

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

THEETSI SOLOMON ROGER NKHUMISE

in his capacity as

Municipal Manager

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

And

BENJAMIN BAGANNE CHOCHÉ

As the

Director: Planning and Human Settlement

(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 **BEJAMIN BAGANNE CHOCHÉ (ID NR. 8512095426082)** in his capacity as the **DIRECTOR: PLANNING AND HUMAN SETTLEMENT** 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

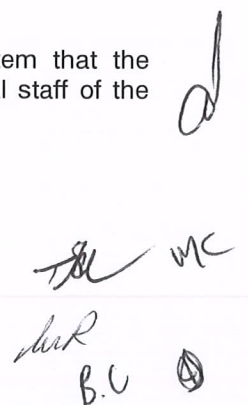
- 3.1 This Agreement will commence on the **1 JULY 2019** and will remain in force until **30 JUNE 2020** thereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will include a new performance agreement that replaces this agreement at least once a year not later than 31st of July of the succeeding financial year.
- 3.3 This Agreement will terminate on the termination of the **Employee's** contract of employment.
- 3.4 The content of this Agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

4 PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out-
 - 4.1.1 The performance objectives and targets that must be met by the **Employee**; and
 - 4.1.2 The time frames within which those performance objectives and targets must be met.
 - 4.1.3 The Competencies (Annexure B) – definitions in terms of regulation 21 of 17 January 2014 are required, to operate effectively as senior manager in the Local Government environment.
- 4.2 The performance objectives and targets reflected in the Performance Plan (Annexure A) are set by the **Employer** in consultation with the **Employee** and based on the Integrated Development Plan (IDP), Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the **Employer**, and shall include:
 - 4.2.1 Key objectives that describe the main tasks that needs to be done.
 - 4.2.2 Key performance indicators that provide the details of the evidence that must be provided to show that a key objective has been achieved.
 - 4.2.3 Target dates that describe the timeframe in which the work must be achieved.
 - 4.2.4 Weightings that show the relative importance of the key objectives to each other.
- 4.3 The Personnel Development Plan (Annexure C) sets out the employee's personnel development requirements in line with the objectives and targets of the employer.
- 4.4 The **Employee's** performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the **Employer's** Integrated Development Plan.

5 PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The **Employee** agrees to participate in the performance management system that the **Employer** adopts or introduces for the **Employer**, management and municipal staff of the **Employer**.



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- 5.2 The **Employee** accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the **Employer**, management and municipal staff to perform to the standards required.
- 5.3 The **Employer** will consult the **Employee** about the specific performance standards and targets that will be included in the performance management system as applicable to the **Employee**.
- 5.4 The **Employee** undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.
- 5.5 The criteria upon which the performance of the **Employee** shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
- 5.5.1 The **Employee** must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and the Competencies respectively.
- 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.3 KPA's covering the main areas of work will account for 80% and Competencies will account for 20% of the final assessment.
- 5.6 The **Employee's** assessment will be based on his / her performance in terms of the outputs / outcomes (performance indicators) identified as per attached Performance Plan (Annexure A), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the **Employer** and **Employee**:

Key Performance Areas (KPA's)	Weighting
Service Delivery & Infrastructure Development	7.1%
Municipal Institutional Development and Transformation	14.3%
Local Economic Development (LED)	0%
Municipal Financial Viability and Management	14.3%
Good Governance and Public Participation	64.3%
Total	100%

- 5.7 In the case of Senior Managers directly accountable to the Municipal Manager, key performance areas related to the functional area of the relevant manager must be subject to negotiation between the municipal manager and the relevant manager.
- 5.8 The competencies will make up the other 20% of the **Employee's** assessment score. The competencies are split into two groups, Leading competencies that drive strategic intent and direction and Core competencies which drive the execution of the leading competencies.

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

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

6. EVALUATING PERFORMANCE

6.1 The Performance Plan (Annexure A) to this Agreement sets out -

6.1.1 The standards and procedures for evaluating the **Employee's** performance; and

6.1.2 The intervals for the evaluation of the **Employee's** performance.

6.2 Despite the establishment of agreed intervals for evaluation, the **Employer** may in addition review the **Employee's** performance at any stage while the contract of employment remains in force.

6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan (Annexure C) as well as the actions agreed to and implementation must take place within set time frames.

6.4 The **Employee's** performance will be measured in terms of contributions to the goals and strategies set out in the **Employer's** SDBIP as described in 6.6 below.

6.5 The **Employee** will submit quarterly performance reports (SDBIP) and a comprehensive annual performance report prior to the performance assessment meetings to the evaluation panel chairperson for distribution to the panel members for preparation purposes.

6.6 The annual performance appraisal will involve:

6.6.1 Assessment of the achievement of results as outlined in the Performance Plan:

- (a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.
- (b) A rating on the five-point scale described in 6.7 below shall be provided for each KPI or group of KPI's which will then be multiplied by the weighting to calculate the score.

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

6.6.2 Assessment of the Competencies

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

6.6.3 Overall rating

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

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

Rating scale for KPA's

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

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

Rating scale for Competencies

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

6.8 For purposes of evaluating the annual performance of the Municipal Manager, an evaluation panel constituted of the following persons must be established:

- 6.8.1 Executive Mayor;
- 6.8.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
- 6.8.3 Member of the Mayoral Committee;
- 6.8.4 Mayor and/or Municipal Manager from another municipality; and
- 6.8.5 Member of a ward committee as nominated by the Executive Mayor.

6.9 For purposes of evaluating the annual Performance of Senior Managers directly accountable to the Municipal Manager, an evaluation panel constituted of the following persons must be established:

- 6.9.1 Municipal Manager;
- 6.9.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
- 6.9.3 Municipal Manager from another municipality.

6.10 The Performance Management Unit of the municipality must provide secretariat services to the evaluation panels referred to in paragraphs 6.8 and 6.9.

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

7.2 The **Employer** shall keep a record of the mid-year review and annual assessment meetings.

7.3 Performance feedback shall be based on the **Employer's** assessment of the **Employee's** performance.

7.4 The **Employer** will be entitled to review and make reasonable changes to the provisions of (Annexure A) from time to time for operational reasons. The **Employee** will be fully consulted before any such change is made.

7.5 The **Employer** may amend the provisions of (Annexure A) whenever the performance management system is adopted, implemented and / or amended as the case may be. In that case the **Employee** will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

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

9. OBLIGATIONS OF THE EMPLOYER

9.1 The **Employer** shall –

- 9.1.1 Create an enabling environment to facilitate effective performance by the employee;
- 9.1.2 Provide access to skills development and capacity building opportunities;
- 9.1.3 Work collaboratively with the **Employee** to solve problems and generate solutions to common problems that may impact on the performance of the **Employee**;
- 9.1.4 On the request of the **Employee** delegate such powers reasonably required by the **Employee** to enable him / her to meet the performance objectives and targets established in terms of this Agreement; and
- 9.1.5 Make available to the **Employee** such resources as the **Employee** may reasonably require from time to time to assist him / her to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

10.1 The **Employer** agrees to consult the **Employee** timeously where the exercising of the powers will have amongst others –

- 10.1.1 A direct effect on the performance of any of the **Employee's** functions;
- 10.1.2 Commit the **Employee** to implement or to give effect to a decision made by the **Employer**; and

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10.1.3 A substantial financial effect on the **Employer**.

- 10.2 The **Employer** agrees to inform the **Employee** of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable to enable the **Employee** to take any necessary action without delay.

11. MANAGEMENT OF EVALUATION OUTCOMES

- 11.1 The evaluation of the **Employee's** performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 11.2 A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the **Employee** in recognition of outstanding performance to be constituted as follows:

Performance Score		Performance Bonus Percentage
From	To	
130%	133%	5%
134%	137%	6%
138%	141%	7%
142%	145%	8%
146%	149%	9%
150%	153%	10%
154%	157%	11%
158%	161%	12%
162%	165%	13%
166%	169%	14%

- 11.3 In the case of unacceptable performance, the **Employer** shall –
- 11.3.1 Provide systematic remedial or developmental support to assist the **Employee** to improve his or her performance; and
- 11.3.2 After appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the **Employer** may consider steps to terminate the contract of employment of the **Employee** on grounds of unfitness or incapacity to carry out his or her duties.

12. DISPUTE RESOLUTION

- 12.1 Any disputes about the nature of the **Employee's** performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by –
- 12.1.1 The MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the **Employee**; or
- 12.1.2 Any other person appointed by the MEC.
- 12.1.3 In the case of Senior Managers directly accountable to the Municipal Manager, a member of the municipal council, provided that such member was not part of the evaluation panel provided for in sub-regulation 27(4)(e) of the Municipal Performance Regulations, 2006, within thirty (30) days of receipt of a formal dispute from the employee;

whose decision shall be final and binding on both parties.

- 12.2 In the event that the mediation process contemplated above fails, clause relevant of the Contract of Employment shall apply.

13. GENERAL

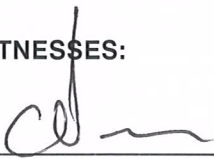
- 13.1 The contents of this agreement and the outcome of any review conducted in terms of (Annexure A) may be made available to the public by the **Employer**.
- 13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the **Employee** in terms of his/ her contract of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

14. PERFORMANCE APPRAISALS

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

Thus **done** and **signed** at KLERKSDORP on this the 11 day of MARCH 2020

AS WITNESSES:

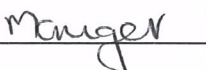
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EMPLOYEE


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Thus **done** and **signed** at KLERKSDORP on this the 11 day of MARCH

AS WITNESSES:

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EMPLOYER

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Performance Plan

**DIRECTOR: PLANNING AND
HUMAN SETTLEMENT
BB CHOCHÉ**

CITY OF MATLOSANA
Period 1 July 2019 until 30 June 2020



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DIRECTORATE PLANNING AND HUMAN SETTLEMENTS
MR BB CHOCHÉ

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

Service Delivery & Infrastructure Development (6) 40.0%

Municipal Institutional Development and Transformation (2) 13.0%

Local Economic Development (0) 0.0%

Municipal Financial Viability & Management (2) 13.0%






Good Governance and Public Participation (44) (8) 34.0%




100%

Top Layer / Bottom Layer	Project ID	Budget Linkage	Item N°	Responsible Person	Key Performance Indicators (KPI)	Objectives	Key Performance Indicators (KPI)	Annual Performance Target	Budget	Revised Target / Adjustment Budget	Base Line	Quarter	Quarterly Projected Target	Rating Key	Quarterly Actual Achievement	Actual Expenditure / Revenue	Reason for Deviation	Planned Remedial Action	Comments	Portfolio of Evidence
Operational	IDP Linkage / Outcome 9 - Output 6	N/A	DPHS1	BB Chocho	To ensure an effective external audit process (Exemption report / communications)	To ensure 100% of all the directorate's audit queries answered within required time frame by November 2019	Answering 100% of all the directorate's audit queries (exemption report / communications) received from the Auditor-General within the required time frame by November 2019	R-0	R-0	No AG enquiries received	No AG enquiries received	1	100% Nr. received / Nr. answered		No AG communications received					Tracking document - Execution letters / notes
												2	100% Nr. received / Nr. answered		No AG communications received					
												3	-							
												4	-							
Operational	Operational - Outcome 9 - Output 6	N/A	DPHS2	BB Chocho	To ensure good governance by executing the mandate of council	Implementing 87% of the directorate's Municipal Manager / Executive Mayor / May Co-Ordinator resolutions by June 2020	Implementing 87% of the directorate's Municipal Manager / Executive Mayor / May Co-Ordinator resolutions by June 2020	R-0	R-0	87% Received / 80 Implemented	87% Received / 80 Implemented	1	87% Nr. received / Nr. implemented		17% 2 received / 2 implemented			Some items were referred back during 2019 financial year, July and September council meetings did not take place. Resolution for August were only received on 30 September 2019.	To implement in 2nd quarter	Resolution register - Copy of resolutions - Execution letters / notes (supporting documents)
												2	87% Nr. received / Nr. implemented		79.41% 34 received / 27 implemented			Interdepartmental intervention regarding to address and implement the resolutions All church items for resolutions of church stands were put on abeyance by council.	meeting have been sort with the relevant departments to attend to the maintenance and other service delivery issues impeding the department from fully implementing resolutions	
												3	87% Nr. received / Nr. implemented							
												4	87% Nr. received / Nr. implemented							
Operational	Operational	N/A	DPHS3	BB Chocho	To reduce risk areas and protect the municipality against legal actions	Mitigating 50% of the directorate's identified high / maximum / extreme risks by implementing corrective measures by June 2020	Mitigating 50% of the directorate's identified high / maximum / extreme risks by implementing corrective measures by June 2020	R-0	R-0	0% 3 Received / 0 Mitigated	0% 3 Received / 0 Mitigated	1	50% Nr. received / Nr. mitigated		33% 3 received / 1 mitigated			Lack of credible information regarding municipal owned land, inadequate processes for effective land management	In joint venture with Dr KK District for land audit. Land audit in process	Director's risk register - Execution letters - notes
												2	50% Nr. received / Nr. mitigated		0% 3 received / 0 mitigated			1. New contracts have been done on 20 Aug 2019. MM still to sign contract. Meeting with different departments about service delivery was conducted on 14 Aug 2019.	1. Interdepartmental meeting to take place on service delivery in Feb 2020. 2. 3- awaiting approval for SDF	
												3	50% Nr. received / Nr. mitigated							
												4	50% Nr. received / Nr. mitigated							
Operational	Operational	N/A	DPHS4	BB Chocho	To ensure the quality of the information is on an acceptable standard	Providing the directorate's 2018/19 Annual Report input before the draft annual report is tabled by October 2019	Providing the directorate's 2018/19 Annual Report input before the draft annual report is tabled by October 2019	R-0	R-0	0% 3 Received / 0 Mitigated	0% 3 Received / 0 Mitigated	1	Information submitted 27 August 2019		Information submitted 27 August 2019					Signed-off AIC template and narrative
												2	Credible 2018/19 Annual Report input		Credible 2018/19 Annual Report input					
												3	-		-					
												4	-		-					
Operational	Operational	N/A	DPHS5	BB Chocho	To ensure that the programmes and projects of the directorate are incorporated	Providing the directorate's IDP input before the 2020/21 IDP is tabled by 30 May 2020	Providing the directorate's IDP input before the 2020/21 IDP is tabled by 30 May 2020	R-0	R-0	0% 3 Received / 0 Mitigated	0% 3 Received / 0 Mitigated	1	Credible 2019/20 IDP input		-					Signed-off IDP needs and priority list
												2	-		-					
												3	-		-					
												4	-		-					




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BL	Operational - Outcome 9 - Output 4	LAN1	C Setanyetso	Good Governance and Public Participation	Good Governance	6.67%	Administer the applications for acquisition of municipal land to ensure the access of land for various uses	Percentage of applications for acquisition of municipal land administered and finalised	Administering and finalising at least 50% of all acquisition applications by June 2020	R 0		New Indicator	1 50% Nr received / Nr resolved		0% 3 received / 0 resolved	R 0	The applications are still circulating	When all the comments and valuation are received , a report will be submitted to the next Council for consideration	Application, Deed of Sale / Lease, Council resolution, Transfer of Ownership annually
		N/A										2 50% Nr received / Nr resolved			14,28% 4 received / 0 resolved, 3 Rolledover / 1 resolved		When all the comments and valuation are received , a report will be submitted to the next Council for consideration		
												3 50% Nr considered / Nr resolved							
												4 50% Nr considered / Nr resolved							
BL	Operational	LAN2	C Setanyetso	Good Governance and Public Participation	Good Governance	6.67%	To update and maintain a credible register of all land leases, monitoring validity and escalations	Percentage of all lease applications received and finalised	Processing and finalising at least 50% of all lease applications within 90 days by June 2020	R 0		New Indicator	1 50% Nr of applications received/No finalised		0% 15 applications received / 0 finalised, 9 Rolled-over 2018/2019 / 0 Implemented	R 0	The applications are still circulating	When all the comments and valuation are received , a report will be submitted to the MM for consideration	Lease Register, Application forms
		N/A										2 50% Nr of applications received/No finalised		0% 1 applications received / 0 finalised, 15 Rolledover 1st Quarter 9 Rolled-over 2018/2019 / 0 Implemented		The applications will be processed in January 2020. After it was received, the office of the municipal valuer was closed when valuation was requested	When all the comments and valuation are received , a report will be submitted to the MM for consideration		
												3 50% Nr of applications received/No finalised							
												4 50% Nr of applications received/No finalised							
BL	Operational	BS1	D Selomoseng	Service Delivery & Infrastructure Development	Infrastructure Services	6.67%	To ensure compliance with building regulations, standards and Municipal By-Laws	Percentage of building contravention (to prevent submitting for legal action within 6 weeks from detection) resolved	Resolving at least 50% 35% of conducted building inspections to monitor and enforce compliance with the building regulations and standards across the CoM municipal area by June 2020	R 0	MM15/2020 dated 22/01/2020, EM1/2020 dated 23/1/20, CC5/2020 dated 31/01/2020 - Mid-Year Assessment	New Indicator	1 50% Nr detected / Nr resolved		14,2% 28 Notices issued / 4 resolved		No building chief to insure followups on the notices.	To make sure building chief gets appointed	Register of contravention notices after 3x notices to owner. Not served (letters)
		N/A										2 50% Nr detected / Nr resolved		19,5% 17 notices issued / 4 notices resolved		No building chief to insure that notices is followed up.	To appoint acting building chief.	Notices to Legal to be issued after 3x notices to owner. Not served (letters)	
												3 50% 35% Nr detected / Nr resolved							all notices need to go to Legal services
												4 50% 35% Nr detected / Nr resolved							
BL	Operational	BS2	D Selomoseng	Service Delivery & Infrastructure Development	Infrastructure Services	6.67%	To ensure that building plans are assessed within 30 working days	Percentage of all building plans assessed within 30 days from receipt of application and payment to finalisation of assessment	Receiving and assessing at least 70% of all building plan applications within the legal stipulated timeframe of 30 working days by June 2020	R 0		New Indicator	1 70% Nr of plans received / Nr of plans assessed		76,16% 172 Received / 131 Assessed		December holidays Plans did not circulate.	Speed up circulation process	Building Plan Register, Application Forms, Building Plan Circulation Forms (per plans) proof of payment
		N/A										2 70% Nr of plans received / Nr of plans assessed		67% 216 received / 131 assessed					
												3 70% Nr of plans received / Nr of plans assessed							
												4 70% Nr of plans received / Nr of plans assessed							
BL	Operational	BS3	D Selomoseng	Service Delivery & Infrastructure Development	Infrastructure Services	6.67%	To attend to all requests for building inspections	Percentage of building inspections conducted within 32 working hours from the time of request of appointment	Ensuring that least 80% 100% of all building inspection requests are attended to by June 2020	R 0	MM15/2020 dated 22/01/2020, EM1/2020 dated 23/1/20, CC5/2020 dated 31/01/2020 - Mid-Year Assessment	New Indicator	1 80% Nr of bookings received / No of booking attended		100% 836 Inspections / 836 Attended		Building work is costly and if inspectors it has to stop and building work stands still for the public.	Building inspection request register	
		N/A										2 80% Nr of bookings received / No of booking attended		100% 199 Inspections / 199 inspections attended		Building work is costly and if inspectors it has to stop and building work stands still for the public.			
												3 80% 100% Nr of bookings received / No of booking attended							
												4 80% 100% Nr of bookings received / No of booking attended							

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BL	Operational	N/A	TP1	C Selanyeto	Good Governance and Public Participation	Good Governance	6.67%	To ensure that land use applications are processed within 90 days	Percentage of land use applications received, paid for and finalised within the legislated timeframe of 90 days from the date of submission	Finalising at least 50% of all land use applications within 90 days by June 2020	R 0	New Indicator	1	50% / Nr of applications received / Nr of applications finalised		38.56% 41 Received / 15 finalised	Public participation processes / Service Dept delay comments	Memo to Director, Civil Services, Advertisement of vacant post	Land Use Applications Register, City of Mafikeng Municipal Planning Tribunal Resolutions, Authorised Official's register of approvals
							2	50% / Nr of applications received / Nr of applications finalised	51.85% 55 Received / 21 Finalised Rolledover 26 / Finalised 21	Most of the applications were referred back for additional information and public participation.	Letters were written to applicants to submit outstanding information								
							3	50% / Nr of applications received / Nr of applications finalised											
							4	50% / Nr of applications received / Nr of applications finalised											
BL	Operational	25151385230RZZZZZWM	TP2	D Setemong	Municipal Financial Viability & Management	Financial Management	6.67%	To collect revenue to ensure sound financial matters	Rand value income collected from building plan application	Collecting at least 80% of budgeted income from building plan applications by June 2020.	80% of R600 000 (R480 000)	R707 108 collected	1	R 150 000			R 164 882	Not all plans received in time at main office. EFT payments does not reflect on monthly receipts. R133 762.40 receipts received R28 747.30 receipts not yet received	Ledger Daily Receipts / Receipts Income Votes GO40
							2	R 240 000					R 295 236.52	Due to the advert in local newspaper, informing the public to submit building					
							3	R 360 000											
							4	R 480 000											
BL	Operational	2520142530SGZZ	TP3	D Setemong	Municipal Financial Viability & Management	Financial Management	6.67%	To collect revenue to ensure sound financial matters	Rand value income collected from land use / development applications	Collecting at least 75% of budgeted income from land use / development applications by June 2020	75% of R73 640 (R55 230)	R 170 858 collected	1	R 11 046			R 61 637	Funds not allocated by Finance Dept.	Ledger Daily Receipts / Receipts Income Votes GO40
							2	R 22 092					R 104 581.00	In previous financial year due					
							3	R 33 138											
							4	R 55 230											

107%

KPI's 20 15
TL 3 1 BL 47 14


DIRECTOR PLANNING AND HUMAN SETTLEMENTS



MUNICIPAL MANAGER



MC



J.L.R.

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