

ANNEXURE A



PERFORMANCE PLAN

MUNICIPAL MANAGER

2020/21 FINANCIAL YEAR

1. PURPOSE

The Performance Plan defines the council's expectation of the Executive Director: Community Services' performance agreement to which this document is attached and of the Municipal Systems Act (MSA) which provides that the performance objectives and targets must be based on the Integrated Development Plan of the municipality.

2. KEY RESPONSIBILITIES OF THE MUNICIPAL MANAGER :

- (a) The Municipal Manager as head of administration is responsible for policy direction of the council and accountable for:
- (b) Responsible for the management of the municipality's administration in accordance with the Local Government: Municipal Systems Act of 2000 and other legislation applicable to the municipality.
 - a) The formation and development of an economical, efficient, effective and accountable administration;
 - b) Equipped to carry out tasks of implementing the municipality integrated development plan in accordance with chapter 5 of the Local Government: Municipal Systems Act of 2000.
 - c) Operate in accordance with the municipality's performance management system in accordance with chapter 6 of the Local Government: Municipal Systems Act of 2000;
 - d) Responsive to the needs of the local community to participate in the affairs of the municipality.
 - e) Implementation of the municipality integrated development plan and the monitoring of progress with implementation of the plan.
 - f) Management and provision of services to the local community in a sustainable and equitable manner.
 - g) Appointment of staff other than section 57 managers accountable to the Municipal Manager subject to the employment equity act no 55 of 1988.
 - h) Management, effective utilization and training of staff.
 - i) Maintenance of discipline of staff.
 - j) The promotion of sound labour relations and compliance by the municipality with applicable labour legislation.
 - k) Advising Council and the political office bearers of the municipality.
 - l) Managing communication between the municipality's administration and its political structure and political office bearers.
 - m) Carrying out the decision of the political structures and political office bearers of the municipality.
 - n) The administration and implementation of the municipality by-laws and other legislations.
 - o) Exercise of any powers and performance of any duties delegated by the municipal Council, or sub-delegating authorities of the municipality to the Municipal Manager in of the Local Government: Municipal Systems Act of 2000.
 - p) Facilitating participation by the local community in the affairs of the municipality.
 - q) Implementation of national and provincial legislation applicable to the municipality, and
 - r) The performance of any other function that may be assigned by the municipal Council.

3. THE SCORECARD OF THE MUNICIPAL MANAGER

The scorecard is made up of the following:

Scorecard item	Weighting
i) The Service Delivery and Budget Implementation Plan (SDBIP)	60%
ii) Implementation of Audit Recommendations and/ or Management audit action plans for both internal audit and External Audit	10%
iii) Risk Management	10%
iv) Core Managerial Competencies	20%
TOTAL	100%

SEDIBENG DISTRICT MUNICIPALITY

OFFICE OF THE MUNICIPAL MANAGER

PERFORMANCE REPORTING FOR 2020/21 FINANCIAL YEAR

KPA1: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

KPA1: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

IGR AND RISK MANAGEMENT

Priority Area	IDP Strategy	IDP Objective	Objectiv	Key Performance	KPI No	Baseline	Funding	Annual Target	Quarter One(1)	Quarter Two(2)	Quarter Three(3)	Quarter Four (4)	PCE Required												
Inter-governmental Relations (IGR)	To facilitate co-operative government through communication, consultation and joint decision making	To promote co-operative government	D1	Number of GR Forum Coordinated	D1.1	Four (4) IGR Forum coordinated in the previous financial year	OPEX	Conduct Four (4) District IGR Forum and 1 District wide IDP/Budget Lagqola	Co-ordinate (1) one IGR Forum Meeting	Co-ordinate (1) one IGR Forum Meeting	Co-ordinate one (1) Regional IGR Forum	Co-ordinate (1) one IGR Forum Meeting	Four (4) IGR Forum reports												
														Risk Management	To Assess, identify, control and monitor the implementation of mitigation measures	To ensure that the municipality's risk and risk exposures are properly managed in order to minimize uncertainty and maximize business opportunities.	D2	Number of Risk Management Plans Developed	D2.1	2019/20 Risk Management Plan	OPEX	Develop one (1) 2020/21 Risk Management Plan and submit it to Risk Management Committee for	Develop one (1) 2020/21 Risk Management Plan and submit to Risk Management	-	Approved Risk Management Plan
														INTERNAL AUDIT	Develop, implement and monitor Risk-based Internal Audit Coverage Plan	To provide reasonable assurance and independent opinions to management and council	D3	Number of Internal Audit Coverage Plans Developed	D3.1	2019/20 Audit Plan	OPEX	Improve on the internal audit function capability	Develop one (1) Risk-Based Internal Audit Coverage Plan	-	Approved Internal Audit Plan
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN																									
SDBIP	Ensure measurable performance and transparent monitoring of the municipal performance.	To ensure Good Governance, Sound and Accountable Management practices	D4	Number of Service Delivery and Budget Implementation Plans (SDBIP) approved	D4.1	Development of SDBIP	OPEX	Develop 1 (one) 2020/21 SDBIP	-	Review 2019/20 SDBIP	-	Develop and Submit One (1) Draft 2018/19 Annual Report to Council	Approved 2020/21 SDBIP												

SEDIENG DISTRICT MUNICIPALITY

OFFICE OF THE MUNICIPAL MANAGER

PERFORMANCE REPORTING FOR 2020/21 FINANCIAL YEAR

KPA1: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

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KPA1: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

PERFORMANCE MANAGEMENT

Priority Area	IDP Strategy	IDP Objective	Objective/Key Performance Indicators	KPI No	Baseline	Funding	Annual Target	Quarter One(1)	Quarter Two(2)	Quarter Three(3)	Quarter Four (4)	PCE Required								
PMS	Co-ordinate Performance Reporting, Monitoring and Evaluation	To promote a culture of accountability	Number of Performance Management Review Reports Produced	DS.1	Performance monitoring and evaluation	OPEX	Monitor and evaluate 2019/20 municipal Performance and produce four (4) reports	Produce one (1) Quarter one Performance Management Review report	Produce one (2) Mid-year Performance Management Review report	Produce one (3) Performance Management Review report	Produce one (4) Performance Management Review report	Four (4) Performance Reports								
								GOOD GOVERNANCE & QUALITY ASSURANCE												
								Quality Assurance	Ensure necessary actions are taken against all findings raised by the Auditor General	To promote a culture of accountability	Percentage of Auditor General findings resolved	DS.6.1	Number and implementation of audit action plan	OPEX	Monitor the implementation of the Audit Action Plans	-	-	-	Audit Action Plan	Audit Action Plan
Contract Management	Oversee the implementation of contract management by clusters	To provide legal advice to management and council	Number of contract management oversight reports produced	DS.9.1	Four Contract management oversight reports in 2018/19 financial year	OPEX	Oversee the implementation of contract management and report quarterly	Oversee the implementation of contract management and report	Oversee the implementation of contract management and report	Oversee the implementation of contract management and report	Contract Management Reports									
												External Communication	Build High level stakeholder relations, effective communications and branding	To ensure Good Governance and Sound Management Practices	Number of communication strategies implemented	DS.10.1	Communication Strategies implemented in 2019/20 financial year	OPEX	Implementation of Communication Strategy	-
D11	Number of Media Monitoring Services Implemented	DS.11.1	Media Monitoring Services implemented in 2019/20 financial years	OPEX	Implementation of Media Monitoring Services	-	-	-	-	-	One report on Media Reporting									
												D12	Number of District Communication Forum Meetings	DS.12.1	District Communications Forum Meetings	OPEX	Coordinate 11 District Communications	-	-	-
D13	Number of External Newsletters developed, printed and distributed in 2019/20 financial year	DS.13.1	External newsletter developed, printed and distributed in 2019/20 financial year	OPEX	Develop, Print and Distribute 4 external newsletters each quarter	-	-	-	-	-	Report on 4 external newsletters									
												D14	Number of media engagements facilitated	DS.14.1	Media engagement facilitated in 2019/20 financial year	OPEX	Facilitate Media engagements	-	-	-
D15	Number of social Media Policy Implemented	DS.15.1	Social media policy implemented in 2019/20 financial year	OPEX	In plan initiation of social media policy	-	-	-	-	-	Report on Social Media Policy									
												LEGAL SERVICES								
Performance Plan 2020/21																				

SEDIBENG DISTRICT MUNICIPALITY

FINANCE CLUSTER - CUSTODIAN: CHIEF FINANCIAL OFFICER

PERFORMANCE REPORTING FOR 2020/21 FINANCIAL YEAR

KPA 2: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

OFFICE OF THE CHIEF FINANCIAL OFFICER

Priority Area	IDP Strategy	IDP Objective	Objective No.	Key Performance Indicator (KPI)	KPI No:	Baseline	Funding Source	Annual Target	Quarter one (1)	Quarter Two(2)	Quarter Three(3)	Quarter Four (4)	POE Required
Implementation of MSCOA reforms	Progressive Compliance with MSCOA regulations	To ensure successful implementation of the MSCOA regulations	F1	Percentage of transacting on MSCOA posting accounts	F1.1	Percentage of transacting in MSCOA posting accounts	OPEX	Implement 100% of MSCOA Regulations on account posting of transactions	Implement 100% of MSCOA Regulations on account posting of transactions	Implement 100% of MSCOA Regulations on account posting of transactions	Implement 100% of MSCOA Regulations on account posting of transactions	Report on the implementation MSCOA general ledger	
FINANCIAL MANAGEMENT AND BUDGETS													
Municipal budget	Complete a realistic and funded budget	To provide a realistic financial planning of the municipality	F2	Number of municipal budgets approved	F2.1	One (1) annual municipal budget in the previous financial	OPEX	Complete one (01) annual budget and submit to Council for approval	-	-	Complete one (1) mid-year adjustment budget and submit to council for approval	-	Council Resolution on approval on budgeting
Procurement Plan	Development of an annual Procurement Plan	To determine procurement requirements and timetables	F3	Number of Procurement plans submitted to National Treasury	F3.1	One (01) annual Capex Procurement plan submitted to National Treasury in the previous financial year	OPEX	Submit (1) one Annual CAPEX Procurement Plan to National Treasury	Submit one (1) capex procurement plan to National Treasury and monitor	-	-	-	Procurement and proof of submission to National Treasury
Cost Containment	Implement Cost Containment Strategy	To promote sound financial administration practices	F4	Percentage of cost saving realised	F4.1	1% cost saving realized in the previous financial year	OPEX	Realise 1% of total annual saving on operating budget within general expenses and produce four reports	Realise 1% of total Q1 saving on operating budget within general expenses and produce four reports	Realise 1% of total Q2 saving on operating budget within general expenses and produce four reports	Realise 1% of total Q3 saving on operating budget within general expenses and produce four reports	Realise 1% of total Q4 saving on operating budget within general expenses and produce four reports	Cost saving report statement of comparison of budget and actual amounts
Municipal Tariffs	Review tariff structure and income generating tariffs	To review the effectiveness of the existing tariff structures and the need to for restructuring	F5	Number of municipal tariff reviews conducted	F5.1	One (1) Review of tariff structures conducted in the previous financial year	OPEX	Review tariffs for the 2020/21 financial year and submit to Council for approval	-	-	-	Review tariffs for the 2020/21 financial year and submit to Council for approval	Council Resolution on approval on municipal tariff

SUPPLY CHAIN MANAGEMENT

<p>GEYODI Compliance</p>	<p>Monitor adherence to GEYODI</p>	<p>To adhere to GEYODI requirements</p>	<p>F6</p>	<p>Percentage of jobs awarded to people with disability</p>	<p>F6.1 0.5% jobs awarded to people with disabilities (PwDs) on the previous financial year</p>	<p>OPEX</p>	<p>1% of total annual jobs awarded and services rendered by people with disabilities and produce one report</p>	<p>0.25% of total quarterly jobs awarded for goods and services rendered by people with disabilities and report</p>	<p>0.25% of total quarterly jobs awarded for goods and services rendered by people with disabilities and report</p>	<p>0.25% of total quarterly jobs awarded for goods and services rendered by people with disabilities and report</p>	<p>0.25% of total quarterly jobs awarded for goods and services rendered by people with disabilities and report</p>	<p>Geoyodi Report</p>
<p></p>	<p></p>	<p></p>	<p></p>	<p>Percentage of jobs awarded to women owned businesses to date</p>	<p>F6.2 15% jobs awarded to women owned businesses in the previous financial year</p>	<p>OPEX</p>	<p>20% jobs awarded to women owned businesses in the previous financial year</p>	<p>5% of total quarterly jobs awarded and services rendered by women and report</p>	<p>5% of total quarterly jobs awarded and services rendered by women and report</p>	<p>5% of total quarterly jobs awarded and services rendered by women and report</p>	<p>5% of total quarterly jobs awarded and services rendered by women and report</p>	<p>Geoyodi Report</p>
<p></p>	<p></p>	<p></p>	<p></p>	<p>Percentage (%) of jobs awarded to Youth owned businesses to date</p>	<p>F6.3 4% of jobs awarded to youth owned businesses in the previous financial year</p>	<p>OPEX</p>	<p>4% of total annual jobs awarded and services rendered by youth and produce one report</p>	<p>1% of total quarter 1 jobs awarded and services rendered by youth and report</p>	<p>2 jobs awarded and services rendered by youth and report</p>	<p>1% of total quarter 3 jobs awarded and services rendered by youth and report</p>	<p>1% of total quarter 4 jobs awarded and services rendered by youth and report</p>	<p>Geoyodi Report</p>
<p>Local Business Support</p>	<p>To prioritise procurement of goods and services from local suppliers</p>	<p>To provide support and develop local business</p>	<p>F7</p>	<p>Percentage of jobs awarded to local SMEs and Co-ops</p>	<p>F7.1 30% jobs awarded to SMEs and Co-operatives to date</p>	<p>OPEX</p>	<p>30% of total annual jobs awarded and services rendered by SMEs and Co-operatives and produce one report</p>	<p>7.5% of total quarterly jobs awarded and services rendered by SMEs and Co-operatives report</p>	<p>7.5% of total quarterly jobs awarded and services rendered by SMEs and Co-operatives report</p>	<p>7.5% of total quarterly jobs awarded and services rendered by SMEs and Co-operatives report</p>	<p>7.5% of total quarterly jobs awarded and services rendered by SMEs and Co-operatives report</p>	<p>Reports on awards</p>

SEDIENBENG DISTRICT MUNICIPALITY
CORPORATE SERVICES CLUSTER - CUSTODIAN - EXECUTIVE DIRECTOR
PERFORMANCE REPORTING FOR 2020/21 FINANCIAL YEAR

KPA 5: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT
INFORMATION TECHNOLOGY

Priority Area	IDP Strategy	IDP Objective	Object Key	KPI No:	Baseline	Funding	Annual Target	Quarter One(1)	Quarter Two(2)	Quarter Three(3)	Quarter Four (4)	POE Required
ICT Governance	World Class ICT Infrastructure in support of smart SediBeng Region	To implement ICT Governance Framework	Number of ICT Governance Reports submitted	11.1	ICT Governance Framework for 2019/20	OPEX	Four reports on the implementation on the ICT Governance Framework	Produce Q1 Report (1) on the implementation report on ICT Governance	Produce Q1 Report (1) on the implementation report on ICT Governance Framework	Produce Q1 Report (1) on the implementation report on ICT Governance	Produce Q1 Report (1) on the implementation report on ICT Governance Framework	Four reports on ICT Governance Framework
								Produce one council approved report on ICT strategy	Produce one council approved ICT Strategy	Approved Report on the implementation of the ICT strategy		
ICT Strategy	World Class ICT Infrastructure in support of smart SediBeng Region	To Develop ICT Strategy	One Council approved ICT Strategy	12.1	No ICT Strategy for 2019/20	OPEX	Produce one council approved report on ICT strategy	Produce Q1 Report (1) on the implementation report of the ICT Strategy	Produce Q2 Report (1) on the implementation report of the ICT Strategy	Produce Q3 Report (1) on the implementation report of the ICT Strategy	Produce Q4 Report (1) on the implementation report of the ICT Strategy	Four Council Approved implemented strategy
ICT Strategy	World Class ICT Infrastructure in support of smart SediBeng Region	To implement ICT Strategy	Number of reports on the implementation of ICT Security controls	12.2	No ICT Strategy for 2019/20	OPEX	Produce four reports on the implementation of ICT strategy	Produce Q1 Report (1) on the implementation report of the ICT Strategy	Produce Q2 Report (1) on the implementation report of the ICT Strategy	Produce Q3 Report (1) on the implementation report of the ICT Strategy	Produce Q4 Report (1) on the implementation report of the ICT Security Controls	Four reports on ICT Security Controls
ICT Security Controls	World Class ICT Infrastructure in support of smart SediBeng Region	To implement ICT security Controls	Number of reports on the implementation of ICT Security controls	13.1	No baseline reports on ICT security controls in 2019/20	OPEX	Produce four (4) reports on the implementation of ICT Security Controls	Produce Q1 Report (1) on the implementation of the ICT Security Controls	Produce Q2 Report (1) on the implementation of the ICT Security Controls	Produce Q3 Report (1) on the implementation of the ICT Security Controls	Produce Q4 Report (1) on the implementation of the ICT Security Controls	Four reports on ICT Security Controls
ICT Risks	World Class ICT Infrastructure in support of smart SediBeng Region	To identify and manage ICT risks	Number of reports on the implementation of ICT Risks	14.1	Reports on the management of ICT risks for 2019/20	OPEX	Produce 12 reports on the management of ICT risks	Produce Four (4) Q1 report on ICT risks	Produce Four (4) Q2 report on ICT risks	Produce Four (4) Q3 report on ICT risks	Produce Four (4) Q4 report on ICT risks	12 ICT Risk Reports
ICT Steering Committee	World Class ICT Infrastructure in support of smart SediBeng Region	To implement ICT steering committee resolution	Number of reports submitted on the progress on the implementation of the ICT resolutions	15.1	Resolutions tracked and implemented for 2019/20	OPEX	Produce four reports on the implementation of ICT steering committee resolutions	Produce 1 report on the implementation of the ICT Steering Committee Resolutions	Produce 1 report on the implementation of the ICT Steering Committee Resolutions	Produce 1 report on the implementation of the ICT Steering Committee Resolutions	Produce 1 report on the implementation of the ICT Steering Committee Resolutions	Four (4) Reports on the tracking of the implementation of the ICT resolutions
ICT Policies Workshops	World Class ICT Infrastructure in support of smart SediBeng Region	To provide workshops to employees on ICT policies and procedures	Number of ICT policies workshops conducted for employees	16.1	Reports on workshops for councilors in 2019/20	OPEX	Produce 4 reports on ICT policies workshops	Produce one (1) report on ICT policy workshop conducted	Produce one (1) report on ICT policy workshop conducted	Produce one (1) report on ICT policy workshop conducted	Produce one (1) report on ICT policy workshop conducted	Four (4) Reports on ICT Policy Workshops

SEBENBENG DISTRICT MUNICIPALITY

CORPORATE SERVICES CLUSTER - CUSTODIAN - EXECUTIVE DIRECTOR

PERFORMANCE REPORTING FOR 2020/21 FINANCIAL YEAR

KPA 5: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT

HUMAN RESOURCES

Priority Area	IDP Strategy	IDP Objective	Objedl Key	KPI No:	Baseline	Funding Annual Target	Quarter One(1)	Quarter Two(2)	Quarter Three(3)	Quarter Four (4)	PQE Required
Human Management Resources Strategy	Ensure effective, competent and motivated staff	To implement Human Management Resource Strategy	Number of reports on the implementation of Human Management	17.1	Approved Human Resource Management Strategy	Submit four council approved reports on the implementation of the Human resources	Implement HR strategy and report quarterly	Implement HR strategy and report quarterly	Implement HR strategy and report quarterly	Implement HR strategy and report quarterly	Four (4) reports on HR implementation
				18.1	Workplace stress management programmes for general workers conducted in 2019/20	Conduct four workplace stress management programmes for general workers	Implement One (1) workplace stress management programme and report	Implement One (1) workplace stress management programme and report	Implement One (1) workplace stress management programme and report	Implement One (1) workplace stress management programme and report	Four reports on Workplace stress programmes
Wellness Programme	Ensure effective competent and motivates staff	Conduct workplace stress management empowerment programmes for employees	Number of workplace stress management programmes conducted for general workers	19.1	Occupational Health and Safety Plans for 2019/20	Produce one council approved report on established occupational Health and Safety Committee	Implement a council approved report on established OHS Committee				Once Council approved report
Occupational Health and Safety	Ensure effective, competent and motivated staff	Establish occupational Health and Safety Committee	Approved report by Council on occupational Health and Safety committee	20.1	Workplace policies for 2019/20	Conduct four (4) workplace policies workshops for general workers	Implement One (1) workplace on workplace Policies	Implement One (1) workplace on workplace Policies	Implement One (1) workplace on workplace Policies	Implement One (1) resolution of labour forum resolutions	Three (3) reports on implemented resolutions
Local Labour Forum	Ensure effective, competent and motivated staff	To conduct LLF meetings to deliberate on issues affecting employees and management	Number of LLF meetings resolutions finalised	21.1	LLF meetings resolutions in 2019/20	Implement three (3) local labour forum resolutions every three months	Implement one (1) resolution of labour forum resolutions	Implement one (1) resolution of labour forum resolutions	Implement One (1) resolution of labour forum resolutions	Implement One (1) resolution of labour forum resolutions	Four (4) approved Council minutes and agenda
COUNCIL SECRETARIAT SERVICES											
Council Meetings secretariat support services	Effective management of Council Business	To provide secretariat support to council meetings	Number of council meetings supported	22.1	Four (4) council meetings for 2019/20	Provide Four (4) sets of minutes and agenda of council meetings	Write sets of minutes and agenda for Q1	Write sets of minutes and agenda for Q2	Write sets of minutes and agenda for Q3	Write sets of minutes and agenda for Q4	Four (4) approved Council minutes and agenda

SEDBENG DISTRICT MUNICIPALITY

CORPORATE SERVICES CLUSTER - CUSTODIAN - EXECUTIVE DIRECTOR

PERFORMANCE REPORTING FOR 2020/21 FINANCIAL YEAR

Priority Area	IDP Strategy	IDP Objective	Object Key	KPI No:	Baseline	Funding	Annual Target	Quarter One(1)	Quarter Two(2)	Quarter Three(3)	Quarter Four (4)	POE Required
KPA 5: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT												
INTERNAL COMMUNICATION												
Communication Strategy	Effective management of Council Business	To develop communication strategy	Once Council Approved Report on Communication Strategy	30.1	No Communication Strategy in 2019/20	OPEX	Produce one council Approved Report on communication Strategy	Produce one council Approved Report on communication Strategy				One (1) Council approved website communication strategy
Social Media Policy	Effective management of Council Business	To develop Social Media Policy	One Council approved report on Social Media Policy	31.1	No Social Media Policy 2019/20	OPEX	Produce one council Approved Report on Social Media	Produce one Council approved Social media Policy				Council approved Social Media Policy
Website	Effective management of Council Business	To Upload compliance reports and documents on the municipality website	Number of reports uploaded and updated on the website	32.1	Reports on municipality website updates	OPEX	Upload eight (8) compliance reports on the website	Implement two(2) reports on compliance	Implement two(2) reports on compliance	Implement two(2) reports on compliance	Implement two(2) reports on compliance	Eight (8) compliance uploaded on the municipality's website
Municipality Image	Effective management of Council Business	To promote the municipality image through posting of events, campaigns and commemorative events on the website	Number of reports regarding municipality events upload on the website	33.1	Uploaded write-ups for the municipality events on the website for 2019/20	OPEX	Upload four(4) online wellness awareness and educational materials for employees	Monitor municipal website and produce 1 report	Monitor municipal website and produce 1 report	Monitor municipal website and produce 1 report	Monitor municipal website and produce 1 report	Four report on the management of the municipality's website
Employees Empowerment	Effective management of Council Business	To empower all employees through online wellness awareness and educational materials	Number of online wellness awareness and educational materials for employees	34.1	No online wellness awareness and educational materials for employees for 2019/20	OPEX	Upload four (4) online wellness awareness and educational materials for employees	One report produced and implemented n wellness and educational awareness	One report produced and implemented n wellness and educational awareness	One report produced and implemented n wellness and educational awareness	One report produced and implemented n wellness and educational awareness	Four (4) Online employee wellness and education programmes

PROTECTION SERVICES

Safety and Security of councillors, employees and members of the public	Ensure safety of users of municipality's facilities and buildings	To implement the protection Service Strategy	Number of reports submitted on the implementation of the protection services strategy	35.1	Reports on the implementation of protection services strategy for 2019/20	OPEX	Submit four (4) reports on the implementation of the protection services strategy for 2019/20	One report on implementation produced and implemented	One report on implementation produced and implemented	One report on implementation produced and implemented	One report on implementation produced and implemented	Four strategic reports on protection services
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SEDIENG DISTRICT MUNICIPALITY

TRANSPORT, INFRASTRUCTURE AND ENVIRONMENT - CUSTODIAN: EXECUTIVE DIRECTOR

PERFORMANCE REPORTING FOR 2020/21 FINANCIAL YEAR

Priority Area	IDP Strategy	IDP Objective	Object	Key Performance Indicator (KPI)	KPI No:	Baseline	Funding Source	Annual Target	Quarter One(1)	Quarter Two(2)	Quarter Three(3)	Quarter Four (4)	POE Required
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KPA 4: BASIC SERVICES AND INFRASTRUCTURE

TRANSPORT

Development of Integrated Transport Plan (ITP)	Plan and develop accessible, safe and affordable public transport systems and facilities.	To promote efficient and effective Integrated Service that addresses the socio-economic and environmental imperatives of the region	G1	Number of Integrated Transport Plan's (ITP) reviewed and approved by council for the following items: - RRAMS Rural Roads Assets Management Systems - Household travel survey - Regular traffic counts	G1.1	Integrated Transport Plan (ITP)	Dept. of Transport	Review Integrated Transport Plan and submit to council for approval	-	-	-	Review Integrated Transport Plan and Submit to Council for Approval	Council Resolution on the ITP Plan
			Airport	To monitor the operations of the airport	To provide self-sustainable airport services	G2	Number of reports in Airports Operations	G2.1	New	OPEX	Monitor Operations of the airport and produce four reports	Monitor Operations of the airport and produce one report	Monitor Operations of the airport and produce one report

INFRASTRUCTURE

Regional Infrastructure Projects	Plan for effective, efficient and sustainable infrastructural projects, water and sanitation services, and provision of electricity	To ensure effective delivery of infrastructure services	G3	Number of Regional Infrastructure Projects monitored	G3.1	Biannual reports per projects were tabled to council	OPEX	Monitor implementation of one (1) regional infrastructure project and report bi-annually	-	Monitor implementation of one (1) regional infrastructure project and produce one report	-	Monitor implementation of one (1) regional infrastructure project and produce one report	Two (2) reports on Regional Infrastructure Projects
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LICENSING

License Service Centres	Render effective, efficient and customer oriented licensing services in the region	To ensure effective delivery of licensing services	G4	Number of reports on implementation of Licensing Services.	G4.1	Four (4) reports in 2020/21 Financial year	OPEX	Produce four reports on implementation of Licensing Services	Produce one report on implementation of Licensing Services	Produce one report on implementation of Licensing Services	Produce one report on implementation of Licensing Services	Produce one report on implementation of Licensing Services	Four (4) Report on Licensing Services
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SEDBENG DISTRICT MUNICIPALITY

TRANSPORT, INFRASTRUCTURE AND ENVIRONMENT - CUSTODIAN: EXECUTIVE DIRECTOR

PERFORMANCE REPORTING FOR 2020/21 FINANCIAL YEAR

KPA 4: BASIC SERVICES AND INFRASTRUCTURE

ENVIRONMENT

Priority Area	IDP Strategy	IDP Objective	Object	Key Performance Indicator (KPI)	KPI No:	Baseline	Funding Source	Annual Target	Quarter One(1)	Quarter Two(2)	Quarter Three(3)	Quarter Four (4)	POE Required
Air Quality	Implementation of effective environment management in the Sediberg District	To promote efficient and effective Integrated Service that addresses the socio-economic and environmental development imperatives of the region	G5	Number of reports on Ambient Air Quality monitoring station	G5.1	No Air Quality Management Plan	OPEX	Produce four reports on Ambient Air Quality monitoring stations	Produce one report on Ambient Air Quality monitoring stations	Produce one report on Ambient Air Quality monitoring stations	Produce one report on Ambient Air Quality monitoring stations	Produce one report on Ambient Air Quality monitoring stations	Four (4) Report on Air Quality
Municipal Health Services	Ensure a safe and healthy environment for people to live and work in and reduce environmental health risk	To promote efficient and effective Integrated Service that addresses the socio-economic and environmental development imperatives of the region	G7	Percentage of compliance to Municipal Health Norms and Standards	G7.1	88% Compliance Achieved in 2017/2018 (2018/19 not yet reviewed)	OPEX	Render Municipal Health Services at 50% compliance with National Health Norms and Standards and report	-	-	-	Render Municipality Health Services at 50% Compliance with National Health Norms and Standard and report	Department of Health Annual Audit Report on Municipal Health Services

SEDIBENG DISTRICT MUNICIPALITY

STRATEGIC PLANNING AND ECONOMIC DEVELOPMENT - CUSTODIAN - EXECUTIVE DIRECTOR

PERFORMANCE REPORTING FOR 2020/21 FINANCIAL YEAR

KPA 2: LOCAL ECONOMIC DEVELOPMENT

LOCAL ECONOMIC DEVELOPMENT

Priority Area	IDP Strategy	IDP Objective	Objective	Key Performance	KPI No.	Baseline	Funding	Annual Target	Quarter One(1)	Quarter Two(2)	Quarter Three (3)	Quarter Four (4)	POE
EPWP	Creating work opportunities in public social programmes	To create decent work & sustainable livelihoods, education, health, rural development food security and land reforms. To promote local economic opportunities	E8	Number Expanded Public Works Program (EPWP) beneficiaries employed	E8.1	Hundred and twenty (67) EPWP beneficiaries employed in the previous financial year	CAPEX	Employ 55 EPWP beneficiaries	-	Employ 55 EPWP beneficiaries	-	-	EPWP Reports
									E8.2	50 Cooperatives and SMMEs (Emerging Farmers) trained in the previous financial year	Coordinate support to Capacitate forty (30) SMMEs (small emerging Farmers) and Co-ops	Coordinate support to Capacitate ten (15) SMMEs and Co-ops	Coordinate support to Capacitate ten (15) SMMEs and Co-ops
SMMEs (Emerging Farmers) and Cooperatives Development	Ensure that adequate financial and non-financial assistance is provided to SMMEs and Cooperatives			Number of SMMEs and Cooperatives capacitated	E8.2	50 Cooperatives and SMMEs (Emerging Farmers) trained in the previous financial year	CAPEX	Coordinate support to Capacitate forty (30) SMMEs (small emerging Farmers) and Co-ops	-	Coordinate support to Capacitate ten (15) SMMEs and Co-ops	Coordinate support to Capacitate ten (15) SMMEs and Co-ops	-	SMME and Cooperative Development Reports
TOURISM													
Tourism Demand	Promote and Develop Tourism and Leisure sector	To create Tourism demand through targeted tourism marketing initiatives	E9	Number of marketing and Tourism Initiatives participated in the report	E9.1	Participated in Four Tourism and market Initiatives in the 2019/20	OPEX	Identify and participate in one (1) Marketing and Tourism initiative and produce four (4) reports	Identify and participate in one (1) Marketing and Tourism initiative one (1) report	Identify and participate in one (1) Marketing and Tourism initiative one (1) report	Identify and participate in one (1) Marketing and Tourism initiative one (1) report	Identify and participate in one (1) Marketing and Tourism initiative one (1) report	Tourism reports
Tourism Supply	Promote and Develop Tourism and Leisure sector	Develop Skills and products in the tourism industry	E10	Number of reports on development and tourism awareness programmes	E10.1	Four skills development and tourism awareness programmes and reports submitted in 2019/20 FY(4) Awareness programmes in the previous FY	OPEX	Facilitate four (4) skills development and tourism awareness programmes and report	Facilitate one (1) skills development and tourism awareness programme and report	Facilitate one (1) skills development and tourism awareness programme and report	Facilitate one (1) skills development and tourism awareness programme and report	Facilitate one (1) skills development and tourism awareness programme and report	Tourism Reports
FRESH PRODUCE MARKET													
Fresh Produce Market	To provide a central market distribution system for the region and maximize municipal revenue	To provide efficient services to local suppliers and buyers	E11	Number of Fresh Produce Markets reports submitted to council	E11.1	Four (4) Fresh Produce Market Reports in the previous FY	OPEX	Produce four (4) Fresh Produce Market Reports a	Produce one (1) Fresh Produce Market Report	Produce one (1) Fresh Produce Market Report	Produce one (1) Fresh Produce Market Report	Produce one (1) Fresh Produce Market Report	Four fresh produce market reports
Agriculture	To promote and develop agricultural sector	To facilitate implementation of the Mega Agripark	E12	Number of reports on the milling plant within the Mega Agripark project	E12.1	Four(4) reports on Milling Plant within the Mega Agripark project in the previous 2019/20	CAPEX	Implement the Milling plant within the Mega Agripark project	Produce one (1) Milling plant within the Mega Agripark	Produce one (1) Milling plant within the Mega Agripark	Produce one (1) Milling plant within the Mega Agripark	Produce one (1) Milling plant within the Mega Agripark	Four Milling Plant Agripark Project Report

SEDIENG DISTRICT MUNICIPALITY

COMMUNITY SERVICES - CUSTODIAN: EXECUTIVE DIRECTOR
PERFORMANCE REPORTING FOR 2020/21 FINANCIAL YEAR

Priority Area	IDP Strategy	IDP Objective	Objective	Key	KPI No.	Baseline	Funding	Annual Target	Quarter One(1)	Quarter Two(2)	Quarter Three(3)	Quarter Four (4)	POE Required
KPA 4: BASIC SERVICES AND INFRASTRUCTURE													
COMMUNITY SAFETY													
Community Safety Programmes	To promote and build safer communities	To Coordinate implementation of community safety programmes in line with Covid-19	H1	Number of Community Safety Programmes coordinated	H1.1	2019/20	OPEX	Coordinate implementation of eight (08) Community Safety programmes and report	Implement two (2) Community Safety Programmes and report	Implement two (2) Community Safety Programmes and report	Implement two (2) Community Safety Programmes and report	Implement two (2) Community Safety Programmes and report	Reports, Attendance Register and minutes of the meetings
			H2	Number of Disaster Recovery Risk Reduction Awareness programmes conducted	H2.1	Four (4)	OPEX	Conduct four (4) Public Disaster Management awareness programmes and report	Conduct one (1) Public Disaster Management awareness programmes and report	Conduct one (1) Public Disaster Management awareness programmes and report	Conduct one (1) Public Disaster Management awareness programmes and report	Conduct one (1) Public Disaster Management awareness programmes and report	Reports, Attendance Register and minutes of the meetings
DISASTER MANAGEMENT													
Disaster management awareness	Promote disaster resilient communities	Implement Disaster Risk Reduction (DRR) programmes in line with Covid-19	H2	Number of Disaster Recovery Risk Reduction Awareness programmes conducted	H2.1	Four (4)	OPEX	Conduct four (4) Public Disaster Management awareness programmes and report	Conduct one (1) Public Disaster Management awareness programmes and report	Conduct one (1) Public Disaster Management awareness programmes and report	Conduct one (1) Public Disaster Management awareness programmes and report	Conduct one (1) Public Disaster Management awareness programmes and report	Reports, Attendance Register and minutes of the meetings
HEALTH AND SOCIAL DEVELOPMENT													
District Health Council Activities	Promote the efficient delivery of Primary Health Care	To coordinate implementation of District Health Council programmes in line with Covid-19	H3	Number of District Health Council Programmes coordinated	H3.1	Three (3)	OPEX	Coordinate three (3) District Health Council Programmes	Coordinate one (1) District Health Meetings	-	Coordinate one (1) District Health Meetings	Coordinate one (1) District Health Meetings	Reports, Attendance Register and minutes of the meetings
Youth Development Programmes	Facilitate implementation of youth development programmes in the region through NYDA	To coordinate youth development programmes in the region through NYDA in line with Covid-19	H4	Number of Youth Development Programmes coordinated	H4.1	-	NYDA Budget	Coordinate Four (4) Youth Development Programmes	Conduct one (1) Youth Development programme and report	Conduct one (1) Youth Development programme and report	Conduct one (1) Youth Development programme and report	Conduct one (1) Youth Development programme and report	Reports and Attendance Register
Women and Gender Programmes	Promote women advocacy and gender equality within our society	To coordinate implementation of women and gender programmes in line with Covid-19	H5	Number of Women and Gender Programmes implemented	H5.1	Three (3)	OPEX	Coordinate Two (2) Women and Gender Programmes	-	Conduct one (1) Women and Gender programme and report	-	Conduct one (1) Women and Gender programme and report	Reports and Attendance Register

SEDBENG DISTRICT MUNICIPALITY

COMMUNITY SERVICES - CUSTODIAN- EXECUTIVE DIRECTOR

PERFORMANCE REPORTING FOR 2020/21 FINANCIAL YEAR

Priority Area	IDP Strategy	IDP Objective	Objective	Key	KPI No.	Baseline	Funding	Annual Target	Quarter One(1)	Quarter Two(2)	Quarter Three(3)	Quarter Four (4)	POE Required
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KPA 4: BASIC SERVICES AND INFRASTRUCTURE

COMMUNITY SAFETY

SPORTS, ARTS & CULTURE

Sports and Recreation Programmes	Promote the development of Sports and Recreation in the region	Coordinate developmental sports and recreational programmes in the region in line with Covid-19	H6	Number of Sports development programmes coordinated	H6.1	Four (4) Programmes in the previous financial year	OPEX	Coordinate (4) Developmental Sports Programmes	Coordinate one (1) Developmental Sports Programmes	Coordinate one (1) Developmental Sports Programmes	Coordinate one (1) Developmental Sports Programmes	Coordinate one (1) Developmental Sports Programmes	Reports and attendance registers
	Support Arts and Culture Programmes	Coordinate arts and culture events and programmes in line with Covid-19	H7	Number of Arts and Cultural programmes coordinated	H7.1	Four (4) Programmes in the previous financial year	OPEX	Coordinate Four (4) Arts and Culture Programmes	Coordinate One (1) Arts and Culture Programme and Report	Coordinate One (1) Arts and Culture Programme and Report	Coordinate One (1) Arts and Culture Programme and Report	Coordinate One (1) Arts and Culture Programme and Report	Reports and attendance registers
Geographical Name Change	Facilitate the Geographical Name Change Process	Coordinate mobilization of stakeholder's participation for Geographical Name Change process in line with Covid-19	H8	Number of GNC Stakeholders meetings coordinated	H8.1	GNC Stakeholder participation meetings held in the previous financial year	OPEX	Coordinate four(4) GCN Stakeholders meetings	Coordinate one (1) GCN Stakeholders meeting	Coordinate one (1) GCN Stakeholders meeting	Coordinate one (1) GCN Stakeholders meeting	Coordinate one (1) GCN Stakeholders meeting	Reports and attendance registers
	Promote and preserve heritage and museums in the region	Coordinate hosting of heritage and commemorative events in region in line with Covid-19	H9	Number of heritage and commemorative events coordinated	H9.1	-	OPEX	Coordinate Four (4) commemorative events	Coordinate one (1) Commemorative event and report	Coordinate one (1) Commemorative event and report	Coordinate one (1) Commemorative event and report	Coordinate one (1) Commemorative event and report	Reports and attendance registers

4. PERSONAL DEVELOPMENT PLAN (PDP)

Skills Performance Gap (in order of priority)	Type of development expected (Short Course/ Workshop / Training /Conference etc.)	Expected Timeframe	Work opportunity / performance area to practise the skill	Further detail (Resource requirements, additional notes)

5. CORE COMPETENCY REQUIREMENTS WEIGHTING

		Split per CCR
Financial Management	✓	20%
Strategic Capability and Leadership	✓	20%
People Management and Empowerment	✓	20%
Client Orientation and Customer Focus	✓	10%
Service Delivery Innovations	✓	20%
Communications	✓	10%
TOTAL		100%
OVERALL WEIGHTINGS		

6. ACCEPTANCE OF THE PLAN

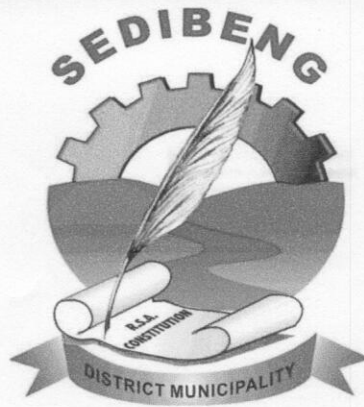
This Performance Plan is hereby accepted by;

Mr. S. Khanyile
Municipal Manager

Date:

and Signed by Cllr. Busisiwe Modisakeng
Executive Mayor

Date:



PERFORMANCE AGREEMENT

For Section 57 Employee

MADE AND ENTERED INTO BY AND BETWEEN:

SEDIBENG DISTRICT MUNICIPALITY

BUSISIWE MODISAKENG

(EXECUTIVE MAYOR)

AND

STANLEY KHANYILE

(MUNICIPAL MANAGER)

FOR THE FINANCIAL YEAR: 01 JULY 2020 TO 30 JUNE 2021

PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Sedibeng District Municipality herein represented by Busisiwe Modisakeng in her capacity as Executive Mayor (hereinafter referred to as the **Employer**)

and

Stanley Khanyile Municipal Manager (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), 57(4A), 57(4B) and 57(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;

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- 2.5 Use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his job; In the event of outstanding performance, to appropriately reward the employee; and
- 2.6 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

- a) This Agreement will commence on the 01 July 2020 and will remain in force until 30 June 2021 thereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- b) The parties will review the provisions of this Agreement during June each year. 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.
- c) This Agreement will terminate on the termination of the **Employee's** contract of employment.
- d) 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.
- e) 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.

4.2 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, 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.

- 4.2.1 The key objectives describe the main tasks that need to be done.
- 4.2.2 The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.
- 4.2.3 The target dates describe the timeframe in which the work must be achieved.
- 4.2.4 The weightings show the relative importance of the key objectives to each other.
- 4.2.5 The **Employee's** performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the **Employer's** Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The **Employee** agrees to participate in the performance management system that the **Employer** adopts or introduces for the **Employer**, management and municipal staff of the **Employer**.
- 5.2 The **Employee** accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the **Employer**, management and municipal staff to perform to the standards required.
- 5.3 The **Employer** will consult the **Employee** about the specific performance standards 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 (2) components, both of which shall be contained in the Performance Agreement.
 - 5.5.1 The **Employee** must be assessed against all three components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCR) respectively.
 - 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
 - 5.5.3 **Main areas of work will account for 60%, Risk Management will account for 10%, Implementation of Audit Recommendations and / or Management Audit Action Plans will account for 10% and CCRs will account for 20% of the final assessment.**
- 5.6 The **Employee's** assessment will be based on his performance in terms of the outputs / outcomes (performance indicators) identified as per attached Performance Plan (**Annexure A**). and the weightings agreed to between the **Employer** and **Employee**:
- 5.7 The CCRs will make up the other 20% of the **Employee's** assessment score. CCRs 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**.
- 5.8 Organisational Performance Weighting:

KEY PERFORMANCE AREAS WEIGHTING		ABSOLUTUE WEIGHTING	WEIGHTED AVERAGE
Basic Service Delivery		20%	80%
Municipal Transformation and Institutional Development		10%	
Good Governance and Public Participation		30%	
Municipal Financial Viability and Management		20%	
Local Economic Development		20%	
TOTAL		100%	
CORE COMPETENCY REQUIREMENTS WEIGHTING			
		Split per CCR	20%
Financial Management	✓	20%	
Strategic Capability and Leadership	✓	20%	

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People Management and Empowerment	√	20%	
Client Orientation and Customer Focus	√	10%	
Service Delivery Innovations	√	20%	
Communications	√	10%	
TOTAL		100%	
OVERALL WEIGHTINGS			100%

6. EVALUATING PERFORMANCE

6.1 The Performance Plan (Annexure A) to this Agreement sets out – :

6.1.1 The standards and procedures for evaluating the Employee's performance; and

6.1.2 The intervals for the evaluation of the Employee's performance.

6.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force.

6.3 Personal growth and development needs identified during any performance review discussions should be documented in a Personal Development Plan as well as the actions agreed to and implementation should take place within the set timeframes.

6.4 The Employee's performance will be measured in terms of contributions to the goals, strategies and performance indicators set out in the Employer's IDP.

6.5 The annual performance appraisal will involve:

6.5.1 Assessment of the achievement of results as outlined in the performance plan (SDBIP):

(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 as described in 6.10 below.

(c) The applicable assessment rating calculator (refer to paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score

6.5.2 Assessment of the CCRs

(a) Each CCR 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 CCR.

(c) This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score.

6.5.3 Overall rating

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

6.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CCRs: as included in the Performance Plan (Annexure A)

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

- 6.7.1 Executive Mayor,
- 6.7.2 Chairperson of the Audit Committee or the Deputy Chairperson if the Chairperson is absent
- 6.7.3 Member of the mayoral or executive committee
- 6.7.4 Executive Mayor and/or Municipal Manager of another municipality
- 6.7.5 Municipal Manager from another municipality or a representative.

Manager responsible for Human Resources of the municipality must provide secretariat services to the evaluation panel

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of each Employee in relation to his 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:

Quarter	Review Period	Review to be completed by
1	July – September 2020	October 2020 (Informal)
2	October – December 2020	February 2021
3	January to March 2021	April 2021 (Informal)
4	April – June 2021	November 2021

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

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

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

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

8. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as in the Performance Plan (Annexure A)

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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 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 to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

10.1 The Employer agree 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 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 from 5% to 14% of the all-inclusive annual remuneration package maybe paid to the Employee in recognition of outstanding performance to calculated as follows:

Score	Performance Rating		Bonus %
5	Score above 90%	Outstanding Performance	10% - 14% of total package
4	Score from 80% and 90%	Significantly above expectation	5%-9% of total package
3	Score from 70% - 80%	Fully Effective	0%

2	Score below 70%	Ineffective and Unacceptable Performance	0% bonus and remedial action required
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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 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 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 20.3 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 contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

This done and signed at _____ on the _____ day of _____ 2020

AS WITNESSES:

1. _____

2. _____



**MUNICIPAL MANAGER
MR S KHANYILE**

AS WITNESSES:

1. _____

2. _____

**EXECUTIVE MAYOR
CLLR B MODISAKENG**