



PERFORMANCE AGREEMENT

Between

WITZENBERG MUNICIPALITY

("The Council")

Herein represented by the Municipal Manager,
Mr D Nasson,

And

Mr M Mpeluza

("The Director: Corporate Services")

**Financial Year
2020/2021**

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ANNEXURES

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1. RECORDAL

- 1.1. The Municipal Manager and the Director ("the parties") have entered into an Employment Contract ("the Employment Agreement").
- 1.2. The Employment Contract [read together with section 57 of the Local Government: Municipal Systems Act, 32 of 2000 ("the Systems Act")], provides for the parties to conclude a Performance Agreement within 90 days after appointment and after that by no later than 31 July of each year for the duration of the Employment Contract. Should the conclusion of the Performance Agreements not be completed by this date due to unforeseen circumstances, the parties may extend this date by mutual agreement.
- 1.3. The parties have taken into consideration the provisions of Chapter 6 of the Systems Act (sections 38 to 49) which deal with performance management, the Local Government: Municipal Planning and Performance Management Regulations, 2001 (published in Government Gazette No. 22602 of 24 August 2001), the Local Government: Municipal Performance Management Regulations for Municipal Managers, 2006 (published in Government Gazette No 29089 of 1 August 2006), and Regulation 21 of 17 January 2014.
- 1.4. The purpose of the Performance Agreement is to:
 - 1.4.1. 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;
 - 1.4.2. 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;
 - 1.4.3. specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;
 - 1.4.4. monitor and measure performance against set targeted outputs;
 - 1.4.5. use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;
 - 1.4.6. in the event of outstanding performance, to appropriately reward the employee; and
 - 1.4.7. effect the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.
- 1.5. The parties wish to record the terms of the Performance Agreement as they hereby do.

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2. PERFORMANCE MANAGEMENT FRAMEWORK

2.1. It is recorded that –

2.1.1 The performance management framework utilized by the parties is a measurement tool for assessing an individual senior manager's contribution to his employer. It is the most significant component in the determination of the manager's performance bonus.

2.1.2 The basis for the measurement will be derived by the Executive Mayor from the strategic priorities of Council, as depicted in its Integrated Development Plan (IDP), Service Delivery and Budget Implementation Plan (SDBIP) and any outcomes of strategic planning sessions of Council and the senior management team.

2.2 Annexed hereto marked "A" is the Performance Scorecard ("Plan") as agreed by the parties. It identifies the strategic aims, objectives, how the achievement of these objectives is to be measured, the proposed performance targets in respect of each objective, and the weighting, on a percentage basis, given to each strategic aim and/or objective. The Performance Scorecard may consists of two key components:

2.3 2.3.1 Annexure A: Part 1: Functional Objectives in terms of the five national municipal Key Performance Areas (80% weighting) and Annexure A: Part 11: Core Competency Requirements which identify certain generic managerial competencies (20%).

2.3.2 Annexure B: Personal Development Plan if required.

3. DURATION

3.1. The Performance Agreement must be entered into for each financial year of the municipality, or part thereof.

3.2. The Performance Agreement will be deemed to have commenced on 1 July 2020 ("the commencement date") and shall govern the performance of the Director in the period from the commencement date until 30 June 2021.

3.3. Notwithstanding the provisions of clause 3.1, the parties shall nevertheless remain bound by the provisions of this Performance Agreement until the employee has been paid his performance bonus in terms of clause 6 if allowed within the law and/or agreement.

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- 3.4. The Director must be employed for at least four months of this evaluation period in order to be considered for the payment of a *pro rata* performance bonus in terms of this agreement.
 - 3.5. The agreement will terminate on the termination of the employee's contract of employment.
 - 3.6. If at any time during the validity of the agreement the work environment alters to the extent that the contents of the agreement are no longer appropriate, the contents may be revised by mutual agreement between the parties.

4. PERFORMANCE MANAGEMENT SYSTEM

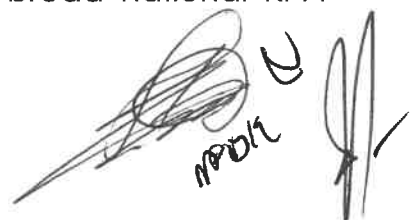
- 4.1 The employee agrees to participate in the performance management framework or system that the employer adopts or introduces for the municipality.
- 4.2 The employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the employer, management and municipal staff to perform to the standards required.
- 4.3 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.
- 4.4 The employee undertakes to actively focus towards the promotion and implementation of the Key Performance Areas (KPAs) (including special projects relevant to the employee's responsibilities) within the local government framework.
- 4.5 The criteria upon which the performance of the employee must be assessed consist of two components, both of which must be contained in the performance agreement. The employee must be assessed against both components, with a weighting of 80: 20 allocated to the Key Performance Areas (KPAs) and the Leadership and Core Competency Requirements (LCCRs), respectively. Each area of assessment will be weighted and will contribute a specific part to the total score. KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.

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- 4.6 The employee's assessment will be based on his or her performance in terms of the outputs/outcomes (performance indicators) identified as per the performance plan which are linked to the KPA's, which constitute 80% of the overall assessment result as per the weightings agreed to between the employer and employee.
- 4.7 The Competencies will make up the other 20% of the Employee's assessment score. The Competencies are split into two groups, leading competencies that drive strategic intent and direction and core competencies which drive the execution of the leading competencies.

5. PERFORMANCE OBJECTIVES

- 5.1 The performance plan sets out:
- (a) The performance objectives and targets that must be met by the employee;
 - (b) The time frames within which those performance objectives and targets must be met; and
 - © The competencies (Annexure B – definitions in terms of Regulation 21 of 17 January 2014) required to operate effectively as senior managers in the local government environment.
- 5.2 The performance objectives and targets reflected in the performance plan are set by the employer in consultation with the employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality, and shall include key objectives; key performance indicators; target dates and weightings.
- 5.3 The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.
- 5.4 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.
- 5.5 The objectives set for the employee will be spread amongst the Key Performance Areas referred to in 4.5 to form 80% of the overall assessment. The content and weighting of these various objectives and the respective KPAs, as agreed between the employer and the employee, is documented in Appendix A. The 5 broad national KPA categories are:

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- 5.5.1 Basic Service Delivery (BSD)
- 5.5.2 Municipal Institutional Development and Transformation (MTID)
- 5.5.3 Local Economic Development (LED)
- 5.5.4 Municipal Financial Viability and Management (MFVM)
- 5.5.5 Good Governance and Public Participation (GGPP)

6. REVIEW OF PERFORMANCE

- 6.1 The Municipal Manager must initiate quarterly review and feedback sessions with the Director during which progress on the objectives articulated in Appendix A will be reviewed and any potential obstacles to performance will be identified and corrective action agreed upon.
- 6.2 The performance of the employee in relation to his or her performance agreement must be reviewed on the following dates with the understanding that reviews in the third quarter may be verbal if performance is satisfactory:

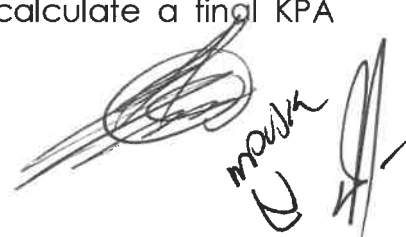
Quarter	Period	Review Date
1st quarter	July - September	October 2020
2nd quarter	October - December	January 2021
3rd quarter	January – March	April 2021
4th quarter	April - June	July 2021

- 6.3 The outcomes of the review session shall be documented and distributed to the employee after conclusion of the review session. This performance feedback must be based on the employer's assessment of the employee's performance, based on the objectives agreed upon and documented in Appendix A.
- 6.4 The employer must keep a record of the reviews and annual assessment meetings according to the regulations.
- 6.5 If the need arises during performance reviews to adapt performance indicators, objectives or targets due to unforeseen circumstances and/or operational requirements, then such changes will be by mutual agreement and will be reduced to writing in an appendix to this agreement within seven (7) days of such an agreement.
- 6.6 The employer may amend the provisions of the performance plan whenever the performance management system is adopted, implemented and/or amended as the case may be on agreement between both parties.

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7. ASSESSMENT PROCESS

- 7.1 As soon as possible after the conclusion of the financial year, but in any event by no later than 31 January, or by such later date as may be agreed by the parties in writing, the Municipal Manager shall assess the performance and determine the score of the Director in accordance with the assessment framework as set out in clause 2.1-2.2 above.
- 7.2 The performance assessment will take place solely on the basis of the Performance Scorecard as described in 2.2 above.
- 7.3 The performance plan sets out –
 - 7.3.1 The standards and procedures for evaluating the employee's performance; and
 - 7.3.2 The intervals for the evaluation of the employee's performance.
- 7.4 Despite the establishment of agreed intervals for evaluation, the employer may in addition review the employee's performance at any stage while the employment contract remains in force.
- 7.5 Personal growth and development needs identified during any performance review discussion must be documented in a personal development plan as well as the actions agreed to and implementation must take place within set time frames if so preferred.
- 7.6 The annual performance appraisal must involve:
 - 7.6.1 Assessment of the achievement of results as outlined in the performance plan:
 - 7.6.1.1 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.
 - 7.6.1.2 An indicative rating on the five-point scale should be provided for each KPA.
 - 7.6.1.3 The applicable assessment rating calculator must then be used to add the scores and calculate a final KPA score.



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7.6.2 Assessment of the CCRs:

- 7.6.2.1 Each CCR should be assessed according to the extent to which the specified standards have been met.
- 7.6.2.2 An indicative rating on the five-point scale should be provided for each CCR.
- 7.6.2.3 This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score.
- 7.6.2.4 The applicable assessment-rating calculator must then be used to add the scores and calculate a final CCR score.

7.7 The overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.

7.8 The assessment of the performance of the employee will be based on the following rating scale for KPA's:

Rating	Level	Description
5	Outstanding Performance	<ul style="list-style-type: none">➤ Performance far exceeds the standard expected of an employee at this level.➤ The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.
4	Performed significantly above expectations	<ul style="list-style-type: none">➤ 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	<ul style="list-style-type: none">➤ 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

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2	Performance not fully effective	<ul style="list-style-type: none"> ➤ Performance is below the standard required for the job in key areas. ➤ Performance meets some of the standards expected for the job. ➤ The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan
1	Unacceptable performance	<ul style="list-style-type: none"> ➤ Performance does not meet the standard expected for the job. ➤ The review/ assessment indicate 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.

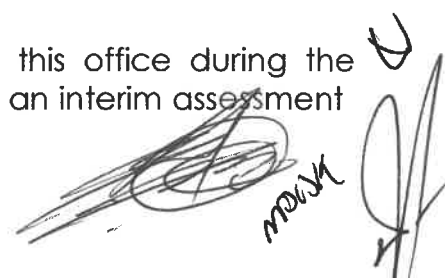
7.9 The assessment of the LCCR competencies will be based on the following rating scale:

Achievement Levels	Score	Description
Poor	0	Do not apply the basic concepts and methods to proof a basic understanding of local government operations and requires extensive supervision and development interventions.
Basic	1 - 2	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention
Competent	3 – 3,5	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses
Advanced	4	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in- depth analyses
Superior	5	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops and applies comprehensive concepts and methods

7.10 The outcome of the performance assessment will be documented in a review report and the Municipal Manager will provide feedback to the Director within 10 working days after the assessment.

7.11 The Director shall be given the opportunity to respond to the report in writing within 10 working days after receipt of the report.

7.12 Should the Municipal Manager cease to hold this office during the assessment period, the parties hereby agree that an interim assessment



will take place at least 5 working days prior to the Municipal Manager leaving this position. The parties hereby agree further that this assessment will carry a pro-rata weight in the annual assessment of the Municipal Manager, and that this specific provision will only be negated with the explicit consent of both parties.

8. THE ASSESSMENT PANEL

8.1 For purposes of evaluating the annual performance of the Director, an evaluation panel constituted of the following persons must be established –

8.1.1 Municipal Manager;

8.1.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;

8.1.3 Member of the Mayoral Committee (Portfolio Chairperson; and

8.1.4 A Performance Management specialist appointed by the Municipal Manager to assist with the process.

8.2 The manager responsible for human resources of the municipality must provide secretariat services to the assessment panel.

9. DEVELOPMENTAL REQUIREMENTS

9.1 A personal development plan (PDP) for addressing developmental gaps may form part of the performance agreement.

9.2 Any developmental gaps, initiatives and/ or remedial actions identified at any time during the duration of this agreement, including during performance review sessions, may be documented on the PDP which may be attached as “Annexure B” hereto.

10. OBLIGATIONS OF THE EMPLOYER

10.1 The Employer must

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

10.1.2 provide access to skills development and capacity building opportunities;

10.1.3 work collaboratively with the employee to solve problems and generate solutions to common problems that may impact on the performance of the employee;

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10.1.4 on the request of the employee delegate such powers reasonably required by the employee to enable him or her to meet the performance objectives and targets established in terms of the agreement; and

10.1.5 make available to the employee such resources as the employee may reasonably require from time to time assisting him or she to meet the performance objectives and targets established in terms of the agreement.

11. CONSULTATION

11.1 The Employer agrees to consult the employee timeously where the exercising of the powers will have, amongst others:

- a. 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. a substantial financial effect on the employer.

11.2 The employer agrees to inform the employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 11.1 above as soon as is practicable to enable the employee to take any necessary action without delay.

12. MANAGING OF ASSESSMENT OUTCOMES

12.1 Rewarding Performance

12.1.1 The evaluation of the employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance;

12.1.2 The payment of the performance bonus is determined by the performance score obtained during the 4th quarter and as informed by the quarterly performance assessments;

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- 12.1.3 The performance bonus will be awarded based on the following scheme:

Performance Rating		Bonus Calculation
0% - 45%	Poor Performance	0% of Total Package
46% - 55%	Average Performance	5% of Total Package
56% - 65%	Fair Performance	8% of Total Package
66% - 75%	Good Performance	11% of Total Package
76% - 100%	Excellent Performance	14% of Total Package

- 12.1.4 In the event of the Employee terminating his services during the validity period of this Agreement, the Employee's performance will be evaluated for the portion during which he was employed and he will be entitled to a pro-rata performance bonus based on his evaluated performance for the period of actual service;
- 12.1.5 The Employer will submit the total score of the annual assessment and of the Employee, to full Council for purposes of recommending the bonus allocation.

12.2 Handling Poor Performance.

- 12.2.1 In the case of unacceptable performance, the employer shall
- (a) Provide systematic remedial or developmental support to assist the employee to improve his or her performance; and
 - (b) If after appropriate performance counselling and guidance and/or support and reasonable time for improvement in performance, the performance does not improve, the employer may consider steps to terminate the employment of the employee on grounds of incapacity to carry out his or her duties.
- 12.2.2 Where the Municipal Manager is, at any time during the Director's employment, not satisfied with the Director's performance with respect to any matter dealt with in this Agreement, the Municipal Manager will define the nature of the performance problem and give notice to the Municipal Manager to attend a meeting to discuss the performance.
- 12.2.3 During this meeting, the areas of concern will be pointed out by the Municipal Manager and agreement will be reached on the remedies to be taken to address the noted areas of concern.

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- 12.2.4 Over and above the ad hoc discussions provided for in 12.2.2 above, the Review Process set out in clause 6 will be utilised to identify and address any performance problems noted.
- 12.2.5 If at any stage thereafter the Municipal Manager holds the view that the performance of the Director is not satisfactory, the Municipality will, subject to compliance with applicable labour legislation, be entitled by notice in writing to terminate the Director's employment in accordance with the employment contract of the Director.

13. DISPUTE RESOLUTION

- 13.1 Any disputes about the nature and content of the employee's performance agreement, must be mediated by the Executive Mayor within thirty (30) days of receipt of a formal dispute from the employee; whose decision shall be final and binding on both parties.
- 13.2 Any disputes about the outcome of the employee's performance evaluation, must be mediated by a member of the municipal Council, provided that such member was not part of the evaluation panel provided for in sub-regulation 27(4)(e), within thirty (30) days of receipt of a formal dispute from the employee; whose decision shall be final and binding on both parties.
- 13.3 The provisions of this clause shall not derogate whatsoever from the rights of the Council in terms of the Employment Contract.

14. ALIGNMENT WITH MUNICIPAL PERFORMANCE MANAGEMENT REGULATIONS

- 14.1 The parties agree that the abovementioned regulations were used as a guideline in drafting this agreement, and at the time of conclusion of this agreement certain aspects prescribed in the regulations require further clarification from the MEC for Local Government and/ or the National Department of Local Government or court precedent.
- 14.2 In the absence of clarity on the interpretation of any prescriptions of this agreement, the parties agree that any deviations from the agreement in this regard will be by mutual consent and with the approval of the municipal Council or a delegated authority of Council.


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15. PROVISIONS OF THE EMPLOYMENT CONTRACT

The provisions of the Employment Contract *mutatis mutandis* apply to this Performance Agreement as if specifically incorporated herein.

Signed at **Ceres** on this the 30th day of June 2020.

AS WITNESSES:

1. 


2. 


Mr M Mpelaza
Director: Corporate Services

Signed at **Ceres** on this the 30th day of June 2020.

AS WITNESSES:

1. 

2. 


Mr D Nasson
Municipal Manager

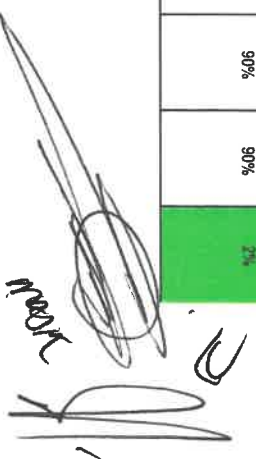
PERFORMANCE AGREEMENT 2020/21: M MPELUZA

PERFORMANCE AGREEMENT 2020/21: M MPELUZA																					
POSITION:		National Key Performance Areas										Municipal Key		Municipal Strategic Objectives		Municipal Service					Ref
DIRECTOR: CORPORATE SERVICES		Abbreviations:										1. Essential Services		1.1 Sustainable provision & maintenance of basic services		Dir	Director	Human Resources	CorpHR		
												2. Governance		2.1 Support institutional development & trans		Adm	Administration	Traf	CorpAdm		
												3. Community Services		2.2 Financial Viability		Mar	Traffic & Law Enforcement	CorpTraf			
												4. Socio-Economic Support Services		2.3 Strengthen relations		Tour	Marketing	CorpMar			
														3.1 Provide & maintain facilities		Com	Communication	CorpCom			
														4.1 Support the poor & vulnerable through programmes & policies		IT	Information Technology	CorpIT			
														4.2 Create an enabling environment to attract investment & support local economy.							
Ref	Directorate	Sub-Directorate	Manager	Mun. Service	National KPA	Municipal KPA	Municipal Strategic Objective	Top Layer	Key Performance Indicator	Unit of Measurement	Source of evidence	Annual Target 2020/21	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target	Weight (Total 80%)				
CorpDir1	Corporate Services	Director: Corporate Services	Mpehluza M	Dir	GG&PP	2. G	2.1		Monthly meetings with line managers to ensure effective management of the Directorate	12 meetings	Minutes of meetings	12	3	3	3	3	1%				
CorpDir2	Corporate Services	Director: Corporate Services	Mpehluza M	Dir	MFV&M	2. G	2.2		Percentage expenditure on capital budget by Corporate Directorate.	Percentage of budget spend	Percentage of capital budget spent.	95%	10%	40%	60%	95%	3%				
CorpDir3	Corporate Services	Director: Corporate Services	Mpehluza M	Dir	MFV&M	2. G	2.2		Percentage expenditure on the preventative- & corrective planned maintenance budget of the Corporate Directorate	Percentage of budget spend	Votes to be determined.	98%	25%	50%	75%	98%	3%				
CorpDir4	Corporate Services	Director: Corporate Services	Mpehluza M	Dir	MFV&M	2. G	2.2		Quarterly report on security contract.	Quarterly report submitted to MM focusing on security contract on nr of personnel indicating placement, department & cost to Municipal Manager.	Trim nr of report	4	1	1	1	1	4%				
CorpDir7	Corporate Services	Director: Corporate Services	Mpehluza M	Dir	GG&PP	2. G	2.3		95% submission of items for Portfolio Committee agendas at least 1 day before closing.	Agenda items submitted at least 1 day before closing.	Monthly report from Manager Admin on Trim to MM.	95%	95%	95%	95%	95%	2%				
CorpDir8	Corporate Services	Director: Corporate Services	Mpehluza M	MM	GG&PP	2. G	2.3		All Compliance System Notifications (iComply/Eunomia) allocated to Directorate completed within prescribed time period.	100% of notifications allocated to staff (agency) in Directorate completed by due date.	Report subtracted from iComply System by Head Internal Audit.	100%	100%	100%	100%	100%	3%				

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Mpehluza M

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Ref	Directorate	Sub-Directorate	Manager	Mun Service	National KPA	Municipal KPA	Municipal Strategic Objective	Top Layer	Key Performance Indicator	Unit of Measurement	Source of Evidence	Annual Target 2020/21	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target	Weight (Total 80%)
CopDir9	Corporate Services	Director: Corporate Services	Mpeleza M	MM	GG&PP	2. G	2.4		All Risk Actionplan Notifications (BamOw) allocated to Directorate completed within prescribed time period.	90% of notifications allocated to staff (risk owner) in Directorate completed by due date.	Report subcontracted from BamOw System by Head Internal Audit.	90%	90%	90%	90%	90%	3%
CopHR6	Corporate Services	Human Resources	Barnard I	HR	MT&D	2. G	2.1		Effective labour relations by facilitating regular LLF meetings per annum	8 LLF meetings (if both parties agree that a meeting is not required as per target, it will be counted as if taken place)	Minutes of meetings	4	1	1	1	1	2%
CopHR8	Corporate Services	Human Resources	Barnard I	HR	MT&D	2. G	2.1		Revised organogram submitted to the municipal manager for approval by end March	Revised organogram by March	Organogram submitted to MM on 11m	1			1		2%
CopHR10	Corporate Services	Human Resources	Barnard I	HR	MT&D	2. G	2.1		Compiling a Draft Work Place Skills plan (WSP) each year by April	WSP by April	WSP submitted to MM on 11m	1		1			1%
CopHR12	Corporate Services	Human Resources	Barnard I	HR	MT&D	2. G	2.1	X	Report on percentage of people from employment equity target groups employed in the three highest levels of management in the municipality.	Quarterly report	As per KPI operating procedure	4	1	1	1	1	1%
CopHR13	Corporate Services	Human Resources	Barnard I	HR	MT&D	2. G	2.1	X	Percentage budget spend on the implementation of the Workplace Skills Plan	% of budget spend	As per KPI operating procedure	95%	25%	50%	75%	95%	4%
CopHR19	Corporate Services	Human Resources	Barnard I	HR	MT&D	2. G	2.1		Quarterly report on alignment of Time & Attendance leave system & SAMRAS	Quarterly report	Tim nr of report	4	1	1	1	1	2%
CopHR20	Corporate Services	Human Resources	Barnard I	HR	MT&D	2. G	2.2		Quarterly report on Health & Safety Committee outstanding matters and attendance.	Quarterly report to MM	Tim nr of report	4	1	1	1	1	1%
CopHR23	Corporate Services	Human Resources	Barnard I	HR	GG&PP	2. G	2.1		Submit statement of earnings to Dept of Labour before 31 March to Section 82 of the Compensation for Occupational Injuries & Diseases Act.	Statement of earnings submitted to DoL.	Tim no of report	1			1		2%
CopHR24	Corporate Services	Human Resources	Barnard I	HR	GG&PP	2. G	2.1		Personnel reported for disciplinary actions must be charged within 1 month.	90% Charged within 1 month.	Register indicating date received & date charged with calculation of % charged within 1 month. Monthly tim to Director. Tim no.	90%	90%	90%	90%	90%	2%



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Ref	Directorate	Sub-Directorate	Manager	Mun. Service	National KPA	Municipal KPA	Municipal Strategic Objective	Top Layer	Key Performance Indicator	Unit of Measurement	Source of evidence	Annual Target 2020/21	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target	Weight (Total 80%)
CopHR26	Corporate Services	Human Resources	Barnard I	HR	GG&PP	2. G	2.1		Arrange annual meetings with personnel on HR matters (including benefits).	Annual meetings held in Tubegh, Wolsley & Ceres (east personnel).	Attendance register on trm to Director. Trm no.	1			1		2%
CopHR30	Corporate Services	Human Resources	Barnard I	HR	GG&PP	2. G	2.1		Conducting Time & Attendance Steering Committee meetings with representatives.	4 Meetings to be held with attendance register & minutes to Director	Trm no of report	1		1			1%
CopHR35	Corporate Services	Human Resources	Barnard I	HR	GG&PP	2. G	2.1		Submission of annual EE Report to Dept of Labour on EE targets achieved with draft EE Plan submitted to MM by October.	Draft Plan to MM by October & Annual report to DoL by 15 January.	Trm no of report	2		1	1		2%
CopHR38	Corporate Services	Human Resources	Barnard I	HR	GG&PP	2. G	2.1		Review Recruitment Policy & submit draft to Senior Management.	Draft reviewed policy tabled at Senior Management.	Trm no of report	1				1	1%
CopAdm22	Corporate Services	Administration	Wessels C	Adm	GG&PP	2. G	2.1		Agenda distribution 7 days prior to meeting - Council & Committee Meetings	Agenda distributed 7 days before meeting	Register with dates where Councillors has signed for receipt of agenda.	12	3	3	3	3	1%
CopAdm24	Corporate Services	Administration	Wessels C	Adm	GG&PP	2. G	2.1		Report on the implementation of findings from the Archive audit.	Report to Director & MM	Report submitted to Director & MM on trm. Trm no.	1			1		1%
CopAdm26	Corporate Services	Administration	Wessels C	Adm	GG&PP	2. G	2.1		Revision of Records Management Policy & Registry Procedure Manual.	Draft policy & manual	Draft policy & manual submitted to Director & MM on trm. Trm no.	2	2				1%
CopAdm29	Corporate Services	Administration	Wessels C	Adm	GG&PP	2. G	2.1		Keep a register on all Councillor complaints to administration & address within two days.	100% of Councillor complaints addressed within two working days.	Register indicating complaint, date received & date addressed. Trm monthly to Director.	1	1	1	1	1	1%
CopAdm30	Corporate Services	Administration	Wessels C	Adm	GG&PP	2. G	2.1		Report on sms reminder service to all councillors of upcoming meetings	Quarterly report	Quarterly report to Director on trm. Trm no.	4	1	1	1	1	1%
CopAdm31	Corporate Services	Administration	Wessels C	Adm	GG&PP	2. G	2.1		100% of items submitted by directors at least 1 day before closing date for all Council meetings.	Monthly report by Manager: Admin indicating result.	Monthly report to Director & MM on trm. Trm no.	100%	100%	100%	100%	100%	1%


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Ref	Directorate	Sub-Directorate	Manager	Mun. Service	National KPA	Municipal KPA	Municipal Strategic Objective	Top Level	Key Performance Indicator	Unit of Measurement	Source of evidence	Annual Target 2020/21	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target	Weight (Total 80%)
CapAdm32	Corporate Services	Administration	Wessels C	Adm	GG&PP	2. G	2.1		Submission of Final Bill of Quantities & As-built Plans of completed project to W Mns within 1 month after date of Practical Completion.	100% submitted within 1 month. Documents to be submitted via trim include vote nr, bid nr, final cost, VOs, Final Bill of Quantities & As-built plans.	Trim nr	100%	100%	100%	100%	100%	2%
CapAdm33	Corporate Services	Administration	Wessels C	Trat	GG&PP	2. G	2.1		Arrange quarterly section 79 meeting with all taxi related stakeholders.	Minutes & attendance registers submitted to Director on trim.	Trim no of report	4	1	1	1	1	2%
CapIT25	Corporate Services	Information Technology	Wessels C	0	GG&PP	2. G	2.3		Annual review of IT policies in COBIT & Provincial guidelines.	Reviewed IT policies	Draft reviewed policies to Director on trim. Trim nr.	1			1		3%
CapIT26	Corporate Services	Information Technology	Wessels C	0	GG&PP	2. G	2.3		Review IT Disaster Plan.	Tabled Disaster Plan that include implementation plan, SOP's & delegations.	Draft Disaster Plan tabled for Council & Trim to Director & MM. Trim nr.	1			1		1%
CapIT28	Corporate Services	Information Technology	Wessels C	IT	GG&PP	2. G	2.3		Convene 4 IT Steering Committee meetings	Meetings held every quarter.	Minutes & attendance register trim to MM and Corporate & Finance portfolio Committee. Trim no.	4	1	1	1	1	2%
CapIT34	Corporate Services	Information Technology	Wessels C	0	GG&PP	2. G	2.3		Annual Report on status quo of server room by end of December.	1 Report submitted.	Report to Director & MM. Trim nr.	1		1			1%
CapCom29	Corporate Services	Communication	Hendricks R	Com	GG&PP	2. G	2.3		Compilation and distribution of external newsletters.	4 External newsletters distributed	Newsletters	4	1	1	1	1	2%
CapCom32	Corporate Services	Communication	Hendricks R	Com	GG&PP	2. G	2.3		Coordination of annual jambrees in all 7 towns where all municipal service delivery departments will be represented.	Report & attendance register for each jambree to be held	Report & attendance register for each jambree to Director, trim no.	7		7			2%
CapCom33	Corporate Services	Communication	Hendricks R	Com	GG&PP	2. G	2.3		Report on proposed actions to implement the Batho Pele principles through increased emphasis on marketing, client services & promotion of value systems as included in the IDP.	Draft report	Report submitted to Director & MM on trim. Trim no.	1	1				1%
CapCom37	Corporate Services	Communication	Hendricks R	Com	GG&PP	2. G	2.3		Review Communication Strategy by March	Report on revision to Senior Management	Trim no of report	1			1		2%

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Ref	Directorate	Sub-Directorate	Manager	Man. Service	National KPA	Municipal KPA	Municipal Strategic Objective	Top Layer	Key Performance Indicator	Unit of Measurement	Source of evidence	Annual Target 2020/21	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target	Weight (Total 60%)
CorpMtr36	Corporate Services	Marketing	Hendricks R Mar	GG&PP	2. G	2.3			Draft Marketing Strategy on Municipal Initiatives & Departmental activities by January	Strategy submitted to Senior Management	Trim no of report	1			1		2%
CorpTour33	Corporate Services	Marketing	Hendricks R Mar	LED	4. SESS	4.2			Quarterly meetings with Tourism bureau and affiliates	Attend quarterly meetings	Minutes and attendance register of meetings. Minutes to be provided when available.	4	1	1	1	1	2%
CorpTour35	Corporate Services	Marketing	Hendricks R Mar	LED	4. SESS	4.2			Monthly report on Tourism agenda & activities to LED Portfolio Committee	Item for agenda	Trim nr	12	3	3	3	3	1%
CorpTra38	Corporate Services	Traffic	Green M Traf	GG&PP	2. G	2.2			% of budgeted income received from fines	Income amount for period / budget for period	Extract from SAMRAS with calculation indication %	18%	5%	10%	15%	15%	3%
CorpTra41	Corporate Services	Traffic	Green M Traf	GG&PP	2. G	2.1			Report on annual customer satisfaction survey on safety & security	1 Survey & 1 Analysis report	Survey results & analysis report on results of survey	2	1	1			2%
CorpTra44	Corporate Services	Traffic	Green M Traf	GG&PP	2. G	2.1			Quarterly report on performance of camera & speed offences service provider	Quarterly performance reporting to Municipal Manager & Director.	Trim nr of report	4	1	1	1	1	2%
CorpTra47	Corporate Services	Traffic	Green M Traf	GG&PP	2. G	2.1			Quarterly reconciliations with SAMRAS.	Reconciliation signed off by Traffic & Finance.	Trim no of report	4	1	1	1	1	1%
CorpTra51	Corporate Services	Traffic	Green M Traf	GG&PP	2. G	2.1			Training of Law Enforcement- & Traffic Officers on latest regulations on powers of Peace Officers	Report to Director	Trim no of report	1			1		1%

