeting minutes with attendance register	1. Signed progress report indicating 65% construction progress on Mkanyeni Internal Roads	2. Progress meeting minutes with attendance register	1. Signed progress report indicating 100% construction progress on Mkanyeni Internal Roads	No planned target for this quarter	No planned target for this quarter	Director Technical & Infrastructure Services	QBSD 12
Percentage on KM completed by 30 June 2024	Completion of remaining 95% on 5km Nier Internal Roads to complement 100% construction by 30 June 2024	R2 843 071.40	Construction of 5% of 5km Nier Internal Roads in 2022/23	Completion of 30% on Nier Internal Roads to complement 35% progress on construction by 30 September 2023	1. Signed progress report indicating 35% construction progress on Nier Internal Roads	2. Progress meeting minutes with attendance register	1. Signed progress report indicating 65% construction progress on Nier Internal Roads	2. Progress meeting minutes with attendance register	1. Signed progress report indicating 100% construction progress on Nier Internal Roads	No planned target for this quarter	No planned target for this quarter	Director Technical & Infrastructure Services	QBSD 13
Number of reports developed on final completion of internal roads by 30 June 2024	Three(3) close-out reports developed on completion of 3 internal Roads (Power (1km), Newwoods(1km) and Piko(1km) constructed by 30 June 2024	R5 775.00	Construction of Three(3) internal roads (1km Power, 1km Newwoods and 1km Piko) in 2022/23	Development of 3 close-out report and issuing of Three(3) Final completion certificate for the completion of 3 internal roads (Power (1km), Newwoods(1km) and Piko(1km) by 30 September 2023	Three (3) Close-out report and Three (3) Final completion certificate on completion of Power, Newwoods and Piko(1km) by 30 September 2023	No planned target for this quarter	One(1) Close-out report and One(1) Final completion certificate on completion of Matchibi Internal Roads	Development of One(1) close-out report and issuing of One(1) Final completion certificate for the completion of 10km Matchibi Internal Roads by 31 December 2023	One(1) Close-out report and One(1) Final completion certificate on completion of Matchibi Internal Roads for the completion of 10km Matchibi Internal Roads by 31 March 2024	No planned target for this quarter	No planned target for this quarter	Director Technical & Infrastructure Services	QBSD 14
Number of reports developed on final completion of internal roads by 30 June 2024	Two(2) close-out reports developed on completion of 2 internal Roads (10km Matchibi and 5km Mxaxa) constructed by 30 June 2024	R157 149.98	Construction of Two(2) internal roads (Matchibi and Mxaxa) in 2022/23	No planned target for this quarter	No planned target for this quarter	Development of One(1) close-out report and issuing of One(1) Final completion certificate for the completion of 10km Matchibi Internal Roads by 31 December 2023	One(1) Close-out report and One(1) Final completion certificate on completion of Matchibi Internal Roads	Development of One(1) close-out report and issuing of One(1) Final completion certificate for the completion of 10km Matchibi Internal Roads by 31 March 2024	One(1) Close-out report and One(1) Final completion certificate on completion of Matchibi Internal Roads	No planned target for this quarter	No planned target for this quarter	Director Technical & Infrastructure Services	QBSD 15
Number of reports developed on final completion of Hawkers stalls by 30 June 2024	One(1) close-out reports developed on completion of 20 Hawkers stalls constructed by 30 June 2024	R63 339.45	Construction of 20 Hawkers stalls in 2022/23	No planned target for this quarter	No planned target for this quarter	Development of One(1) close-out report and issuing of One(1) Final completion certificate for the completion of 20 Hawkers Stalls by 31 December 2023	One(1) Close-out report and One(1) Final completion certificate on completion of 20 Hawkers Stalls	Development of One(1) close-out report and issuing of One(1) Final completion certificate for the completion of 20 Hawkers Stalls by 31 March 2024	One(1) Close-out report and One(1) Final completion certificate on completion of 20 Hawkers Stalls	No planned target for this quarter	No planned target for this quarter	Director Technical & Infrastructure Services	QBSD 16
Number of reports developed on INEP expenditure by 30 June 2024	Four(4) reports developed on INEP expenditure by 30 June 2024	RO	No Applicable	Develop quarterly report indicating expenditure on INEP by 30 September 2023	Quarterly report indicating expenditure on INEP	Develop quarterly report indicating expenditure on INEP by 31 December 2023	Quarterly report indicating expenditure on INEP	Develop quarterly report indicating expenditure on INEP by 31 March 2024	Quarterly report indicating expenditure on INEP	Develop quarterly report indicating expenditure on INEP by 30 June 2024	Quarterly report indicating expenditure on INEP	Director Technical & Infrastructure Services	QBSD 17
Number of reports developed on MIGMIS expenditure by 30 June 2024	Four(4) reports developed on MIGMIS expenditure by 30 June 2024	RO	No Applicable	Develop quarterly report indicating expenditure on MIGMIS by 30 September 2023	Quarterly report indicating expenditure on MIG and MIS	Develop quarterly report indicating expenditure on MIGMIS by 31 December 2023	Quarterly report indicating expenditure on MIG and MIS	Develop quarterly report indicating expenditure on MIGMIS by 31 March 2024	Quarterly report indicating expenditure on MIG and MIS	Develop quarterly report indicating expenditure on MIGMIS by 30 June 2024	Quarterly report indicating expenditure on MIG and MIS	Director Technical & Infrastructure Services	QBSD 18

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