

# **REVISED PERFORMANCE AGREEMENT**

**IN TERMS OF THE:-**

**LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT,  
2000 (32 OF 2000), AS AMENDED**

**AND**

**LOCAL GOVERNMENT: MUNICIPAL PERFORMANCE REGULATION FOR  
MUNICIPAL MANAGERS AND MANAGERS DIRECTLY ACCOUNTABLE TO  
MUNICIPAL MANAGERS, 2006**

**AND**

**LOCAL GOVERNMENT: REGULATIONS ON APPOINTMENT AND CONDITIONS  
OF EMPLOYMENT OF SENIOR MANAGERS, 2014**

**Entered into by and between**

The CITY OF MATLOSANA herein represented by

**M.M.E. KGAILE**

in her capacity as

**Executive Mayor**

(hereinafter referred to as the Employer)

and

**T.S.R. NKHUMISE**

as the

**Municipal Manager**

(hereinafter referred to as the Employee)

For the Period

1 July 2020 to 30 June 2021

*D. Th. C. NC  
J. S. J. A.*

# PERFORMANCE AGREEMENT

## ENTERED INTO BY AND BETWEEN:

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

## WHEREBY IT IS AGREED AS FOLLOWS:

### 1. INTRODUCTION

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

### 2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to -

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



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### **3 COMMENCEMENT AND DURATION**

- 3.1 This Agreement will commence on the **1 JULY 2020** and will remain in force until **30 JUNE 2021** 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 **31<sup>st</sup> of July** of the succeeding financial year.
- 3.3 This Agreement will terminate on the termination of the **Employee's** contract of employment.
- 3.4 The content of this Agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

### **4 PERFORMANCE OBJECTIVES**

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

### **5 PERFORMANCE MANAGEMENT SYSTEM**

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

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

Key Performance Areas (KPA's)	Weighting
Service Delivery & Infrastructure Development	0.0%
Municipal Institutional Development and Transformation	8.8%
Local Economic Development (LED)	0.0%
Municipal Financial Viability and Management	5.9%
Good Governance and Public Participation	85.3%
<b>Total</b>	<b>100%</b>

- 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"> <li>• Impact and Influence</li> <li>• Institutional Performance Management</li> <li>• Strategic Planning and Management</li> <li>• Organisational Awareness</li> </ul>	8,33%
People Management	<ul style="list-style-type: none"> <li>• Human Capital Planning and Development</li> <li>• Diversity Management</li> <li>• Employee Relations Management</li> <li>• Negotiation and Dispute Management</li> </ul>	8,33%

Program and Project Management	<ul style="list-style-type: none"> <li>• Program and Project Planning and Implementation</li> <li>• Service Delivery Management</li> <li>• Program and Project Monitoring and Evaluation</li> </ul>	8,33%
Financial Management	<ul style="list-style-type: none"> <li>• Budget Planning and Execution</li> <li>• Financial Strategy and Delivery</li> <li>• Financial Reporting and Monitoring</li> </ul>	8,33%
Change Leadership	<ul style="list-style-type: none"> <li>• Change Vision and Strategy</li> <li>• Process Design and Improvement</li> <li>• Change Impact Monitoring and Evaluation</li> </ul>	8,33%
Governance Leadership	<ul style="list-style-type: none"> <li>• Policy Formulation</li> <li>• Risk and Compliance Management</li> <li>• Cooperative Governance</li> </ul>	8,33%
<b>CORE COMPETENCIES</b>		<b>WEIGHTING</b>
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%
<b>TOTAL PERCENTAGE</b>		<b>100%</b>

## 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.

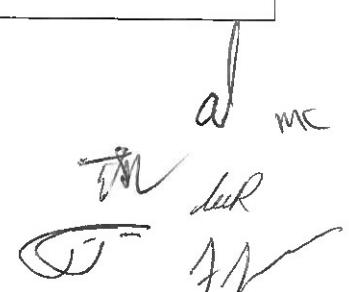
#### 6.6.3 Overall rating

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:

<b>First quarter</b>	:	July – September 2020
<b>Second quarter</b>	:	October – December 2020
<b>Third quarter</b>	:	January – March 2021
<b>Fourth quarter</b>	:	April – June 2021

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

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

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

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

## **8. DEVELOPMENTAL REQUIREMENTS**

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

## **9. OBLIGATIONS OF THE EMPLOYER**

9.1 The **Employer** shall –

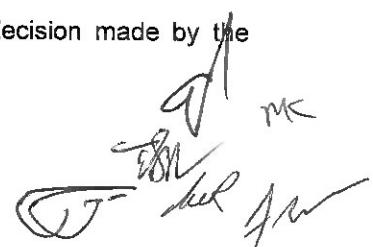
- 9.1.1 Create an enabling environment to facilitate effective performance by the employee;
- 9.1.2 Provide access to skills development and capacity building opportunities;
- 9.1.3 Work collaboratively with the **Employee** to solve problems and generate solutions to common problems that may impact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

## **10. CONSULTATION**

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

10.1.1 A direct effect on the performance of any of the **Employee's** functions;

10.1.2 Commit the **Employee** to implement or to give effect to a decision made by the **Employer**; and



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

### 14. PERFORMANCE APPRAISALS

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

### 15. MINIMUM COMPETENCY LEVELS

- 15.1 The **Employee** shall ensure to attain the minimum competency levels required for the position within 18 months after the date of appointment, published in the Local Government Finance Management Act, 2003 Amendments to Municipal Regulations on Minimum Competency levels 2007, Government Notice 41996 of 26 October 2018.

Thus done and signed at KLERKSDORP on this the 30 day of June 2021

AS WITNESSES:

1. cl

JR  
EMPLOYEE

2. Gousse Rustique

Thus done and signed at KLERKSDORP on this the 30 day of June 2021

AS WITNESSES:

1. Mcnger

JJ  
EMPLOYER

2. W

**ANNEXURE "A"**

# **Revised Performance Plan**

## **MUNICIPAL MANAGER TSR NKHUMISE**

**CITY OF MATLOSANA**  
Period 1 July 2020 to 30 June 2021



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**OFFICE OF THE MUNICIPAL  
MANAGER**

TOTAL WEIGHTING PER KEY PERFORMANCE AREA (KPA) = 100%	
Service Delivery & Infrastructure Development (0)	Municipal Institutional Development and Transformation (3)
Local Economic Development (0)	Municipal Financial Viability & Management (2)
Governance and Public Participation (2)	





Operational													
Top Layer/ Budget Lineage/ Project ID		Objectives		Key Performance Indicators (KPI)		Annual Performance Target		Budget		Revised Target / Adjustment Budget			
IDP1		Number on 2021/22 IDP (Process Plan tabled in Council)		N/A		N/A		R0		N/A			
TL	Bl.	2.94%	To give effect to the 2021/22 IDP Process Plan	Number on 2021/22 IDP (Process Plan tabled in Council)	N/A	Conducting 2 community consultations involving May 2021	R0	2021/22 IDP Process Plan tabled and adopted by Council on 10 September 2020	1	2021/22 IDP Process Plan tabled	✓	2021/22 IDP Process Plan tabled and adopted by Council on 10 September 2020	✓
BL	Bl.	2.94%	To enhance public participation to comply with legislation and obtain inputs from local community for prioritization of projects	Number of community consultations involving contributed	N/A	Public Participation and Public Consultation	Good Governance Participation	Community consultations conducted	1	1 Community consultation meeting conducted	✓	Ward used planning conducts due to COVID- 19 restrictions on public meetings	Notice, Agenda Minutes and Attendance register. Photos
BL	Bl.	2.94%	To enhance public participation to comply with legislation and obtain inputs from external sector departments	Number of Rep Forum meetings conducted	N/A	Conducting 2 Rep Forum meetings by 30 June 2021	R0	2 Rep Forum meetings conducted	1	1 Rep Forum meeting conducted	✓	Joint IDP Rep Forum/Technical IGR held on 3 December 2020	Notice, Agenda Minutes and Attendance register. Photos
BL	Bl.	2.94%	To take the draft 2021/22 IDP Amendments tabled in Council	Number of draft 2021/22 IDP Amendments tabled in Council	N/A	Tabling the draft 2021/22 IDP Amendments in Council by 31 March 2021	R0	2021/22 IDP Amendments tabled	1	1 Rep Forum meeting conducted	✓	Draft IDP Amendments tabled, CCR 2021 dated 3/03/2021	Draft 2020/21 IDP Amendments Council Resolution
BL	Bl.	2.94%	To invite public comments after the tabling of the draft IDP to comply with legislation and to obtain inputs from the community	Public comments invited by Council after tabling of the draft 2021/22 IDP Amendments	N/A	Inviting public comments after the tabling of the draft 2021/22 IDP Amendments for inputs from the community by 30 April 2021	R0	Public comments invited by Council after tabling of the draft 2021/22 IDP Amendments	1	1 Public comment received	✓	Draft IDP Amendments tabled, CCR 2021 dated 3/03/2021	Draft 2020/21 IDP Amendments Council Resolution
TL	Bl.	2.94%	To improve the 2021/22 IDP Amendments to comply with legislation	Number of final 2021/22 IDP Amendments approved by Council	N/A	Approving one final 2021/22 IDP Amendments by Council by 31 May 2021	R0	Final 2021/22 IDP Amendments approved	1	1	✓	Final 2021/22 IDP Amendments Council Resolution	Final 2020/21 IDP Amendments Council Resolution

Operational										Programme & Attendance Register, Minutes Report to Risk Committee					
Project Leader / Manager	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
BL	RIS1	To submit a Risk management report to the Risk Management Committee to ensure good governance	Number of Risk management reports submitted to the Risk Management Committee by 30 June 2021	R0			1	1 Risk management report submitted	1 Risk management committee report submitted to Risk Management Committee on 18 August 2020						Programme Notice & Attendance Register, Minutes Report to Risk Committee
TL	RIS2	To conduct risk assessments on strategic and operational risks to ensure good governance and to comply with legislation	Number of Risk assessments conducted on strategic and operational risks	R0			2	1 Risk management report submitted	1 Risk management committee report submitted to Risk Management Committee on 09 February 2021						Notice, Risk register, Attendance register.
BL	RIS3	To revise the Risk Register to determine the linkage between departmental objectives and risk activity and risk capacity	Risk Register revised and approved by 30 June 2021	R0			3	1 Risk management report submitted	4 Risk management reports submitted to the Risk Management Committee						Notice, Risk register, Attendance register.
TL	RIS4	To develop strategic documents to ensure good governance and to comply with legislation	Risk management strategic documents developed and approved by 30 June 2021	R0			4	1 Risk assessment conducted	1 Risk assessment conducted with all departments						Notice, Risk register, Attendance register.
BL	RIS5	To monitor the municipality's performance and financial situation by conducting regular NPAC meetings	Number of NPAC(s) participation meetings to monitor the performance and financial situation in the City of Malibana by 30 June 2021	R0				1 Public participation meeting conducted	1 Public participation meeting conducted						Notice, Agenda, Attendance registers, Minutes.
BL	NPAC1							2 Public participation meetings conducted	2 Public participation meetings conducted						
BL	NPAC2							3 Public participation meetings conducted	3 Public participation meetings conducted						
BL	NPAC3							4 Public participation meetings conducted	4 Public participation meetings conducted						
BL	NPAC4							3 Public participation meetings conducted	3 Public participation meetings conducted						

Operational										Strategic				
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
SL	MPAC2	To issue MPAC progress reports to ensure compliance with legislation	Issuing 3 MPAC reports to council which assesses the efficiency and effectiveness of performance and finances achieved by Council by 30 June 2021	R 0	Amendments due to COVID-19 - CC55/2020 dated 16/10/2020	1	4 MPAC reports issued	X	-	-	Due to council instability and prolonging of COVID-19, no meetings were conducted.	2 Reports will be tabled at the next Council meeting.	Progress Report; Council Resolution	
SL	MPAC3	To issue MPAC progress reports to ensure compliance with legislation	Number of MPAC progress reports issued to council which assesses the efficiency and effectiveness of performance and finances of council	N/A	3 MPAC progress reports issued	2	1 MPAC report issued		None	-	Availability and interest in the municipality disrupted meetings.	Report to be tabled at the next Council meeting.	Advertisement Notice for public participation; Attendance registers; Public comments; Photos	
SL	MPAC4	To enhance public participation on the results of the Annual Report to comply with legislation	Conducting 1 public participation meeting on the results of the Annual Report by 31 March May 2021	R 0	GG 43582 dated 5 August 2020; Amendments due to COVID-19 - CC55/2020 dated 16/10/2020	1	-		-	-	-	-	Oversight Report; Council Resolution	
SL	MPAC5	To enhance public participation on the results of the Annual Report to comply with legislation	Number of public participation meetings conducted on the results of the Annual Report	N/A	Public participation meeting conducted	2	1 Public participation meeting conducted		-	-	-	-	-	
SL	MPAC6	To table the 2019/20 Oversight Report before Council before 31 March May 2021	Number of 2019/20 Oversight Report before Council before 31 March May 2021	R 0	GG 43582 dated 5 August 2020; Amendments due to COVID-19 - CC55/2020 dated 16/10/2020	1	-		-	-	-	-	-	
SL	MPAC7	To issue audit of performance information reports to ensure compliance with legislation	Issuing 4 audit of performance information reports to the Audit Committee to assess the efficiency and effectiveness of performance achieved by Council by 30 June 2021	R 0	Issuing 4 audit of performance information reports to the Audit Committee to assess the efficiency and effectiveness of performance achieved by Council by 30 June 2021	1	Number of audit of performance information reports issued to the Audit Committee to assess the efficiency and effectiveness of performance achieved by Council by 30 June 2021		1	-	The 4th quarter report will be submitted during AC meeting scheduled for the 27th November 2020.	Data offices that were closed, submission date of SDRIP was extended and evaluation on some departments was on the 26th July 2020, the old internal Audit enough time to perform audit before AC meeting that was scheduled for the 28th August 2020.	Quarterly report; Minutes & Attendance Register	
SL	MPAC8	To issue audit of performance information reports to ensure compliance with legislation	PT MCG68/2018	Good Governance and Public Participation	Good Governance and Public Participation	2018/19	2018/19 Oversight Report tabled		2	-	Evaluation of some department was not yet done by the 24th August due to non submission by data offices, that delayed Internal Audit.	4th Quarter report of 2018/19 performance information not issued to Audit Committee	Quarterly report; Minutes & Attendance Register	
SL	MPAC9	Compliance	Compliance	Good Governance and Public Participation	Good Governance and Public Participation	2019/20	2019/20 Oversight Report tabled		3	-	Due to changes in the performance information (SDRIP) Internal Audit had to reschedule the Audit Committee during meeting held 22 November 2020, 1st Quarter report of 2020/21 performance information not issued to Audit Committee	4th Quarter report of 2019/20 performance information not issued to Audit Committee	Quarterly report; Minutes & Attendance Register	
SL	MPAC10	Compliance	Compliance	Good Governance and Public Participation	Good Governance and Public Participation	2020/21	2020/21 Oversight Report tabled		4	-	Internal Audit informed the report as it was submitted but final approval not received from AC yet.	1st Quarter report of 2020/21 performance information	Quarterly report; Minutes & Attendance Register	
SL	MPAC11	Compliance	Compliance	Good Governance and Public Participation	Good Governance and Public Participation	2021/22	2021/22 Oversight Report tabled		5	-	Internal Audit informed the report as it was submitted but final approval not received from AC yet.	2nd Quarter report of 2021/22 performance information	Quarterly report; Minutes & Attendance Register	
SL	MPAC12	Compliance	Compliance	Good Governance and Public Participation	Good Governance and Public Participation	2022/23	2022/23 Oversight Report tabled		6	-	Internal Audit informed the report as it was submitted but final approval not received from AC yet.	3rd Quarter report of 2022/23 performance information	Quarterly report; Minutes & Attendance Register	

