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PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

MANTSOPA LOCAL MUNICIPALITY AS REPRESENTED BY THE MAYOR

CLLR MMAMAMA EUNICE TSOENE

AND

MR THAMAE PAULUS MASEJANE
THE EMPLOYEE OF THE MUNICIPALITY

FOR THE

FINANCIAL YEAR: 1 JULY 2020 - 30 JUNE 2021

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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Mantsopa Local Municipality herein represented by Cllr Mmamama Eunice Tsoene in her capacity as Mayor (hereinafter referred to as the Employer or Supervisor)

Mr Thamae Paulus Masejane, Employee of the Municipality (hereinafter referred to as the Employee).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- The Employer has entered into a contract of employment with the Employee in 1.1 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".
- Section 57(1)(b) of the Systems Act, read with the Contract of Employment 1.2 concluded between the parties, requires the parties to conclude an annual performance agreement within one (1) month after the beginning of each financial year of the municipality.
- The parties wish to ensure that they are clear about the goals to be achieved, and 1.3 secure the commitment of the Employee to a set of outcomes that will secure local government policy goals.
- The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 1.4 57(5) of the Systems Act.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to -

- comply with the provisions of Section 57(1)(b),(4A),(4B) and (5) of the Act as well as 2.1 the employment contract entered into between the parties;
- specify objectives and targets defined and agreed with the employee and to 2.2 communicate to the employer's expectations of the employee-'s performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- specify accountabilities as set out in a performance plan, which forms an annexure to 2,3 the performance agreement;
- monitor and measure performance against set targeted outputs; 2.4
- use the performance agreement as the basis for assessing whether the employee 2.5 has met the performance expectations applicable to his or her job;
- in the event of outstanding performance, to appropriately reward the employee; and 2.6

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2.7 give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

3 COMMENCEMENT AND DURATION

- This Agreement will commence on the **01 July 2020** and will remain in force until **30 June 2021**, thereafter 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 abovementioned 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.
- 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, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the **Employer**, and shall include key objectives; key performance indicators; target dates and weightings.
 - 4.2.1 The key objectives describe the main tasks that need to be done.
 - 4.2.2 The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.
 - 4.2.3 The target dates describe the timeframe in which the work must be achieved.
 - 4.2.4 The weightings show the relative importance of the key objectives to each other.
- 4.3 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.

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PERFORMANCE MANAGEMENT SYSTEM

- The Employee agrees to participate in the performance management system that the 5.1 Employer adopts or introduces for the Employer, management and municipal staff of the Employer.
- The Employee accepts that the purpose of the performance management system will 5.2 be to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required.
- The Employer will consult the Employee about the specific performance standards 5.3 that will be included in the performance management system as applicable to the Employee.
- The Employee undertakes to actively focus towards the promotion and 5.4 implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.
- The criteria upon which the performance of the Employee shall be assessed shall 5.5 consist of two components, both of which shall be contained in the Performance Agreement.
 - The Employee must be assessed against both components, with a weighting 5,5.1 of 80:20 allocated to the Key Performance Areas (KPAs) and the Competency Requirements (CRs) respectively.
 - Each area of assessment will be weighted and will contribute a specific part 5.5.2 to the total score.
 - KPAs covering the main areas of work will account for 80% and CRs will 5.5.3 account for 20% of the final assessment.
 - The total score must determined using the rating calculator. 5.5.4
- The Employee's assessment will be based on his / her performance in terms of the 5.6 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	30
Community Development & Social Cohesion	10
Municipal Institutional Development and Transformation	15
Local Economic Development (LED)	10
Municipal Financial Viability and Management	20
Good Governance and Public Participation	15
Total	100%

- In the case of managers directly accountable to the municipal manager, key 5.7 performance areas related to the functional area of the relevant manager, must be
- The CRs will make up the other 20% of the Employee's assessment score. CRs that are deemed to be most critical for the Employee's specific job should be solved. 5.8

from the list below as agreed to between the Employer and Employee. Three of the CRs are compulsory for Municipal Managers:

COMPETENCY REQUIREMENTS FOR	,	WEIGH
LEADING COMPETENCIES	√	, , , , , , , , , , , , , , , , , , ,
Strategic Direction and Leadership		
People Management		
Program and Project Management		
Financial Management		
Change Leadership		
Governance Leadership		
CORE COMPETENCIES		
Moral Competence		
Planning and Organising		
Analysis and Innovation		
Knowledge and Information Management		
Communication		
Results and Quality Focus		
Total percentage	_	100%

6. EVALUATING PERFORMANCE

- The Performance Plan (Annexure A) to this Agreement sets out -
 - 6.1.1 the standards and procedures for evaluating the Employee's performance; and
 - 6.1.2 the intervals for the evaluation of the Employee's performance.
- Despite the establishment of agreed intervals for evaluation, the Employer may in 6.2 addition review the Employee's performance at any stage while the contract of employment remains in force.
- Personal growth and development needs identified during any performance review 6.3 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.
- The Employee's performance will be measured in terms of contributions to the goals 6.4 and strategies set out in the Employer's IDP.

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6.5 The annual performance appraisal will involve:

6.5.1 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.
- (c) The applicable assessment rating calculator (refer to paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score.

6.5.2 Assessment of the CRs

- (a) Each CR 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 CR.
- (c) This rating should be multiplied by the weighting given to each CR during the contracting process, to provide a score.
- (d) The applicable assessment rating calculator (refer to paragraph 6.5.1) must then be used to add the scores and calculate a final CR score.

6.5.3 Overall rating

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

6.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CRs:

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.	

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Level	Terminology	Description	Rating 1 2 3 4 5
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.	1 2 0 4 0
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.	

- 6.7 For purposes of evaluating the annual performance of the municipal manager, an evaluation panel constituted of the following persons must be established -
 - 6.7.1 Executive Mayor or Mayor:
 - 6.7.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
 - 6.7.3 Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council;
 - 6.7.4 Mayor and/or municipal manager from another municipality; and
 - 6.7.5 Member of a ward committee as nominated by the Executive Mayor or Mayor.
- 6.8 The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels referred to in sub-regulations (d) and (e).

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7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 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 Second quarter Third quarter Fourth quarter

July - September 2020 October - December 2020 January - March 2021 April - June 2021

- 7.2 The Employer shall keep a record of the mid-year review and annual assessment meetings.
- 7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.
- 7.4 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.
- 7.5 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.

DEVELOPMENTAL REQUIREMENTS

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

9. OBLIGATIONS OF THE EMPLOYER

- The Employer shall
 - create an enabling environment to facilitate effective performance by the 9.1.1 employee;
 - provide access to skills development and capacity building opportunities; 9.1.2
 - work collaboratively with the Employee to solve problems and generate 9.1.3 solutions to common problems that may impact on the performance of the Employee;
 - on the request of the Employee delegate such powers reasonably required 9.1.4 by the Employee to enable him / her to meet the performance objectives and targets established in terms of this Agreement; and
 - make available to the Employee such resources as the Employee may 9.1.5 reasonably require from time to time to assist him / her to meet the performance objectives and targets established in terms of this Agreement.

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10. CONSULTATION

- The Employer agrees to consult the Employee timeously where the exercising of the 10.1 powers will have amongst others -
 - 10.1.1 a direct effect on the performance of any of the Employee's functions;
 - 10.1.2 commit the Employee to implement or to give effect to a decision made by the Employer; and
 - 10.1.3 a substantial financial effect on the Employer.
- The Employer agrees to inform the Employee of the outcome of any decisions taken 10.2 pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

11. MANAGEMENT OF EVALUATION OUTCOMES

- The evaluation of the Employee's performance will form the basis for rewarding 11.1 outstanding performance or correcting unacceptable performance.
- A performance bonus of between 5% to 14% of the total remuneration package may 11.2 be paid to the Employee in recognition of outstanding performance to be constituted as follows:
 - 11.2.1 a score of 130% to 149% is awarded a performance bonus ranging from 5% to
 - 11.2.2 a score of 150% and above is awarded a performance bonus ranging from 10% to 14%.
- In the case of unacceptable performance, the Employer shall -11.3
 - 11.3.1 provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and
 - 11.3.2 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.

12. DISPUTE RESOLUTION

- Any disputes about the nature of the Employee's performance agreement, whether it 12.1 relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by -
 - 12.1.1 the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the Employee; or
 - 12.1.2 any other person appointed by the MEC.
 - 12.1.3 In the case of managers directly accountable to the municipal manager, a member of the municipal council, provided that such member was not part of Performance Regulations, 2006, within thirty (30) days of receipt of a formal dispute from the employee; whose decision shall be final and binding. parties.

PERFORMANCE AGREEMENT OF THE MM 2020/21

12.2 In the event that the mediation process contemplated above fails, clause 20.3 of the Contract of Employment shall apply.

13. GENERAL

- 13.1 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.
- 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.
- 13.3 The performance assessment results of the municipal manager must be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.

Thus done and signed at Ladybrand on this the. 2020

AS WITNESSES:

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EMPLOYEE

AS WITNESSES:

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MAYOR

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PERFORMANCE PLAN

FOR

MUNICIPAL MANAGER

2020/2021 FINANCIAL YEAR

Purpose નં

57 (5) of the Municipal Systems Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the The performance plan defines the Council's expectations of the Municipal Manager's performance agreement to which this document is attached and Section Municipality's Integrated Development Plan (IDP) and as reviewed annually.

Key responsibilities 7

The following objects of local government will inform the Municipal Manager's performance against set performance indicators:

- Provide democratic and accountable government for local communities. 2.1 2.2 2.3 2.3
- Ensure the provision of services to communities in a sustainable manner.
 - Promote social and economic development.
 - Promote a safe and healthy environment.
- Encourage the involvement of communities and community organisations in the matters of local government.

Key Performance Areas

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The following Key Performance Areas (KPAs) as outlined in the Local Government: Municipal Planning and Performance Management Regulations (2001) inform the strategic objectives listed in the table below:

- Municipal Transformation and Organisational Development. 3.1
 - Basic Service Delivery
- Local Economic Development (LED). 3.3
- Municipal Financial Viability and Management.
 - Good Governance and Public Participation.

DEPARTMENT OF THE MUNICIPAL MANAGER KPA: GOOD GOVERNANCE & PUBLIC PARTICIPATION To ensure that the municipality is managed in a transparent, equitable and responsible manner OVERALL KPA WEIGHTING: 15

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	Annual Target	16	-	1	н	1	1
	Weigh ting						
ANNING	Baseli ne	20	H	н .	r-1	0	H
INTEGRATED DEVELOPMENT PLANNING	Unit of Measure	Number	Number	Number		Number	Number
TED DEVE	type	Target: Budget	Target Budget	Target Budget	Target Budget	Target Budget	Target
INTEGRA	Evidence	Notices, attendance registers a& minutes	Media Publications	Notices, attendance registers and minutes	Approved IDP; and proof of submission	Tabled draft IDP and a Council resolution	Approved
Transfer III	Key Performance Indicator	Number of meetings held on the implementation of the IDP Review Process Plan by 30 June 2021	Number of publications of the approved IDP Review Process Plan 30 June 2021	Number of integrated Development Plan Community Representative forum held 30 June 2021	Number of approved Draft IDP tabled in Council on or before 31 March of every year submitted to FSCOGTA within a prescribed period	Number of approved Integrated Development Plan adopted by Council by 30 June 2021	Number of Integrated
	Predetermine d Objectives	To ensure that the municipality is managed in a transparent	equitable and responsible manner				
	Plannin g level	Activity 1.1	Activity 1.2	Activity 1.3	Activity 1.4	Activity 1.5	Activity

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Budget Integrated
Development
Plan and a
council
resolution Development Plan submitted to submitted to FSCOGTA within 10 days after approval by Council 1.6

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PORTING	Annual Target	4	4	н	5
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EMENT, MO	Unit of Measure	Number	Number	Number	Number
ICE MANAG	Туре	Target Budget	Target Budget	Target Budget	Target Budget
ORGANISATIONAL PERFORMANCE MANAGEMENT, MONITORING AND REPORTING	Evidence	Attendance register, Report of the Performance Review Panel	Section 52 (d) (non-financial) and Council resolution	Draft Annual Report submitted to AGSA; and proof of submission to AGSA	Signed Performance Agreements and proof of submission
ORGANISA	Key Performance Indicator	Number of Quarterly Review of the Municipal Manager & Senior Manager's Performance by 30 June 2021.	Number of performance quarterly reports submitted to Council for approval by 30 June 2021	Number of annual performance reports submitted to Auditor General of South Africa by the 31st Aug of each year	Number of performance Agreements of the Senior Managers submitted to FSCOGTA by end of Sept 2020
Water Control of the	Predetermined Objectives	To promote the culture of performance excellence			
	Planning level	Activity 1.9	Activity 2.1	Activity 2.2	Activity 2.3

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Tabled annual	Report and a Council Resolution	Council resolution		Adopted	Oversignt Keports adopted by Council	Monthly reports	& proot of submission
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complian	ed to 2021	complian	mitted to al by 31	ht report	cil tor 1 March	y reports	n of back by 30 Jui
F MFMA	orts tabl 30 June	f MFMA	oorts sub r approva 21	foversig	to Coun tion by 3	fmonth	nentatio gramme
Number of MFMA compliant	annual reports tabled to Council by 30 June 2021	Number of MFMA compliant	annual reports submitted to Council for approval by 31 March 2021	Number of oversight reports	submitted to Council for consideration by 31 March 2021	Number of monthly reports on	the implementation of back to Basics programme by 30 June 2021
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Activity	4	Activity	<u></u>	Activity	7	Activity	∞,
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	Quarter 1	1		4	
	Past year performan ce	4		-	
	Annual Target	4		1	
Unit	Baseline	4		П	
nagement	Weig hting				
Internal Audit & Risk Management Unit	Unit of Measure	Number		Number	
ternal Aud	type	Target	Budge t	Target	Budge
드	Evidence	Notices,	register & minutes	Approved	Charter; and signed minutes
	Key Performance Indicator	Number of Audit	held by 30 June 2021		approved internal Audit Charter by 30 June 2021
	Planning Predetermined level Objectives	To ensure that	tne municipality is managed in a transparent,	equitable and responsible	manner
	Planning level	Activity	 1	Activity	.

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	Number	Number	Number	Number	Number	Number
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or the AC	Approved Coverage Plan; and signed minutes of the	Engagement letters; proof of submission to Directors	Progress reports	Quarterly Audit Reports to Audit Committee	Follow-up Audit reports	Audit Committee Assurance
	Number of approved Coverage Plan approved by AC by 30 June 2021	Number of engagement letters on quarterly plans drafted by 30 June 2021	Number of progress reports in implementation of coverage Plan submitted to AC by 30 June 2021	Number of Quarterly audit reports compiled and submitted	Number of follow-up audit reports by 30 June 2021	Number of audit committee reports

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Budge	Target	Budge	Target	Budge t	RISK MANAGEMENT	type		Target	Budget		Target	Budget	Target
reports and item	Internal Audit Findings Control	Kegisters	Updated Audit		RISK MA	Evidence			Management Reports and	register	Annual Risk	<u> </u>	Approved Strategic Risk
30 June 2021	Number of Internal Audit Findings Control	kegisters compiled by 3U June 2021	Number of updates on	ale Audic Action Fidil by 30 June 2021		Key Performance	Indicator	Number of Reports	submitted to Risk Management Committee for	approval by 30 June 2021	Number of	assessment conducted by 30 June 2021	Number of Risk Management
[7]		<u> </u>	- +	. (1)		Predetermined	Objectives	To ensure the	effectiveness of Risk Management	0			
	Activity 1.16		Activity) _{T:T}		Planning	level	Activity1.1			Activity	V.	Activity 1.3

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Rands	Target Number	Rands
Budget Rands	Target	Budget Rands
Management Documents and Council	nutes	register
Documents Management Approved by Council 30 June 2021 Council	Number of Risk Committee	meetings held by 30 June 2021
	Activity	·

	Quarter 4					
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	Quarter 3	П		3		8
	Quarter 2	Т		8		8
	Quarte r 1	1		m		8
	Past year perform ance	4		12		12
	Annual Target	4		12		12
es	Weigh ting					
echnologi	Baseli ne	4		12		12
Information Communication Technologies	Unit of Measure	Number		Number		Number
nation Com	type	Target	Budget	Target	Budget	Target
Inform	Evidence	Notice, Minutes	and Attendance Register	Security patch	management reports	Firewall
A PARTY OF THE PAR	Key Performance Indicator	Number of Information	Communication Technology Steering Committee meeting held by 30 June 2021	Number of security	Patch management reports produced by 30 June 2021	Number of Firewall
	Predetermined Objectives	To develop and	maintain IT infrastructure and security systems			
	Planning level	Activity1.1		Activity1.2		Activity1.3

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	Number		Number		Number	Number	Rands
Budget	Target	Budget	Target	Budget	Target	Target	Budget
intrusion reports	Licenses	Ceruncates	Disaster	Restoration Test Reports	Policies & Council resolution	Screen shots and register	•
Maintenance Reports Produced by 30 June 2021	Number of Antivirus and	Microsoft Offices 365 license licenses renewed by 30 June 2021	aster	recovery Data restoration test conducted on SEBATA- FMS SERVER by 30 June 2021	Number of ICT related policies reviewed by 30 June 2021	Number of uploads on the municipal website	by 30 June 2021
And the second							
	Activity	1.4	Activity	1.5	Activity 1.7	Activity 1.7	ì



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	Quarter 4					
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	Past year performance	H	0	0	0	4
************	Annual Target		4	4	· Θ	4
	Weighing		<u> </u>		I I	
***************************************	Baseline	н	0	0	0	4
Communication Services	Unit of Measure	Number	Number	Number Rands	Number Rands	Number Rands
municatio	type	Target Budget	Target Budget	Target Budget	Target Budget	Target Budget
Com	Evidence	Approved Communication Strategic Documents and Council	Attendance register and report	Invitations, attendance register and minutes	Screen shots from official facebook page; press release to media	Invitations, attendance register and minutes
	Key Performance Indicator	Number of reviewed Communication Strategy approved by Council by 30 June 2021	Number of media engagements Conducted by 30 June 2021	Number of Local Communicators forum meetings held by 30 June 2021	Number of press release on Council resolutions by 30 June 2021	Number of internal Communicators Forum meetings held by 30 June 2021
	Predetermined Objectives	Putting People First:- Listen and Communicate				
	Planning level	Activity1.1	Activity 1.2	Activity 1.3	Activity 1.4	Activity 1.5

KPA: LOCAL ECONOMIC DEVELOPMENT OVERAL KPA WEIGHTING: 10

)	OVERAL N. A. WEIGHT		Lacol	Fronomic	Pavelopmer	Local Economic Development & Tourism	c						
					1 1 1	Bacolino	Meighting	Annual	Past year	Quarter	Quarter	Quarter	Quarter
Planning	Predetermined	Key Performance	Evidence	type	Meacure	Daseni	g	Target	performance	·	2	m	4
level	Objectives	Indicator			MEasure		, , ,	,	-			2	
Activity 1.1	Provide an	Number of LED &		Target	Number	7	10%	7	7			1	
	enabling	Tourism related	Tourism Strategies	10000									
	environment for		and Council resolution	าลสิตกร									
	Radical	Council by 30 June 2021								-		-	
	Economic	Number of workshops		Target	Number	0		4	0	- 1	٦.	1	•
	Transformation	conducted for local	attendance register										
		SMME's by 30 June 2021	and report	Budget						1		-	***
Activity 1.2	<u>r</u>	Number of engagements	Invitations,	Target	Number	0		4		4	1	1	
		with organised local	attendance register	Budget									
		business structures by 30	and report										
		June 2021								7		۲	,
Artivity 1.4		Number of Cooperatives	Funding applications	Target	Number	Ŋ		rv.	0	-	7	-1	4
•		supported by 30 June	submitted										
	F	2021		Budget									
		******					•	_	4	*	1	~	⊣
Activity1.5	<u> </u>	Number of reports on	Agricultural	Target:	Number	4		t .	t	1			
		agricultural development	development sector	Rudget	,,								
		programmes	's reports	3									
		accomplished by 30 Julie											
Activity1.6	T	Number of reports on	Tourism development	Target:	Number	4		4	4		2		7
7		support projects	sector 's support										
		accomplished towards	report	Budget									
		tourism development by											
		30 June 2021											
		WHIT COLUMN											



3.DEPARTMENT OF CORPORATE SERVICES KPA: INSTITUTIONAL TRANSFORMATION & DEVELOPMENT (OVERALL KPA WEIGHTING 15%)

tr of ing Baseli weigh ting Annual perfor performance per	- VIII	Human Res	ources Divis	sion								
Figure F	Key Derformance Indicator		type	Unit of	Baseli	Weigh	Annual	Past	Quart	Quart	Quart	Quar
Notice, attendance Target. Number 1 5 1 1 1 1 1 1 1 1				Measur e	ne	ting	Target	year perfor mance	er 1	er 2	er 3	ter 4
Number of awareness made on Notice, attendance Target Number 1 4 1 1 1 1 1 1 1 1	Number of HB related policies	Reviewed policies and	Target:	Number	Н		5	1				2
Number of awareness made on Potice, attendance attendance and attendance and approved by 30 register & minutes. Number of awareness made on Potice, attendance attendance and approved by Council resolutions Target: Number of District and Safety at workplace by 30 register & minutes. Number of OHS meetings held by 30 Minutes, Attendance and approved by Council resolutions Target: Number of District and Safety at workplace by 30 Minutes, Attendance and approved by Council resolutions Target: Number of District and Safety at workplace by 30 Minutes, Attendance and approved by Council resolutions Target: Number of District and Safety and Saf	reviewed by Council by 30 June 2021	Council resolution	Budget									
Health and Safety at workplace by 30 register & minutes Rudget Number of OHS meetings held by 30 Minutes, Attendance Target Number of OHS meetings held by 30 Minutes, Attendance Minutes of Council resolutions Administration	Number of awareness made on	Notice, attendance	Target:	Number	П		4	П	1		1	
Number of OHS meetings held by 30 programme Number of reports on early rectirements, recutiment, skills and very programme Target: Number of reports on early rectirements, recutiment, skills and very programme Number of reports on early rectirements, recutiment, skills and very programme Reports & Council for consideration by 30 June 2021 Number of Organizational Structures or Organizational Structures organizational Str	Health and Safety at workplace by 30 June 2021	register & minutes	Budget				***************************************					
Number of reports on early rectirements, recultiment, skills development and light duty submitted to Council for Submitted to Submitted to Council for Submitted to Council for Submitted to Submitted Submi	Number of OHS meetings held by 30	Minutes, Attendance	Target:	Number	7		4	Н	М	1	1	,
Number of reports on early retirements, retirements, recruitment, skills development and light duty submitted to Council for consideration by 30 June 2021 Reports & Council or consideration by 30 June 2021 Injustes a consideration by 30 June 2021 Injusted to Council for consideration by 30 June 2021 Injusted to Council for consideration by 30 June 2021 Injusted to Council for consideration by 30 June 2021 Injusted to Council for consideration by 30 June 2021 Injusted to Council for consideration by 30 June 2021 Injusted to Council for consideration by 30 June 2021 Injusted to Council for consideration by 30 June 2021 Injusted to Council for consideration by 30 June 2021 Injusted to Council for consideration for consideration for consideration reports submitted to council resolutions Injusted to Council for consideration resolution for council for consideration reports submitted to resolution for council fo	June 2021	Register & programme	Budget									
Purple of Council Formance Indicator Council C	Number of reports on early	Reports & Council	Target:	Number	0		4	New KPI	Ţ		н	H
Consideration by 30 June 2021 Lob Evaluation Report Target Number of June 2021 1 0 1 1 Number of June 2021 Number of Organisational Structures organisational Structure & Council Page 1 Target Number of Organisational Structure & Council Page 1 Target Number of Organisational Structure & Council Structure & Council Page 1 Number of Organisational Structure & Council Page 1 Structure & Council Page 2 Structure & Counci	retirements, rectument, skills development and light duty submitted to Council for		Budget									
Number of Job evaluation conducted by 30 June 2021 Job Evaluation Report Budget by 30 June 2021 Rand Budget conversional Structures of Organisational Structures of Organisational Structures of Organisational Structure & Council by 30 June 2021 Target Aministration and Council Support Number of Organisational Structure & Council Page Structure & Council Page Structure & Council Page Structure & Council Resolutions Target Aministration and Council Resolutions Number of Council Page In Initiation Page Initiation Resolutions Target Initiation Page Initiation Initiation Initiation Page Initiation Initiation Page Initiation	consideration by 30 June 2021	WWW			1						-	
by 30 June 2021 Budget reviewed and approved by Council by 30 June 2021 Council by 30 June 2021 Target reviewed and approved by Council by 30 June 2021 Number of Organisational Structure & Council resolutions implementation report submitted to resolution Target reviewed and approved by Council resolutions implementation report submitted to resolution Target reviewed and approved by Council resolutions implementation report submitted to resolution Target reviewed and approved by Council resolutions implementation report submitted to resolution Target reviewed and approved by Council resolutions implementation report submitted to resolution Target reviewed and approved by 30 June 2021 Administration report submitted to resolution Target reviewed and approved by 30 June 2021 Administration report submitted to resolution Target reviewed and approved by 30 June 2021 Target reviewed and approved by 30 June 202	Number of Job evaluation conducted	Job Evaluation Report	Target	Number	0		7	0			-1	
Number of Organisational Structures & Council by Structure & Council casolution Administration Fudementation report submitted to progress register & Budget Rand Council by 30 June 2021 Rand Rand	by 30 June 2021		Budget	Rand				,		- I		
reviewed and approved by Council by Structure & Council by Solution Administration and Council Support Key Performance Indicator Measure Formation Meight Annual Annual Formate Quarte Quarte Quarte Quarte Quarte Annual Radare Past Annual	Number of Organisational Structures	Organisational	Target	Number	Н			1				
Administration and Council SupportKey Performance IndicatorEvidencetypeUnit of MeasureBaselin ingWeight TargetAnnual TargetPast Performance IndicatorQuarte Council Past Performance IndicatorNumber of Council resolutionsCouncil resolutionsTargetNumber130%4111Council by 30 June 2021resolutionPosar Plan & council By 30 June 2021RandTargetNumber1111Number of Year plans compiled and Number of Year Plan & councilTargetNumber11100	reviewed and approved by Council by 30 June 2021	Structure & Council resolution	Budget	Rand								
Key Performance IndicatorEvidencetypeUnit of Image of Performance IndicatorMeight of Performance IndicatorAnnual ingertificationPast of Image of Pear ing Image of Pear ing Image of Pear Inger Image of Pear Inger	The state of the s	Administration	and Counci	Support								
Number of Council resolutions implementation report submitted to Council by 30 June 2021 Council by 30 June 2021 Target Number of Year Plan & council Target Number of Year Plan & council & council Target Number of Year Plan & c	Key Performance Indicator	Evidence	type	Unit of	Baselin	Weight	Annual	Past	Quarte	Quarte	Quarte	Quart
Number of Council resolutionsCouncil resolutionCouncil by 30 June 2021Council by 30 June 2021Council by 30 June 2021TargetNumber of Year plans compiled and Number of Year plansTargetNumber of Year plansNumber of Year plans11100	•			Measure	υ	gui	Target	year perfor mance	년	r2	m) 1	er 4
progress register & resolution Budget Rand 1 1 0 0	Number of Council resolutions	Council resolutions	Target	Number	-	30%	4	Н	1	7	Н	н
Year Plan & council Target Number 1 1 0 0 0	implementation report submitted to Council by 30 June 2021	progress register & resolution	Budget	Rand								
	Number of Year plans compiled and	Year Plan & council	Target	Number	1		H	н	0	0	0	н.
		Number of HR related policies reviewed by Council by 30 June 2021 Number of awareness made on Health and Safety at workplace by 30 June 2021 Number of OHS meetings held by 30 June 2021 Number of reports on early retirements, recruitment, skills development and light duty submitted to Council for consideration by 30 June 2021 Number of Job evaluation conducted by 30 June 2021 Number of Job evaluation conducted by 30 June 2021 Number of Organisational Structures reviewed and approved by Council by 30 June 2021 Number of Council resolutions implementation report submitted to Council by 30 June 2021 Number of Year plans compiled and Number of Year plans compiled and	ies Reviewe lune 2021 Council e on Notice, lace by 30 register lace by 30 Register lace by 30 Minutes Register progran Register progran Register Conducted Job Eva Structures Council by Structu Fesoluti poins Council by Structu resoluti poins Pridence Fridence Frid	ies Reviewe lune 2021 Council e on Notice, lace by 30 register lace by 30 Register lace by 30 Minutes Register progran Register progran Register Conducted Job Eva Structures Council by Structu Fesoluti poins Council by Structu resoluti poins Pridence Fridence Frid	Human Resources Divisit Evidence type type to not be solution by 30 register & minutes by 30 minutes & Council by 30 Minutes & Council by 30 Minutes & Council by 30 Register & Budget by 30 minutes & Council by Structure & Council resolution and Council Structure by Structure & Council by Structure & Council by Structure & Council by Structure & Council resolution and Structure & Struct	Human Resources Division Evidence type Unit of E Measur r Measur r Evidence type Unit of E Measur r Evidence type Unit of E Measur r Budget Number of Evidence tyges and Target: Number of E Budget Rand tyges and Target: Number of Evidence tyges Budget Rand tyges D21 Council by 30 Minutes, Attendance Target: Number of Evidence tyges Minutes Council Target: Number of Evidence tyges Budget Rand tyges Council by Structure & Council Budget Rand tyges Council by Structure & Council Budget Rand tyges Evidence tyges register & Budget Rand tyges Council by Structure & Council Budget Rand tyges Evidence tyges register & Budget Rand tyges Measure tyge Number of Evidence tyge Rand tyges Evidence tyge Rand tyges Evidence tyge Rand tyge Number of Evidence tyge Rand tyges Evidence tyge Rand tyge Rand tyges	Human Resources Division Furdence type Unit of Baseli Weasur ne Be on Notice, attendance Target: Number 1 Ince by 30 register & minutes, Attendance Producted Producted Job Evaluation Report Budget Rand Structures Organisational Target: Number 1 Council by Structure & Council Target: Number 0 Budget Rand Structure & Council Budget Rand Target Rand Measure Paylen Roomcil Rand Rand Target Rand Target Rand Target Rand Target Rand Administration Administration Administration Administration Administration Administration Target Number Inschlution Progress register & Budget Rand Target Number Inschlution Progress register & Budget Rand Target Number Inschlution Rand Target Number Inschlution Progress register & Budget Rand Target Number Inschlution Rand Rand Target Number Inschlution Rand Rand Rand Rand Rand Rand Rand Ran	Human Resources Division Evidence Type Unit of Baseli Weigh	Human Resources Division Evidence type Unit of Baseli Weigh Annual Integration Reviewed policies and Target: Number 1 1 5 1 1	Human Resources Division Homes Homes	Human Resources Division Human Resources Division	Human Resources Division Human Resource Division Human Resources Divi

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	7		Н		-		0				Quarte r 1		3		100%			Quarte	r1	0		0		0		0		
	15		9		0						Past year performa	псе	12		100%			Past year	performa nce	1		-		1	***************************************	1		
	∞		9		9		7				Annual Target		12		100%			Annual	Target	Ţ		T		1		.	<u> </u>	
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	15		9		2		7		a.avawaa	ŀ	Baselin e		12		100%			Baselin	83	1		1		1		1		-
	Number	Rand	Number	Rand	Number	Rand	Number	Rand		¥	Unit of Measure		Number		Percent	age	rision	Unit of	Measure	Number		Number		Number		Nümber		
Budget	Target	Budget	Target	Budget	Target	Budget	Target	Budget		LEGAL AND LABOUR	type		Target	Budget	Target	Budget	opment Div	type		Target:	Budget	Target:	Budget	Target:	Budget	Target:	Budget	
resolution	Notice, Minutes &	Attendance register	Notice, Minutes &	Attendance register	Notice, Minutes &	Attendance register	Analysis report and	proof submission to			Evidence			Liability register	1		Skills Development Division	Evidence		Work place skills		Annual Training	report & proof submission	Skills Audit report			بر ه	submission
approved by Council by 30 June r	ouncil meetings held by	30 June 2021	Number of EXCO Meetings held by 30	June 2021	Number of MPAC meetings held by		Number of Analysis Reports on	Attendance of Meetings by		Attended	Key Performance Indicator		Number of Contingent Liability Register	reviewed by 30 June 2021	Percentage of disciplinary matters	processed and finalised by 30 June 2021	and the state of t	Key Performance Indicator		Number of Work place skills Plan	submitted to Dept of Labour by 30 June	Number of Annual Training Report	submitted to Training Committee & Dept of Labour by 30 June 2021	Number of institutional Skills audit	conducted by 30 June 2021	Number of Employment Equity Report	submitted to the Dept of Labour by 30 June 2021	Service
Excellence			•				•				Predetermined Objectives	enanta (a)	Development	of the	Corporate	Services Excellence		Prodetermined	Objectives	Development	of the	Services	Excellence					
	Activity2.2		Activity2.3		Activity	2.4	Activities	2.5			Planning	ō V	Activity2.8		Activity2.1	0		Dlanning	level	Activity1.1		Artivity1.2		Activity1.3		Activity1.5		

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DEPARTMENT: BUDGET AND TREASURY OFFICE KPA: FINANCIAL VIABILITY & MANAGEMENT OVERALL KPA WEIGHTING: 20

				-					T			1					
	Quarter	4		3		3		8				0		1	:	3	
	Quart	er 3		3		3	***************************************	3			:	0				3	
	Quart	er 2	,	3		n		က				0				3	
	Quarter	T		3		3		3		5		1				33	
	Past	year	perform ance	12		12		12		5		0				New KPI	
	Annua P		Target p	12 1		12 1		12 1		5		1 0		~ 1		12	
	Weighti /		•			```											
	Baseli W	ne ng		12		12		12		5		0		1		0	
ivision		Measure		Number		Number		Number		Number		Number		Number		Number	
Revenue Management Division	'n	ž	******		et		te.		et		et		;et] Set		zet.
Mana	type			Target:	Budget	Target:	Budget	Target:	Budget	Target	Budget	Target:	Budget	Target:	Budget	Target	Budget
Revenue	Evidence			Monthly Debtors	reconciliation reports	Registers to Water	Division on faulty meters	Monthly Bill reports		Council resolution	& reviewed policies	Approved revenue	enhancement strategy plus Council resolution	Updated certified	supplementary Valuation roll	Cut off notices	
!	Key Performance Indicator			Number of signed off debtor's	reconciliation control accounts generated by 30 June 2021	Number of registers sent to water	division on faulty meters by 30 June 2021	Number of monthly billing	authorisations conducted	Number of Revenue related	policies approved by Council as at 30 June 2021	Number of revenue enhancement	strategies approved by 30 June 2021	Number of updates of the	supplementary valuation roll by 30 June 2021	Number of cut off register for top	debtors in towns implemented by 30 June 2021
	Predetermined	Objectives		Sound Financial	Management and Reporting												
	Planning	level		Activity1.	-	Activity1.	, 2	Activity1.	, M	Activity1.	4	Activity1.	2	Activity1.	9	Activity1.	^

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			ASS	ASSET MANAGEMENT	EMENT								
Planni	Predetermin	Key Performance Indicator	Evidence	type	Unit of	Baseli	Weigh	Annua	Past year	Quart	Quart	Quart	Quar
ng.	ed Objectives				Measure	ne	ting	Target	performa	er 1	er 2	er 3	ter 4
level	7	Ni manipus of NATA A communicant	Indated Accet Begister	Target	Nimber								1
ACTIVIT	Source	ואמווומבו מו ואורואו א כמווזמוור	Obdated Asset Megister	Ω.		1							
y 1.3	Financial	Asset reviewed as at 30 June		Budget					٠				
	Management	2021											
Activit	and	Number of monthly updates of	Additions report	Target	Number	12		12	12	3	3	2	m
y 1.4	Reporting	assets performed in terms of		Budget									
		accounting requirements											
Activit		Number of Assets verified	Verifications report	Target	Number	4		4	4	7	Н	.,	1
y 1.5		quarterly according to		Budget								•	
		accounting standards									,		
Activit		Number of reconciliations	Reconciliations report	Target	Number	12		12	12	ო	3	23	m
y 1.6		performed between the		Budget									
		General Ledger & fixed Asset											
		Register as at 30 June 2021	***************************************										
Activit		Number of reports on vehicles	Schedule of licencing &	Target:	Number			12	12	6	3	m	m
y1.8		licenced and registered as at 30	registered vehicles	Budget									
		June 2021											
Activit		Number of Fuel consumption	Monthly Fuel report	Target:	Number	12		12	12	m	m	m	m
y1.9		reports generated to detect the	consumption reports										
		losses as at 30 June 2021		Budget									
Activit		Number of Fleet Management	Approved updated Asset	Target	Number	Н		1	Ţ	1			
y 1.10		related policies approved as at	policies, Council	Budget									
		30 June 2021	resolution]

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Total Control of the	Past year Quarter Quarter Quarter	performance	1		5 0 0		T T			12 3 3 3				4 1 1 1			4 1 1 1			THE PARTY OF THE P	1 0 0				1 0 0 0				
N	Weighting	Target	н		2	1	-	T		12				4			4		1						1				
NG DIVISIO	Baseline		₩1		5		7			12				4			4				1	*****			 1				
BUDGET AND REPORTING DIVISION	Unit of	Measure	Number	Rand	Number	Rand	Number	Rand		Number	Rand			Number	Rand		Number	Rand			Number	Rand			Number	Rand			
UDGET ANI	type	Budget	Target	Budget	Target:	Budget	Target	Budget		Target:	Budget			Target	Budget		Target:	Budget			Target:	Budget			Target:	Budget			
. B.	Evidence		Council resolution	Approved Budget	Approved policies	with council	Council resolution	Tabled Budget		Section 71 reports	& proof of	submission		Section 11 reports	and council	resolutions	Section 52 (d)	Reports & Council	resolution		Section 72 reports	& proof of	submission		Signed off Annual	Financial	אוש כווובנווה סומ	proof of	44.41.
MARKET	Key Performance Indicator		Number of MFMA compliant	Annual Budget approved by	Number of budget related	policies approved by 30 June	Number of MEMA compliant	Draft Annual Budget tabled in	Council by 30 June 2021	Number of section 71 Reports	submitted to the Mayor	within 10 days after the end	of the month	Number of Section 11 reports	tabled in Council by 30 June	2021	Number of section 52 (d)	reports tabled in Council	within 30 days after the end	of the month	Number of Section 72 reports	submitted to the Mayor, PT &	NT on or before 25 of each	year	Number of Annual Financial	Statements submitted to the	Office of the Auditor Gerieral	by the 31st Aug each year	
Visit I	Predetermined	Objectives	Sound	Financial Management	and Reporting																				*				
	Planning	level			Activity	1.2				Activity	1.3			Activity	1.4		Activity	1.5			Activity	1.6			Activity	1.7			

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				Expenditur	Expenditure Management Division	nt Division							
Planning	Predetermined	Key Performance	Evidence	type	Unit of	Baseline	Weighing	Annual	Past year	Quarter	Quarter	uarter	Quarter
e jevel	Objectives	Indicator			Measure			Target	performance	1	2	3	4
ty1.1	Sound	Number of top 10 key	Monthly	Target	Number	12		12	12	3	en en	3	m
	Financial	creditors accounts	Reconciliation	Budget	Rand								
	Management	reconciled by 30 June	reports)									
	and Reporting	7071					-1-			, 200	,000,	2000	70007
Activity1.2		Percentage invoices paid	Monthly statistics	Target	Percentage	%09		100%	%09	100%	100%	100%	KONT.
		within 30 days	reports	Budget	Rand		1						
			- AMMA					<u> </u>				,	,
Activity		Number of reports on	Quarterly reports on	Target	Number	4		4	7	→	4	1	1
1.4		fruitless and wasteful	fruitless and wasteful	Budget	Rand								•
		expenditure tabled in	expenditure &						•				
		Council by 30 June 2021	Council resolutions					2280000					
Activity		Number of VAT 201	Monthly VAT 201	Target	Number	12		12	12	m	m	m	
1.5		reports submitted to	submissions to SARS										
		SARS by 30 June 2021		Budget	Rand								
Activity		Number of Section 66	Section 66 reports &	Target	Number	4		4	4	1	7	7	
1.6		reports tabled in Council	Council resolution	Budget	Rand								
		by 30 June 2021			- THE STATE OF THE								

it of Baseli Weigh Annual assure ne ting Target imber 1 20% 1 4 4			Sunnly Chain Management Division	ment Divis	ion								
Predetermined Objectives Key Performance Indicator Evidence type Unit or Measure Baselin Weign Indicator Weign Indicator All Indicator Objectives Sound Financial Number of Supply Chain Management Approved Revised Supply Target Number 1 20% 1 Management Policies revised and approved as at 30 and Reporting Infrastructure Procurement Budget 1 20% 1 R. Delivery Management Target Number Number of reports on SCM policy SCM implementation A 4 Implementation submitted to the Mayor reports and proof of implementation submitted to the Mayor reports and proof of Budget Budget Number 4			Samuel Highest Address			11.00	1.67.2.2.	I constant	Dank wood	, circ	- C	reit	Ciar
Objectives Measure Iting Target Sound Financial Number of Supply Chain Management Approved Revised Supply Target Number 1 20% 1 Management Policies revised and approved as at 30 Chain Management policy Budget 1 20% 1 and Reporting June 2021 Infrastructure Procurement & Delivery Management A 4 Number of reports on SCM policy SCM implementation SCM implementation SCM implementation Humber 0 4 as at 30 June 2021 submission to the Mayor submission to the Mayor Budget Number 0 4		Key Performance Indicator		type	Unit of	Basell	weign	Annual	rast year	ğ	Çuai Çuai	- - -	j Ž
Sound Financial Number of Supply Chain Management Approved Revised Supply Target Number 1 20% 1 Management Policies revised and approved as at 30 Chain Management policy and council resolution, and Reporting June 2021 Number of reports on SCM policy SCM implementation implementation submitted to the Mayor reports and proof of as at 30 June 2021 Sound Financial Number 1 20% 1 Approved Revised Supply Target Number 0 4 Approved Revised Supply Chain Management Target Number 0 4 Approved as at 30 June 2021					Measure	ne	ting	Target	performan	ter 1	ter 2 ter 3		ter 4
Sound Financial Number of Supply Chain Management Approved Revised Supply Target Number 1 20% 1 Management Policies revised and approved as at 30 and council resolution, and Reporting June 2021 Number of reports on SCM policy SCM implementation submitted to the Mayor reports and proof of as at 30 June 2021 Sound Financial Number of SCM policy SCM implementation submitted to the Mayor reports and proof of as at 30 June 2021 Sound Financial Number of SCM policy SCM implementation submitted to the Mayor reports and proof of as at 30 June 2021									ce				
Management Policies revised and approved as at 30 Management Policies revised and approved as at 30 Infrastructure Procurement Reporting June 2021 Reports on SCM policy Implementation submitted to the Mayor so as at 30 June 2021 Reports on SCM policy and proof of submission to the Mayor submission to the Mayor so as at 30 June 2021 Reporting Budget Submission to the Mayor submissi		Nimber of Sunply Chain Management	Approved Revised Supply	Target	Number	1	20%	1	1	2			
June 2021 Infrastructure Procurement & Delivery Management Number of reports on SCM policy implementation submitted to the Mayor ss at 30 June 2021 and council resolution, Infrastructure Procurement & Delivery Management R. Delivery Management A 4 A 4 A 5 A 6 A 7 A 7 A 7 A 7 A 7 A 7 A 7		Policies revised and approved as at 30	Chain Management policy	Budget									
Number of reports on SCM policy SCM Implementation Implementation submitted to the Mayor Scaling Information School Schoo	and Reporting	June 2021	and council resolution,										
on SCM policy SCM Implementation Target Number 0 4 bmitted to the Mayor reports and proof of Budget submission to the Mayor			Infrastructure Procurement										
on SCM policy SCM Implementation Target Number 0 4 bmitted to the Mayor reports and proof of Budget submission to the Mayor			& Delivery Management		***************************************								
bmitted to the Mayor reports and proof of Budget submission to the Mayor		Number of reports on SCM policy	SCM implementation	Target	Number	0		4	4	1	1	+	
submission to the Mayor		implementation submitted to the Mayor	reports and proof of	Budget									
		as at 30 June 2021	submission to the Mayor						****				
Target Number			COM Implementation	Target	Number	c		-	0				1
	rity 5.2	Number of reports on Scivi policy	SCIVI III prementationi	ומופבר									/



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	Н	-	
	+	<u> </u>	2
	1	1	4
	-		4
	Number	Number	Number
Budget	Target Budget	Target Budget	Target Budget
reports and proof of submission to the Mayor	Signed off by MM annual procurement plans, proof submission to PT	SCM declaration register	Notices, minutes and attendance registers
implementation submitted to Council as at 30 June 2021	Number of signed off annual procurement plans submitted to PT by 30 June 2021	Number of SCM declarations of interest register for SCM practitioners and members of Bid Committees as at 30 June 2021	Number of workshops held with internal and external stakeholders on Supply Chain Management Policy and processes as at 30 June 2021
Activity 5.3	Activity5.4		l

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	Quarte	r 4	m	,	Υ		,	m								
-	Quart	er 3	3		3			3		1	0					
	Quart	er 2	m	,	m			m			0					
	Quarter	-	m		m			3			0			~		
	Past year	performanc e	12		12			12			Т			** -1		
	Annual	Target	12		12			12			H			н		
į	Weighti	ng	5%													
2	Baseline		12		12			12	•		 !					
Payroll Administration	Unit of	Measure	Number		Number			Number			Number			Number		
Payroll	type		Target	Budget	Target	Budget		Target	Budget		Target	Budget)	Target		
	Evidence		Proof of	payment	Monthly	reconciliations		Proof of	payment		IRP 5 file & EMP	501	reconciliation	S & T policy and	Council	resolution
***************************************	Key Performance Indicator		Number of Payment of salaries	by the 25 th day of every month	Number of Clearance of salary	related suspense account by 30	June 2021	Payment of third parties by the	7 th day of every month		Number of Submission of EMP	501 to SARS by 30 June 2021		Number of Payroll related	policies approved by Council by	30 June 2021
	Predetermine	d Objectives	Sound	Financial	Management	and Reporting	Number of	updates on	the risk	register		Updated Risk	Register			
	Plannin	g level	Activity	1.1	Activity	1.2		Activity	1.4		Activity	1.5		Activity	1.5	

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2. DEPARTMENT OF TECHNICAL SERVICES KPA: Basic Service & Infrastructure Development (OVERALL KPA WEIGHTING: 30%)

	***************************************		Nater and S	Water and Sanitation Division	ion	Verticalists	1011	Doct woon	t	ţ	trent	t
Predetermined Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Baseline	Weighti	Annual Target	performance	er 1	er 2	er 3	er 4
Water & Waste water service	Number of water quality tests conducted per month	Water quality test results from the Lab	Target:	Number	12	30%	12	6	m	ന	ო	m
provided to all			Budget	Rand								
accordance with Blue Drop	Number of waste water quality tests conducted per	Waste water test results from the Lab	Target:	Number	o o		12	ຫ .	ო	ო	m	m
& Green Drop			Budget	Rand		,						
standards	Number of Water Services Development Plan reviewed by 30 June 2021	Council Resolution and reviewed WSDP	Target	Number	~ 1		ęm ę	-	0	0	0	н
		Refuse Remo	val, Enviro	Removal, Environment & Waste Management	e Managem	ent						
Predetermined	Key Performance Indicator	Evidence	type	Unit of	Baseli W	Weigh Ar	Annual Pa	Past year Quarter 1	ter 1	Quart	Quart	Quart
				Measure	ne		Target Pe	performa nce		er 2	er 3	er 4
-	Number of reviewed Integrated	Council	Target:	Number	-1	25%	7	17	0	0	0	Н
Implementation and Compliance	Waste Management Plan approved by 30 June 2021	resolution on Integrated Waste	Budget	Rand								
Waste Act 59 of 2008 leading to		Management Plan										
	Number of refuse removal collected throughout Mantsopa areas by 30 June 2021	Monthly collection Schedule & Job	Target:	Number	528		228	528	132	132	132	132
		Cards	Budget	Rand								
Management Programmes	Number of Quarterly Provincial Waste Management Officers	Attendance registers and	Target:	Number	4		4	4	\leftarrow	ᆏ	Н	н
	roluil meetiigs attended by 50 June 2021	C C C C C C C C C C C C C C C C C C C	Budget	Rand								
l	Number of CWP Local Reference	Minutes and	Target:	Number	4		4	4	1	H	-	4
_	Committee meetings held per	Attendance	Budget	Rand								

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		Quart er 4									100%			100%						100%	P P P P P P P P P P P P P P P P P P P		100%	
		Quart er 3						3001			20%			20%			•			%00	000		20%	
		Quart er 2	100%	: :				20%			20%			20%			100%			7001	20%		10%	
		Quarter 1	75.0%					10%			Appointment of Contractor			Appointment of Contractor			Appointment	0.000		400000000000000000000000000000000000000	Appointment of Contractor		Appointment of Contractor	
		Past year performa nce	%59					%			%0			%0			%0			ò	% O		%0	
		Annual Target	100%					100%			100%			100%			100%			,000	%00T		100%	
		Weigh ting											,											
	ı. u	Baseli ne	65%					%0	<u>.</u>		%0			%0			%0			, 60	%		%0	
	Project management Unit	Unit of Measure	Percentage	Rand				Percentage	Rand		Percentage	Rand		Percentage	Rand		Percentage	7400			Percentage	Rand	Percentage	Rand
	Project m	type	Target:	Budget				Target:	Budget		Target:	Budget		Target	Budget		Target	00	nagnna	-	Target	Budget	Target	Budget
Registers		Evidence	Progress	reports &	Completion	Certificate		Progress report	Certificate		Progress	Completion	Certificate	Progress reports &	Completion	Certificate	Progress	reports &	Certificate		Progress reports &	Completion	Progress reports &	Completion
Tatter		Key Performance Indicator	Percentage of progress made on	the Manyatseng Construction of	1.7 km paved roads and storm	water in Los-my-cherry and	Vukuzenzele by 30 June 2021	Percentage of progress made on	Not be workling the Ladybrand and Tweespruit by 30	June 2021	Percentage of progress made on	by 30 June 2021		Percentage of progress made on Rehabilitation of Hobhouse	Waste Water Treatment Works	with the pump-station by 30 June 2021	Percentage of progress made on	Returbishment of Hobbouse	(Chlorine station) by 30 June	2021	Percentage of progress made on Commissioning of Grey Water	System in Boroa by 30 June 2021	Percentage of progress made on the construction of Ladybrand	6ML reservoir and pipeline by 30
		Predetermined Objectives	To opening that	all Municipal	Capital projects	are managed	within	contractual	prescripus								,						··••	
		Planni ng	Activit	V1.1				Activit	y12		Activit	утз		Activit v1.4			Activit	y1.5			Activit	}	Activit) i

de B

		Derceptage of progress made on	Progress report	Target	Percentage	%0		100%	45%	%09	75%	80%	100%
		Manyatseng construction of 1.9	& Completion	,)								
		paved roads and stormwater in	Certificate	Budget	Rand								
		Masakeng by 30 June 2021					L						
		Percentage progress made on	Progress	Target:	Percentage	%		100%	New KPI	20%	20%	70%	100%
		Manyatseng: Establishment and	reports &										
		Formalisation of new cemeteries	Completion										
		by 30 June 2020	Certificate										
		Percentage progress made on	Progress report	Target:	Percentage	%		100%	20%	20%	70%	100%	%
		Tweespruit /Borwa: Upgrading of	& Completion							****			
		sports field (Phase 1) by 30 June	Certificate	Budget	Rand								
		2021											
		Number of MIG Annual reports	Signed 2018/19	Target:	Percentage	1		⊣	-	1	0	0	0
		prepared to comply with MIG	Annual Report	Budget	Rand								
		Conditions by 30 June 2021)			,,,,,						
		Number of EPWP beneficiaries	Employment	Target:	Percentage	257		270	257	75	184	204	204
		appointed by 30 June 2021	Contracts	Budget	Rand								
		Number of EPWP	Signed Annual	Target	Number	1		↔	₩.	₽	0	0	0
		Implementation Plans generated	Plan	1	7		*******						
		by 30 June 2021		budget	Kand		-						
				Roads	Roads and Stormwater								
Den et anno de la factoria	7	Von Dorformanden Indiantor	Evidence	94,4	Int of	Racoli	Weigh	Annua	Past vear	Onarter 1	Duart	Ouart	Ouart
בתבובו ווווום	3	Ney remonnance marator	באותבוורב	<u>بر ا</u>		500	ting the	Targot	performa		6,7	pr 2	Dr.A
Objectives					Measure	<u>=</u>	gun	ים גערוי גערוי	nce		7 15		t 5
To improve the	aı	Kilometres of roads re-gravelled	Job Cards	Target:	Kilometres	7.6km	72%	2	7.6km	0.5Km	0.5Km	0.5Km	0.5Km
standard of		by 30 June 2021		Budget	Rand		•						
roads and storm	٤	Kilometres of roads reshaped by	Job Cards	Target:	Kilometres	33,7		7	33,7 km	0.5Km	0.5Km	0.5Km	0.5Km
water drainages	S	30 June 2021				km							
in the				Budget	Rand		'						***************************************
Municipality		Storm-water channel cleaned by	Job Cards	Target:	Kilometres	2.58		10	2.58 km	2.58 km	2.58	2.58	2.58
		30 June 2021				km				***************************************	Ē	к	km
		and the state of t		Budget	Rand								
		Roads and Stormwater	Approved	Target	Number	н		₩	₽	0	0	0	m
		Maintenance Plan by 3U June	IViaintenance Plan & job rards	Budget	Rand								
		7707				1							

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Department: Community Services: KPA: Community Development & Social Cohesion KPA OVERALL WEIGHT: 10%

	NA OVERSEL WEIGHT #5%		CECLI	PITY MANA	ECHBITY MANAGEMENT DIVISION	NOISIA							
		Controlled to the Control of the Con	י				1000	1-11-11	Section 4	ţ	treit	O. Part	Trend
Plannin	Predetermine d'Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Basell	weign	Anilual Target	rast year performance	er 1	er 2	er 3	er 4
Activity	To provide	Number of municipal	Incidents/security	Target:	Number	5		5	5	5	2	5	5
1.1	effective	properties secured through	pocket book per	Budget	Rand								
	community	physical security by 30 June	property secured										
	development	2021	201411	Tarant	Alrimbor	-			0				
Activity	and social	Number of security	Council resolution	larger	Nation	>		1	2				
1.2	services	management policy approved by council by 30 June 2021	and a Security policy	Budget									
		The second secon		STER MANA	DISASTER MANAGEMENT DIVISION	VISION							
Plannin	Predetermine	Key Performance Indicator	Evidence	type	Unit of	Baseli	Weigh	Annual	Past year	Quart	Quart	Quart	Quart
g level	d Objectives	•			Measure	ne	ting	Target	performance	er 1	er 2	er 3	er 4
Activity	To provide	Number of fire safety	Fire safety	Target:	Number	161		240	161	9	09	99	09
1.1	effective	inspections done by 30 June	inspections register	Budget	Rand								
	community	2021						1			2	0,7	6
Activity	development	Number of Public Awareness	Invitations, agenda,	Target:	Number	9		90	09	70	70	QT	OT
1.3	and social	campaigns on public safety	report &	Budget	Rand								
	services	conducted by 30 June 2021	attendance register										
Activity		Number of Disaster	Council resolution	Target:	Number	1		-1	7				T
1.4		Management Plans reviewed	and the approved	Budget	Rand								
		and approved by 30 June 2021	Disaster										
		- TANNES	Management Plan							,	-	,	,
Activity		Number of reports on Disaster	Report & proof	Target	Rand	<u>о</u>		4	New KPI	н	1	~~ !	-
1.6		Management submitted to the TMDM by 30 June 2021	submission	Budget	Number								
		T-AFFERT	TR	FFIC MANA	TRAFFIC MANAGEMENT DIVISION	VISION							:
Plannin	Predetermine	Key Performance Indicator	Evidence	type	Unit of	Baseline	Weighti	Annua		Quarter	Quart	Quarter 2	Quarte
g level	d Objectives				Measur		ng	Target	pertormanc e		er 2	מי	†
Activity 1.1	To comply	Number of Traffic check points	Check report	Target :	Number	381		400	381	100	100	100	100
	provisions of			Budge	Rand								
	ANIO			,									

B

New KPI 0 Target Rand
Budge Number Traffic Operations report Number of traffic operations conducted by 30 June 2021 Activity 1.2

		100000000000000000000000000000000000000	***************************************	Hui	man Settlem	ent & Urban F	Human Settlement & Urban Planning Division	٥				***************************************	
Planning	Predetermined	Key Performance Indicator	Evidence	type	Unit of	Baseline	Weighting	Annual	Past year	Quarte	Quarte	Quarte	Quarter 4
level	Objectives				Measure			Target	performance	7	r2	r3	
Activity1		Number of consumer education on	Invitations, agenda,	Target:	Number	2		4	2	1	1	7	н
7		security of tenure conducted by 30 June 2021	report & attendance register	Budget	Rand								
Activity1		Number of Housing Sector Plan by	Housing Sector plan &	Target:	Number	***	•	1	-	П	0	0	0
εį		30 June 2021	Council resolution	Budget									
Activity1		Number of municipal residential	Annual Signed lease	Target	Number	47	•	40	New KPI				40
4		properties leased by 30 June 2021	agreements	Budget	Rand								
Activity1		Number of municipal land leased	Annual Signed lease	Target	Number	29		9	New KP!				9
ų		for economic development by 30 June 2021	agreements	Budget	Rand								
Activity1		Number of municipal land leased	Signed lease	Target	Rand	0	•••	9	New KPI				9
ယ့		for social activities by 30 June 2021	agreements										
*					_	_							

			Developme	nt Planning	bevelopment Planning and Management Division	nent Divisio							
Pre	Predetermined	Key Performance Indicator	Evidence	type	Unit of	Baselin	Weighting	Annual	Past	Quarte	Quarte	Quarter	Quarte
0	Objectives				Measure	a)		Target	year	Ę.	r2	ო	47
									perfor				
j	***************************************								mance				
	To Ensure that all the	Number of land use	Job cards	Target	Number	82	15	130	82	8	30	35	35
	building plans received	Contravention Notices issued by		Budget									
_	within the municipal	30 June 2021											
	jurisdiction concur with	Number of SDF Review	Job cards	Target	Number	1		1					1
_	the approved design in	approved by Council by 30 June		Budget									
	terms of the NBRBS Act	2021)									
	103 of 1977; and												
_	compliance with												
	SPLUMA 16 of 2013	Number of Land Use Scheme	Job cards	Target	Number	0		e-d	0				1
		compiled and approved by											
		Council by 30 June 2021											
-				011010101010101010100100100100100100100									į

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			PARKS	, PROPERT	PARKS, PROPERTIES AND CEMETERIES	TERIES							
Planning level	Predetermined Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	£	Weighting	Annual Target	Past year perfor mance	Quarte r 1	Quarte Quarter 1.1 r.2 3	Quarter 3	Quarte r 4
	***************************************	十	Joseph Hol	Target	Marmher	53	15	52	52	13	13	13	13
Activity No. 1.1	To ensure that all properties of council are	Number of municipal properties cleaned per month	Son rains	Budget									
	properly maintained				-	300		200	280	75	7.5	75	75
Activity No.1.2		Number of sport and recreational facilities cleaned per month	Job cards	Target Budget	Number	300		0000	8				
									Ç	,	2	10	10
Activity No.		Number of cemeteries	Job cards	Target	Number	40		40	04	2	710	77	2
1.3		maintained per quarter		Budget									

PERFORMANCE PLAN FOR MUNICIPAL MANAGERS for the Period: 01 July 2026 to 30 June 2021

Singed and accepted by Municipal Manager: Mr T.P Masejane ____

Date: 06/01/2020

PERSONAL DEVELOPMENT PLAN (PDP)

Entered into by and between [MMAMAMA EUNICE TSOENE]

["the Employer"]

and

["the Employee"]

DR T.F.

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) Manage training and development within the ambit of relevant national policies and legislation.

1.1.2. Municipality should follow an integrated approach to human Resources 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 (strategist) HR plan, job description, the result of regular performance appraisal and career-pathing.
- (c) To ensure the necessary linkages 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 approval 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 standard 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.

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

1.1.3 Compiling the Personal Development Plan attached at Appendix.

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 at a given period in time with the purpose of identifying training needs or skills gaps.

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 training skills/ Performance Gap. The following should be carefully determined during such a process:

Organisational needs, which include the following:

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

Individual training needs that are job / career related.

Next, the prioritisation of the training needs 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 purpose of accommodating critical/strategic training and development needs in the HR Plan, Personal Development and the Works Skills Plan.

Consideration must be given to the expected outcomes, to be listed in column 2 of the Appendix 1, so that once the intervention is completed the impact it had can be measured against relevant output indicators.

An appropriate intervention should be identified to address training needs/skills gaps and the outcomes to be achieved but with due regard to cost effectiveness. These should be listed in column 3 Appendix 1, entitled: Suggested training and/or development activity in line with the National Qualification Framework, which could enable the trainee to obtain recognition towards a qualification for training undertaken. I is important to determine through Training/Human Resource Development Unit within the municipality whether unit standard have been developed and registered with the South African Qualifications Authority that are in line with the skills gap and expected outcomes identified. Unit standard usually have measurable assessment criteria to determine achieved competency.

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.

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.

The suggested time frames (columns 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.

Work opportunity created to practice skill/development areas, in column 6 of Appendix 1, further ensures internalization of information gained as well as return on investment (not just to have skill but a necessary to have skill that is used in the workplace)

The final column, column 7 of Appendix 1, provides the employee with a support person that could act as a coach or mentor with regard to the area of learning.

ort person

Personal Development Plan of: Mr. THAMAE PAULUS MASEJANE

Compiled on Date: 01 July 2020

ment. Obtain the prescribed minimum gement. competency as ship. per the adership Based Assessment hovation.	3	Part-time	Oue year	Local Government and Public Sector	Мауог
Information Management. Communication. Results and Quality					

Mayor's Signature & Date

Municipal Manager's Signature and Date

SCHEDULE 2

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

1. Definitions

In this Schedule "partner" means a person who permanently lives with another person in a manner as if married.

2. General conduct

A staff member of a municipality must at all times—

- (a) loyally execute the lawful policies of the municipal council;
- (b) perform the functions of office in good faith, diligently, honestly and in a transparent manner;
- (c) act in such a way that the spirit, purport and objects of section 50 are promoted;
- (d) act in the best interest of the municipality and in such a way that the credibility and integrity of the municipality are not compromised; and
- (e) act impartially and treat all people, including other staff members, equally without favour or prejudice.

3. Commitment to serving the public interest

A staff member of a municipality is a public servant in a developmental local system, and must accordingly—

- (a) implement the provisions of section 50 (2);
- (b) foster a culture of commitment to serving the public and a collective sense of responsibility for performance in terms of standards and targets;
- (c) promote and seek to implement the basic values and principles of public administration described in section 195 (1) of the Constitution;
- (d) obtain copies of or information about the municipality's integrated development plan, and as far as possible within the ambit of the staff member's job description, seek to implement the objectives set out in the integrated development plan, and achieve the performance targets set for each performance indicator;
- (e) participate in the overall performance management system for the municipality, as well as the staff member's individual performance appraisal and reward system, if such exists, in order to maximise the ability of the municipality as a whole to achieve its objectives and improve the quality of life of its residents.

4. Personal gain

- (1) A staff member of a municipality may not—
 - (a) use the position or privileges of a staff member, or confidential information obtained as a staff member, for private gain or to improperly benefit another person; or
 - (b) take a decision on behalf of the municipality concerning a matter in which that staff member, or that staff member's spouse, partner or business associate, has a direct or indirect personal or private business interest.

- (2) Except with the prior consent of the council of a municipality a staff member of the municipality may not—
 - (a) be a party to a contract for-
 - (i) the provision of goods or services to the municipality; or
 - (ii) the performance of any work for the municipality otherwise than as a staff member;
 - (b) obtain a financial interest in any business of the municipality; or
 - (c) be engaged in any business, trade or profession other than the work of the municipality.

5. Disclosure of benefits

- (1) A staff member of a municipality who, or whose spouse, partner, business associate or close family member, acquired or stands to acquire any direct benefit from a contract concluded with the municipality, must disclose in writing full particulars of the benefit to the council.
- (2) This item does not apply to a benefit which a staff member, or a spouse, partner, business associate or close family member, has or acquires in common with all other residents of the municipality.

6. Unauthorised disclosure of information

- (1) A staff member of a municipality may not without permission disclose any privileged or confidential information obtained as a staff member of the municipality to an unauthorised person.
- (2) For the purpose of this item "privileged or confidential information" includes any information—
 - (a) determined by the municipal council or any structure or functionary of the municipality to be privileged or confidential;
 - (b) discussed in closed session by the council or a committee of the council;
 - (c) disclosure of which would violate a person's right to privacy; or
 - (d) declared to be privileged, confidential or secret in terms of any law.
- (3) This item does not derogate from a person's right of access to information in terms of national legislation.

7. Undue influence

A staff member of a municipality may not—

- (a) unduly influence or attempt to influence the council of the municipality, or a structure or functionary of the council, or a councillor, with a view to obtaining any appointment, promotion, privilege, advantage or benefit, or for a family member, friend or associate;
- (b) mislead or attempt to mislead the council, or a structure or functionary of the council, in its consideration of any matter; or

(c) be involved in a business venture with a councillor without the prior written consent of the council of the municipality.

8. Rewards, gifts and favours

- (1) A staff member of a municipality may not request, solicit or accept any reward, gift or favour for—
 - (a) persuading the council of the municipality, or any structure or functionary of the council, with regard to the exercise of any power or the performance of any duty;
 - (b) making a representation to the council, or any structure or functionary of the council;
 - (c) disclosing any privileged or confidential information; or
 - (d) doing or not doing anything within that staff member's powers or duties.
- (2) A staff member must without delay report to a superior official or to the speaker of the council any offer which, if accepted by the staff member, would constitute a breach of subitem (1).

9. Council property

A staff member of a municipality may not use, take, acquire, or benefit from any property or asset owned, controlled or managed by the municipality to which that staff member has no right.

10. Payment of arrears

A staff member of a municipality may not be in arrears to the municipality for rates and service charges for a period longer than 3 months, and a municipality may deduct any outstanding amounts from a staff member's salary after this period.

11. Participation in elections

A staff member of a municipality may not participate in an election of the council of the municipality, other than in an official capacity or pursuant to any constitutional right.

12. Sexual harassment

A staff member of a municipality may not embark on any action amounting to sexual harassment.

13. Reporting duty of staff members

Whenever a staff member of a municipality has reasonable grounds for believing that there has been a breach of this Code, the staff member must without delay report the matter to a superior officer or to the speaker of the council.

14. Breaches of Code

Breaches of this Code must be dealt with in terms of the disciplinary procedures of the municipality envisaged in section 67(1)(h) of this Act.

14A. Disciplinary steps

- (1) A breach of this Code is a ground for dismissal or other disciplinary steps against a staff member who has been found guilty of such a breach.
- (2) Such other disciplinary steps may include—

- (a) suspension without pay for no longer than three months;
- (b) demotion;
- (c) transfer to another post;
- (d) reduction in salary, allowances or other benefits; or
- (e) an appropriate fine.

Agreed upon

Signature:

Supervisor:

Date:

Signature:

Incumbent:

Date:

MATIC

30/07/2012

Plance Massique

30/07/2020

OATH/AFFIRMATION

1. I certify that before administering the oath/affirmation I asked t	the deponent the following
questions and wrote down her/his answers in his/her presence:	
(i) Do you know and understand the contents of the declaration?	
Answer	
(ii) Do you have any objection to taking the prescribed oath or aft	firmation?
(iii) Do you consider the prescribed oath or affirmation to be bind	ing on your conscience?
Answer <u>ye</u>	
2. I certify that the deponent has acknowledged that she/he know declaration. The deponent utters the following words: "I swear th true, so help me God." / "I truly affirm that the contents of the decof the deponent is affixed to the declaration in my presence.	at the contents of this declaration are
Commissioner of Oath /Justice of the Peace Full first names and surname:	(Rlock letters)
Tull first fiames and surfame.	(Block letters)
Designation (rank):	Ex Officio Republic of South Africa
Street address of institution:	
Date:	
Place:	
CONTENTS NOTED: MAYOR	
DATE:	

INFORMATION SHEET FOR THE GENERIC FINANCIAL DISCLOSURE FORM

The following notes is a guide to assist with completing the Financial Disclosure Form (Annexure A):

NOTE 1: Shares and other financial interests

Designated employees are required to disclose the following details with regard to shares and other financial interests held in any private or public company or any other corporate entity recognised by law:

- The number, nature and nominal value of shares of any type;
- The nature and value of any other financial interests held in any private or public company or any other corporate entity; and
- The name of that entity.

NOTE 2: Directorships and partnerships

Designated employees are required to disclose the following details with regard to directorships and partnerships:

- The name and type of business activity of the corporate entity or partnership/s; and
- The amount of any remuneration received for such directorship or partnership/s.

Directorship includes any occupied position of director or alternative director, or by whatever name the position is designated.

Partnership is a legal relationship arising out of a contract between two or more persons with the object of making and sharing profits.

NOTE 3: Remunerated work outside the Municipality (As sanctioned by Council)

Designated employees are required to disclose the following details with regard to remunerated work outside the public service:

- The type of work;
- · The name and type of business activity of the employer; and
- The amount of the remuneration received for such work.

Remuneration means the receipt of benefits in cash or kind, and work means rendering a service for which the person receives remuneration.

NOTE 4: Consultancies and retainerships

Designated employees are required to disclose the following details with regard to consultancies and retainerships:

- · The nature of the consultancy or retainership of any kind;
- · The name and type of business activity, of the client concerned; and
- The value of any benefits received for such consultancy or retainerships.

NOTE 5: Sponsorships

Designated employees are required to disclose the following details with regard to sponsorships:

- · The source of the sponsorship;
- · The description of the sponsorship; and
- The value of the sponsorship.

NOTE 6: Gifts and hospitality from a source other than a family member

Designated employees are required to disclose the following details with regard to gifts and hospitality:

- A description and the value and source of a gift with a value in excess of R350.00;
- A description and the value of gifts from a single source which cumulatively exceed the value of R350.00 in the relevant 12 month period; and
- · Hospitality intended as a gift in kind.

Designated employees must disclose any material advantages that they received from any source e.g. any discount prices or rates that are not available to the general public. All personal gifts within the family and hospitality of a traditional or cultural nature need not be disclosed.

NOTE 7: Land and Property

Designated employees are required to disclose the following details with regard to their ownership and other interests in land and property (residential or otherwise both inside and outside the Republic):

- · A description of the land or property;
- The extent of the land or property;
- · The area in which it is situated; and
- The value of the interest.

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ANNEXURE C

FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initia	is) Mase	ale 1	. <i>].</i> of						
P.O. BOX 1973, BETHO	CEHEM		(Postal address) and						
135/ Dkopa he st, employed as the Munitif Manthopa Local	Bolilola	9, 970 the	(Residential address)						
Man + For Loca / Municipality hereby certify that the foll knowledge:									
1. Shares and other financial interests See information sheet: Note (1)	sts (Not bank acc	ounts with financi	al institutions)						
Number of shares / extent of financial interest	Nature	Nominal value	Name of Company or entity						
16 8tock 116. MTN 10 stock 42. Wootwork									
16 8tock 11/6. MTN 10 8tock 42. Wootwork									
2. Directorships and Partnerships See information sheet: Note (2) Name of Corporate entity, partnership or firm	Type of busine	Į.	ount of Remuneration or ome						
Thhwarly Proport dev	hoppy del	rlopy "	X/A						
3. Remunerated work outside the M See information sheet: Note (3)	lunicipality (As s	anctioned by Coul	ncil)						
Name of Employer	Type of work		bunt of Remuneration or ome						
	1 / //								

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4. Consultancies and retair See information sheet: Note	-	/		
Name of client	Nature	/	Type of business activity	Value of benefits received
5. Sponsorships See information sheet: Note	/			1
Source of sponsorship	Descripti	on ø	f sponsørship Vallue	e of sponsorship

6. Gifts and hospitality from a source other than a family member

See information sheet: Note (6)

Description	Value	Source
Sairy	Rasco	Zalisile Msen-31 Civils

7. Land and property

See information sheet: Note (7)

Description	Extent	Area Value
perid-tral est	9450	R60 000
Busi-en et	871	R1700 000

SIGNATURE OF EMPLOYEE

DATE: 30/07/202

PLACE: Loyland