

COVID -19 AMENDMENTS ON THE REVISED PERFORMANCE AGREEMENT

IN TERMS OF THE:

**LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT,
2000 (32 OF 2000), AS AMENDED**

AND

**LOCAL GOVERNMENT: MUNICIPAL PERFORMANCE REGULATION FOR
MUNICIPAL MANAGERS AND MANAGERS DIRECTLY ACCOUNTABLE TO
MUNICIPAL MANAGERS, 2006**

AND

**LOCAL GOVERNMENT: REGULATIONS ON APPOINTMENT AND CONDITIONS
OF EMPLOYMENT OF SENIOR MANAGERS, 2014**

AND

**THE DECLARATION OF A NATIONAL STATE OF DISASTER PUBLISHED IN
GOVERNMENT GAZETTE NO 43096 OF 15 MARCH 2020 AND COVID-19
REGULATIONS PUBLISHED UNDER GOVERNMENT NOTICE NO 318 OF 18
MARCH 2020 AND COVID-19 REGULATIONS OF 25 MARCH 2020**

Entered into by and between

The **CITY OF MATLOSANA** herein represented by

THEETSI SOLOMON ROGER NKHUMISE

in his capacity as

Municipal Manager

(hereinafter referred to as the **Employer**)

and

LESEGO SEAMETSO

as the

Director: Corporate Support

(hereinafter referred to as the **Employee**)

For the Period

1 July 2019 to 30 June 2020

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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The CITY OF MATLOSANA herein represented by THEETSI SOLOMON ROGER NKHUMISE (ID NR. 7212265390082) in his capacity as the MUNICIPAL MANAGER (hereinafter referred to as the Employer) and LESEGO SEAMETSO (ID NR. 8703010275080) in her capacity as the DIRECTOR: CORPORATE SUPPORT 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, as amended ("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, as amended read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the 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 and Section 57(4c) of the Systems Amendment Act.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to -

- 2.1 comply with the provisions of Section 57(1)(b), (4a), (4b) and (5) of the Systems Act, Section 57(4c) of the Systems Amendment Act, as well as the employment contract entered into 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 (IDP), 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 and outcomes;
- 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; with Section 11 of this agreement 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 **1 JULY 2019** and will remain in force until **30 June 2020** 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 include a new performance agreement that replaces this agreement at least once a year not later than 31st of July of the succeeding financial year.
- 3.3 This Agreement will terminate on the termination of the **Employee's** contract of employment.
- 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.
 - 4.1.3 The Competencies (Annexure B) – definitions in terms of regulation 21 of 17 January 2014 are required, to operate effectively as senior manager in the Local Government environment.
- 4.2 The performance objectives and targets reflected in the Performance Plan (Annexure A) are set by the **Employer** in consultation with the **Employee** and based on the Integrated Development Plan (IDP), Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the **Employer**, and shall include:
 - 4.2.1 Key objectives that describe the main tasks that needs to be done.
 - 4.2.2 Key performance indicators that provide the details of the evidence that must be provided to show that a key objective has been achieved.
 - 4.2.3 Target dates that describe the timeframe in which the work must be achieved.
 - 4.2.4 Weightings that show the relative importance of the key objectives to each other.
- 4.3 The Personnel Development Plan (Annexure C) sets out the employee's personnel development requirements in line with the objectives and targets of the employer.
- 4.4 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 and targets 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 (KPA's) and the Competencies respectively.
- 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.3 KPA's covering the main areas of work will account for 80% and Competencies will account for 20% of the final assessment.
- 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**:

Key Performance Areas (KPA's)	Weighting
Service Delivery & Infrastructure Development	0.0%
Municipal Institutional Development and Transformation	52.6%
Local Economic Development (LED)	0.0%
Municipal Financial Viability and Management	10.5%
Good Governance and Public Participation	36.8%
Total	100%

- 5.7 In the case of Senior 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 competencies will make up the other 20% of the **Employee**'s assessment score. The competencies are split into two groups, Leading competencies that drive strategic intent and direction and Core competencies which drive the execution of the leading competencies.

LEADING COMPETENCIES		WEIGHTING
Strategic Direction and Leadership	<ul style="list-style-type: none"> • Impact and Influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness 	8.33%
People Management	<ul style="list-style-type: none"> • Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and Dispute Management 	8.33%

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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 	8.33%
Financial Management	<ul style="list-style-type: none"> • Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring 	8.33%
Change Leadership	<ul style="list-style-type: none"> • Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation 	8.33%
Governance Leadership	<ul style="list-style-type: none"> • Policy Formulation • Risk and Compliance Management • Cooperative Governance 	8.33%
CORE COMPETENCIES		WEIGHTING
Moral Competence		8.33%
Planning and Organising		8.33%
Analysis and Innovation		8.33%
Knowledge and Information Management		8.33%
Communication		8.33%
Results and Quality Focus		8.33%
TOTAL PERCENTAGE		100%

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 (Annexure C) 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** SDBIP as described in 6.6 below.
- 6.5 The **Employee** will submit quarterly performance reports (SDBIP) and a comprehensive annual performance report prior to the performance assessment meetings to the evaluation panel chairperson for distribution to the panel members for preparation purposes.
- 6.6 The annual performance appraisal will involve:

6.6.1 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) A rating on the five-point scale described in 6.7 below shall be provided for each KPI or group of KPI's which will then be multiplied by the weighting to calculate the score.

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- (c) The **Employee** will submit his/her self – evaluation to the **Employer** prior to the final assessment.
- (d) In the instance where the employee could not perform due to reasons outside the control of the employer and employee, the KPI will not be considered during the evaluation. The **Employee** should provide sufficient evidence in such instances.
- (e) An overall score will be calculated based on the total of the individual scores calculated above.
- (f) The applicable assessment rating calculator must be used to add the scores and calculate a final KPA score.

6.6.2 Assessment of the Competencies

- (a) Each competency will be assessed in terms of the description provided in (Annexure B).
- (b) An indicative rating on the five-point scale should be provided for each competency.
- (c) This rating should be multiplied by the weighting given to each competency during the contracting process, to provide a score.
- (d) The applicable assessment rating calculator must be used to add the scores and calculate a final competency score.

6.6.3 Overall rating

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

- 6.7 The assessment of the performance of the **Employee** will be based on the following rating scale for KPA's and Competencies:

Rating scale for KPA's

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

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

Rating scale for Competencies

Level	Terminology	Description
1	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention.
2	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analysis.
3	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analysis.
4	Superior	Has a comprehensive understanding of local government operations, critical in strategic shaping direction and change, develops and applies comprehensive concepts and methods.

- 6.8 For purposes of evaluating the annual performance of the Municipal Manager, an evaluation panel constituted of the following persons must be established:
- 6.8.1 Executive Mayor;
 - 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 Committee;
 - 6.8.4 Mayor and/or Municipal Manager from another municipality; and
 - 6.8.5 Member of a ward committee as nominated by the Executive Mayor.
- 6.9 For purposes of evaluating the annual Performance of Senior Managers directly accountable to the Municipal Manager, an evaluation panel constituted of the following persons must be established:
- 6.9.1 Municipal Manager;
 - 6.9.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
 - 6.9.3 Municipal Manager from another municipality.
- 6.10 The Performance Management Unit of the municipality must provide secretariat services to the evaluation panels referred to in paragraphs 6.8 and 6.9.

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:

First quarter	:	July – September 2019
Second quarter	:	October – December 2019
Third quarter	:	January – March 2020
Fourth quarter	:	April – June 2020

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 any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as (Annexure C). Such plan may be implemented and/or amended as the case may be after each assessment.

9. OBLIGATIONS OF THE EMPLOYER

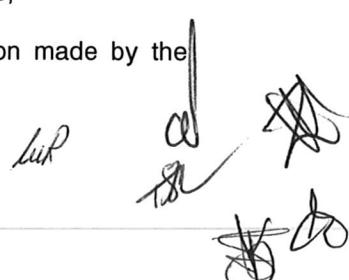
9.1 The **Employer** shall –

- 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 / 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

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- 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 all-inclusive annual remuneration package may be paid to the **Employee** in recognition of outstanding performance to be constituted as follows:

Performance Score		Performance Bonus Percentage
From	To	
130%	133%	5%
134%	137%	6%
138%	141%	7%
142%	145%	8%
146%	149%	9%
150%	153%	10%
154%	157%	11%
158%	161%	12%
162%	165%	13%
166%	169%	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 Senior 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 relevant of the Contract of Employment shall apply.

13. GENERAL

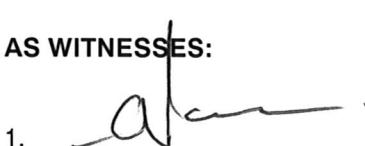
- 13.1 The contents of this agreement and the outcome of any review conducted in terms of (Annexure A) may be made available to the public by the **Employer**.
- 13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the **Employee** in terms of his/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.
- 13.3 The performance assessment results of the **Employee** must be submitted to the municipal council by the **Employer** within fourteen (14) days after the conclusion of the assessment for information purposes.

14. PERFORMANCE APPRAISALS

- 14.1 The **Employee** will be responsible for developing annual performance work plans and conducting performance appraisals with all staff in the Directorate as stipulated in Section 27 of the 2017 Performance Management System Framework document.

Thus **done** and **signed** at KLERKSDORP on this the 24th day of June 2020

AS WITNESSES:

1. 


EMPLOYEE

2. 

Thus **done** and **signed** at KLERKSDORP on this the 24th day of June 2020

AS WITNESSES:

1. 


EMPLOYER

2. 

Performance Plan

**DIRECTOR:
CORPORATE SUPPORT
L SEAMETSO**

CITY OF MATLOSANA
Period 1 July 2019 to 30 June 2020

TOTAL WEIGHTING PER KEY PERFORMANCE AREA (KPA) = 100%

Service Delivery & Infrastructure Development (0)	0.0%
Municipal Institutional Development and Transformation (+9) (10)	52.6%
Local Economic Development (4) (0)	0.0%
Municipal Financial Viability & Management (+3) (2)	10.5%
Good Governance and Public Participation (+3) (6) (7)	36.6%

OPERATIONAL											Portfolio of Evidence			
Key Performance Indicator (KPI) and Type	Objectives	Key Performance Indicators (KPI) and Type	Annual Performance Target	Budget	Revised Target / Adjustment Budget	Base line	Quarter	Quarterly Projected Target	Rating Key	Quarterly/Accomplishment	Actual Expenditure / Revenue	Reason for Deviation	Planned Remedial Action	Comments
BL	DCS1	To ensure an effective external audit process (Exception report/communications)	Answering 100% of all the directorate's audit queries (exception report) communicated received from the Audit-Controller within the required time frame by November 2019	R0			1	100% / Received / Nr answered	Nr	0% / Received / 0	Still information not finalized yet	Information to be submitted by 8 October 2019	Quarter 1 was incorrectly answered. No communications received.	Tracking document, Executive letters / notes (supplementing documents)
TL	DCS2	To ensure good governance by executing the mandate of council	Implementing 97% of the Executive Mayor-Municipal Manager-Council resolutions by June 2020	R0	MM15/2020 dated 22/01/2020.	EM1/2020 dated 23/1/20.	2	100% / Received / Nr answered	Nr	55% / Resolutions / 19 Implemented, 16 50% / Received / 11 Implemented	Postponement of Council meeting	Date of Council meeting 15/10/19	Reschedule-Copy-of-resolution-letter-/notes (supplementing documents)	
BL	DCS3	To reduce risk-area-and-protect-the-municipality against legal actions	Mitigating 50% of the identified high+medium-extreme risks by implementing corrective measures by June 2020	R0	MM15/2020 dated 22/01/2020.	EM1/2020 dated 23/1/20.	1	87% / Received / Nr implemented	Nr	50% / Resolved / 0 mitigated	System acquired but not fully implemented.	Departments will be requested to submit forms for skills gap.	Skills Gap continuously conducted per department with 10% of the system cu	Directive-risk-registered-Executive-letter-/notes
BL	DCS4	To ensure that the quality of the information is on an acceptable standard	Mitigating 50% of the identified high+medium-extreme risks by implementing corrective measures	R0	MM15/2020 dated 22/01/2020.	EM1/2020 dated 23/1/20.	1	50% / Received / Nr mitigated	Nr	50% / Received / 1 Mitigated, 10 50% / Received / 0 mitigated	1 Received / 1 Mitigated, 10 50% / Received / 0 mitigated	Annual Performance Information submitted Creditable 2018/19 Annual Report inputs provided	Annual Performance Information submitted Creditable 2018/19 Annual Report inputs provided	Signed-off MAR template end-note
BL	DCS5	To ensure that the programme and projects of the directorate are incorporated	Providing the directorate's GEP inputs provided before the 2020/21 GEP is tabled by 30 May 2020	R0	MM15/2020 dated 22/01/2020.	EM1/2020 dated 23/1/20.	1	50% / Received / Nr provided	Nr	50% / Received / 0 provided	GEP inputs provided	GEP inputs provided	GEP inputs provided	Signed-off GEP needs-and-priority list
BL	DCS6	To ensure that all the directorates KPI's are catered for	Providing the directorate's SDGIP inputs provided before the draft 2020/21 SDGIP is tabled by 25 May 2020	R0	Covid-19 Amendment s CC28/2020 dated 27/05/2020	Covid-19 Amendment s CC28/2020 dated 27/05/2020	1	100% / Received / Nr provided	Nr	100% / Received / Nr provided	SDGIP inputs provided	SDGIP inputs provided	SDGIP inputs provided	Signed-off SDGIP planning template
BL	DCS7	Operational	Operational	N/A	N/A	N/A	1	100% / Received / Nr provided	Nr	100% / Received / Nr provided	3 Meetings attended	3 Meetings attended	3 Meetings attended	No notice, Agenda, Attendance register
BL	DCS8	Operational	Operational	N/A	N/A	N/A	2	100% / Received / Nr provided	Nr	100% / Received / Nr provided	2 Meetings attended	2 Meetings attended	2 Meetings attended	3rd meeting postponed due to COVID-19 pandemic. National Lockdown from 27 March 2020 to 16 April 2020
BL	DCS9	Operational	Operational	N/A	N/A	N/A	3	100% / Received / Nr provided	Nr	100% / Received / Nr provided	3 Meetings attended	3 Meetings attended	3 Meetings attended	4 Meetings arranged. 1 postponed due to urgent meeting and 2 didn't form a quorum.

BL	OHS2	Number OHS audits conducted	Conducting 2 OHS Audits by June 2020	R 0		Audit report Resolution	
TL	SKL1	5.26% To conduct OHS audits to ensure that all deviations to be corrected according to the Act	Spending on Skills Development (Training) for 2019/20 by June 2020	R476560 - Adjustment Budget CC1452019 dated 05/12/2019.	5% R225 644	4% Contract of Skills Development Providers	Budget used for this was for the process of appointment of Skills Development Providers in order to date with training interventions.
BL	Operational	Municipal Government Code of Conduct	Rand value spent on Skills Development (Training) expenditure for 2019/20	R357684 - Adjustment Budget CC1452019 dated 28/02/2020 - Adjustment Budget	20% R902 577 - R714 149	14% R208 110	The bid for training were evaluated by SCM in November and were found not to be responsive to the Bid requirements, therefore there is a need for Request SCM Unit to speed up the process of readvertisement of the Tender for appointment of Skills Development Providers.
TL	SKL2	5.26% To spend a percentage of municipality's budget on implementing its workplace skills plan (National Indicator)	Rand value paid to SARS-46 Skills Development Levy for 2019/20 by June 2020	R476-144 - MM15/20/20 dated 22/01/2020.	60% R214 326	48% R498 356	The money spent was for accommodation and travelling for legislated trainings conducted by other Stakeholders, i.e LGSETA, Provincial Treasury not for internal training interventions.
BL	Operational	Municipal Government Code of Conduct	Municipal Financial Viability & Management	R 2 174 982 spent	50% R265 447	5% R58 168	Request SCM Unit to speed up the process of readvertisement of the Tender for appointment of Skills Development Providers.
TL	SKL3	2.66% To pay over a percentage of municipality's budget on implementing its workplace skills plan (National Indicator)	Spending on payment to SARS-46 Skills Development Levy for 2019/20 by June 2020	R476-144 - MM15/20/20 dated 22/01/2020.	5% R232 551	57% R1 352 888.51	Amount paid is determined by staff turnover.
BL	Operational	Municipal Government Code of Conduct	Municipal Financial Viability & Management	R2 232 468 paid	20% R652 238	20% R2 759 497	Amount paid is determined by staff turnover.
TL	SKL4	5.26% To obtain a percentage of municipality's budget on implementing its workplace skills plan (National Indicator)	Number of Annual WSP / ATR submitted to SETA	R594 831 collected document dated 31/01/2020 - Mid-Year Assessment	50% R2 380 596	50% R2 761 191	During adjustment period, a request will be submitted for adjustment of SDBIP to 25%, since the target for the quarter is too small in comparison with staff turnover.
BL	Operational	Municipal Government Code of Conduct	Municipal Financial Viability & Management	R528 000	5% R26 400	1% R248 951	Amount paid is determined by staff turnover.
TL	SKL5	5.26% To comply with EEC legislation	Submitting the 2019/20 WSP / ATR submitted to LGSETA	R0	20% R105 600	2% R425 098	Grant Disbursement id R701 631
BL	Operational	Municipal Government Code of Conduct	Municipal Financial Viability & Management	600013533000000000	3% R264 000	3% 153%	Grant Disbursement id R701 631
TL	SKL6	5.26% To comply with EEC legislation	Number of Employment Equity Reports submitted to the Department of Labour	R0	4% R28 000	4% R0	Grant Disbursement id R701 631
BL	Operational	Municipal Government Code of Conduct	Municipal Financial Viability & Management	128533000000000000	1% R28 000	1% R0	Grant Disbursement id R701 631
TL	SKL7	5.26% To ensure effective human resource management	Identifying the skills gaps for all level 1-6 council employees in 4 directorates by June 2020	R0	4% Covid-19 Amendment s CC28/2020 dated 27/05/2020	4% 1 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	Municipal Government Code of Conduct	Municipal Financial Viability & Management	Skills gap audit of all directorates	4% LED	4% 1 Meeting conducted	Grant Disbursement id R701 631
TL	SKL8	N/A	N/A	N/A	1 Meeting conducted	1 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	2 Meeting conducted	2 Meeting conducted	Grant Disbursement id R701 631
TL	SKL9	N/A	N/A	N/A	3 Meeting conducted	3 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	4 Meeting conducted	4 Meeting conducted	Grant Disbursement id R701 631
TL	SKL10	N/A	N/A	N/A	5 Meeting conducted	5 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	6 Meeting conducted	6 Meeting conducted	Grant Disbursement id R701 631
TL	SKL11	N/A	N/A	N/A	7 Meeting conducted	7 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	8 Meeting conducted	8 Meeting conducted	Grant Disbursement id R701 631
TL	SKL12	N/A	N/A	N/A	9 Meeting conducted	9 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	10 Meeting conducted	10 Meeting conducted	Grant Disbursement id R701 631
TL	SKL13	N/A	N/A	N/A	11 Meeting conducted	11 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	12 Meeting conducted	12 Meeting conducted	Grant Disbursement id R701 631
TL	SKL14	N/A	N/A	N/A	13 Meeting conducted	13 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	14 Meeting conducted	14 Meeting conducted	Grant Disbursement id R701 631
TL	SKL15	N/A	N/A	N/A	15 Meeting conducted	15 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	16 Meeting conducted	16 Meeting conducted	Grant Disbursement id R701 631
TL	SKL16	N/A	N/A	N/A	17 Meeting conducted	17 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	18 Meeting conducted	18 Meeting conducted	Grant Disbursement id R701 631
TL	SKL17	N/A	N/A	N/A	19 Meeting conducted	19 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	20 Meeting conducted	20 Meeting conducted	Grant Disbursement id R701 631
TL	SKL18	N/A	N/A	N/A	21 Meeting conducted	21 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	22 Meeting conducted	22 Meeting conducted	Grant Disbursement id R701 631
TL	SKL19	N/A	N/A	N/A	23 Meeting conducted	23 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	24 Meeting conducted	24 Meeting conducted	Grant Disbursement id R701 631
TL	SKL20	N/A	N/A	N/A	25 Meeting conducted	25 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	26 Meeting conducted	26 Meeting conducted	Grant Disbursement id R701 631
TL	SKL21	N/A	N/A	N/A	27 Meeting conducted	27 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	28 Meeting conducted	28 Meeting conducted	Grant Disbursement id R701 631
TL	SKL22	N/A	N/A	N/A	29 Meeting conducted	29 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	30 Meeting conducted	30 Meeting conducted	Grant Disbursement id R701 631
TL	SKL23	N/A	N/A	N/A	31 Meeting conducted	31 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	32 Meeting conducted	32 Meeting conducted	Grant Disbursement id R701 631
TL	SKL24	N/A	N/A	N/A	33 Meeting conducted	33 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	34 Meeting conducted	34 Meeting conducted	Grant Disbursement id R701 631
TL	SKL25	N/A	N/A	N/A	35 Meeting conducted	35 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	36 Meeting conducted	36 Meeting conducted	Grant Disbursement id R701 631
TL	SKL26	N/A	N/A	N/A	37 Meeting conducted	37 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	38 Meeting conducted	38 Meeting conducted	Grant Disbursement id R701 631
TL	SKL27	N/A	N/A	N/A	39 Meeting conducted	39 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	40 Meeting conducted	40 Meeting conducted	Grant Disbursement id R701 631
TL	SKL28	N/A	N/A	N/A	41 Meeting conducted	41 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	42 Meeting conducted	42 Meeting conducted	Grant Disbursement id R701 631
TL	SKL29	N/A	N/A	N/A	43 Meeting conducted	43 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	44 Meeting conducted	44 Meeting conducted	Grant Disbursement id R701 631
TL	SKL30	N/A	N/A	N/A	45 Meeting conducted	45 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	46 Meeting conducted	46 Meeting conducted	Grant Disbursement id R701 631
TL	SKL31	N/A	N/A	N/A	47 Meeting conducted	47 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	48 Meeting conducted	48 Meeting conducted	Grant Disbursement id R701 631
TL	SKL32	N/A	N/A	N/A	49 Meeting conducted	49 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	50 Meeting conducted	50 Meeting conducted	Grant Disbursement id R701 631
TL	SKL33	N/A	N/A	N/A	51 Meeting conducted	51 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	52 Meeting conducted	52 Meeting conducted	Grant Disbursement id R701 631
TL	SKL34	N/A	N/A	N/A	53 Meeting conducted	53 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	54 Meeting conducted	54 Meeting conducted	Grant Disbursement id R701 631
TL	SKL35	N/A	N/A	N/A	55 Meeting conducted	55 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	56 Meeting conducted	56 Meeting conducted	Grant Disbursement id R701 631
TL	SKL36	N/A	N/A	N/A	57 Meeting conducted	57 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	58 Meeting conducted	58 Meeting conducted	Grant Disbursement id R701 631
TL	SKL37	N/A	N/A	N/A	59 Meeting conducted	59 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	60 Meeting conducted	60 Meeting conducted	Grant Disbursement id R701 631
TL	SKL38	N/A	N/A	N/A	61 Meeting conducted	61 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	62 Meeting conducted	62 Meeting conducted	Grant Disbursement id R701 631
TL	SKL39	N/A	N/A	N/A	63 Meeting conducted	63 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	64 Meeting conducted	64 Meeting conducted	Grant Disbursement id R701 631
TL	SKL40	N/A	N/A	N/A	65 Meeting conducted	65 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	66 Meeting conducted	66 Meeting conducted	Grant Disbursement id R701 631
TL	SKL41	N/A	N/A	N/A	67 Meeting conducted	67 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	68 Meeting conducted	68 Meeting conducted	Grant Disbursement id R701 631
TL	SKL42	N/A	N/A	N/A	69 Meeting conducted	69 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	70 Meeting conducted	70 Meeting conducted	Grant Disbursement id R701 631
TL	SKL43	N/A	N/A	N/A	71 Meeting conducted	71 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	72 Meeting conducted	72 Meeting conducted	Grant Disbursement id R701 631
TL	SKL44	N/A	N/A	N/A	73 Meeting conducted	73 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	74 Meeting conducted	74 Meeting conducted	Grant Disbursement id R701 631
TL	SKL45	N/A	N/A	N/A	75 Meeting conducted	75 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	76 Meeting conducted	76 Meeting conducted	Grant Disbursement id R701 631
TL	SKL46	N/A	N/A	N/A	77 Meeting conducted	77 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	78 Meeting conducted	78 Meeting conducted	Grant Disbursement id R701 631
TL	SKL47	N/A	N/A	N/A	79 Meeting conducted	79 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	80 Meeting conducted	80 Meeting conducted	Grant Disbursement id R701 631
TL	SKL48	N/A	N/A	N/A	81 Meeting conducted	81 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	82 Meeting conducted	82 Meeting conducted	Grant Disbursement id R701 631
TL	SKL49	N/A	N/A	N/A	83 Meeting conducted	83 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	84 Meeting conducted	84 Meeting conducted	Grant Disbursement id R701 631
TL	SKL50	N/A	N/A	N/A	85 Meeting conducted	85 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	86 Meeting conducted	86 Meeting conducted	Grant Disbursement id R701 631
TL	SKL51	N/A	N/A	N/A	87 Meeting conducted	87 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	88 Meeting conducted	88 Meeting conducted	Grant Disbursement id R701 631
TL	SKL52	N/A	N/A	N/A	89 Meeting conducted	89 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	90 Meeting conducted	90 Meeting conducted	Grant Disbursement id R701 631
TL	SKL53	N/A	N/A	N/A	91 Meeting conducted	91 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	92 Meeting conducted	92 Meeting conducted	Grant Disbursement id R701 631
TL	SKL54	N/A	N/A	N/A	93 Meeting conducted	93 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	94 Meeting conducted	94 Meeting conducted	Grant Disbursement id R701 631
TL	SKL55	N/A	N/A	N/A	95 Meeting conducted	95 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	96 Meeting conducted	96 Meeting conducted	Grant Disbursement id R701 631
TL	SKL56	N/A	N/A	N/A	97 Meeting conducted	97 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	98 Meeting conducted	98 Meeting conducted	Grant Disbursement id R701 631
TL	SKL57	N/A	N/A	N/A	99 Meeting conducted	99 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	100 Meeting conducted	100 Meeting conducted	Grant Disbursement id R701 631
TL	SKL58	N/A	N/A	N/A	101 Meeting conducted	101 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	102 Meeting conducted	102 Meeting conducted	Grant Disbursement id R701 631
TL	SKL59	N/A	N/A	N/A	103 Meeting conducted	103 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	104 Meeting conducted	104 Meeting conducted	Grant Disbursement id R701 631
TL	SKL60	N/A	N/A	N/A	105 Meeting conducted	105 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	106 Meeting conducted	106 Meeting conducted	Grant Disbursement id R701 631
TL	SKL61	N/A	N/A	N/A	107 Meeting conducted	107 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	108 Meeting conducted	108 Meeting conducted	Grant Disbursement id R701 631
TL	SKL62	N/A	N/A	N/A	109 Meeting conducted	109 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	110 Meeting conducted	110 Meeting conducted	Grant Disbursement id R701 631
TL	SKL63	N/A	N/A	N/A	111 Meeting conducted	111 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	112 Meeting conducted	112 Meeting conducted	Grant Disbursement id R701 631
TL	SKL64	N/A	N/A	N/A	113 Meeting conducted	113 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	114 Meeting conducted	114 Meeting conducted	Grant Disbursement id R701 631
TL	SKL65	N/A	N/A	N/A	115 Meeting conducted	115 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	116 Meeting conducted	116 Meeting conducted	Grant Disbursement id R701 631
TL	SKL66	N/A	N/A	N/A	117 Meeting conducted	117 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	118 Meeting conducted	118 Meeting conducted	Grant Disbursement id R701 631
TL	SKL67	N/A	N/A	N/A	119 Meeting conducted	119 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	120 Meeting conducted	120 Meeting conducted	Grant Disbursement id R701 631
TL	SKL68	N/A	N/A	N/A	121 Meeting conducted	121 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	122 Meeting conducted	122 Meeting conducted	Grant Disbursement id R701 631
TL	SKL69	N/A	N/A	N/A	123 Meeting conducted	123 Meeting conducted	Grant Disbursement id R701 631
BL	Operational	N/A	N/A	N/A	124 Meeting conducted	124 Meeting conducted	Grant Disbursement id R701 631
TL	SKL70	N/A	N/A	N/A	125 Meeting conducted	125 Meeting conducted	Grant Disbursement id R701 631

