

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

LEOPOLD LETLHOGONOLO FOURIE

As the

Director: Local Economic Development

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

For the Period

1 July 2019 until 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 **LEOPOLD LETLHOGONOLO FOURIE (ID NR. 7104025448088)** in his capacity as the **DIRECTOR: LOCAL ECONOMIC DEVELOPMENT** 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**.

- 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	18.8%
Local Economic Development (LED)	25.0%
Municipal Financial Viability and Management	43.8%
Good Governance and Public Participation	12.4%
Total	100%

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

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

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

6. EVALUATING PERFORMANCE

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

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

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

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

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

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

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

6.6 The annual performance appraisal will involve:

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

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

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

6.6.2 Assessment of the Competencies

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

6.6.3 Overall rating

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

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

Rating scale for KPA's

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

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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 16 day of MARCH 2020

AS WITNESSES:

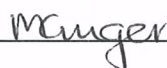
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EMPLOYEE


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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: LOCAL ECONOMIC
DEVELOPMENT
LL FOURIE**

CITY OF MATLOSANA
Period 1 July 2019 until 30 June 2020



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DIRECTOR LOCAL ECONOMIC DEVELOPMENT
MR LL FOURIE

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

Category	Percentage
Service Delivery & Infrastructure Development (6)	0.0%
Municipal Institutional Development and Transformation (3)	18.8%
Local Economic Development(5) (4)	25.0%
Municipal Financial Viability & Management (7)	43.8%
Good Governance and Public Participation (7) (2)	12.4%

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Top Layer / Bottom Layer	IDP Linkage / Project ID	Budget Linkage	Item Nr.	Responsible Person	Key Performance Area (KPA)	Back to Basics	Weighting	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				
B1	Operational - Outcome 9 - IDP Linkage	N/A	LED1	LL Fourie	Municipal Institutional Development and Transformation	Financial Management	6.25%	To ensure an effective external audit process (Exception report / communications)	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	MM15/2020 dated 22/01/2020, EM1/2020 dated 23/1/20, CC6/2020 dated 31/01/2020 - Mid-Year Assessment	No AG enquiries resolved	1	100% Nr. received / Nr. answered	😊	No AG enquiries received				1 RFI received and responded to	Tracking document, Execution letters / notes				
															2	100% Nr. received / Nr. answered		No AG enquiries received								
																3	-									
																4	-		No Council resolution received			No Council resolution received	Resolution - Copy of register - Copy of resolutions - Execution letters / notes (supporting documents)			
F1	Operational -	N/A	LED2	LL Fourie	Good Governance and Public Participation	Good Governance	4.54%	To ensure good governance by excluding the mandate of council	Percentage of resolutions implemented within required time frame	Implementing 87% of the directorate's Municipal Manager + Executive Mayor + MayCo Council 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	52 Implemented / 59 Received / 89%	4	87% Nr received - / Nr implemented -	😞	55% 11 Received / 6 implemented		Meeting with sister departments not arrange due to challenges. 3 Comprehensive reports not finalized yet. IT service provider not appointed due to	Meeting to be arranged during January 2020. Report to be submitted in 3rd quarter. To be executed in next financial year	Execution letters / notes (supporting documents)					
																	2	87% Nr received - / Nr implemented -								
																		3	87% Nr received - / Nr implemented -							
																		4	87% Nr received - / Nr implemented -							
B1	Operational -	N/A	LED3	LL Fourie	Good Governance and Public Participation	Good Governance	4.54%	To reduce risk areas and protect the municipality against legal actions	Percentage of all identified high + maximum / extreme risks mitigated 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	MM15/2020 dated 22/01/2020, EM1/2020 dated 23/1/20, CC6/2020 dated 31/01/2020 - Mid-Year Assessment	4 Received / 2 mitigated / 50%	4	50% Nr received - / Nr mitigated -	😞	0% 1 Received / 0 mitigated / 0 received / 0 mitigated / 1 Rolled-over / 0 mitigated		Goodkoppie is functioning with limited services regarding marketing the city	Request and obtain funds from national and provincial department of tourism	Director's risk register - Execution letters / notes					
																	2	50% Nr received - / Nr mitigated -		0% 0 received / 0 mitigated / 1 Rolled-over / 0 mitigated		A letter was sent to dept tourism in province after the City campaign (heritage month) at Goodkoppie heritage hill				
																		3	50% Nr received - / Nr mitigated -							
																		4	50% Nr received - / Nr mitigated -							
F1	Operational -	N/A	LED4	LL Fourie	Good Governance and Public Participation	Good Governance	4.54%	To ensure that the quality of the information is on an acceptable standard	Directorate's 2019/20 Annual Report input provided before the draft annual report is tabled by October 2019	Providing the directorate's 2019/20 Annual Report input before the draft annual report is tabled by October 2019	R 0	MM15/2020 dated 22/01/2020, EM1/2020 dated 23/1/20, CC6/2020 dated 31/01/2020 - Mid-Year Assessment	Report input provided	4	Draft information submitted	😊	Draft information submitted					Signed off AR template and narrative				
																	2	Credible 2018/19 Annual Report input provided		Credible 2018/19 Annual Report input provided						
																		3	-							
																		4	-							
F1	Operational -	N/A	LED5	LL Fourie	Good Governance and Public Participation	Good Governance	4.54%	To ensure that the programmes and projects of the directorate are incorporated	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, EM1/2020 dated 23/1/20	EDP inputs provided	4	-	😞	-					Signed off IDP needs and priority list				
																	2	-								
																		3	-							
																		4	Credible 2020/21 IDP inputs provided							
B1	Operational	N/A	LED6	LL Fourie	Good Governance and Public Participation	Good Governance	6.25%	To ensure that the directorates KPI's are catered for	Directorate's SDBIP inputs provided before the draft 2020/21 SDBIP is tabled	Providing the directorate's SDBIP inputs before the draft 2020/21 SDBIP is submitted by 25 May 2020	R 0	Credible 2019/20 SDBIP inputs provided	1	-	😞	-					Signed off SDBIP planning template, Attendance Register					
																	2	-								
																		3	-							
																		4	Credible 2020/21 SDBIP inputs provided							

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BL	Operational	N/A	LED7	LL Fourie	Municipal Institutional Development and Transformation	Institutional Capacity	6.25%	To attend to all LLF meetings to ensure industrial harmony	Number of LLF meetings attended	Attending 11 LLF meetings by June 2020	R 0		12 LLF meetings attended	1 2 3 4	3 Meetings attended 2 Meetings attended 3 Meetings attended 3 Meetings attended		1 meeting attended 2 meeting attended		29 August 2019 meeting clashes with Bid Evaluation	A delegate to be appointed to attend on behalf of the	Notices, Agenda, Attendance register, Minutes
T4	Operational	N/A	LED8	LL Fourie	Good Governance and Public Participation	Good Governance	4.54%	To ensure that the mandate of Audit-Committee is executed	Percentage of Audit-Committee resolutions implemented within required timeframe	Implementing 90% of all directorate's Audit-Committee resolutions by June 2020.	R 0	MM15/2020 dated 22/01/2020. EM17/2020 dated 23/1/20. CC58/2020 dated 31/01/2020 - Mid-Year Assessment	No Audit Committee resolutions received	4 2 3 4	90% Nt-received /Nt-implemented— 90% Nt-received /Nt-implemented— 90% Nt-received /Nt-implemented— 90% Nt-received /Nt-implemented— 90% Nt-received /Nt-implemented—		No Audit Committee resolutions received			Resolution- register- Copy of resolutions- Execution letters- notes (supporting documents)	
BL	Operational	N/A	LED9	LL Fourie	Good Governance and Public Participation	Good Governance	6.25%	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 meeting conducted	1 2 3 4	3 Meetings conducted 3 Meetings conducted 3 Meetings conducted 3 Meetings conducted		3 Meetings 3 Meetings			Notices, Agenda, Attendance Register, Minutes.	
TL	Output 3 - National KPI Outcome 9	N/A	LED10	J Danxa	Local Economic Development	Public Participation	6.25%	To create jobs to reduce unemployment and enhance local economic development activities	Number of permanent / sustainable jobs which exceed 3 months - Urban Area	Creating 800 250 permanent / sustainable jobs which exceed 3 months through the Municipality's local economic development initiatives including capital projects by June 2020- Urban Area	R 0	MM15/2020 dated 22/01/2020. EM17/2020 dated 23/1/20. CC58/2020 dated 31/01/2020 - Mid-Year Assessment	670 Jobs created	1 2 3 4	200 Jobs created - 25 200 Jobs created - 25 260 100 Jobs created 200 100 Jobs created		0 Jobs created	MIG projects no longer counted as municipal LED initiatives	KPI to be amended during the mid-year assessment The figure report in the first quarter was incorrect, as it includes learnership and MIG project	Attendance Register Confirmation letter	
T4	Output 3 - National KPI Outcome 9	N/A	LED11	J Danxa	Local Economic Development	Public Participation	4.54%	To create jobs to reduce unemployment and enhance local economic development activities	Number of permanent / sustainable jobs which exceed 3 months - Rural Area	Creating 30 permanent / sustainable jobs which exceed 3 months through the Municipality's local economic development initiatives including capital projects by June 2020— Rural Area	R 0	MM15/2020 dated 22/01/2020. EM17/2020 dated 23/1/20. CC58/2020 dated 31/01/2020 - Mid-Year Assessment	17 Jobs created	4 2 3 4	0 20 Jobs created 0 40 Jobs created		0 0	Procurement was stopped as per directive of the MM	To be achieved after the adjustment budget	Attendance Register Confirmation letter	
TL	Outcome 9	65152281220RFP222ZWM	LED12	J Danxa	Local Economic Development	Public Participation	6.25%	To ensure alignment between LED strategies and VTSD to synergize the communication between the three spheres of government	Number of cooperatives and SMEs established and functional	Establishing / resuscitating 4 functional cooperatives and 16-2 SMEs in the Matlosana area by June 2020	R485-000 RO CC123/2019 dated 11/11/2019. MM15/2020 dated 22/01/2020. EM17/2020 dated	4 Cooperatives and 16 SMEs established / resuscitated and functional	1 2 3 4	1 Cooperative 4 SMEs's R46 250 1 Cooperative 4 SMEs's R52-500 1 Cooperative 4 SMEs's R438-750 1 Cooperative 4 SMEs's R485-000— 1 Cooperative 4 SMEs's R485-000— 1 Cooperative 4 SMEs's R485-000— 1 Cooperative 4 SMEs's R485-000—		Not done yet Not done yet	2019 2020 budget was only opened late in August 2019 Procurement was stopped as per directive of the MM.	To be achieved in the second quarter. The close Report & Council Resolution	Cooperative certificate/Py certificate Report & Council Resolution		
BL	Operational	N/A	LED13	J Danxa	Local Economic Development	Public Participation	6.25%	To conduct consultations meeting to share information with all relevant stakeholders	Number of LED consultation meetings conducted with stakeholders	Conducting 12 LED consultation meetings with stakeholders by June 2020	R 0		12 LED consultation meetings conducted	1 2 3 4	3 Meetings conducted 3 Meetings conducted 3 Meetings conducted 3 Meetings conducted		3 Meetings 3 Meetings			Notice & Attendance Register, Minutes	
BL	Operational	65102281220RFP282ZWM & 8510230601RFP282ZWM	LED14	J Danxa	Local Economic Development	Public Participation	6.25%	To conduct workshops to capacitate SMEs and cooperatives	Number of SME workshops conducted to capacitate SMEs and cooperatives	Conducting 4 SME workshops to capacitate SMEs and cooperatives by June 2020	R477-190— R101 643 R125-000— R100 000 - project + R2-490 RT 643 - (5/12/2019 event promo)	4 SME workshops conducted	1 2 3 4	1 Workshop conducted R44 297 1 Workshop conducted R88-595 1 Workshop conducted R50 822 1 Workshop conducted R439-892 1 Workshop conducted R76 232 1 Workshop conducted R477-190 R101 643		1 Workshop conducted 1 Workshop conducted	R 9 930 R 9 930		Notice & Attendance Register, Minutes		

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BL	Operational	COM1	N Makgatha	Municipal Financial Viability & Management	Financial Management	6.25%	To promote the city and communicate programmes to ensure a well informed community	Rand value spent on marketing activities	Spending on marketing activities according to Marketing Plan by June 2020	R1-600-000— R600 000	Special Adjustment Budget CC143/2019 dated 0511/2019	Branding material purchased. R565 310	1	15% R240 000	36%		R 85 456	2019/2020 budget was only opened late in August 2019 and due to that 15 percent was not utilised.	To utilise it in the second quarter.	PMS - GO40 indicates R0. Only 1 invoice of R27 200 exc VAT is relevant for this quarter	Invoices. Expenditure Vole. Marketing programme. Item and resolution
													2	35% R460-000 R210 000			R 225 566		The 2 invoices submitted in first quarter was paid in the second quarter.		
													3	50% R800-000 R300 000							
													4	100% R1-600-000 R600 000							
BL	Operational	COM2	N Makgatha	Municipal Financial Viability & Management	Financial Management	6.25%	To promote the city and communicate programmes to ensure a well informed community	Number of external newsletters compiled and distributed regarding Council affairs to the community	Compiling and distributing 6 external newsletter regarding Council affairs to the community by June 2020	R 0		4 External newsletters compiled and distributed	1	1 Newsletter	1 External newsletter					Invoices. Expenditure Vole. Marketing programme. Distribution list for external newsletters. Item. Newsletters	
													2	2 Newsletter	2 External newsletters						
													3	1 Newsletter							
													4	2 Newsletter							
BL	Operational	COM3	N Makgatha	Municipal Institutional Development and Transformation	Public Participation	6.25%	To distribute internal & external newsletters to ensure transparency with Council affairs	Number of internal newsletters compiled & distributed to all employees of Council	Compiling & distributing 6 internal newsletters to all employees of Council by June 2020	R 0		6 Internal newsletters compiled and distributed	1	2 Newsletter	2 Internal newsletters						
													2	1 Newsletter	1 Internal newsletter						
													3	2 Newsletter							
													4	1 Newsletter							
BL	Operational	FPM1	L Ramabodu	Municipal Financial Viability & Management	Financial Management	6.25%	To promote the fresh produce market to ensure a well informed community	Rand value spent on fresh produce market programmes	Spending on fresh produce market programmes by June 2020	R346-800— R237 600	Special Adjustment Budget CC143/2019 dated 0511/2019	R271 534	1	25% R79 200	0%		R 0	2019/2020 budget was only opened late in August 2019 and due to that 15 percent was not achieved.	To utilise it in the Second quarter.		Invoices. Expenditure Vole(GO 40). Marketing programme. Attendance registers. Notices/Invitations Minutes
													2	50% R468-400 R118 800			R235 326		Due to delay in SCM processes, bulk of marketing activities were awarded in the second quarter.		
													3	75% R237-600 R178 200							
													4	100% R346-800 R237 600							
BL	Operational	FPM2	W Maponya	Municipal Financial Viability & Management	Financial Management	6.25%	To collect income to ensure financial sustainability	Rand value income collected from rental estate	Collecting income from rental estate by June 2020	R 74 239		R1 325 435	1	20% R18 560	216%		R 372 356	The annual target is understated and will be revised during adjustment	Annual target to be revised during the adjustment budget. PMS - GO40 indicates R0	GO40 / Income Vole. Receipts. FreshMark System printout	
													2	40% R37 120							
													3	70% R55 680							
													4	100% R74 239							
BL	Operational	FPM3	W Maponya	Municipal Financial Viability & Management	Financial Management	6.25%	To collect income to ensure financial sustainability	Rand value income collected from ripening and cooling rooms	Collecting income from ripening & cooling rooms by June 2020	R 78 037		R1 010 625	1	20% R15 607	250%		R 195 827	Annual target to be revised during the adjustment budget. PMS - GO40 indicates R230 252	GO40 / Income Vole. Receipts. FreshMark System printout		
													2	40% R31 214							
													3	70% R54 626							
													4	100% R78 037							
BL	Operational	FPM4	W Maponya	Municipal Financial Viability & Management	Financial Management	6.25%	To collect income to ensure financial sustainability	Rand value income collected from market commission (dues)	Collecting income from market commission (dues) by June 2020	R18-204-478— R23-384-478 R12 384-478	Adjustment Budget CC12/2019 dated 11/11/2019. CC17/2020 dated 28/02/2020 - Adjustment	R17 486 076	1	20% R3 640 896	#VALUE!		R 3 648 891		PMS - GO40 indicates R2 434 592	GO40 / Income Vole. Receipts. FreshMark System printout	
													2	40% R2-284-791— R9 353 791							
													3	70% -R42-745-135— R46-369-186							
													4	100% R9 288 358 R18-204-478— R23-384-478							
BL	Operational	FPM5	W Maponya	Municipal Financial Viability & Management	Financial Management	6.25%	To collect income to ensure financial sustainability	Rand value income collected from rental of carriages	Collecting income from rental of carriages by June 2020	R 10 951		R139 290	1	20% R2 738	25%		R 32 462	Annual target to be revised during the adjustment budget. PMS - GO40 indicates R0	GO40 / Income Vole. Receipts. FreshMark System printout		
													2	40% R5 476							
													3	70% R8 214							
													4	100% R10 951							

KPI's 22 - 16
TL 6.2 BL 48 14

DIRECTOR LOCAL ECONOMIC DEVELOPMENT

MUNICIPAL MANAGER