# 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

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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 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 -

- 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;
- 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.

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## 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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- 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**.
- 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.
- 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.

L	EADING COMPETENCIES	WEIGHTING
Strategic Direction and Leadership	<ul> <li>Impact and Influence</li> <li>Institutional Performance Management</li> <li>Strategic Planning and Management</li> <li>Organisational Awareness</li> </ul>	8.33%
People Management	<ul> <li>Human Capital Planning and Development</li> <li>Diversity Management</li> <li>Employee Relations Management</li> <li>Negotiation and Dispute Management</li> </ul>	8.33%

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Program and Project Management	<ul> <li>Program and Project Planning and Implementation</li> <li>Service Delivery Management</li> <li>Program and Project Monitoring and Evaluation</li> </ul>	8.33%
Financial Management	<ul> <li>Budget Planning and Execution</li> <li>Financial Strategy and Delivery</li> <li>Financial Reporting and Monitoring</li> </ul>	8.33%
Change Leadership	<ul> <li>Change Vision and Strategy</li> <li>Process Design and Improvement</li> <li>Change Impact Monitoring and Evaluation</li> </ul>	8.33%
Governance Leadership	<ul><li>Policy Formulation</li><li>Risk and Compliance Management</li><li>Cooperative Governance</li></ul>	8.33%
	CORE COMPETENCIES	WEIGHTING
	Moral Competence	8.33%
	Planning and Organising	8.33%
	Analysis and Innovation	8.33%
Knowle	dge 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.

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;
  - Mayor and/or Municipal Manager from another municipality; and 6.8.4
  - 6.8.5 Member of a ward committee as nominated by the Executive Mayor.
- For purposes of evaluating the annual Performance of Senior Managers directly accountable to the 6.9 Municipal Manager, an evaluation panel constituted of the following persons must be established:
  - 6.9.1 Municipal Manager;
  - Chairperson of the performance audit committee or the audit committee in the absence of 6.9.2 a performance audit committee;
  - 6.9.3 Municipal Manager from another municipality.
- The Performance Management Unit of the municipality must provide secretariat selevices to the 6.10 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 Second quarter July – September 2020

October – December 2020 January – March 2021

Third quarter 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

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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:

Performa	ance Score	Performance Bonus Percentage
From	То	Performance Bonus Percentage
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.

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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

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

**AS WITNESSES:** 

**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 LJ NKHUMANE

DIRECTOR PUBLIC SAFETY

TOTAL WEIGHTING PER KEY PERFORMANCE AREA (KPA) = 100% Service Delivery & Infrastructure Development (0) Municipal Institutional Development and Transformation (2) Local Economic Development (0) Municipal Francial Vability & Management (6) Good Governance and Public Participation (49) (9)

0.0% 11.8% 0.0% 35.3% 52.9% 100%

Portfolio of Evidence	Tracking document. Execution letters / Notes			Resolution register. Copy of resolutions.	letters/Notes- (eupporting-documents)							Director'e-risk-register-	Execution-tetters-twotes					Signed-off AR template-	and-harrive		2	Signed-off-IPD-neede- and-priority-list			Signed-off SDBIP	Attendance Register	
Comments	Only received 2 RFI's	Only received 2 RFI's		Mayco no 2 (b) - Safety Cash Drawers were purcaheed by Treasury Dept and	installed in Orkney 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.								PS-R1: Budget to be requested in the Adjustment Budget PS-R2. Tender advertized and closed. Project at the level of Evaluation Committee	Table Caluman Files (autalment and											7
Planned Remedial Action				Arrangements will be made with the S.A.P.S. Col. Stiemie to re-schedule	the training as mentioned. To implement in 2nd quarter					*5		R4million was requested on the	2019/20 budget but not approved. Will re-apply during adjustment budget. Will complent physical safacuarding with electronic	monitoring system.	Budget to be requested during the 2019/2020 Adjustment Budget												
Reason for Deviation				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.					Lack of functional testing machinery	at the licesing devision, inellective security measures to safeguard council assets		Lack of funding												
Actual Expenditure / Revenue																											
Quarterly Actual Achievement	No AG communications received	No AG communications received		82% 11 Received /	9 Implemented			100% 12 Received/ 12	- 1			50%	3 Received / 1 Mitigated		0% 3 Received/ 0 Mitigated			Draft information	Credible 2018/19 Annual	Neport input provided							
Rating	(							:1)																		(:1	)
Quarterly Projected Target	100% Nr received / Nr	100% Nr received / Nr answered		87% Nr received / Nr	implemented			87% Nr received / Nr	implemented	87% Nr-received -/ Nr- implemented-	87% Nr-received -/ Nr- implemented-	20%	nr received 7 nr mitigated		50% Nr received / Nr mitgated	50% Nr received -/ Nr- mitrated-	50% Nr-received-/-Nr- mitigated-	Draft information	Credible 2018/19 Annual	Report input provided				Gredible 2020/21-IDP.			Credible 2020/21 SDBIP inputs provided
Quarter	-	2	ω 4			-		2	$\neg$	19	4		-			100	4	-	2	69	4	-	2 6	0 4	-	2 6	
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Revised Target / Adjustment Budget				MM15/2020	22/01/2020. EM1/2020	dated 23/1/20 CC6/2020	dated 31/01/2020	Assessment				MM15/2020	dated 22/01/2020. EM1/2020 dated 23/1/20	CC6/2020	dated 31/01/2020 - Mid-Year Assessment			MM15/2020	22/01/2020	dated 23/1/20	CC6/2020	MM15/2020 dated	22/01/2020.	dated 23/1/20. CC6/2020			
Budget																											
Annual Performance Target	Answering 100% of all the R0 directorate's audit queries (exception proof / communications) received	from the Auditor-General within the required time frame by November 2019		Implementing 87% of the Greatorates Municipal Manager #	Executive Mayor / MayCo / Council- resolutions-by-June 2020							Mitigating-50% of the directorates- R-0	identitiod-right-maximum-extreme- rieke-by-implementing-corrective- measures-by-June-2020					Providing-the-directorate/e-2018/19- R-0	annual report in tabled by October	Recov		Providing-the-directorate's-IDP- inputs before the 2020/21-IDP-is-	tabled-by-30-May-2020		Providing the directorate's SDBIP R 0	SDBIP is submitted by 25 May 2020	
Key Performance Indicators (KPI)	Percentage of external audit queries	required time frame		e- Percentage of-								Percentage of all-	ndentilied-high- maximum-f-extreme- ricke-mitigated-by- implementing-	oorrective-measures-				-		annual-report		Directorate's IDP- f- inputs provided before		Descrip	Directorate's SDBIP	the draft 2020/21	
Objectives	To ensure an effective external audit process	communications)		To ensure good governance by executing the mandate of	oonnoi							To reduce risk-areas and-	protect the municipality against legal actions					To ensure the that the	on an acceptable standard			To ensure that the programmes and projects o	the directorate are	Hooporate and a second	To ensure that the all the	catered for	
<b>Weighting</b>	5.88%			4.35%								4.35%						4.35%		_		4.35%			5.88%		
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Budget		A/N						V/N							₩				٧ſ	N			, W	ı		AW	
IDP Linkage / Project ID.	- 6 amo	otuO - Isnoi 8 tuqtuO	Operat				-lenc	Operation							-lenoteneqQ				-lenoile	neqQ	_	#	euogea	edO		srational	do
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Notices. Agenda.	Attendance register. Minutes			Resolution register-Copy	of-recoulions-Execution- letters/Notes-	(eupporting-documents)			Notices. Agenda.	Attendance Register.	· COOM		Establishment-	material. Peace-Officers-		Noticee-Agenda- Attendance-Register- Minutee-Fine register						Establishment	Programme. Feedback	Register, Notices.	Photos		Inspection Notice.			
													9 Employees trained from Licensing	Employees trained from the Electrical	Department on 27 and 28 August 2019.		Each Department issues their specific	By law fines. PMS - No indication if the "Notice 341 forwarded to Public Safety	for capturing and processing*  Each Department issues their energies	Each Upparment issues ther specing By-law fines. PMS - No back office in place for the Notice 341 forwarded to Public Safety for capturing and processing*. Double reportings seems a problem. KPI to be removed to	revolve the internal problems.	1 Campaign conducted on 26	1 Campaign conducted on 21							÷
		KPI to be amended									KPI to be amended													KPI to be amended					KPI to be amended	
		3rd meeting posponed due to COVID-19 pandemic. National Lockdown from 27 March 2020 to 30	April 2020								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 Decisions	nio ricologii.												A CSF Campaign was scheduled to	take place on 26 March 2020 in Tigane but due to the COVID-19 Lockdown it had to be postponed			Due to the shortage of vehicles in the Division the original number of inspections could not be met	Due to requests received from Companies (Business License imspections). Imspections couldn't be done till the end of the quarter due to COVID-19 pandemic. National Lockdown from 27 March 2020 to 30	April 2020
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3 Meetings attended	2 Meetings attended	2 Meetings attended		No Audit Committee	Kesolutions received	No Audit Committee Resolutions received			3 Meeting conducted	3 Meeting conducted	2 Meetings conducted		The Unit was established	Meetings and inspections	continue on a weekly	basis. 18 Employees Trained as Peace Officers	78 Inspections done	Notice 341 forwarded to Public Safety for	capturing and	Se inspections done. Notice 341 forwarded to Public Safety for capturing and processing.		1 Campaign conducted	1 Campaign conducted	No Campaign			225 Inspections conducted	192 Inspections conducted	230 Inspections conducted	
	(	0	_				)	П			<b>(3)</b>		- 7	B	ŧ		_		:1		1 ,		_	(=		D.				
3 Meetings attended	2 Meetings attended	3 Meetings attended - 2	3 0 Meetings attended	%06	implemented	90% Nr received / Nr implemented	90% Nr-received-/-Nr- implemented-	90% Nr-reoeived-/Nr- innlemented-	3 Meetings conducted	3 Meetings conducted	3 Meetings conducted	3 1 Meetings conducted	Public Safety to establish	by-law enforcement unit.	Training and appointment	of Peace Officers	Inspections conducted	Notice 341 forwarded to Public Safety for	capturing and processin	inspections conducted. Notice 341 forwarded to Public Safety for capturing and processing	Inspections-conducted Notice-341-forwarded-to- Public-Safety-for-	1 Campaign conducted	1 Campaign conducted	1 Campaign conducted -	0	4 0 Campaign conducted	225 Inspections conducted	225 Inspections conducted	225 Inspections conducted	225 53 Inspections
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		F meetings	1121	L	petu	%0	Ot (7 pevieo				ospnieem 91803			peto	enpuo	paigne or	cou	S bns be	plish	Safely Forum estal	(innmmo)				ii wəM			petonpuco suogo	esse General fire inspec	
Covid-19	CC28/2020	dated 27/05/2020		MM15/2020	22/01/2020.	EM1/2020 dated 23/1/20. CC6/2020	dated 31/01/2020 - Mid-Year	Assessmen	Covid-19	Amendments CC28/2020	dated 27/05/2020		Covid-19	CC28/2020	dated	27/05/2020						Covid-19	CC28/2020	dated	2103150517		Covid-19 Amendments	CC28/2020 dated 27/05/2021		
Attending 44 7 LLF meetings by R 0	onne zozo			Implementing-90%-of-all-directorates- R-0	2020-				Conducting 42 10 SDBIP meetings R 0	with senior personnel in own directorate by June 2020			Establishing-a-multi-sectoral- R-0	municipal by-laws-by-conducting-	inspections and issuing-fines by-	June-2020						Conducting 4 2 community safety R 0	area according to programme by	June 2020			Conducting 900 700 general fire R 0 inspections according to programme	in the CoM municipal area by June 2020		
Number of LLF				Percentage of Audit-	implemented within-	required-timeframe				meetings with senior personnel in own	directorate conducted	$\neg$	Number-of-multi-	lawe-established,-	number-of-inspections-	oonduoted and fines- issued						Ę.	sarety campaigns conducted				lumber of fire spections conducte			
To attend to all LLF	meetings to ensure industrial harmony			To ensure that the mandate	executed				To ensure that the set goals	of council are achieved			To adhere to Municipal By-	governance, safety-and-	good-health							To promote community	saioty				To adhere to Fire Codes and Regulations and comply ir	with fire codes (SANS) and regulations		
2.88%				4.35%					5.88%				2.88%									5.88%				- 1	5.88%			
		Development				noted				80	Participation Good Governance							600600	_						omey sq oilduq				Good Gover	
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DIRECTOR PUBLIC SAFETY

Attendance register. Monthly reports.	~		Request from schools.	Photos (when camera is	available)		NATIS Balance Register. Figures. GO40				NATIS Balance Register. Figures. GO40				NATIS Balance Register. Figures. GO40				NATIS Balance Register. Figures. GO41			
					Received additional request from Kingston Private School		All examiners now trained. Able to assist more public members. Income cannot be estimated as it depends on how the public makes use of the services at the Lisensing.	October to December is peak season at Drivers Section, more Public flock into the offices for services.	Testing Stations surrounded KOSH like Potchefstroom not working actively.		Vole incorrect and amount budget is to NATIS Balance Register, low, income cannot be estimated as it Figures. GO40 depends on how the public makes use	October to December is peak season a Vehicle Registration and Licensing Section, more Public flock into the offices for services.	Knowing about the lockdown some people flog in to Office to renew their Licenses		Income cannot be estimated as it depends on how the public makes use of the services at the Lisensing		Income cannot be estimated as it depends on how the public makes use of the services at the Lisensing		Newly Inspectors now started with their duties having an effect on the revenue. Inspections performed and penelties issued has an effect on the income	-	Inspectors still busy working the backlog to visit businesses who did not have licenses and inform them to apply for busines licenses	
	o Vehicles were bocked for repair and maintenance in time. We have verbally engaged with the mechanical workshop to speed up the repair or Fire vehicles. The backlog will be addressed in the 3rd quarter.																					
	Due to the shortage of vehicles in the Division the original number of impections could not be met															October to December is peak season at the Vehicle Testing Section, more Public flock into the offices for services.				As there was a long period that no inspections were done due to the previous Inspectors going on pension / unfit for work, the current Inspectors have a backlog on	,	/
	a.						R1 946 775	R 3 739 703	R 5 639 549		R3 480 456	R6 686 916	R9 567 091		R181 254	R339 552	R479 784		R68 650	R159 660	R 220 680	
2 Fire prevention information sessions	O Fire prevention information sessions conducted	2 Fire prevention information sessions	2 Campaigns conducted	2 Campaigns conducted	3 Campaigns conducted																	
	<b>(30)</b>			()				<b>①</b>				(				<b>③</b>				<b>③</b>		
2 Fire prevention information sessions	2 Fire prevention information sessions conducted - 0	2 Fire prevention information sessions 2 0 Fire prevention	information sessions 2 Campaigns conducted	2 Campaigns conducted	2 Campaigns conducted	2 1 Campaigns conducted	R 1 400 000	R 2 800 000	R4 200 000 R4 875 000	R6-600-000 R6-500-000 R6-175-000	R 1 250 000	R2-500 000 R500 000	R3 750 000 R750 000	R5.000.000 R1.000.000 R12.000.000 R11.160.000	R 115 000	R 230 000	R345 000 R412 500	R460 000 R650-000 R511 500	R 17 500	R 35 000	R62-500 R172 500	RZ30 000
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	vention information sessi	venq enii 4 6		edwe		e eni7 č		7 302 collect				S collected				bebelloo 85				108 320 collected		
Covid-19 Amendments	CC28/2020 dated 27/05/2022		Covid-19	Amendments CC28/2020	dated 27/05/2023		MM15/2020 dated 22/01/2020. EM1/2020 dated 23/1/20	CC6/2020 dated 31/01/2020 -	Assessment. CC17/2020	dated 28/02/2020 - Adjustment	Adjustment Buget CC123/2019	dated 11/11/2019. MM15/2020 dated	22/01/2020. EM1/2020 dated 23/1/20.	CC6/2020 dated 31/01/2020 - Mid-Year	MM15/2020 dated 22/01/2020.	dated 23/1/20. CC6/2020 dated	Mid-Year Assessment	dated 28/02/2020 -	MM15/2020 dated 22/01/2020. EM1/2020 dated 23/1/20.	CC6/2020 dated 31/01/2020 - Mid-Year Assessment.	CC17/2020 dated 28/02/2020 - Adjustment	Budget
RO			RO				At least 95% of M R5 600 000 2 R6 500 000 E				At least 93% R5 000 000— R1 000 000				At least 93% R460 000 R550 000				R70-000— R230-000 (R40-000— R200-000 + R30-000 )			
Conducting 8 4 fire prevention information sessions according to	programme in identified wards by June 2020		Conducting 8 7 fire safety	campaigns for schools in the CoM municipal area according to	programme by June 2020		Collecting at least 95% income from driver's licenses (excluding Prodiba fees) by June 2020				Collecting at least 93% commission from Vehicle Registration and Licensing / renewals which is 20%	on all vehicle income, minus 14% VAT by June 2020			Collecting at least 93% income from Motor Vehicle Testing by June 2020				Collecting income from businesses, hawkers and stands by June 2020			
Number of ward sessions conducted			Number of fire safety	at schools			Rand value income collected from driver's licenses				Rand value income collected from vehicle registration and	rals			Rand value income collected from motor vehicle testing				Rand value income collected from businesses, hawkers and stands			
To promote fire safety			To promote fire safety				To effectively do revenue collection to ensure sound financial matters				To effectively do revenue collection to ensure sound financial matters				To effectively do revenue collection to ensure sound financial matters				To effectively do revenue collection to ensure sound financial matters			
2.88%			5.88%				5.88%				5.88%				5.88%				5.88%			
	Participation	i	uc		inas and		fne	megeneM lek	Financ			anagement	M leioneni	1		) Management	Financia			ncial Management	sni4	
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Attendance register (Total traffic officers) Feedback register (All stake holders at road block) Dates of road	blocks / duration	Programme, Feedback Register, Marketing	material. Vote number.			Daily Recons / Receipts.					Daily Recons / Receipts. Income Votes. GO40			
				Requesitions was hand in came back no funds available		Due to the intensive execution of awareness campaigns the payment of		Mineral in the fact of the fac	The figure from Finance Dept., (R847 015) differs with what we captured (R 840 850) which is informed by our daily reconciliation/receipts and per income votes.		Due to the serious attention given to law enforcement activities an improved collection is gradually achieved. The		Due to the improved twe inforcement administration the obligationing three administration of the control of the	
								The figure from Finance Dept. ( R455 170 gloss with what we captured (R 445 500) which is informed by our daily reconciliation/freesipts and per income voites.						
								During the 2019/2020 budget year the anticipated figures were mixed up between the traffic fines income and W.O. A income voles were R621 755 1020/1040018052ZZZWM traffic income R1000 000 10201040100FNZZZZZWM the issue was raided with the immore department and wile be reaffied in itsue was raided with the immore department and wile be reaffied in the budget review process during January 2020 to reflect the budgeted R1000 000.00 W.O.A. vole R1000 000.00 W.O.A. vole R1000 1040110FNZZZZZWMM and R207 1456 to braffic fines income 1020 1040110FNZZZZZWMM. R448 S00 thas been moeived to deline giving an indication that the efforts and approach applied will possibly see us	Due to the intensive execution of Warrant of Arrest the payment of fines increased drastically					
						R 271 620		R455 170	R840 850		R 401 773	R 767 818	R1 1 20 067	
3 (K78) multi road blocks conducted 5 (K78) multi road blocks conducted 3 (K78) multi road blocks	conducted	5 Safety campaigns conducted	10 Safety campaigns conducted	24 Safety campaigns conducted										
<b>③</b>			0					<b>⑤</b>				(		
3 (K78) multi road blocks conducted 5 (K78) multi road blocks conducted 3 (K78) multi road blocks	conducted 4 (K78) multi road blocks conducted	5 Safety campaigns conducted	10 Safety campaigns conducted	24 Safety campaigns conducted	5 0 Safety campaigns conducted	R 250 000		R 500 000	R 750 000	R1-000-000	R 155 439	R 310 877	R 566 316	R 621 755
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multi road blocks		ylels	e beon b	ons other				R660 580 collected				pepe	BI 021 600 ∞II	
		Covid-19 Amendments	CC28/2020 dated	27/05/2023		of MM15/2020 dated	22/01/2020. EM1/2020	dated 23/170. C65/2020 dated 31 fv1/2020 Mid-Year Assessment. Covid-19 Amendments CC28/2020 Z7/05/2023			MM15/2020 dated 22/01/2020.	CC6/2020 dated 23/1/20. CC6/2020 dated	Assessment Assessment	
0		RO				At least 55% of II R1 000 000					R 621 755			
Conducting 15 (K78) multi road blocks with all law enforcement agencies in the CoM municipal area by June 2020		Conducting 44 39 traffic and road after campaigns at schools and	creches in the CoM municipal area according to programme by June	2020		Collecting at least 85% income from traffic fines by June 2020					Collecting income from warrant of arrests by June 2020			
Number of (K78) multi road blocks		Number of traffic and road safety	campaigns conducted of at schools and	crèches		e Rand value income collected from	outstanding traffic fines				e Rand value income collected from warrants of arrest			
To promote road safety		To promote road safety				To collect revenue to ensure sound financial matters					To collect revenue to ensure sound financial matters			
% 888. 6		5.88%				5.88%					5.88%			
rastructure Participation	Jul	uo	nedioin	blic Pa	М			Munopen Frinancial Vability & Wanagement Financial Management			v-		Municipal Financial Vianing	
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