

PERFORMANCE AGREEMENT



DR. KENNETH KAUNDA DISTRICT

MUNICIPALITY

CORPORATE SERVICES

2018/19

5/11

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

**THE MUNICIPALITY OF DR KENNETH KAUNDA DISTRICT
MUNICIPALITY,
AS REPRESENTED BY THE MUNICIPAL MANAGER**

FULL NAMES

Ms SHIRLEY MABEDI LESUPI

AND

Ms SETSEGO ABRAMS

THE EMPLOYEE OF THE MUNICIPALITY

FOR THE

FINANCIAL YEAR: 01 JULY 2018 TO 30 JUNE 2019

Handwritten signature and initials SM.

TABLE OF CONTENTS

1. INTRODUCTION 4

2. PURPOSE OF THIS AGREEMENT 4

3. COMMENCEMENT AND DURATION..... 4

4. PERFORMANCE OBJECTIVES 4

5. PERFORMANCE MANAGEMENT SYSTEM..... 4

6. EVALUATING PERFORMANCE..... 6

7. SCHEDULE FOR PERFORMANCE REVIEWS..... 11

8. DEVELOPMENTAL REQUIREMENTS..... 12


9. OBLIGATIONS OF THE EMPLOYER 12

10. CONSULTATION..... 12

11. MANAGEMENT OF EVALUATION OUTCOMES..... 12

12. DISPUTE RESOLUTION..... 12

13. GENERAL..... 14

SM


PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Municipality of Dr. Kenneth Kaunda District Municipality herein represented by **Ms. Ms.**

SHIRELY MABEDI LESUPI

(Full name) in her capacity as Municipal Manager (hereinafter referred to as the **Employer or Supervisor**)

And

Ms. SETSHEGO ABRAMS (full name) **Employee** of the Dr. Kenneth Kaunda District 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 ("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, 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.

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 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, Service Delivery and Budget Implementation Plan (SDBIP)** and the **Budget** of the municipality;



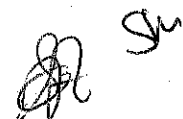
- 2.3 specify accountabilities as set out in a **Performance Plan**, which forms an **Annexure** to the **Performance Agreement**;
- 2.4 monitor and measure performance against set targeted outputs;
- 2.5 use the **Performance Agreement** as the basis for assessing whether the **Employee** has met the performance expectations applicable to her job;
- 2.6 in the event of outstanding performance, to appropriately reward the **Employee**; 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.

3. COMMENCEMENT AND DURATION

- 3.1 This **Agreement** will commence on the **17 AUGUST 2018** and will remain in force until the **duration of the appointment letter issued by the Municipal Manager**. The **Personal Development Plan** shall be implemented as in line with the WSP.
- 3.2 The **Parties** will conclude a new **Performance Agreement and Performance Plan** that replaces this **Agreement** at least once a year by not later than the beginning of each successive financial year as may be the case.
- 3.3 This **Agreement** will terminate on the termination of the **Employee's** Contract of Employment for any reason.
- 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** 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.
- 4.2 The performance objectives and targets reflected in the **Performance Plan** are set by the **Employer** in consultation with the **Employee** and based on the **Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP)** and the **Budget** of the **Employer**, and shall include key objectives, key performance indicators, target dates and weightings.



- 4.3 The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other
- 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**.

SM

5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The **Employee** agrees to participate in the performance management system that the **Employer** adopts or introduces for the **Employer**, management and municipal staff of the **Employer**.
- 5.2 The **Employee** accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the **Employer**, management and municipal staff to perform to the standards required.
- 5.3 The **Employer** will consult the **Employee** about the specific performance standards 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 tools and weightings as encapsulated in the performance management systems of the municipality.
 - 5.5.1 The **Employee** shall be assessed against both components, with a weighting of 80% - 20% allocated to the **Key Performance Areas (KPAs)** and the **Core Managerial Competencies (CMCs)** respectively.
 - 5.5.2 Each area of assessment shall be weighted and shall contribute a specific part to the total score.
 - 5.5.3 KPAs covering the main areas of work will account for 80% and CMCs will account for 20% of the final assessment.
- 5.6 The **Employee's** assessment shall be based on her performance in terms of the outputs / outcomes (performance indicators) identified as per attached **Performance Plan**, 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**:

	Weighting
Basic Service Delivery	0
Municipal Institutional Development and Transformation	50
District Economic Development (DED)	0
Municipal Financial Viability and Management	10
Good Governance and Public Participation	40
Spatial Rationale	0
Total	100%

SM
A

5.7 The CMCs will make up the other 20% of the **Employee's** assessment score. CMCs that are deemed to be most critical for the **Employee's** specific job should be selected (✓) from the list below as agreed to between the **Employer** and **Employee**:

CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES		
CORE MANAGERIAL and OCCUPATIONAL COMPETENCIES (CMC)	✓ (INDICATE CHOICE)	WEIGHT
CORE MANAGERIAL COMPETENCIES		
Strategic Capability and Leadership		5
Programme and Project Management		5
Financial Management	✓	10
Change Management		5
Knowledge Management		10
Service Delivery Innovation		3
Problem Solving and Analysis		10
People Management and Empowerment	✓	10
Client Orientation and Customer Focus	✓	5
Communication		5
Honesty and Integrity		5
CORE OCCUPATIONAL COMPETENCIES		
Competence in Self- Management		-
Interpretation of and implementation within the legislative and national policy frameworks		3
Knowledge of developmental local government		3
Knowledge of Performance Management and Reporting		5
Knowledge of global and South African specific political, social and economic contexts		-
Competence in policy conceptualisation, analysis and implementation		3
Knowledge of more than one functional municipal field/discipline		3
Skills in Mediation		2
Skills in Governance		5

CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES		
CORE MANAGERIAL and OCCUPATIONAL COMPETENCIES (CMC)	√ (INDICATE CHOICE)	WEIGHT
Competence as required by other national line sector departments		5
Exceptional and dynamic creativity to improve the functioning of the municipality		1
		100%

6. EVALUATING PERFORMANCE

6.1 The **Performance Plan** 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 That the personal growth and development needs identified during performance review discussion must be documented in a **Personal Development Plan (PDP) (PART C)** as well as the actions agreed to and that implementation will take place within set time frames.

6.4 That annual performance appraisal will involve:

6.4.1 **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) An indicative rating on the five-point scale should be provided for each KPA.
- (c) The applicable **assessment rating calculator must then be used to add the scores and calculate a final KPA score.**

6.4.2 **Assessment of the CMCs**

- (a) Each CMC should be assessed according to the extent to which the specified standards have been met.
- (b) An indicative rating on the five-point scale should be provided for each CMC.
- (c) The applicable **assessment rating calculator must then be used to add the scores and calculate a final CMC score.**

6.4.3 Overall rating

- (a) An overall rating is calculated by using the applicable **assessment-rating calculator**. Such overall rating represents the outcome of the performance appraisal.
- (b) The assessment of the performance of the Employee shall be based on the following rating scale for KPA's and CMCs:
- (c)

LEVEL	TERMINOLOGY	DESCRIPTION	RATING				
			1	2	3	4	5
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.					
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.					

SM
PA

- (d) For purposes of evaluating the performance of the **Employee**, an evaluation panel constituted by the following persons will be established –
- (i) *Municipal Manager*
 - (ii) *Chairperson of the performance Audit committee or the audit committee in the absence of a performance of a performance audit committee;*
 - (iii) *Member of the mayoral or executive committee*
 - (iv) *Municipal Manager from another Municipality*
 - (v) *Member of the Ward Committee/or stakeholder representative.*

(e) The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels referred to in sub-regulations 6.4 (d)

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of each **Employee** in relation to 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	:	2ND WEEK OCTOBER 2018
SECOND QUARTER	:	2ND WEEK JANUARY 2019
THIRD QUARTER	:	2ND WEEK APRIL 2019
FOURTH QUARTER	:	2ND WEEK JULY 2019

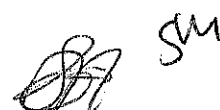
7.2 That the **Employer** shall keep a record of the mid-year review and annual assessment meetings.

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

7.4 That **Employer** will be entitled to review and make reasonable changes to the provisions of the **Performance Plan** from time to time for operational reasons on agreement between both parties.

7.5 The **Employer** may amend the provisions of the **Performance Plan** whenever the performance management system is adopted, implemented and / or amended as the case may be on agreement between both parties.

Please note that the schedule for performance review will be applicable to an employee who will be acting as director for this department at the time of the review.



8. DEVELOPMENTAL REQUIREMENTS

The **Personal Development Plan (PDP)** of an acting director will be implemented in terms of the WSP.

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 her to meet the performance objectives and targets established in terms of this **Agreement**; and
- 9.1.5 makes available to the **Employee** such resources as the **Employee** may reasonably require from time to time to assist her to meet the performance objectives and targets established in terms of this Agreement

10. CONSULTATION

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

- 10.1.1 A direct effect on the performance of any of the **Employee's** functions;
- 10.1.2 Commit the **Employee** to implement or to give effect to a decision made by the **Employer**; and
- 10.1.3 A substantial financial effect on the **Employer**.

10.2 The **Employer** agrees to inform the **Employee** of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable to enable the **Employee** to take any necessary action without delay.

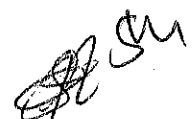


11. MANAGEMENT OF EVALUATION OUTCOMES

- 11.1** The evaluation of the **Employee's** performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 11.2** A performance bonus of between 5% to 14% all-inclusive annual remuneration package may be paid to the **Employee** in recognition of outstanding performance to be constituted as follows:
- 11.2.1 a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
 - 11.2.2 a score of 150% and above is awarded a performance bonus ranging from 10% to 14%, in terms of the Policy Framework of the District Municipality
- 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 counseling 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.
- 12.2** In the event that the mediation process contemplated above fails, clause 19.3 of the Contract of Employment shall apply



13. GENERAL


13.1 The contents of this performance agreement will be made available to the public by the **Employer in accordance with the Municipal Finance Management Act, No. 56 of 2003**


13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the **Employee** in terms of her Contract of Employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

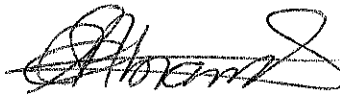
13.3 The performance assessment results of the municipal manager must be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.

Thus done and signed at **ORKNEY** on this the 17 - August - 2018

AS WITNESSES:


1. 


2. 



**ACTING DIRECTOR CORPORATE
SERVICES
Ms. SETSEGO ABRAMS (EMPLOYEE)**

AS WITNESSES:

1. 

2. 



**MUNICIPAL MANAGER
Ms. SM. LESUPI (EMPLOYER)**

QUARTERLY PROJECTIONS OF SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS FOR EACH VOTE

1. KPA 2: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT

NATIONAL LG PRIORITIES		LABOUR MATTERS, FINANCIAL AND ADMINISTRATIVE CAPACITY, SERVICE DELIVERY, FINANCIAL VIABILITY, GOOD GOVERNANCE, INSTITUTIONAL TRANSFORMATION AND DEVELOPMENT, ECONOMIC DEVELOPMENT														
KPA		MUNICIPAL TRANSFORMATIONS AND ORGANISATIONAL DEVELOPMENT														
OUTCOME 9		IMPLEMENT A DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT														
OUTPUT 1		ADMINISTRATIVE AND FINANCIAL CAPABILITY														
OUTPUT 6																
FUNCTIONAL AREA	STRATEGIC OBJECTIVE	MUNICIPAL POWERS & FUNCTION	BASELINE 2017/18				KEY PERFORMANCE INDICATOR	WEIGHT	KPI TYPE	ANNUAL TARGET	BUDGET	MSCOA DESCRIPTION	QUARTERLY TARGETS	PORTFOLIO OF EVIDENCE		
			Current status (Progress to date)	Demand (MFMA Circular 63)	Backlog (MFMA Circular 63)											
Human Resources	To ensure municipal excellence	Municipal Planning	83% posts advertised as per the approved funded structure	100% of posts advertised filled as per the approved funded structure	17%	KPI 8 Percentage of posts advertised filled as per the approved funded structure by June 2019	10	Output	100% of posts advertised as per the approved funded structure by June 2019	OPEX	-	Q1 100% of posts advertised filled as per the approved funded structure by September 2018	Q2 100% of posts advertised filled as per the approved funded structure by December 2018	Q3 100% of posts advertised filled as per the approved funded structure by March 2019	Q4 100% of posts advertised filled as per the approved funded structure by June 2019	Reports on posts advertised filled as per the approved funded structure
			22 people from employment equity target groups employed in the three highest levels of management in compliance with	29 people from employment equity target groups employed in the three highest levels of management in compliance with	7 vacant Manager's post at selection and recruitment processes	KPI 9 Number of people from employment equity target groups employed in the three highest levels of management in compliance with a	10	Output	29 people from employment equity target groups employed in the three highest levels of management in compliance with	OPEX	-	Q1 Selection and recruitment processes implemented by September 2018	Q2 Selection and recruitment processes implemented by December 2018	Q3 Selection and recruitment processes implemented by March 2019	Report on employment equity target groups employed in the three highest levels of management	

**LABOUR MATTERS, FINANCIAL AND ADMINISTRATIVE CAPACITY, SERVICE DELIVERY, FINANCIAL VIABILITY, GOOD GOVERNANCE, INSTITUTIONAL TRANSFORMATION AND DEVELOPMENT,
ECONOMIC DEVELOPMENT**

**MUNICIPAL TRANSFORMATIONS AND ORGANISATIONAL DEVELOPMENT
IMPLEMENT A DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT
ADMINISTRATIVE AND FINANCIAL CAPABILITY**

FUNCTIONAL AREA	STRATEGIC OBJECTIVE	MUNICIPAL POWERS & FUNCTION	BASELINE 2017/18				KEY PERFORMANCE INDICATOR	WEIGHT	KPI TYPE	ANNUAL TARGET	BUDGET	MSCOA DESCRIPTION	QUARTERLY TARGETS	PORTFOLIO OF EVIDENCE
			Current status (Progress to date)	Demand (MFMA Circular 63)	Backlog (MFMA Circular 63)	KEY PERFORMANCE INDICATOR								
Human Resources	To ensure municipal excellence	Municipal Planning	a municipality's approved employment equity plan	management in compliance with a municipality's approved employment equity plan		municipality's approved employment equity plan by June 2019 CS	15	Output	compliance with a municipality's approved employment equity plan by June 2019	OPEX		Q4 29 people from employment equity target groups employed in the three highest levels of management in compliance with a municipality's approved employment equity plan by June 2019	in compliance with a municipality's approved employment equity plan	
			Timeous submission report on the workplace skills plan submitted to LGSETA by April 2018	Timeous submission report on the workplace skills plan submitted to LGSETA by 30 April 2019	Nil	KPI 10 Timeous submission report on the workplace skills plan submitted to LGSETA by 30 April 2019 CS	Report on the workplace skills plan submitted timeously to LGSETA by 30 April 2019	Q1 None Q2 None Q3 Draft Report on the workplace skills plan submitted to Accounting Officer by March 2019 Q4 Report on the workplace skills plan submitted to LGSETA by 30 April 2019	Report on the workplace skills plan					
Legal Services	To ensure municipal excellence	Municipal Planning	2017/18 Contract registers updated	2018/19 Contract registers updated	Nil	KPI 11 Number of updated Contract registers submitted to Accounting Officer by June 2019 CS	15	Output	4 updated Contract registers submitted to Accounting Officer by June 2019	OPEX		Q1 1 updated Contract registers submitted to Accounting Officer by September 2018 Q2 1 updated Contract registers submitted to Accounting Officer by December 2018	Contract register updated	

LABOUR MATTERS, FINANCIAL AND ADMINISTRATIVE CAPACITY, SERVICE DELIVERY, FINANCIAL VIABILITY, GOOD GOVERNANCE, INSTITUTIONAL TRANSFORMATION AND DEVELOPMENT, ECONOMIC DEVELOPMENT

**MUNICIPAL TRANSFORMATIONS AND ORGANISATIONAL DEVELOPMENT
IMPLEMENT A DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT
ADMINISTRATIVE AND FINANCIAL CAPABILITY**

NATIONAL LG PRIORITIES	KPA	FUNCTIONAL AREA	STRATEGIC OBJECTIVE	MUNICIPAL POWERS & FUNCTION	BASELINE 2017/18			KEY PERFORMANCE INDICATOR	WEIGHT	KPI TYPE	ANNUAL TARGET	BUDGET	MSCOA DESCRIPTION	QUARTERLY TARGETS		PORTFOLIO OF EVIDENCE
					Current status (Progress to date)	Demand (MFMA Circular 63)	Backlog (MFMA Circular 63)							Q3	Q4	
	OUTPUT 1 OUTPUT 6													1 updated Contract registers submitted to Accounting Officer by March 2019	1 updated Contract registers submitted to Accounting Officer by June 2019	

2. KPA 4: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

ENSURE SUSTAINABLE RESOURCE MANAGEMENT AND USE.

NATIONAL LG PRIORITIES	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT														
KPA	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT														
OUTCOME 9	A POLICY FRAMEWORK THAT PROVIDES FOR A DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT IS IMPLEMENTED														
FUNCTIONAL AREA	ADMINISTRATIVE AND FINANCIAL CAPABILITIES OF MUNICIPALITIES ARE ENHANCED														
FUNCTIONAL AREA	STRATEGIC OBJECTIVE	MUNICIPAL POWERS & FUNCTIONS	BASELINE 2017/18			KEY PERFORMANCE INDICATOR	WEIGHT	KPI TYPE	ANNUAL TARGET	BUDGET	MSCOA DESCRIPTION	QUARTERLY TARGETS			POE
			Current status (Progress to date)	Demand (MFMA Circular 63)	Backlog (MFMA Circular 63)							Q 1	Q 2	Q 3	
Corporate Services	To ensure internal municipal excellence	Municipal planning	100% of municipality's budget actually spent on implementing its workplace skills plan	100% of municipality's budget actually spent on implementing its workplace skills	Nil	KPI 25 Percentage of municipality's budget actually spent on implementing its workplace skills plan by June	10	Output	100% of municipality's budget actually spent on implementing its workplace skills plan by June 2019	R350 000	33052303300F LP78ZZHO	None	100% of municipality's budget actually spent on implementing its workplace skills plan by December 2018	None	Workplace skills plan detailed Report

ENSURE SUSTAINABLE RESOURCE MANAGEMENT AND USE.

MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

A POLICY FRAMEWORK THAT PROVIDES FOR A DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT IS IMPLEMENTED

ADMINISTRATIVE AND FINANCIAL CAPABILITIES OF MUNICIPALITIES ARE ENHANCED

FUNCTIONAL AREA	STRATEGIC OBJECTIVE	MUNICIPAL POWERS & FUNCTIONS	BASELINE 2017/18			KEY PERFORMANCE INDICATOR	WEIGHT	KPI TYPE	ANNUAL TARGET	BUDGET	MSCOA DESCRIPTION	QUARTERLY TARGETS		POE
			Current status (Progress to date)	Demand (MFMA Circular 63)	Backlog (MFMA Circular 63)							Q 4	100% of municipality's budget actually spent on implementing its workplace skills plan by June 2019	
OUTCOME 9	OUTPUT 1					2019								
	OUTPUT 6					CS								

3. KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

11.1. Municipal Manager's Office: Internal Audit, Corporate Communications, Strategic Planning, Performance Management System, MISS- Municipal Information Security Standards, Speakers Office and Executive Mayor's Office

NATIONAL LG PRIORITIES	BUILD A DEVELOPMENTAL STATE, IMPROVE PUBLIC SERVICE AND STRENGTHEN DEMOCRATIC INSTITUTION ENSURE SUSTAINABLE RESOURCE MANAGEMENT AND USE															
	KPA 2	TO PROMOTE GOOD GOVERNANCE														
OUTCOME 9		OUTPUT 5: TO STRENGTHEN PARTICIPATORY GOVERNANCE														
	FUNCTIONAL AREA	STRATEGIC OBJECTIVE	MUNICIPAL POWERS & FUNCTIONS	BASELINE 2017/18			KEY PERFORMANCE INDICATOR	WEIGHT	KPI TYPE	ANNUAL TARGET	BUDGET	DESCRIPTION	QUARTERLY TARGETS			
Current status (Progress to date)				Demand (MFMA Circular 63)	Backlog (MFMA Circular 63)	Q1							Q2	Q3	Q4	
Corporate Services	To ensure internal municipal excellence	Municipal Planning	25 HR Policies reviewed adopted	42 HR Policies Reviewed workshoped	20 HR Policies outstanding	KPI 35 Number of HR Policies workshoped adopted by June 2019 CS	5	Output	20 HR Policies workshoped adopted by June 2019	OPEX	-	Q1 None	Q2 None	Q3 None	Q4 20 policies workshoped adopted by June 2019	Council Resolution and HR Policies adopted

GENERIC KPIS: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

BUILD A DEVELOPMENTAL STATE, IMPROVE PUBLIC SERVICE AND STRENGTHEN DEMOCRATIC INSTITUTION

ENSURE SUSTAINABLE RESOURCE MANAGEMENT AND USE

TO PROMOTE GOOD GOVERNANCE

OUTPUT 5: TO STRENGTHEN PARTICIPATORY GOVERNANCE

OUTCOME 9

FUNCTIONAL AREA	STRATEGIC OBJECTIVE	BASELINE 2017/18			KEY PERFORMANCE INDICATOR	WEIGHT	KPI TYPE	ANNUAL TARGET	BUDGET	QUARTERLY TARGETS	PORTFOLIO OF EVIDENCE	
		Current status (Progress to date)	Demand (MFMA Circular 63)	Backlog (MFMA Circular 63)								
Office of the Municipal Manager	To ensure internal municipal excellence	Back to Basics weekly reports submitted	51 back to basics report.	Nil	KPI -A Number of Back to Basics weekly reports submitted by June 2019	3	Output	52 Back to Basics weekly reports submitted by June 2019	OPEX	Q1	13 Back to Basics weekly reports submitted by September 2018	Back to Basics weekly reports
										Q2	13 Back to Basics weekly reports submitted by December 2018	
										Q3	13 Back to Basics weekly reports submitted by March 2019	
										Q4	13 Back to Basics weekly reports submitted by June 2019	
Office of the Municipal Manager	To ensure internal municipal excellence	Back to Basics monthly reports submitted	12 back to basics monthly reports	Nil	KPI -B Number of Back to Basics monthly reports submitted by June 2019	3	Output	12 Back to Basics monthly reports submitted by June 2019	OPEX	Q1	13 Back to Basics monthly reports submitted by September 2018	Back to Basics Monthly reports
										Q2	13 Back to Basics monthly reports submitted by December 2018	
										Q3	13 Back to Basics monthly reports submitted by March 2019	
										Q4	13 Back to Basics monthly reports submitted by June 2019	
Office of the Municipal Manager	To ensure internal municipal excellence	Municipal Risk Register 2018/19	4 risk management progress reports	Nil	KPI -C Number of risk management progress reports submitted by June 2019	3	Output	4 risk management progress reports submitted by June 2019	OPEX	Q1	1 risk management progress report submitted by September 2018	Risk management progress reports
										Q2	1 risk management progress report submitted by December 2018	
										Q3	1 risk management progress report submitted by March 2019	
										Q4	1 risk management progress report submitted by June 2019	

BUILD A DEVELOPMENTAL STATE, IMPROVE PUBLIC SERVICE AND STRENGTHEN DEMOCRATIC INSTITUTION
ENSURE SUSTAINABLE RESOURCE MANAGEMENT AND USE
TO PROMOTE GOOD GOVERNANCE

OUTPUT 5: TO STRENGTHEN PARTICIPATORY GOVERNANCE

FUNCTIONAL AREA	STRATEGIC OBJECTIVE	BASELINE 2017/18			KEY PERFORMANCE INDICATOR	WEIGHT	KPI TYPE	ANNUAL TARGET	BUDGET	QUARTERLY TARGETS	PORTFOLIO OF EVIDENCE
		Current status (Progress to date)	Demand (MFMA Circular 63)	Backlog (MFMA Circular 63)							
Office of the Municipal Manager	To ensure internal municipal excellence	4 quarterly Compliance Reports	4 quarterly Compliance Reports	Nil	KPI -D Number of quarterly Compliance Reports submitted by June 2019	3	Output	4 quarterly Compliance Reports submitted by June 2019	OPEX	Q1 1 quarterly Compliance Report submitted by September 2018 Q2 1 quarterly Compliance Report submitted by December 2018 Q3 1 quarterly Compliance Report submitted by March 2019 Q4 1 Quarterly compliance report submitted by June 2019	Quarterly compliance reports
Office of the Municipal Manager	To ensure internal municipal excellence	UJF&W register	4 investigated UJF&W remedial action reports	Nil	KPI -E Number of investigated UJF&W remedial action reports submitted by June 2019	3	Output	4 investigated UJF&W remedial action reports submitted by June 2019	OPEX	Q1 1 investigated UJF&W remedial action report submitted by September 2018 Q2 1 investigated UJF&W remedial action report submitted by December 2018 Q3 1 investigated UJF&W remedial action report submitted by March 2019 Q4 1 investigated UJF&W remedial action report submitted by June 2019	Remedial action reports on investigated UJF&W expenditures
Office of the Municipal Manager	To ensure internal municipal excellence	Internal Audit findings raised addressed	100% of Internal Audit findings raised addressed	Outstanding prior years findings	KPI -F Percentage of Internal Audit findings raised for 2018/19 financial year audited conducted addressed by June 2019	4	Output	100% of Internal Audit findings raised for 2018/19 financial year audit conducted addressed by June 2019	OPEX	Q1 100% of Internal Audit findings raised for 2018/19 financial year audit conducted addressed by September 2018 Q2 100% of Internal Audit findings raised for 2018/19 financial year audit conducted addressed by December 2018	Internal Audit Findings register progress report on

BUILD A DEVELOPMENTAL STATE, IMPROVE PUBLIC SERVICE AND STRENGTHEN DEMOCRATIC INSTITUTION
ENSURE SUSTAINABLE RESOURCE MANAGEMENT AND USE

TO PROMOTE GOOD GOVERNANCE

OUTPUT 5: TO STRENGTHEN PARTICIPATORY GOVERNANCE

NATIONAL LG PRIORITIES

KPA 2

OUTCOME 9

FUNCTIONAL AREA	STRATEGIC OBJECTIVE	BASELINE 2017/18			KEY PERFORMANCE INDICATOR	WEIGHT	KPI TYPE	ANNUAL TARGET	BUDGET	QUARTERLY TARGETS				PORTFOLIO OF EVIDENCE		
		Current status (Progress to date)	Demand (MFMA Circular 63)	Backlog (MFMA Circular 63)						Q3	Q4	Q1	Q2		Q3	Q4
Office of the Municipal Manager	To ensure internal municipal excellence	Audit Committee resolutions for addressed	100% of Audit Committee findings raised addressed	Outstanding prior years findings	KPI -G Percentage of Audit Committee resolutions for 2018/19 financial year addressed by June 2019	4	Output	100% of AGSA Audit Committee resolutions for 2018/19 financial year addressed by June 2019	OPEX	100% of Internal Audit findings raised for 2018/19 financial year audit conducted addressed by March 2019	100% of Internal Audit findings raised for 2018/19 financial year audit conducted addressed by June 2019	100% of Audit Committee resolutions for 2018/19 financial year addressed by September 2018	100% of Audit Committee resolutions for 2018/19 financial year addressed by December 2018	100% of Audit Committee resolutions for 2018/19 financial year addressed by March 2019	100% of Audit Committee findings resolutions for 2018/19 financial year addressed by June 2019	Request of Information register Communication of Findings register Post Audit Action Plan and progress report
Office of the Municipal Manager	To ensure internal municipal excellence	Audit findings raised addressed	100% of Audit findings raised addressed	Nil	KPI -H Percentage of AGSA Audit findings raised for 2017/18 financial year addressed by June 2019	4	Output	100% of AGSA Audit findings raised for 2017/18 financial year addressed by June 2019	OPEX	100% response to all AGSA Request of Information and Communications of Findings by December 2018	100% compilation of Post Audit Action Plan by March 2019	100% of AGSA Audit findings raised for 2017/18 financial year addressed by June 2019				

**BUILD A DEVELOPMENTAL STATE, IMPROVE PUBLIC SERVICE AND STRENGTHEN DEMOCRATIC INSTITUTION
ENSURE SUSTAINABLE RESOURCE MANAGEMENT AND USE**

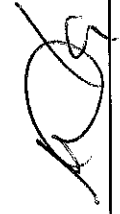
TO PROMOTE GOOD GOVERNANCE

OUTPUT 5: TO STRENGTHEN PARTICIPATORY GOVERNANCE

FUNCTIONAL AREA	STRATEGIC OBJECTIVE	BASELINE 2017/18			KEY PERFORMANCE INDICATOR	WEIGHT	KPI TYPE	ANNUAL TARGET	BUDGET	QUARTERLY TARGETS	PORTFOLIO OF EVIDENCE	
		Current status (Progress to date)	Demand (MFMA Circular 63)	Backlog (MFMA Circular 63)								
Corporate Services	To ensure internal municipal excellence	MANCO, Portfolio Committee, MAYCO and Council resolutions implemented	100% of Council resolutions implemented	Nil	KPI -I Percentage of Council resolutions implemented by June 2019	4	Output	100% of Council resolutions implemented by June 2019	OPEX	Q1	100% of Council resolutions implemented by September 2018	Progress report on MANCO, Portfolio Council resolutions progress report register implemented
										Q2	100% of Council resolutions implemented by December 2018	
										Q3	100% of Council resolutions implemented by March 2019	
										Q4	100% of Council resolutions implemented by June 2019	
Performance Management Systems	To ensure internal municipal excellence	4 quarterly performance reports submitted	4 quarterly performance reports	Nil	KPI -J Number of quarterly performance reports (2018/19) compiled by June 2019	4	Output	4 quarterly performance reports (2018/19) compiled by June 2019	OPEX	Q1	1 quarterly performance reports (2018/19) compiled by September 2018	Quarterly performance reports
										Q2	1 quarterly performance reports (2018/19) compiled by December 2018	
										Q3	1 quarterly performance reports (2018/19) compiled by March 2019	
										Q4	1 quarterly performance reports (2018/19) compiled by June 2019	



Employee's Signature: _____



Supervisor's Signature: _____