

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

LESIBA JOHANNES NKHUMANE

as the

Director: Public Safety

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

For the Period

1 July 2019 to 30 June 2020

W. L. N. [Handwritten signatures and initials]

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 **LESIBA JOHANNES NKHUMANE** (ID NR. 6704055605084) in his capacity as the **DIRECTOR: PUBLIC SAFETY** 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**.

- 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	11.8%
Local Economic Development (LED)	0.0%
Municipal Financial Viability and Management	35.3%
Good Governance and Public Participation	52.9%
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%

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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 L.J.N [Signature]

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.

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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 2020
Second quarter	:	October – December 2020
Third quarter	:	January – March 2021
Fourth quarter	:	April – June 2021

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

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. 

2. 

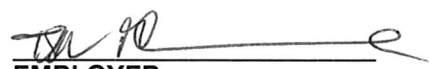

EMPLOYEE

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

AS WITNESSES:

1. 

2. 


EMPLOYER

Performance Plan

**DIRECTOR:
PUBLIC SAFETY
LJ NKHUMANE**

CITY OF MATLOSANA
Period 1 July 2019 to 30 June 2020

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DIRECTORATE PUBLIC SAFETY
MR L J NKHUMANE

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

- | Category | Percentage |
|--|------------|
| Service Delivery & Infrastructure Development (1) | 0.0% |
| Municipal Institutional Development and Transformation (2) | 11.8% |
| Local Economic Development (3) | 0.0% |
| Municipal Financial Viability & Management (5) | 35.3% |
| Good Governance and Public Participation (40) (8) | 52.9% |

OPERATIONAL																					100				
Top Layer / Bottom Layer	IDP Linkage / Project ID	Budget Linkage	Item No.	Responsible Person	Key Performance Indicators (KPIs)	Objectives	Weighting	Back to Basics	Annual Performance Target	Budget	Revised Target / Adjustment Budget	Base Line	Quarter	Quarterly Projected Target	Rolling Key	Quarterly Actual Achievement	Actual Expenditure / Revenue	Reason for Deviation	Planned Remedial Action	Comments	Portfolio of Evidence				
Operational	Operational - Outcome 9 - Project ID	N/A	SDP	L. Mthumane	Percentage of external audit queries answered within required time frame	To ensure an effective external audit process (Exception report / communications)	5.88%	Financial Management	Answering 100% of all the directorate's audit queries (exception report / communications) received from the Auditor-General within the required time frame by November 2019	R-0	MM15/2020 dated 22/01/2020, EM17/2020 dated 22/11/2020, CC6/2020 dated 31/01/2020 - Mid-Year Assessment	100% 1 Received / 1 Answered	1	100% Nr received / Nr answered		No AG communications received					Only received 2 RFIs	Trading document, Execution letters / Notes			
													2	100% Nr received / Nr answered		No AG communications received			Only received 2 RFIs						
													3	-		-	-	-	-	-					
													4	-		-	-	-	-	-					
Operational	Operational	N/A	SDP	L. Mthumane	Percentage of resolutions implemented within required timeframe	To ensure good governance by executing the mandate of council	4.35%	Good Governance	Implementing 47% of the directorate's Municipal Manager / Executive Mayor / MayCo / Council resolutions by June 2020	R-0	MM15/2020 dated 22/01/2020, EM17/2020 dated 22/11/2020, CC6/2020 dated 31/01/2020 - Mid-Year Assessment	40% Received / 38 Implemented	1	87% Nr received / Nr implemented		82% 11 Received / 9 Implemented					Mayco no 4 (c) - Due to many unrest and protests by the KOSH Community the S.A.P.S could not assist with the training. July and September council meetings did not take place. Resolution for August were only received on 30 September 2019.	Arrangements will be made with the S.A.P.S. Col. Steimle to re-schedule the training as mentioned. To implement in 2nd quarter	Mayco no 2 (b) - Safety Cash Drawers were purchased by Treasury Dept. and installed in Ottery and in Klerksdorp. Due to some drawers having the same lock and keys it could not be installed and was sent back to the Supplier for rectification. Response is awaited from Treasury in this regard.	Resolution-Register-Copy of resolutions-Execution letters-Holbe- (supporting documents)	
													2	87% Nr received / Nr implemented		100% 12 Received / 12 Implemented									
													3	Nr received -Nr implemented-											
													4	Nr received -Nr implemented-											
Operational	Operational	N/A	SDP	L. Mthumane	Percentage of all identified high + maximum / extreme risks mitigated by implementing corrective measures	To reduce risk areas and protect the municipality against legal actions	4.35%	Good Governance	Mitigating 50% of the directorate's identified high + maximum / extreme risks by implementing corrective measures by June 2020	R-0	MM15/2020 dated 22/01/2020, EM17/2020 dated 23/11/2020, CC5/2020 dated 31/01/2020 - Mid-Year Assessment	95% 23% 2 Received / 1 Mitigated	1	50% Nr received / Nr mitigated		50% 3 Received / 1 Mitigated					Lack of functional testing machinery at the testing division. Ineffective security measures to safeguard council assets	Remission was requested on the 2019/20 budget but not approved. Will re-apply during adjustment budget. Will complete physical safeguarding with electronic recording system.	Budget to be requested during the 2019/2020 Adjustment Budget	PS-R1: Budget to be requested in the Adjustment Budget PS-R2: Tender advertised and closed. Project at the level of Evaluation Committee PS-R3: Draft Committee Decision Document and send	Director's risk register- Execution letters-Holbe
													2	50% Nr received / Nr mitigated		0% 3 Received / 0 Mitigated									
													3	Nr received -Nr mitigated-											
													4	Nr received -Nr mitigated-											
Operational	Operational	N/A	DPD4	L. Mthumane	Directorate's 2018/19 Annual Report input provided before taking of the draft annual report	To ensure that the quality of the information is on an acceptable standard	4.35%	Good Governance	Providing the directorate's 2018/19 Annual Report input before the draft annual report is tabled by October 2019	R-0	MM15/2020 dated 22/01/2020, EM17/2020 dated 23/11/2020, CC5/2020 dated 31/01/2020 - Mid-Year Assessment	Annual report input provided	1	Draft information submitted		Draft information submitted						Signed-off AR template and narrative			
													2	Credible 2018/19 Annual Report input provided		Credible 2018/19 Annual Report input provided									
													3	-		-	-	-	-	-					
													4	-		-	-	-	-	-					
Operational	Operational	N/A	DPD5	L. Mthumane	Directorate's IDP inputs provided before the 2020/21 IDP is tabled	To ensure that the programme and projects of the directorate are incorporated	4.35%	Good Governance	Providing the directorate's IDP inputs before the 2020/21 IDP is tabled by 30 May 2020	R-0	MM15/2020 dated 22/01/2020, EM17/2020 dated 23/11/2020, CC5/2020 dated 31/01/2020 - Mid-Year Assessment	IDP inputs provided	1	-		-						Signed-off IDP needs and priority list			
													2	-		-	-	-	-	-					
													3	-		-	-	-	-	-					
													4	Credible 2020/21 IDP inputs provided		Credible 2020/21 IDP inputs provided									
Operational	Operational	N/A	DPD6	L. Mthumane	Directorate's SDGP inputs provided before the draft 2020/21 SDGP is tabled	To ensure that the all the directorate KPI's are catered for	5.88%	Good Governance	Providing the directorate's SDGP inputs before the draft 2020/21 SDGP is submitted by 25 May 2020	R-0	Credible 2019/2020 SDGP inputs provided	SDGP inputs provided	1	-		-						Signed-off SDGP planning template, Attendance Register			
													2	-		-	-	-	-	-					
													3	-		-	-	-	-	-					
													4	Credible 2020/21 SDGP inputs provided		Credible 2020/21 SDGP inputs provided									

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BL	Operational	N/A	DP57	L Nthumane	Municipal Institutional Development and	5.88%	To attend to all LLF meetings to ensure industrial harmony	Number of LLF meetings attended	Attending 44 7 LLF meetings by June 2020	R 0	Covid-19 Amendments CC28/2020 dated 27/05/2020	12 LLF meetings attended	1 3 Meetings attended 2 2 Meetings attended 3 3 Meetings attended - 2 4 3.0 Meetings attended		3 Meetings attended 2 Meetings attended 2 Meetings attended			3rd meeting postponed due to COVID-19 pandemic. National Lockdown from 27 March 2020 to 30 April 2020	KPI to be amended	Notices, Agenda, Attendance register, Minutes
TL	Operational	N/A	DP68	L Nthumane	Good Governance and Public Participation	4.36%	To ensure that the mandate of Audit Committee is executed	Percentage of Audit Committee resolutions implemented within required timeframe	Implementing 50% of all directorates' Audit Committee resolutions by June 2020	R 0	MM15/2020 dated 22/01/2020, EMI1/2020 dated 23/1/20, CC5/2020 dated 31/01/2020 - Mid-Year Assessment	2 Resolved / 2 Implemented 100%	1 90% 2 90% 3 90% 4 90% 5 90% 6 90% 7 90% 8 90% 9 90% 10 90% 11 90% 12 90% 13 90% 14 90% 15 90% 16 90% 17 90% 18 90% 19 90% 20 90% 21 90% 22 90% 23 90% 24 90% 25 90% 26 90% 27 90% 28 90% 29 90% 30 90% 31 90% 32 90% 33 90% 34 90% 35 90% 36 90% 37 90% 38 90% 39 90% 40 90% 41 90% 42 90% 43 90% 44 90% 45 90% 46 90% 47 90% 48 90% 49 90% 50 90% 51 90% 52 90% 53 90% 54 90% 55 90% 56 90% 57 90% 58 90% 59 90% 60 90% 61 90% 62 90% 63 90% 64 90% 65 90% 66 90% 67 90% 68 90% 69 90% 70 90% 71 90% 72 90% 73 90% 74 90% 75 90% 76 90% 77 90% 78 90% 79 90% 80 90% 81 90% 82 90% 83 90% 84 90% 85 90% 86 90% 87 90% 88 90% 89 90% 90 90% 91 90% 92 90% 93 90% 94 90% 95 90% 96 90% 97 90% 98 90% 99 90% 100 90%	No Audit Committee Resolutions received			Resolution register-Copy of resolutions-Execution letters-Notice (supporting documents)			
BL	Operational	N/A	DP59	L Nthumane	Good Governance and Public Participation	5.88%	To ensure that the set goals of council are achieved	Number of SDBIP meetings with senior personnel in own directorate conducted	Conducting 12 in SDBIP meetings with senior personnel in own directorate by June 2020	R 0	Covid-19 Amendments CC28/2020 dated 27/05/2020	12 SDBIP meetings conducted	1 3 Meetings conducted 2 3 Meetings conducted 3 3 Meetings conducted 4 3.1 Meetings conducted		3 Meetings conducted 2 Meetings conducted			Due to the National COVID-19 Lockdown the 3rd meeting that was scheduled for 25 March 2020 could not proceed as all meetings were cancelled after the announcement of the President	KPI to be amended	Notices, Agenda, Attendance Register, Minutes
BL	Operational	N/A	DP50	L Nthumane	Good Governance and Public Participation	5.88%	To adhere to Municipal By-Laws to ensure good governance, safety and good health	Number of multi-sectored municipal by-law enforcement unit established-lower established-number of inspections conducted and fines issued	Establishing a multi-sectored municipal by-law unit and enforcing municipal by-law by conducting inspections and issuing fines by June 2020	R 0	Covid-19 Amendments CC28/2020 dated 27/05/2020	Community Safety Forum established and 2 campaigns conducted	1 78 Inspections done, Notice 341 forwarded to Public Safety for capturing and processing 2 58 Inspections done, Notice 341 forwarded to Public Safety for capturing and processing 3 58 Inspections done, Notice 341 forwarded to Public Safety for capturing and processing 4 58 Inspections done, Notice 341 forwarded to Public Safety for capturing and processing		78 Inspections done, Notice 341 forwarded to Public Safety for capturing and processing 58 Inspections done, Notice 341 forwarded to Public Safety for capturing and processing 58 Inspections done, Notice 341 forwarded to Public Safety for capturing and processing 58 Inspections done, Notice 341 forwarded to Public Safety for capturing and processing			Each Department issues their specific By-law fines. PMS - No indication if the "Notice 341 forwarded to Public Safety for capturing and processing"	Establishment documents-Training material-Peace Officers appointment letters-Notices-Agenda-Attendance-Register-Minutes-Fire register	
BL	Operational	N/A	DP51	L Nthumane	Good Governance and Public Participation	5.88%	To promote community safety	Number of community safety campaigns conducted	Conducting 42 community safety campaigns in the CoM municipal area according to programme by June 2020	R 0	Covid-19 Amendments CC28/2020 dated 27/05/2020	New indicator	1 1 Campaign conducted 2 1 Campaign conducted 3 0		1 Campaign conducted 1 Campaign conducted No Campaign			A CSF Campaign was scheduled to take place on 26 March 2020 in Tloane but due to the COVID-19 Lockdown it had to be postponed	KPI to be amended	Establishment documentation, Programme, Feedback Register, Notices, Marketing material, Photos
TL	Compliance	N/A	FR1	S Mphahlele	Service Delivery & Infrastructure Development	5.88%	To adhere to Fire Codes and Regulations and comply with fire codes (SANS) and regulations	Number of fire inspections conducted	Conducting 900 700 general fire inspections according to programme in the CoM municipal area by June 2020	R 0	Covid-19 Amendments CC28/2020 dated 27/05/2020	889 General fire inspections conducted	1 225 Inspections conducted 2 225 Inspections conducted 3 225 Inspections conducted 4 225 Inspections conducted		225 Inspections conducted 192 Inspections conducted 230 Inspections conducted			Due to the shortage of vehicles in the Division the original number of inspections could not be met	Vehicles were booked for repair and maintenance in time. We have verbally engaged with the mechanical workshop to speed up the repair of fire vehicles. The backlog will be addressed in the 3rd KPI to be amended	Inspection Notice

Handwritten signatures and initials are present on the right side of the page, including a large signature that appears to be "S. Mphahlele" and other initials.

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