# 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

# LESEGO SEAMETSO

in her capacity as

Acting Municipal Manager (hereinafter referred to as the Employer)

and

# LEOPOLD LETLHOGONOLO FOURIE

as the

<u>Director: Local Economic Development</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 LESEGO SEAMETSO (ID NR. 8703010275080) in her capacity as the ACTING MUNICIPAL MANAGER (hereinafter referred to as the Employer) and LEOPOLD LETLHOGONOLO FOURIE (ID NR. 7104025448088) in his capacity as the DIRECTOR: LOCAL ECONOMIC DEVELOPMENT of the Municipality (hereinafter referred to as the Employee).

#### WHEREBY IT IS AGREED AS FOLLOWS:

#### 1. INTRODUCTION

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

# 2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to -

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

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#### 3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the 1 JULY 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**.
- 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.

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- 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**.
- 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	18%
Local Economic Development (LED)	27%
Municipal Financial Viability and Management	32%
Good Governance and Public Participation	23%
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> <li>Impact and Influence</li> <li>Institutional Performance Management</li> <li>Strategic Planning and Management</li> <li>Organisational Awareness</li> </ul>	8.33%
People Management	<ul> <li>Human Capital Planning and Development</li> <li>Diversity Management</li> <li>Employee Relations Management</li> <li>Negotiation and Dispute Management</li> </ul>	8.33%
Program and Project Management	<ul> <li>Program and Project Planning and Implementation</li> <li>Service Delivery Management</li> <li>Program and Project Monitoring and Evaluation</li> </ul>	8.33%
Financial Management	Budget Planning and Execution	8.33%

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	Financial Strategy and Delivery     Financial Reporting and Monitoring	
Change Leadership	Change Vision and Strategy     Process Design and Improvement     Change Impact Monitoring and Evaluation	8.33%
Governance Leadership	<ul> <li>Policy Formulation</li> <li>Risk and Compliance Management</li> <li>Cooperative Governance</li> </ul>	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		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.
- 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.
- The annual performance appraisal will involve: 6.7
  - 6.7.1 Assessment of the achievement of results as outlined in the Performance Plan:
    - Each KPA should be assessed according to the extent to which the specified (a) 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.
    - The Employee will submit his/her self evaluation to the Employer prior to the (c) final assessment.

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- (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.
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.

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Level	Terminology	Description
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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#### 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 : October – December 2021

Third quarter : 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:

Performai	nce Score	Darformanaa Panua Baraantaga
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

AS WITNESSES

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EMPLOYEE

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

**AS WITNESSES:** 

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EMPLOYER

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# **Adjusted Performance Plan**

# DIRECTOR: LOCAL ECONOMIC DEVELOPMENT LL FOURIE

CITY OF MATLOSANA Period 1 July 2021 until 30 June 2022

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DIRECTOR LOCAL ECONOMIC DEVELOPMENT MR LL FOURIE

DIRECTORATE LOCAL ECOMONIC DEVELOPMENT

Approved Financial Recovery Plan. Management response / progress. Updated FRP report Signed-off SDBIP planning template. Attendance Register Tracking document. Execution letters / notes Notices. Agenda. Attendance register. Minutes Portfolio of Evidence Action Plan One Meeting did not form a quorum and another meeting had to be rescheduled. Comments Plenned Remedial Action To be addressed in the next quarter Reanon for Deviation Actual Expanditure / Ravenue resolved 100%
2 Assigned eucli findings
received / 2 Assigned euclit
findings resolved (2019/20
FY) 100%
2 Assigned sudit lindings
received / D Assigned soutit
findings resolved (2019/20 No assigned audit finding for 2019/20 received 100% B AG exception queries received / 9 snawmed Quarterly Actual Achievement to AG queries received No activities received 2 Meetings attended 2 Meetings attended Rating 6 0 90% Nr of activities received # Nr of activities resolved 90%
Nr of assigned audit
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resolved (2020/21 Credible 2022/23 SDBIP inputs provided 90%
Nr of assigned audit
findings received / Nr of
assigned audit findings
resolved (2019/20 100%
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findings received / Nr of assigned audit findings resolved (2020/21 Quarterly Projected Target 100%
Nr of essigned audit findings received / Nr of assigned audit findings resolved (2019/20 90% Nr of activities received / Nr of activities resolved Nr of activities received / Nr of activities resolved 2 Meetings attended (3) 3 Meetings attended 3 Meetings attended 100% Nr. received / Nr answered Meetings attended 100% Nr. received / Nr enswered Quarter 61 43 2 87 4 2 ❖ 2 ব 7 8 Credible 2021/22 SDBIP inputs provided Line Bare oxa OA £ 12 LLF meetings attended New indicator Mid-Year Performance Assessment CC9/2022 dated 31/01/2022 Mid-Year Performance Assessment CC9/2022 deted 31/01/2022 Revised Target Adjustment Budget Budget Answering 100% of all the directorate's aucit queries (exception report / communications) received from the Auditac-General within the required time frame by 31 December 2021 Resolving at teast 100% of assigned audit findings resised in the 2019/20 and 2020/21 AG Report and Management Report by 30 June 2022 (PAAP) Providing the directorate's SDBIP Inpuls before the 2022/23 SDBIP is submitted by 25 May 2022 Reselving at least 90% of all the askilier as per the Councils approved. Financial Reservory Plan by 30-Juno. Attending 44 12 L.F meelings by 30 June 2022 Annual Performance Target Percentage of external sudit queries answered within required a time frame To ensure that all audit incluses releved in Percentage of essigned audit the AG Report and Nanagement Report findings naled in the AG Report are assigned, mentaced and executed and themagement Report resolved effectively and considering. Teoristic in effective reviews a delativin | Recentage of the activities as por reviews where the delativity of the activities as por reviews where the delativity of the the delativity of the activities and the activities of the Number of LLF meetings eitended Key Performance Indicators (KPI) Directorate's SOBIP inputs provided before the 2022/23 SOBIP is tabled To attend to all LLF meetings to ensure industrial harmony To ensure that the all the directorales KPI's are catered for To ensure an effective external au process (Exception report / communications) Objectives Видибреда 4.5% Themeganel Haisnashi T Back to Besica Financial Management megenelA lekoneniii Воод Сометивное institutional Capacity Key Performance Area (KPA) Good Governance and Public Renticipation Municipal Institutional Development and nothermotenation ewicznej pue jiawajowe доод долешиное выд учили Рамборайоп eldienageeЯ Rosse9 TSR Akhumis TT Long IL Fouri 805.E03 AM could hudget Linkag AW Y/N AW ₩N ΑW ð huqhuO - 8 amontuO - landitaraqO **Dpenational** Operational

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

Servico Dollwey & Infrastructure Develogment (9)
Municipal institutional Development end Transformation (4)
Load Economic Development (3)(9)
Municipal Francisco (Vability & Buenagement (8)(7)
Good Gevernance and Public Participation (5)

18% 27% 32% 23% 106%

DIRECTORATE LOCAL ECOMONIC DEVELOPMENT

	Partfallo of Evidence	Notices. Agenda. Attendance Register. Minutes.	opported Social Investment Social Labour Plan projects Implementation plan. Reports. Council resolution	Altendance Register Confirmation letter	Tender documents. Appointment letters, 39,4%. Cooperative reofficioniday. certification Meeting deciments. Site frequents. Site frequents. Report 8. Council Resolution	Ndice & Alendance Regator, Mnutes, Agenda	Street Tractors register. Permits
	Comments						
	Planned Remedial Action				To be done in the second quarter quarter quarter quarter quarter		
	Reason for Daviation				Delay in procurement process Delay in procurement process procurement process		lon payment of The redicalor will be registration fee at activescend in the next
	Actual Expanditure / Revenue						Non payment of registration fee at
	Quarterly Actual Achievement	3 meetings conducted 3 Meetings conducted 3 Meetings conducted	submitted to MM on 15 Cachore 2022 Cachore 2022 Cachore 2022 I Report compation and submitted to MM on 31 Annuary 2022 2022	20 Jobs created 102 Jobs created	Not achieved Not achieved R56 500 expenditure on SMME	3.ED consultation meetings conducted 3.ED consultation meetings conducted conducted conducted	33 Sireel traders registered 10 Street traders registered Not activored
	Rating	9		(9)		9	9
	Quarterly Projected Target	3 Meetings conducted 3 Meetings conducted 3 Meetings conducted 3 Meetings conducted	Social Investment Social Investment Social Investment Social Labour Plan projects throughout the projects and a social investment Invest	20 Jobs created 40 Jobs created 40 Jobs created	Closed quotelion  2 SIAMEs appointed Coasting and mentioning of cooperatives and SIAME's appointed Coasting and mentioning SIAME's	Report approxed (Unaudited Annual Report) approxed (Unaudited Annual Report) approxed (Unaudited Annual Meetings conducted (Unaudited Onstatellon Meetings C	10 Street traders registered traders registered traders to Street traders to Street traders registered to Street traders registered to Street traders registered
	Quarter	- 12 10 4	- 0 0 0	+ 2 E 4	- a o	4 - 4 8 4	t- 0 0 4
	/ Base Line	12 SDBIP meelings conducted	The Social Labour Plan Projects confirmed with Harmony, 3 Reports regarding the Social Labour Plan schmidted, but not approved by Council	i finansmia9 S2t zdoj aldishlistauz E basoxa rlojrtw	seanisud for SMME's for business bases on LED projects at internal evaluation stage R368 962	doud effineed meetings	benetigen endert feetig 221
	Revised Target / Adjustment Budget						
	Budget	RO	o E	R D	R 200 000	R 0	0
	Annual Performance Terget	Conducting 12 SDBIP meetings with sentor personnel in own directorate by 30 June 2022	Submitting 4 rather to Council by 33 June 2012.	Creating 100 permanent / sustainable jobs which exceed 3 months through the Municipality's local economic development initiatives including capital projects by 30 June 2022	Estaklishing / resuctibing 1 turcitoral cooperatives and 2 SM/Es in the Melicanne area by 30 June 2022	Concluding 12 LED consultation meetings with clakeholders by 30 June 70'22	Rogistering at least 40 informed served standars to harmsformed and eliparathed there in the formet level business investicate by 30 Julius 2002
		Number of SOBIP meetings with senior personnel in own directorale conducted	Number of reports on Copyande Secul Investment Necosia Libour Plan projects implemented stomitted to Council by 30 30 June 2022	Number of permanent / sustainable jobs which exceed 3 months	Number of cooperatives and SAME's established and functional	Number of LED consultation meetings conducted with stakeholders	Number of Informal steet traders registered to transformet and capecitized them into formal local business investors
The state of the s	Objectives	To ensure that the sel goals of council are achieved	To granular undergenent, alternie accide and executive and executive to the thereforming the mining protesty and the service that mining companies contribute to the decignment of the areas Water they greated.	To create jobs to reduce unemployment and enhance local economic development activities	To ansure alignment between LED strategies, and LRD Vision 2020 to spronges the communication between the three spheres of government.	To conduct contabilities meeting to share the conduct contabilities with all relevant share bandlers aloned as the economic revolutionary of these sense to support the development of Small Elleptrices, cooperatives and Small Micro and Medium Endeprises (SAMES), to grow the conduction of the conducti	To manage the informal economy by providing an analog pakkon for the local informal sector by implementing set of operational and management indicates to transform and operational street transics to formal committees investing
	QuitigiaW	4,5%	966'4	4,5%	4.5%	4,5%	4.5%
	Key Performance Press (KPA) Back to Basica	Good Governance and Public Participation Good Good	notise(althef allduf bine eonemeso Dood	conomic bearing the months of	ceal Economic Development	Local Economic Development  Pablic Participation	Local Economic Development
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	item N#.	DLED6	DLED7	LEDI	LED2	PED3	LED4
	Project ID.		AIN	& JuqtuO A\N	WWZZORMR406660188		AIN
	Top Layer / Bofforn Layer 10P Linkage /	lenotresqO	laroits/aqQ	Mational KPI Outcome 9 -	8 amostuQ	Operational	IsnadanaQO



	Portfolio of Evidence	Notice & Attendance Register, Minutes				Invoices. Expenditure Vote. Marketing	programme, lem and resolution						invoices, Expenditure Vote, Marketing	programme. Distribution list for	Item and resolution. Copy of newsletters		Invoices, Expenditure Vote, Marketing programme.	Distribution list for external newsletter.	Copy of newsletters		Letter for information, Responses.					Draft Market By-Law. Reviewed Market By-	Law Nolice. Attendence Register	of workshop Council	
	Oonments												Attached is the cover of the printed newsletter and the distribution list		Attached is the cover of the printed external newsletter and the distribution		allached is the covers of 2 internal newsletters and proof of distribution via all@klerksdop.org.emall												
	Planned Remedial Action								to rectify with the supply chain unit	The department will achive the larget once the supply chain processes unfold in	the forth quarter.	-														to facilitate a workshop	to facilitate a workshop	Facilitate thepolicy as soon	
	Reason for Deviation					To be rectified in the libit quarter as it was a Supply	chain that advised Communication and Marketing department to take out a close quutation Instead of using the three	quotation process.	due to the close quotelion process, the actual targets were exceeded	A close quatation is submitted to supply chain to process all the	Communication and Marketing activities in bulk. Due to the bulk purchase,															No Council meeting has sat in the first quarter	No Council meeting has sat to facilitate a workshop	Workshop for policies	
	Actual Expenditure ? Revenue					R194 000,00			R 391 700	R 414 036				R 61 000															
	Quarterly Actual Achievement	Workshop conducted	Workshop conducted	f Workshop conducted		Communication and Marketing activities on media	realations that includes: quentity of 8000 to be printed x 5 external newspaper and radio promos according to SDBIP requirements			Another close goutation is submitted to supply chain for the remaining budget to do	communication and marketing activities in bulk		1 Newsletter compiled and distributed	-5	1 Newsletter compiled and distributed		2 Newsletters compiled and distributed	1 Newsletter compiled and distributed	2 Newsletters compiled and distributed		All service delivery booklet Information is collected and is	Followed up on information from directorates and edited.	A close quatation is submitted	the Communication and Marketing activities in bulk.		Vot Achieved	Not Achieved	Not Achieved	
	Rating	=				ರ ≊	<u> </u>	G		\$ 2 £	8 8	J	- 4	2 4			21	( <u></u>	2 =		₹ 5 8		)   <u>₹</u> ई	<b>E</b> # 9		1		ž	
	Quarterly Projected Target	i Workshop conducted	1 Workshop conducted	1 Workshop conducted	1 Workshop conducted	.9% R150 000			41% R300 000	75% R450-000- R465 731		100% R600-000 R621 054	1 Newsletter compiled and distributed	2 Newsletters compiled and distributed	1 Newsletter compiled and distributed	2 Newsletters compiled and distributed	2 Newsletters compiled and distributed	1 Nevstetter compiled and distributed	2 Newsletters compiled and distributed	1 Newsletter compiled and distributed	Collection of information from directorates	Following up on information from	Compiling the booklets		Printing of 2 booklets R403-000 R153 900	Market By-Law approved by Council		1	Markel By-Law approved by Council
	Quarter	~	2	м	4		+		neds D&A SSEF		n	4	-	2	m	4	+	2	m	4	-	2		m	4	-	of eathi	6	4
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	Revised Target / Adjustment Budgel					Adjustment Budget	CC36/2022 date 18/03/2022														Mid-Year Performance Assessment	CC9/2022 dated 31/01/2022				Mid-Year Performance	Assessment CC9/2022 dated	31/01/2022	
	Budget	8.0				R621 054 R600-000							80				0				R153 900 R103-900					. R0			
	Anntal Performance Target	Conducting 4 SMME workshops to capacitate SMME's and cooperatives by	30 June 2022			Spending on marketing activities according to Marketing Plan by 30 June	2022						Compiling and distributing 6 external newsletter regarding Council affairs to				Compiling & distributing 6 internal newsletters to all employees of Council by 30 June 2022				Compiling and printing 4-2 booklets on service delivery within the Oity of Malborana area by 30, lines 2022					Reviewing and approving the Market By- Law by 30-September-2024 30 June	2022		
	Key Performance Indicators (KPI)	Number of SMME workshops conducted to capacitate SMME's	and cooperatives			Rend value spent on marketing activities							Number of external newsletters compiled and distributed regarding	Council affairs to the community			Number of internal newsletters compiled & distributed to sil employees of Council				Number of booklets compile and printed on service delivery within the City of Matheman area					The Market By-Lawreviewed and approved			
	Objectives:	To conduct consultations meeting to share information with all relovant	stakeholders aimed at the economic revitalisation of these areas to support the demonstrate of Certal Enterpress.	cooperatives and Small, Micro and Medium Enterprises (SMMEs), to grow		To increase marketing initiatives in all sectors for local economic development	and grawth and the expansion of the tourism sector						To promote the city and communicate programmes to ensure a well informed	community			To distribute internal & external newsletters to ensure transparency with Council affairs				To increase marketing initiatives in all sectors for local economic development and marketing the expansion of the	fourism sector				To provide an enabiling environment et the Matiosana Fresh Produce Market	and to comply with legislation		
	Weighting	4.5%				4,5%							4,5%				4.5%				4,5%					4.5%			
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Monthly Occupational Health and Safety recommendation. Proof of resolved recommendations

Portfolio of Evidence

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Planned Remedial Action.	To procure a cleaning company to deep clean the market every 6 month by	December	The service provider for deep cleansing to be appointed in 4th quator.		To speed up the plan and facilitate	Submit a concept document by end February 2022.			Get plan approved	Spending to be completed in the 3rd quator.												
Reason for Deviation	Procument for new roller doors and a scrabbing still not in process		Availing building department for exact measurement of market half, so as to enable sourcing of quotations, for		Consultation with relevant	Consultation with refevant stakeholders and benchmarking is still			Plan is still being crafted not Get plan approved yet	Quotations received, the SCM process is currently busy.												
Actual Expenditure / Revenue	W O								RO	RO		R 299 747	R 201 773	R 547 819	R 437 763	R 740 450	R 1 202 978		R 4 264 409	R 7 637 610	R 11 811 406	
Quarterly Actual Achievement	0		0 recommendations received. 10resolved/12 reserved(20/21)-2 realove(21/22)-1 out of 2		Not yet done	Not yet done			950	%0		46%	87%	78%	87%	114%	93%		28%	51%	9698	
Reting		6				(	)						C			(	9			C	)	
Quarierly Projected Target	80% Nr of recommendations received / Nr resolved	80% Nr of recommendations received / Nr resolved	80% Nr of recommendations received / Nr resolved	80% Nr of recommendations received / Nr resolved	Advertisement	4 Matiosana Agriculural- markot appointed	4-Mattosane-Agricultural- markots-facilizated (mentering and coaching)	4.Matiosana Agricultural- markets-functional	10% R15 M9	50% R75 245	75% R112 867 100% R150 490		50% R150 000	75% R225-000 R525-000 100% R386-000	R700 000 25% R162 500	- 1	75% R487 500 R975	100% R650-000— R1 300 000	25% R3 750 000	50% R7 500 000	75% R11 250 000 R13 500 000	100% R15 000 000 R18 000 000
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Revised Target i Adjustment Budget					Mid-Year Performance	Assessment CC9/2022 dated 31/01/2022						Mid-Year	Parformance Assessment CC9/2022 dated	31/01/2022. Adjustment Budget	Asimunana Mid-Year	Performance	CC9/2022 dated 31/01/2022.	Adjustment Budget	Mid-Year Performance	Assessment CC9/2022 dated	Adjustment Budget	CC36/2022 dated
Budget	RO				2				R 150 490			R700 000				R650-000			R18 000 000 15 000 000			
Annual Performance Target	Resolving at least 80% of all Occupational Health & Sarlety recommendation by 30 June 2022				Facilitating the implementation of 4- Mattesana Agricultural markete by 30-	June-2022			fresh produce. Spending on fresh produce market programmes by 30 June 2022.			Collecting revenue from rental estate by	d June 2022		Collecting revenue from ripening &	cooling rooms by 30 June 2022			collected from Collecting revenue from market			
Key Performance Indicators (KPI)	Number of OHS recommendation R implemented at the FPM to ensure C an regulatory environment in				Number of Methosana-Agriculturel: Fi	7			Rand value spent on fresh produce 9			Rand value revenue collected from C			Rand value revenue collected from Collectino revenue from ribenino &	ripening and cooling rooms			Rand value revenue collected from C			
Objectives	To provide an enabling environment at the Mattosane Fresh Produce Markel and to comply with legislation			-	To fee litter the Mediosena Agricultural- Production and Fresh Produce Market in	lems-of-took-see <del>urly and to provide a</del> Leding-platform			To promote the fresh produce market to ensure a well informed community			To collect revenue to ensure financial			To collect revenue to ensure financial	sustainebility			To collect revenue to ensure financial			
griffgieV	M 388.								4,5%			4,5%			78%	ļ,			4.5%			
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Meticanna Agricultural market plan. Notices. Attendance registes. Physical evidence of implemented. Meticsana Agricultural. market

Invoices. Expenditure Vote(GO 40). Marketing programme.

GO40 / Income Vote.

- Receipts. FreshMark
System printout

Correct amount for the 1st quarter should be R75 077

GO40 / Income Vote. Receipts. FreshMark System printout

GO40 / Income Vote.

Receipts. FreshMark
System printout

Budget to be monitored and adjusted accordingly during budget adjustment period, at half year.



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	Portfolio of Evidence	GO40 / Income Vole. Receipts. FreshMark	System prinkout			
	Comments			Carrieges amount consistently collected, throughout the period. Eurlier non-periorisannee was due to carriages not being available.	-	
	Pianned Remedial Action	Assets not yet marked	Consistently receipt the income collected from carriages as commisioned daily.			
	Reason for Deviation	Carriages have been purchased	Carriages were only Consistently receipt the commissioned in November income collected from 2021, as they were curiages as coomision purchased in the new year.			
	Actual Expenditure / Revenue	e a	R 16 520	R 58 346		
	Quarterly Actual Achlevement		17%	23596		
	Railing Key	%0	<u>E</u>	33		
	Quarterly Projected Target	25% R25 000	50% R50 000	75% R75.006 R18 585	100% R400-000 R24 780	
	Quarter	- 2	2	5. EE	+ - α	
	Bann		betselled	8250 136		
	Ravined Target / Adjustment Budget	- Mid-Year Performance	Assessment CC9/2022 dated 34/04/2022. Adjustment Budget	18/03/2022		
	Budget	R24 780 R100-				
STATE OF THE PERSON NAMED IN	Annual Performance Target					
	Kay Performance Indicators (KPI)	Rand value revenue collected from Collecting revenue from rental of rental of carriages by 30 June 2022.				
	Objectives	To collect revenue to ensure financial sustainebility				
	gniidgi#W	4,5%				100%
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DIRECTOR LOCAL ECONOMIC DEVELOPMENT

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