

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. Christoffel Rudolph Venter
the Director: Financial Services
SENQU LOCAL MUNICIPALITY
("the Director")**

**for the financial year:
1 July 2014 to 30 June 2015**

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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 July 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: Community 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82 of the Local Government: Municipal Structures Act, No. 117 of 1998 as amended by Section 121 of Act 32 of 2000 and repealed by section 15 of Act 7 of 2011.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 2014 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
BASIC SERVICE DELIVERY	10%
MUNICIPAL FINANCIAL VIABILITY	40%
MUNICIPAL TRANSFORMATION	20%
GOOD GOVERNANCE	10%
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	X
Change Management		
Knowledge Management		
Service Delivery Innovation		
Problem Solving and Analysis		
People Management and Empowerment	compulsory	X
Client Orientation and Customer Focus	compulsory	X
Communication		
Honesty and Integrity		X
CORE OCCUPATIONAL COMPETENCIES (COCs)		
Competence in Self Management		
Interpretation of and implementation within the legislative and national policy frameworks		
Knowledge of Developmental Local Government		
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:
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- 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.

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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.
- 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.

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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%.

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.

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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.
- 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.

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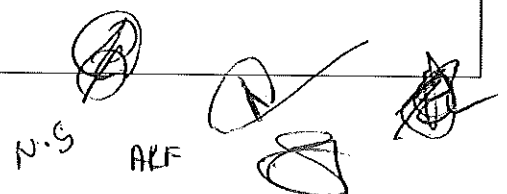
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- 12.3 If any dispute about the nature of the Director's performance agreement whether it relates to key responsibilities, priorities, methods of assessment or any other matter provided for cannot be resolved through an internal mechanism as contemplated 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.
- 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.

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Signed at Lady Grey on this 22 day of July 2014.

As Witnesses:

1. P. Seem
2. [Signature]
3. _____

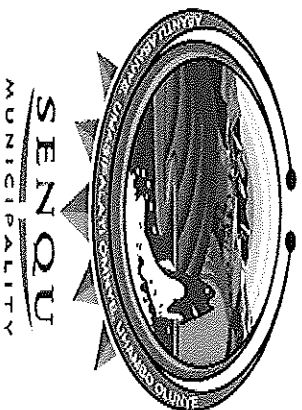
[Signature]
Municipal Manager of the
SENQU LOCAL MUNICIPALITY

Signed at LADY GREY on this 22 day of July 2014.

As Witnesses:

1. [Signature]
2. [Signature]

[Signature]
Director: Financial Service
SENQU LOCAL MUNICIPALITY



2014/2015 FINANCIAL YEAR: PERFORMANCE PLAN

CFO: MR CR VENTER

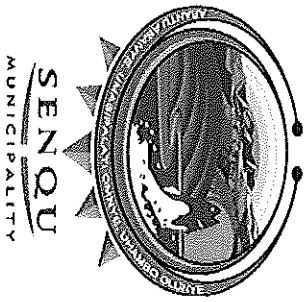
OFFICE OF THE MUNICIPAL MANAGER:
SENQU LOCAL MUNICIPALITY

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FINANCE PERFORMANCE PLAN (JULY - JUNE) 2014-2015

Key: Star assessment on likelihood of achieving annual target	
★	Annual Target Exceeded
☆	Annual/Quarterly Target Met
⦿	Target Proceeding/Partially Met
⚡	Not Met/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)

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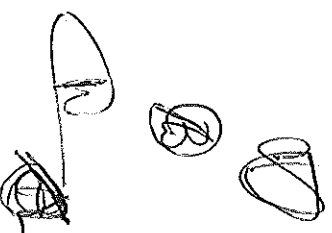
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KPA 1: BASIC SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT										KPA WEIGHT: 10%				
STRATEGIC OBJECTIVE	IDP Programme Number	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE (JUNE 2014)	ANNUAL TARGET	REPORT	OUTPUT	OUTCOME	QUARTERLY TARGETS				ADDITIONAL EVIDENCE	Responsible Person
									QRT 1	QRT 2	QRT 3	QRT 4		
To effectively manage the adherence of traffic rules within the municipality	TRAFFIC - BSD01	BDS01-01	Registration and Licensing of Vehicles	2013/2014 Reports	2013/2014 Reports	12 Monthly Reports on Registered and Licensed Vehicles	E Natis System / Face values /	Improved no of legally compliant registered vehicles	2 Monthly Reports (July - August)	2 Monthly Reports (Sep - Oct)	4 Monthly Reports (Nov - Feb)	4 Monthly Reports (Mar - Jun)	12 Reports submitted for Standing Committee Consideration	CFO
		BDS01-02	Testing for Learners and Drivers Licences	2013/2014 Reports	2013/2014 Reports	12 Monthly Reports on Registered and Licensed Vehicles	Registered Traffic Officers / E Natis / Face Values	Increased numbers of legally registered drivers within the municipality	2 Monthly Reports (July - August)	2 Monthly Reports (Sep - Oct)	4 Monthly Reports (Nov - Feb)	4 Monthly Reports (Mar - Jun)	12 Reports submitted for Standing Committee Consideration	CFO
		BDS01-03	Roadworthy Testing of Vehicles in Barkly East	2013/2014 Reports	New Indicator	12 Monthly Reports on Roadworthy Testing of Vehicles	Certified Testing Station / E Natis / Face Value	Improved number of roadworthy vehicles	2 Monthly Reports (July - August)	2 Monthly Reports (Sep - Oct)	4 Monthly Reports (Nov - Feb)	4 Monthly Reports (Mar - Jun)	12 Reports submitted for Standing Committee Consideration	CFO
		BDS01-04	Updating of the Indigent Register	2013/2014 Register	Update the Annual Register	Director Community/Manager Community Services	Approved and updated Indigent register	Equal delivery of service to the community of Senqu Municipality	2 Monthly Reports (July - August)	2 Monthly Reports (Sep - Oct)	4 Monthly Reports (Nov - Feb)	4 Monthly Reports (Mar - Jun)	12 Reports submitted for Standing Committee Consideration	CFO/Director Technical Services
To provide economical and appropriate services for the poor	FREE BASIC SERVICES BSD10	BSD10-01												

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KPA 3: MUNICIPAL FINANCIAL MANAGEMENT & VIABILITY											KPA WEIGHT: 40%			
STRATEGIC OBJECTIVE	PROGRAMME	KEY PERFORMANCE INDICATOR	BASELINE CURRENT	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				AUDIT EVIDENCE	Responsible Person	
								QRT 1	QRT 2	QRT 3	QRT 4			
To ensure the efficient and effective procurement	SUPPLY CHAIN MANAGEMENT (ADMINISTRATION AND REPORTING) - MFMV01	MFMV01-01	Monitoring of the implementation of departmental demand management plans	2013/2014 Implementation Report	4 Quarter Departmental Demand Management Plan Status Reports	Departmental Demand Plans	Quarterly Reporting on the monitoring of Demand Plans	Improved Expenditure of Municipal Budgets and Control	1 Quarterly Report (July - August)	1 Quarterly Report (Sep - Nov)	1 Quarterly Report (Dec - Feb)	1 Quarterly Report (Mar - Jun)	4 Reports submitted for Standing Committee Consideration	CFO
		MFMV01-02	Establishment of the Contract Register for above R200 000 tenders and monitoring of those contracts	2013/2014 Implementation Report	Contract Registers and 4 Quarterly Reports	S.L.A.s/Contracts from Departments	Monthly Monitoring Reports	Improved Management of Supply Chain Processes	Contract Register Report (July - August)	1 Quarterly Report (Sep - Nov)	1 Quarterly Report (Dec - Feb)	1 Quarterly Report (Mar - Jun)	4 Reports submitted for Standing Committee Consideration	CFO
		MFMV01-03	Number of tenders adjudicated within 3 months of advertisement	2013/2014 Adjudication Report	4 Quarterly Reports on adjudicated tenders	Evaluation Report	Quarterly Adjudication Reports	Improved Management of Supply Chain Processes	1 Quarterly Report (July - August)	1 Quarterly Report (Sep - Nov)	1 Quarterly Report (Dec - Feb)	1 Quarterly Report (Mar - Jun)	4 Reports submitted for Standing Committee Consideration	CFO

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KPA 3: MUNICIPAL FINANCIAL MANAGEMENT & VIABILITY													KPA WEIGHT: 40%			
STRATEGIC OBJECTIVE	PROGRAMME	KEY PERFORMANCE INDICATOR	BASELINE VALUE 2014	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				Auth Evidence	Responsible Person			
								QRT 1	QRT 2	QRT 3	QRT 4					
To manage, control and maintain all municipal assets according to MFMA regulations and good assets management practices	ASSET MANAGEMENT- MFMV02	MFMV02-01	Monitoring of Municipal Assets per Department	2013/2014 Monitoring Reports	4 Quarterly Reports on Additions and 1 Annual Report on Disposal	Additions Register	4 Quarterly Reports on Additions and one Report on Disposals	Improved management of municipal assets	1 Quarterly Report (July - August)	1 Quarterly Report (Sep - Nov)	1 Quarterly Report (Dec - Feb)	1 Quarterly Report (Mar - Jun) and 1 Annual Report on Disposal	4 Reports submitted for Standing Committee Consideration	CFO		
		MFMV03-01	Reporting of Unauthorised, Irregular, Fruitless and Wasteful expenditure and Minor Breaches	New Indicator	Quarterly Reporting of Unauthorised, Irregular, Fruitless and Wasteful expenditure and Minor Breaches	All Directors	4 Quarterly Reports of Unauthorised, Irregular, Fruitless and Wasteful expenditure and Minor Breaches	Improved management of municipal finances	1 Quarterly Report (July - August)	1 Quarterly Report (Sep - Nov)	1 Quarterly Report (Dec - Feb)	1 Quarterly Report (Mar - Jun)	4 Reports submitted for Standing Committee Consideration	CFO		
		MFMV03-02	Compilation and submission of Legislatively Compliant AFS	2012/2013 AFS	Compilation of 2013/2014 AFS by 31 August 2014	R000/ All Directors	Legislatively compliant AFS	Improved reporting on public funds	Submission of 2013/2014 AFS by 31 August 2014				Proof of submission of AFS to the Auditor General	CFO		
		MFMV03-03	Review of adopted financial policies annually	2013/2014 Reviewed Policies	Reviewed Financial Policies	All Directors	Legislatively compliant policies	Improved management of public funds				Review of adopted financial policies	Reviewed Policies submitted to the Standing Committee.	CFO		
		MFMV03-04	% of operational budget actually spent	2013/2014 Operational Budget Actually Spent	Report on 100% Expenditure of the Operational Budget	R000/ Financial System/ All Directors	Monitoring and implementation of the budget	Improved management of public funds and delivery of services	1 Quarterly Report (July - August)	1 Quarterly Report (Sep - Nov)	1 Quarterly Report (Dec - Feb)	1 Quarterly Report (Mar - Jun) and 1 Annual Report on Disposal	4 Reports submitted for Standing Committee Consideration	CFO		
		MFMV03-05	% Capital budget actually spent	2013/2014 Capital Budget Actually Spent	Report on 100% Expenditure of the Capital Budget	R000/ Financial System/ All Directors	Monitoring and implementation of the budget	Improved management of public funds and delivery of services	1 Quarterly Report (July - August)	1 Quarterly Report (Sep - Nov)	1 Quarterly Report (Dec - Feb)	1 Quarterly Report (Mar - Jun) and 1 Annual Report on Disposal	4 Reports submitted for Standing Committee Consideration	CFO		
To become a financial viable municipality that is able to account and report on all monies spent for service delivery purposes	FINANCIAL MANAGEMENT - MFMV03	MFMV03-06	% of Conditional grants received actually spent	2013/2014 Conditional Grants Actually Spent	Report 100% Expenditure on Conditional grants received	R000/ Financial System/ All Directors	Monitoring and implementation of the budget	Improved management of public funds and delivery of services	1 Quarterly Report (July - August)	1 Quarterly Report (Sep - Nov)	1 Quarterly Report (Dec - Feb)	1 Quarterly Report (Mar - Jun) and 1 Annual Report on Disposal	4 Reports submitted for Standing Committee Consideration	CFO		

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KPA 3: MUNICIPAL FINANCIAL MANAGEMENT & VIABILITY										KPA WEIGHT: 40%				
STRATEGIC OBJECTIVE	PROGRAMME	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE (Q1/2014)	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				Audit Evidence	Responsible Person
									QRT 1	QRT 2	QRT 3	QRT 4		
To become a financial viable municipality that is able to account and report on all monies spent for service delivery purposes	FINANCIAL MANAGEMENT - MFMV03	MFMV03-05	% Capital budget actually spent	2013/2014 Capital Budget Actually Spent	Report on 100% Expenditure of the Capital Budget	R000/ Financial System/ All Directors	Monitoring and Implementation of the budget	Improved management of public funds and delivery of services	1 Quarterly Report (July - August)	1 Quarterly Report (Sep - Nov)	1 Quarterly Report (Dec - Feb)	1 Quarterly Report (Mar - Jun) and 1 Annual Report on Disposal	4 Reports submitted for Standing Committee Consideration	CFO
		MFMV03-06	% of Conditional grants received actually spent	2013/2014 Conditional Grants Actually Spent	Report 100% Expenditure on Conditional grants received	R000/ Financial System/ All Directors	Monitoring and Implementation of the budget	Improved management of public funds and delivery of services	1 Quarterly Report (July - August)	1 Quarterly Report (Sep - Nov)	1 Quarterly Report (Dec - Feb)	1 Quarterly Report (Mar - Jun) and 1 Annual Report on Disposal	4 Reports submitted for Standing Committee Consideration	CFO
		MFMV03-07	Correct billing of consumers	2013/2014 verified actual correct billing reported	100% Correct billing of consumers with a 2% variance factor	R 0000 /Financial System/	Number of consumers correctly billed	Improved Revenue collection and management of municipal financial resources	2 Monthly Reports (July - August)	2 Monthly Reports (Sep - Oct)	4 Monthly Reports (Nov - Feb)	4 Monthly Reports (Mar - Jun)	12 Reports submitted for Standing Committee Consideration	CFO
		MFMV03-08	Actual revenue collected	2013/2014 Total Revenue collected	4 Quarterly Reports on the Collected Revenue	Financial System	Total Planned Revenue collected	Improved Revenue collection and management of municipal financial resources	1 Quarterly Report (July - August)	1 Quarterly Report (Sep - Nov)	1 Quarterly Report (Dec - Feb)	1 Quarterly Report (Mar - Jun)	4 Reports submitted for Standing Committee Consideration	CFO
		MFMV03-09	Financial viability as expressed by the ratios in the gazette.	New Indicator	1 Annual Report on the Ratios	Financial System /All Directors	Report on Ratios	Improved management of municipal financial and other resources					1 Annual Report on Ratios	1 Annual Report submitted for Standing Committee Consideration
To ensure good payroll management and Implementation	PAYROLL - MFMV04	MFMV04-01	Management of Payment of Salaries	2013/2014 Payroll Reports	12 Reports on All salaries paid monthly	Financial System / Payroll amendment reports	Report on the payment of salaries	Improved management of municipal financial	2 Monthly Reports (July - August)	2 Monthly Reports (Sep - Oct)	4 Monthly Reports (Nov - Feb)	4 Monthly Reports (Mar - Jun)	12 Reports submitted for Standing Committee Consideration	CFO

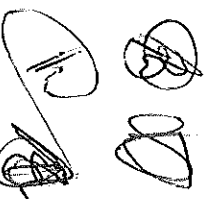
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KPA 3: MUNICIPAL FINANCIAL MANAGEMENT & VIABILITY										KPA WEIGHT: 40%				
STRATEGIC OBJECTIVE	PROGRAMME	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE (JUNE 2014)	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				AUDIT EVIDENCE	RESPONSIBLE PERSON
									QTR 1	QTR 2	QTR 3	QTR 4		
To provide a credible budget	BUDGET COMPILATION - MFMV05	MFMV05-01	Completion of the Annual budget 2015/2016	2014/2015	2015/2016 MFMA Compliant budget by 31 May 2015	Financial System/ All Directors /Dora / Legislative Directives /R000	MFMA Compliant budget	Improved Municipal Financial Planning			1. Draft Budget compiled and tabled; 2. Notice of the Budget within 10 days after tabling	1. Final Draft Budget compiled and submitted for Council approval; 2. Notice of the Budget with 10 days after tabling	1. Council Resolution Considering the Draft and Final budget; 2. Notices of both budgets	CFO
		MFMV05-02	Adjustment budget by 28 February 2015	2013/2014	MFMA Compliant 2014/2015 Adjusted budget	Financial System/ All Directors / Legislative Directives	MFMA Compliant adjusted budget	Improved Municipal Financial Planning			1. Adjustment of the budget; 2. Notice informing the public of the adjustment within 10 days after the approval			CFO
	REPORTING - MFMV06	MFMV06-01	Development and submission of the section 71 report	12 section 71 reports for 2013/2014	MFMA Compliant Section 71	Financial System / Treasury Template / All Directors	Compliance with Treasury Regulations and the MFMA	Improved Financial Management and Reporting	2 Monthly Reports (July - August)	2 Monthly Reports (Sep - Oct)	4 Monthly Reports (Nov - Feb)	4 Monthly Reports (Mar - Jun)	12 Reports submitted for Standing Committee Consideration	CFO
To ensure that reporting is consistent with what is actually happening in the municipality and enhance financial monitoring														

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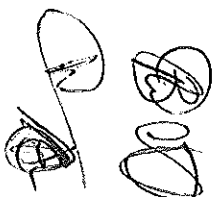
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KPA 3: MUNICIPAL FINANCIAL MANAGEMENT & VIABILITY											KPA WEIGHT: 40%			
STRATEGIC OBJECTIVE	PROGRAMME	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE (JUNE 2014)	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				Audit Evidence	Responsible Person
									QRT 1	QRT 2	QRT 3	QRT 4		
To provide a reliable and effective ICT system	IT - MFMV07	MFMV07-01	Reviewal of the Disaster Recovery Plan	2013/2014 Review	Reviewed Disaster Recovery Plan	Risk Officer / Software Service Provider Inputs	Reviewed Disaster Recovery Plan	Secured IT date			Reviewal of the Disaster Recover Plan		Council Resolution considering the plan	CFO
		MFMV07-02	Reviewal of the IT Security Policy	2013/2014 Review	Reviewed IT Security Policy	All Directors	Reviewed IT Security Policy				Reviewal of the IT Security Policy		Council Resolution considering the policy	CFO
		MFMV07-03	Systems downtime for emails, intranet and internet as a result of hardware or network failure	> 3 hrs per incident	12 Systems Downtime Monitoring Reports for File Server, Backup domain controller, Corning Server, Cloud Server, Email Server	All Directors	Server Downtime monitored	Improved IT Management	2 Monthly Reports (July - August)	2 Monthly Reports (Sep - Oct)	4 Monthly Reports (Nov - Feb)	4 Monthly Reports (Mar - Jun)	12 Reports submitted for Standing Committee Consideration	CFO
		MFMV07-04	Monitoring and Maintenance of the Servers	New Indicator	4 Monitoring and Maintenance Reports on Servers	CFO/IT Administrator	Maintained Servers	Improved IT Management	1 Quarterly Report (July - August)	1 Quarterly Report (Sep - Nov)	1 Quarterly Report (Dec - Feb)	1 Quarterly Report (Mar - Jun)	4 Reports submitted for Standing Committee Consideration	CFO

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KPA 4: MUNICIPAL TRANSFORMATION & INSTITUTIONAL DEVELOPMENT										KPA WEIGHT: 20%				
STRATEGIC OBJECTIVE	PROGRAMME	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE (JUNE 2010)	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				ATTENDANCE	RESPONSIBLE PARTY
									QTR 1	QTR 2	QTR 3	QTR 4		
To have an effective and Transparent performance driven organisation capable of effective service delivery and sound administration	SKILLS DEVELOPMENT - MTID01	MTID01-06	Number of Finance interns appointed in accordance with FMS standards	2013/2014 Finance intern database	2013/2014 Reports	Director Corporate/Manager HR	Experienced young graduates	Work ready graduates	Report on the Finance intern appointed				Report on the interns appointed in terms FMS standards submitted to council	Director Corporate Services/CFO
To have an effective and Transparent performance driven organisation capable of	RECRUITMENT, SELECTION AND EMPLOYEE MANAGEMENT -	MTID03-02	Number of critical posts filled within 3 months of being vacant	2013/2014 Reports on posts filled within 3 months of being vacant	4 Quarterly Reports on the number of posts filled within 3 months of being vacant	Director Corporate/Manager HR	Reports compiled	Effective Human Resource Management	1 Quarterly Report (July - August)	1 Quarterly Report (Sep - Nov)	1 Quarterly Report (Dec - Feb)	1 Quarterly Report (Mar - Jun)	4 Reports submitted for Standing Committee Consideration	ALL
To have an effective and Transparent performance driven organisation capable of	PERFORMANCE MANAGEMENT AND REPORTING -	MTID11-07	Completion and tabling of the Mid-Year Performance Report (MYR)	2013/2014 Mid-Year Performance Report	2014/2015 Mid-Year Performance Report compiled, tabled by 25 January 2015	Director IPME/Manager Governance and Compliance	Mid-Year Report Compiled	Structured and Improved Planning, Monitoring and Evaluation			Completion of the Mid-Year Performance Report		Council Resolution Approving the Report	Director IPME/CFO
To undertake holistic integrated development and spatial planning	INTEGRATED DEVELOPMENT PLANNING - MTID13	MTID13-02	Development of the IDP and Budget Process Plan for 2016/2017 review	2015/2016 IDP and Budget Process Plan	Development of the 2016/2017 IDP and Budget Process Plan	Director IPME/Manager IPED	Process Plan Developed	Improved Planning of Municipal Programmes and timing thereof	Process Plan tabled by	31 August 2014			Council Resolution Approving the Plan	Director IPME/CFO
		MTID13-04	Number of IDP and Budget Representative Steering Committee meetings held	2013/2014 Meetings	4 Meetings Held	Director IPME/CFO/Manager IPED/Manager BTO	Meetings Held	Improved Budgeting	1 Meeting	1 Meeting	1 Meeting	1 Meeting	1 Attendance Register, 2. Minutes of Meetings	Director IPME/CFO

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KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION										KPA WEIGHT:10%				
STRATEGIC OBJECTIVE	PROGRAMME	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE (JUNE 2014)	ANNUAL TARGET	APPROPRIATE	CURRENT	OUTCOME	QUARTERLY TARGETS				Audit Evidence	Responsible Person
									QRT 1	QRT 2	QRT 3	QRT 4		
To ensure coherent and transparent decision making within the municipality	OVERSIGHT - GGPP03	GGPP03-05	Number of Council meetings attended	4 Meetings	4 Meetings	Director Corporate/ Manager Council Support	Meetings Held	Improved Oversight of Council and Decision Making	1 Meeting	1 Meeting	1 Meeting	1 Meeting	1. Agenda, 2. Minutes	ALL
		GGPP03-06	Number of Exco meetings attended	11 Meetings	11 Meetings	Director Corporate/ Manager Council Support	Meetings Held	Improved Oversight of Council and Decision Making	3 Meetings	3 Meetings	3 Meetings	3 Meetings	1. Agenda, 2. Minutes	ALL
		GGPP03-07	4 Municipal Public Accounts Committee meetings attended as per the invitation	2013/2014 Meetings	12 Meetings Held	MM/COO	Meetings Held	Enhance oversight over Municipal functioning	3 Meetings	3 Meetings	3 Meetings	3 Meetings	1. Agenda, 2. Minutes	Municipal Manager/All Directors
		GGPP03-08	4Audit and Performance Committee meetings attended	2013/2014 Meetings	4 Meetings Held	MM/SAE	Meetings Held	Enhance oversight over Municipal functioning	1 Meeting	1 Meeting	1 Meeting	1 Meeting	1. Agenda, 2. Minutes	Municipal Manager/All Directors
To promote and instill good governance and oversight														

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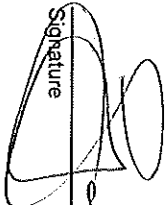


I, Chibozo Mphahlele the Director Finance hereby accept this plan as a basis of monitoring my performance during the 2013/2014 financial year. I accept that the indicators and targets as presented in the performance plan are accurate and that I have been given the opportunity to provide inputs in their development.


Signature

22 June 2014
Date

I, Mxolisi Nauds 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

22 June 2014
Date