

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

Entered into by and between

The CITY OF MATLOSANA herein represented by

M.M.E. KGAILE

in her capacity as

Executive Mayor

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

And

T.S.R. NKHUMISE

As the

Municipal Manager

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

For the Period

1 July 2017 to 30 June 2018

PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The **CITY OF MATLOSANA** herein represented by **MALEETOANE MAETU ELIZABETH KGAILE (ID NR. 6410250294084)** in her capacity as the **EXECUTIVE MAYOR** (hereinafter referred to as the **Employer**) and **THEETSI SOLOMON ROGER NKHUMISE (ID NR. 7212265390082)** in his capacity as the **MUNICIPAL MANAGER** 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.

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3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **1 JULY 2017** and will remain in force until **30 JUNE 2018** 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 included 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 need 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 KPA's (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	2%
Municipal Institutional Development and Transformation	9%
Local Economic Development (LED)	0%
Municipal Financial Viability and Management	0%
Good Governance and Public Participation	89%
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.

- (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.

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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 2017
Second quarter	:	October – December 2017
Third quarter	:	January – March 2018
Fourth quarter	:	April – June 2018

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;

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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 MEC responsible for local government in the relevant province as well as the national minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.


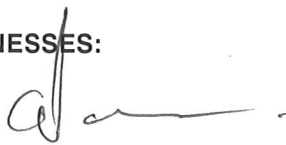
14. PERFORMANCE APPRAISALS

- 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 2015 Performance Management System Framework document.

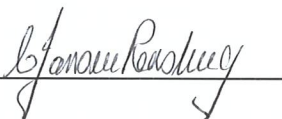
Thus **done** and **signed** at KLERKSDORP on this the 15 day of MAY 2018.

AS WITNESSES:

1.


EMPLOYEE


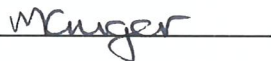
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Thus **done** and **signed** at KLERKSDORP on this the 15 day of MAY 2018.

AS WITNESSES:

1.


EMPLOYER

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OFFICE OF THE MUNICIPAL MANAGER
MR. TSR NKHUMIZI

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

- Service Delivery & Infrastructure Development (1) 2%
- Municipal Institutional Development and Transformation (4) 9%
- Local Economic Development (0) 0%
- Municipal Financial Viability & Management (0) 0%
- Good Governance and Public Participation (40) 89%
- 100%

IDP Linkage / IDP Project ID	Budget Linkage	Item No.	Responsible Person	Key Performance Area (KPA)	Back to Basics	Weighting	Objectives	Key Performance Indicators (KPI) and Type	Annual Performance Target	Budget	Revised Target / Adjustment Budget	Base Line	Quarter	Quarterly Projected Target	Rating Key	Quarterly Actual Achievement	Actual Expenditure	Reason for Deviation	Planned Remedial Action	Comments	Portfolio of Evidence										
IDP - MIG Funding	MM1	20000040100000	E Marumo	Infrastructure & Service Delivery	Infrastructure Services	2.22%	MIG (NDPG & DME included) funding spent to ensure the upgrading and maintenance of infrastructure in the KOSH	MIG grants (NDPG & DME included) allocated for the City of Maitsoana spent 2018	Spending of MIG grants (NDPG & DME included) allocated to the City of Maitsoana by June 2018	R89 044 000 R146 632 904 (dated 28/02/2018 - Adjusted IMG and NDPG implementation Plan, CC26/2018)	CC 14/2018	R83 195 915	1	R4 452 050 5%	<input checked="" type="checkbox"/>	43%	R 38 266 712							Printout from Main Ledger Account							
													2	R26 712 300 30%		70.87%	R 63 102 656														
													3	R44 520 500 50%		57.00%	R 83 526 621														
													4	R89 041 000 100%																	
IDP - MIG Roll-Over-Funding	MM2	20000040300000	E Marumo	Infrastructure & Service Delivery	Infrastructure Services	0.00%	MIG roll-over-grants- allocated-to-the-city-of-Maitsoana	Spending-of-MIG-roll-over-grants-allocated-to-the-City-of-Maitsoana-by-June-2018	-Not yet applied	MM06/2018 dated 22/01/2018 - Mid-Year Assessment, CC26/2018 dated 27/03/2018		R3 968 211	1	-	<input checked="" type="checkbox"/>	-							PAC report. Vote number.								
													2	-		-															
													3	R 150%		-															
													4	R -100%		-															
OPERATIONAL																															
Operational	MM3	N/A	E Marumo	Municipal Institutional Development and Transformation	Financial Management	2.22%	To ensure an effective external audit process (Exception report)	% Of external audit queries answered within required time frame	Answering 100% of all audit queries (exception report) received from the Auditor-General within the required time frame by November 2017	R 0		New Indicator	1	No. received / No. answered 100%	<input checked="" type="checkbox"/>	3 communications received / 3 Resolved in previous quarter							Tracking document. Execution letters / notes								
													2	No. received / No. answered 100%																	
													3	-																	
													4	-																	
Operational	MM4	N/A	E Marumo	Good Governance and Public Participation	Good Governance	2.22%	To ensure good governance by executing the mandate of council	% of Resolutions implemented within required timeframe	Implementing 85% of all directorates municipal manager / May/Co / council resolutions by June 2018	R 0	100%	(58 Received / 58 Implemented)	1	No. received / No. implemented 85%	<input checked="" type="checkbox"/>	13 received / 12 implemented 92%							Resolution register. Copy of resolutions. Execution letters / notes (supporting documents)								
													2	No. received / No. implemented 85%		11 received / 11 implemented 100%															
													3	No. received / No. implemented 85%	<input checked="" type="checkbox"/>	9 received / 7 implemented 79% Previous quarters backlogs: 2 Rolled-over / 1 Implemented 50%															
													4	No. received / No. implemented 85%																	
Operational	MM5	N/A	E Marumo	Good Governance and Public Participation	Good Governance	2.22%	To reduce risk areas and protect the municipality against legal actions	% of all identified high risks mitigated by implementing corrective measures	Mitigating 80% of all the directorate's identified high risks by implementing corrective measures by June 2018	R 0	100%	(58 Received / 58 Implemented)	1	No. received / No. mitigated 80%	<input checked="" type="checkbox"/>	1 received / 0 mitigated 0%							Director's risk register. Execution letters / notes								
													2	No. received / No. mitigated 80%		1 received / 0 mitigated 0%															
													3	No. received / No. mitigated 80%		1 received / 0 mitigated 0%															
													4	No. received / No. mitigated 80%																	

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MM6	N/A	Outcome 9 - Output 1	Good Governance and Public Participation	Good Governance and Public Participation	Good Governance	2.22%	To ensure that the quality of information is on an acceptable standard	Directorate's 2016/17 Annual Report input provided before the draft annual report is tabled by October 2017	R0	Credible 2016/17 Annual Report input provided	1 Credible 2016/17 Annual Report input provided	2 Credible 2016/17 Annual Report input provided	3 Credible 2016/17 Annual Report input provided	4 Credible 2016/17 Annual Report input provided	Annual Performance Information submitted Credible 2016/17 Annual Report input	Signed-off AR template and narrative
MM6	N/A	Outcome 9 - Output 1	Good Governance and Public Participation	Good Governance and Public Participation	Good Governance	2.22%	To ensure that the quality of information is on an acceptable standard	Directorate's 2016/17 Annual Report input provided before the draft annual report is tabled by October 2017	R0	Credible 2016/17 Annual Report input provided	1 Credible 2016/17 Annual Report input provided	2 Credible 2016/17 Annual Report input provided	3 Credible 2016/17 Annual Report input provided	4 Credible 2016/17 Annual Report input provided	Annual Performance Information submitted Credible 2016/17 Annual Report input	Signed-off AR template and narrative
MM7	N/A	Operational	Good Governance and Public Participation	Good Governance and Public Participation	Good Governance	2.22%	To ensure that the programmes and projects of the directorate are incorporated	Directorate's IDP inputs provided before the 2018/19 IDP is tabled by 30 May 2018	R0	Credible 2017/18 IDP inputs provided	1 Credible 2017/18 IDP inputs provided	2 Credible 2017/18 IDP inputs provided	3 Credible 2017/18 IDP inputs provided	4 Credible 2017/18 IDP inputs provided	Signed-off IDP needs and priority list	
MM8	N/A	Operational	Good Governance and Public Participation	Good Governance and Public Participation	Good Governance	2.22%	To ensure that the all the directorate's KPI's are catered for	Directorate's SDBIP inputs before the draft 2018/19 SDBIP is submitted by 25 May 2018	R0	Credible 2017/18 SDBIP inputs provided	1 Credible 2017/18 SDBIP inputs provided	2 Credible 2017/18 SDBIP inputs provided	3 Credible 2017/18 SDBIP inputs provided	4 Credible 2017/18 SDBIP inputs provided	Signed-off SDBIP planning template, Attendance Register	
MM9	N/A	Compliance	Good Governance and Public Participation	Good Governance and Public Participation	Good Governance	2.22%	To comply with legal requirements (sec. 116 of MFMA)	Percentage of SLA / lease agreements which are commented on in terms of all allocated contracts, as received from legal section	R0	New Indicator	1 No. received / No. comments 100%	2 No. received / No. comments 100%	3 No. received / No. comments 100%	4 No. received / No. comments 100%	SLA received and comments register, SLA with comments	
MM10	N/A	Compliance	Municipal Institutional Development and Transformation	Institutional Capacity	Institutional Capacity	2.22%	To attend to all LLF meetings to ensure industrial harmony	Number of LLF meetings attended	R0	New Indicator	1 No. received / No. comments 100%	2 No. received / No. comments 100%	3 No. received / No. comments 100%	4 No. received / No. comments 100%	0	MM and Director Corporate Support to intervene
MM11	N/A	Compliance	Good Governance and Public Participation	Good Governance and Public Participation	Good Governance	2.22%	To ensure that the mandate of Audit Committee is executed	Percentage of Resolutions of the Audit Committee implementation within required timeframe	R0	New Indicator	1 No. received / No. comments 100%	2 No. received / No. comments 100%	3 No. received / No. comments 100%	4 No. received / No. comments 100%	0	No LLF meetings scheduled by LR section due to leadership squabbles within SAMMU
MM12	N/A	Compliance	Good Governance and Public Participation	Good Governance and Public Participation	Good Governance	2.22%	To improve the audit outcome from the AG	Number of Audit Steering Committee meetings conducted	R0	New Indicator	1 No. received / No. comments 100%	2 No. received / No. comments 100%	3 No. received / No. comments 100%	4 No. received / No. comments 100%	0	Resolution register. Copy of resolutions. Execution letters / notes (supporting documents)
MM13	N/A	Compliance	Good Governance and Public Participation	Good Governance and Public Participation	Good Governance	2.22%	To improve service delivery and the audit outcome from the AG	Number of Performance Management (SDBIP) matters discussed at Top Management meetings	R0	New Indicator	1 No. received / No. comments 100%	2 No. received / No. comments 100%	3 No. received / No. comments 100%	4 No. received / No. comments 100%	0	Resolution register. Copy of resolutions. Execution letters / notes (supporting documents)
PMS1	N/A	Compliance	Good Governance and Public Participation	Good Governance and Public Participation	Good Governance	2.22%	To approve the 2016/17 Annual Performance Report (Unaudited Annual Report) to comply with section 46 of the MSA	Approving 2016/17 Annual Performance Report (Unaudited Annual Report) by August 2017	R0	New Indicator	1 No. received / No. comments 100%	2 No. received / No. comments 100%	3 No. received / No. comments 100%	4 No. received / No. comments 100%	2016/17 Annual Performance Report (Unaudited Annual Report) approved MM - 31 August 2017.	MM Letter. MM resolution

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PMS2	N/A	Compliance	Good Governance	Good Governance	2.22%	To table the 2016/17 Annual Performance Report (Unaudited Annual Report) to comply with section 121 and Circular 63 of MFMA	2016/17 Annual Performance Report (Unaudited Annual Report) tabled before Council	Tabling the 2016/17 Annual Performance Report (Unaudited Annual Report) before Council by 30 September 2017	R0	2015/16 Annual Performance Report (Draft / Unaudited 2015/16 Annual Report) approved by Council on 30 August 2016	1 2 3 4	2016/17 Annual Performance Report (Unaudited Annual Report) approved	2016/17 Annual Performance Report (Unaudited Annual Report) tabled - CC154/2017 dated 26 September 2017	Item, Council Resolution
PMS3	N/A	Compliance	Good Governance	Good Governance	2.22%	To table the 2016/17 Audited Annual Report to comply with section 121 of MFMA	Audited 2016/17 Annual Report tabled before Council	Tabling the Audited 2016/17 Annual Report before Council by 31 January 2018	R0	Audited 2015/16 Annual Report tabled CC15/2017 dated 31/01/2017	1 2 3 4	2016/17 Audited Annual Report tabled	2016/17 Audited Annual Report tabled CC2/2018 dated 30/01/2018	Item, Council Resolution
PMS4	N/A	Compliance	Good Governance	Good Governance and Public Participation	2.22%	To approve the 2017/18 Mid-Year Assessment Report to comply with section 72 of the MFMA	2017/18 Mid-Year Assessment Report approved by the Executive Mayor	Approving the 2017/18 Mid-Year Assessment Report by the Executive Mayor by 23 January 2018	R0	2016/17 Mid-Year Assessment Report approved EM02/2017 dated 31/01/2017	1 2 3 4	2017/18 Mid-Year Assessment Report approved	2017/18 Mid-Year Assessment Report approved MM 6/2018 dated 22/01/2018. CC28/2018 dated 27/03/2018	MM Resolution, Council Resolution
PMS5	N/A	Compliance	Good Governance	Good Governance and Public Participation	2.22%	To table the draft 2018/19 SDBIP to comply with legislation	Draft 2018/19 SDBIP tabled by Council	Tabling draft 2018/19 SDBIP by Council by May 2018	R0	Draft 2017/18 SDBIP tabled CC103/2017 dated 31/05/2017	1 2 3 4	Draft 2018/19 SDBIP tabled		Item, Council resolution
PMS6	N/A	Compliance	Good Governance	Good Governance and Public Participation	2.22%	To approve the final 2018/19 SDBIP to ensure compliance with legislation	Final 2018/19 SDBIP approved by Executive Mayor	Approving final 2018/19 SDBIP by Executive Mayor (28 days after approval of budget) by June 2018	R0	Final 2017/18 SDBIP approved EM06/2017, EM 16/06/2017	1 2 3 4	Final 2018/19 SDBIP approved		Executive Mayor / Administrator Signature
PMS7	N/A	Compliance	Good Governance	Good Governance and Public Participation	2.22%	To sign the 2018/19 Performance Agreements to comply with legislation	2018/19 Performance Agreements with section 54A and 56 employees signed	Signing 2018/19 performance agreements with section 54A & 56 employees by June 2018	R0	Performance Agreements signed on 27 June 2017	1 2 3 4	2018/19 Performance Agreements signed		Signed Agreements MM Resolution
PMS8	N/A	Outcome 9 - Output 1	Good Governance and Public Participation	Good Governance and Public Participation	2.22%	The number of people from employment equity target groups employed in the first three highest levels of management (National Key Performance Indicator)	Number of male employees on the first three highest levels of management	Employing 29 male employees on the first three highest levels of management by June 2018 (Excluding section 54A and 56 employees)	R0	25 Male employees Coloured - 1; Indian - 0; Black - 2; White - 3; Coloured - 1; Indian - 1	1 2 3 4	Black - 23 White - 3 Coloured - 1 Indian - 1		Personnel structure
PMS9	N/A	Outcome 9 - Output 1	Good Governance and Public Participation	Good Governance and Public Participation	2.22%	The number of people from employment equity target groups employed in the first three highest levels of management (National Key Performance Indicator)	Number of female employees on the first three highest levels of management	Employing 16 female employees on the first three highest levels of management by June 2018 (Excluding section 54A and 56 employees)	R0	9 Female employees Coloured - 0; Indian - 0; Black - 7; White - 2	1 2 3 4	Black - 6 White - 4 Coloured - 2 Indian - 2		Personnel structure
IDP1	N/A	Outcome 9 - Output 1	Good Governance and Public Participation	Good Governance and Public Participation	2.22%	To give effect to the 2018/19 Review IDP	2018/19 Review IDP process plan tabled in Council	Tabling the 2018/19 Review IDP process plan in Council by August 2017	R0	2017/22 IDP Process Plan tabled on 30 August 2016 CC 55/2016	1 2 3 4	2018/19 Review IDP Process Plan tabled	IDP process plan tabled on CC140/2017 dated 29 August 2017	Item, Process Plan, Council Resolution

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Compliance	N/A	IDP2	S Ouwencamp	Good Governance and Public Participation	Public Participation	2.22%	To enhance public participation to comply with legislation and obtain inputs from local community for prioritization of projects	Number community consultations meetings conducted	Conducting 2 community consultations meetings by May 2018	R0		2 Community consultations meetings conducted	1 0	0 1 2 3 4 1	0 1 0 0 0	Community consultation meetings held 18 October 2017	Notice: Attendance register. Photos
Compliance	N/A	IDP3	S Ouwencamp	Good Governance and Public Participation	Public Participation	2.22%	To enhance public participation to comply with legislation and obtain inputs from external sector departments	Number Rep Forum meetings conducted	Conducting 2 Rep Forum meetings by June 2018	R0		2 Rep Forum meetings conducted	1 0	0 1 0 0 0	0 1 0 0 0	IDP Rep Forum meeting held on 12 December 2017	Notice: Attendance register. Minutes
Outcome 9 - Output 1	N/A	IDP4	S Ouwencamp	Good Governance and Public Participation	Good Governance	2.22%	To table the draft IDP to comply with legislation	Table the draft 2018/19 Review IDP in Council	Tabling the draft 2018/19 Review IDP in Council by March 2018	R0		2 Rep Forum meetings conducted on 30 March 2017	1 2	- -	- -	- -	Notice for public participation. Attendance registers. Item. Council Resolution
Outcome 9 - Output 1	N/A	IDP5	S Ouwencamp	Good Governance and Public Participation	Public Participation	2.22%	To invite public comments after the tabling of the IDP to comply with legislation and to obtain inputs from the community	Public comments invited by Council after tabling of the draft 2018/19 Review IDP	Inviting public comments after the tabling of the draft 2018/19 Review IDP for inputs from the community by April 2018	R0		Public comments invited in the Klerksdorp Record	1 2 3 4	- - - -	- - - -	- - - -	Advertisement Public comments (if any)
Outcome 9 - Output 1	N/A	IDP6	S Ouwencamp	Good Governance and Public Participation	Good Governance	2.22%	To approve the final IDP to comply with legislation	Final 2018/19 Review IDP approved by Council	Approving the final 2018/19 Review IDP by Council by May 2018	R0		Final IDP approved on CC102/2017 dated 3/5/2017	1 2 3 4	- - - -	- - - -	- - - -	Council Resolution
Compliance	N/A	RS1	M Mobebe	Good Governance and Public Participation	Good Governance	2.22%	To submit a Risk management report to the Risk Management Committee to ensure good governance	Risk management report submitted to the Risk Management Committee	Submitting 4 risk management reports to ensure an effective risk management process to the Risk Management Committee by June 2018	R0		4 Risk management reports submitted	1 2	1 1	1 1	1 1	Programme Notice & Attendance Register Report to Risk Committee
Compliance	N/A	RS2	M Mobebe	Municipal Institutional Development and Transformation	Good Governance	2.22%	To conduct risk assessments on strategic and operational risks to ensure good governance and to comply with legislation	Risk Assessment conducted on strategic and operational risks	Conducting 2 strategic and 2 operational risk assessments with Council departments on emerging risks by June 2018 Conducting 4 operational risk assessments with Council departments on emerging risks by June 2018	R0	MM09/2018 dated 22/07/2018 - Mid-Year Assessment- 2018 CC26/2018 dated 27/03/2018	4 Risk Assessments conducted	1 2 3 4	1 1 1 1	1 1 1 1	1 1 1 1	Notice: Risk register. Attendance register.

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RIS3	N/A	Compliance	M Mosebela	Good Governance and Public Participation	Good Governance	2.22%	To revise the Risk Register to determine the linkage between departmental objectives and risk activity	Risk Register revised and approved to determine the linkage between departmental objectives and risk activity	Revising the 2017/18 Risk Register to determine the linkage between departmental objectives and risk activity and approving the 2018/19 Risk Register by June 2018.	R0	2016/17 Risk Register presented to audit committee. A copy submitted to council for approval	1 - 2 - 3 - 4 -	2017/18 Risk Register revised and 2018/19 Risk Register approved							Risk register. Notices. Attendance register. Risk Assessment report. MM Resolution
RIS4	N/A	Compliance	M Mosebela	Good Governance and Public Participation	Good Governance	2.22%	To implement the Fraud and Anti-Corruption Plan for the municipality to ensure good governance and to comply with legislation	Fraud and Anti-Corruption Plan implemented and assessed	Implementing the Fraud and Anti-Corruption Plan with implementation of action plans by June 2018	R0	2 Fraud Risk assessments conducted	1 - 2 - 3 - 4 -	1 Fraud Risk Monitoring Conducted		1. Fraud Risk Monitoring conducted					Notices. Attendance register. Assessment report.
RIS5	N/A	Compliance	M Mosebela	Good Governance and Public Participation	Good Governance	2.22%	To develop strategic documents to ensure good governance and to comply with legislation	Risk management strategic documents reviewed and approved by the municipal manager and council	Approving the risk management strategic documents (Charter and implementation plan) by the municipal manager and council by June 2018	R0	2 Risk Management Implementation Plan approved by Risk Management Manager.	1 - 2 - 3 - 4 -	1 Risk Management Charter approved by Risk Committee		1 Risk Management Charter approved by Risk Committee					Risk Management Committee Charter. Risk Management Implementation. MM resolution. Council resolution
RIS6	N/A	Compliance	M Mosebela	Good Governance and Public Participation	Good Governance	2.22%	To revise the Risk Register to determine the linkage between departmental objectives and risk activity	Risk Register revised and approved to determine the linkage between departmental objectives and risk activity	Revising the 2016/17 Risk Register to determine the linkage between departmental objectives and risk activity and approving the 2017/18 Risk Register by June 2017.	R0	2016/17 Risk Register revised and 2017/18 Risk Register approved	1 - 2 - 3 - 4 -	2016/17 Risk Register revised and 2017/18 Risk Register approved							2016/17 Risk Register revised and 2017/18 Risk Register. Council resolution
MPAC1	N/A	Compliance	K Mopolai	Good Governance and Public Participation	Public Participation	2.22%	To monitor the municipality's performance and financial situation by conducting regular MPAC meeting	Number of MPAC (s 79) meetings to monitor the performance and financial situation in the City of Matlosana conducted	Conducting 40 30 public meetings to monitor the performance and financial situation in the City of Matlosana by June 2018	R0	15 Public participation (s 79) meetings conducted	1 - 2 - 3 - 4 -	1 Meeting held on 26 October 2017 12 meetings held		10 Meetings held 1 Meeting held on 26 October 2017 12 meetings held					Notices. Attendance registers. Minutes.
MPAC2	N/A	Compliance	K Mopolai	Good Governance and Public Participation	Public Participation	2.22%	To investigate unauthorised, irregular, fruitless and wasteful expenditure of the municipality's performance and financial situation by conducting (s32) meetings.	Number of (s 32) meetings conducted to investigate unauthorised, irregular, fruitless and wasteful expenditure of the municipality's performance and financial situation	Conducting 4-10 section 32 meetings to investigate unauthorised, irregular, fruitless and wasteful expenditure of the municipality's performance and financial situation by June 2018	R0	10 Section 32 meetings conducted	1 - 2 - 3 - 4 -	4 meetings held. Moire Isiane Attorneys appointed to investigate Uf & W expenditure 1 Meeting held on 16 October 2017 0 meetings		4 meetings held. Moire Isiane Attorneys appointed to investigate Uf & W expenditure 1 Meeting held on 16 October 2017 0 meetings					Notices. Attendance registers. Minutes.
MPAC3	N/A	Compliance	K Mopolai	Good Governance and Public Participation	Good Governance	2.22%	To issue MPAC progress reports to ensure compliance with legislation	Number of MPAC progress reports issued to council which assess the efficiency and effectiveness of performance and finances of council	Issuing 4-10 MPAC progress reports to council which assess the efficiency and effectiveness of performance and finances achieved by council by June 2018	R0	6 MPAC progress reports submitted	1 - 2 - 3 - 4 -	4 reports tabled 2 reports tabled 1 report tabled		4 reports tabled 2 reports tabled 1 report tabled					Item. Council Resolution
MPAC4	N/A	Compliance	K Mopolai	Good Governance and Public Participation	Public Participation	2.22%	To enhance public participation on the results of the Annual Report to comply with legislation	Number of public participation meetings conducted on the results of the Annual Report	Conducting 1 public participation meeting on the results of the Annual Report by March 2018	R0	2 Public Participation and Public Meeting	1 - 2 - 3 - 4 -	1 Public participation meeting conducted		1 Public participation meeting conducted - 13 March 2018					Advertisement/Notice for public participation. Attendance registers. Public comments. Photos
MPAC5	N/A	Compliance	K Mopolai	Good Governance and Public Participation	Public Participation	0.00%	To conduct public hearings on the final report of the Auditor-General to comply with legislation	Number of public hearings conducted on the final report of the Auditor-General	Conducting 4 public hearings on the final report of the Auditor-General by March-2018	R0	7 Public hearings conducted	1 - 2 - 3 - 4 -	4 public hearings conducted. KPI be removed from the							Advertisement/Notice for public participation. Attendance registers. Public comments. Photos

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Compliance	IA6	M Seero	Good Governance	2.22%	To submit a Risk Based Audit Plan to ensure	3-Year Risk Based Audit Plan 2018/19 submitted to the Audit Committee for approval	Submitting a 3-Year Risk Based Audit Plan 2018/19 to the Audit Committee for approval by June 2018	R0	3-Year Risk Based Audit Plan 2017/18	1 Assessment Report submitted to Audit Committee	1 2 3 4	3-Year Risk Based Audit Plan 2018/19	2018/19 Risk Based Audit Plan approved by Audit Committee. Minutes
Compliance	N/A	M Seero	Good Governance	2.22%	To submit a Risk Based Audit Plan to ensure	3-Year Risk Based Audit Plan 2018/19 submitted to the Audit Committee for approval	Submitting a 3-Year Risk Based Audit Plan 2018/19 to the Audit Committee for approval by June 2018	R0	3-Year Risk Based Audit Plan 2017/18	1 Assessment Report submitted to Audit Committee	1 2 3 4	3-Year Risk Based Audit Plan 2018/19	2018/19 Risk Based Audit Plan approved by Audit Committee. Minutes
Compliance	N/A	M Seero	Institutional Development and Public Participation	2.22%	To conduct quality assurance improvement programme to comply with legislative requirements	Peer-to-peer quality assurance and improvement programme performed	Performing 1 peer-to-peer quality assurance and improvement programme to be submitted to MM and AC by June 2018	R0	1 Assessment Report submitted	1 Assessment Report submitted	1 2 3 4	Assessment Report	Request letter, Assessment report, Proof of submission to MM, AC minutes

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MUNICIPAL MANAGER


EXECUTIVE MAYOR





