

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 Service
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 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: 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82 of the Local Government: Municipal Structures Act, No. 117 of 1998 as amended by Section 121 of Act 32 of 2000 and repealed by section 15 of Act 7 of 2011.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		X
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		
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.

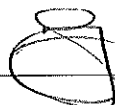
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8. EVALUATING PERFORMANCE AND THE MANAGEMENT OF EVALUATION OUTCOMES

- 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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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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- 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.

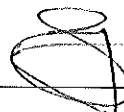
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Signed at Lady Grey on this 22 day of July 2014.

As Witnesses:

1. W. Gear
2. W. Poliphant

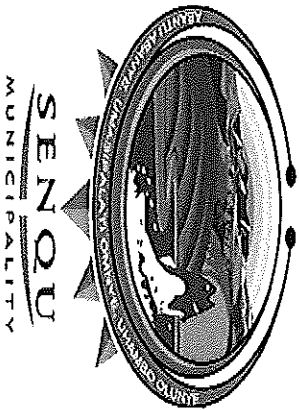
[Signature]
Municipal Manager of the
SENQU LOCAL MUNICIPALITY

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

As Witnesses:

1. [Signature]
2. [Signature]

[Signature]
Director: Corporate Services
SENQU LOCAL MUNICIPALITY



2014/2015 FINANCIAL YEAR: PERFORMANCE PLAN

DIRECTOR: CORPORATE SERVICES
OFFICE OF THE MUNICIPAL MANAGER:
SENQU LOCAL MUNICIPALITY



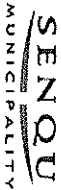










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Key: Ship assessment on likelihood of achieving annual target	
	Annual Target Exceeded
	Annual/Quarterly Target Met
	Target Proceeding/ Partially Met
	Not Met/More work is needed
	On Hold/No funding
	Assessment not possible to determine at this stage
	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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KPA 3: MUNICIPAL FINANCIAL MANAGEMENT & VIABILITY														KPA WEIGHT: 5%			
STRATEGIC OBJECTIVE	PROGRAMME	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASLINE (Q1/2014)	ANNUAL TARGET	INPUT	SUPPORT	OUTCOME	QUARTERLY TARGETS				AUTH EVIDENCE	Responsible Person			
To ensure the efficient and effective procurement A180-A192 of goods and services	SUPPLY CHAIN MANAGEMENT (ADMINISTRATIO N AND REPORTING) -	MFMV01-21	Purchase of 1 Light Delivery Vehicle for Corporate Services	New Indicator	1 LDV purchased by 31 December 2014	Director Corporate Services/Manager Administration (R 300 000)	Improved management of waste section	Enhanced Machinery to better service delivery	QRT 1	QRT 2	QRT 3	QRT 4	Proof of purchase	Director Corporate Services			
									Advertise for the	Acquiring of Service Provider through SCM process and Purchase							

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KPA 4: MUNICIPAL TRANSFORMATION & INSTITUTIONAL DEVELOPMENT													KPA WEIGHT: 50%			
STRATEGIC OBJECTIVE	PROGRAMME	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE DATE 2014	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				ANALYTICAL EVIDENCE	RESPONSIBLE PERSON		
									QTR 1	QTR 2	QTR 3	QTR 4				
To promote effective and inspiring governance	EMPLOYMENT EQUITY - MTID02	MTID02-01C24C249:D253	Review and Implement the Employment Equity Plan for 2014/2015	2013/2014 Employment Equity Plan	Reviewed Plan and 10 Reports	Director Corporate Services/ Manager Human Resources	Plan developed and implemented	Equal Employment Opportunities for all		Plan Reviewed 3 Monthly Reports (Sep - Nov)	3 Monthly Reports (Dec - Feb)	4 Monthly Reports (Mar - Jun)	10 Monthly Reports submitted for Standing Committee Consideration and the Reviewed Plan submitted to the DOL	Director Corporate Services		
		MTID02-02	Number of employees employed in accordance with the Employment Equity targets	2013/2014 Report	4 Quarterly Reports on the number of people Employed in terms of the approved Employment Equity Plan	Director Corporate/Manager HR	Reports compiled	Balanced Equity in the employment of the municipality	1 Quarterly Report (July - Aug)	1 Quarterly Report (July - Aug)	1 Quarterly Report (Sep - Nov)	1 Quarterly Report (Dec - Feb)	4 Reports submitted for Standing Committee Consideration	Director Corporate Services		


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KPA 4: MUNICIPAL TRANSFORMATION & INSTITUTIONAL DEVELOPMENT										KPA WEIGHT: 50%				
STRATEGIC OBJECTIVE	PROGRAMME	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASLINE (JUNE 2015)	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				Audit Evidence	Responsible Person
To have an effective and Transparent performance driven organisation capable of effective service delivery and sound administration	RECRUITMENT,SELECTION AND EMPLOYEE MANAGEMENT - MTID03	MTID03-01	Review of the organogram	2011 Approved Organogram	Organogram reviewed by 17 January 2015	Director Corporate Services/ Manager Human Resources	Organogram developed	Improved Recruitment of staff in the municipality			Draft Organogram submitted to the Municipal Manager for tabling to Council		Proof of submission to the Municipal Manager	Director Corporate Services
		MTID03-02	Number of critical posts filled within 3 months of being vacant	2013/2014 Reports on posts filed within 3 months of being vacant	4 Quarterly Reports on the number of posts filed 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	Director Corporate Services
		MTID03-03	Review of the staff establishment inline with Cogta Regulations	New Indicator	Cogta Regulations Compliant Staff Establishment	Director Corporate/Manager HR	New Staff establishment in terms of the Cogta regulations	Effective Human Resource Management	Appointment of the Service Provider		Tabling of the reviewed staff establishment inline to Council by 31 January 2015		1. Letter Appointing the service provider. 2. Council Resolution Approving the Staff Establishment	Director Corporate Services
		MTID03-04	Install Phase 2 Electronic Clock System in the remaining municipal offices	Electronic System installed in all Municipal Offices	review and implement the Employment Equity Plan	Director Corporate/Manager HR (250 000)	Not Yet Applicable	Effective Human Resource Management	System installed				Project Completion Certificate	Director Corporate Services

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KPA 4: MUNICIPAL TRANSFORMATION & INSTITUTIONAL DEVELOPMENT											KPA WEIGHT: 50%			
STRATEGIC OBJECTIVE	PROGRAMME	KPI NUMBER	KPI PERFORMANCE INDICATOR	BASIS/MEASUREMENT (JULY 2014)	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				Audit Evidence	Responsible Person
To build a healthy, competent and effective workforce	EMPLOYEE WELLNESS PROGRAMME - MTID04	MTID04-01	Number of reports on the functionality of the employee wellness programme	Functionality Reports for 2013/2014	4 Quarterly Reports on the Implementation of Employee Wellness Programmes	Director Corporate/Manager HR	Actual Wellness Programmes Implemented	Improved state of Municipal Employees	QRT 1	QRT 2	QRT 3	QRT 4	4 Reports submitted for Standing Committee Consideration	Director Corporate Services
									1 Quarterly Report (July - Aug)	1 Quarterly Report (July - Aug)	1 Quarterly Report (Sep - Nov)	1 Quarterly Report (Dec - Feb)		
To provide a healthy and safe working environment	OCCUPATIONAL HEALTH AND SAFETY - MTID05	MTID05-01	Conduct OHS inspections in	2013/2014 Inspection Reports	4 Quarterly Inspection Reports	Director Corporate/Manager HR	Number of inspections held	Improved working Environment of Municipal Employees	1 Quarterly Report (July - Aug)	1 Quarterly Report (July - Aug)	1 Quarterly Report (Sep - Nov)	1 Quarterly Report (Dec - Feb)	4 Reports submitted for Standing Committee Consideration	Director Corporate Services
To promote fair Labour Practices	LOCAL LABOUR FORUM - MTID 06	MTID06-01	Number of Local Labour Forum meeting held	2013/2014 Meetings	4 Meetings held	Director Corporate/Manager HR	Number of meetings held	Improved Relations between the Employer and Employees	1 Meeting Held	1 Meeting Held	1 Meeting Held	1 Meeting Held	1 Attendance Register, 2 Minutes of the Meeting	Director Corporate Services
To eliminate the number of litigations against the municipality	LEGAL SERVICES - 07	MTID07-01	Management of all Municipal Lease agreements	2013/2014 Reports	4 Quarterly Inspection Reports	Director Corporate/Manager HR	Reports prepared	Improved Management of Lease Agreements	1 Quarterly Report (July - Aug)	1 Quarterly Report (July - Aug)	1 Quarterly Report (Sep - Nov)	1 Quarterly Report (Dec - Feb)	4 Reports submitted for Standing Committee Consideration	Director Corporate Services
		MTID07-02	Monthly Reporting on the status of Legal cases the municipality is involved in	2013/2014 Reports	12 Monthly Reports	Director Corporate/Manager HR	Reports prepared	Improved Relations between the Employer and Employees	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	Director Corporate Services

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KPA 4: MUNICIPAL TRANSFORMATION & INSTITUTIONAL DEVELOPMENT

KPA WEIGHT: 50%

KPA 4: MUNICIPAL TRANSFORMATION & INSTITUTIONAL DEVELOPMENT										KPA WEIGHT: 30%					
STRATEGIC OBJECTIVE	PROGRAMME	KEY NUMBER	KEY PERFORMANCE INDICATOR	BASELINE QUARTER 2014	ANNUAL TARGET	INDICATOR	OUTPUT	OUTCOME	QUARTERLY TARGETS				AGRE/EXCEEDED	RESPONSIBLE PERSON	
									QTR 1	QTR 2	QTR 3	QTR 4			
To provide manage municipal matters within prescribed legislations and policies	POLICIES AND BY-LAWS - MTID 08	MTID08-01	Facilitate the renewal and adoption of Municipal By-laws	29 By Laws	10 By Laws Reviewed	Director Corporate/Manager HR/R350 000	Reviewed By Laws	Improved management of municipal affairs	Appointment of Service Provider				Adoption of the 10 By Laws	Council Resolution on Promulgated By-Laws	Director Corporate Services
			Facilitate the renewal of all municipal policies	2013/2014 Reviewed Policies	All Municipal Policies Reviewed	Director Corporate/Manager HR	Reviewed Policies	Improved management of municipal affairs				Reviewal of policies	Adoption of all policies	Council Resolution on adoption of all reviewed policies	Director Corporate Services
			Consolidation of Institutional Procedure Manuals	New indicator	Procedure Manuals Consolidated	Director Corporate/Manager HR	Procedure Manuals	Improved management of municipal affairs				Procedure Manuals Developed	Procedure Manuals Adopted	Top Management Resolution on Manuals	Director Corporate Services
To provide for suitable and secure working conditions for municipal staff and councillors	BUILDINGS - MTID 09	MTID09-01	Manage and facilitate the provision of security services to all municipal properties	Expired contract	All municipal buildings secured	Director Corporate/Manager Admin/ R1 800 000	Municipal Buildings secured	Secured municipal property	Acquire Services of the Security Company				S/LA with the Appointed Security Company	Director Corporate Services	
			Development and implementation of the Repairs and Maintenance Plan	2013/2014 Repairs and Maintenance Reports	Quarterly Reports on Repairs and Maintenance of Municipal Buildings	Director Corporate/Manager HR	Number of buildings actually repaired	Improved management of municipal assets	1 Quarterly Report (July - Aug)	1 Quarterly Report (July - Aug)	1 Quarterly Report (Sep - Nov)	1 Quarterly Report (Dec - Feb)	4 Reports submitted for Standing Committee Consideration	Director Corporate Services	
To safe guard municipal information in an effective manner	RECORDS MANAGEMENT - MTID10	MTID10-01	Implementation Electronic Document Management System	New indicator	Quarterly Report on the Effectiveness of the Electronic Documents Management System	Director Corporate/Manager HR	Not Yet Applicable	Improved management of Council Documents	1 Quarterly Report (July - Aug)	1 Quarterly Report (July - Aug)	1 Quarterly Report (Sep - Nov)	1 Quarterly Report (Dec - Feb)	4 Reports submitted for Standing Committee Consideration	Director Corporate Services	

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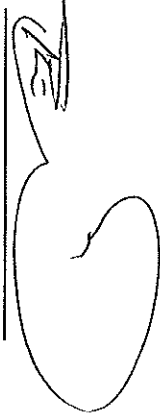
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KPA 5 :GOOD GOVERNANCE AND PUBLIC PARTICIPATION										KPA WEIGHT: 25%				
STRATEGIC OBJECTIVE	PROGRAMME	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE VALUE 2014	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				Audit Evidence	Responsible Person
									QRT1	QRT2	QRT3	QRT4		
To ensure coherent and transparent decision making within the municipality	OVERSIGHT - GGPP03	GGPP03-04	% of Council/Exco/Top Management resolutions tracked	2013/2014 Tracking Report	100% Quarterly compliance	Director Corporate/ Manager Council Support	Reports compiled	Improved Implementation of Council Resolutions	100% Tracked Resolution	100% Tracked Resolution	100% Tracked Resolution	100% Tracked Resolution	Tracking Report to Exco/Council	Director Corporate Services
			Number of Council meetings held and 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
			Number of Exco meetings held and 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	COO/All
		GGPP03-08	4 Audit 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	CAE/All
To promote and instill good governance and oversight														

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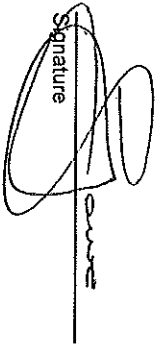
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I, T.E. MONGA the Director Corporate Services hereby accept this plan as a basis of monitoring my performance during the 2014/2015 financial year. I accept that the indicators and targets as presented in the performance plan are accurate and that I have been given the opportunity to provide inputs in their development.


Signature

22 July 2014
Date

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


Signature

22 July 2014
Date

T.E.  N.S