



PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

SENQU MUNICIPALITY

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

The Acting Municipal Manager

Mr M.P Nonjola

And

**Mr. Kennith Fourie
FINANCIAL SERVICES DIRECTOR**

“(Hereinafter referred to as the employee)”

2019/2020

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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 2019** 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** (Director/Manager) 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

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Employer, and shall include key objectives, key performance indicators; target dates and weightings.

- 4.2.1. The Key Performance Areas (KPA) describe 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** (Chief financial officer) performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the **Employer's** (Senqu Municipality) 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 (Director/Manager) accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer (Senqu Municipality), 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.

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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
Basic Service Delivery and Infrastructure Development	8
Financial Management and Viability	76
Municipal Transformation & Institutional Development	7
Good Governance & Public Participation	9
TOTAL PERCENTAGE	(80%) 100

- 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.	9
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.	9
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.	9
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.	5
	Total			50



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#	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.	9
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.	9
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.	9
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.	5
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			50
	Total Leadership and Core Competencies Weight			100 (20%)

SENQU LOCAL MUNICIPALITY 2019/2020 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.

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- The applicable assessment-rating calculator must then be used to add the scores and calculate a final Leadership and Core Competency 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 appraised 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:

- ❖ Chief financial officer (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 56 Directors / managers.

6.9 The performance of the Chief Financial Officer's (Director /Manager) will be assessed in relation to his/her achievement of the targets indicated for each KPA and the 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/CFO /Director – PDP and SDBIP Reporting)

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- 2nd Quarter - October to December: (Formal review/assessment: Municipal Manager / CFO/Director update on PDP and SDBIP Reporting – s72 formal assessment / report).
- 3rd Quarter - January to March: (Informal Review: Municipal Manager /CFO/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 department. However, for each s56 Director the Municipal Manager will identify areas for improvement, development an updated Personal Development Plans 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

8.1. 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** 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** (Chief financial officer) **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** (Senqu Municipality) may consider steps to terminate the contract of employment of the **Employee** (Chief financial officer) 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 Chief Financial Officer's contract of employment with or without notice for any other breach by the Chief Financial Officers of his obligations to the Municipality or for any other valid reason in law.

11. **MERITS AWARDS**

- 11.1 Merit awards for Section 57 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 awards 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 policy and subject to Budgetary provisions made on an annual basis. The merit awards may be paid as a "once off" payment or at agreed quarterly intervals i.e over a number of months.

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12 DISPUTE RESOLUTION

- 12.1.1 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.

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- 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 03 day of July..... 2019.

As Witness:

1. [Signature]..... 2. [Signature].....

**Acting Municipal Manager
(Senqu Municipality)**

Signed at Lady Grey..... on this 03 day of July..... 2019.

As Witness:

1. SAM H........ 2. [Signature].....


**Chief Financial Officer/ Director
(Senqu Municipality)**



2019/2020 FINANCIAL YEAR: FINANCIAL SERVICES PERFORMANCE PLAN

CHIEF FINANCIAL OFFICER: MR K.A. FOURIE

SENQU LOCAL MUNICIPALITY

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2019-2020 FINANCIAL YEAR: SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN

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SENQU MUNICIPALITY

FINANCE SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (JULY - JUNE) 2019-20

KPA 1: BASIC SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT														
STRATEGY	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2019	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				Audit Evidence	Responsible Person	
								QTR 1	QTR 2	QTR 3	QTR 4			
To ensure that the traffic section operates effectively and efficiently	TRAFFIC - BSD01	Report on Number of Vehicles Registered by 30 June 2020	12 Monthly Reports were submitted in 2018/2019	12 Reports on Number of Vehicles actually registered	CFO / E Natis System / Face values/Manager Revenue	Vehicles successfully registered to rightful owners	Improved no of legally registered and licensed vehicles	3 Monthly Reports on Number of Vehicles actually registered	3 Monthly Reports on Number of Vehicles actually registered	3 Monthly Reports on Number of Vehicles actually registered	3 Monthly Reports on Number of Vehicles actually registered	12 Monthly Reports on the actual number of vehicles registered per month, approved by the CFO for Standing Committee Consideration	CFO	
		Report on Number of Vehicles Licensed by 30 June 2020	12 Monthly Reports were submitted in 2018/2019	12 Reports on Number of Vehicles actually Licensed	CFO / E Natis System / Face values/Manager Revenue	Vehicles successfully licensed	Improved no of legally registered and licensed vehicles	3 Monthly Reports on Number of Vehicles actually licensed per month	3 Monthly Reports on Number of Vehicles actually licensed per month	3 Monthly Reports on Number of Vehicles actually licensed per month	3 Monthly Reports on Number of Vehicles actually licensed per month	12 Monthly Reports on the actual number of vehicles registered per month, approved by the CFO for Standing Committee Consideration	CFO	

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KPA 1: SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT															KPA WEIGHT: 8	Responsible Person	
STRATEGY	ICP Programme Number	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2019	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				Audit Evidence					
That all registered indigent households receive free basic electricity and refuse removal	BS	Updating of the Indigent Register	Number of indigent beneficiaries in the 2018/2019 register	1 Updated Annual Register	CFO/FBS section R	Approved and updated indigent register	Equal delivery of service to the community of Senqu Municipality	QTR 1	N/A	QTR 2	N/A	QTR 3	N/A	QTR 4	1 Report for indigent applicants for the 2020/21 FY	CFO	
		BSD10-01														1 Report on number of indigent beneficiaries approved by the Director for Standing Committee Consideration	
		BSD10-02	Report on the percentage of households earning less than 2 state pensioners per month with access to free basic services	40% of household earning less than 2 state pensioners per month with access to free basic services in 2018/2019	1 Annual Report on the percentage of household earning less than 2 state pensioners per month with access to free basic services	CFO/Manager Revenue R	Number of indigent people approved for free basic electricity	Equal delivery of service to the community of Senqu Municipality	QTR 1	N/A	QTR 2	N/A	QTR 3	N/A	QTR 4	1 Annual Report on the percentage of household earning less than 2 state pensioners per month with access to free basic services	CFO
KPA 3: MUNICIPAL FINANCIAL MANAGEMENT & VIABILITY																KPA WEIGHT: 76	Responsible Person
STRATEGY	ICP Programme Number	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2019	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				Audit Evidence					
To ensure the efficient and effective procurement of goods and services	MFMV01	Development of the Institutional Procurement Plan	Procurement Plan Developed in 2018/19	1 Procurement Plan Developed	CFO/Manager Supply Chain/ Departmental Demand Plans	Plan Developed	Improved Management of Supply Chain Processes	QTR 1	Institutional Plan Developed	QTR 2	N/A	QTR 3	N/A	QTR 4	Plan Approved by the CFO	CFO	
		MFMV01-01														4 Quarterly Contract Registers Approved by the CFO for Standing Committee Consideration	CFO
		MFMV01-02	Establishment and monitoring of the tender register for above R200 000 tenders	2018/2019 Implementation Report	Contract Registers and 4 Quarterly Reports	CFO/Manager Supply Chain/ Departmental Demand Plans/	Quarterly Monitoring Reports	Improved Management of Supply Chain Processes	QTR 1	1 Quarterly Contract Register	QTR 2	1 Quarterly Contract Register	QTR 3	1 Quarterly Contract Register	QTR 4	1 Quarterly Contract Register	CFO
To procure the efficient and effective procurement of goods and services	MFMV01-03	Manage and Monitor SLAs that will result in expenditure	2018/2019 Reports	4 Monitoring Reports on Contracts and SLAs	CFO/Manager Supply Chain/ Departmental Demand Plans	Quarterly Monitoring Reports	Improved Management of Supply Chain Processes	QTR 1	1 Quarterly Monitoring Report on Contracts and SLAs that result in Expenditure	QTR 2	1 Quarterly Monitoring Report on Contracts and SLAs that result in Expenditure	QTR 3	1 Quarterly Monitoring Report on Contracts and SLAs that result in Expenditure	QTR 4	1 Quarterly Monitoring Report on Contracts and SLAs that result in Expenditure	CFO	
																4 Quarterly Monitoring Reports Approved by the CFO for Top Management Consideration	CFO

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KPA 3: MUNICIPAL FINANCIAL MANAGEMENT & VIABILITY															KPA WEIGHT: 76
STRATEGY	IDP Programme Number	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2019	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				Audit Evidence	Responsible Person		
								QTR 1	QTR 2	QTR 3	QTR 4				
To ensure the efficient and effective procurement of goods and services	SUPPLY CHAIN MANAGEMENT (ADMINISTRATION AND REPORTING) - MFMV01	MFMV01-04	Number of Specifications Meeting held	17 Meetings were held in 2018/2019	4 Meetings held	CFO/Manager Supply Chain/ Departmental Demand Plans	Meetings held	Improved Management of Supply Chain Processes	1 Meeting	1 Meeting	1 Meeting	1 Meeting	1. Agenda, 2. Attendance, 3. Minutes.	CFO	
		MFMV01-05	Number of Evaluation Meetings held	18 Meetings were held in 2018/2019	4 Meetings held	CFO/Manager Supply Chain/ Departmental Evaluation Reports	Meetings held	Improved Management of Supply Chain Processes	1 Meeting	1 Meeting	1 Meeting	1 Meeting	1. Agenda, 2. Attendance, 3. Minutes.	CFO	
		MFMV01-06	Number of adjudication meetings held	3 Meetings were held in 2018/2019	4 meetings held	CFO/Manager Supply Chain/ Departmental Evaluation Reports	Quarterly Adjudication Reports	Improved Management of Supply Chain Processes	1 meeting held	1 meeting held	1 meeting held	1 meeting held	1. Agenda, (2) Attendance register, (3) Minutes	CFO	
KPA 3: MUNICIPAL FINANCIAL MANAGEMENT & VIABILITY															KPA WEIGHT: 76
STRATEGY	IDP Programme Number	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2019	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				Audit Evidence	Responsible Person		
								QTR 1	QTR 2	QTR 3	QTR 4				
To ensure monitoring of Municipal Assets per Department through regular asset checks and reporting	ASSET MANAGEMENT- MFMV02	MFMV02-01	Update the Departmental Asset Registers twice a year	2018/2019 Departmental Registers	2 Reports on Additional Assets purchased per department	CFO/Manager Supply Chain/ Additions Register	Quarterly Reports on Additions and one Reports on Disposals	Improved management of municipal assets	N/A	1 Report on Additional Assets per Department	N/A	1 Report on Additional Assets per Department	2 Reports approved by the CFO for Standing Committee Consideration	CFO/All Directors	
		MFMV02-02	Perform the Annual Asset Count	2018/2019 Asset Count Report	1 Annual Asset Count Performed	CFO/Manager Supply Chain	Asset Count Report developed	Improved management of municipal assets	N/A	N/A	N/A	1 Report on Asset Count	1 Report on the assets actually counted, approved by the CFO for Standing Committee Consideration	CFO	

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KPA 3: MUNICIPAL FINANCIAL MANAGEMENT & VIABILITY														
STRATEGY	IDP Programme Number	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2019	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				KPA WEIGHT: 76	Responsible Person
									QTR 1	QTR 2	QTR 3	QTR 4		
To expand and protect the municipal revenue base by providing accurate bills for services rendered	MFMV03 - FINANCIAL MANAGEMENT - MFMV03	MFMV03-05	Reporting of Unauthorised, Irregular, Fruitless and Wasteful expenditure and Minor Breaches	2018/2019 Reports	4 Quarterly Reports of Unauthorised, Irregular, Fruitless and Wasteful expenditure and Minor Breaches	CFO/Director Development and Training Services/Manager Supply Chair/ Manager Governance and Compliance	4 Quarterly Reports of Unauthorised, Irregular, Fruitless and Wasteful expenditure and Minor Breaches	Improved management of municipal finances	1 Quarterly Report of Unauthorised, Irregular, Fruitless and Wasteful expenditure and Minor Breaches	1 Quarterly Report of Unauthorised, Irregular, Fruitless and Wasteful expenditure and Minor Breaches	1 Quarterly Report of Unauthorised, Irregular, Fruitless and Wasteful expenditure and Minor Breaches	1 Quarterly Report of Unauthorised, Irregular, Fruitless and Wasteful expenditure and Minor Breaches	4 Quarterly Reports Approved by the CFO Standing Committee Consideration	CFO
		MFMV03-06	Compilation and submission of Legislatively Compliant AFS	2017/2018 AFS	Completion of 2018/2019 AFS by 31 August 2019	CFO/ All Directorial/	Legislatively compliant AFS	Improved reporting on public funds	Submission of 2018/2019 AFS by 31 August 2019	N/A	N/A	N/A	Proof of submission of AFS to the Auditor General	CFO
		MFMV03-07	Renewal of adopted financial policies annually	2018/2019 Reviewed policies	Review Policies	CFO/MANAGER Supply Chair/ Manager BTO/ Manager Revenue	Legislatively compliant policies	Improved management of public funds	N/A	N/A	N/A	Review of 8 finance policies as identified in the municipal policy register.	Council Resolution adopting the policies	CFO
FINANCIAL MANAGEMENT - MFMV03														

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STRATEGY		To ensure compliance with the MFMA and MSA requirements regarding the annual budget development and submission requirements		To develop and submit S 71, S 72 & S 52 reports as per MFMA guidelines and prescripts	
ICP Programme Number	ICP Programme Number	BUDGET COMPLETION - MEMOS-01	BUDGET COMPLETION - MEMOS-02	REPORTING - MEMOS	
KEY NUMBER	KEY NUMBER	MEMOS-01	MEMOS-02	MEMOS-01	MEMOS-02
KEY PERFORMANCE INDICATOR	KEY PERFORMANCE INDICATOR	Completion of the Annual Budget for 2020/2021	Adjustment of the budget by 28 February 2020	Performance Report (s72) of the Mid-Year Budget and Performance Report (s72)	Completion of the section 52 (d) Reports
ANNUAL TARGET	ANNUAL TARGET	2019/2020 Budget	2018/2019 Adjusted Budget	2019/2020 Mid-Year Budget	2018/2019 Reports submitted in 2019/2020
INPUT	INPUT	2020/2021 MFMA Compliant budget by 31 May 2020	MFMA Compliant 2019/2020 Adjusted budget	Director Development and Compliance with Town Planning Service/CFO/Manager	3 Section 52 (d) Reports compiled (First Quarter - October 2019, Third Quarter - April 2020, and Fourth Quarter - July 2020)
OUTPUT	OUTPUT	MFMA Compliant budget	MFMA Compliant adjusted budget	Mid-Year Report	Section 52 (d) Complied
OUTCOME	OUTCOME	Improved Municipal Financial Planning	Improved Municipal Financial Planning	Structured and Improved Planning and Monitoring and Evaluation	Improved Financial Management and Reporting
QTR 1	QTR 1	N/A	N/A	3 Monthly Reports on development of section 71 (1) reports and submission to the Mayor and National Treasury within 10 working days	1 Report Complied
QTR 2	QTR 2			3 Monthly Reports on development of section 71 (1) reports and submission to the Mayor and National Treasury within 10 working days	N/A
QTR 3	QTR 3	1. Draft Budget compiled and submitted for Council approval. 2. Notice of the Budget tabled 10 days after tabling	1. Adjustment of the budget. 2. Notice informing the public of the adjustment within 10 days after the approval	3 Monthly Reports on development of section 71 (1) reports and submission to the Mayor and National Treasury within 10 working days	1 Report Complied
QTR 4	QTR 4	1. Council Resolution considering the Draft and Final budget. 2. Notices of both budgets	1. Council Resolution considering the adjusted budget. 2. Notice of the adjusted budget	12 Monthly proof of development of section 71 (1) reports and submission to the Mayor and National Treasury	1 Report Complied
KPA 3: MUNICIPAL FINANCIAL MANAGEMENT & VIABILITY		KPA 3: MUNICIPAL FINANCIAL MANAGEMENT & VIABILITY		KPA 3: MUNICIPAL FINANCIAL MANAGEMENT & VIABILITY	
KPA WEIGHT: 75		KPA WEIGHT: 75		KPA WEIGHT: 75	
RESPONSIBLE PERSON		RESPONSIBLE PERSON		RESPONSIBLE PERSON	
CFO		CFO		CFO	
Director Development and Town Planning Services/CFO		Director Development and Town Planning Services/CFO		Director Development and Town Planning Services/CFO	

KPA 3: MUNICIPAL FINANCIAL MANAGEMENT & VIABILITY														KPA WEIGHT: 76	Responsible Person
STRATEGY	ICP Programme Number	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2019	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				Audit Evidence		
									QTR 1	QTR 2	QTR 3	QTR 4			
To ensure a continually secure, effective and efficient ICT services through implementation of ICT policies and plans and upgrading of ICT equipment	IT - MFMV07	MFMV07-01	Review of the IT Disaster recovery plan and IT Strategic plan	Policy was Reviewed in 2018/2019	Review of the IT Disaster recovery plan and IT Strategic plan	CFO/IT Manager/Risk Officer / Software Service Provider Inputs	Reviewed IT Governance Framework	Secured IT date	N/A	N/A	N/A	Review of the IT Disaster recovery plan and IT Strategic plan	Council Resolution Approving the Reviewed Plan	CFO	
		MFMV07-02	Systems downtime for emails and internet as a result of hardware or network failure (3hrs)	3hrs in 2018/2019	4 Quarterly Reports on the Systems downtime for emails and internet as a result of hardware or network failure	CFO/Manager IT	Server Downtime monitored	Improved Management of IT	1 Quarterly Report on the Systems downtime for emails and internet as a result of hardware or network failure	1 Quarterly Report on the Systems downtime for emails and internet as a result of hardware or network failure	1 Quarterly Report on the Systems downtime for emails and internet as a result of hardware or network failure	1 Quarterly Report on the Systems downtime for emails and internet as a result of hardware or network failure	4 Reports approved by the CFO for Standing Committee Consideration	CFO	
		MFMV07-03	Monitoring and Maintenance of the Servers	2018/2019 Maintenance on the servers	4 Quarterly Reports on the monitoring and maintenance of the server	CFO/Manager IT	Maintained Servers	Improved IT Management	1 Quarterly Reports on the monitoring and maintenance of the server	1 Quarterly Reports on the monitoring and maintenance of the server	1 Quarterly Reports on the monitoring and maintenance of the server	1 Quarterly Reports on the monitoring and maintenance of the server	4 Reports approved by the CFO for Standing Committee Consideration	CFO	
		MFMV07-04	Purchase a New Server	1 Server purchased	Purchase 1 Server	CFO/Manager Supply Chain/Manager IT/R 343 000.00	Server Purchased	Increased volume of storage of municipal information	N/A	N/A	N/A	Purchasing of the new server	N/A	1. Order, 2. Proof of Delivery, 3. Invoice	CFO





KPA 3: MUNICIPAL FINANCIAL MANAGEMENT & VIABILITY										KPA WEIGHT: 75	Responsible Person			
STRATEGY	IDP Programme Number	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2019	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS						
								QTR 1	QTR 2	QTR 3	QTR 4	Assess Evidence		
To ensure a continually secure, effective and efficient ICT service through implementation of ICT policies and plans and upgrading of ICT equipment	IT - MFNV07	MFNV07-05	Monitor and Manage the IT Back Up System	2018/2019 Reports	4 Quarterly Reports on the Monitoring of IT Back Up System	GFOManager IT	Reports Compiled	Improved IT Management	1 Quarterly Report	1 Quarterly Report	1 Quarterly Report	1 Quarterly Report	4 Reports approved by the CFO for Standing Committee Consideration	CFO
		MFNV07-06	Conduct IT needs assessments per department and purchase the identified equipment	2018/2019 Needs Assessment	1 Assessment Report and IT equipment purchased	GFOManager IT	Assessment Conducted	Improved IT Management	Assessment report	Advertising for the service provider	Appointment of Service Provider	Purchasing of the IT Equipment	Assessment Report of IT needs approved by the CFO for IT Steering Committee for Consideration, Advert, Appointment letter and Proof of Delivery	CFO
		MFNV07-07	IT Steering Committee	4 meetings held in 2018/2019	4 Meetings Held	GFOManager IT	Meetings Held	Improved IT Management	1 Meeting	1 Meeting	1 Meeting	1 Meeting	1 Agenda, 2 Attendance Registers	CFO

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KPA 4: MUNICIPAL TRANSFORMATION & INSTITUTIONAL DEVELOPMENT														
STRATEGY	IDP Programme Number	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2019	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				KPA WEIGHT: 7	Responsible Person
									QTR 1	QTR 2	QTR 3	QTR 4		
To ensure that the organisational structure of the municipality is implemented	PERFORMANCE MANAGEMENT AND REPORTING - MTD11	MTD03-01	Report on the number of vacancies filled within 3 months of being vacant	2018/2019 Annual 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&I/ 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
		MTD11-02	Signing of Performance Agreements by the Municipal Manager and all Section 56 Managers	6 Agreements signed	Signed Performance Agreement	Director Development and Town Planning Services/Manager Governance and Compliance/	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
		MTD11-03	Signing of Performance Agreements by the Managers with their respective Directors	19 Agreements signed	5 Signed Performance Agreements	Director Development and Town Planning Services/Manager Governance and Compliance/	Signed Plans	Structured and Improved Planning, Monitoring and Evaluation	5 Signed Performance Plans of Middle Managers	N/A	N/A	N/A	Signed Performance Plans	Director Development and Town Planning Services
		MTD11-04	Submission of Correct Performance information for Sections 56 Managers within 10 working days after end of the quarter.	19 Reports per section	20 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	5 Quarterly Performance Reports of all Managers	5 Quarterly Performance Reports of all Managers	5 Quarterly Performance Reports of all Managers	5 Quarterly Performance Reports of all Managers	Stamped Letters of approval of the reports	Director Development and Town Planning Services
		MTD11-05	Submission of Correct Performance information for Review purpose within 10 working days after end of the quarter.	5 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 6. GOOD GOVERNANCE AND PUBLIC PARTICIPATION														KPA WEIGHT: 9	
STRATEGY	IDP Programme Number	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2019	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				KPA 4	Audit Evidence	Responsible Person	
								QTR 1	QTR 2	QTR 3	QTR 4				
To ensure that Council, Management meetings and the top 1000 are top implemented that resolutions are held regularly and	OGPP03-01	Coordinate and hold one (1) Ordinary Audit Committee Meeting per quarter	5 Meetings were held in 2018/2019 (4 quarterly ordinary meetings, 1 being a special meeting in Q1)	4 Meetings	MMCAE/R	Meetings held	Improved Oversight and Governance	1 Meeting held	1 Meeting held	1 Meeting held	1 Meeting held	1. Agenda, 2. Attendance Register	MMCAE		
	OGPP03-02	Number of Municipal Public Accounts Committee meetings held	4 meetings were held in 2018/2019	4 Quarterly MPAC meetings to be held	MMManager Communications and Political Affairs/R	Number of MPAC meetings held	Enhance oversight over Municipal functioning	1 meeting	1 meeting	1 meeting	1 meeting	1. Attendance Register 2. Agenda	MMManager Communications and Political Affairs.		
	OVERSIGHT - OGPP03														




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KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION					STRATEGY	To ensure that Council, Eco and Top Management meetings are held regularly and that resolutions are implemented			
EXP Programme Number					OVERSIGHT - OGPP3				
KPI NUMBER					OGPP3.04	OGPP3.05	OGPP3.06	OGPP3.07	
KEY PERFORMANCE INDICATOR					Number of Council meetings held in 2018/2019	10 meetings were held in 2018/2019	11 meetings were held in 2018/2019	5 Meetings were held in 2018/2019	Number of Senior Executive Meetings held 2018/2019
BASELINE 30 JUNE 2019					4 Meetings	11 Meetings	4 Meetings	5 Meetings	6 Meetings
ANNUAL TARGET					Director Corporate Manager IGR/	Director Corporate Manager IGR	MM/Manager MM Office	MM/Manager MM Office	Meetings Held
INPUT					Meetings Held	Meetings Held	Meetings Held	Meetings Held	Improved decision making and information by Management
OUTPUT					1 Meeting	3 Meetings	1 Meeting	2 Meetings	1 Meeting
OUTCOME					QTR 1	QTR 2	QTR 3	QTR 4	1 Meeting
QUARTERLY TARGETS					1 Meeting	3 Meetings	1 Meeting	2 Meetings	1 Meeting
RESPONSIBLE PERSON					Director Corporate Services/All Directors	Director Corporate Services/All Directors	Director Corporate Services/All Directors	MM/All Directors	MM/All Directors
AUDIT EVIDENCE					1 Attendance Register, 2 Agenda	1 Attendance Register, 2 Agenda	1 Attendance Register, 2 Agenda	1 Attendance Register, 2 Agenda	1 Attendance Register, 2 Agenda
KPI WEIGHT: 9									

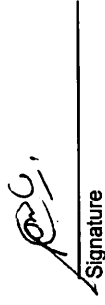
I, **Kennith Fourie** the Financial Servicers Director hereby accept this plan as a basis of monitoring my performance during the 2019/2020 financial year. I accept that the indicators and targets as presented in the performance plan are accurate and that I have been given the opportunity to provide inputs in their development.


Signature

3 July 2019
Date

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I, **Mcebisi Patrick Nonjola** the Acting Municipal Manager of the Senqu Municipality approve this performance plan in terms of the requirements of the Local Government: Municipal Systems Act of 2000 and amendments thereof.


Signature

3.07.2019
Date