PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

SENQU MUNICIPALITY

"(Hereinafter referred to as the employer)"
Represented by

The Municipal Manager

Mr M.M Yawa

And

Mr. Kennith Fourie
FINANCIAL SERVICES DIRECTOR
"(Hereinafter referred to as the employee)"

2020/2021

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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 2020** 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	10
Financial Management and Viability	60
Municipal Transformation & Institutional Development	15
Good Governance & Public Participation	15
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%)**

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6. EVALUATING PERFORMANCE

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

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

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

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

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

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

6.5. The annual performance review shall involve:

6.5.1. Assessment of the achievement of results as outlined in the performance plan: **Annexure A**

- Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.
- An indicative rating on the five-point scale should be provided for each KPA.
- This rating should be multiplied by the weighting given to each KPA during the contracting process, to provide a score.

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

- Each Leadership and Core Competency should be assessed according to the extent to which the specified standards have been met.
- An indicative rating on the five-point scale should be provided for each Leadership and Core Competency.
- This rating should be multiplied by the weighting given to each Leadership and Core Competency during the contracting process, to provide a score.

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

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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:

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 September: (Informal Review: Municipal Manager/CFO /Director – PDP and SDBIP Reporting)

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

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.

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 quaterly intervals i.e over a anumber of months.

12 DISPUTE RESOLUTION

121.1 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.

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 section56 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 29 day of July 2020.

As Witness:

1. ..... 2. .....

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Municipal Manager
(Senqu Municipality)

Signed at Lady Grey on this 29th day of July 2020.

As Witness:

1. ..... 2. .....

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Chief Financial Officer/ Director
(Senqu Municipality)

SENQU MUNICIPALITY

CHIEF FINANCIAL OFFICER : SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (JULY - JUNE) 2020-2021

KPA 1: BASIC SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT														Weight: 10	
STRATEGY	IDP PROGRAMME NUMBER	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2021	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	BSD01-01	Report on Number of Vehicles Registered by 30 June 2021	12 Monthly Reports were submitted in 2019/2020	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 complaint registered and licenced 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
		BSD01-02	Report on Number of Vehicles Licenced by 30 June 2021	12 Monthly Reports were submitted in 2019/2020	12 Reports on Number of Vehicles actually Licensed.	CFO / E Natis System / Face values/Manager Revenue	Vehicles successfully licensed	Improved no of legally complaint registered and licenced 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
That all registered indigent households receive free basic electricity and refuse removal	FREE BASIC SERVICES BSD10	BSD10-01	Report on the percentage of household earning less than 2 state pension fund per month with access to free basic services	48% of household earning less than 2 state pension fund per month with access to free basic services in 2019/2020	1 Annual Report on the percentage of household earning less than 2 state pension fund 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	Not a target in Q1	Not a target in Q2	Not a target in Q3	1 Annual Report on the percentage of household earning less than 2 state pension fund per month with access to free basic services	1 Report approved by the Director for Standing Committee Consideration	CFO

KPA 3: MUNICIPAL FINANCIAL MANAGEMENT & VIABILITY														Weight: 60
STRATEGY	IDP PROGRAMME NUMBER	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2020	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	MFMV01-01	Development of the Institutional Procurement Plan	Procurement Plan Developed in 2019/2020	1 Procurement Plan Developed	CFO/Manager Supply Chain/ Departmental Demand Plans	Plan Developed	Improved Management of Supply Chain Processes	Institutional Plan Developed	Not a target in Q2	Not a target in Q3	Not a target in Q4	Plan Approved by the CFO	CFO
		MFMV01-02	Establishment and monitoring of the tender register for above R200 000 tenders.	2019/2020 Implementation Report	Contract Registers and 4 Quarterly Reports	CFO/Manager Supply Chain/ Departmental Demand Plans/	Quarterly Monitoring Reports	Improved Management of Supply Chain Processes	1 Quarterly Contract Register	1 Quarterly Contract Register	1 Quarterly Contract Register	1 Quarterly Contract Register	4 Quarterly Contract Registers Approved by the CFO for Standing Committee Consideration.	CFO
		MFMV01-03	Manage and Monitor SLA's that will result in expenditure	2019/2020 Reports	4 Monitoring Reports on Contracts and SLA's	CFO/Manager Supply Chain/ Departmental Demand Plans	Quarterly Monitoring Reports	Improved Management of Supply Chain Processes	1 Quarterly Monitoring Report on Contracts and SLA's that result in Expenditure	1 Quarterly Monitoring Report on Contracts and SLA's that result in Expenditure	1 Quarterly Monitoring Report on Contracts and SLA's that result in Expenditure	1 Quarterly Monitoring Report on Contracts and SLA's that result in Expenditure	4 Quarterly Monitoring Reports, Approved by the CFO for Top Management Consideration	CFO

KPA 3: MUNICIPAL FINANCIAL MANAGEMENT & VIABILITY														
STRATEGY	IDP PROGRAMME NUMBER	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2020	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 2019/2020	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,	CFO
		MFMV01-05	Number of Evaluation Meetings held	18 Meetings were held in 2019/2020	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	CFO
		MFMV01-06	Number of adjudication meetings held	3 Meetings were held in 2019/2020	4 meetings held	CFO/Manager Supply Chain/	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	CFO
		MFMV01-07	Turnaround time for adjudication of projects.	90 days	Report on turnaround time adjudicated within 90 days of being advertised.	CFO/Manager Supply Chain/ Departmental Evaluation Reports	Number of tenders adjudicated	Improved Management of Supply Chain Processes	Not a target in Q1	Not a target in Q2	Not a target in Q3	1 Annual Report on tenders adjudicated within 90 days of being advertised	1. Tender Register	CFO
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	2019/2020 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	Not a target in Q1	1 Report on Additional Assets per Department	Not a target in Q3	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	2019/2020 Asset Count Report	1 Annual Asset Count Performed	CFO/Manager Supply Chain	Asset Count Report developed	Improved management of municipal assets	Not a target in Q1	Not a target in Q2	Not a target in Q3	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 2020	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				AUDIT EVIDENCE	RESPONSIBLE PERSON
									QTR 1	QTR 2	QTR 3	QTR 4		
To annually assess and report on the % of the budget spent as expressed by the ratios	FINANCIAL MANAGEMENT - MFMV03	MFMV03-01	Report on Financial viability as expressed by the ratios in the gazette.	2019/2020 Ratios	1 Annual Report on the Ratios	CFO/MANAGER BTO/Financial System /All Directors	Report on Ratios	Improved management of municipal financial and other resources	Not a target in Q1	Not a target in Q2	Not a target in Q3	1 Annual Report on Ratios	1 Annual Report on Ratios approved by the CFO for Standing Committee Consideration	CFO
To expand and protect the municipal revenue base by providing accurate bills for services rendered		MFMV03-02	Compile Supplementary valuation roll	2019/2020 Valuation Roll	1 Annual Supplementary Valuation Roll compiled	CFO/Manager Revenue	Actual Supplementary Valuation conducted	1 Annual Supplementary valuation roll	Not a target in Q1	Not a target in Q2	1 Annual Supplementary Valuation Roll	Not a target in Q4	1 Annual Supplementary Valuation Roll approved by the CFO for Standing Committee Consideration	CFO
	FINANCIAL MANAGEMENT - MFMV03	MFMV03-03	Report on correct billing of consumers	2019/2020 verified actual correct billing reported	12 Monthly Reports on 100% Correct billing of consumers with a 2% variance factor	CFO/Manager Revenue 0000 /Financial System/	Number of consumers correctly billed	Improved Revenue collection and management of municipal financial resources	3 Monthly Reports on 100% Correct billing of consumers with a 2% variance factor	3 Monthly Reports on 100% Correct billing of consumers with a 2% variance factor	3 Monthly Reports on 100% Correct billing of consumers with a 2% variance factor	3 Monthly Reports on 100% Correct billing of consumers with a 2% variance factor	12 Reports Approved by the CFO Standing Committee Consideration	CFO
		MFMV03-04	Report on actual revenue collected	2019/2020 Total Revenue collected	4 Quarterly Reports on the actual collected revenue	CFO/ Manager Revenue/ Financial System	Total Planned Revenue collected	Improved Revenue collection and management of municipal financial resources	1 Quarterly Report on the actual collected revenue	1 Quarterly Report on the actual collected revenue	1 Quarterly Report on the actual collected revenue	1 Quarterly Report on the actual collected revenue	4 Quarterly Reports Approved by the CFO Standing Committee Consideration	CFO

KPA 3: MUNICIPAL FINANCIAL MANAGEMENT & VIABILITY														
STRATEGY	IDP PROGRAMME NUMBER	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2020	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				AUDIT EVIDENCE	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	FINANCIAL MANAGEMENT - MFMV03	MFMV03-05	Reporting of Unauthorised, Irregular, Fruitless and Wasteful expenditure and Minor Breaches *institutionally and per Directorate consolidated	2019/2020 Reports	4 Quarterly Reports of Unauthorised, Irregular, Fruitless and Wasteful expenditure and Minor Breaches	CFO/Director Development and Town Planning Services/Manager Supply Chain/ 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	2018/2019 AFS	Compilation of 2019/2020 AFS by 31 August 2020	CFO/ All Directors/	Legislatively compliant AFS	Improved reporting on public funds	Submission of 2019/2020 AFS by 31 August 2020	Not a target in Q2	Not a target in Q3	Not a target in Q4	Proof of submission of AFS to the Auditor General	CFO
		MFMV03-07	Reviewal of adopted financial policies annually	2019/2020 Reviewed policies	Review Policies	CFO/MANAGER Supply Chain/ Manager BTO/ Manager Revenue	Legislatively compliant policies	Improved management of public funds	Not a target in Q1	Not a target in Q2	Not a target in Q3	Reviewal of 8 finance policies as identified in the municipal policy register.	Council Resolution adopting the policies	CFO

KPA 3: MUNICIPAL FINANCIAL MANAGEMENT & VIABILITY

STRATEGY	IDP PROGRAMME NUMBER	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2020	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				AUDIT EVIDENCE	RESPONSIBLE PERSON
									QTR 1	QTR 2	QTR 3	QTR 4		
To annually report on the % of the Municipality's budget actually spent on capital projects identified a particular financial year in terms of the Municipality's IDP	FINANCIAL MANAGEMENT - MFMV03	MFMV03-08	Report on the % of operational budget actually spent with a variance of 5% * Finance Directorate and Institutionally assistance provided to Directorates in order to provide accurate reporting in terms of target - cross cutting	2019/2020 Operational Budget Actually Spent	Report on100 % Expenditure of the Operational Budget by the end of the financial year	CFO/ R000/ Financial System/ All Directors	Monitoring and Implementation of the budget	Improved management of public funds and delivery of services	3 Monthly Reports on the actual operational budget % spent (20% by the end of the quarter)* Finance Directorate and Institutionally assistance provided to Directorates in order to provide accurate reporting in terms of target - cross cutting	3 Monthly Reports on the actual operational budget % spent (45% by the end of the quarter)* Finance Directorate and Institutionally assistance provided to Directorates in order to provide accurate reporting in terms of target - cross cutting	3 Monthly Reports on the actual operational budget % spent (70% by the end of the quarter)* Finance Directorate and Institutionally assistance provided to Directorates in order to provide accurate reporting in terms of target - cross cutting	3 Monthly Reports on the actual operational budget % spent (100% by the end of the quarter)* Finance Directorate and Institutionally assistance provided to Directorates in order to provide accurate reporting in terms of target - cross cutting	12 Reports Approved by the CFO Standing Committee Consideration	CFO
		MFMV03-09	Report on % Capital budget actually spent with a variance of 5%* Finance Directorate and Institutionally assistance provided to Directorates in order to provide accurate reporting in terms of target - cross cutting	2019/2020 Capital Budget Actually Spent	Report on 100% Expenditure of the Capital Budget	CFO/ R000/ Financial System/ All Directors	Monitoring and Implementation of the budget	Improved management of public funds and delivery of services	3 Monthly Reports on the actual Capital budget % spent (15% by the end of the quarter)* Finance Directorate and Institutionally assistance provided to Directorates in order to provide accurate reporting in terms of target - cross cutting	3 Monthly Reports on the actual Capital budget % spent (40% by the end of the quarter)* Finance Directorate and Institutionally assistance provided to Directorates in order to provide accurate reporting in terms of target - cross cutting	3 Monthly Reports on the actual Capital budget % spent (70% by the end of the quarter)* Finance Directorate and Institutionally assistance provided to Directorates in order to provide accurate reporting in terms of target - cross cutting	3 Monthly Reports on the actual Capital budget % spent (100% by the end of the quarter)* Finance Directorate and Institutionally assistance provided to Directorates in order to provide accurate reporting in terms of target - cross cutting	12 Reports Approved by the CFO Standing Committee Consideration	CFO
		MFMV03-10	Report on % of Conditional grants received actually spent* cross cutting	2019/2020 Conditional Grants Actually Spent	12 Reports on 100% Expenditure on Conditional grants received	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 % of Conditional Grants received spent (15% by the end of the quarter)	3 Monthly Reports on the actual % of Conditional Grants received spent (50% by the end of the quarter)	3 Monthly Reports on the actual % of Conditional Grants received spent (70% by the end of the quarter)	3 Monthly Reports on the actual % of Conditional Grants received spent (100% by the end of the quarter)	12 Reports Approved by the CFO Standing Committee Consideration	CFO

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KPA 3: MUNICIPAL FINANCIAL MANAGEMENT & VIABILITY

STRATEGY	IDP PROGRAMME NUMBER	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2020	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				AUDIT EVIDENCE	RESPONSIBLE PERSON
									QTR 1	QTR 2	QTR 3	QTR 4		
To ensure good payroll management and implementation	PAYROLL - MFMV04	MFMV04-01	Management of Payment of Salaries	2019/2020 Payroll Reports	12 Reports on all salaries paid monthly	CFO/Director Corporate Services/ Manager Supply Chain/ Manager HR/ Financial System / Payroll amendment reports	Report on the payment of salaries	Improved management of municipal financial	3 Monthly Reports all salaries paid monthly	3 Monthly Reports all salaries paid monthly	3 Monthly Reports all salaries paid monthly	3 Monthly Reports all salaries paid monthly	12 Reports approved by the CFO for Standing Committee Consideration	CFO
To ensure compliance with the MFMA and MSA requirements regarding the adjustment budget and annual budget development and submission requirements	BUDGET COMPILATION - MFMV05	MFMV05-01	Compilation of the Annual budget for 2021/2022	2020/2021 Budget	2021/2022 MFMA Compliant budget by 31 May 2021	CFO/ Financial System/ All Directors /Dora / Legislative Directives /	MFMA Compliant budget	Improved Municipal Financial Planning	Not a target in Q1	Not a target in Q2	1. Draft Budget compiled and tabled, 2. Notice of the Budget within 10 days after tabling	1. Final Draft Budget compiled and submitted for Council approval, 2. Notice of the Budget with 10 days after tabling	1. Council Resolution Considering the Draft and Final budget, 2. Notices of both budgets	CFO
		MFMV05-02	Compilation of the Adjustment budget by 28 February 2021	2019/2020 Budget	MFMA Compliant 2020/2021 Adjustment budget	CFO/ Financial System/ All Directors / Legislative Directives	MFMA Compliant adjusted budget	Improved Municipal Financial Planning	Not a target in Q1	Not a target in Q2	1. Adjustment of the budget, 2. Notice informing the public of the adjustment within 10 days after the approval	Not a target in Q4	1. Council Resolution considering the Adjusted budget, 2. Notice of the adjusted budget	CFO

KPA 3: MUNICIPAL FINANCIAL MANAGEMENT & VIABILITY

STRATEGY	IDP PROGRAMME NUMBER	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2020	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				AUDIT EVIDENCE	RESPONSIBLE PERSON
									QTR 1	QTR 2	QTR 3	QTR 4		
To develop and submit S 71, S 72 & S 52 reports as per MFMA guidelines and prescripts	REPORTING - MFMV06	MFMV06-01	Development and submission of the section 71 (1) report (Submission to the Mayor and National Treasury within 10 working days)	12 section 71 reports for 2019/2020	12 Monthly reports on Section 71 (1) developed	CFO/Manager BTO/ Financial System / Treasury Template / All Directors	Compliance with Treasury Regulations and the MFMA	Improved Financial Management and Reporting	3 Monthly Reports on development of section 71 (1) reports and submission to the Mayor and National Treasury within 10 working days	3 Monthly Reports on development of section 71 (1) reports and submission to the Mayor and National Treasury within 10 working days	3 Monthly Reports on development of section 71 (1) reports and submission to the Mayor and National Treasury within 10 working days	3 Monthly Reports on development of section 71 (1) reports and submission to the Mayor and National Treasury within 10 working days	12 Monthly proof of submissions to the Mayor and Provincial Treasury	CFO
		MFMV06-02	Compilation and tabling of the Mid-Year Budget and Performance Report (s72) * Financial contributions - includes schedule NT schedule C	2019/2020 Mid-Year Budget and Performance Report	2020/2021 Mid-Year Budget and Performance Report compiled, tabled by 25 January 2021	Director Development and Town Planning Services/CFO/Manage r Governance and Compliance	Mid-Year Report Compiled	Structured and Improved Planning, Monitoring and Evaluation	Not a target in Q1	Not a target in Q2	Development of the Mid-Year Performance Report	Not a target in Q4	Council Resolution Approving the Mid-Year Performance Report	Director Development and Town Planning Services/ CFO
		MFMV06-03	Compilation of the section 52 (d) Reports* Financial contributions	3 Reports submitted in 2019/2020	3 Section 52 (d) Reports compiled (First Quarter - October 2020, Third Quarter - April 2021, and Fourth Quarter - July 2021)	Director Development and Town Planning Services/CFO/Manage r Governance and Compliance	Section 52 (d) Compiled	Improved Financial Management and Reporting	1 Report Compiled * Financial contributions	Not a target in Q2	1 Report Compiled	1 Report Compiled	Council Resolutions Approving the Reports	Director Development and Town Planning Services/ CFO

KPA 3: MUNICIPAL FINANCIAL MANAGEMENT & VIABILITY

STRATEGY	IDP PROGRAMME NUMBER	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2020	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				AUDIT EVIDENCE	RESPONSIBLE PERSON
									QTR 1	QTR 2	QTR 3	QTR 4		
To ensure a continually secure, effective and efficient ICT service through implementation of ICT policies and plans and upgrading of ICT equipment	IT - MFMV07	MFMV07-01	Systems downtime for emails and internet as a result of hardware or network failure (3hrs)	3hrs in 2019/2020	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
		MFMV07-02	Monitoring and Maintenance of the Servers	2019/2020 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

KPA 3: MUNICIPAL FINANCIAL MANAGEMENT & VIABILITY

STRATEGY	IDP PROGRAMME NUMBER	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2020	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				AUDIT EVIDENCE	RESPONSIBLE PERSON
									QTR 1	QTR 2	QTR 3	QTR 4		
To ensure a continually secure, effective and efficient ICT service through implementation of ICT policies and plans and upgrading of ICT equipment	IT - MFMV07	MFMV07-04	Monitor and Manage the IT Back Up System	2019/2020 Reports	4 Quarterly Reports on the Monitoring of IT Back Up System	CFO/Manager 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
		MFMV07-05	Conduct IT needs assessments per department and purchase the identified equipment	2019/2020 Needs Assessment	1 Assessment Report and IT equipment purchased	CFO/Manager IT	Assessment Conducted	Improved IT Management	Assessment report	Advertising for the service provider	Appointment of Servic	Purchasing of the IT Equipment	Assessment Report of IT needs approved by the CFO for IT Steering Committee Consideration, Advert, Appointment letter and Proof of Delivery	CFO
		MFMV07-06	IT Steering Committee	4 meetings held in 2019/2020	4 Meetings Held	CFO/Manager 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													Weight:15	
STRATEGY	IDP PROGRAMME NUMBER	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2020	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				AUDIT EVIDENCE	RESPONSIBLE PERSON
									QTR 1	QTR 2	QTR 3	QTR 4		
To ensure that a system of departmental and individual performance management system is implemented	PERFORMANCE MANAGEMENT AND REPORTING - MTID11	MTID11-02	Signing of Performance Agreements by the Municipal Manager and Chief Financial Officer	1 Agreement signed	Signed Performance Agreement	Director Development and Town Planning Services/Manager Governance and Compliance/ R2 114 487.00	Signed Agreements	Structured and Improved Planning, Monitoring and Evaluation	1 Signed Performance Agreements of the MM and Director of Finance (CFO) loaded on the website. Submission of the Agreements to Provincial COGTA	Not a target in Q2	Not a target in Q3	Not a target in Q4	Signed Performance Agreements	Director Development and Town Planning Services/CFO
		MTID11-03	Signing of Performance agreements by the Finance Directorate Middle Managers with the Chief Financial Officer	4 Agreements signed Directorate of Finance	Signed Performance Agreements	Director Development and Town Planning Services/Manager Governance and Compliance/ R2 114 487.00	Signed Performance Agreements /Plans	Structured and Improved Planning, Monitoring and Evaluation	4 Signed Performance Plans of Middle Managers * in the Directorate of Finance	Not a target in Q2	Not a target in Q3	Not a target in Q4	Signed Performance Plans	Director Development and Town Planning Services/CFO

KPA 4: MUNICIPAL TRANSFORMATION & INSTITUTIONAL DEVELOPMENT														
STRATEGY	IDP PROGRAMME NUMBER	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2020	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				AUDIT EVIDENCE	RESPONSIBLE PERSON
									QTR 1	QTR 2	QTR 3	QTR 4		
To ensure that a system of departmental and individual performance management system is implemented	PERFORMANCE MANAGEMENT AND REPORTING - MTID11	MTID11-04	Compilation of the Annual Performance Report 2019/2020 (s46)*Finance SDBIP targets applicable and financial reporting contributions inclusive of service providers performance monitoring	2018/2019 Annual Performance Report (s46) *Financial contributions in terms of SDBIP Targets and related narrative reporting inclusive of service providers performance reporting	Annual Performance Report compiled and submitted to AG by 31 August 2020	Director Development and Town Planning Services/Manager Governance and Compliance/ R2 114 487.00	Annual Performance Report compiled	Structured and Improved Planning, Monitoring and Evaluation	Annual Performance Report developed and Submitted to AG by 31 August 2020 *Financial contributions in terms of SDBIP Targets and related narrative reporting inclusive of service providers performance reporting	Not a target in Q2	Not a target in Q3	Not a target in Q4	Proof of submission to the Provincial AG	Director Development and Town Planning Services/CFO
		MTID11-05	Financial Input contributions in Compilation of the Annual Report for 2019/2020- *Finance SDBIP targets applicable and financial reporting contributions inclusive of service providers performance monitoring	2018/2019 Annual Report*Financial contributions in terms of SDBIP Targets and related narrative reporting inclusive of service providers performance reporting	Annual Report compiled and approved by 31 March 2021	Director Development and Town Planning Services/Manager Governance and Compliance/ R2 114 487.00	Annual Report compiled	Structured and Improved Planning, Monitoring and Evaluation	Not a target in Q1	Not a target in Q2	1. Draft Annual Report submitted for tabling by Council, 2. Annual Report approved by Council by 31 January 2021*Financial contributions in terms of SDBIP Targets and related narrative reporting inclusive of service providers performance reporting	Not a target in Q4	Council Resolution Approving the Annual Report	Director Development and Town Planning Services/CFO
		MTID11-06	Development and Tabling of the Service Delivery and Budget Implementation Plan by June 2021	2020/2021 SDBIP	2021/2022 SDBIP developed and approved by the Mayor within 28 days after the approval of the budget	Director Development and Town Planning Services/Manager Governance and Compliance/ R2 114 487.00	SDBIP Compiled	Structured and Improved Planning, Monitoring and Evaluation	Not a target in Q1	Not a target in Q2	Draft SDBIP Developed and Submitted to Provincial and National Treasury	SDBIP Developed and Approved by the Mayor	1. Council Resolution Approving the Draft, 2. Approved SDBIP by the Mayor	Director Development and Town Planning Services

KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION													Weight:15	
STRATEGY	IDP PROGRAMME NUMBER	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2020	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				AUDIT EVIDENCE	RESPONSIBLE PERSON
									QTR 1	QTR 2	QTR 3	QTR 4		
To ensure development and adoption of the IDP and budget process plan an IDP s per legislated timeframes	INTEGRATED DEVELOPMENT PLANNING - MTID13	MTID13-03	Number of IDP and Budget Steering Committee meetings held - Attendance of Director of Finance or delegated other	2019/2020 Meetings	4 Meetings Held	Director Development and Town Planning Services/Manager IPED/Manager Communications	Meetings Held	Improved Budgeting	1 Meeting	1 Meeting	1 Meeting	1 Meeting	1. Attendance Register, 2. Minutes of Meetings	Director Development and Town Planning Services/ CFO
To ensure quarterly sittings of MPAC and the Audit and Performance Committee and the annual preparation of an annual oversight report	OVERSIGHT - GGPP03	GGPP03-01	Attendance of one (1) Ordinary Audit Committee Meeting per quarter *CFO	5 Meetings were held in 2019/2020 (4 quarterly ordinary meetings; 1 being a special meeting in Q1)	4 Meetings	MM/CAE/ R	Meetings held	Improved Oversight and Governance	1 Meeting held	1 Meeting held	1 Meeting held	1 Meeting held	1. Agenda, 2. Attendance Register	MM/CAE

KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

STRATEGY	IDP PROGRAMME NUMBER	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE 30 JUNE 2020	ANNUAL TARGET	INPUT	OUTPUT	OUTCOME	QUARTERLY TARGETS				AUDIT EVIDENCE	RESPONSIBLE PERSON
									QTR 1	QTR 2	QTR 3	QTR 4		
To ensure that Council, Exco and Top Management meetings are held regularly and that resolutions are implemented	OVERSIGHT - GGPP03	GGPP03-04	Number of Council meetings attended by Chief Financial Officer	10 meetings were held in 2019/2020	4 Meetings	Director Corporate/ Manager IGR/	Meetings Held	Improved Oversight of Council and Decision Making	1 Meeting	1 Meeting	1 Meeting	1 Meeting	1.Attendance Register, 2. Agenda	Director Corporate Services/All Directors
		GGPP03-05	Number of Exco meetings attended by the Chief Financial Officer	11 meetings were held in 2019/2020	11 Meetings	Director Corporate/ Manager IGR	Meetings Held	Improved Oversight of Council and Decision Making	3 Meetings	2 Meetings	3 Meetings	3 Meetings	1.Attendance Register, 2. Agenda	Director Corporate Services/All Directors
		GGPP03-06	Number of Top Management Meetings attended by the Chief Financial Officer	5 Meetings were held in 2019/2020	4 Meetings	MM/Manager MM Office	Meetings Held	Improved decision making and dissemination of information by Management	1 Meeting	1 Meeting	1 Meeting	1 Meeting	1.Attendance Register, 2. Agenda	MM/All Directors
		GGPP03-07	Number of Senior Executive Management Meetings attended by the Chief Financial Officer	6 meetings were held in 2019/2020	6 Meetings	MM/Manager 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. Agenda	MM/All Directors

I, K FOURIE, the Chief Finacial Officer hereby accept this plan as a basis of monitoring my performance during the 2020/2021 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

29 July 2020
Date

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I, Mxolisi Maxon Yawa, the 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

29 July 2020
Date