

ADJUSTED 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

NJ TSOLELA

in his capacity as

Executive Mayor

(hereinafter referred to as the Employer)

and

LESEGO SEAMETSO

as the

Acting Municipal Manager

(hereinafter referred to as the Employee)

For the Period

1 May 2022 to 30 June 2022

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ADJUSTED PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The CITY OF MATLOSANA herein represented by **NTLUPHEKO JAMES TSOLELA (ID NR. 700603 5959 089)** in his capacity as the **EXECUTIVE MAYOR** (hereinafter referred to as the **Employer**) and **LESEGO SEAMETSO (ID NR. 8703010275080)** in her capacity as the **ACTING 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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[initials]
[initials]
[initials]

3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **1 MAY 2022** and will remain in force until **30 JUNE 2022** 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 need to be done.
 - 4.2.2 Key performance indicators that provide the details of the evidence that must be provided to show that a key objective has been achieved.
 - 4.2.3 Target dates that describe the timeframe in which the work must be achieved.
 - 4.2.4 Weightings that show the relative importance of the key objectives to each other.
- 4.3 The Personnel Development Plan (Annexure C) sets out the employee's personnel development requirements in line with the objectives and targets of the employer.
- 4.4 The **Employee's** performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the **Employer's** Integrated Development Plan.

5 PERFORMANCE MANAGEMENT SYSTEM

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

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

| Key Performance Areas (KPA's) | Weighting |
|--|-------------|
| Service Delivery & Infrastructure Development | 0% |
| Municipal Institutional Development and Transformation | 8% |
| Local Economic Development (LED) | 0% |
| Municipal Financial Viability and Management | 5% |
| Good Governance and Public Participation | 87% |
| 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 **Employee** will submit quarterly performance reports on the implementation of the Financial Recovery Plan, on approved thereof.

6.7 The annual performance appraisal will involve:

6.7.1 **Assessment of the achievement of results as outlined in the Performance Plan:**

- (a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.

- (b) A rating on the five-point scale described in 6.7 below shall be provided for each KPI or group of KPI's which will then be multiplied by the weighting to calculate the score.
- (c) The **Employee** will submit his/her self – evaluation to the **Employer** prior to the final assessment.
- (d) In the instance where the employee could not perform due to reasons outside the control of the employer and employee, the KPI will not be considered during the evaluation. The **Employee** should provide sufficient evidence in such instances.
- (e) An overall score will be calculated based on the total of the individual scores calculated above.
- (f) The applicable assessment rating calculator must be used to add the scores and calculate a final KPA score.

6.7.2 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.

6.7.3 Overall rating

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

6.8 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. |

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

- 6.9.1 Executive Mayor;
- 6.9.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
- 6.9.3 Member of the Mayoral Committee;
- 6.9.4 Mayor and/or Municipal Manager from another municipality; and
- 6.9.5 Member of a ward committee as nominated by the Executive Mayor.

6.10 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:-

- 6.10.1 Municipal Manager;
- 6.10.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
- 6.10.3 Municipal Manager from another municipality.

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

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- 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 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 2020 Performance Management System Framework document and Local Government Municipal Staff Regulations in terms of Gazette 45181, September 2021.

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 01 day of May 2022

AS WITNESSES:

1.  _____

2.  _____




EMPLOYEE

Thus done and signed at KLERKSDORP on this the 01 day of May 2022

AS WITNESSES:

1.  _____

2.  _____

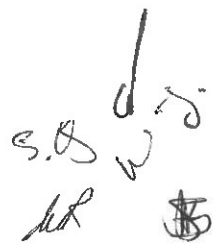


EMPLOYER

Adjusted Performance Plan

**ACTING MUNICIPAL MANAGER
L SEAMETSO**

CITY OF MATLOSANA
Period 1 May 2022 to 30 June 2022

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

- 0.0% Service Delivery & Infrastructure Development (D)
- 8.0% Municipal Institutional Development and Transformation (3)
- 0.0% Local Economic Development (D)
- 50% Municipal Financial Viability & Management (5)(2)
- 87.0% Good Governance and Public Participation (52)
- 100%

**OFFICE OF THE MUNICIPAL MANAGER
ACTING MUNICIPAL MANAGER - MS L. SEAMETSO**

| IDP PROJECTS | Top Layer / Bottom Layer | DP / 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 | Quantity/Actual Achievement | Actual Expenditure / Revenue | Reason for Deviation | Planned Remedial Action | Comments | Portfolio of Evidence | | | | | | |
|--------------|--------------------------|--|--------|---------|----------|--------------------|---|-------------------------|-----------|---|---|--|---|--|--------------------|--|---|-------------------------|--|------------------------------|----------------------|-------------------------|----------|-----------------------|--|--|--|--|--|--|
| IDP PROJECTS | TL | BDP - Grant Funding - Outcome 9 - Output 1 | N/A | | MM1 | TSR Nkhumiso | Municipal Financial Viability & Management | Infrastructure Services | 2.70% | MIG (NDPC, EEDSM & DME included) funding spent to ensure the upgrading and maintenance of infrastructure in the City of Mafikeng | Plans value spent on MIG grants (NDPC, EEDSM & DME) included allocated for the City of Mafikeng spent | Spending at least 85% of MIG grants (NDPC, WMIG, EEDSM, MPE, DME & roll-overs) included allocated to the City of Mafikeng by 30 June 2022 | 85% of R195 732 888 R170 732 659 R165 972 755 R145 523 183 R444 763 843 | Adjustment Budget C/C3/2022 480/01/2022 681 of 25 March 2022 No. 46095 | R193 166 641 spent | 85% | 5% R9 103 760 30% R54 622 500 60% R108 246 118 R102 438 619 | 24% 37.00% 55.00% | R 42 781 735 R 86 244 184 R 94 377 077 | | | | | | | | | | | |
| | TL | Operational - Outcome 9 - Output 6 | N/A | | MM2 | TSR Nkhumiso | Market Institutional Performance and Transformation | Financial Management | 2.70% | To ensure an effective external audit process (Exception report) | Percentage of external audit queries answered within required time frame | Answering 100% of all the external audit queries (exception report) received from the Auditor-General within the required time frame by 31 December 2021 | R 0 | | 100% 100% | No AG queries received 5 AG exception queries received / 5 answered | | | | | | | | | | | | | | |
| | TL | Operational - Outcome 9 - Output 6 | N/A | | MM3 | TSR Nkhumiso | Good Governance and Public Participation | Financial Management | 2.70% | To ensure that all audit findings raised in the AG Report and Management Report are assigned, monitored and executed effectively and consistently | Percentage of assigned audit findings raised in the AG Report and Management Report resolved | Resolving at least 100% of assigned audit findings raised in the 2019/20 and 2020/21 AG Report and Management Report by 30 June 2022 (PAMF) | R 0 | | 50% 100% | 7 Assigned audit findings received / Nr of assigned audit findings resolved (2019/20 FY) 1 Assigned audit findings received / 0 assigned audit findings resolved (2019/20 FY) | | | | | | | | | | | | | | |
| | TL | Operational - Outcome 9 - Output 6 | N/A | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| Top Layer / Bottom Layer | IDP Linkage / Project ID | Budget | Linkage | Item Nr. | Responsible Person | Key Performance Indicators (KPIs) | 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 | |
|--------------------------|---------------------------------|--------|---------|----------|--------------------|---|--|--------|---|---|---|--|------------|---|------------------------------|----------------------|-------------------------|---|--|--|
| TL | Operational - Outcome - Outputs | N/A | N/A | MM4 | TSR Nkhomo | Percentage of the activities as per the Council's approved Financial Recovery Plan. 2021/22 - 2022/23 as amended - Council - Financial Recovery Plan. | Realising at least 50% of all the activities as per the Council's approved Financial Recovery Plan by 30 June 2022 | R 0 | Mid-Year Performance Assessment CS9/2022 dated 31/01/2022 | New indicator | 1 | 90% Nr of activities received / Nr of activities resolved | 🟡 | No activities received | | | | | Approved Financial Recovery Plan. Updated FRP report | |
| TL | Operational | N/A | N/A | MM5 | TSR Nkhomo | Office of the MM's SDBIP inputs before the start 2022/23 SDBIP is submitted by 31 May 2022 | R 0 | | Credible 2021/22 | 1 | 1 - Nr of activities received / Nr of activities resolved | 🟡 | | | | | | MM to delegate Manager in the Office to represent him and to submit the Apology | Signal of SDBIP planning templates, Attendance Register | |
| TL | Compliance | N/A | N/A | MM6 | TSR Nkhomo | Number of LF meetings attended | Attending 14 LF meetings by 30 June 2022 | R 0 | Mid-Year Performance Assessment CS9/2022 dated 31/01/2022 | 9 LF meetings attended | 1 | 3 Meetings attended | 🟡 | 0 Meetings attended | | | | | MM had other unforeseen and unplanned engagements | Notices, Agenda, Attendance registers, Minutes |
| TL | Compliance | N/A | N/A | MM7 | TSR Nkhomo | Number of SDBIP meetings (between MM and directors leading to quarterly performance assessments) conducted | Conducting 4 SDBIP meetings before the start 2022/23 | R 0 | Mid-Year Performance Assessment CS9/2022 dated 31/01/2022 | 4 SDBIP meetings conducted | 1 | 3 Meetings conducted (0) item not discussed | 🔴 | 2 Meetings conducted but item not discussed | | | | | There was no meeting held in August | Notices, Agenda, Attendance Register, Minutes |
| TL | Compliance | N/A | N/A | MM8 | TSR Nkhomo | Number of (S2) meetings conducted to investigate irregular expenditure of the municipality's performance and financial situation by conducting (S2) meetings. | Conducting 13 S2 meetings to investigate irregular expenditure of the municipality's performance and financial situation by 30 June 2022 | R 0 | Mid-Year Performance Assessment CS9/2022 dated 31/01/2022 | 6 (S2) Meetings conducted | 1 | 3 Meetings conducted (0) item not discussed | 🔴 | 0 Meetings concluded | | | | | There was no meeting held in October | Notices, Agenda, Attendance Register, Minutes |
| BL | Compliance | N/A | N/A | PM51 | OC Puntse | 2020/21 Annual Performance Report (Unaudited Annual Report) approved by Municipal Manager | Approving the 2020/21 Annual Performance Report (Unaudited Annual Report) by Municipal Manager by 31 August 2021 | R 0 | Mid-Year Performance Assessment CS9/2022 dated 31/01/2022 | 2019/20 Annual Performance Report (Unaudited Annual Report) approved by Municipal Manager on 08/10/2020 | 1 | 2020/21 Annual Performance Report (Unaudited Annual Report) approved | 🟡 | Not yet submitted | | | | | Management did not meet due to the fact that the chairperson was appointed as a deputy chairperson appointed MMC finance, committee became dysfunctional | 2020/21 Annual Performance Report (Unaudited Annual Report) approved by MM on 05 October 2021. CS9/2021 dated 08/10/2021 |

S.S.N. (Signature)
MMR (Signature)

| Top Layer / Bottom Layer | IDP Linkage ID | Budget Linkage | Item Nr. | Responsible Person | 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 | Compliance | N/A | DP2 | S Overcamp | Number of community consultations meetings conducted | Conducting 2 community consultations meetings by 31 May 2022 | R 0 | | 2 Community consultations meetings conducted | 1 | 1 Community consultations meeting conducted | 🟢 | 1 Consultation meeting held | | Additional community consultation was | Community consultation held on 3 March | | Notice, Agenda, Minutes and Attendance register, Photos |
| B1 | Compliance | N/A | DP3 | S Overcamp | Number of Rep Forum meetings conducted | Conducting 2 Rep Forum meetings by 30 June 2022 | R 0 | | 2 Rep Forum meetings conducted | 1 | 1 Rep Forum meeting conducted | 🟡 | 1 Rep Forum postponed to January 2022 due to Elections | | IDP Rep Forum will take place in February 2022. Community consultation only took place in December 2021. | IDP Rep Forum meeting scheduled for 25 February 2022 | | Notice, Agenda, Minutes and Attendance register, Photos |
| B1 | Outcome 1 - Output | N/A | DP4 | S Overcamp | Number of draft 2022/23 Revised IDP tabled in Council | Tabling the draft 2022/23 Revised IDP in Council by 31 March 2022 | R 0 | | Draft IDP tabled 31/04/2021 | 2 | Draft 2022/23 Revised IDP tabled | 🟡 | Draft 2022/23 IDP tabled on 30 March 2022 | | | Draft 2022/23 IDP Amendments, Council Resolution | | |
| B1 | Outcome 9 - Output | N/A | DP5 | S Overcamp | Public comments invited by Council after tabling of the draft 2022/23 Revised IDP | Inviting public comments after the tabling of the draft 2022/23 Revised IDP for inputs from the community by 30 April 2022 | R 0 | | Invited via Kiersdrop Record | 2 | 2 Public comments invited | 🟡 | | | | Advertised public comments (if any) | | |
| TL | Outcome 9 - Output | N/A | DP6 | S Overcamp | Number of draft 2022/23 Revised IDP approved by Council | Approving the final 2022/23 Revised IDP by Council by 31 May 2022 | R 0 | | Final IDP approved 03/05/2021 | 4 | 4 Final 2022/23 Revised IDP approved | 🟡 | | | | Final 2022/23 IDP Amendments, Council Resolution | | |
| B1 | Outcome 9 - Output | N/A | RS1 | M Moshole | Number of Risk Management reports submitted to the Risk Management Committee | Submitting a risk management report to ensure an effective engagement process to the Risk Management Committee by 30 June 2022 | R 0 | | CCS1/2021 dated | 1 | 1 Risk management report submitted | 🟡 | 1 Risk management report submitted to the Risk Management Committee on 30 July 2021 | | | Programme Amendments, Risk Register, Risk Management Committee | | |
| TL | Compliance | N/A | RS2 | M Moshole | Number of Risk Assessment with Council departments on emerging risks by 30 June 2022 | Conducting 4 risk assessments with Council departments on emerging risks by 30 June 2022 | R 0 | | 4 Risk Management reports submitted to the Risk Management Committee | 1 | 1 Risk management report submitted | 🟡 | 1 Risk management report submitted to the Risk Management Committee on 29 October 2021 | | The term of the IC ended and there was no independent chairperson available to chair the meeting. | All outstanding reports will be discussed in the 4th quarter meeting. Council has reported in full compliance of IC members | | Notice, Risk register, Attendance register, |
| TL | Compliance | N/A | RS3 | M Moshole | Risk Register revised and approved to determine the linkage between departmental objectives and risk activity | Revising the 2021/22 Risk Register to determine the linkage between departmental objectives and risk activity and approving one 2022/23 Risk Register by 30 June 2022 | R 0 | | 2021/22 Risk Register revised and 2022/23 Risk Register approved | 4 | 4 Risk Assessments conducted with all departments | 🟡 | 1 Risk Assessment conducted with all council departments | | | Risk register, Notice, Attendance register, Risk Assessment report, Resolution | | |

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| Top Layer / Bottom Layer | IDP Linkage / Project ID | Budget Lineage | Item Nr. | Responsible Person | Key Performance Area (KPA) | Basics | Weighting | Objectives | Key Performance Indicators (KPI) | Annual Performance Target | Budget | Revised Target / Adjustment Budget | Base Line | Quarterly Target | Quarterly Projected Target | Rating Key | Quarterly Actual Achievement | Actual Expenditure / Revenue | Reason for Deviation | Planned Remedial Action | Comments | Portfolio of Evidence |
|--------------------------|--------------------------|----------------|----------|--------------------|--|----------------------|-----------|--|--|--|--------|------------------------------------|--|------------------|--|------------|---|------------------------------|----------------------|-------------------------|----------|--|
| BL | Compliance | N/A | R124 | M Mopolini | Good Governance and Public Participation | Good Governance | 2,70% | To develop strategic documents to ensure good governance and to comply with legislation | Risk management strategic documents (2021/22 Charter and 2022/23 Implementation plan) by the municipal manager and council by 30 June 2022 | Approving the Risk Management Charter approved by the Municipal Manager on 20/07/2020, 2021/22 Risk Management Implementation Plan approved by Municipal Manager | R 0 | | 2021/22 Risk Management Charter approved by Risk Committee | 1 | 2021/22 Risk Management Committee Charter approved by Risk Committee | 🟢 | 2021/22 Risk Management Committee Charter approved by Municipal Manager | | | | | 2021/22 Risk Management Committee Charter, 2022/23 Risk Management Implementation, IMI resolution, IMI resolution. |
| BL | Compliance | N/A | MPAC1 | K Mopolini | Good Governance and Public Participation | Public Participation | 2,70% | 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 2018/20 Annual Report | Conducting 1 public participation meeting on the results of the 2018/20 Annual Report by 31 July 2021 | R 0 | | 1 Public participation meeting conducted | 1 | 1 Public participation meeting conducted | 🟢 | 1 Public participation held on 7 July 2021 | | | | | Advertisement/ Notices for public participation, Attendance registers, Public comments. |
| TL | Compliance | N/A | MPAC2 | K Mopolini | Good Governance and Public Participation | Good Governance | 2,70% | To table the 2018/20 Oversight Report to comply with s.128(1) of the MFMA | Number of 2018/20 Oversight Report tabled before Council | Tabling the 2018/20 Oversight Report before Council by 31 July 2021 | R 0 | | 2018/20 Oversight Report tabled | 1 | 2018/20 Oversight Report tabled | 🔴 | 2018/20 Oversight Report tabled in Council, CC 81/2021 dated 24/09/2021 | | | | | 2018/20 Oversight Report Council Resolution |
| BL | Compliance | N/A | MPAC3 | K Mopolini | Good Governance and Public Participation | Public Participation | 2,70% | To monitor the municipality's performance and financial situation by conducting regular MPAC meetings | Number of MPAC (s.128(4) of the MFMA) meetings to monitor the performance and financial situation in the City of Matielana concluded | Conducting 32 public participation (s.128(4) of the MFMA) meetings to monitor the performance and financial situation in the City of Matielana by 30 June 2022 | R 0 | | 10 Public participation meetings conducted | 1 | 32 Public participation meetings conducted | 🔴 | 12 Public participation meetings conducted | | | | | Notice, Agenda, Attendance Register or Zoom photo of participants Minutes |
| BL | Compliance | N/A | MPAC3 | K Mopolini | Good Governance and Public Participation | Good Governance | 2,70% | To issue MPAC progress reports to ensure compliance with legislation | Number of MPAC progress reports issued to council which assess the efficiency and effectiveness of performance and finances of Council | Issuing 4 MPAC progress reports to council which assess the efficiency and effectiveness of performance and finances of Council by 30 June 2022 | R 0 | | 1 MPAC progress report issued | 1 | 4 MPAC reports issued | 🔴 | No Reports submitted | | | | | Process Reports Council Resolution |
| BL | Compliance | N/A | MPAC3 | K Mopolini | Good Governance and Public Participation | Public Participation | 2,70% | To enhance public participation on the results of the 2020/21 Annual Report to comply with legislation | Number of public participation meetings conducted on the results of the 2020/21 Annual Report | Conducting 1 public participation meeting on the results of the 2020/21 Annual Report by 31 March 2022 | R 0 | | 1 Public participation meeting conducted | 1 | 1 Public participation meeting conducted | 🟡 | Not achieved | | | | | Advertisement/ Notices for public participation, Attendance registers, Public comments. |
| TL | Compliance | N/A | MPAC3 | K Mopolini | Good Governance and Public Participation | Good Governance | 2,70% | To table the 2020/21 Oversight Report to comply with s.128(1) of the MFMA | Number of 2020/21 Oversight Report tabled before Council | Tabling the 2020/21 Oversight Report before Council by 31 March 2022 | R 0 | | 2020/21 Oversight Report not tabled | 1 | 2020/21 Oversight Report tabled | 🟡 | Not achieved | | | | | 2020/21 Oversight Report Council Resolution |

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| Operational | Top Layer / Bottom Layer | IDP linkage / Project ID | Budget linkage | Item N. | Responsibility Person | Key Performance Area (KPA) | Back to Basics | Weighting | Objectives | Key Performance Indicators (KPI) | Annual Performance Target | Budget | Refined Target / Adjustment Budget | Baseline | Quarter | Quarterly Projected Target | Rating Key | Quarterly Actual Achievement | Actual Expenditure / Revenue | Reason for Deviation | Planned Remedial Action | Comments | Portfolio of Evidence |
|-------------|--------------------------|--------------------------|----------------|---------|-----------------------|--|-----------------|-----------|--|--|---|--------|------------------------------------|---|---------|---|---|------------------------------|---|---|-------------------------|--|-----------------------|
| BL | Compliance | N/A | | | PT Molekwa | Good Governance and Public Participation | Good Governance | 2.70% | To issue audit of performance information reports to ensure compliance with legislation | Number of audit of performance information reports issued to the Audit Committee to assess the efficiency and effectiveness of performance achieved | Issuing 4 audit of performance information reports to the Audit Committee to assess the efficiency and effectiveness of performance achieved by 30 June 2022 | R 0 | | 4 Audit of performance information reports issued | 1 | 4th Quarter report of 2019/20 performance information | 4th Quarter report of 2019/20 performance information completed but not issued to Audit Committee | | In all AC meetings held between August and September 2021 (27 & 30 August, 28 September 2021) only one item was discussed which is review of Annual Financial. Meeting scheduled for the 30th August 2021, to discuss 1st quarter reports was postponed to the 7th September 2021, meeting scheduled for the 7th September was cancelled. | All 1st quarter internal Audit reports (including audit of performance information report-4th quarter) will be considered in the meeting scheduled for the 27 November 2021 | | Quarterly report, Webbs, Minutes & Attendance Register | |
| BL | Compliance | N/A | | | PT Molekwa | Good Governance and Public Participation | Good Governance | 2.65% | To report on recommendations raised by internal audit and AG to ensure sound financial and administrative management | Number of action plan register and progress reports on the Auditor-General's report and Internal Auditor's findings submitted to the Audit Committee | Submitting 2 progress reports on the updated action plan register to the Audit Committee on findings raised by the Internal Audit and Auditor-General by 30 June 2022 | R 0 | | Internal Audit | 1 | 1 Internal audit progress report submitted | Internal Audit progress report on AG's finding completed but not submitted | | Audit Committee meeting could not take place as the committee have only two members, which is in contradiction with MFMA | Item submitted to council for appointment of additional Audit Committee members. All outstanding reports will be submitted in the meeting that will be scheduled after | | Action Plan Regular, Internal audit progress reports, AG progress reports, Minutes | |
| TL | Compliance | N/A | | | PT Molekwa | Good Governance and Public Participation | Good Governance | 2.70% | To issue activity reports to ensure good governance | Number of activity reports issued to the Audit Committee on the progress of rolling out the audit plans | Issuing 4 activity reports to the Audit Committee on the progress of rolling out the audit plans by 30 June 2022 | R 0 | | 4 Activity reports issued | 1 | 1 Activity report submitted to AC | 2 Activity report submitted to AC | | In all AC meetings held between August and September 2021 (27 & 30 August, 28 September 2021) only one item was discussed which is review of Annual Financial. Meeting scheduled for the 30th August 2021, to discuss 1st quarter reports was postponed to the 7th September 2021, meeting scheduled for the 7th September was cancelled. | All 1st quarter internal Audit reports (including audit of performance information report-4th quarter) will be considered in the meeting scheduled for the 27 November 2021 | | 4 Activity Reports Audit Committee Minutes Proof of submission to MML | |

| Operational | 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 | Quantity Actual Achievement | Actual Expenditure / Revenue | Reason for Deviation | Planned Remedial Action | Comments | Portfolio of Evidence | |
|-------------|--------------------------|--------------------------|----------------|----------|--------------------|--|-----------------|-----------|---|--|---|--------|------------------------------------|---|---------|----------------------------|------------|-----------------------------|------------------------------|----------------------|-------------------------|----------|-----------------------|--|
| | BL | Compliance | N/A | 144 | PT Molebetswa | Good Governance and Public Participation | Good Governance | 2,70% | To adopt the Internal Audit Charter to comply with legislation | Number of reviewed Internal Audit Charter adopted in accordance with IIA standards by 30 June 2022 | Adopting the reviewed 2022/23 Internal Audit Charter in accordance with IIA standards by 30 June 2022 | R 0 | | Reviewed 2022/23 Internal Audit Charter adopted by Audit Committee on | 1 | | | | | | | | | Reviewed 2022/23 Internal Audit Charter Minutes Attendance 30/06/2022 |
| | TL | Compliance | N/A | 145 | PT Molebetswa | Good Governance and Public Participation | Good Governance | 2,70% | To submit a Risk Based Audit Plan to comply with legislative requirements | Number of 3 Year Risk Based Audit Plan submitted to the Audit Committee for approval by 30 June 2022 | Submitting a 3 Year Risk Based Audit Plan to the Audit Committee for approval by 30 June 2022 | R 0 | | Audit Plan 2022/23 approved by Audit Committee on | 1 | | | | | | | | | 3 Year Risk Based Audit Plan 2022/23 approved by Audit Committee Minutes |

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M. TSOLEELA
EXECUTIVE MAYOR



L. SEMEISO
ACTING MUNICIPAL MANAGER

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