



PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

SENQU MUNICIPALITY

“(Hereinafter referred to as the employer)”
Represented by

The Municipal Manager

Mr M.M Yawa

And

Mrs. P.L. Bushula
DEVELOPMENT AND TOWN PLANNING DIRECTOR
“(Hereinafter referred to as the employee)”

2018/2019

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1. INTRODUCTION

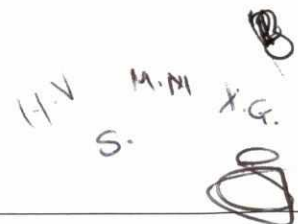
- 1.1. The employee will be employed by the employer in terms of Section 56 (1) (a) of the Municipal Systems Act No 32 of 2000 and subsequent amendments (the Systems Act, No Act 7 of 2011).
- 1.2. The **Employer** has entered into a contract of employment with the **Employee** in terms of Section 57(1) (a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act, No 32 of 2000") and subsequent amendments (the Systems Act, No Act 7 of 2011).
- 1.3. Section 57(1) (a) (b), (4A), (4B), (4C) and (5) of the Systems Act; No 32 of 2000 and subsequent amendments (the Systems Act, No Act 7 of 2011), read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance agreement within 60 days after the beginning of the financial year. The updated review will occur no later than July each year.
- 1.4. 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.
- 1.5. The parties wish to ensure that there is compliance with Sections 57 (4 A), 57 (4 BC), 57 (4C) and 57(5) of the Systems Act No 32 of 2000 and subsequent amendments (the Systems Act, No Act 7 of 2011).

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), (4C) and (5) of the Systems Act, No 32 of 2000 and subsequent amendments (the Systems Act, No Act 7 of 2011).subsequent (the Systems Act, No Act 7 of 2011), as well as the employment contract entered into between the parties.
- 2.2. Specify objectives and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan (IDP), Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Municipality.
- 2.3. Specify accountabilities as set out in a performance plan, which constitutes **Annexure A** (scorecard) of the performance agreement.
- 2.4. Monitor and measure performance against set targeted outputs.
- 2.5. Use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to the job.

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- 2.6. Appropriately reward the employee in the event of outstanding performance; and
- 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

- 3.1 Notwithstanding the date of signature this Agreement will be deemed to have commenced on the **1st of July 2018** and will remain in force until a new performance agreement including a Performance Plan and a Personal Development Plan and or Action Plan is concluded between the Parties as contemplated in Clause 3.3.
- 3.2 Personal Development Plan and or Action Plan is concluded between the Parties as contemplated in Clause 3.3.
- 3.3 This Agreement shall terminate on the termination of the **Employee's** contract of employment for any reason and In the event of the Director/Manager commencing or terminating his services with the Municipality during the validity period of this Agreement, the Director / Manager's performance for the portion of the period referred to in clause 3.1 during which she was employed, will be evaluated and she will be entitled to a pro rata performance bonus based on his evaluated performance and the period of actual service.
- 3.4 The Parties will review the provisions of this Agreement during June each year. The Parties will conclude a new performance agreement including a Performance Plan and Personal Development Plan and or Action Plan that replaces this Agreement at least once a year by not later than the 31st of July each year.
- 3.5 The content of this Agreement may be revised at any time during the above mentioned period to determine the applicability of the matters agree upon.
- 3.6 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) (scorecard) 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 (IDP), 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 Performance Areas (KPA) describes the key functional areas of responsibility.
- 4.2.2. The key objectives describe the main tasks that need to be done.
- 4.2.3. The key performance indicators (KPI) provide the details of the evidence that must be provided to show that a key objective has been achieved
- 4.2.4. The target dates describe the timeframe in which the work must be achieved
- 4.2.5. 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** IDP, aligned to the SDBIP.

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 assist the Employer, management and municipal staff to perform to the standards required.
- 5.3. The Employer shall consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee.
- 5.4. The Employee undertakes to actively focus towards the promotion and implementation of the KPA's (including special projects relevant to the employee's responsibilities) within the local government framework.
- 5.5. 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.
 - 5.5.1. The **Employee** must be assessed against both components, with a weighting of **80:20** allocated to the KPA's and the Leadership and Core Competencies respectively.
 - 5.5.2. Each area of assessment shall be weighted and shall contribute a specific part to the total score.

5.5.3. KPA's covering the main areas of work shall account for 80% and Leadership and Core Competencies shall account for 20% of the final assessment.

5.6. The Employee's assessment shall be based on 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 shall constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee:

KEY PERFORMANCE AREAS (KPAS)	WEIGHT
Local Economic Development	20
Financial Management and Viability	20
Municipal Transformation & Institutional Development	30
Good Governance & Public Participation	30
TOTAL PERCENTAGE	100 (80%)

5.7. The Leadership and Core Competencies shall make up the other 20% of the Employee's assessment score. Leadership and Core Competencies 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.

#	Leadership Competencies	Generic Standards	Director's Standards	Weight
1	Strategic Direction	Provide and direct a vision for the institution and inspire and deploy others to deliver on the strategic institutional mandate	Ensure that the departmental plans are implemented in line with the overall strategic objectives of the municipality.	9
2	People Management	Effectively manage, inspire, and encourage people, respect diversity, optimise talent and build nurture relationship in order to achieve institutional objectives	Develop a system that will enable both internal and external clients to be able to voice their satisfaction and dissatisfaction about the services the department delivers.	7
3	Programme and Project Management	Able to understand program and project management methodology, planning, management, monitoring and evaluation of specific activities in order to deliver set objectives	Monitor regularly departmental programmes and projects in order to detect early problems.	9
4	Financial Management	Able to compile, plan and manage budget, control cash flow, institute financial risk management and administer procurement processes in accordance with the recognised financial practises. Further to ensure that all financial transactions are managed in ethical manner.	Identify and implement proper monitoring and evaluation practises to ensure appropriate spending against the budget.	8
5	Changed Leadership	Able to direct and initiate transformation in departmental employees in order to successfully drive and implement new initiatives and deliver professional and quality services to the community.	Devise methods to ensure that the transformation agenda is achieved in line with national set targets.	8
6	Governance Leadership	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practises and obligation. Further able to deliver to direct the conceptualisation of relevant policies and enhance co-operative governance relationship.	Ensure that risk management and compliance are the basis of planning and are the integral part of the budgeting process for both the department and the institution.	9
	Total			50

#	Core Competencies	Institutional Standards	Municipal Manager's Standards	Weight
1	Communication	Able to share information, knowledge and ideas in a clear focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome.	Communicate with all stakeholders all information that is relevant to them in line with all the legislative requirements applicable in local government in as far as communication and stakeholder management is concerned.	8
2	Result and Quality Focus	Able to maintain the high quality standard focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet the quality standard, further to actively monitor and measure results and quality against identified objectives	Promote delivering of quality-based results as opposed to quantitative delivering of services.	8
3	Planning and Organising	Able to plan, priorities and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risks.	Promote a proper planning culture within the department to avoid implementing programs and projects which are not the priority of the municipality	9
4	Knowledge and Information Management	Able to promote the generation and sharing of knowledge and information through various processes and media in order to enhance the collective knowledge base of local government.	Regularly share information and knowledge with stakeholders and colleagues.	8
5	Analysis and Innovation	Able to analyse information, challenges, and trends to establish and implement facts – based solution that are innovative to improve institutional processes in order to achieve key strategic objectives	Promote programme analysis and innovative problem-solving methods by rewarding such in line with the approved performance management policy of the municipality.	8
6	Moral Competencies	Able to identify moral trigger, apply reasoning that promotes honesty and integrity, consistently display behaviour that reflects moral competence.	Identify, develop and apply measures of self-control	9
	Total			100
	Total Leadership and Core Competencies Weight			(20%)

SENQU LOCAL MUNICIPALITY 2018/2019 PERFORMANCE AGREEMENT

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6. EVALUATING PERFORMANCE

6.1. The Performance Plan (**Annexure A**) sets out -

6.1.1. The standards to be met by the **Employee**; and

6.1.2. The intervals for the evaluation of the **Employee's** performance.

6.2. 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.

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

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

6.5. The annual performance review shall involve:

6.5.1. Assessment of the achievement of results as outlined in the performance plan: **Annexure 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.
- An indicative rating on the five-point scale should be provided for each KPA.
- This rating should be multiplied by the weighting given to each KPA during the contracting process, to provide a score.

6.5.2. **Assessment of the Leadership and Core Competencies**

- Each Leadership and Core Competency should be assessed according to the extent to which the specified standards have been met.
- An indicative rating on the five-point scale should be provided for each Leadership and Core Competency.
- This rating should be multiplied by the weighting given to each Leadership and Core Competency during the contracting process, to provide a score.
- The applicable assessment-rating calculator must then be used to add the scores and calculate a final Leadership and Core Competencies 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 Leadership and Core Competencies:

Level	Terminology	Descriptions	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 Performance Agreement 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 per KPA 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 Performance Agreement 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 Performance Agreement 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 Performance Agreement 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 assessment panel shall be appointed at the absolute discretion of the employer but may include the following persons:

- ❖ Development and Town Planning Director (Director /Manager) (Providing his/her evidence – self scores)
- ❖ Municipal Manager from another Municipality
- ❖ Municipal Manager: Senqu Municipality
- ❖ Chairperson of the performance Audit Committee or a member of the Audit committee
- ❖ A Councillor or another member from the Executive Committee/portfolio head as nominated by the Mayor.
- ❖ Should no Performance Management expert exist in this Committee, they will have the mandate to appoint a Performance Management expert – either as a non-executive member of the group or as a consultant / advisor to the committee.
- ❖ Any deviations made from the panel constitutions must be reported on to council and in the Municipalities Annual Performance Report.

6.7.1 The Municipality may appoint an external facilitator to assist with the Annual Assessment.

6.8 In addition, the following assessments may also (not a legislated requirement) form part of the annual Performance evaluation at the end of the 4th quarter if so agreed between the Parties:

6.8.1 Director (own assessment)

6.8.2 Fellow section 57 managers.

6.9 The performance of the Director /Manager will be assessed in relation to his/her achievement of the targets indicated for each KPA and Leadership and Core Competencies as defined in **Annexure A and Annexure B** on a date to be determined for each of the following quarterly periods:

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

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1. The Employer shall conduct the performance assessments on a quarterly basis during the financial year on a date to be determined for each of the following quarterly periods:

1st Quarter - July to September: (Informal Review: Municipal Manager /Director – PDP and SDBIP Reporting)

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- 2nd Quarter - October to December: (Formal review/assessment: Municipal Manager / Director update on PDP and SDBIP Reporting S72 formal assessment and report).
- 3rd Quarter - January to March: (Informal Review: Municipal Manager /Director – PDP and SDBIP Reporting
- 4th Quarter - April to June: (Final formal review with panel)

- 7.2. These quarterly assessments mirror the SDBIP quarterly reports for each Directorate / department. However, for each s56 Director the Municipal Manager will identify areas for improvement, development an updated Personal Development Plan and or action Plan (PDP & or ACP) will detail activities required, which in turn will be monitored.
- 7.3. The Employer shall keep a record of performance assessment meetings (informal and formal).
- 7.4. Performance feedback shall be based on the Employer's assessment of the Employee's performance (quarterly - in form of PDP and or ACP) and annually in form (Performance Management Report).
- 7.5. The Employer shall be entitled to review and make reasonable changes to the provisions of **Annexure A** from time to time for operational reasons. The Employee shall be fully consulted before any such change is made.
- 7.6. The Employer may amend the provisions of **Annexure A** whenever the SDBIP and or performance management system is adopted, implemented and/or amended as the case may be. In that case the Employee shall be fully consulted before any such change is made.
- 7.7. The Employer shall within a reasonable period after each quarter deliver to the Employee, a written report setting forth the results of the relevant assessment.

8. OBLIGATIONS OF THE EMPLOYER

The Employer shall –

- 8.1.1. create an enabling environment to facilitate effective performance by the employee;
- 8.1.2. provide access to skills development and capacity building opportunities;
- 8.1.3. work collaboratively with the **Employee** (Development and Town Planning Director) to solve problems and generate solutions to common problems that may impact on the performance of the **Employee**;
- 8.1.4. 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

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- 8.1.5. 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.

9. CONSULTATION

- 9.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others -
- 9.2 A direct effect on the performance of any of the **Employee's** (Development and Town Planning Directors) functions;
- 9.3 Commit the **Employee** to implement or to give effect to a decision made by the **Employer**; and
- 9.4 A substantial financial effect on the **Employer** (Senqu Municipality).
- 9.5 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 9.1. as soon as is practicable to enable the Employee to take any necessary action without delay

10. MANAGEMENT OF EVALUATION OUTCOMES

- 10.1 The evaluation of the Employee's performance shall form the basis for rewarding outstanding performance or correcting unacceptable performance as reflected in the table below –

Score / 200	% Bonus
130 (65%)	5
134 (67%)	6
138 (69%)	7
142 (71%)	8
146 (73%)	9
150 (75%)	10
154 (77%)	11
158 (79%)	12
162 (81% - 82 %)	13
166+ (83% +)	14

- 10.1.1 At the end of the 4th quarter, the Executive Authority will determine if the s56 Director is eligible for a performance bonus as envisaged in his/her contract of employment based on the bonus allocations.

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10.2 In the case of unacceptable performance, the Employer shall –

10.2.1 Provide systematic remedial or developmental support to assist with **Employee** to improve his or her performance; and

10.2.2 After appropriate performance counseling 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.

10.2.3 Nothing contained in this Agreement in any way limits the right of the Municipality to terminate the Development and Town Planning Directors contract of employment with or without notice for any other breach by the Development and Town Planning Director his/her obligations to the Municipality or for any other valid reason in law.

11. MERITS AWARDS

11.1 Merit awards for Section 56 employees are determined by performance against targets. Once performance criteria have been established, performance targets are reviewed regularly. At the end of the financial year, actual performance is compared against the agreed performance targets to determine the magnitude of the merit increase. The merit increase is calculated as a percentage of the total annual package of the employee, as indicated in the table hereunder.

Score / 200	Merit
130 to 141 (65%70%)	1% of total package
142 to 149 (71% - 74%)	2% of total package
150 to 161 (75%80%)	3% of total package
162 to 165 (81 – 82%)	4% of total package
166+ (83% +)	5% of total package

11.2 Merit awards are in terms of policy and are subject to Budgetary provisions made on an annual basis the merit bonuses may be paid as a "once off" payment or at agreed quarterly intervals i.e. over a number of months.

12 DISPUTE RESOLUTION

- 12.1 In the event that the Director /Manager is dissatisfied with any decision or action of the Executive Authority and/or Municipal Manager in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Director /Manager has achieved the performance objectives and targets established in terms of this Agreement, the Director /Manager may meet with the Municipal Manager with a view to resolving the issue. At the Manager's request the Municipal Manager will record the outcome of the meeting in writing.
- 12.2 In the event that the Director /Manager remains dissatisfied with the outcome of that Meeting, he may raise the issue in writing with the Municipal Manager. The Municipal Manager will determine a process within 4 (four) weeks for resolving the issue, which will involve at least providing the Manager with an opportunity to state his case orally or in writing before the Municipal Manager. At the Director /Manager's request the Municipal Manager will record the outcome of the meeting in writing. The final decision of the Municipal Manager on the issue will be made within 6 (six) weeks of the issue being raised with the latter and will, subject to common law and applicable labour law, be final.
- 12.3 If any dispute about the nature of the Manager's performance agreement whether it relates to key responsibilities, priorities, methods of assessment or any other matter provided for cannot be resolved through an internal mechanism as contemplated above, the dispute may be mediated by the MEC for local government in the province or any other person appointed by the MEC within 30 days of receipt of a formal dispute from the Director /Manager.
- 12.4 **In the event that the mediation process contemplated above fails**, the relevant arbitration clause of the contract of employment will apply as follows.
- 12.5 Unless otherwise provided for in this agreement, any dispute between the Parties hereto (and which dispute has previously been submitted to mediation without resolution) in regard to-
- 12.5.1 The interpretation of; or
 - 12.5.2 The effect of; or
 - 12.5.3 The carrying out of; or
 - 12.5.4 Any other matter arising directly or indirectly out of this Agreement; shall be submitted to, and decided by arbitration.
- 12.6 The arbitration will be held in Lady Grey informally, but otherwise under the provisions of the Arbitration Act 1965, as amended from time to time, or any act passed in substitution for it, it being the intention that the arbitration will as far as possible be held and concluded within twenty-one (21) days after it has been demanded. All parties are entitled to be represented at the arbitration.

H.V.S. M.M. X.G.


12.7 The arbitrator shall be, if the matter in dispute is: -

12.7.1 Primarily an accounting matter, an independent chartered accountant of not less than ten years (10) years standing, practicing as a registered auditor, agreed upon between the Parties;

12.7.2 Primarily a legal matter, a practicing attorney of not less than ten years (10) years standing, or a Senior Counsel, agreed upon between the Parties;

12.7.3 **Any other matter, an independent person agreed upon between the Parties.**

12.5 The decision of the arbitrator will be final and binding upon all the Parties and shall be carried into effect and may be made an order of any competent court, including any decision regarding the costs of the arbitration that the arbitrator shall be empowered to make.

13. GENERAL


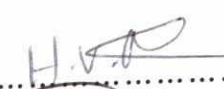
13.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the **Employer**.

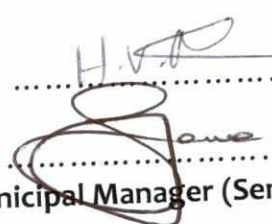
13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the **Employee** in terms of his/her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

13.3 The agreement of the Municipal Manager and section 56 Directors must be submitted to the MEC responsible for Local Government in the relevant province, within fourteen (14) days after the conclusion of the agreement.

Signed at Lady Grey on this 31 day of July 2018.

As Witness:


1.  2. 


Municipal Manager (Senqu Municipality)

Signed at Lady Grey on this 31 day of July 2018.

As Witness:

1.  2. 


Development and Town Planning Director
(Senqu Municipality)



2018/2019 FINANCIAL YEAR: ORGANISATIONAL PERFORMANCE PLAN

DIRECTOR: MRS PL BUSHULA

SENQU LOCAL MUNICIPALITY

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SENQU MUNICIPALITY
DTPS SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (JULY - JUNE) 2018-2019

KPA 2: LOCAL ECONOMIC DEVELOPMENT														KPA WEIGHT: 20
STRATEGY	EDP Programme Number	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2018	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				Audit Evidence	Responsible Person
									QTR 1	QTR 2	QTR 3	QTR 4		
To promote responsible tourism, arts and heritage through continued support to local initiatives	TOURISM LED01	LED01-01	Implementation of the Senqu marketing strategy derived from the Responsible Tourism Plan	New Indicator	1 Annual report on implementation of the Senqu Marketing strategy 1 Senqu marketing strategy	Director Development and Town Planning Services/Manager IPED	4 QR on implementation of the Senqu Marketing strategy	Well marketed municipal area	N/A	N/A	N/A	1 Annual report on implementation of the Senqu Marketing strategy	1 Annual Report on the implementation of the Senqu marketing strategy approved by the Director for Standing Committee Consideration	Director Development and Town Planning Services
KPA 2: LOCAL ECONOMIC DEVELOPMENT														KPA WEIGHT: 20
STRATEGY	EDP Programme Number	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2018	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				Audit Evidence	Responsible Person
									QTR 1	QTR 2	QTR 3	QTR 4		
To promote and attract development in the local economy	LED 02	LED02-01	Number of Economic Development Forum attended	4 EDF's, 2 LED Awareness days, 2 Agricultural days	4 Economic Development Fora attended	Director Development and Town Planning Services/Manager IPED	4 EDF's attended	Coordinated LED Programmes	Attend 1 EDF	Attend 1 EDF	Attend 1 EDF	Attend 1 EDF	1 Attendance Register, 2 Agenda	Director Development and Town Planning Services

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KPA 2: LOCAL ECONOMIC DEVELOPMENT													KPA WEIGHT: 20	
STRATEGY	LED Programme Number	LED NUMBER	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2016	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				Audit Evidence	Responsible Person
									QTR 1	QTR 2	QTR 3	QTR 4		
To promote and attract development in the local economy through implementation of the	LED 02	LED02-02	No of jobs created through the LED initiatives including capital projects	No baseline was provided at the time of development	1 Annual Consolidated Report on 170 jobs created through LED initiatives including capital projects	Director Development and Town Planning Services/Manager IPED	Number of jobs created	Improved socio economic conditions of the poor	N/A	N/A	N/A	1 Annual Consolidated Report on 170 jobs created through LED initiatives including capital projects	Report on the actual jobs created approved by the Director for Standing Committee Consideration	Director Development and Town Planning Services

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KPA 3: MUNICIPAL FINANCIAL MANAGEMENT & VIABILITY													KPA WEIGHT: 20	
STRATEGY	KPI Programme Number	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2018	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				Audit Evidence	Responsible Person
									QTR 1	QTR 2	QTR 3	QTR 4		
To annually report on the % of the Municipality's budget actually spent on capital projects identified as particular financial year in terms of the Municipality's IDP	FINANCIAL MANAGEMENT - MFMV03	MFMV03-08	Report on the % of operational budget actually spent	2017/2018 Operational Budget Actually Spent	Report on 100 % Expenditure of the Operational Budget by the end of the financial year	CFO/ R000/ Financial System/ All Directors	Monitoring and Implementation of the budget	Improved management of public funds and delivery of services	3 Monthly Reports on the actual operational budget % spent (25% by the end of the quarter)	3 Monthly Reports on the actual operational budget % spent (50% by the end of the quarter)	3 Monthly Reports on the actual operational budget % spent (75% by the end of the quarter)	3 Monthly Reports on the actual operational budget % spent (100% by the end of the quarter)	12 Reports Approved by the CFO Standing Committee Consideration	CFO
		MFMV03-09	Report on % Capital budget actually spent	2017/2018 Capital Budget Actually Spent	Report on 100% Expenditure of the Capital Budget	CFO/ R000/ Financial System/ All Directors	Monitoring and Implementation of the budget	Improved management of public funds and delivery of services	3 Monthly Reports on the actual operational budget % spent (25% by the end of the quarter)	3 Monthly Reports on the actual operational budget % spent (50% by the end of the quarter)	3 Monthly Reports on the actual operational budget % spent (75% by the end of the quarter)	3 Monthly Reports on the actual operational budget % spent (100% by the end of the quarter)	12 Reports Approved by the CFO Standing Committee Consideration	CFO


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KPA 3: MUNICIPAL FINANCIAL MANAGEMENT & VIABILITY														KPA WEIGHT: 20	
STRATEGY	BP Programme Number	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2018	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				Audit Evidence	Responsible Person	
									QTR 1	QTR 2	QTR 3	QTR 4			
To develop and submit S 71, S 72 & S 52 reports as per MFMA guidelines and prescripts	REPORTING - MFNV06	MFNV06-02	Compilation and tabling of the Mid-Year Budget and Performance Report (s72)	2017/2018 Mid-Year Budget and Performance Report	2018/2019 Mid-Year Budget and Performance Report compiled, tabled by 25 January 2019	Director Development and Town Planning Services/CFO/Manager Governance and Compliance	Mid-Year Report Compiled	Structured and Improved Planning, Monitoring and Evaluation	N/A	N/A	Mid-Year Budget and Performance Report developed	N/A	Exco resolution and Council Resolution Approving the Mid-Year Performance Report	Director Development and Town Planning Services/CFO	
		MFNV06-03	Compilation of the section 52 (d) Reports	3 Reports submitted in 2017/2018	3 Section 52 (d) Reports compiled (First Quarter - October 2018, Third Quarter - April 2019, and Fourth Quarter - July 2019)	Director Development and Town Planning Services/CFO/Manager Governance and Compliance	Section 52 (d) Compiled	Improved Financial Management and Reporting	1 Report Compiled	N/A	1 Report Compiled	1 Report Compiled	Council Resolutions Approving the Reports	Director Development and Town Planning Services/CFO	


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KPA 4: MUNICIPAL TRANSFORMATION & INSTITUTIONAL DEVELOPMENT													KPA WEIGHT: 30	
STRATEGY	KPI Programme Number	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2016	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				Audit Evidence	Responsible Person
									QTR 1	QTR 2	QTR 3	QTR 4		
To ensure that the organisational structure of the RECRUITMENT, SELECTION AND EMPLOYEE MANAGEMENT		MTID03-01	Report on the number of vacancies filled within 3 months of being vacant	Report on the number of vacancies filled within 3 months of being vacant	1 Annual Report on the number of vacancies filled within 3 months of being vacant	Director Corporate/Manager HR/All Directors	Positions filled promptly	Effective Human Resource Management	N/A	N/A	N/A	1 Annual Report on the number of vacancies filled within 3 months of being vacant	1 Annual Report approved by the Director for Standing Committee for Consideration	Director Corporate Services


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KPA 4: MUNICIPAL TRANSFORMATION & INSTITUTIONAL DEVELOPMENT														KPA WEIGHT: 30	
STRATEGY	KPI Programme Number	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2018	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				Audit Evidence	Responsible Person	
									QTR 1	QTR 2	QTR 3	QTR 4			
To ensure that a system of departmental and individual performance management system is implemented	PERFORMANCE MANAGEMENT AND REPORTING - MTID11	MTID11-01	Reviewal of the Performance Management Policy	2018 Reviewed Performance Management Policy	Review the policy	Director Development and Town Planning Services/Manager Governance and Compliance/R 1 267247,00	PMS Policy Reviewed	Improved Monitoring and Evaluation within the municipality	N/A	N/A	N/A	Policy Reviewed	Council Resolution Approving the policy	Director Development and Town Planning Services	
		MTID11-02	Signing of Performance Agreements by the Municipal Manager and all Section 56 Managers	6 Agreements signed	6 Signed Performance Agreements	Director Development and Town Planning Services/Manager Governance and Compliance/R 1 267247,00	Signed Agreements	Structured and Improved Planning, Monitoring and Evaluation	Signed Performance Agreements of the MM and Directors loaded on the website. Submission of the Agreements to Provincial COGTA	N/A	N/A	N/A	Signed Performance Agreements	Director Development and Town Planning Services	
		MTID11-03	Signing of Performance agreements by the Managers with their respective Directors	17 Agreements signed	18 Signed Performance Agreements	Director Development and Town Planning Services/Manager Governance and Compliance/R 1 267247,00	Signed Plans	Structured and Improved Planning, Monitoring and Evaluation	18 Signed Performance Plans of Middle Managers	N/A	N/A	N/A	Signed Performance Plans	Director Development and Town Planning Services	
		MTID11-04	Submission of Correct Sectional Quarterly Performance information for Reviewal purpose within 9 working days after end of the quarter.	4 Reports per section	4 Consolidated Quarterly Reports on the Performance of Sections within Municipal Departments	Director Development and Town Planning Services/Manager Governance and Compliance/R 1 660 441	4 Quarterly Performance Reviews conducted for each section	Structured and Improved Planning, Monitoring and Evaluation	2 Quarterly Performance Reports of all Managers	2 Quarterly Performance Reports of all Managers	2 Quarterly Performance Reports of all Managers	2 Quarterly Performance Reports of all Managers	Stamped Letters of approval of the reports	Director Development and Town Planning Services	
		MTID11-05	Submission of Correct Departmental Quarterly Performance information for Reviewal purpose within 10 working days after end of the quarter.	4 Reports per department	4 Consolidated Quarterly Reports on the Performance of Department within the Municipality	Director Development and Town Planning Services/Manager Governance and Compliance/R 1 660 441	4 Quarterly Performance Reviews conducted for each department	Structured and Improved Planning, Monitoring and Evaluation	1 Quarterly Performance Report of the Director	1 Quarterly Performance Report of the Directors	1 Quarterly Performance Report of the Directors	1 Quarterly Performance Report of the Directors	Stamped Letters of approval of the reports	Director Development and Town Planning Services	


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KPA 4: MUNICIPAL TRANSFORMATION & INSTITUTIONAL DEVELOPMENT														KPA WEIGHT: 30
STRATEGY	KP Programme Number	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2018	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				Audit Evidence	Responsible Person
									QTR 1	QTR 2	QTR 3	QTR 4		
To ensure that a system of departmental and individual performance management system is implemented	PERFORMANCE MANAGEMENT AND REPORTING - MTID11	MTID11-05	Compilation of the Annual Performance Report 2017/2018 (s46)	2016/2017 Annual Performance Report	Annual Performance Report compiled and submitted to AG by 31 August 2018	Director Development and Town Planning Services/Manager Governance and Compliance/R 1 267247,00	Annual Performance Report compiled	Structured and Improved Planning, Monitoring and Evaluation	Annual Performance Report developed and Submitted to AG	N/A	N/A	N/A	Proof of submission to the Provincial AG	Director Development and Town Planning Services
		MTID11-06	Compilation of the Annual Report for 2017/2018	2016/2017 Annual Report	Annual Report compiled and approved by 31 March 2019	Director Development and Town Planning Services/Manager Governance and Compliance/R 1 267247,00	Annual Report compiled	Structured and Improved Planning, Monitoring and Evaluation	N/A	N/A	1. Draft Annual Report submitted for tabling by Council, 2. Annual Report approved by Council	N/A	Council Resolution Approving the Annual Report	Director Development and Town Planning Services
		MTID11-07	Development and Tabling of the Service Delivery and Budget Implementation Plan by June 2019	2017/2018 SDBIP	SDBIP Compiled and approved by the Mayor within 28 days after the approval of the budget	Director Development and Town Planning Services/Manager Governance and Compliance/R 1 267247,00	SDBIP Compiled	Structured and Improved Planning, Monitoring and Evaluation	N/A	N/A	Draft SDBIP Developed and Submitted to Provincial and National Treasury	SDBIP Developed and Approved by the Mayor	1. Council Resolution Approving the Draft, 2. Approved SDBIP by the Mayor	Director Development and Town Planning Services


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KPA 4: MUNICIPAL TRANSFORMATION & INSTITUTIONAL DEVELOPMENT													KPA WEIGHT: 30	
STRATEGY	SDF Programme Number	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2018	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				Audit Evidence	Responsible Person
									QTR 1	QTR 2	QTR 3	QTR 4		
To Implement SPLUMA regulations	SPATIAL PLANNING - MTID12	MTID12-01	Develop a Local SDF for Lady Grey	Sterkspruit LSDF completed	Approval prior to year end	Director Development and Town Planning Services/Town Planner/ R 487100,00	SDF developed	Improved Land Use Management	Appointment of Service Provider	1st draft LSDF	Public participation process	Council approval	1. Appointment letter, 2. Council Resolution of the draft the SDF, 3. Public participation meeting notices and attendance register, 4. Council resolution for the approval of the final LSDF	Director Development and Town Planning Services
		MTID12-02	Establishment of a Senqu Land Development Forum	New Indicator	Forum established	Director Development and Town Planning Services/Town Planner/ R 700000,00	Forum established	Improved administration of land	N/A	Terms of Reference and training	Inauguration of members	Quarterly meeting	1. Invitation 2. Attendance registers, 3. TOR,	Director Development and Town Planning Services


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KPA 4: MUNICIPAL TRANSFORMATION & INSTITUTIONAL DEVELOPMENT														KPA WEIGHT: 30	
STRATEGY	KPI Programme Number	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2016	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				Audit Evidence	Responsible Person	
									QTR 1	QTR 2	QTR 3	QTR 4			
To ensure adherence to town planning and building control legislation	SPATIAL PLANNING - MTID12	MTID12-03	Implementation of Land Invasion Strategy	Land invasion strategy developed and 10 signboards erected in 2017/18	Land Invasion Signboards erected and layout plans for Lady Grey, Barkly East and Sterkspruit	Director Development and Town Planning Services/Town Planner/ R 1 032 000 for all projects	Sub-division of Municipal Ervens in Senqu Municipal Area	Improved spatial arrangement	Advert for the Service Provider for the layout plans	Appointment of the Service Provider for layout plans	Draft layout plans and signboards erected	Council approval for layout plans	1. Advert, 2. Appointment letter, 3. Council resolution on draft layout plans, 4. Council approval for final layout plan, 5. order and invoice for signboards	Director Development and Town Planning Services	
KPA 4: MUNICIPAL TRANSFORMATION & INSTITUTIONAL DEVELOPMENT														KPA WEIGHT: 30	
STRATEGY	KPI Programme Number	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2016	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				Audit Evidence	Responsible Person	
									QTR 1	QTR 2	QTR 3	QTR 4			
To manage urbanisation of existing urban areas	SPATIAL PLANNING - MTID12	MTID12-04	Facilitate the Implementation of Housing Development in Senqu by the Provincial Department of Human Settlement.	2017/18 reports	12 Reports on the number of houses already built	Director Development and Town Planning Services/Town Planner	Data Base of occupants of the informal settlement developed	Improved land ownership	3 monthly reports on houses built	3 monthly reports on houses built	3 monthly reports on houses built	3 monthly reports on houses built	12 Reports approved by the Director for Standing Committee Consideration	Director Development and Town Planning Services	


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KPA 4: MUNICIPAL TRANSFORMATION & INSTITUTIONAL DEVELOPMENT													KPA WEIGHT: 30	
STRATEGY	IDP Programme Number	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2018	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				Audit Evidence	Responsible Person
									QTR 1	QTR 2	QTR 3	QTR 4		
To ensure development and adoption of the IDP and budget process plan and IDP as per legislated timeframes	INTEGRATED DEVELOPMENT PLANNING - MTID13	MTID13-01	Review of the 2019/2020 IDP by 30 May 2019	2018/2022 IDP	Annual Review of the 2017/2022 IDP	Director Development and Town Planning Services/Manager IPED	IDP developed	Improved Planning of Municipal Programmes	N/A	N/A	Draft IDP Developed and submitted for approval	Final Draft IDP Developed and submitted for Approval	Council Resolutions noting and Approving the IDP	Director Development and Town Planning Services
		MTID13-02	Development of the IDP and Budget Process Plan for 2019/2020 reviewed by 31 August 2018	2018/2022 IDP and Budget Process Plan	Development of the 2019/2020 IDP and Budget Process Plan	Director Development and Town Planning Services/Manager IPED	Process Plan Developed	Improved Planning of Municipal Programmes and timing thereof	Process Plan Development and tabled	N/A	N/A	N/A	Council Resolution Approving the Plan	Director Development and Town Planning Services
		MTID13-03	Number of IDP Representative and Public participation Forum meetings held	2017/2018 Meetings	4 Meetings Held	Director Development and Town Planning Services/Manager IPED/Manager Communications, IGR and Stakeholder Relations	Meetings Held	Improved Integrated Planning	1 Meeting	1 Meeting	1 Meeting	1 Meeting	1 Attendance Register, 2 Minutes of Meetings	Director Development and Town Planning Services
			MTID13-04	Number of IDP and Budget Steering Committee meetings held	2017/2018 Meetings	4 Meetings Held	Director Development and Town Planning Services/Manager IPED/Manager Communications	Meetings Held	Improved Budgeting	1 Meeting	1 Meeting	1 Meeting	1 Meeting	1 Attendance Register, 2 Minutes of Meetings
		To ensure equitable access to housing for communities	HOUSING - MTID15	MTID15-01	Development of Housing Sector Plan	2013 Housing Sector Plan	Housing Sector Plan developed	Director Development and Town Planning Services/Town Planner	HSP developed	Improved management of human settlements	Appointment of Service Provider	1st draft HSP	Public participation process	Council approval

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KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION													KPA WEIGHT: 30	
STRATEGY	KPI Programme Number	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2018	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				Audit Evidence	Responsible Person
									QTR 1	QTR 2	QTR 3	QTR 4		
To promote and instill good governance practices within Senqu municipality	RISK AND FRAUD PREVENTION GGPP01	GGPP01-01	Report Quarterly on matters of Risk to the Audit Committee	4 Quarterly Reports in 2017/2018	4 Reports to the Internal Auditor for Audit Committee Consideration	Director Development and Town Planning Services/Manager Governance and Compliance	Risk Register Updated	Minimisation of Municipal Risk	1 Quarterly Report on the Institutional Risk Register to the Internal Auditor for Audit Committee Consideration	1 Quarterly Report on the Institutional Risk Register to the Internal auditor for Audit Committee consideration	1 Quarterly Report on the Institutional Risk Register to the Internal auditor for Audit Committee consideration	1 Quarterly Report on the Institutional Risk Register to the Internal auditor for Audit Committee consideration	4 Quarterly Reports on the Institutional Risk Register approved by the Director and submitted to the Internal Auditor for Audit Committee Consideration	Director Development and Town Planning Services
		GGPP01-02	Conduct Fraud Prevention awareness	1 Fraud Awareness conducted in 2017/2018	1 Fraud Awareness Event	Director Development and Town Planning Services/Manager Governance and Compliance R133420,00	Awareness conducted	Improved Fraud Risk within the municipality	N/A	N/A	Conduct Fraud Prevention Awareness	N/A	1. Report on the event approved by the Director submitted to the Audit Committee and Standing Committee.	Director Development and Town Planning Services
		GGPP01-03	Develop a Conflict of Interests Declaration Register for staff and Councillors	2017/201 Conflict of Interests Declaration Register	Development of the Conflict of Interest Register	Director Development and Town Planning Services/Manager Governance and Compliance	Register Developed	Improved Fraud Risk within the municipality	Conflict of Interest Declaration Register for 2018/2019 developed for staff and Councillors	N/A	N/A	N/A	Register approved by the Director for Internal Audit further processing.	Director Development and Town Planning Services


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KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION														KPA WEIGHT: 30
STRATEGY	KPP Programme Number	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2016	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				Audit Evidence	Responsible Person
									QTR 1	QTR 2	QTR 3	QTR 4		
To ensure compliance with all legislated deadlines such as	COMPLIANCE GPP02	GPP02-01	Report Quarterly on matters of Compliance to the Audit Committee	4 Risk Assessments for 2017/2018	4 Reports to the Internal Auditor for Audit Committee Consideration	Director Development and Town Planning Services/Manager Governance and Compliance	Departmental Risk Assessments conducted	Minimization of Municipal Risk	1 Quarterly Report on the Compliance Register to the Internal Auditor for Audit Committee Consideration	1 Quarterly Report on the Compliance Register to the Internal Auditor for Audit Committee Consideration	1 Quarterly Report on the Compliance Register to the Internal Auditor for Audit Committee Consideration	1 Quarterly Report on the Compliance Register to the Internal Auditor for Audit Committee Consideration	4 Quarterly Reports on the Compliance Register approved by the Director submitted to the Internal Auditor for Audit Committee Consideration.	Director Development and Town Planning Services
KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION														KPA WEIGHT: 30
STRATEGY	KPP Programme Number	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2016	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				Audit Evidence	Responsible Person
									QTR 1	QTR 2	QTR 3	QTR 4		
To ensure quarterly sittings of MPAC and the Audit and Performance Committee and the annual preparation of an annual oversight	OVERSIGHT - GPP03	GPP03-01	Audit Committee Meetings attended	6 Meetings were held in 2017/2018 (4 quarterly ordinary meetings, 1 being a special meeting in Q4 and 1 being only for the presentation of 2016/17 AGSA draft audit report in Q2)	4 Meetings	MM/CAE/ R 323401.00	Meetings held	Improved Oversight and Governance	1 Meeting held	1 Meeting held	1 Meeting held	1 Meeting held	1. Agenda, 2 Attendance Register	MM/CAE
		GPP03-02	Number of Municipal Public Accounts Committee meetings held	5 Meetings were held in 2017/2018	4 Quarterly MPAC meetings to be held	MM/Manager Communications and Political Affairs/R58417.00	Number of MPAC meetings held.	Enhance oversight over Municipal functioning	1 meeting	1 meeting	1 meeting	1 meeting	1. Attendance Register 2. Agenda	MM/Manager Communications and Political Affairs.


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KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION													KPA WEIGHT: 30	
STRATEGY	KPI Programme Number	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2018	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				Audit Evidence	Responsible Person
									QTR 1	QTR 2	QTR 3	QTR 4		
To ensure that Council, Exco and Top Management meetings are held regularly and that resolutions are implemented	OVERSIGHT - GGPP03	GGPP03-04	Number of Council meetings attended	12 Council Meetings were held in 2017/2018	4 Meetings	Director Corporate/ Manager IGR/	Meetings Held	Improved Oversight of Council and Decision Making	1 Meeting	1 Meeting	1 Meeting	1 Meeting	1 Attendance Register, 2. Agenda	Director Corporate Services/All Directors
		GGPP03-05	Number of Exco meetings attended	11 Exco Meetings were held in 2017/2018	11 Meetings	Director Corporate/ Manager IGR	Meetings Held	Improved Oversight of Council and Decision Making	3 Meeting	2 Meeting	3 Meeting	3 Meeting	1 Attendance Register, 2. Agenda	Director Corporate Services/All Directors
		GGPP03-06	Number of Top Management Meetings attended	10 Top Management meetings were held in 2017/2018	10 Meetings	MM/Manager MM Office	Meetings Held	Improved decision making and dissemination of information by Management	3 Meeting	2 Meeting	2 Meeting	3 Meeting	1 Attendance Register, 2. Agenda	MM/All Directors
KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION													KPA WEIGHT: 30	
STRATEGY	KPI Programme Number	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2018	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				Audit Evidence	Responsible Person
									QTR 1	QTR 2	QTR 3	QTR 4		
To ensure good governance through the monitoring of the	OVERSIGHT - GGPP03	GGPP03-10	Monitor the implementation of the Audit Action Plan	2017/2018 reports	4 Quarterly Reports on the Implementation of the Audit Action Plan	Director Development and Town Planning Services/Manager:Governance and Compliance	Audit Action Plan Implemented	Improved Audit Outcome	1 Quarterly Report	1 Quarterly Report	1 Quarterly Report	1 Quarterly Report	4 Reports submitted for Audit Committee Consideration	Director Development and Town Planning Services


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I, PALESA VERATO BUSHULA Director DTPS hereby accept this plan as a basis of monitoring my performance during the 2018/2019 financial year. I accept that the indicators and targets as presented in the performance plan are accurate and that I have been given the opportunity to provide inputs in their development.

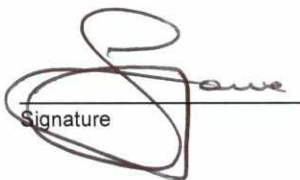


Signature

31 July 2018
Date

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



Signature

31 July 2018
Date