

PERFORMANCE AGREEMENT

Made and entered into by and between

**Mr. Mxolisi Maxon Yawa
the Municipal Manager of
SENQU LOCAL MUNICIPALITY
("the Municipal Manager")**

and

**Mr. Toto Eddie Wonga
the Director: Corporate Services
SENQU LOCAL MUNICIPALITY
("the Director")**

**for the financial year:
1 July 2013 to 30 June 2014**

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1 The Municipality has, in terms of Section 57(1)(a) of the Local Government: Municipal Systems Act, No. 32 of 2000 ("the Systems Act") entered into a contract of employment with the Director for a period of 5 years, commencing on **1 October 2012**
- 1.2 Section 57(1)(b) of the Systems Act, read with the contract of employment concluded between the Parties, require 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 Director to a set of outcomes that will secure local government policy goals.
- 1.4 The Parties wish to ensure that there is compliance with Sections 57(4A), (4B) and (5) of the Systems Act.
- 1.5 In this Agreement the following words will have the meaning ascribed thereto:

"this Agreement" - means the performance agreement between the Municipality and the Director and the annexures thereto.

"the Executive Committee" - means a committee of the Municipality constituted in terms of Section 42 of the Local Government: Municipal Structures Act as represented by its chairperson, the Mayor.

"the Director" - means the Director Corporate Services directly accountable to the Municipal Manager in terms of Section 56 (1)(a)(i) of the Systems Act.

"the Municipal Manager" - means the Municipal Manager appointed in terms of Section 82 of the Local Government: Municipal Structures Act, No. 117 of 1998 as amended by Section 121 of Act 32 of 2000 and repealed by section 15 of Act 7 of 2011.

"the Municipality" - means the SENQU LOCAL MUNICIPALITY.

"the Parties" - means the Municipal Manager and the Director.

Gender specific text is interchangeable

2. PURPOSE OF THIS AGREEMENT

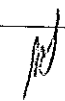
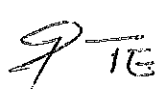

- 2.1 The Parties agree that the purposes of this Agreement are to:
 - 2.1.1. comply with the provisions of Section 57(1)(b), (4A), (4B) and (5) of the Systems Act as well as the contract of employment entered into between the Parties;

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- 2.1.2. specify objectives and targets established for the Director and to communicate to the Director the Municipality's expectations of the Director's performance and accountability;
- 2.1.3. specify accountabilities as set out in Annexure A;
- 2.1.4. monitor and measure performance against targeted outputs and outcomes;
- 2.1.5. use Annexures A, B and C as a basis for assessing the Director for permanent employment and/or to assess whether the Director has met the performance expectations applicable to his/her job;
- 2.1.6. appropriately reward the Director in accordance with the Municipality's performance management policy in the event of outstanding performance;
- 2.1.7. establish a transparent and accountable working relationship; and
- 2.1.8. give effect to the Municipality's commitment to a performance-orientated relationship with its Director in attaining equitable and improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 Notwithstanding the date of signature this Agreement will commence on the 1st of July 2012 and will remain in force until a new performance agreement including a Performance Plan and Personal Development Plan is concluded between the Parties as contemplated in Clause 3.2
- 3.2 The Parties will review the provisions of this Agreement during June each year. The Parties will conclude a new performance agreement including a Performance Plan and Personal Development Plan that replaces this Agreement at least once a year by not later than the 31st of July each year.
- 3.3 The payment of the performance bonus is determined by the performance score obtained during the 4th quarter annual performance assessment as informed by the quarterly performance assessments. Should the Director be entitled to a bonus, this will be paid out after approval by Council and not later than sixty (60) days thereafter in the Director's salary for a month that shall be applicable.
- 3.4 The payment of a performance bonus for the year in which the Director's contract of employment expires will be done as set out in clause 3.3 and the bonus so determined will be paid to the Director on the last day of his/her employment or not later than 30 days thereafter.
- 3.5 In the event of the Director commencing or terminating his services with the Municipality during the validity period of this Agreement, the Director's performance for the portion of the period referred to in clause 3.1 during which he was employed, will be evaluated (within 30 days of this termination) and he will be entitled to a pro rata performance bonus based on his evaluated performance and the period of actual service.
- 3.6 The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon by the Parties.

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3.7 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised

3.8 This Agreement will terminate on the termination of the Director's contract of employment for any reason.

4. PERFORMANCE OBJECTIVES

4.1 The Performance Plan in **Annexure A** sets out:

4.1.1 the performance objectives and targets which must be met by the Director; and

4.1.2 the time frames within which those performance objectives and targets must be met.

4.2 The Personal Development Plan in **Annexure B** sets out the Director's personal developmental requirements in line with the objectives and targets of the Municipality.

4.3 The Core Management Competencies reflected sets out those management skills regarded as critical to the position held by the Director.

4.4 The performance objectives and targets reflected in **Annexure A** are set by the Municipality in consultation with the Director and based on the Integrated Development Plan and the budget of the Municipality, and include key objectives, key performance areas, target dates and weightings.

4.5 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 time frame in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.

4.6 The Director's performance will, in addition, be measured in terms of contributions to the development objectives and strategies set out in the Municipality's Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM

5.1 The Director agrees to participate in the performance management system that the Municipality adopts or introduces for the municipal management and municipal staff of the Municipality.

5.2 The Director accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the municipal management and municipal staff to perform to the standards required.

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- 5.3 The Executive Committee and/or Municipal Manager will consult the Director about the specific performance standards that will be included in the performance management system as applicable to the Director.
- 5.4 The Director undertakes to actively focus towards the promotion and implementation of his/her Key Performance Areas as set out in **Annexure A** including special projects relevant to the Director's responsibilities within the local government framework.

6. PERFORMANCE ASSESSMENT

- 6.1 The performance of the Director will be assessed against the outputs and outcomes achieved in terms of his/her Key Performance Areas (KPA's) as fully described in **Annexure A** and his/her Core Management Competencies (CMCs) determined at the commencement of this Agreement with a weighting of 80:20 allocated to the KPA's and CMCs respectively. Therefore the KPA's that refer to the main tasks of the Director account for 80% of his/her assessment while the CMCs make up the other 20% of the Director's assessment score.
- 6.2 The weightings agreed to in respect of the Director's KPA's attached as **Annexure A** are set out in the table below:

KEY PERFORMANCE AREAS (KPA'S)	WEIGHT
MUNICIPAL FINANCIAL MANAGEMENT AND VIABILITY	15%
MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT	40%
GOOD GOVERNANCE	25%
Total	80%

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- 6.3 The weightings agreed to in respect of the CMCs considered most critical for the Director's position and further defined in Annexure C are set out in the table below:

CORE COMPETENCY REQUIREMENTS - CCRs		
CORE MANAGERIAL COMPETENCIES (CMC)	CHOICE (x)	WEIGHT
Strategic Capability and Leadership		
Programme and Project Management		
Financial Management	compulsory	3
Change Management	X	4
Knowledge Management		
Service Delivery Innovation		
Problem Solving and Analysis		
People Management and Empowerment	compulsory	4
Client Orientation and Customer Focus	compulsory	4
Communication		
Honesty and Integrity		
CORE OCCUPATIONAL COMPETENCIES (COCs)		
Competence in Self-Management		
Interpretation of and implementation within the legislative and national policy frameworks	X	3
Knowledge of Developmental Local Government	X	2
Knowledge of Performance Management and Reporting		
Knowledge of Global and SA specific political, social and economic contexts		
Competence in Policy Conceptualisation, Analysis and Implementation		
Knowledge of more than one functional municipal field or discipline		
Mediation Skills		
Governance Skills		
Competence as required by other national line sector departments		
Exceptional and dynamic creativity to improve the functioning of the Municipality		
TOTAL PERCENTAGE		20%

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6.4 The assessment of the performance of the Director will be based on the following levels for KPAs and CMCs:

LEVEL	TERMINOLOGY	DESCRIPTION
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance Plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

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- 6.5 To determine which rating on the five-point scale did the Director achieve for each KPA the following criteria should be used:

- 6.6 Annexure "B" may be used as the basis for progress discussions by the Municipality.

7. PANEL AND SCHEDULE FOR PERFORMANCE ASSESSMENTS

- 7.1 An assessment panel consisting of the following persons will be established:

7.1.1 The Municipal Manager

7.1.2 Chairperson of the Audit Committee

7.1.3 Member of the Executive Committee, another member of Council Municipal Manager from another Municipality

- 7.2 In addition an assessment will also be done by:

7.2.1 The Municipal Manager

7.2.2 The Director (own assessment)

7.2.3 Fellow section 56 managers.

- 7.3 The performance of the Director will be assessed in relation to his/her achievement of:

7.3.1 the targets indicated for each KPA in Annexure A;

7.3.2 the CCRs as defined in clause 6.3 of this agreement

on a date to be determined for each of the following quarterly periods:

1 st Quarter	-	July to September
2 nd Quarter	-	October to December
3 rd Quarter	-	January to March
4 th Quarter	-	April to June

- 7.4 Assessments in the first and third quarter may be verbal if the Director's performance is satisfactory.

- 7.5 The Municipality will keep a record of the mid-year and annual assessment meetings.

- 7.6 The Municipality may appoint an external facilitator to assist with the annual assessment.

8. EVALUATING PERFORMANCE AND THE MANAGEMENT OF EVALUATION OUTCOMES

- 8.1 The Director will submit quarterly performance reports and a comprehensive annual performance report prior to the performance assessment meetings to the Municipal Manager.

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- 8.2 The Municipal Manager will give performance feedback to the Director after each quarterly and the annual assessment meetings.
- 8.3 The evaluation of the Director's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 8.4 At the end of the 4th quarter, the Executive Committee will determine if the Director is eligible for a performance bonus as envisaged in his/her contract of employment based on the bonus allocation set out in clause 8.11 of this agreement.
- 8.5 The results of the annual assessment and the scoring report of the Director for the purposes of bonus allocation, if applicable, will be submitted to the Executive Committee for a recommendation to the full Council.
- 8.6 A fully effective assessment score will render the Director eligible to be considered for a performance related increase (pay progression) as envisaged in his/her contract of employment provided the Director has completed at least 12 months continuous service with the Municipality at his/her current remuneration package on the 30th of June.
- 8.7 Personal growth and development needs identified during any performance assessment discussion, must be documented in the Director's Personal Development Plan as well as the action steps and set time frames agreed to.
- 8.8 Despite the establishment of agreed intervals for assessment, the Municipal Manager may, in addition, review the Director's performance at any stage while his/her contract of employment remains in force.
- 8.9 The Municipal Manager will be entitled to review and make reasonable changes to the provisions of **Annexure "A"** from time to time for operational reasons. The Director will be fully consulted before any such change is made.
- 8.10 The provisions of **Annexure "A"** may be amended by the Executive Committee when the Municipality's performance management system is adopted, implemented and/or amended as the case may be subject to clause 5.3.
- 8.11 The evaluation of the employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 8.11.1 A performance bonus ranging from 5% to 14% of the all-inclusive remuneration package may be paid to an employee in recognition of outstanding performance. In determining the performance bonus the relevant percentage is based on the overall rating, calculated by using the applicable assessment-rating calculator; provided that -
- (a) a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
 - (b) a score of 150% and above is awarded a performance bonus ranging from 10% to 14%.

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9. OBLIGATIONS OF THE MUNICIPALITY

- 9.1 The Municipality will create an enabling environment to facilitate effective performance by the Director.
- 9.2 The Director will be provided with access to skills development and capacity building opportunities.
- 9.3 The Municipality will work collaboratively with the Director to solve problems and generate solutions to common problems that may impact on the performance of the Director.
- 9.4 The Municipality will make available to the Director such resources including employees as the Director may reasonably require from time to time to assist him to meet the performance objectives and targets established in terms of this Agreement; provided that it will at all times remain the responsibility of the Director to ensure that he complies with those performance obligations and targets.
- 9.5 The Director will, at his request, be delegated such powers by the Municipality as may in the discretion of the Municipality be reasonably required from time to time to enable him to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

- 10.1 The Executive Committee and / or Municipal Manager agrees to consult the Director within a reasonable time where the exercising of the Executive Committee's and / or Municipal Manager's powers will –

- 10.1.1 have a direct effect on the performance of any of the Director's functions;
- 10.1.2 commit the Director to implement or to give effect to a decision made by the Executive Committee and/or Municipal Manager;
- 10.1.3 have a substantial financial effect on the Municipality.




- 10.2 The Municipal Manager agrees to inform the Director of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable, to enable the Director to take any necessary action without delay.

11. CONSEQUENCE OF UNACCEPTABLE OR POOR PERFORMANCE

- 11.1 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 give notice to the Director to attend a meeting with the Municipal Manager.

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- 11.2 The Director will have the opportunity at the meeting to satisfy the Municipal Manager of the measures being taken to ensure that the Manager's performance becomes satisfactory in accordance with a documented programme, including any dates, for implementing these measures.
- 11.3 The Municipality will provide systematic remedial or developmental support to assist the Director to improve his/her performance.
- 11.4 If, after appropriate performance counseling and having provided the necessary guidance and/or support as well as reasonable time for improvement in performance, the Municipal Manager holds the view that the performance of the Director is not satisfactory, the Municipal Council will, subject to compliance with applicable labour legislation, be entitled by notice in writing to the Director, to terminate the Director's employment in accordance with the notice period set out in the Director's contract of employment.
- 11.5 Where there is a dispute or difference as to the performance of the Director under this Agreement, the Parties will confer with a view to resolving the dispute or difference.
- 11.6 Nothing contained in this Agreement in any way limits the right of the Municipality to terminate the Director's contract of employment with or without notice for any other breach by the Director of his obligations to the Municipality or for any other valid reason in law.
- 12. DISPUTES**
- 12.1 In the event that the Director is dissatisfied with any decision or action of the Executive Committee and/or Municipal Manager in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Director has achieved the performance objectives and targets established in terms of this Agreement, the Director may meet with the Municipal Manager with a view to resolving the issue. At the Director's request the Municipal Manager will record the outcome of the meeting in writing.
- 12.2 In the event that the Director remains dissatisfied with the outcome of that meeting, he may raise the issue in writing with the Mayor. The Mayor will determine a process within 4 (four) weeks for resolving the issue, which will involve at least providing the Director with an opportunity to state his case orally or in writing before the Mayor. At the Director's request the Mayor will record the outcome of the meeting in writing. The final decision of the Mayor on the issue will be made within 6 (six) weeks of the issue being raised with the latter and will, subject to common law and applicable labour law, be final.
- 12.3 If any dispute about the nature of the Director's performance agreement whether it relates to key responsibilities, priorities, methods of assessment or any other matter provided for cannot be resolved through an internal mechanism as contemplated above, the dispute will be mediated by the MEC for local government in the province or any other person appointed by the MEC within 30 days of receipt of a formal dispute from the Director.

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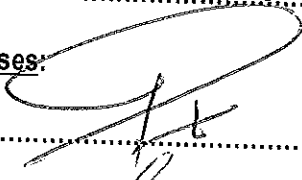


- 12.4 In the event that the mediation process contemplated above fails, the relevant arbitration clause of the contract of employment will apply.

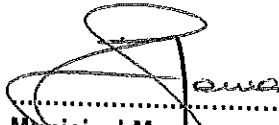
13. GENERAL

- 13.1 The contents of this Agreement and the outcome of any review conducted in terms of Annexure "A" will not be confidential, and may be made available to the public by the Municipality, where appropriate.
- 13.2 Nothing in this Agreement diminishes the obligations, duties or accountabilities of the Director in terms of his/her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

Signed at LADY GREY on this 30 day of July 2013.

As Witnesses:

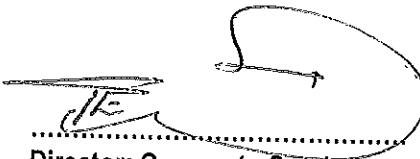
1. 
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 Municipal Manager
 SENQU LOCAL MUNICIPALITY

Signed at LADY GREY on this 31 day of July 2013.

As Witnesses:

1. Strogera
2. _____


 Director: Corporate Services
 SENQU LOCAL MUNICIPALITY

ANNEXURE “A”

PERFORMANCE PLAN



2013/2014 FINANCIAL YEAR: PERFORMANCE PLAN

DIRECTOR CORPORATE : MR. T.E WONGA

SENQU LOCAL MUNICIPALITY



SENQU MUNICIPALITY

CORPORATE SERVICES PERFORMANCE PLAN (JULY - JUNE) 2013-2014



Key: Snap assessment on likelihood of achieving annual target	
★	Annual Target Exceeded
☺	Annual target in progress / Proceeding well target will be met
☹	Missing target
☹	Under achieving on target. More work is needed
✋	On Hold/No funding
?	Assessment not possible to determine at this stage
🚧	Target under construction (Construction of new Target)
🔍	Target to be Revised and or Target Reviewed (motivation to provided in general comments)

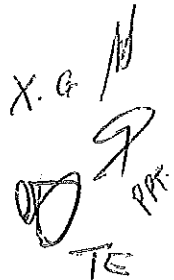
KPA 3: MUNICIPAL FINANCIAL MANAGEMENT & VIABILITY										KPA WEIGHT: 15%			
Strategic Objective	Programme	KPI Number	Key Performance Indicator	Baseline (June 2013)	Annual Target	Input	Output	Outcome	5				Responsible Person
									QRT 1	QRT 2	QRT 3	QRT 4	
To manage, control and maintain all municipal assets according to MFMA regulations and good practice	ASSET MANAGEMENT - FMV02	MFV02-01	Quarterly monitoring of Municipal Assets per Department	Non-Consistent	4 Quarterly Reports	CFO Manager Expenditure and SCM	Reports compiled	Improved Monitoring of Municipal Assets	1 Quarterly Reports	1 Quarterly Reports	1 Quarterly Reports	1 Quarterly Reports	CFO
			Reviews of All financial policies and by-laws	2012/2013 Reviewed Policies	Reviews of All Financial Policies	CFO Director Corporate	Number of policies reviewed	Improved Management of Municipal Finances			Circulation of all policies to relevant stakeholders	Review of all policies	CFO/DIRECTOR CORPORATE SERVICES
To become a financially viable municipality that is able to account for service delivery purposes	FINANCIAL MANAGEMENT - FMV03	MFV03-01	% of operational budget actually spent	2012/2013 operational budget spent	100% Expenditure	CFO Manager Expenditure and SCM	Operational budget spent	Improved Expenditure of Municipal Budgets in line with the planned targets	25%	50%	75%	100%	CFO
		MFV03-02	% Capital Budget actually spent	2012/2013 Capital budget spent	100% Expenditure	CFO Manager Expenditure and SCM	Capital budget spent	Improved Expenditure of Municipal Budgets in line with the planned targets	25%	50%	75%	100%	CFO
		MFV03-03	% of grants received actually spent	2012/2013 operational budget spent	100% Expenditure	CFO Manager Expenditure and SCM	All grants spent accordingly	Improved Expenditure of all grants received	25%	50%	75%	100%	CFO
To ensure good payroll management and implementation	PAYROLL - FMV04	MFV04-01	Stakes Management of Payroll	Ongoing	All salaries paid in time	CFO/Directory Corporate Services	Timous payment of salaries	Improved management of staff salaries and related issues	All salaries paid in time	All salaries paid in time	All salaries paid in time	All salaries paid in time	CFO/DIRECTOR CORPORATE SERVICES

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KPA 4: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT										KPA WEIGHT: 40%			
STRATEGIC OBJECTIVE	PROGRAMME	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE (JUNE 2011)	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				Responsible Person
									QRT 1	QRT 2	QRT 3	QRT 4	
To have an effective and transparent performance driven organisation capable of effective service delivery and sound administration	SKILLS DEVELOPMENT - MTID01	MTID01-01	Development and submission of the WSP	2012/2014 WSP	2014/2015 WSP Developed by 20 June 2014	Director Corporate/Manager HR	WSP Developed	Improved capacity of employees to carry out their duties				Plan Submitted to the Department of Labour	Director Corporate Services
		MTID01-02	Number of staff actually trained as per the WSP	121 Officials	4 Quarterly Reports submitted to Exco	Director Corporate/Manager HR	Training of Staff	Improved capacity of employees to carry out their duties	1 Quarterly Report	1 Quarterly Report	1 Quarterly Report	1 Quarterly Report	Director Corporate Services
		MTID01-03	Number of councillors actually trained as per the training programme	35 Councillors Trained	4 Quarterly Reports submitted to Exco	Director Corporate/Manager HR	Training of Councillors	Improved capacity of Councillors to carry out their oversight duties	1 Quarterly Report	1 Quarterly Report	1 Quarterly Report	1 Quarterly Report	Director Corporate Services
		MTID01-04	Review and Monitor Implementation of Human Resource Strategy	2011/2012 Strategy	4 Quarterly Reports submitted to Exco	Director Corporate/Manager HR	Reports developed	Improved Human Resource Practices and Capacity	1 Quarterly Report	1 Quarterly Report	1 Quarterly Report	1 Quarterly Report	Director Corporate Services
		MTID01-05	Number of community taking initiatives implemented	132 Community Members	4 Quarterly Reports submitted to Exco	Director Corporate/Manager HR	Reports developed	Skilled communities	1 Quarterly Report	1 Quarterly Report	1 Quarterly Report	1 Quarterly Report	Director Corporate Services
		MTID01-06	% of staff who meet Minimum Competency levels (as prescribed by NT)	10%	100% Compliance (Quarterly Reports submitted to Exco)	Director Corporate/Manager HR	Compliant Section 56 Managers and 100% as well as Finance Staff	Improved Capacity of Staff Members		50%		100%	Director Corporate Services

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KPA 4: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT														KPA WEIGHT: 40%			
STRATEGIC OBJECTIVE	PROGRAMME	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE (JUNE 2017)	ANNUAL TARGETS	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				Aide Evidence	Responsible Person			
									Q1/17	Q2/17	Q3/17	Q4/17					
To promote effective and inspiring governance	EMPLOYMENT EQUITY - MTID02	MTID02-01	Review and implement the Employment Equity Plan for 2017/2018	New Indicator	Approved Reviewed Plan by 30 September 2017 and 3 Quarterly Implementation Reports	Director Corporate/Manager HR	Plan Approved and Implemented	Improved Human Resource Practices	Plan Reviewed	1 Implementation Report	1 Implementation Report	1 Implementation Report	1 Council Resolution Approving the Plan	Director Corporate Services			
		MTID02-02	% compliance with the employment equity plan at the 3 highest levels of management	Top Management 100% Middle Managers 90% Supervisors and Officers 40%	100 % in 4 Compliance Reports submitted to EEOC	Director Corporate/Manager HR	Compliance with Employment Equity Plan	Compliance with the Employment Equity Act	1 Quarterly Report	1 Quarterly Report	1 Quarterly Report	1 Quarterly Report	2 Reports to EEOC	Director Corporate Services			
To have an effective and transparent performance driven organisation capable of effective service delivery and sound administration	RECRUITMENT, SELECTION AND EMPLOYMENT - MTID03	MTID03-01	Number of budget departmental positions filled within 3 months after being vacant	5 Positions (Infill, Special)	4 Quarterly Reports on all positions filled within 3 months of being vacant	Director Corporate/Manager HR	Reports on filling of vacancies	Improved Human Resource Management	1 Quarter Report	1 Quarter Report	1 Quarter Report	1 Quarter Report	4 Quarterly Reports submitted to Top Management	Director Corporate Services			
		MTID03-02	Number of departmental budgeted vacant positions filled	55 Positions with identification of 40	4 Quarterly Reports on all budgeted positions filled	Director Corporate/Manager HR	Reports on filling of vacancies	Improved Human Resource Management	Quarter Report	Quarter Report	Quarter Report	Quarter Report	5 Quarterly Reports submitted to Top Management	Director Corporate Services			
		MTID03-03	Install the Electronic Clock in System	New Indicator	System installed by 31 December 2017	Director Corporate/Manager Council Support R200000	1 System installed	Improved Human Resource Management	Advise for the System	Purchase the system				Proof of purchase	Director Corporate Services		
To build a healthy, effective workforce and competent and effective workforce	EMPLOYEE WELLNESS PROGRAMME - MTID04	MTID04-01	Number of reports on the functionality of the employee wellness programme	1 Report	4 Quarterly Reports submitted to EEOC	Director Corporate/Manager HR	Report submitted	Improved Human Resource Management	1 Quarterly Report	1 Quarterly Report	1 Quarterly Report	1 Quarterly Report	4 Reports to EEOC	Director Corporate Services			
To promote fair fair Labour Practices	LOCAL LABOUR FORUM - MTID05	MTID05-01	Number of LFF meetings	4 Meetings were held	4 LFF Meetings held	Director Corporate/Manager HR	All Meetings held	Improved Human Resource Management	1 Meeting	1 Meeting	1 Meeting	1 Meeting	4 Reports to EEOC	Director Corporate Services			



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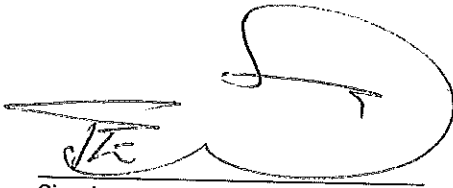
KPA 4: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT										KPA WEIGHT:40%				
STRATEGIC OBJECTIVE	PROGRAMME	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE (JUNE 2013)	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				Audit Evidence	Responsible Person
									Q1/13	Q2/13	Q3/13	Q4/13		
To ensure coherent and transparent decision making within the municipality	ADMINISTRATION - MTID10	MTID10-01	% of Council/Executive Management resolutions tracked	2012/2013 Tracking Report	100% Quarterly compliance	Director Corporate Manager Council Support	Reports compiled	Improved Implementation of Council Resolutions	100% Quarterly compliance	100% Quarterly compliance	100% Quarterly compliance	100% Quarterly compliance	Tracking Report to Exec/Council	Director Corporate Services
		MTID10-02	Number of Council meetings held	4 Meetings	4 Meetings	Director Corporate Manager Council Support	All Meetings organised	Improved Oversight of Council and Decision Making	1 Meeting	1 Meeting	1 Meeting	1 Meeting	Agenda and minutes	Director Corporate Services
		MTID10-03	Number of Exec meetings held	10 Meetings	10 Meetings	Director Corporate Manager Council Support	All Meetings organised	Improved Oversight of Council and Decision Making	2 Meetings	2 Meetings	2 Meetings	3 Meetings	Agenda and minutes	Director Corporate Services
		MTID10-04	Consolidation of Institutional Procedure Manuals	New Indicator Manual by 31 December 2013	Approved Procedure Manual by 31 December 2013	Director Corporate Manager Council Support	Institutional Procedure Consolidated	Improved Municipal Systems	Consolidated Procedure Manual				Approved Consolidated Procedure Manual	Director Corporate Services

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KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION										KPA WEIGHT: 25%			
Strategic Objective	Programme	KPI Number	Key Performance Indicator	Baseline (June 2013)	Annual Target	Input	Output	Outcome	Quarterly Targets				Responsible Person
									QRT 1	QRT 2	QRT 3	QRT 4	
To promote and improve good governance practices within the Municipality	RISK GG01	GG01-01	Quarterly update of Risk Register	4 Quarterly Reports	4 Quarterly Reports on the updating of the register	Director IPME/Chief Manager Governance and Compliance/Risk Incent	Completed Risk Reports	Reduced Risk in the Municipality	1 Quarterly Report	1 Quarterly Report	1 Quarterly Report	1 Quarterly Report	Director IPME
		GG01-02	1 Performance Agreements signed by Section 36 Manager (Director Governance and Compliance) and the Municipal Manager	1 Performance Agreements for 2012/2013	1 Signed Performance Agreements by 31 July 2013	Director IPME/Manager Governance and Compliance/Monitoring and Compliance Officer	Actual number of signed performance agreements	Improved Performance Monitoring and Reporting	1 Signed Performance Agreements				Director IPME
Improved performance management and monitoring within the Municipality	PERFORMANCE MANAGEMENT - GG02	GG02-01	2 signed performance agreements of middle management	New Indicator	2 Signed Performance Agreements 31 July 2013	Director IPME/Manager Governance and Compliance/Monitoring and Compliance Officer	Actual number of signed performance agreements	Improved Performance Monitoring and Reporting	2 signed Performance Agreements				Director IPME
		GG02-04	4 Quarterly performance reports prepared and submitted to the Municipal Manager and Mayor within 7 working days after the end of the quarter	4 Performance Monitoring Reports for 2012/2013	4 Performance Reports submitted to Eexec	Director IPME/Manager Governance and Compliance/Monitoring and Compliance Officer	Actual number of performance reports submitted	Improved Performance Monitoring and Reporting	1 Performance Reports submitted to Eexec	1 Performance Reports submitted to Eexec	1 Performance Reports submitted to Eexec	1 Performance Reports submitted to Eexec	Director IPME
Improved performance management and monitoring within the Municipality	PERFORMANCE MANAGEMENT - GG02	GG02-05	5 Sectional Managers performance reports prepared and submitted to Directors within 5 working days after the end of the quarter	New Indicator	5 Quarterly Sectional Performance Reports submitted to Directors	Director IPME/Manager Governance and Compliance/Monitoring and Compliance Officer	Actual number of performance reports submitted	Improved Performance Monitoring and Reporting	2 Quarterly Sectional Reports	3 Quarterly Sectional Reports	2 Quarterly Sectional Reports	2 Quarterly Sectional Reports	Director IPME

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I, Toto Eadie Wonga the Director Corporate Services of Senqu Local Municipality, hereby accept this plan as a basis of monitoring my performance during the 2013/2014 financial year. I accept that the indicators and targets as presented in the performance plan are accurate and that I have been given the opportunity to provide inputs in their development.

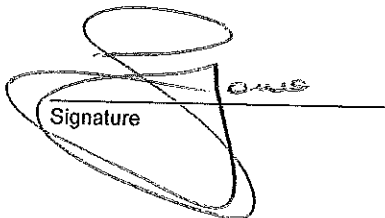


Signature

30-07-2013
Date

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I, Mxolisi Maxson Yawa the Municipal Manager of the Senqu Municipality approve this performance plan in terms of the requirements of the Local Government: Municipal Systems Act of 2000 and amendments thereof.



Signature

31-07-2013
Date