

Appendix A



PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

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

ABRAM MOLAHLEHI LEBAKA

.....
FULL NAMES

AND

TSEMEDI LUCAS MKHWANE

.....,
THE EMPLOYEE OF THE MUNICIPALITY

FOR THE
01 JULY 2021 – 30 JUNE 2022

[Handwritten signature]

FINANCIAL YEAR: 2021/2022

PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Letsemeng Local Municipality herein represented by **Mr. Abram Molahlehi Lebaka** (full name) in his capacity as 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 2021** and will remain in force until **30 June 2022** 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 :

- 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.

- 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 from 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	compulsor y	20
Change Management		
Knowledge Management		
Service Delivery Innovation		
Problem Solving and Analysis		
People Management and Empowerment	compulsor y	15%
Client Orientation and Customer Focus	compulsor y	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 2021) : 04 – 12 October 2021
Second quarter (October – December 2021) : 11 – 14 January 2022
Third quarter (January – March 2022) : 12 – 15 April 2022
Fourth quarter (April – June 2022) : 12 – 15 July 2022
(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

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

- 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 Koffiefontein on this the 28 of July 2021

AS WITNESSES:


1. Moshwen

2. [Signature]

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EMPLOYEE

AS WITNESSES:

1. K.D. Phephera

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ANNEXURE A

PERFORMANCE PLAN

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PERFORMANCE SCORECARD – SECTION 56 EMPLOYEE

Employee Name:	Tshemedi Lucas Mkhwane		
Job Title:	Municipal Manager	Employee Number	0135
Manager:	The Mayor	Department:	Office of the Municipal Manager
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 2021 to 30 June 2022			

Signed and accepted by the
Municipal Manager



Date: 31 July 2021

Signed by the Mayor



Date: 31 July 2021

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.



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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)

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- 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									
2021/22 BUDGET AND QUARTERLY PERFORMANCE TARGET									
KPI	Unit of Measurement	Evidence	Baseline	BUDGET YEAR 2021/22	PERFORMANCE TARGET 2021/22	1 ST QUARTER 01 JULY – 30 SEPT 2021	2 ND QUARTER 01 OCT – 31 DEC 2021	3 RD QUARTER 01 JAN – 31 MAR 2022	4 TH QUARTER 01 APR – 30 JUN 2022
Number of established ICT steering committee and appointed members by 30 June 2022	Number	Appointment letters	0		1 established ICT Steering Committee by 30 June 2022	1 Established ICT Steering Committee by September 2022	0	0	
Percentage on the ICT Infrastructure renovation of site offices, (Jacobsdal, Petrusburg, Luckhoff and Oppermansgronde) by 30 June	Percentage	Project Report	0	R210 000	100% percent Complete ICT Infrastructure renovated of site offices, (Jacobsdal, Petrusburg, Luckhoff and Oppermansgronde) by 30 June 2022	0	0	100 percent Completely renovated ICT Infrastructure of site offices, (Jacobsdal, Petrusburg, Luckhoff and Oppermansgronde) by 31 March 2022	0

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2022									
Number on the development of an ICT master plan by 30 June 2022	Number	Approved master plan and Council resolution	0		1 developed ICT master plan by 30 June 2022	0	0	0	1 Developed ICT Strategy Master Plan by 30 June 2022
Number of the Procurement of MS Office and Windows Licenses by 30 June 2022	Number	Goods received note	0		Completion of the procurement of MS Office 5 and 10 Windows License by 30 June 2022	0	0	0	0
Number of Municipal audit assignments conducted	Number	Internal Audit reports	10	OPEX	15 Municipal Audit assignments conducted by 30 June 2022	3 Audit assignments conducted by 30 September	4 Audit assignments conducted by 31 December 2021	Audit assignments conducted by 31 March 2022	4 Audit assignments conducted by 30 June 2022


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2021/22 BUDGET AND QUARTERLY PERFORMANCE TARGET									
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by 30 June 2022						2021			
Number of Municipal audit committee meetings to be held by 30 June 2022	Number	Attendances registers and minutes	5	OPEX	4 Municipal Audit committee meetings held by 30 June 2022	1 Audit committee meeting held by 30 September 2021	1 Audit committee meeting held by 31 December 2021	1 Audit committee meeting held by 31 March 2022	1 Audit committee meeting held by 30 June 2022
Number of approved Municipal Audit Strategic documents for the 2022/23 financial year.	Number	Approved risk based audit plan (RBAP) (MFMA - Section 165(2) (a)) Approved Internal Audit Charter	4	OPEX	4 Municipal audit strategic documents, risk based audit plan (RBAP) (MFMA - Section 165(2) (a)) Approved Internal Audit Charter Approved Audit Committee Charter Approved Audit Methodology approved by 30 June	0	0	0	4 audit strategic documents, approved by risk based audit plan (RBAP) (MFMA - Section 165(2) (a)) Approved Internal Audit Charter Approved Audit Committee Charter Approved Audit Methodology by 30 June 2022


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2021/22 BUDGET AND QUARTERLY PERFORMANCE TARGET									
KPI	Unit of Measurement	Evidence	Baseline	BUDGET YEAR 2021/22	PERFORMANCE TARGET 2021/22	1 ST QUARTER 01 JULY – 30 SEPT 2021	2 ND QUARTER 01 OCT – 31 DEC 2021	3 RD QUARTER 01 JAN – 31 MAR 2022	4 TH QUARTER 01 APR – 30 JUN 2022
		Approved Audit Committee Charter Approved Audit Methodology			22				
Number of Risk Committee meetings held by 30 June 2022	Number	Minutes of meeting and attendance registers	4	OPEX	4 Risk Committee meetings held by 30 June 2022 in the 2021/22 financial year	1 meeting held by 30 September 2021	1 meeting held by 31 December 2021	1 meeting held by 31 March 2022	1 meeting held by 30 June 2022
Number of reviewed and approved risk management strategic documents by 30 June	Number	Approved strategic documents and Council resolution	5	OPEX	7 approved risk management strategic documents by 30 June 2022	None	None	None	5 approved risk management strategic documents by 30 June 2022

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KPI	Unit of Measurement	Evidence	Baseline	BUDGET YEAR 2021/22	PERFORMANCE TARGET 2021/22	1 ST QUARTER 01 JULY - 30 SEPT 2021	2 ND QUARTER 01 OCT - 31 DEC 2021	3 RD QUARTER 01 JAN - 31 MAR 2022	4 TH QUARTER 01 APR - 30 JUN 2022
2022									
• 1 Risk management strategy									
• 1 anti-fraud and corruption strategy									
• 1 Risk committee charter									
• 1 risk management implementation plan									

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2021/22 BUDGET AND QUARTERLY PERFORMANCE TARGET									
KPI	Unit of Measurement	Evidence	Baseline	BUDGET YEAR 2021/22	PERFORMANCE TARGET 2021/22	1 ST QUARTER 01 JULY – 30 SEPT 2021	2 ND QUARTER 01 OCT – 31 DEC 2021	3 RD QUARTER 01 JAN – 31 MAR 2022	4 TH QUARTER 01 APR – 30 JUN 2022
• 1 strategic and operational risk register									
Number of Risk management policy approved by council by 30 June 2022	Number	Council resolution and Approved risk management policy	1	OPEX	1 Approved risk management policy by 30 June 2022	0	0	0	1 Approved risk management policy by 30 June 2022
Number of anti-fraud and corruption policy approved	Number	Council resolution and anti-corruption policy	1	OPEX	1 Approved anti-corruption policy by 30 June 2022	0	0	0	1 Approved anti-corruption policy by 30 June 2022


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KPI	Unit of Measurement	Evidence	Baseline	BUDGET YEAR 2021/22	PERFORMANCE TARGET 2021/22	1 ST QUARTER 01 JULY – 30 SEPT 2021	2 ND QUARTER 01 OCT – 31 DEC 2021	3 RD QUARTER 01 JAN – 31 MAR 2022	4 TH QUARTER 01 APR – 30 JUN 2022
by council by 30 June 2022									
Number of quarterly Risk Management reports compiled by 30 June 2022	Number	Risk Management report.	4	OPEX	4 Risk Management Reports by 30 June 2022	1 approved reports by 30 September 2021	1 approved reports by 31 December 2021	1 approved reports 31 March 2022	1 approved reports by 30 June 2022
Number of workshop conducted to employees by 30 June 2022, on the approved:	Number	Attendance registers	1	OPEX	1 Workshops conducted by 31 December 2021	None	1 Workshops conducted 31 December 2021	0	0
• Risk Management									

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2021/22 BUDGET AND QUARTERLY PERFORMANCE TARGET									
KPI	Unit of Measurement	Evidence	Baseline	BUDGET YEAR 2021/22	PERFORMANCE TARGET 2021/22	1 ST QUARTER 01 JULY – 30 SEPT 2021	2 ND QUARTER 01 OCT – 31 DEC 2021	3 RD QUARTER 01 JAN – 31 MAR 2022	4 TH QUARTER 01 APR – 30 JUN 2022
• Policy Anti-fraud and anti-corruption Policy									
Number of fraud Awareness workshops conducted to inculcate a culture of Risk Management by 30 June 2022	Number	Attendance registers	1	OPEX	1 Workshop conducted by 30 June 2022	0	1 Workshop conducted by 30 June 2022	0	0
Number of cumulative updates on the annual risk register	Number	Updated risk register per quarter.	4	OPEX	3 risk assessments working sessions facilitated per department per quarter by 30 June	0		2 risk assessments working sessions facilitated per department per quarter by 31 March	1 Updated risk register per quarter, per department by 30 June 2022


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per quarter, per department by 30 June 2022					2022			2022	
Number of Municipal Process plans approved by Council for 2022/23 Financial year by 30 September 2021	Number	Approved process plan and Council resolution	1	OPEX	1 Approved Municipal process plan for the 2022/23 financial year by 30 September 2021	1 Approved process plan by 30 September 2021	0	0	0

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2021/22 BUDGET AND QUARTERLY PERFORMANCE TARGET

KPI	Unit of Measurement	Evidence	Baseline	BUDGET YEAR 2021/22	PERFORMANCE TARGET 2021/22	1 ST QUARTER 01 JULY - 30 SEPT 2021	2 ND QUARTER 01 OCT - 31 DEC 2021	3 RD QUARTER 01 JAN - 31 MAR 2022	4 TH QUARTER 01 APR - 30 JUN 2022
Number of integrated Development Plan Community Representative forums held by 30 June 2022	Number	attendance register and report	0	OPEX	2 integrated Development Plan Community Representative forums held by 30 June 2022	0	1 Community Representative forum held by 31 December 2021	1 Community Representative forums held by 31 March 2022	0
Number of Integrated Development Plans (IDP) adopted by Council for the 2022/23 financial year	Number	2022/23 IDP and Council resolution	1	OPEX	1 Integrated Development Plan (IDP) approved by Council by 30 June 2022	0	0	1 Draft 2022/23 financial year IDP tabled in Council by 31 March 2022	1 Approved 2022/23 IDP by 30 June 2022

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2021/22 BUDGET AND QUARTERLY PERFORMANCE TARGET									
KPI	Unit of Measurement	Evidence	Baseline	BUDGET YEAR 2021/22	PERFORMANCE TARGET 2021/22	1 ST QUARTER 01 JULY – 30 SEPT 2021	2 ND QUARTER 01 OCT – 31 DEC 2021	3 RD QUARTER 01 JAN – 31 MAR 2022	4 TH QUARTER 01 APR – 30 JUN 2022
Number of SDBIP's approved by the Mayor and submitted to Cogta, PT and NT by 30 June 2022	Number	Proof of submission	1	OPEX	1 Approved SDBIP for the 2021/22 financial year by 30 September 2021	1 SDBIP submitted to Cogta, PT and NT for the 2020/21 financial year by 30 September 2021	0	0	0
Number of SDBIP 2020/21 financial year published on the website, notice boards within 14days after	Number	screen dump of publication on website, notice	1	OPEX	1 2020/21 financial year SDBIP published on the website, notice boards within 14days after approval of the Mayor by 30 September 2021	1 2020/21 financial year SDBIP published on the website, notice boards within 14days after approval of the Mayor by 30	0	0	0


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OFFICE OF THE MUNICIPAL MANAGER									
To promote a culture of participatory and good governance									
2021/22 BUDGET AND QUARTERLY PERFORMANCE TARGET									
KPI	Unit of Measurement	Evidence	Baseline	BUDGET YEAR 2021/22	PERFORMANCE TARGET 2021/22	1 ST QUARTER 01 JULY – 30 SEPT 2021	2 ND QUARTER 01 OCT – 31 DEC 2021	3 RD QUARTER 01 JAN – 31 MAR 2022	4 TH QUARTER 01 APR – 30 JUN 2022
approval of the Mayor by 30 September 2021						September 2021			
Number of performance agreements signed by relevant officials and submitted to the department of Cogta for the 2021/22 financial year by 30 September 2021	Number	Signed Performance agreements and Proof of submission	5	OPEX	5 signed performance agreements for the 2021/22 financial year by 30 September 2021	5 performance agreements for the 2021/22 financial year by 30 September 2021	0	0	0

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OFFICE OF THE MUNICIPAL MANAGER									
To promote a culture of participatory and good governance									
2021/22 BUDGET AND QUARTERLY PERFORMANCE TARGET									
KPI	Unit of Measurement	Evidence	Baseline	BUDGET YEAR 2021/22	PERFORMANCE TARGET 2021/22	1 ST QUARTER 01 JULY - 30 SEPT 2021	2 ND QUARTER 01 OCT - 31 DEC 2021	3 RD QUARTER 01 JAN - 31 MAR 2022	4 TH QUARTER 01 APR - 30 JUN 2022
Number of the Annual Performance Report for 2021/22 financial year submitted to AGSA in the 2020/21 financial year by 30 September 2021	Number	Annual Performance Report and proof of submission.	1	OPEX	1 Annual Performance Report for 2020/21 financial year by 30 September 2021	1 Annual Performance Report for 2020/21 financial year by 30 September 2021	0	0	0

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To promote a culture of participatory and good governance

2021/22 BUDGET AND QUARTERLY PERFORMANCE TARGET

KPI	Unit of Measurement	Evidence	Baseline	BUDGET YEAR 2021/22	PERFORMANCE TARGET 2021/22	1 ST QUARTER 01 JULY – 30 SEPT 2021	2 ND QUARTER 01 OCT – 31 DEC 2021	3 RD QUARTER 01 JAN – 31 MAR 2022	4 TH QUARTER 01 APR – 30 JUN 2022
Number of Draft Annual Reports for 2020/21 financial year submitted to Council by 31 January 2022	Number	Council resolution, proof of submission to Cogta, AG, NT, PT	0	OPEX	1 Draft Annual Report for 2020/21 financial year submitted to Council in the 2021/22 financial year by 31 January 22	0	0	1 Draft Annual Report for 2020/21 financial year submitted to Council by 31 January 2022	0
Number of approved Oversight Reports and Final Annual Reports for the	Number	Council Resolution, Oversight Report and proof of submission	0	OPEX	1 Approved Oversight Report and Final Annual Report for the 2020/21 financial year submitted to NT, PT and FS Legislature in the 2021/22 financial year by 31 March 2022	0	0	1 Approved Oversight Report and Final Annual Report for the 2020/21 financial year submitted to NT, PT and FS Legislature by 31 March 2022	0


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OFFICE OF THE MUNICIPAL MANAGER									
To promote a culture of participatory and good governance									
2021/22 BUDGET AND QUARTERLY PERFORMANCE TARGET									
KPI	Unit of Measurement	Evidence	Baseline	BUDGET YEAR 2021/22	PERFORMANCE TARGET 2021/22	1 ST QUARTER 01 JULY – 30 SEPT 2021	2 ND QUARTER 01 OCT – 31 DEC 2021	3 RD QUARTER 01 JAN – 31 MAR 2022	4 TH QUARTER 01 APR – 30 JUN 2022
2020/21 financial year submitted to Cogta, NT, PT and FS Legislature by 30 June 2022		n to NT, PT, Cogta and Legislature							
Number of Bid committee members appointed by the Municipal Manager by 30 June	Number	Proof of appointment letters	13	OPEX	13 Bid committee members appointed by the Municipal Manager in the 2021/22 financial year by 30 June 2022	13 Bid committee members appointed by the Municipal Manager by 30 September	0	0	0

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OFFICE OF THE MUNICIPAL MANAGER

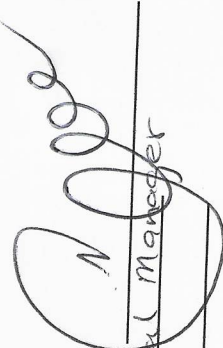
To promote a culture of participatory and good governance


2021/22 BUDGET AND QUARTERLY PERFORMANCE TARGET

KPI	Unit of Measurement	Evidence	Baseline	BUDGET YEAR 2021/22	PERFORMANCE TARGET 2021/22	1 ST QUARTER 01 JULY - 30 SEPT 2021	2 ND QUARTER 01 OCT - 31 DEC 2021	3 RD QUARTER 01 JAN - 31 MAR 2022	4 TH QUARTER 01 APR - 30 JUN 2022
2022						2022			
Number of approved PMS Policies by 30 June 2022	Number	Approved PMS Policy and Council Resolution	1	OPEX	1 Approved PMS Policy in the 2021/22 financial year by 30 June 2022	0	0	0	1 Approved PMS Policy by 30 June 2022
Number of Communication Strategy approved by Council by 30 June 2022	Number	Approved Communication Strategy and Council resolution	0	OPEX	1 Communication Strategy approved by Council in the 2021/22 financial year by 30 June 2022	0	0	1 Approved Communications Strategy by 31 March 2022	0
No. of Local Communicators forum meetings	Number	Invitations, attendance register	0	OPEX	1 Local Communicators forum meeting to be held by 30 June 2022	0	0	1 Local Communicators forum meeting to be held by 31 March 2022	0


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OFFICE OF THE MUNICIPAL MANAGER									
To promote a culture of participatory and good governance									
2021/22 BUDGET AND QUARTERLY PERFORMANCE TARGET									
KPI	Unit of Measurement	Evidence	Baseline	BUDGET YEAR 2021/22	PERFORMANCE TARGET 2021/22	1 ST QUARTER 01 JULY – 30 SEPT 2021	2 ND QUARTER 01 OCT – 31 DEC 2021	3 RD QUARTER 01 JAN – 31 MAR 2022	4 TH QUARTER 01 APR – 30 JUN 2022
held by 30 June 2022		and minutes							

Signed and accepted by: 
 Job title: Municipal manager
 Date: _____

Signed by the Mayor on behalf of the Letsemeng Local Municipality Council
 Date:  _____

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			
Mayor		Signature	

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

MUNICIPALITY:

LETSEMENG LOCAL MUNICIPALITY

INCUBENT:

TSHEMEDI LUCAS MOKHANE

SALARY:

JOB TITLE:

MUNICIPAL MANAGER

REPORT TO:

MAJOR

1. What are the competencies required for this job (refer to competency profile of job description)?

2. What are competencies from the above list, does the job holder already possess?

3. What then are the competency gaps? (if the job holder possesses all the necessary competencies, complete No's 5 and 6).

4. Actions/Training interventions to address the gaps/needs

5. Indicate the competencies required for future career progression/development

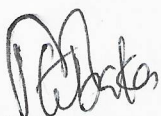
	<hr/> <hr/> <hr/>
6.	Action/Training interventions to address future progression <hr/> <hr/> <hr/> <hr/>
7.	Comments/Remarks of the Incumbent <hr/> <hr/> <hr/> <hr/>
8.	Comments/Remarks of the supervisor <hr/> <hr/> <hr/> <hr/>

Agreed upon

Signature:

Supervisor:

Date:


M. A. Lebaka
28/07/2021

Signature:

Incumbent:

Date:


T. L. Mkhwane
28/07/2021