

Appendix A



PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

**THE LETSEMENG LOCAL MUNICIPALITY
AS REPRESENTED BY THE ACTING MAYOR**

SELLO JOSEPH BAHUMI

.....
FULL NAMES

AND

Tshemedi Lucas Mkhwane

.....,
THE EMPLOYEE OF THE MUNICIPALITY

FOR THE
01 JULY 2019 – 30 JUNE 2020

FINANCIAL YEAR: 2019/2020

PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Letsemeng Local Municipality herein represented by **Mr. Sello Joseph Bahumi** (full name) in his capacity as Acting Mayor. (Hereinafter referred to as the **Employer** or Supervisor)

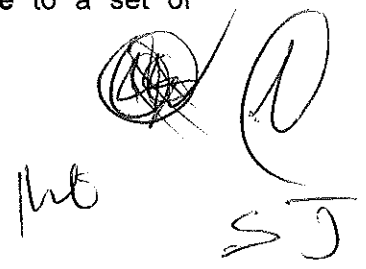
and

Mr Tshemedi Lucas Mkhwane (full name) Employee of the Municipality (hereinafter referred to as the **Employee**).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1 The **Employer** has entered into a contract of employment with the **Employee** in terms of section 54A of the Local Government: Municipal Systems Act 32 of 2000 and as amended ("the Systems Act"). The **Employer** and the **Employee** are hereinafter referred to as "the Parties".
- 1.2 Section 57(1)(b) of the Systems Act, 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.

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- 1.4 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

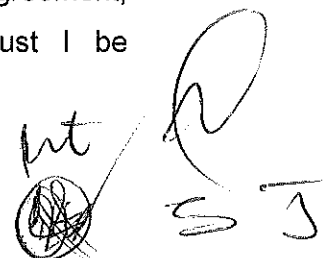
2. PURPOSE OF THIS AGREEMENT

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 communicate the employer's performance expectations and accountabilities to the employee, by specifying objectives and targets as defined in the Integrated Development Plan and the Service Delivery and Budget Implementation Plan (SDBIP).
- 2.3 specify accountabilities as set out in a performance plan, which must be in a format substantially compliant to Appendix "A";
- 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 the position; and
- 2.6 appropriately reward the Employee in accordance with the Employer's performance management policy in the event of performance,

3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **01 July 2019** and will remain in force until **30 June 2020** where after a new Performance Agreement, Performance Plan and Personal Development Plan must I be

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concluded between the parties for each of the following financial years or any portion thereof for the duration of the Agreement of Employment

- 3.2 This Agreement will terminate on the termination of the **Employee's** employment for any reason whatsoever.
- 3.3 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.
- 3.4 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 must immediately be revised.
- 3.5 Any significant amendments or deviations must take cognizance of the requirements of section 34 and 42 of the Systems Act, and regulation 4(5) of the Regulations

4 PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) must 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 Performance Plan must :

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- a) Be set by the **Employer** in consultation with the **Employee**;
- b) **Be** based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the **Employer**, and
- c) Include key objectives; key performance indicators; target dates and weightings.

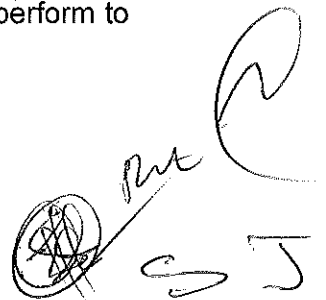
4.3 It is agreed that-

- i. The key objectives describe the main tasks that need to be done.
- ii. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.
- iii. The target dates describe the timeframe in which the work must be achieved.
- iv. 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.

5 PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The **Employee** agrees to participate in the performance management system that the **Employer** adopts or introduces to the Municipality and accepts that the purpose of the performance management system is to provide a comprehensive system with specific performance standards to assist the **Employer**, management and municipal staff to perform to the standards required.

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- 5.2 The **Employer** must consult the **Employee** about the specific performance standards that are included in the performance management system as applicable to the **Employee**.
- 5.3 The Employee must be assessed on his or her performance in terms of the performance indicators identified in the attached Performance Plan and include =
- a) The Key Performance Areas; and
 - b) Core Managerial Competencies
- 5.4 The Key Performance Areas will make up 80% of the Employee's assessment score, and will contain the following:

Key Performance Areas (80% of Total)	Weighting
<u>Service Delivery and Infrastructure Development (SDID)</u>	45
<u>Community Services (CS)</u>	10
<u>Financial Management (FM)</u>	20
<u>Public Participation and Good Governance (PPGG)</u>	10
<u>Oversees effective management of the Municipality</u>	15
Total	100%

- 5.5 The Core Management Criteria (CMC) will make up the other 20% of the Employee's assessment score, and are deemed to be most critical for the Employee's specific job should be selected form the list below as agreed between the Employer and Employee

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CORE COMPETENCY REQUIREMENTS (CCR) FOR EMPLOYEES (20% of Total)		
CORE MANAGERIAL COMPETENCIES (CMC)	√	WEIGHT
Strategic Direction and Leadership		10%
Programme and Project Management		10%
Financial Management	compulsory	20
Change Management		
Knowledge Management		
Service Delivery Innovation		
Problem Solving and Analysis		
People Management and Empowerment	compulsory	15%
Client Orientation and Customer Focus	compulsory	15%
Communication		
Accountability and Ethical Conduct		10
Policy Conceptualisation and implementation		10
Mediation Skills		
Advanced Negotiation Skills		
Advanced influencing skills		
Partnership and Stakeholder Relations		10
Supply Chain Management		
Total percentage	-	100%

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6. EVALUATING PERFORMANCE

6.1 The Performance Plan (Annexure A) to this Agreement must sets out -

- a) the standards and procedures for evaluating the **Employee's** performance; and
- b) 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 during the validity of the agreement of Employment

6.3 Personal growth and development needs identified during any performance review discussion, as well as the actions and timeframes agreed to, must be documented in a Personal Development Plan which must be in a format substantially compliant to Annexure "B"

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

6.5 The annual performance appraisal will involve:

- i. An assessment of the achievement of results as outlined in the performance plan:
- ii. An assessment of 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

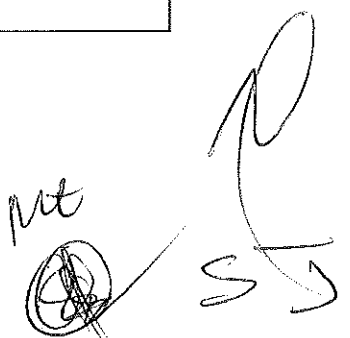
- iii. A rating on the five-point scale for each Key Performance Area; and
- iv. The use of the applicable assessment rating calculator to add the scores and calculate a final core.

6.6. The Core Management Criteria must be assessed –

- (a) according to the extent to which the specified standards have been met.
- (b) with an indicative rating on the five-point scale for each Criteria; and
- (d) using the applicable assessment rating calculator to add the scores and calculate a final score.

6.7 An overall rating is calculated by using the applicable assessment-rating calculator, which represents the outcome of the performance appraisal, provided that the performance assessment of the Employee will be used on the following rating scale for both Key Performance Indicators and Core Management Criteria

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.					

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Level	Terminology	Description	Rating				
			1	2	3	4	5
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.					
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.					
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.					

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Level	Terminology	Description	Rating				
			1	2	3	4	5
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.					

6.8 The performance of the Employee must be evaluated by an evaluation panel constituted in terms of regulation 27 (4)(d) and (f) of the Regulations.

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of each **Employee** in relation to his / her performance agreement shall be reviewed on any of the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

First quarter (July – September 2019) : 08 – 14 October 2019
Second quarter (October – December 2019) : 14 – 16 January 2020
Third quarter (January – March 2020) : 13 – 16 April 2020
Fourth quarter (April – June 2020) : 13 – 16 July 2020
(excluding financial information)

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Provided that reviews in the first and third quarter may be verbal if performance is satisfactory

7.2 The **Employer** shall keep a record of the mid-year review and annual assessment meetings and feedback must be based on the **Employer's** assessment of the **Employee's** performance.

7.3 The **Employer** may amend the provisions of Performance Plan 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. OBLIGATIONS OF THE EMPLOYER


8.1 The Employer must –

8.1.1 create an enabling environment to facilitate effective performance by the employee;

8.1.2 provide access to skills development and capacity building opportunities;

8.1.3 work collaboratively with the **Employee** to solve problems and generate solutions to common problems that may impact on the performance of the **Employee**;

8.1.4 on the request of the **Employee** delegate such powers reasonably required by the **Employee** to enable him / her to meet the performance objectives and targets established in terms of this Agreement; and

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8.1.5 make available to the **Employee** such resources as the **Employee** may reasonably require from time to time to assist him / her to meet the performance objectives and targets established in terms of this Agreement.

9. CONSULTATION

9.1 The **Employer** agrees to consult the **Employee** timeously where the exercising of the powers will—

- a. have a direct effect on the performance of any of the **Employee's** functions;
- b. commit the **Employee** to implement or to give effect to a decision made by the **Employer**; and
- c. have a substantial financial effect on the **Employer**.

9.2 The **Employer** agrees to inform the **Employee** of the outcome of any decisions taken pursuant to the exercise of powers contemplated in sub-clause (1) above as soon as is practicable to enable the **Employee** to take any necessary action without delay.

10. MANAGEMENT OF EVALUATION OUTCOMES

10.1 The evaluation of the **Employee's** performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.

10.2 A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the **Employee** in recognition of outstanding performance, as per regulation 32(2) of the Regulations

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10.3 In the case of unacceptable performance, the **Employer** shall –

10.3.1 must provide systematic remedial or developmental support to assist the **Employee** to improve his or her performance; and

10.3.2 may after appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the **Employer** may consider steps to terminate the contract of employment of the **Employee** on grounds of unfitness or incapacity to carry out his or her duties.

11. DISPUTE RESOLUTION

11.1 Any disputes about the nature of the **Employee's** performance agreement, must be mediated by –

- a. the Member of the Executive Council responsible for local government in the province, in case of the Municipal Manager, or any other person appointed by the said Member of the Executive Council; and
- b. the Mayor, in the case of Managers directly accountable to the Municipal Manager within thirty days or receipt of a formal dispute from the employee

11.2 Any disputes about the outcome of the Employee's performance evaluation, must be mediated by -

- a. the Member of the Executive Council responsible for local government in the Province, or any other person appointed by the MEC, in the case of the Municipal Manager, and

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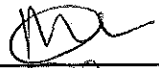
- b. a Municipal Councillor, in the case of Managers directly accountable to the Municipal Manager, provided such a Councillor was not part of the evaluation panel contemplated in regulation 27(4)(e) of the Regulations, *within thirty days or receipt of a formal dispute from the employee*

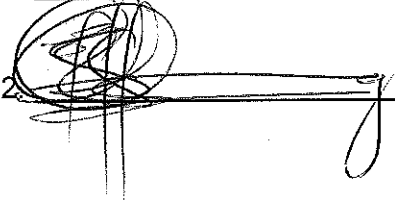
12. GENERAL


- 12.1 The employer must make the contents of this agreement and the outcome of any review conducted in terms of the Performance Plan available to the public as contemplated in section 46 of the Systems Act.
- 12.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the **Employee** in terms of his/ her Agreement of Employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.
- 12.3 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 KOFFERONTEN on this the 22 of July 2019

AS WITNESSES:

1. 

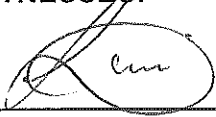
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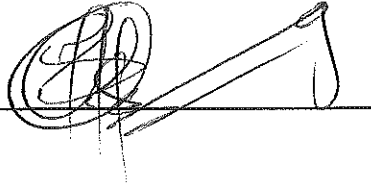
EMPLOYEE

AS WITNESSES:

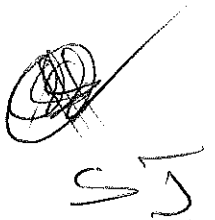
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2.



ACTING MAYOR

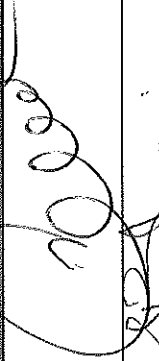



ANNEXURE A

PERFORMANCE PLAN

- 17 -

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PERFORMANCE SCORECARD – SECTION 56 EMPLOYEE			
Employee Name:	Tshemedi Lucas Mkhwane	Employee Number	0135
Job Title:	Municipal Manager	Department:	Office of the Municipal Manager
Manager:	The Mayor	Date (Financial Year):	2019-2020 Financial Year
Position Purpose:	To carry out the functions as Accounting officer and head of administration in the Municipality		
The period of this Performance Plan is from 01 July 2019 to 30 June 2020			
Signed and accepted by the Municipal Manager		Date:	31 July 2019
Signed by the Mayor		Date:	31 July 2019
By signing this performance scorecard the manager and employee hereby indicate their full understanding of, and agreement with the contents of the scorecard. The manager and the employee both acknowledge that this is in full compliance with the Municipality's Performance Management Policy.			

NA



1. Purpose

The performance plan defines the council expectation of the Municipal Manager's performance agreement to which this document is attached and Section 57 (5) of the Municipal System Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the Municipality's Integrated Development Plan and as reviewed annually.

2. Key responsibilities

The following objects of local government will inform the Municipal Manager's performance against set performance indicators:

- 2.1 Provide democratic and accountable government for local communities.
- 2.2 Ensure the provision of services to communities in a sustainable manner
- 2.3 Promote social and economic development
- 2.4 Promote a safe and healthy environment
- 2.5 Encourage the involvement of communities and community organisation in the matters of local government

3. Key Performance Area

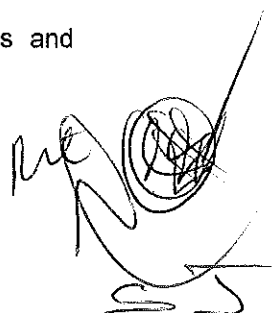
The following Key Performance Area (KPAs) as outline in the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers (2006), inform the strategic objective listed in the table below:

- 3.1 Basic Service Delivery.
- 3.2 Municipal Institutional Development and transformation
- 3.3 Local Economic Development (LED)
- 3.4 Municipal Financial Viability and Management
- 3.5 Good Governance and Public Participation

4. Key Performance Objectives and Indicators, for the Municipal Manager

The provision and statutory time frames contained in the following legislation are required to be reported on and measured:

- 4.1 Section 157 of the Constitution of the Republic of South Africa, 1996
- 4.2 Local Government Municipal performance Regulations for Municipal Managers and Managers Directly (Regulation No. R805, dated 1 August 2006)



- 4.3 Regulations No.796 (Local Government: Municipal Planning and Performance Management Regulation, 2001) dated 24 August 2001
- 4.4 Municipal Finance Management Act, 2003, in particular, but not limited to Chapter 8. (**must** include, inter alia, tariff policy, rates policy, credit control and debt collection policy, supply chain management policy and an unqualified Auditor General's report)
- 4.5 Property Rates Act, 2004
- 4.6 Municipal Structures Act, 1998, in particular, but not limited to, Chapter 5 (Powers and functions as determined by legislation or agreement)
- 4.7 Municipal System Act 2000, in particular, but not limited to sections 55 to 57
- 4.8 Any other applicable legislation specific to the Municipal Manager

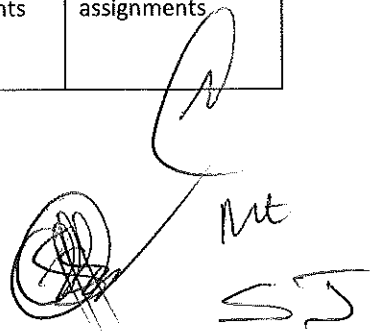


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• PUBLIC PARTICIPATION AND GOOD GOVERNANCE

OFFICE OF THE MUNICIPAL MANAGER									
To promote a culture of participatory and good governance									
2019/20 BUDGET AND QUARTERLY PERFORMANCE TARGET									
KPI	Unit of Measurement	Evidence	Baseline	BUDGET YEAR 2019/20	PERFORMANCE TARGET 2019/20	1 ST QUARTER 01 JULY – 30 SEPT 2019	2 ND QUARTER 01 OCT – 31 DEC 2019	3 RD QUARTER 01 JAN – 31 MAR 2020	4 TH QUARTER 01 APR – 30 JUN 2020
Number of approved ICT Policies and Governance Framework by 30 June 2020	Number	ICT policies and Council resolution	0	OPEX	Approved ICT Policies and Governance Framework	None	None	None	Approved policies
100% Renovation of the Municipality's ICT network infrastructure, server room included by 30 September 2019	Percentage	Close out report	50%	R 4 670 000	100% completion	100% completion	None	None	None
100% Acquisition/Procurement of licensed software	Percentage	Goods received note	0	R 116 270	100% acquisition	None	100% acquisition	None	None

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re (MS Office, MS Windows and others) by 31 December 2019									
Percentage installation of Biometric Systems and Surveillance Systems (cameras) by 30 June 2020	Percentage	Goods received note	0	R 400 000	100% acquisition	None	None	None	100% acquisition
Number of ICT Steering committee established by 30 June 2020	Number	Appointment letters and Council resolution	0	OPEX	1 ICT committee established	None	None	None	1 ICT committee established
Number of audit assignments	Number	Internal Audit report	12	OPEX	15 Audit assignments	3 Audit assignments	4 Audit assignments	4 Audit assignments	4 Audit assignments

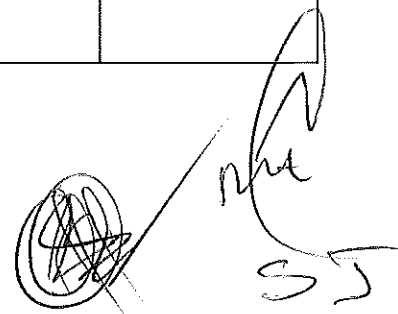


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ments conducted		ts							
Number of audit committee meetings held	Number	Attendance registers, resolution registers, IA reports, schedule of audit committee meetings.	5	OPEX	6 Audit committee meetings	1 Audit committee meeting	2 Audit committee meetings	2 Audit committee meetings	1 Audit committee meetings
Number of approved Audit Strategic documents for the 2020/21 financial year.	Number	Approved risk based audit plan (RBAP) (MFMA - Section 165(2)(a)) Approved Internal Audit	4	OPEX	4 audit strategic documents approved	None	None	None	Approved risk based audit plan (RBAP) (MFMA - Section 165(2)(a)) Approved Internal Audit Charter Approved Audit Committee Charter Approved Audit Methodology



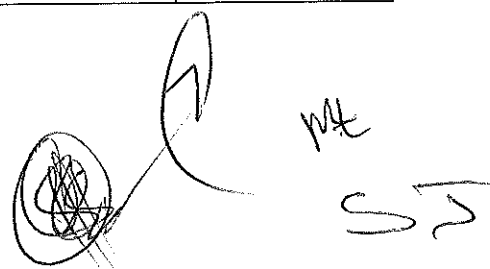
OFFICE OF THE MUNICIPAL MANAGER									
To promote a culture of participatory and good governance									
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		Charter Approved Audit Committee Charter Approved Audit Methodology							
Number of updates on the strategic risk register, 2019/20 financial year	Number	Reports implementation of risk mitigating plans and evidence.	0	OPEX	4 reports per annum	1	1	1	1
Number of Risk Committee Meetings held for the 2019/20 financial year	Number	Minutes of meeting and attendance registers and reports,	3	R 30 000	4 Committee meetings	1 meeting held	1 meeting held	1 meeting held	1 meeting held



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2019/20 BUDGET AND QUARTERLY PERFORMANCE TARGET									
KPI	Unit of Measurement	Evidence	Baseline	BUDGET YEAR 2019/20	PERFORMANCE TARGET 2019/20	1 ST QUARTER 01 JULY – 30 SEPT 2019	2 ND QUARTER 01 OCT – 31 DEC 2019	3 RD QUARTER 01 JAN – 31 MAR 2020	4 TH QUARTER 01 APR – 30 JUN 2020
		RMC							
Number of approved risk management strategic documents for the 2020/21 by the Accounting Officer	Number	Approved Risk management policy Approved Risk management strategy Approved anti-fraud and corruption policy Approved anti-fraud and corruption strategy Approved	7	OPEX	7 approved risk managements strategic documents		None	None	7 approved risk managements strategic documents



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2019/20 BUDGET AND QUARTERLY PERFORMANCE TARGET									
KPI	Unit of Measurement	Evidence	Baseline	BUDGET YEAR 2019/20	PERFORMANCE TARGET 2019/20	1 ST QUARTER 01 JULY – 30 SEPT 2019	2 ND QUARTER 01 OCT – 31 DEC 2019	3 RD QUARTER 01 JAN – 31 MAR 2020	4 TH QUARTER 01 APR – 30 JUN 2020
		Risk committee charter Approved risk management implementation plan Approved and signed off strategic and operational risk register							
Number of quarterly RM reports compiled and presented to the	Number	Attendance registers, Minutes of the meeting and	3	OPEX	4 approved RM reports	1 approved RM reports	1 approved RM reports	1 approved RM reports	1 approved RM reports



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2019/20 BUDGET AND QUARTERLY PERFORMANCE TARGET									
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Risk Management Committee 2019/20 financial year		approved report, schedule of RMC meetings.							
Number of Risk and fraud Awareness workshops conducted to inculcate a culture of Risk Management 2019/20 financial year	Number	Attendance registers	0	OPEX	1 Workshops conducted	1 Workshop conducted	0	0	0
Number of risk assessment working sessions facilitated quarterly	Number	Attendance registers per department, schedule of risk assessments	3	OPEX	4 risk assessments working sessions facilitated quarterly per department.	1 risk assessments working sessions facilitated per department per	1 risk assessments working sessions facilitated per department per quarter.	1 risk assessments working sessions facilitated per department per quarter.	1 risk assessments working sessions facilitated per department per quarter.

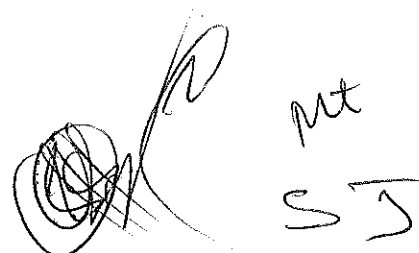


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OFFICE OF THE MUNICIPAL MANAGER									
To promote a culture of participatory and good governance									
2019/20 BUDGET AND QUARTERLY PERFORMANCE TARGET									
KPI	Unit of Measurement	Evidence	Baseline	BUDGET YEAR 2019/20	PERFORMANCE TARGET 2019/20	1 ST QUARTER 01 JULY – 30 SEPT 2019	2 ND QUARTER 01 OCT – 31 DEC 2019	3 RD QUARTER 01 JAN – 31 MAR 2020	4 TH QUARTER 01 APR – 30 JUN 2020
Monthly per department by 2019/20 financial year		Department and signed off updated risk registers per department.				quarter			
Number of Process plans approved by Council for 2020/21 Financial year by 31 August 2019	Number	Approved process plan and Council resolution	1	OPEX	1 approved process plan	Approved process plan	None	None	None
Number of approved 2020/2021 IDP and related sector	Number	IDP and Council resolution	1	OPEX	1 approved IDP	None	None	Tabled 2020/21 IDP	Approved 2020/21 IDP

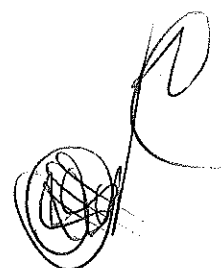
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2019/20 BUDGET AND QUARTERLY PERFORMANCE TARGET									
KPI	Unit of Measurement	Evidence	Baseline	BUDGET YEAR 2019/20	PERFORMANCE TARGET 2019/20	1 ST QUARTER 01 JULY – 30 SEPT 2019	2 ND QUARTER 01 OCT – 31 DEC 2019	3 RD QUARTER 01 JAN – 31 MAR 2020	4 TH QUARTER 01 APR – 30 JUN 2020
plans submitted to Council									
Number of integrated Development Plan Community Representative forum held 2019/20 financial year	Number	Report of the IDP Rep forum, attendance register	3	OPEX	3 integrated Development Plan Community Representative forum held	None	1 Community Representative Forum held	2 Community Representative Forums held	None
Number of draft integrated Development Plan 2020/21 tabled in Council	Number	2020/21 Draft IDP and Council resolution	1	OPEX	1	0	0	2020/21 Draft IDP and Council resolution	0
Number of credible and legally compliant	Number	Approved IDP 2020/21 and Council	1	OPEX	1	0	0	0	Approved IDP and Council resolution



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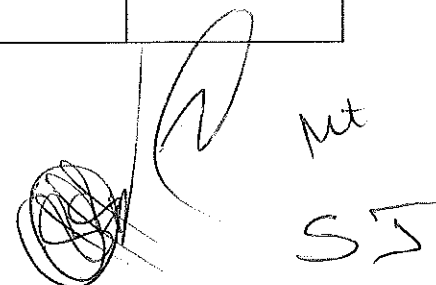
OFFICE OF THE MUNICIPAL MANAGER									
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2019/20 BUDGET AND QUARTERLY PERFORMANCE TARGET									
KPI	Unit of Measurement	Evidence	Baseline	BUDGET YEAR 2019/20	PERFORMANCE TARGET 2019/20	1 ST QUARTER 01 JULY – 30 SEPT 2019	2 ND QUARTER 01 OCT – 31 DEC 2019	3 RD QUARTER 01 JAN – 31 MAR 2020	4 TH QUARTER 01 APR – 30 JUN 2020
Integrated Development Plan 20/21 submitted to Council for approval		Council resolution							
Number of reviewed Communication Strategy approved by Council 2019/20	Number	Approved Communication Strategy and Council resolution	0	OPEX	1	None	Approved Communication Strategy and Council resolution	None	None
Number of Local Communication forum meetings held 2019/20 financial year	Number	Invitations, attendance register and minutes	0	OPEX	2	0	1	1	0



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2019/20 BUDGET AND QUARTERLY PERFORMANCE TARGET									
KPI	Unit of Measurement	Evidence	Baseline	BUDGET YEAR 2019/20	PERFORMANCE TARGET 2019/20	1 ST QUARTER 01 JULY – 30 SEPT 2019	2 ND QUARTER 01 OCT – 31 DEC 2019	3 RD QUARTER 01 JAN – 31 MAR 2020	4 TH QUARTER 01 APR – 30 JUN 2020
Number of press releases on Council resolutions 2019/20 financial year	Number	Screen shots from official Facebook page; press release to print media	0	OPEX	4	1	1	1	1
Number of approved SDBIP for 2020/21 within 28 days by the Mayor	Number	Approved SDBIP 2020/21	1	OPEX	Approved SDBIP 2020/21	None	None	None	Approved SDBIP 20/21
Publishing of SDBIP 2020/21 on the website, notice	Number	screen dump for publication on website	1	OPEX	2020/21 SDBIP Published	2020/21 SDBIP Published	None	None	None

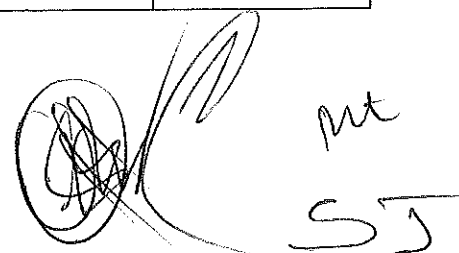
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OFFICE OF THE MUNICIPAL MANAGER									
To promote a culture of participatory and good governance									
2019/20 BUDGET AND QUARTERLY PERFORMANCE TARGET									
KPI	Unit of Measurement	Evidence	Baseline	BUDGET YEAR 2019/20	PERFORMANCE TARGET 2019/20	1 ST QUARTER 01 JULY – 30 SEPT 2019	2 ND QUARTER 01 OCT – 31 DEC 2019	3 RD QUARTER 01 JAN – 31 MAR 2020	4 TH QUARTER 01 APR – 30 JUN 2020
boards and libraries within days after approval by the Mayor									
Number of SDBIP's submitted to Cogta, PT and NT	Number	Proof of submission	1	OPEX	1	2020/21 SDBIP	None	None	None
Number of Performance agreements developed and signed by relevant officials for 2020/21 FY	Number	Signed performance agreements	5	OPEX	2020/21 Performance agreements	Signed performance agreements	None	None	None
Number of performance agreements	Number	Proof of submission	5	OPEX	5 Performance Agreements submitted to Cogta by July 2020	5 Performance Agreements	None	None	None

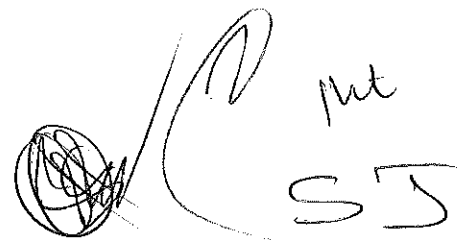


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2019/20 BUDGET AND QUARTERLY PERFORMANCE TARGET									
KPI	Unit of Measurement	Evidence	Baseline	BUDGET YEAR 2019/20	PERFORMANCE TARGET 2019/20	1 ST QUARTER 01 JULY – 30 SEPT 2019	2 ND QUARTER 01 OCT – 31 DEC 2019	3 RD QUARTER 01 JAN – 31 MAR 2020	4 TH QUARTER 01 APR – 30 JUN 2020
Documents submitted to department Cogta by July 2020						submitted to Cogta			
Number of Quarterly Performance Reports developed and submitted to Council	Number	Performance reports and council resolution	3	OPEX	4 reports	1 report	1 report	1 report	1 report
Number of Annual Performance Reports for 2018/19 submitted to AGSA on or before 31 August 2019	Number	Annual Performance Report and proof of submission.	1	OPEX	Annual Performance Report 2018-19	None	None	None	None

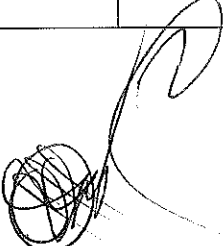


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2019/20 BUDGET AND QUARTERLY PERFORMANCE TARGET									
KPI	Unit of Measurement	Evidence	Baseline	BUDGET YEAR 2019/20	PERFORMANCE TARGET 2019/20	1 ST QUARTER 01 JULY – 30 SEPT 2019	2 ND QUARTER 01 OCT – 31 DEC 2019	3 RD QUARTER 01 JAN – 31 MAR 2020	4 TH QUARTER 01 APR – 30 JUN 2020
Number of Draft Annual Reports for 2018/19 submitted to Council on or before 31 January 2020	Number	Draft Annual Report and proof of submission.	1	OPEX	Draft Annual Report 2018-19	None	None	Draft Annual Report 2018-19	None
Number of approved 2018/19 Oversight Reports and Final Annual Report 2018/19 submitted to NT, PT and FS	Number	Council Resolution, Oversight Report and proof of submission to NT, PT and Legislature	1	OPEX	Oversight Report and final Annual Report of 18/19	None	None	Oversight Report and final Annual Report of 18/19	None



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			OFFICE OF THE MUNICIPAL MANAGER						
			To promote a culture of participatory and good governance						
			2019/20 BUDGET AND QUARTERLY PERFORMANCE TARGET						
KPI	Unit of Measurement	Evidence	Baseline	BUDGET YEAR 2019/20	PERFORMANCE TARGET 2019/20	1 ST QUARTER 01 JULY – 30 SEPT 2019	2 ND QUARTER 01 OCT – 31 DEC 2019	3 RD QUARTER 01 JAN – 31 MAR 2020	4 TH QUARTER 01 APR – 30 JUN 2020
Legisla ture									
Number of Bid committee members appointed at the beginning of financial year 2019/20	Number	Proof of appointment letters	14	OPEX	13 Bid Committee members appointed at the beginning of the financial year	4 members of Bid Specification Committee appointed by the MM 5 Members of Bid Evaluation Committee appointed by MM 4 Members of Bid Adjudication Committee appointed by the	0	0	0



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KPI	Unit of Measurement	Evidence	Baseline	BUDGET YEAR 2019/20	PERFORMANCE TARGET 2019/20	1 ST QUARTER 01 JULY – 30 SEPT 2019	2 ND QUARTER 01 OCT – 31 DEC 2019	3 RD QUARTER 01 JAN – 31 MAR 2020	4 TH QUARTER 01 APR – 30 JUN 2020
						MM			
Number of approved PMS Policy by 30 June 2020	Number	Approved PMS Policy and Council Resolution	1	OPEX	Approved PMS Policy and Council Resolution	0	0	0	Approved PMS Policy

Signed and accepted by: 

Job title: _____

Date: 22/07/2019

Signed by the Mayor on behalf of the Letsemeng Local Municipality Council

Date: 22/07/2019

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6. Consolidated Score Sheet

Key Performance Area	Weighting	Mayor's Rating	Municipal Managers' Rating	Final Consolidated Score /	Reason for Final Score
1					
2					
3					
4					
5					
6					
7					
Total:	100	Final Score			


CONTROL SHEET

TO BE UPDATED BY MUNICIPAL MANAGER

PLANNING PHASE			
Date of 1 st planning meeting		Date of 2 nd planning meeting	
Date copy of performance plan handed to Municipal Manager		Mayor	

COACHING PHASE

(Keep a record of meetings held to give feedback to the Municipal Manager on performance related issues)	
Date of Feedback Meeting	Performance issue discussed and corrective action to be taken

Date of formal half year review			
REVIEWING PHASE			
Date Municipal Manager notified of formal review meeting			
Date of 1 st review meeting			
Date of 2 nd Review meeting			
Date of 3 rd Review meeting			
Date of 4 th Review meeting			
Acting Mayor		Signature	

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PERSONAL DEVELOPMENT PLAN (To be completed by the Municipal Manager)

MUNICIPALITY:

LETSEMENG LM

INCUBENT:

TL MKHAWANE

SALARY:

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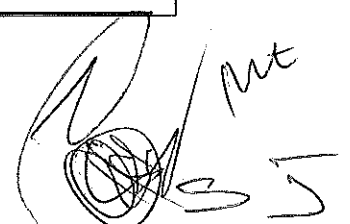
JOB TITTLE:

Municipal Manager

REPORT TO:

MAYOR (ACTIVE)

1.	What are the competencies required for this job (refer to competency profile of job description)?
	<u>N/A</u>
2.	What are competencies from the above list, does the job holder already possess?
	<u>N/A</u>
3.	What then are the competency gaps? (if the job holder possesses all the necessary competencies, complete No's 5 and 6).
	<u>N/A</u>
4.	Actions/Training interventions to address the gaps/needs
	<u>N/A</u>
5.	Indicate the competencies required for future career progression/development

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	<hr/> <hr/> <hr/>
6.	Action/Training interventions to address future progression <hr/> <hr/> <hr/>
7.	Comments/Remarks of the Incumbent <hr/> <hr/> <hr/>
8.	Comments/Remarks of the supervisor <hr/> <hr/> <hr/>

Agreed upon

Signature:

Supervisor:


Date:


T. L. McIlwain Incumbent
22/07/2019

Signature:

Incumbent:

Date:


Supervisor
22/07/2019