



PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

**THE MUNICIPALITY OF DR JS MOROKA LOCAL
MUNICIPALITY**

**AS REPRESENTED BY THE MUNICIPAL MANAGER
Ms M.M MATHEBELA**

AND

THE EMPLOYEE OF THE MUNICIPALITY

**Ms R.S MATHABE
EXECUTIVE MANAGER: COMMUNITY DEVELOPMENT
SERVICES (CDS)**

FOR THE

FINANCIAL YEAR: 2023 – 2024

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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Municipality of Dr. JS Moroka Local Municipality herein represented by **Ms. M.M Mathebela** in her/his capacity as the Municipal Manager (hereinafter referred to as the **Employer** or Supervisor)

And

Ms. R.S Mathabe, employee of the Municipality of Dr. JS Moroka Local Municipality (hereinafter referred to as the **Executive Manager: Community Development Services**).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1 The **Employer** has entered into a contract of employment with the **Employee** in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The **Employer** and the **Employee** are hereinafter referred to as "the Parties".
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance Agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the **Employee** to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to -

- 2.1 comply with the provisions of Section 57(1)(b),(4A),(4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the parties;
- 2.2 specify objectives and targets established for the **Employee** and to communicate to the **Employee** the **Employer's** expectations of the **Employee's** performance expectations and accountabilities;
- 2.3 specify accountabilities as set out in the Performance Plan;
- 2.4 monitor and measure performance against set targeted outputs;
- 2.5 use the Performance Agreement and Performance Plan as the basis for assessing the suitability of the **Employee** for permanent employment and/or to assess whether the **Employee** has met the performance expectations applicable to his/her job;
- 2.6 appropriately reward the **Employee** in accordance with the **Employer's** performance management policy in the event of outstanding performance; and

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- 2.7 give effect to the **Employer's** commitment to a performance-orientated relationship with the **Employee** in attaining equitable and improved service delivery.

3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on **the 1st July 2023 regardless of when it was signed** and will remain in force until **30th June 2024**, where after a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.
- 3.3 This Agreement will terminate on the termination of the **Employee's** contract of employment for any reason.
- 3.4 The content of this Agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon.
- 3.5 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.

4 PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out-
- 4.1.1 the performance objectives and targets that must be met by the **Employee**; and
 - 4.1.2 the time frames within which those performance objectives and targets must be met.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the **Employer** in consultation with the **Employee** and based on the Integrated Development Plan and the Budget of the **Employer**, and shall include key objectives; key performance indicators; target dates and weightings.
- 4.3 The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.
- 4.4 The **Employee's** performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the **Employer's** Integrated Development Plan.

5 PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The **Employee** agrees to participate in the performance management system that the **Employer** adopts or introduces for the **Employer**, management and municipal staff of the **Employer**.
- 5.2 The **Employee** accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to

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assist the **Employer**, management and municipal staff to perform to the standards required.

- 5.3 The **Employer** will consult the **Employee** about the specific performance standards that will be included in the performance management system as applicable to the **Employee**.
- 6 The **Employee** agrees to participate in the performance management and development system that the **Employer** adopts.
- 6.1 The **Employee** undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.
- 6.2 The criteria upon which the performance of the **Employee** shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
- 6.2.1 The **Employee** must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Managerial Competencies (CMCs) respectively.
- 6.2.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 6.2.3 KPAs covering the main areas of work will account for 80% and CMCs will account for 20% of the final assessment.
- 6.3 The **Employee's** assessment will be based on his/ her performance in terms of the outputs/ outcomes (performance indicators) identified as per attached Performance Plan (**Annexure A**), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the **Employer** and **Employee**:

Key Performance Areas (KPA's)	Weighting
Basic Service Delivery	60
Municipal Institutional Development and Transformation	—
Local Economic Development (LED)	—
Municipal Financial Viability and Management	10
Good Governance and Public Participation	10
Spatial Rationale	—
Total	80 %

- 6.4 The CMCs will make up the other 20% of the **Employee's** assessment score. CMCs that are deemed to be most critical for the **Employee's** specific job should be selected (✓) from the list below as agreed to between the **Employer** and **Employee**:

CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES		
CORE MANAGERIAL COMPETENCIES (CMC)	✓	WEIGHT
Strategic Capability		
Programme and Project Management		
Financial Management		2
Change Management		
Knowledge Management		
Service Delivery Innovation		5
Problem Solving and Analytical Thinking		2
People and Diversity Management		2
Client Orientation and Customer Focus		
Communication		2
Accountability and Ethical Conduct		2
Policy conceptualisation and implementation		
Mediation skills		2
Advanced negotiation skills		
Advanced influencing skills		
Partnership and Stakeholder Relations		3
Supply Chain Management		
		20 %

7. EVALUATING PERFORMANCE

7.1 The Performance Plan (Annexure A) to this Agreement sets out -

- 7.1.1 the standards and procedures for evaluating the **Employee's** performance; and
- 7.1.2 the intervals for the evaluation of the **Employee's** performance.

7.2 Despite the establishment of agreed intervals for evaluation, the **Employer** may in addition review the **Employee's** performance at any stage while the contract of employment remains in force.

7.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.

7.4 The **Employee's** performance will be measured in terms of contributions to the goals and strategies set out in the **Employer's** IDP.

7.5 The annual performance appraisal will involve:

7.5.1 **Assessment of the achievement of results as outlined in the performance plan:**

- (a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.
- (b) An indicative rating on the five-point scale should be provided for each KPA.

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- (c) The applicable **assessment rating calculator** (refer to paragraph 7.5.3 below) **must then be used to add the scores and calculate a final KPA score.**

7.5.2 Assessment of the CMCs

- (a) Each CMC should be assessed according to the extent to which the specified standards have been met.
- (b) An indicative rating on the five-point scale should be provided for each CMC.
- (c) The applicable **assessment rating calculator** (refer to paragraph 6.5.1) **must then be used to add the scores and calculate a final CMC score.**

7.5.3 Overall rating

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

7.6 The assessment of the performance of the **Employee** will be based on the following rating scale for KPA's and CMCs:

Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.					
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.					

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Level	Terminology	Description	Rating				
			1	2	3	4	5
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.					

7.7 For purposes of evaluating the performance of the **Employee**, an evaluation panel constituted by the following persons will be established –

- 7.7.1 Executive Mayor/ Mayor;
- 7.7.2 Chairperson of the Audit Committee;
- 7.7.3 Ward committee member (on a rotational basis), where applicable;
- 7.7.4 Member of the Mayoral Committee; and
- 7.7.5 Mayor and/ or Municipal Manager from another Municipality.

8. SCHEDULE FOR PERFORMANCE REVIEWS

8.1 The performance of each **Employee** in relation to his/her performance agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

First quarter	:	July – September
Second quarter	:	October – December
Third quarter	:	January – March
Fourth quarter	:	April – June

8.2 The **Employer** shall keep a record of the mid-year review and annual assessment meetings.

8.3 Performance feedback shall be based on the **Employer's** assessment of the **Employee's** performance.

8.4 The **Employer** will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The **Employee** will be fully consulted before any such change is made.

8.5 The **Employer** may amend the provisions of Annexure A whenever the performance management system is adopted, implemented and/or amended as the case may be. In that case the **Employee** will be fully consulted before any such change is made.

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9. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B.

10. OBLIGATIONS OF THE EMPLOYER

10.1 The Employer shall –

- 10.1.1 create an enabling environment to facilitate effective performance by the employee;
- 10.1.2 provide access to skills development and capacity building opportunities;
- 10.1.3 work collaboratively with the **Employee** to solve problems and generate solutions to common problems that may impact on the performance of the **Employee**;
- 10.1.4 on the request of the **Employee** delegate such powers reasonably required by the **Employee** to enable him/ her to meet the performance objectives and targets established in terms of this Agreement; and
- 10.1.5 make available to the **Employee** such resources as the **Employee** may reasonably require from time to time to assist him/ her to meet the performance objectives and targets established in terms of this Agreement.

11. CONSULTATION

- 11.1 The **Employer** agrees to consult the **Employee** timeously where the exercising of the powers will have amongst others –
 - 11.1.1 a direct effect on the performance of any of the **Employee's** functions;
 - 11.1.2 commit the **Employee** to implement or to give effect to a decision made by the **Employer**; and
 - 11.1.3 a substantial financial effect on the **Employer**.
- 11.2 The **Employer** agrees to inform the **Employee** of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 11.1 as soon as is practicable to enable the **Employee** to take any necessary action without delay.

12. MANAGEMENT OF EVALUATION OUTCOMES

- 12.1 The evaluation of the **Employee's** performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 12.2 A performance bonus of 5% to 14% of the inclusive annual remuneration package may be paid to the **Employee** in recognition of outstanding performance.
- 12.3 The **Employee** will be eligible for progression to the next higher remuneration package, within the relevant remuneration band, after completion of at least twelve months (12) service at the current remuneration package on 30 June (end of financial year) subject to a fully effective assessment.
- 12.4 In the case of unacceptable performance, the **Employer** shall –

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12.4.1 provide systematic remedial or developmental support to assist the **Employee** to improve his or her performance; and

12.4.2 after appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the **Employer** may consider steps to terminate the contract of employment of the **Employee** on grounds of unfitness or incapacity to carry out his or her duties.

13. DISPUTE RESOLUTION

13.1 Any disputes about the nature of the **Employee's** performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by –

13.1.1 the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the **Employee**; or

13.1.2 any other person appointed by the MEC.

13.2 In the event that the mediation process contemplated above fails, clause 19.3 of the Contract of Employment shall apply.


14. GENERAL

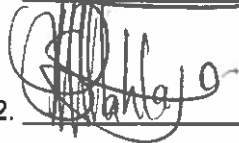
14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the **Employer**.

14.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the **Employee** in terms of his/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

Thus done and signed at SIYABUSWA on this the 20th day of JULY 2023

AS WITNESSES:

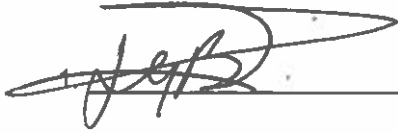
1. 


2. 



(EMPLOYEE)
Ms R.S MATHABE
EXECUTIVE MANAGER: CDS

AS WITNESSES:



2. 



(EMPLOYER)
Ms M.M MATHABELA
MUNICIPAL MANAGER

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PERSONAL DEVELOPMENT PLAN (PDP)

Entered into by and between

M.M MATHEBELA

and

R.S MATHABE

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1. Personal Development Plan

1.1.1 A Municipality should be committed to –

- (a) the continuous training and development of its employees to achieve its vision, mission and strategic objectives and empower employees; and
- (b) managing training and development within the ambit of relevant national policies and legislation.

1.1.2 A Municipality should follow an integrated approach to Human Resource Management, that is:

- (a) Human resource development forms an integral part of human resource planning and management.
- (b) In order for training and development strategy and plans to be successful it should be based on sound Human Resource (HR) practices, such as the (strategic) HR Plan, job descriptions, the result of regular performance appraisals and career pathing.
- (c) To ensure the necessary linkage with performance management, the Performance Management and Development System provides for the Personal Development Plans of employees to be included in their annual performance agreements. Such approach will also ensure the alignment of individual performance objectives to the municipality's strategic objectives, and that training and development needs can be identified through performance management and appraisal.
- (d) Career-pathing ensures that employees are placed and developed in jobs according to aptitude and identified potential. Through training and development they can acquire the necessary competencies to prepare them for future positions. A comprehensive competency framework and profile for Municipal Managers are attached and these should be linked to relevant registered unit standards to specifically assist them in compiling Personal Development Plans in consultation with their managers.
- (e) Personal Development Plans are compiled for individual employees and the data collated from all employees in the municipality forms the basis for the prescribed Workplace Skills Plan, which municipalities are required to compile as a basis for all training and education activities in the municipality in a specific financial year and report on progress made to the Local Government Sector Education and Training Authority.

1.1.3 The aim of the compilation of Personal Development Plans is to identify, prioritise and implement training needs.

1.1.4 Compiling the Personal Development Plan attached at Appendix.

(a) Competency assessment instruments, which are dealt with more specifically in Appendix 1 and 2, should be established to assist with the objective assessment of employees' actual competencies against their job specific competency profiles and managerial competencies at a given period in time with the purpose of identifying training needs or skills gaps.

(b) The competency framework and profiles and relevant competency assessment results will enable a manager, in consultation with his / her employee, to compile a **Personal Development Plan**. The identified training needs should be **entered into column 1 of Appendix 1, entitled Skills / Performance Gap**. The following should be carefully determined during such a process:

(i) Organisational needs, which include the following:

- o Strategic development priorities and competency requirements, in line with the municipality's strategic objectives.
- o The competency requirements of individual jobs. The relevant job requirements (job competency profile) as identified in the job

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- description should be compared to the current competency profile of the employee to determine the individual's competency gaps.
- Specific competency gaps as identified during the probation period and performance appraisal of the employee.
- (ii) **Individual training needs** that are job / career related.
- (c) Next, the **prioritisation of the training needs [1 to ...] should be listed** since it may not be possible to address all identified training needs in a specific financial year. It is however of critical importance that training needs be addressed on a phased and priority basis. This implies that all these needs should be prioritized for purposes of accommodating critical / strategic training and development needs in the HR Plan, Personal Development Plans and the Workplace Skills Plan.
- (d) Consideration must then be given to the **expected outcomes**, to be listed in **column 2 of Appendix 1**, so that once the intervention is completed the impact it had can be measured against relevant output indicators.
- (d) **An appropriate intervention** should be identified to address training needs / skills gaps and the outcome to be achieved but with due regard to cost effectiveness. These should be listed in **column 3 of Appendix 1, entitled: Suggested training and / or development activity** in line with the National Qualifications Framework, which could enable the trainee to obtain recognition towards a qualification for training undertaken. It is important to determine through the Training / Human Resource Development / Skills Development Unit within the municipality whether unit standards have been developed and registered with the South African Qualifications Authority that are in line with the skills gap and expected outcomes identified. Unit standards usually have measurable assessment criteria to determine achieved competency.
- (e) **Guidelines regarding the number of training days per employee and the nominations of employees:** An employee should on average receive at least five days of training per financial year and not unnecessarily be withdrawn from training interventions.
- (f) **Column 4 of Appendix 1: The suggested mode of delivery** refers to the chosen methodology that is deemed most relevant to ensure transfer of skills. The training / development activity should impact on delivery back in the workplace. Mode of delivery consists of, amongst others, self-study [The official takes it upon him / her to read e.g. legislation]; internal or external training provision; coaching and / or mentoring and exchange programmes, etc.
- (g) The **suggested time frames (column 5 of Appendix 1)** enable managers to effectively plan for the annum e.g. so that not all their employees are away from work within the same period and also ensuring that the PDP is implemented systematically.
- (h) **Work opportunity created to practice skill / development areas, in column 6 of Appendix 1**, further ensures internalisation of information gained as well as return on investment (not just a nice to have skill but a necessary to have skill that is used in the workplace).
- (i) The final column, **column 7 of Appendix 1**, provides the employee with a **support person** that could act as coach or mentor with regard to the area of learning.

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Personal Development Plan of: RHODA SAZI MATIABE

Appendix


Compiled on (Date):

1. Skills / Performance Gap	2. Suggested training and / or development activity	3. Priority • High (H) • Medium (M) • Low (L)	3. Suggested Time Frames	7. Support Person
FINANCIAL MANAGEMENT	CPMD	HIGH	30 JUNE 2024	MUNICIPAL MANAGER
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Employee's signature :



Municipal Manager's signature:



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KPA 5 : BASIC SERVICE DELIVERY: COMMUNITY DEVELOPMENT SERVICES

NO	KEY FOCUS AREA	PROJECT	PREDETERMINED OBJECTIVES	KEY PERFORMANCE INDICATOR	BASELINE	BUDGET ALLOCATION	2023-2024 ANNUAL TARGETS	Quarterly Targets					Evidence
								Q1	Q2	Midterm	Q3	Q4	
71	TRAFFIC	Road safety Promotion	To ensure public safety in all the roads within the municipal jurisdiction and provision of securities to all facilities	Number of road safety campaign conducted by 30 June 2024	New	Opex	One Road safety campaign conducted for road users by 30 June 2024	N/A	1	1	N/A	N/A	Invitations, Photos and attendance register
72	TRAFFIC		To ensure public safety in all the roads within the municipal jurisdiction and provision of securities to all facilities	Number of reports on notices issued in contravention of the National Road Traffic Act and Municipal By-Laws by June 2024	New	Opex	12 reports on notices issued in contravention of the National Road Traffic Act and Municipal By-Laws by June 2024	3	3	6	3	3	Monthly Repets
73	LICENSING	Operations of Municipal Registering Authorities	To ensure, manage and control the services of registering authority and DLTC	Number of monthly report on the operations of the Municipal registering authorities signed by the head of the department by 30 June 2024	New	Opex	12 monthly report on the operations of the Municipal registering authorities signed by the head of the department by 30 June 2024	3	3	6	3	3	Monthly report with Council resolution

74	YOUTH DEVELOPMENT	Life skills Workshops	To develop and empower youth socially, economically and with career opportunities	Number of life skills Workshops held by 30 June 2024	New	Opex	8 life skills Workshops held by 30 June 2024	2	2	4	2	2	Report, Photos & attendance register
NO	KEY FOCUS AREA	PROJECT	PREDETERMINED OBJECTIVES	KEY PERFORMANCE INDICATOR	BASELINE	BUDGET ALLOCATION	2023-2024 ANNUAL TARGETS	Quarterly Targets				Evidence	
75	YOUTH DEVELOPMENT	Career Expo	To develop and empower youth socially, economically and with career opportunities	Number of career expo held by 30 June 2024	New	Opex	1 career expo held by 30 June 2024	N/A	N/	N/A	1	N/A	Report, Photos & attendance register
76	YOUTH DEVELOPMENT	Youth In – Entrepreneurship Summit	To develop and empower youth socially, economically and with career opportunities	Number of Youth In – Entrepreneurship Summit held by 30 June 2024	New	Opex	1 Youth In – Entrepreneurship Summit held by 30 June 2024	N/A	N/	N/A	N/A	1	Report, Photos & attendance register
77	SPECIAL PROGRAMME	HIV/Aids, cancer and TB awareness campaign	Lobby, educate and support on the issues related to Socio economic challenges for elderly, women, children & persons with disability	Number of HIV/Aids, cancer and TB awareness campaign conducted by 30 June 2024	1	Opex	One HIV/Aids, cancer and TB awareness campaign conducted by 30 June 2024	N/A	N/A	N/A	N/A	1	Photos, Invitations and attendance register
78	SPECIAL PROGRAMME	Poverty alleviation and gender related activities	Lobby, educate and support on the issues related to Socio economic challenges for elderly, women, children & persons with disability	Number of special mayoral poverty alleviation and gender related activities by 30 June 2024	New	Opex	4 special mayoral projects in poverty alleviation and gender related activities by 30 June 2024	1	1	2	1	1	Report, Photos & attendance register
79	SPECIAL PROGRAMME	Vulnerable Groups Programme	Lobby, educate and support on the issues related to Socio economic challenges for elderly, women, children & persons with disability	Number of vulnerable groups programmes coordinated by 30 June 2024	New	Opex	4 vulnerable groups programmes coordinated by 30 June 2024	1	1	2	1	1	Report, Photos & attendance register

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NO	KEY FOCUS AREA	PROJECT	PREDETERMINED OBJECTIVES	KEY PERFORMANCE INDICATOR	BASELINE	BUDGET ALLOCATION	2023-2024 ANNUAL TARGETS	Quarterly Targets					Evidence	
								Q1	Q2	Midterm	Q3	Q4		
80	DISASTER MANAGEMENT	Disaster Management	To Mitigate & effective response to disaster	Number of quarterly disaster management reports approved by MM by 30 June 2024	4	Opex	4 quarterly disaster management reports approved by MM by 30 June 2024	1	1	2	1	1	1	Quarterly Disaster management reports
81	DISASTER MANAGEMENT	Disaster Management	To Mitigate & effective response to disaster	Number of Disaster Awareness Campaign conducted by June 2024	New	Opex	1 Disaster Awareness Campaign conducted by June 2024	N/A	N/A	N/A	1	N/A	N/A	Report, Photos & attendance register
82	WASTE MANAGEMENT	Waste Collection	To promote clean, safe & healthy environment	Number of reports on waste collection program implemented by 30 June 2024	New	Opex	12 reports on waste collection program implemented by 30 June 2024	3	3	6	3	3	3	Monthly signed waste collection reports
83	WASTE MANAGEMENT	Integrated Waste Management Plan	To promote clean, safe & healthy environment	Number of integrated Waste Management Plan approved by council by 30 June 2024	New	Opex	1 Integrated Waste Management Plan approved by council by 30 June 2024	1	N/A	1	N/A	N/A	N/A	council resolution and approved integrated Waste Management Plan
84	WASTE MANAGEMENT	Conduct external compliance audit on landfill sites	To promote clean, safe & healthy environment	Number of external compliance audit of landfill sites	1	Opex	1 external compliance audit of landfill sites	1	N/A	1	N/A	N/A	N/A	Final Report on External

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85	EPWP	EPWP	To promote clean, safe & healthy environment	Number of EPWP job Opportunities provided (FTE) through EPWP grant funding by 30 June 2024	404	EPWP	415 EPWP job Opportunities provided (FTE) through EPWP grant funding by 30 June 2024	415	415	415	415	415	415	415	415	compliance audit on landfill sites
86	FACILITY MANAGEMENT	Maintenance on municipal buildings	To have a safe, efficient and accessible facilities for all races	Number of Facility Maintenance reports submitted to MM by June 2024	4	Opex	4 Facility Maintenance reports submitted to MM by June 2024	1	1	2	1	1	1	1	1	Quarterly Reports submitted to the Department of Public Works

PERFORMANCE PLAN -ACTING EXECUTIVE MANAGER: CDS

22	ICT	ICT Steering Committee	Improving Communication within the workplace infrastructure	Number of ICT Steering Committee meetings attended by June 2023	4	Opex	4 meetings by June 2024	1	1	2	1	1	Attendance Register & Minutes and Agenda
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KPA: MUNICIPAL FINANCIAL MANAGEMENT AND VIABILITY

NO	KEY FOCUS AREA	PROJECT	PREDETERMINED OBJECTIVES	KEY PERFORMANCE INDICATOR	BASELINE	BUDGET ALLOCATION	2023-2024 ANNUAL TARGETS	Quarterly Targets				Evidence	Weight
								Q1	Q2	Midterm	Q3		
23	Procurement Plans	Demand management and Procurement Planning	To ensure compliance to supply chain management regulations	Number of Departmental Procurement Plans submitted to AO by June 2022	New Indicator	Opex	1 departmental procurement plans developed and submitted to AO by June 2024	N/A	N/A	N/A	N/A	1	Departmental procurement Plan Approved by AO

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KPA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

NO	KEY FOCUS AREA	PROJECT	PREDETERMINED OBJECTIVES	KEY PERFORMANCE INDICATOR	BASELINE	BUDGET ALLOCATION	2023/2024 ANNUAL TARGETS	Quarterly Targets				Evidence	Weight	
								Q1	Q2	Midterm	Q3			Q4
19	RISK MANAGEMENT	Risk Management Committee Meetings	To coordinate, monitor, maintain and improve the effective and efficient functioning of Risk Management Systems in order to better risk management capability maturity level	Number of Risk Management Committee meetings attended by June 2024	4	Opex	4 meetings by June 2024	1	1	2	1	1	Attendance Register & Minutes and Agenda	
20	RISK MANAGEMENT	Risk register	To coordinate, monitor, maintain and improve the effective and efficient functioning of Risk Management Systems in order to better risk management capability maturity level	Percentage of risks resolved within timeframe as specifies in the risk register by June 2024	100%	Opex	100% of risks resolved within timeframe as specifies in the risk register by June 2024	100%	100%	100%	100%	100%	Updated Risk register	
21	AG Action Plan	Audit Action Plan	To improve the adequacy and effectiveness of governance processes, risk management & internal control	Percentage of audit queries addressed by June 2024	New Indicator	Opex	100% of Auditor General queries addressed by June 2024	25%	50%	50%	75%	100%	Departmental Updated Audit Action Plan	

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PERFORMANCE PLAN - ACTING EXECUTIVE MANAGER: CDS

22	ICT	ICT Steering Committee	Improving Communication within the workplace infrastructure	Number of ICT Steering Committee meetings attended by June 2024	4	Opex	4 meetings by June 2024	1	1	2	1	1	1	Attendance Register & Minutes and Agenda
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KPA: MUNICIPAL FINANCIAL MANAGEMENT AND VIABILITY

NO	KEY FOCUS AREA	PROJECT	PREDETERMINED OBJECTIVES	KEY PERFORMANCE INDICATOR	BASELINE	BUDGET ALLOCATION	2023-2024 ANNUAL TARGETS	Quarterly Targets				Evidence	Weight
								Q1	Q2	Midterm	Q3		
23	Procurement Plans	Demand management and Procurement Planning	To ensure compliance to supply chain management regulations	Number of Departmental Procurement Plans submitted to AO by June 2024	New Indicator	Opex	1 departmental procurement plans developed and submitted to AO by June 2024	N/A	N/A	N/A	N/A	1	Departmental procurement Plan Approved by AO

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