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

<u>Executive Mayor</u> (hereinafter referred to as the Employer)

and

LESEGO SEAMETSO

as the

<u>Director: Corporate Support</u> (hereinafter referred to as the **Employee**)

For the Period

1 July 2021 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 DIRECTOR: CORPORATE SUPPORT of the Municipality (hereinafter referred to as the Employee).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

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

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to -

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

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3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the 1 JULY 2021 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 needs to be done.
 - 4.2.2 Key performance indicators that provide the details of the evidence that must be provided to show that a key objective has been achieved.
 - 4.2.3 Target dates that describe the timeframe in which the work must be achieved.
 - 4.2.4 Weightings that show the relative importance of the key objectives to each other.
- 4.3 The Personnel Development Plan (Annexure C) sets out the employee's personnel development requirements in line with the objectives and targets of the employer.
- 4.4 The **Employee**'s performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the **Employer**'s Integrated Development Plan.

5 PERFORMANCE MANAGEMENT SYSTEM

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

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- 5.2 The **Employee** accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the **Employer**, management and municipal staff to perform to the standards required.
- 5.3 The **Employer** will consult the **Employee** about the specific performance standards and targets that will be included in the performance management system as applicable to the **Employee**.
- 5.4 The **Employee** undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.
- 5.5 The criteria upon which the performance of the **Employee** shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
 - 5.5.1 The **Employee** must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and the Competencies respectively.
 - 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
 - 5.5.3 KPA's covering the main areas of work will account for 80% and Competencies will account for 20% of the final assessment.
- 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	54%
Local Economic Development (LED)	0%
Municipal Financial Viability and Management	8%
Good Governance and Public Participation	38%
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.

L	EADING COMPETENCIES	WEIGHTING
Strategic Direction and Leadership	 Impact and Influence Institutional Performance Management Strategic Planning and Management Organisational Awareness 	8.33%
People Management	 Human Capital Planning and Development Diversity Management Employee Relations Management Negotiation and Dispute Management 	8.33%

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Program and Project Management	 Program and Project Planning and Implementation Service Delivery Management Program and Project Monitoring and Evaluation 	8.33%									
Financial Management	 Budget Planning and Execution Financial Strategy and Delivery Financial Reporting and Monitoring 	8.33%									
Change Leadership	Change Vision and Strategy										
Governance Leadership	 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%									
Knowle	dge and Information Management	8.33%									
	Communication	8.33%									
	Results and Quality Focus	8.33%									
TOTAL PERCENTAGE											

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.

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- (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.



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 2021

Second quarter Third quarter

October – December 2021 January – March 2022

Fourth quarter

April – June 2022

- 7.2 The Employer shall keep a record of the mid-year review and annual assessment meetings.
- 7.3 Performance feedback shall be based on the **Employer**'s assessment of the **Employee**'s performance.
- 7.4 The Employer will be entitled to review and make reasonable changes to the provisions of (Annexure A) from time to time for operational reasons. The Employee will be fully consulted before any such change is made.
- 7.5 The **Employer** may amend the provisions of (Annexure A) whenever the performance management system is adopted, implemented and / or amended as the case may be. In that case the **Employee** will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

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

9. OBLIGATIONS OF THE EMPLOYER

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

10. CONSULTATION

- 10.1 The **Employer** agrees to consult the **Employee** timeously where the exercising of the powers will have amongst others
 - 10.1.1 A direct effect on the performance of any of the Employee's functions;
 - 10.1.2 Commit the **Employee** to implement or to give effect to a decision made by the **Employer**; and

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

11. MANAGEMENT OF EVALUATION OUTCOMES

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

Perfo	rmance Score	Porformance Popula Parcentage
From	То	Performance Bonus Percentage
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 2020 Performance Management System Framework document and Local Government Municipal Staff Regulations in terms of Gazette 45181, September 2021.

15. MIMIMUM 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

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2. <u>bfansullinshug</u>	EMPLOYER

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

AS WITNESSES:	EMPLOYER
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Adjusted Performance Plan

DIRECTOR: CORPORATE SUPPORT L SEAMETSO

CITY OF MATLOSANA Period 1 July 2021 to 30 June 2022



DRECTORATE CORPORATE SUPPORT MS L SEAMETSO

DIRECTORATOR CORPORATE SUPPORT

TOTAL WEIGHTING PER KEY PERFORMANCE AREA (KPA) = 180%
Service Delivery & Indestructure Development (9)
Manuschi Institution Development and Transformation (13)
Lonel Economic Development (9)
Manuscipal Francia Waleilly & Management (5)(2)
Good Governance and Public Participation (9)

0% 54% 0% 8% 38%

Portfolio of Evitience	Tracking document document Execution letters / notes	Action Plan	Approved Approved Recovery Plan Managamont Managamont Plan Managamont Lipdaho f RP Progress.	Signed-off SDBIP planning iamplate. Attendance Register or Zoom phobs of oarticipants
Comments	- 7 3 2		4 L L L 2 E 2 D E	00 03 4 12 00
Planned Remedial Action				
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Actual Expenditure / Revenue				
Quarierly Actual Achievement	No AG queries received 100% 5 Roceived/ 5 Answered	100% respond audit fundings resolved full findings resolved for audit fundings resolved for a filt fundings resolved audit fundings resolved for sections for a filt fundings resolved for a filt funding resolve	100% Arthur 100% 100% 100% 100% 100% 100% 100% 100	
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Revised Target / Adjustment Budget			Mid-Year Performance Assessment CC9/2022 deled 35/01/2022	
Budget	R0	0 W	64	RO P
Annual Performance Target	Answering 100% of all the directorate's Figure (aprelled property) communications (seeked form the Auditor-Connel within the required time frame by 31 December 2021	Resolving at least 100% of assigned Resolving at least 100% of assigned to 2020/21 AG (Sepert and Managament Report by 30 June 2022 (PAAP)		Providing the directorate's SDBIP inputs for before the 202223 SDBIP is submitted by 25 May 2022
Kay Parformance Indicators (KPI) and Type	Percentage of external audit A queries answered writhin a required time frame o	Porcentage of assigned and formulate search in the search in the search in the search responsible to the search resolved in the search re	Pavsarkage of the costvices ee por the Counsilier approved Firlansiel. Recovery Flarresched	Directorate's SDBIP inputs Provided before the 2022/23 the SDBIP is tabled
Objectives	To ensure an effective external audit process (Exception report / communications)	To ensure that all audif families reads it has AG Report and Management Report are assigned, monitored and exceeding effectively and consistently effectively and consistently are according to the constitution of the consti	10-ensure an effective reventue-cellector-systems havene edecision 64(1) of the Anniegal-Eramon Management Ad-Hoo GG of Management Ad-Hoo GG of Finansial Recovery-Plan)	To ensure that the all the directorales KPI's are calared for
Welghting	4,2%	4,2%		42%
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Portfolio of	Evidence	Notices. Agenda. Attendence register. Minutes.	Register or Zoom	participants	Notices, Agenda. Attendance	Register, Minutes.				Attendance Register or Zoom pholo of perficipents,		•	Notices & Attendance Register or Zoom photo of	participants					lotices & thendance kegister or Zoom thoto of articipants	Notices & Afternation Afternation Register or Zoom place of participants participants								110	
	Comments	The one meeting was presiponed as it did not form a quorom.		Δ,	go	Acting Director Sebative conducted meeting.				New Mayor elected on 28 September 2021				New Mayor elected on 28 September 2021		meetings are held at request of the Executive Mayor and mostly for legislative compliance matters submitted to Council to				1 Special Council meeting 19 Was a Civic Funeral (EM). A Special Council meetings Fare held at request of the p Speaker and mostly for p	legislative compliance matters submitted to Council to comply	Special Council meetings are held at request of the	Speaker and mostly for legislative compliance	matters submitted to Council to comply, Inaugural Council	meeting are held within 14 days after election of new	Councillors.			
	Planned Remedial Action									# Election of a new Executive Mayor and Mayor at Committee.				Election of a new Executive Mayor and Mayoral Committee.															
70000	Reason for Deviation									EM passed away on 16 July 2021 and Mayoral Committee dissolved ito Sec.60(5) of the LG: MSA				EM passed away on 16 July 2021 and Mayoral Committee dissolved ito Sec.60(5) of the LG, MSA															
Actual	Expenditura / Revenue																												
Quarterly Actual	Achievement	4 LLF meetings attended	2 LLF meetings attended		3 SDB/P meatings conducted		3 SDBIP meetings conducted	3 SDBIP meetings conducted		O meatings conducted		20 Partfalia Committee meetings conducted.		1 Special Mayoral Committee meeting	4 Spacial Mayoral	Committee meelings	6 Mayco meetings held	(4 Special Mayoral		5 Special Council meetings		3 Council meetings conducted.	(1 Inaugural Council meeting and 2 Special	Council meetings)			6 Council meetings held	(4 Special Council meetings	
Rating	Key)		(9)				0							9						
		3 Meelings attended	2 Meetings attended (3)	T	3 Meetings conducted		3 Meelings conducted	3 Massings conducted	3 Meatings conducted	10 Meetings conducted (0)		20 Meetings conducted	40-20 Meetings conducted	5 MayCo meetings conducted (1)	1 MayCo meetings	conducted (4)	6 MayCo meetings		3-4 MeyCo meetings conducted	4 Coundi meelings conducted (5)		3 Council mealings conducted							conducted
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	¥		ET E			12 SDBIP meelings conducted				22 22 me m. C. C. 22 23 (sec. 80) comittee meetings				0					mance mance 2022 2022								-		
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	Budget	RO			RO					RO				RO						RO									
	Annal Performence Target	Altending 44 12 LLF meetings by 30 June 2022			Conducting 12 SDBIP meetings with senior personnel in own directorate by	0 June 2022				a 0				Countuing 15 Mayoral Commiltee problem (2.5pacial meetings richidad) by 30 Juna 2022						Conducting 14-18 Countel meetings (special meetings inducted) by 30 Jume 2022									
Kay Parformance	Indicators (KPI) and Type	Number of LLF meetings attended			atings in own					Number of sec.80 committees meetings (portfolio meetings) J conducted				Vamber of Mayoral Con Committee meetings mee					umber of ordinary council nectings conducted										
	Objectives	To attend to all LLF meelings to ensure industrial harmony			To ensure that the set goals of council are achieved					To hold section 80 committees meetings to ensure comply with legislation to take informed	decisions			To conduct Mayoral Committee meelings to comply with legislation to align with political mandate						To ensure effective Council In administration and compliance with legislation in order to convey fee alter considering political and	community mandate								
gað	Melgh	4,2%			4,2%					4,2%				4,2%						4,2%									
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DIRECTORATOR CORPORATE SUPPORT

Portfelle of	Evidence	Contract Register Notice tetters Follow-up letter Updated Register.	rition. Copy of "mamba". MayCo / Council resolution			SLA register. Copy of delivery	*			Litgation register. Item. Copy of "memba". MayCo	resolution			Inspection reports.	Resolution		Auditmoort	Resolution		Vote Number. GO40.	Appointment letter of service	Attendance registers, SLA. Names of attendees	~		(P)
Comments	198	Oue to the passing of the Co EM Kgalle, Mayoral No Committee was dissolved, Fo	Portolio committes "m established on 15 / C December 2021 after the res			<i>ක්</i> පි	8			Due to the passing of the Lift EM Kgaile, Mayoral Ite Committee was dissolved. *m	Portfolio committes established on 15 December 2021 siter the Council was invagurated			sui ta	88		14	88		_	Treasury for all Infernal Ap Audit officials within of a	Att Reg	Target exceeded due to unplanned legislative	baining offered by other baining stakeholders.	
Planned Remedial Action		Reports to serve in next portfolio after Local Government Elections	Reports to serve in next portfolio to Council								No Particlio mestings held in Reports to serve in next porticito meeting to Council											To request SCM to finaize appoitment of SDPs. SDPs are now signing the SLA's			
Reason for Deviation		No Portfolios held during Q1. No Mayoral Executive Committee	No Portfolio mestings held during Q2.							No Portisio meetings held in Reports to serve in next Q1 Government Elections	No Portfollo meetings held in Q2											Delay in apppointment of Skills Development Providers by SCM Committees			
Actual Expanditure	Revenue																			R30 D00		R121 651	R 452 854		
Quarterly Actual	Actuavernant	34 Notices issued Updated Register No Mayco?Counal Resolution	1 Notice issued Updaled Register No Maycof Council Resolution	6 Notices issued. Updelled Register 2 Council Resolutions		100% 9 Received / 9 drafted	100% Received/39 Drafted	100%. 14 Received/ 14 Drafted		1 Litigation Report drafted. Not submitted to Council	Litigation Report draffed. Not submitted to Council	1 Litigation report to Council. Mayoo Resolution		30 Inspection were conducted	30 Inspection were conducted	30 inspection were conducted		1 OHS audit conducted		3%		*01	45%		
Rating	-	wks		10 D K	,	0 - 6	12 8			- Z	- Ž	- 0	1		9	<u> </u>	+	1		×.			#		7
Quarterly Projected	160au	Notices issued. Updated Register, Progress report to MayCo / Council	Notices issued. Updated Register. Progress report to MayCo / Council	Notices issued. Updated Register. Progress report to MayCo / Council	Notices issued. Updated Register, Progress report to MayCo / Council	100% Nr received / f\r draffed	100% Nr received / Nr drafted	100% Nr received / Nr drafted	100% Nr received / Nr draffed	1 Litigation Report to MayCo / Council	1 Litigation Report to MayCo / Council	2021/22 Mid-Year Assessment Report approved	1 Litigation Report to MayCo / Council	30 Inspection conducted	30 Inspection conducted	30 Inspection conducted	n inspection conducted	OHS audit conducted	1 OHS audit conducted			20% R240 000	Appoint a panel of service providers, 15%	spanding 50% R600-960. R180 000	100% R1 200 000
Base Ene Quarter		monthly, it was a COVID-19	d contract regis	deigen taertin desilvet bevo	ea riguoriliA nqqa yino	beflish			Totalbri WeW			anotoeqani 2H0 0St befoubnoo				befouting 2H	•	-	4 163 spent			4 10			
Revised Target /	Budget																			Mid-Year Performance	Assessment CC9/2022	aated 31/01/2022. Adjustment Budget CC36/2022	dated 18/03/2022		
Budget	5330	RO				R0	•			RO							RJ			R1 600 000 B	- 1	R600 000)	0 +-		
Annual Performance Target		Managing the Contract Register of Council and informing relevant departments and service providers of expry delises of confracts, within 3 months	מו מאונה מנות מים מנות מים מים מחונה למלק.						Reporting the number of Illigation cases instituted by and against the municipality to Council by 30 Juns 2022				Conducting 120 OHS inspections in R 0 Council departments by 30 June 2022			Conducting 2 OHS Audits by 30 June			Spending on Skills Development (Training) for 2021/22 by 30 June 2022						
Key Performance		Contract management system managed and relevant departments and service departments	interned when its manners or expiry of contracts				tenders, as received from Office of the MM						OHS inspections departments	conducted			Number OHS audits Co			Rand velue spent on Skills (s) Dovesprenut (Taning) (expendure for 2021/22					
Ohjectives		To comply with legal requirements (sec 116 of MSA)				oly with lagal nents (sec 116 of	MFMA)			To provide litigation report to Council				To conduct OHS inspections to ensure legal compliance	and a safe working environment		To conduct OHS guids to	ensure that all deviations be corrected according to the Act		To spend a percentage of municipality's budget on	implementing its workplace skill plan				
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DIRECTORATOR CORPORATE SUPPORT

Portfolio of Evidence	Soin burnament Refer from SETA				W.SP Plan. ATR. Proof of EEP Report			Notices.	Notices. Aftendance register, Minutes. EE Plan			Notices. Attendance register. Minutes			Notboss. Attendance register. Minutes						
Comments	The R27 600 was enroneously transferred in the Mandatory income Vote, the Mandatory income Vote, the noney accordingly. The money accordingly. The money was for communications interns stipends	Disbursment of Mendebry grant to determined by LGSETA based on Municipal performance of WSP & ATR.	The R5671,00 on GO40 was enroneously tensiented to the Mandatory income for the Mandatory income Yole, hence the Journal to redirect the money accordingly.									Meeting was arranged					In August organised Labour staged a walk out of the	was scheduled for early September but the meeting did not quorate.			-
Planned Remediat Action												g Arrange extra meeting during the fouth quarter to cover-up for this quarter.									
Reson for Deviation			Target was adjusted									Due to members not forming a corrum the meeting could not sit.									
Actual Expanditure / Revenue		R471,927.91	R471,927.91																		
Quarterly Actual Achievement	1	78%	54%						2022/23 EE report submitted to Department of Lebour on 15 January 2022	1 Meeting was conducted	1 Meeting was conducted	No meeting conducted		Skills Audit for Technical and Infrastructure was conducted.	Skils Audit for Community Services was conducted	a	4 meetings convened		2 Meetings convened	3 Meetings convened	
Rating Key		9				0			•		((9)	
Quarterly Projected Target		30% R180 000	50% R306-	100% R600-000- R1 c06 c08		2022/23 WSP and	2021/22 ATR submitted		2022/23 EE report submilled to Department of Labour by 15 January 2022	1 Meeting conducted	1 Meeting conducted	1 Meeting conducted	1 Meeting conducted	Sanitation and Roads (Technical and Infrastructure)	Community Services		3 Meetings convened		2 Meetings convened (3)	3 Meetings convened	3 Maetings convened
Quarter	-	8	~	4	- 0		4	- ~	n	4 -	. 2	en .	4	-	2	m 4		-	2		4
Base line		baviscer 928 at 7	18		ATE GSETA	20202 V SYNS 1 12/0202 1 o) ballim	anpi	Labor	s frogen 33 l S\l o froentrageO en SOS\l fo\&l no	ge to the		CF consultative	4 EE	1 1evel IIs 4 ni see befoubi pris ani	ales con	g conuc		กรงกงว รถูกใ	ээт Э.	13 61	
Revised Target / Adjustment Budget	Adjustment Budget CC36/2022 dated 18/03/2022					3181 22 22								,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	10 1010			Assessment CC9/2022 dated 31/01/2022			
Budget	R600.000				R0		08			RO				RO			N. 0				
Annual Performance Target	Receiving a mandatory grant from SETA Training IncommeRec for 2021/20 by 30 Juna 2022				Submitting the 2022/23 WSP and 2021/22 ATR to LGSETA by 30 April 2022			Electronically submitting the 2022/23 Employment Equity Report to Department of Labour by 15 January 2022			Conducting 4 EEO's consultative meetings by 30 June 2022					Convening 4+12 LLF meetings by 3D June 2022					
Key Performance Indicators (KPI), and Type	Rand value hornon orachied in Run SETA Training in Amorne-Raci for 2024/20				~ ≰			Number of Employment Equity Reports submitted to the Department of Labour			Number of EECF meetings conducted			Number of skills gape of all personnel identified			Number of LLF meetings convened				
Objectives	To Obbain persentage of it in the music page of it in mplementing its workplace it still plan				To comply with WSP lagislation			To comply with EE logislation			To conduct Employment Equity Consultative Forum meetings to comply with egistation and monitaring the plan plan plan plan plan plan plan plan			To ensure effective human resource management			To conveyre LLF meetings to ensure industrial harmony				
gelidgisW	4,2%				4,2%		4 20%	4,2%		4,2%				4,2%			%C' 4				
Of Annie to Basics	ViloaqeO lanofulizani				Institutional Capacity		gsul	Institutional Capacity			ineffutional Capacity			Institutional Capacity			Vipseds) Capacity				
Key Performence Area (KPA)	Municipal Financial Viability & Management				isnoflufant laqioinuM Dra bine mqoleveO noflamotansiT		PG	lenoiluliani leqisinuM bne insmqoleved notismrotanerT		1	lanoduritzen legioinuM nodermolarenT bne fremgeleveC			lenodulitani laqioinuM bns inemqoleved notisemolanerT			tnemqoleveG laroiiutilani laqioinuM nodarmotanetT bne				
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Portfolio of Evidence	Notices. Attendence register, Course material	Reports to Council Council resolution	Notice, Agenda. Martenese, Attenderese, Attenderese in Council resolution Council resolution										
Commants	The was a need for the other workshop as it was	No ordinary Council Meetings scheduled in the Portfolio committee established on 15 nearblashessons	No ordinary Councid Meatings scheduled in the 1st quarter 1st quarter Portfolio committee, Satisfished on 15 December 2021 affer the Council type in Juggar file of Council type in Juggar file of Wess hold Wess hold Proports from Q1 & Q2 Submitted										
Planned Remedial Action		Two (2) reports to be a loo cordinary Council and another than another than the council and th	Twe (2) reports to be No ordinary Council in submittee at load the deligings soledation in the ordinary Council Meetings to be portion ordinary Council Meeting December 2021 effer the Ordinary Council Meeting December 2021 effer the No ordinary Council Meeting December 2021 effer the Ordinary Council Meeting December 2021 effer the No ordinary Council meeting was hold was hold a submitted such as submitted su										
Reason for Deviation		No ordinary Council Meeting Two (2) reports to be find the first first statution: assumithed stread sub- No Porticulo Cordinary Twos (3) reports the Council Meeting held in Q2 submitted at next soft council Meeting held in Q2 submitted at next soft council Meeting held in Q2 submitted at next soft council Meeting held in Q2 submitted at next soft	No ordinary Council Meeting Two (2) reports to be for the 1st quarter schmitted at heat soft ordinary Council Meeting Council Meeting to be submitted at treat soft ordinary Council Meeting Council Meeting Council Meeting										
Actual Expenditure / Revenue													
Quarterly Actual Achievement	1 Workshop was conducted 2 Workshops conducted	No reports submitted Report Drafted To be tabled in Council Mayco 27/2022 (Ward Committee report	Polytical Property Submilled Propert drafted, to be tabled In Council Rayco 262/2022 Functional Ward Committees 39 Ward Committees Alese farge conducted and 39 Internative submilled										
Rating Key	9	()	•										
Quarterly Projected Target	1 Workshop conducted / co-ordinated / Workshop conducted / co-ordinated	1 Ward Committee report 1 Ward Committee 2 Ward Committee report 1 Ward Committee report 1 Ward Committee report 1 Ward Committee report 2 Ward Committee report 2 Ward Committee report	39 Choice ward 39 Choice ward coornidate on medical and										
Quarter	- 61 85 41	- 0 0 4	- N W 4										
Base line Quarter	3 Workshops conducted 7 co- no balanibro betsjertingmyologne	3 Ward Committee reports	New indicator										
Revised Target / Adjustment Budget			Mid-Year Performance Assessment CCS/2022 dated 31/01/2022										
Budget	0	0	o ac										
Annual Performance Target	Conducting and I or oc-ordinating 2 workshops on orgaloyment related issues and the Collective Agreement by 30 June 2022	Number of Ward Committee Submitting 4 Ward Committee reports to reports a burnitar to counted in Servitar of evaluate the location forwards to deather the service delevery burning issues within the CoM municipal area by 30 June 2022 issues within the CoM municipal area by 30 June 2022 issues within the CoM municipal area by 30 June 2022 issues within the CoM municipal area.	Committee and grade the grade from title or prompte and grade and dropes to Committee and tracked (meet or grade from the and these responsivements by 30 unns 2022 as as following within the CoM municipal area.										
Key Performance Indicators (KP) and Type Number of workshops on employment talified issues and the Colocities Agreement conducted		Number of Ward Committee reports submitted to council to identify and evaluate the service delivery. Jurning issues within the COM municipal area	Percentage of ward commisses that are discussed finest four trees a year, are an order of a second finest and have are as no fine plant within the CoM municipal area.										
Objectives	To conduct workshops on employment related issues and the Collective Agreement to ensure effective conclusion of labour relations matters	To comply with MSA Act 32 of 2000 Chapter 4 see 17(3) and Municipal Stouchines Act 11 of 1598, see 74(4) to identify and evaluate on service delivery rendered furning issues by council	responsivamess										
PribagieW	4,2%	4,2%	98-2-8										
Back to	Institutional Capacity	Соод Солешвисе	езивтамод роод										
Key Performence Area (KPA)	lenottotten) legioinuM bne tnemqofeveQ nottemotenarT	lanothvitení legicínuM bna tnemgoleveCl nottemotenatT	notermolanasT bna friemqoleveQ lanotiuffani IaqioinuM										
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	Portfolio of Evidence	Notice Agenda. Martines. Afterdance. Afterdance is to council resolution. Council resolution.										
	Comments											
	Planned Remedial Action	The (2) Honder at the been file and any Council in the north condition of the north council in the north Codulary Codulary Council in the north Codulary Codulary Council in the north Codulary Codula										
	Reason for Deviation	No mass Community Maderings hald by Councillars Report did not serve in Council meeting was held Council meeting was held										
	Actual Expanditure / Rovenue											
	Quarterly Actual Achievement	No reports submitted in Ceuncil in Ceuncil in Ceuncil Ceu										
	Rating											
	Quarterly Projected Target	28% Councilor-convened community meating / Nr of councilior-convened community meating / Nr of councilior-convened community meating / Nr of consideration) 78% So Councilior-convened community meating / Nr of councilior-convened / Nr of councilior-conve										
	Quarter	+ 0 W 4										
	Base Inc	**************************************										
	Revised Target / Base line Quarter Budget	Mid-Year Assessment of Costaloz Stifitizozz										
	Budget	NO.										
	Annual Performance Target	Conducting all least 75% of one addition of the control of convenience of the improve municipal responsiveness by 3d June 2022.										
	Koy Performance Indicators (KPI) and Type	Percentage of wards that produced at feat one countrible-conveled community massing										
	Objectives	Improved mulcip al										
	видивієду	4.2%	100%									
	Back to Saissa											
	Key Performance Area (KPA)											
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