

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

LESEGO SEAMETSO

As the

Director: Corporate Support

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

For the Period

1 July 2019 to 30 June 2020

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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The **CITY OF MATLOSANA** herein represented by **THEETSI SOLOMON ROGER NKHUMISE (ID NR. 7212265390082)** in his capacity as the **MUNICIPAL MANAGER** (hereinafter referred to as the **Employer**) and **LESEGO SEAMETSO (ID NR. 8703010275080)** in her capacity as the **DIRECTOR: CORPORATE SUPPORT** of the Municipality (hereinafter referred to as the **Employee**).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1 The **Employer** has entered into a contract of employment with the **Employee** in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000, as amended ("the Systems Act"). The **Employer** and the **Employee** are hereinafter referred to as "the Parties".
- 1.2 Section 57(1)(b) of the Systems Act, as amended read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the **Employee** to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Sections 57(4a), 57(4b) and 57(5) of the Systems Act and Section 57(4c) of the Systems Amendment Act.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to -

- 2.1 comply with the provisions of Section 57(1)(b), (4a), (4b) and (5) of the Systems Act, Section 57(4c) of the Systems Amendment Act, as well as the employment contract entered into between the parties;
- 2.2 specify objectives and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan (IDP), Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- 2.3 specify accountabilities as set out in a performance plan, which forms an Annexure to the Performance Agreement;
- 2.4 monitor and measure performance against set targeted outputs and outcomes;
- 2.5 use the Performance Agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;
- 2.6 in the event of outstanding performance, to appropriately reward the employee; with Section 11 of this agreement and
- 2.7 give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

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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	0%
Municipal Institutional Development and Transformation	47.6%
Local Economic Development (LED)	0%
Municipal Financial Viability and Management	14.3%
Good Governance and Public Participation	38.1%
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

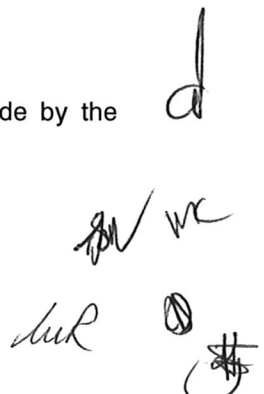
9.1 The **Employer** shall –

- 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



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.

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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.

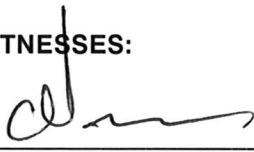
13.3 The performance assessment results of the **Employee** must be submitted to the municipal council by the **Employer** within fourteen (14) days after the conclusion of the assessment for information purposes.

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 11 day of MARCH 2020

AS WITNESSES:

1. 


EMPLOYEE

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

AS WITNESSES:

1. 


EMPLOYER

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Performance Plan

**DIRECTOR:
CORPORATE SUPPORT
L SEAMETSO**

CITY OF MATLOSANA
Period 1 July 2019 to 30 June 2020

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DIRECTORATE CORPORATE SUPPORT
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TOTAL WEIGHTING PER KEY PERFORMANCE AREA (KPA) = 100%
 Service Delivery & Infrastructure Development (0)
 Municipal Institutional Development and Transformation-(43) (10)
 Local Economic Development (4) (0)
 Municipal Financial Viability & Management (4)- (3)
 Good Governance and Public Participation (47) (8)
 100%

Top Bottom Layer	Operational	DP Linkage / Project ID	Budget Linkage	Item No.	Responsible Person	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 / Revenue	Reason for Deviation	Planned Remedial Action	Comments	Portfolio of Evidence
BL	Operational - Outcome 9	DP Linkage 6	N/A	DCS1	L Sametso	Percentage of external audit queries answered within required time frame	Answering 100% of all the directorate's audit queries (exception report/ communications) received from the Auditor-General within the required time frame by November 2019	R-0	11 Received / 11 answered 100%	1	100% received / Nr answered	Nr. received / Nr. answered	😊	0% / 1 Received / 0		Still information not finalized yet	Information to be submitted by 8 October 2019	Quarter 1 was incorrectly answered. No communications received.	Tracking document Execution letters / notes
FL	Operational	Operational	N/A	DCS2	L Sametso	Percentage of resolutions implemented within required timeframe	Implementing 87% of the directorate's Municipal Manager / Executive Mayor / MayCo's Council resolutions by June 2020	R-0	MM15/2020 dated 22/01/2020 - EMI1/2020 dated 23/1/20 - CC6/2020 dated 3/10/2020 - Mid-Year Assessment	4	87% Nr received - Nr implemented	Nr received - Nr implemented	😊	55% / 31 Resolutions / 19 Implemented. 16 Rolled over from		Postponement of Council meeting	Date of Council meeting 15/10/19	Resolution - Copy of resolutions - Execution letters / notes (supporting documents)	
BL	Operational	Operational	N/A	DCS3	L Sametso	Percentage of all identified high-maximum-extreme risks mitigated by implementing corrective measures	Mitigating 50% of the directorate's identified high-maximum-extreme risks by implementing corrective measures by June 2020	R-0	MM15/2020 dated 22/01/2020 - EMI1/2020 dated 23/1/20 - CC6/2020 dated 3/10/2020 - Mid-Year Assessment	4	50% Nr received - Nr mitigated	Nr received - Nr mitigated	😊	0% / 1 Received / 0 mitigated		System acquired but not fully implemented.	Departments will be requested to submit forms for skills gap.	Skills Gap continuously conducted per department with 70% of the system cu	Director's risk register - Execution letters / notes
BL	Operational	Operational	N/A	DCS4	L Sametso	Directorate's 2018/19 Annual Report is provided before the drafting of the draft annual report	Providing the directorate's 2018/19 Annual Report input before the draft annual report is tabled by October 2019	R-0	MM15/2020 dated 22/01/2020 - EMI1/2020 dated 23/1/20 - CC6/2020 dated 3/10/2020 - Mid-Year Assessment	4	0% Draft information submitted	Credible-2018/19 - Annual Report input provided	😊	Annual Performance information submitted Credible 2018/19 Annual Report inputs provided					Sign-off-AR template and narrative
BL	Operational	Operational	N/A	DCS5	L Sametso	Directorate's IDP inputs provided before the 2020/21 IDP is tabled	Providing the directorate's IDP inputs before the 2020/21 IDP is tabled by 30-May-2020	R-0	MM15/2020 dated 22/01/2020 - EMI1/2020 dated 23/1/20 - CC6/2020 dated	4	Credible-2020/21 - IDP inputs provided	Credible-2020/21 - IDP inputs provided	😊						Sign-off-IDP - needs and priority list
BL	Operational	Operational	N/A	DCS6	L Sametso	Directorate's SDBIP inputs provided before the draft SDBIP is tabled	Providing the directorate's SDBIP inputs before the draft SDBIP is submitted by 25 May 2020	R-0	Credible-2019/20 IDP inputs provided	4	Credible-2019/20 IDP inputs provided	Credible-2020/21 SDBIP inputs provided	😊	3 Meetings attended					Speed-of SDBIP planning template Attendance Register
BL	Operational	Operational	N/A	DCS7	L Sametso	Number of LLF meetings attended	Attending 11 LLF meetings by June 2020	R-0	Credible-2019/20 IDP inputs provided	4	3 Meetings attended	Credible-2020/21 SDBIP inputs provided	😊	3 Meetings attended					Notions. Agenda, Attendance Register. Minutes

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TL	Operational	N/A	DCSB	L Saemtsbo	Good Governance and Public Participation	Good Governance	2.86%	To ensure that the mandate of Audit Committee is executed	Percentage of Audit Committee resolutions implemented within required timeframe	Implementing 50% of all directorate's Audit Committee resolutions by June 2020	R:0	MM15/2020 dated 22/01/2020, EM1/2020 dated 23/1/20, CC6/2020 dated 31/01/2020 - Mid-Year Assessment	100% 2 Received / 2 implemented	1 N/A received / N/A implemented	90% N/A received / N/A implemented	1 N/A received / N/A implemented	100% 1 Received / 1 implemented	Awaiting approval of Organogram	Resolutions register, Copy of resolutions, Excursion letters, Minutes (supporting documents)	
TL	Operational	N/A	DCSB	L Saemtsbo	Good Governance and Public Participation	Good Governance	4.76%	To ensure that the set goals of council are achieved	Number of SDBIP meetings with senior personnel in own directorate conducted	Conducting 12 SDBIP meetings with senior personnel in own directorate by June 2020	R:0	12 SDBIP meetings conducted	3 Meetings conducted	3 Meetings conducted	3 Meetings conducted	3 Meetings conducted	3 Meetings conducted	No. of Agendas, Attendance Registrar, Minutes.		
BL	Operational	N/A	ADM1	JF van Rensburg	Good Governance and Public Participation	Good Governance	4.76%	To hold section 80 committee meetings to ensure comply with legislation to take informed decisions	Number of section 80 committee meetings (portfolio meetings) conducted	Conducting 40 (sec 80) committee meetings (Portfolio Meetings) by June 2020	R:0	56 (sec 80) committee meetings conducted	15 Meetings conducted	20 Meetings conducted	10 Meetings conducted	20 Meetings conducted	13 Portfolio Committee meetings	As a normal practice Corporate issue schedule of meetings not during during July and August 2019. Speaker decide on when meetings will be postponed, and 7 did not meet due to members not forming a quorum. Number of meetings will be adjusted during Jan-20	Attendance register, notices, agendas.	
TL	Compliance	N/A	ADM2	JF van Rensburg	Good Governance and Public Participation	Good Governance	4.76%	To conduct Mayoral Committee meetings to align with political mandate	Number of Mayoral Committee meetings conducted	Conducting 44-15 Mayoral Committee meetings (special meetings included) by June 2020	R:0	18 Mayoral Committee meetings conducted	4 Meetings conducted	3 MayCo meetings conducted - 4	2 MayCo meetings conducted - 5	3 MayCo meetings conducted	3 MayCo meetings conducted	1 Ordinary Mayo & 3 Special Mayo meetings	Special Mayo meetings are arranged at request of the Ex Mayor as and when a need arises. Special Mayo meetings are arranged at request of the Ex Mayor as and when a need arises.	No. of Agendas, Attendance Registrar.
TL	Compliance	N/A	ADM3	JF van Rensburg	Good Governance and Public Participation	Good Governance	4.76%	To ensure effective Council administration and compliance with legislation in order to convey feedback after considering political and community mandate	Number of ordinary council meetings conducted	Conducting 44-15 Council meetings (special meetings included) by June 2020	R:0	19 Council meetings conducted	4 Council meetings conducted	2 Council meetings conducted - 4	3 Council meetings conducted	3 Council meetings conducted	3 Council meetings conducted	3 Council meetings arranged at request of the Speaker as and when a need arises. The scheduled ordinary Council meeting will meet in the 2nd quarter on 15 October 2019 at request of the Speaker. See attached notice to all Cll's and Directors. Also see attached memo from MM to Speaker requesting a Council meeting.	No. of Agendas, Attendance Registrar	

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 JF van Rensburg
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BL	ADM4	Personal	60051401090RFZZZZZZH0	JF van Rensburg	Municipal Financial Viability & Management	Financial Management	4.76%	To collect revenue to ensure sound financial matters	Rand value income collected from rental of council halls	Collecting income on the rental of council halls by June 2020	R2195.619 R1 000 000	R209-066 - dated 22/01/2020, EIM/2020 dated 23/1/20, CC02/20 dated 31/01/2020 - Mid-Year Assessment, CC17/2020 dated 28/02/2020 - Adjustment Budget	R347 266 collected	1	25%	R89 517	18%	R89 907	Many bookings made free of charge in terms of Council's policy and income paid into wrong vote number. Reconciliation according to hall bookings and GO40 does not balance.	Reduce targeted income during mid-year process and charge use during the 2020/2021 budget process. Request Finances to activate receipt codes at Paypoints. See correspondence to Finances.	MSCOA system has only 1 vote number for all income votes. Income are paid directly into Council's bank account due to vote number (Receipt codes) not working at all Paypoints. See attached e-mail correspondence to Finances.	Monthly reports, Reconciliation spreadsheets, GO40.	
BL	LEG1	Operational	N/A	M Mokani	Good Governance and Public Participation	Good Governance	4.76%	To comply with legal requirements (sec 116 of MSA)	Contract management system managed and relevant departments and service departments informed within 3 months of expiry of contracts	Managing the Contract Register of Council and informing relevant departments and service providers of expiry dates of contracts within 3 months of expiry of the contract by June 2020	R0		1	50%	R199 033	44%	R 174 776	Many bookings made free of charge in terms of Council's policy and income paid into wrong vote number. Reconciliation according to hall bookings and GO40 does not balance.	Reduce targeted income during mid-year process and charge use during the 2020/2021 budget process. Request Finances to activate receipt codes at Paypoints. See correspondence to Finances.	MSCOA system has only 1 vote number for all income votes. Income are paid directly into Council's bank account due to vote number (Receipt codes) not working at all Paypoints. See attached e-mail correspondence to Finances. ALSO see report to Council to increase tariffs with 20% during next 2 financial years.	Contract Register Notice letters Follow-up letter Updated Register Resolution		
BL	LEG2	Operational	N/A	M Mokani	Good Governance and Public Participation	Good Governance	4.76%	To comply with legal requirements (sec 116 of MFMA)	Percentage of SLA are drafted to all allocated lenders, as received from Office of the MM	Ensuring 100% SLA are drafted to all allocated lenders / projects as received from Office of the Municipal Manager by June 2020	R0	96%	1	100%	Nr received / Nr drafted	100%	30 Received / 30 drafted	100%		PKMS - cannot establish how many requests have been received.	Contract Register Notice letters Follow-up letter Updated Register		
BL	OHS1	Compliance	N/A	E Maunye	Municipal Institutional Development and Transformation	Good Governance	4.76%	To conduct OHS inspections to ensure legal compliance and a safe working environment	Number of OHS inspections in Council departments conducted	Conducting 120 OHS inspections in Council departments by June 2020	R0	78 SLAs received and drafted / 75 signed	1	30	Inspection conducted	30	Inspection conducted	30	Inspection conducted	Inspection reports, Resolution			
BL	OHS2	Operational	N/A	E Maunye	Municipal Institutional Development and Transformation	Good Governance	4.76%	To conduct OHS audits to ensure that all deviations be corrected according to the Act	Number OHS audits conducted	Conducting 2 OHS Audits by June 2020	R0	2 OHS audits conducted	1	0	Audit	1	Audit	0	Audit	Audit report, Resolution			
TL	SK/L1	NRP - Indicator	6002305410000000000	N Lesage	Municipal Financial Viability & Management	Institutional Capacity	4.76%	To spend a percentage of municipality's budget on implementing its workplace skill plan (National Indicator)	Rand value spent on Skills Development (Training) expenditure for 2019/20	Spending on Skills Development (Training) for 2019/20 by June 2020	R4730-630 - R3-570-884 - R242 651	R 2 174 982 spent	1	5%	R225 644	4%	R208 110	4%	R498 396	Contract of Skills Development Providers expired, training could not be implemented.	Request SCM Unit to speedup the process of appointment of Skills Development Providers in order to start with training interventions.	Budget used for this was for legislative training that doesn't require Skills Development Providers appointed through SCM process.	Vote Number, GO40, Appointment letter of service provider, Attendance Registers, SLA, Names of attendees

(Handwritten signatures and initials)

TL	SK12	Message	Municipal Financial Viability & Management	Institutional Capacity	4.76%	To pay-over a percentage of municipality's budget on implementing its workplace skills plan (National Indicator)	Rand value paid to SARS-ee Skills Development Levy for 2019/20	Rand value paid to SARS-ee Skills Development Levy for 2019/20	R 4 764 181	MM15/2020 dated 22/01/2020, EM1/2020 dated 23/1/20, CC6/2020 dated 31/01/2020 - Mid-Year Assessment	RS 62 489 paid 406%	4	15% - R238 460 - 20% - R692 238 - 50% - R2 384 586 - 400% - R4 764 181 - 5% - R28 400 - 20% - R105 600 - 50% - R264 000 - 100% - R528 000	😊	57%	Amount paid is determined by staff turnover. Amount paid is determined by staff turnover.	During adjustment period, a request will be submitted for adjustment of SDBIP to 25% since the target for the quarter is too small in comparison with staff turnover.	R1 352 888.51 R 2 759 487	Amount paid is determined by staff turnover.	Amount paid is determined by staff turnover.	WSP Plan, ATR
TL	SK13	Message	Municipal Financial Viability & Management	Institutional Capacity	4.76%	To obtain a percentage of municipality's budget on implementing its workplace skills plan (National Indicator)	Rand value income collected received from SETA Training Income/Rac for 2019/20	Income collected from SETA Training Income/Rac for 2019/20 by June 2020	R 528 000	MM15/2020 dated 22/01/2020, EM1/2020 dated 23/1/20, CC6/2020 dated 31/01/2020 - Mid-Year Assessment	RS 94 843 collected	1 2 3 4	5% - R28 400 20% - R105 600 50% - R264 000 100% - R528 000	😊	-	Grant Disbursement id determined by LGSETA Grant Disbursement is determined by LGSETA		R 248 951 R 425 059	Vote Number. Reimbursement letter from SETA		
TL	SK14	Message	Municipal Financial Viability & Management	Institutional Capacity	4.76%	To comply with WSP legislation	Number of Annual WSP / ATR submitted to LGSETA	Submitting the 2020/21 WSP / 2019/20 ATR to LGSETA by April 2020	R 0	CC6/2020	WSP&ATR 2019/20 document submitted to the Department of Labour electronically	1 2 3 4	1 2 3 4	1 Meeting conducted 1 Meeting conducted 1 Meeting conducted 1 Meeting conducted	😊	-		R 0		Proof of submitting EEP Report	
BL	SK15	Message	Municipal Financial Viability & Management	Institutional Capacity	4.76%	To conduct Employment Equity Consultative Forum meetings to comply with legislation and monitoring of the implementation of EE plan	Number of Employment Equity Reports submitted to the Department of Labour	Electronically submitting the 2020/21 Employment Equity Report to the Department of Labour by 15 January 2020	R 0	2019/20 EE report submitted to DoL	1 2 3 4	1 2 3 4	1 Meeting conducted 1 Meeting conducted 1 Meeting conducted 1 Meeting conducted	😊	-		R 0		Noices. Attendance register. Minutes. EE Plan		
BL	SK16	Message	Municipal Financial Viability & Management	Institutional Capacity	4.76%	To ensure effective human resource management	Number of skills gaps of all level 1 - 6 personnel identified	Identifying the skills gaps for all level 1 - 6 council employees in 4 directorates by June 2020	R 0	11 EECF consultative meetings	1 2 3 4	1 2 3 4	1 Meeting conducted 1 Meeting conducted 1 Meeting conducted 1 Meeting conducted	😊	-		R 0		Noices. Attendance register. Minutes		
BL	SK17	Message	Municipal Financial Viability & Management	Institutional Capacity	4.76%	To ensure effective human resource management	Number of skills gaps of all level 1 - 6 personnel identified	Identifying the skills gaps for all level 1 - 6 council employees in 4 directorates by June 2020	R 0	11 EECF consultative meetings	1 2 3 4	1 2 3 4	1 Meeting conducted 1 Meeting conducted 1 Meeting conducted 1 Meeting conducted	😊	-		R 0		Noices. Attendance register. Minutes		
BL	SK18	Message	Municipal Financial Viability & Management	Institutional Capacity	2.86%	To conduct training to create life skills awareness amongst employees	Number of training sessions conducted	Conducting 4 life skills training sessions for council employees by June 2020	R 0	4 Life skills training sessions conducted	1 2 3 4	1 2 3 4	1 Training session conducted 1 Training session conducted 1 Training session conducted 1 Training session conducted	😊	-		R 0		Noices. Attendance register. Workshop material		
BL	SK19	Message	Municipal Financial Viability & Management	Institutional Capacity	2.86%	To conduct training to create life skills awareness amongst employees	Number of wellness events conducted/participation employees	Conducting 4 wellness events for council employees by June 2020	R 0	2 Wellness events conducted/participation	1 2 3 4	1 2 3 4	1 Wellness event conducted 1 Wellness event conducted 1 Wellness event conducted 1 Wellness event conducted	😊	-		R 0		Noices. Attendance register. Workshop material		
BL	SK20	Message	Municipal Financial Viability & Management	Institutional Capacity	4.76%	To hold LIF meetings to ensure industrial harmony	Number of LIF meetings conducted	Convening 11 LIF meetings by June 2020	R 0	13 LIF meetings convened	1 2 3 4	1 2 3 4	3 Meetings convened 2 Meetings convened 3 Meetings convened 3 Meetings convened	😊	-		R 0		Noices. Attendance register. Minutes		
BL	SK21	Message	Municipal Financial Viability & Management	Institutional Capacity	4.76%	To conduct workshops on employment related issues and the Collective Agreement to ensure effective conclusion of labour	Number of workshops on employment related issues and the Collective Agreement conducted	Conducting 2 workshops on employment related issues and the Collective Agreement by June 2020	R 0	1 Training session for post level 1 - 5	1 2 3 4	1 2 3 4	1 Workshop conducted 1 Workshop conducted 1 Workshop conducted 1 Workshop conducted	😊	-		R 0		Noices. Attendance register. Course material		

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 - A large handwritten '4' at the top right.
 - A signature 'M' with a checkmark.
 - A signature 'W' with a checkmark.
 - A signature 'S' with a checkmark.
 - A signature 'D' with a checkmark.

BL	Operational	N/A	HC14	H Careken	Good Governance and Public Participation	Good Governance	2.86%	To ensure effective IT systems for municipal processes	Percentage of queries responded to within 10 working days	Resolving 98.5% of all IT queries received within 10 working days by June 2020	R-0	MM15/2020 dated 22/01/2020. EMI1/2020 dated 23/1/2020. CC6/2020 dated 31/01/2020 - Mid-Year Assessment	98.5% - No-responded - No-resolved + 2 258 Resolved / 2,412 responded	98.5% - No-responded - No-resolved 3 4	99%	100%	861 Queries received / 860 queries resolved 99% 477 Queries received / 470 queries resolved	Over-achievement was reached due to the fact that most of the RFS's received for this quarter entailed basic technical assistance - which means that most of the RFS's were completed within 10 working days Over-achievement was reached due to the fact that most of the RFS's received for this quarter entailed basic technical assistance - which means that most of the RFS's were completed within 10 working days	Various Registers
TB	Compliance	3526228010PRP21Z2WM & 3526228010PRP21Z2WM	EM4	SM Marumo	Good Governance and Public Participation	Public Participation	2.86%	To enhance public participation as per legislation to identify community needs and concerns and to inform the community of programmes of Council	Number of Imbizos conducted	Conducting 4 Imbizos in the CoM municipal area by June 2020	R216-385 - R184-524 - (R66-365 - R49-024 - R169-000 - R112-500 - event)	Special Adjustment Budget CC143/2019 dated 05/12/2019. MM15/2020 dated 22/01/2020. EMI1/2020 dated 23/1/2020.	98.5% - No-responded - No-resolved 3 4	98.5% - No-responded - No-resolved 3 4	0	0	Item was referred back as per Mayo289/19 and will be re-submitted with more detailed program. The Imbizo postponed due to the community unrest	Molise & Attendance Register - Append - Imbizos - Reconciliation - Resolutions - Photos -	
TB	Operational	35262300490PRM & RCGZWM	EM2	SM Marumo	Local Economic Development and Public	Public Participation	2.86%	To award multi-cohorty awards to students in the CoM municipal area to assist with education	Number of multi-cohorty award-winning students in the CoM municipal area to assist with education	Awarding 25 multi-cohorty awards to students in the CoM municipal area to further their studies by March 2020	465000 - (660000)	MM15/2020 dated 22/01/2020. EMI1/2020 dated 23/1/2020.	98.5% - No-responded - No-resolved 3 4	98.5% - No-responded - No-resolved 3 4	20 Awards awarded	20 Awards awarded		Advertisement - Flyers - Agreements - Report to Council - Vote number - GO-0	
TB	Operational	3526280610PRM & 462ZWM & 35252281220PR0	EM3	SM Marumo	Good Governance and Public Participation	Public Participation	4.75%	To host a Youth Day event to enhance youth public participation	Number of Youth Day events hosted	Hosting 1 Youth day event by June 2020	R143-142 - R107-357 (R62-142 R47-357 - catering + R89-000 - R80 000 -)	Special Adjustment Budget CC143/2019 dated 05/12/2019	98.5% - No-responded - No-resolved 3 4	98.5% - No-responded - No-resolved 3 4	1 2 3 4	1 2 3 4	Youth day event hosted on 15 & 16 June 2019	Advertisement - Attendance Register - Report to Council. Vote Number. GO-0. Photos	
TB	Operational	3525280610PRM & 462ZWM & 35252281220PR0	EM3	SM Marumo	Good Governance and Public Participation	Public Participation	2.86%	To report on the activities Community Development Planning to identify challenges and to comply with legislation	Number of Community Based Planning (GBP) activities reports submitted	Submitting 4 Community Based Planning (GBP) activities reports to Council by June 2020	R-0	MM15/2020 dated 22/01/2020. EMI1/2020 dated 23/1/2020. CC6/2020 dated 31/01/2020 -	98.5% - No-responded - No-resolved 3 4	98.5% - No-responded - No-resolved 3 4	4 GBP reports submitted	4 GBP reports submitted	Submission was done to Council MAYCO 176/2019	GBP reports of works - Quarterly report - Resolution	
BL	Operational	35262320011PRM & 462ZWM & 35252281220PR0	EM3	TE Mkhong	Municipal Institutional Transformation and	Good Governance	2.86%	To comply with MSA 32 of 2000 Chapter 6 sec 42 to evaluate on service delivery rendered by council	Number of public satisfaction reports submitted to council	Submitting 4 public satisfaction reports to council to identify and evaluate service delivery within the CoM municipal area by June 2020	R-0	MM15/2020 dated 22/01/2020. EMI1/2020 dated 23/1/2020. CC6/2020 dated 31/01/2020 -	98.5% - No-responded - No-resolved 3 4	98.5% - No-responded - No-resolved 3 4	1 2 3 4	1 2 3 4	87% satisfaction	Survey forms - Reports to Council - Council resolution	
TB	Operational	35262320011PRM & 462ZWM & 35252281220PR0	EM3	TE Mkhong	Municipal Institutional Transformation and	Public Participation	2.86%	To conduct facilities RHR (Reconciliation - Healing and Renewal) workshops and events as per national legislation to promote social development within communities	Number of RHR (Reconciliation - Healing and Renewal) workshops and events in the CoM municipal area conducted / facilitated	Conducting / facilitating 2 RHR (Reconciliation - Healing and Renewal) workshops and 4 community events (as per programme) in the CoM municipal area by June 2020	R384-924 - R286-443 - (R86-007 - R66-000 - project - R254-677 - R188-988 - catering - R-143-580 -)	Special Adjustment Budget CC143/2019 dated 05/12/2019. MM15/2020 dated 22/01/2020.	98.5% - No-responded - No-resolved 3 4	98.5% - No-responded - No-resolved 3 4	2 events were conducted 1 event conducted	2 events were conducted 1 event conducted	PMS - 1 Workshop and 1 events should have been	Molise & Attendance Register - Report to Council - resolution	

100%
KPA 85 71
TL 446 BL 24 15

L. SEAMEISO

TSR NKHURSE