

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

Mrs. P.L. Bushula
Acting Development and Town Planning Director
"(Hereinafter referred to as the employee)"

2019/2020

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).
- 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.
- 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.
- 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).

PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to -

- 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.

SENQU LOCAL MUNICIPALITY 2019/2020 PERFORMANCE AGREEMENT



- 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 31 December 2019, 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

M.

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.
- The key objectives describe the main tasks that need to be done. 4.2.2.
- 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
- The target dates describe the timeframe in which the work must be achieved 4.2.4.
- The weightings show the relative importance of the key objectives to each 4.2.5. other.
 - The Employee's performance will, in addition, be measured in terms of 4.3. contributions to the goals and strategies set out in the Employer's IDP, aligned to the SDBIP.

PERFORMANCE MANAGEMENT SYSTEM 5.

- 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.
 - The Employee must be assessed against both components, with a weighting of 5.5.1. 80:20 allocated to the KPA's and the Leadership and Core Competencies respectively.
 - Each area of assessment shall be weighted and shall contribute a specific part to 5.5.2. 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.

6 mph M.





#	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

7.7.

S

M.



#	Core Competencies	Institutional Standards	Municipal Manager's Standards	Weight
1	Communication	Able to share information, knowledge and ideas	Communicate with all stakeholders all	9
		in a clear focused and concise manner	information that is relevant to them in line with	
		appropriate for the audience in order to	all the legislative requirements applicable in local	
		effectively convey, persuade and influence	government in as far as communication and	
		stakeholders to achieve the desired outcome.	stakeholder management is concerned.	
2	Result and Quality Focus	Able to maintain the high-quality standard focus	Promote delivering of quality-based results as	9
		on achieving results and objectives while	opposed to quantitative delivering of services.	
		consistently striving to exceed expectations and	95-060	
		encourage others to meet the quality standard,		
		further to actively monitor and measure results		
		and quality against identified objectives		
3	Planning and Organising	Able to plan, priorities and organise information	Promote a proper planning culture within the	9
		and resources effectively to ensure the quality of	department to avoid implementing programs and	
		service delivery and build efficient contingency	projects which are not the priority of the	
		plans to manage risks.	municipality	
4	Knowledge and Information	Able to promote the generation and sharing of	Regularly share information and knowledge with	9
	Management	knowledge and information through various	stakeholders and colleagues.	
		processes and media in order to enhance the		
		collective knowledge base of local government.		
5	Analysis and Innovation	Able to analyse information, challenges, and	Promote programme analysis and innovative	5
		trends to establish and implement facts – based	problem-solving methods by rewarding such in	
		solution that are innovative to improve	line with the approved performance	
		institutional processes in order to achieve key	management policy of the municipality.	
		strategic objectives		
6	Moral Competencies	Able to identify moral trigger, apply reasoning	Identify, develop and apply measures of self-	9
		that promotes honesty and integrity, consistently	control	
		display behaviour that reflects moral		
		competence.		
	Total			
	Total Leadership and Core			100
	Competencies Weight			(20%)

SENQU LOCAL MUNICIPALITY 2019/2020 PERFORMANCE AGREEMENT

3 0

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.

٠ ۲

SENQU LOCAL MUNICIPALITY 2019/2020 PERFORMANCE AGREEMENT

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:

Levei	Terminology	Descriptions			Rat	ting		
		· ·	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.						

S.



- 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: Sengu 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:

1st Quarter - July to September
 2nd Quarter - October to December
 3rd Quarter - January to March
 4th 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 <u>September</u>: (Informal Review: Municipal Manager /Director – PDP and SDBIP Reporting)

S.

M



SENQU LOCAL MUNICIPALITY 2019/2020 PERFORMANCE AGREEMENT

2nd Quarter - October to <u>December</u>: (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 \$56 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

man

M.

6 8

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.

mpr

M.



- 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 quaterly intervals i.e. over a number of months.

S. M.

N. |

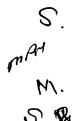
- in the case of unacceptable performance, the Employer shall –
- 10.2.1 Provide systematic remedial or developmental support to assist with **Employee** to improve his or her performance; and
- 10.2.2 After appropriate performance counseling and having provided the necessary guidance and/or support 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.

Merit
1% of total package
2% of total package
3% of total package
4% of total package
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 quaterly 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 <u>mediation process contemplated above fails</u>, 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.
- 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.

MA

& **B**

- The arbitrator shall be, if the matter in dispute is: -12.7
- 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.
- The decision of the arbitrator will be final and binding upon all the Parties and shall be 12.5 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.

GENERAL 13.

- 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	12. day of <u>5 4 -</u> 2019.
As Witness:	M
1	Acting Municipal Manager (Senqu Municipality)
Signed atLacly Grey. on this	12 day of 12 [07] 2019.
As Witness:	
1. 2.	3
D	cting Development and Town Planning irector enqu Municipality)







2019/2020 FINANCIAL YEAR: DEVELOPMENT AND TOWN PLANNING SERVICES PERFORMANCE PLAN ACTING DIRECTOR DTPS: MRS P.L. BUSHULA

SENQU LOCAL MUNICIPALITY



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

SENQU MUNICIPALITY
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (JULY - JUNE) 2019-2020

	W S	PUT CUTCOME Reports on Well marketed abon of the municipal area riveting	INPUT OUTPUT OUTCOME		
1 Quartely Report on implementation of the S		Reports on Well marketed tabion of the municipal area rketing		nemo	TUCHUR TANAMA TANAMA TANAMA
1 Quartely Report on implementation of the S		Reports on Well marketed attion of the municipal area rketing			
Aborene Burowan			Development and 4 custable Reports on Well markeled anning anning control Markeling Senqu Markeling PED Senqu Markeling parties and partie	Director Development and 4 Town Planning Services/Manager IPED S	Tournel Reports Percent Service and Percentage (2016/2018 Reports
					NPA 2: LOCAL ECONOMIC DEVELOPMENT
arten	S	TFUT GUTCOME	NPUT GUTPUT GUTCOME	Outrut	MPUT GUTPUT
1 EDF held	ED	Coordinated LED	Coordinated LED	Director Development and 4 EDF's held Coordinated LED	Coordinated LED
				Town Planning Services/Manager IPED	Town Planning Services/Manager IPED
N/A	su o	Improved socio economic conditions of the poor	Improved socio economic conditions of the poor	The Director Development and Number of jobs introved stole of the poor controlled of the poor of the p	rent and Number of jobs improved socio

FE S X

		KPA 3; MUNICIPAL FINANCIAL MANAGEMENT & VIABILITY	JANAGEMENT & VIABILITY									KPA WEIGHT: 20	
oper summe Sh Sh	BOWNS	KEY PERFORMANCE	BASELING SO JUNE 2019	AWRIGHT TAPGET	them:	COUTPUT	OUTCOME		QUARTERLYTARGETS	TARGETS		Audit Roldsnos	RegionalNo Basons
AHT 8	11401	HEDICATOR						ore:	278.2	QTR3	QTR4		
- NAGEMENT	WEWA03-08	Report on the % of operational budget actually spent	2018/2019 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 smanagement of public operational budget % spent (25% univorand delivery of by the end of the quarter) services	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 CFO the CFO Standing Committee Consideration	CFO
To annually rep perma of the Mem pertually specified fine pertually specified fine the Municipal pertually specified fine pertually specified fine pertually specified fine pertually rep pertually re	WEWA03-09	Report on % Capital budget 2018/2019 Capital Budget actually spent Actually Spent	2019/2019 Capital Budget Actually Sperit	Report on 100% Expenditure of the Capital Budget	CFO/ R000/ Financial System/ All Directors	Monitoring and Implementation of the budget		the actual of (25% by	3 Monthly Reports on the actual Capital budget % spent (50% by the end of the quarter)	3 Monthly Reports on the actual Capital budget % spent (75% by the end of the quarter)	3 Monthly Reports on the actual Capital budget % spent (100% by the end of the quarter)	12 Reports Approved by CFO the CFO Standing Committee Consideration	CF0
		KPA 3: MUNICIPAL FINANCIAL MANAGEMENT & VIABILITY	NANAGEMENT & VIABILITY									KPA WEIGHT: 20	
spet stanue stanue	EBOWN	KEY PERFORMANGE	RAME TOTAL STATE SOLD	ANNUAL TARGET	TU-SW.	OUTPUT	DUTCONE		QUARTERLY TARGETS	TARGETS		Bridle Dirichannes	Description Description
ASTZ 31 Tgorff Tgorff	M Idol M	HONCATOR						arra:	ста 2	QTR.3	QTRA		
biescubra	WEWADE-03	Compilation and tabling of the Mid-Year Budget and Performance Report (s72)	2018/2019 Mid-Year Budget and Performance Report	2018:2019 Mid-Yee Budget (2018/2000 Mid-Yee Budget and and Performance Report Performance Report (25 January 2020)	Director Development and Mid-Year Report Town Planning Compiled Services/EC/Manager Governance and Compilance	Mid-Year Report Compiled	Structured and Improved Planning, Monitoring and Evaluation	NA .	W.A.	Mid-Year Budget and Performance Report developed	₩.A	Exco resolutin and Council Resolution Approving the Mid-Year Performance Report	Director Development and Town Planning Services/CFO
To develop and s guidelines and guidelines and	WEWADE-03	Compilation of the section S2 3 Reports submitted in (d) Reports	3 Reports submitted in 2018/2019	3 Section 52 (d) Reports compiled (First Quarter - October 2016, Third Quarter - April 2020, and Fourth Quarter - July 2020)	Director Development and Section 52 (d) Town Planning Compiled Services/CFO/Manager Governance and Compilance	Section 52 (d) Compiled	Improved Financial Management and Reporting	1 Report Compiled	NA	1 Report Compiled	1 Report Compiled	Council Resolutions Approving the Reports	Director Development and Town Planning Services/GFO

ZE S S Litt

MOUNT TAYLOR IN THE PROPERTY AND LET LANGE TO BE AUTHOR T	KPA4:1	MUNICIPAL TRANSFORMATION	KPA 4; MUNICIPAL TRANSFORMATION & INSTITUTIONAL DEVELOPMENT	ENT								KPA WEIGHT: 30	
REPORT OF THE GATE WHITE BASE WHITE TO THE CONTROL OF THE CONTROL	THE LEAD								quart	RLYTARGETS			
Report on the number of 2018/2019 Avenual Report on the number of conjunction of being visions. If filled within 3 months of being visions is a filled within 3 months of being visions. If filled within 3 months of being visions is a filled within 3 months of being visions. If filled within 3 months of being visions is a filled within 3 months of being visions. If filled within 3 months of being visions is a filled within 3 months of being visions is a filled within 3 months of being visions is a filled within 3 months of being visions is a filled within 3 months of being visions is a filled within 3 months of being visions is a filled within 3 months of being visions is a filled within 3 months of being visions is a filled within 3 months of being visions is a filled within 3 months of being visions is a filled within 3 months of being visions is a filled within 3 months of being visions is a filled within 3 months of being visions is a filled within 3 months of being visions is a filled within 3 months of being visions is a filled within 3 months of being visions is a filled within 3 months of being visions is a filled within 3 months of being visions is a filled within 3 months of being visions is a filled within 3 months of being visions is a filled within 3 months of being	Mumber Street	KEY PERFORKANGE NDICATOR			Meut	OUTPUT	Odrozwe	om t	DIR2	CTPR-3	QTR 4	Audit Evidence	Responsible Pers
vacancies filed within 3 the number of vacancies filed within 3 months of being vacant vacancies filed within 3 months of being vacant	EN Ad	-	2018/2019 Annual Report on 1	I Annual Report on the number of	Director	Positions filled	Effective Human	NA	NA	NA	1 Annual Report on the number of	1 Annual Report	Director Corporate
	CTION AND EMPLOYEE TOGITM TOGITM		the number of vacancies filled within 3 months of being vacant	vacantics filled within 3 months of being vacant	Corporate/Manager HK/Aii	Andrian	Management				being vacant	sphored by the Director for Standing Committee for Consideration	n o o o o o o o o o o o o o o o o o o o

NSFORMATION	KPA 4; MUNICIPAL TRANSFORMATION & INSTITUTIONAL DEVELOPMENT	MENT								KPA WEIGHT: 30	
2/30							QUARTER	QUARTERLY TARGETS			
KEY PERFORMANCE TROIGNTOR	BASELINE TO JUNE 2019	ANYUAL TARGET	ייישו	OUTPUT	CUTCCME	278.1	atk1	ores.	arra	Audit Evidence	Responsible Person
Reviewal of the Performance Management Policy	2018/2019 Reviewed Performance Management Policy	Review the policy	Director Development and PMS Policy Reviewe Interove Monthoring Services/Manager Operance and Compilance and Compi	PMS Policy Reviewed	Improved Monitoring and Evaluation within the municipality	NA	NA	NVA	Policy Reviewed	Council Resolution Approving the policy	Director Development and Town Planning Services
Signing of Performance Agreements by the Municipal Manager and all Section 56 Managers	6 Agreements signed	6 Signed Performance Agreements	Director Development and Signed Agreements Aver Planning Servicet/Manager Governance and Compliance		Structured and Improved Planning. Monitoring and Evaluation	6 Signed Performance Agreements of the MM and Directors loaded on the website. Submission of the Agreements to Provincial COGTA	W.A	¥2	NA	Signed Performance Agreements	Director Development and Town Planning Services
Signing of Performance agreements by the Managers with their respective Directors	19 Agreements signed	20 Signed Performance Agreements	Director Development and Signed Plans Town Planning Services/Manager Governance and Compliance	Signed Plans	Structured and improved Planning. Monitoring and Evaluation	20 Signed Performance Plans of NA Middle Managers	N/A	NA	NA	Signed Performance Plans	Director Development and Town Planning Services
Submission of Correct Sectional Quarterly Performance information for Reviewal purpose within 9 secretary after end of the	19 Reports per section	Connectional Outstand Papers and Director Everleinment and & Countries Performance of Sections within Municipal Town Planning Performance Department Connection Services Manager Conducted Coversance and Coversance and Coversance and Coversance August Compliance R 1660-441	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	3 Quarterly Performance Reports of all Managers	3 Quaterly Performance Reports 3 Quaterly Performance Reports of all Managers Managers	3 Quarterly Performance Reports of all Managers	of all Managers Managers Managers Managers Managers	Il Stamped Letters of approval of the reports	Director Development and Town Planning Services
Submission of Correct Submission of Correct Performance information for Reviewal purpose within 10 working days after end of the quarter.	S Reports per department	4 Consolidated Quanterly Reports on the Performance of Department within the Municipality	Director Development and 4 Quartery Town Planning Performanc Services/Manager conducted Town Compliance and Governance and Compliance R 1 660 441	e Reviews or each	Structured and Improved Planning, Monitoring and Evaluation	1 Quarterly Performance Report of the Director	O Countriefy Performance Report of 1 Quanterly Performance Report of the Directors	1 Quarterly Performance Report of the Directors	I Quantelly Performance Report of the Samped Letters of Directors	Stamped Letters of approval of the reports	Director Development and Town Planning Services

S S S

×	CPA 4: MUNIC	KPA 4: MUNICIPAL TRANSFORMATION & INSTITUTIONAL DEVELOPMENT	INSTITUTIONAL DEVELOP	WENT								KPA WEIGHT: 30	
									ō	QUANTERLY TARGETS.			
P Programs Number	GBMUN PO	KEY PERFORMANCE JUDICATOR	BASELINE SO JUNE 2019	ANNUAL TARGET	TUGNI	TUTHU	OUTCOME	ark 1	qIR2	Q1R3	qrs4	Audit Evidence	Responsible Person
dNA.		Compilation of the Annual 2 Performance Report 2018/2019 (s46)	2017/2018 Annual Performance Report	2016/2019Annual Performance Report compiled and submitted to AG by 31 August 2019	Director Development and Annual Performance Town Planning Report compiled Sevices/Manager Governance and Compilance!	Annual Performance Report compiled	Structured and Improved Planning. Monitoring and Evaluation	Annual Performance Report developed and Submitted to AG by 31 August 2019	NIA	NA	N/A	Proof of submission to the Provincial AG	Director Development and Town Planning Services
FIGITM - ONI		Compilation of the Arnual Report for 2018/2019	2017/2018 Annual Report	2018/2019Annual Report compiled and approved by 31 March 2020	Director Development and Annual Raport Town Planning compiled Services Manager Governance and Compliance	Annual Report compiled	Structured and improved Planning. Monitoring and Evaluation	N/A	N.A	Lord Annual Report submitted In Unit Annual Report submitted Report approved by Council	NA	Council Resolution Approving the Annual Report	Director Development and Town Planning Services
PERFORMANCE		Development and Tabling of 3 the Service Delivery and Budget Intellementation Plan by June 2020	2019/2020 SDBIP	2020/201 SDBP Compiled and approved by the Mayor within 26 days after the approval of the budget	Director Development and SDBIP Compiled Trown Planning Services Manager Governance and Compilance	SDBIP Compiled	Structured and Improved Planning. Monitoring and Evaluation	NA	NA	2020/2021 Draft SDBIP Developed and Submitted to Provincial and National Treasury	2020/2021 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

										MAN	ż	
	Responsible Person.	Director Development and Town Planning Services	Director Development and Town Planning Services	Director Development and Town Planning Services			Responsible Ferson	Director Development and Town Planning Services	Director Development and Town Planning Services	Director Development and Town Planning Services	Ž \$0)	
KPA WEIGHT: 30	Audit Evidence	Council resolution for the Dis approval of the final an LSDF	1. Appointment letter, 2. Dir Council Resolution of the and draft the SDF	Proof of invitation, Council resolution and endorsing the committee Set	KPA WEIGHT: 30		Audit Evidence Re	1. Appointment letter, 2. Directory Council Resolution of the and draft the HSP, 3. Public Serior participation meeting profices and attendence register. 4. Council resolution for the	1. Appointment letter, 2. Direc Courtil Resolution of the and draft the feasibility study. Serv. 3. Countel resolution for the approval of the final feasibility study.	12 Reports approved by Directive Committee Standing and Committee Consideration	S	L. Y.
	GIR4		draft B.E.SDF				ark4	Council approval	Council approval			
	arks			endorsement of the committee by NNA Council		HGETS	OTR3	T is draft-LSP and Public Cou	1st draft Feesibility study Cou	3 monthly reports on houses built 3 monthly reports on houses built		
	CONTRACTOR AND			moeting with all stakeholders.		QUARTERLYTARGETS	Q1R2	Appointment of Service Provider (1)	Appointment of Service Provider			
	OTR1						9781			monthly reports on houses built 3 monthly reports on houses built		
			-	Improved administration of land			оитсоме	Improved NLA management of human settlements	Reduced congestion N/A in Sterkspruit	Improved land 3 m		
				Forum established			OUTPUT	SP developed	GonGestion Feasibility Study Developed	Data Base of occupants of the informal settlement developed		
	aleur	Director Development and Town Planning Services/Town Planner!	Director Development and Town Planning Services/Town Planner/ R 1594834,00	Director Development and Town Planning Services/Town Planner!			TURN .	Director Development and F Town Planning Services/Town Planner/ R392000	Director Development and S Cown Planning Services/Town Planner/ F R200 000	Director Development and Town Planning Services/Town Planner		
5	ANKOAL TARGET	Approval prior to year end	Approval prior to year end	Forum established	NT		ANNUAL TARGET	Housing Sector Plan developed	Startspruf ConGestion Feasibility Study Developed	12 Reports on the number of houses already built		
INSTITUTIONAL DEVELOPME		Service provider appointed As and ist draft developed in 2018/2019	Lady Grey 1st draft local SDF A developed in 2018/2019	Financial developed in 2016/2019	R INSTITUTIONAL DEVELOPME		BASELINE 30 JUNE 2019	2013 Housing Sector Plan	New Indicator	018/2019 reports		
KPA 4: MUNICIPAL TRANSFORMATION & INSTITUTIONAL DEVELOPMENT	w		Develop a Local SDF for Barkly East	Establishment of a Sengu Land Development Forum	KPA 4: MUNICIPAL TRANSFORMATION & INSTITUTIONAL DEVELOPMENT		KEY PERFORMANCE INDICATOR	Development of Housing Sector Plan	Development of Sterkspruit ConGestion Fessibility Study	Facilitate the Implementation of Housing Development in Senqu by the Provincial Department of Human Settlement.		
KPA 4: MUI	KENTANIN NEM	10-STQITM	SO-STOITM	E0-STOITM	KPA 4: ML		EWINN HAVE		90-ZIGITM	90-STGITM		
	109 Programme Mumbre	SIGITIN	I - ONINNYT	A TAITAR2		SWI	nergors q Number	communities		AJPI JAITAPS		
	LOGINALIS	eucopin6	a) AMUSTIC ;	To implemen			STRATEG	To ensure equitable sccess to housing for	span areas	existing of		

	KPA 4: MUI	NICIPAL TRANSFORMATION &	KPA 4: MUNICIPAL TRANSFORMATION & INSTITUTIONAL DEVELOPMENT	ENT							A SECTION AND ADDRESS OF THE PARTY OF THE PA	KPA WEIGHT: 30	
1	23					A			QUARTE	QUARTERLY TARGETS			
Program Mumber	KPI NUMBI	KEY PERECHAMICE INDICATOR	BASELINE SO JUNE 2019	ANNUAL TARGET	MFUT	CUTPUT	CUTCOME	ark1	QTB 2	QTR3	QTR.4	Audit Evidence	Responsible Person
	10-ETGITM	Review of the 2020/2021 IDP 2019/2022 IDP by 30 May 2020		Annual Review of the 2017/2022 IDP	Director Development and IDP developed Town Planning Services/Manager IPED	De developed	Improved Planning of NA Municipal Programmes	NA	NA	Draft IDP Developed and submitted for approval	Final Draft IDP Developed and submitted for Approval	Council Resolutions Director Developme noting and Approving the and Town Planning Services	Director Development and Town Planning Services
-	SO-EFGITM	Development of the IDP and Budget Process Plan for 2020/2021 reviewed by 31 August 2019	2019/2022 IDP and Budget IDP Process Plan	Development of the 2020/2021 IDP and Budget Process Plan	Director Development and Process Plan Town Planning Developed Services/Manager IPED	Process Plan Developed	Improved Planning of Municipal Programmes and timing thereof	regresse Planning of Process Plan Development and Municipal Programmes and Programmes and Eming thereof	N.A.	NA	N.A.	Council Resolution Approving the Plan	Director Development and Town Planning Services
TED DEVELOPMEN	E0-E1GITM	Number of IDP Representative and Public participation Forum meetings held	2015/2019 Meetings	4 Meetings Helid	Director Development and Meetings Hold Town Planning Services Manager PleEDManager Communications, IGR and Stakeholder Relations	Meetings Held	Improved Integrated Planning	1 Meeting	1 Meeding	1 Meeting	1 Meeting	Attendance Register, Alinutes of Meetings	Director Development and Town Planning Services
	+0-E1GITM	Number of IDP and Budget Steering Committee meetings held	2018/2019 Meetings	4 Meetings Held	Director Development and Meetings Held Town Planning Services Manager (PED/Manager Communications	Meetings Held	Improved Budgeting	1 Meeting	1 Meeting	1 Meeting	1 Meeting	Attendance Register, Ainutes of Meetings	Director Development and Town Planning Services/GFO

TO SIL.

		Responsible Perton.	Director Development and Town Planning Services	Director Development and Town Planning Services	Director Development and Town Planning Services			Responsible Person	Director Development and Town Planning Services
KPA WEIGHT: 30		Augh Evidence	5 5 2 2	1. Report on the event DI approved by the Director are submitted to the Audit Scientifies and Standing Committee and Standing	Register approved by the Director Development Director for Internal Audit and Town Planning further processing.	KPA WEIGHT: 30		Audit Evidence R	
		om4	Committee consideration to the institution of Committee consideration of Preparation Audit Committee consideration Rade Registre to the fermal auditor for the institutional Risk Audit Committee consideration Registre approved by the institution of Preparation	NA	NA			STB4	Cuaterly Report on the Complicity of Custorly Reports on Report of Custorly Reports of Audit Committee Consideration Transfer of Custorly Reported by the Diverse Audit Committee Consideration submitted to the Internal Audit of A
	TARGETS	वामः	Cuantely Report on the Institutional Risk Register to the Internal auditor for Audit Committee consideration	Conduct Fraud Prevention Awareness	NA		/ TARGETS	2003	1 Quarterly Report on the Compliance Register to the Internal Auditor for Audit Committee Consideration
	QUARTERLY TARGETS	2777.2	1 Quarterly Report or the Institutional REAR Register to the Internal auditor for Audit Committee consideration	Y 754	NUA		QUARTERLY TARGETS	om?	Louarterly Report on the Compliance Register to the Internal Auditor for Audit Committee Consideration
		grie :	1 Counterly Report on the institutional Risk Register to the institutional Risk Register to the internal Auditor for Audit Committee Consideration	NJA	Conflict of Interest Declaration Register for 2018/2019 developed for staff and Councillors			1 MTD	1 Quarterly Report on the Compliance Register to the Internal Auditor for Audit Committee Consideration
		aurcome	Minimisation of Municipal Rtak	Improved Fraud Risk within the municipality	Improved Fraud Risk within the municipality			аитооме	Municipal Risk Municipal Risk
		TUTTUO	Risk Register Updated	Awareness conducted	Register Developed			TURTUE	Departmental Risk Assessments conducted
		TURNE	Director Development and Town Planning Services/Manager Governance and Compliance	Director Development and Anaronasa conducted improved Final Risk Soor Rules Soor Rules Overplance R134737	Director Development and Register Developed Town Planning Services/Manager Governance and Compliance			TU-BN	Director Development and Town Planning Services/Manager Governance and Compliance
		ADMUAL TARGET	4 Reports to the internal Auditor for Audit Process Operation and Risas Resistant Committee Consideration Services Manager Consideration Services Manager Compliance Compliance	1 Fraud Awareness Event	Development of the Conflict of Interest Register			ANNUAL TARGET	4 Reports to the Internal Auditor for Audit Director Development and Oppartments Planting Committee Consideration Service Manager conducted Governance and Compliance
D PUBLIC PARTICIPATION		DASELINE SO JUNE 2019	2018/2019	1 Fraud Awareness conducted in 2018/2019	egister	ND PUBLIC PARTICIPATION		BASELINE SO JIME 2019	4 Risk Assessments for 2016/2019
KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION		KET PERFORMANCE HOICATOR	Report Quarterly on matters of Risk to the Audit	Conduct Fraud Prevention awareness	Develop a Conflict of Interests 2018/2019 Conflict of Declaration Register for staff Interests Declaration if and Councillors	KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION		KEY PERFORMANCE INDICATOR	Report Quarterly on matters of Compliance to the Audit Committee
KPA	1000	BOWN LD	10-104400	20-10-dd90	t0-10dd00		2	SEMON Id	OCPP02-01
	1	Programs Number	DI COLLON	RAUD PREVENTIK	RISK AND F			Programs Number	
		MANIEOY	e bractices within	eudn unnujcibality al Bood Bovernanc	s promote and inst	o1		TRATECY	To ensure legistics with all legistics such as adines such as MFMA & MSA AODEM, AODEM, PURISHORS, IDP

Set by the control of the formal of the fore

	KPA	KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION	TO PUBLIC PARTICIPATION									KPA WEIGHT: 30	
20	8								GUARTER	QUARTERLY TARGETS			
Programm	CHOMUN IN	KEY PERFORMANCE ANDICATOR	BASELINE 30 JUNE 2018	ANNUAL TARGET	INPUT	DUTPUT	OUTGOME	qrat	QTR2	area	qne4	Audi Evidence	Responsible Person
dill	10-£0de	Coordinate and hold one (1) Ordinary Audit Committee Meeting per quarter	e Bu	4 Meetings	MMCAE/R	Meetings held	Improved Oversight and Governance	1 Meeting held	1 Meeting hold	1 Meeting held	1 Meeting held	1. Agenda, 2. Attendance MMICAE Register	MMCAE
	05 bb03-	Number of Municipal Public Accounts Committee meetings held	Special meeting in Q.1) 4 meetings were held in 2018/2019	4 Quarterly MPAC meetings to be held	MM/Manager Communications and Political Affairs/R	Number of MPAC meetings held.	Enhance oversight over Municipal functioning	1 meeting	1 meeting	1 meeting	1 meeting	Agenda Agenda Political Affail	MM/Manager Communications and Political Affairs.
600	10-104	Number of Council meetings 10 meetings were held in held		4 Meetings	Director Corporate/ Manager IGR/	Meetings Held	Improved Oversight of 1 Meeting Council and Decision Making	1 Meeting	1 Meeting	1 Meeting	1 Meeting	1 Attendance Register, 2. Director Corporate Agenda Services/All Directo	Director Corporate Services/All Directors
9900 - THOIS	90-E0	Number of Exco meetings held	11 meetings were held in 2018/2019	11 Meetings	Director Corporate/ Manager IGR	Meetings Held	Improved Oversight of 3 Meetings Council and Decision Making	3 Meetings	2 Meetings	3 Meetings	3 Meetings	1 Alternance Register, 2. Director Corporate Agenda Services/All Directo	Director Corporate Services/All Directors
OVERS	90-£0d	Number of Top Management 5 Meetings were held in Meetings held 2016/2019	: 5 Meetings were held in 2018/2019	4 Meetings	MMManager MM Office	Meetings Held	Improved decision making and dissemination of information by	1 Meeting	1 Meeting	1 Meeting	1 Meeting	1 Attendance Register, 2. MMAII Directors Agenda	MMAI Directors
	400 T0-£0440	Number of Senior Executive Management Meetings held	6 meetings were held in 2018/2019	6 Meetings	MMManager MM Office	Meetings Held	Improved decision making and dissemination of information by Management	2 Meetings	1 Meeting	1 Meeting	2 Meetings	1 Attendance Register, 2. MMAII Directors Agenda	MM/All Directors

. S

SE S. L.

OUTPUT KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

palesa Learto Bushula the Acting Director Digo19/2020 financial year, I accept that the indicat been given the opportunity to provide inputs in the

I, Mcebisi Patrick Nonjola. the Acting Municipal M requirements of the Local Government: Municipal S

Joseph .

Signature

1, palesa Learto Bushula the Acting Director DTPS 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.

12 July 2019

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.

12 (07 | 2019 Date

Signature