



## **PERFORMANCE AGREEMENT**

**Made and entered into by and between**


**Mr Zolile Albert Williams  
the Municipal Manager of the  
JOE GQABI DISTRICT MUNICIPALITY  
("the Municipal Manager")**

**and**

**Ms N. Mshumi  
the Chief Operations Officer of the  
JOE GQABI DISTRICT MUNICIPALITY  
("the COO")**

**for the financial year:  
1 July 2017 to 30 June 2018**

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**WHEREBY IT IS AGREED AS FOLLOWS:**

**1. INTRODUCTION**

- 1.1 The Municipality has, in terms of Section 57(1)(a) of the Local Government: Municipal Systems Act, No. 32 of 2000 ("the Systems Act") entered into contract of employment with the Chief Operations Officer for the Joe Gqabi District Municipality.
- 1.2 Section 57(1)(b) of the Systems Act, read with the contract of employment concluded between the Parties, require the Parties to conclude a performance agreement.
- 1.3 The Parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Chief Operations Officer to a set of outcomes that will secure local government policy goals.
- 1.4 The Parties wish to ensure that there is compliance with Sections 57(4A), (4B) and (5) of the Systems Act.
- 1.5 In this Agreement the following words will have the meaning ascribed thereto:

"this Agreement" - means the performance agreement between the Municipality and the Chief Operations Officer and the annexures thereto.

"the Executive Authority" - means the Mayoral Committee of the Municipality constituted in terms of Section 55 of the Local Government: Municipal Structures Act as represented by its chairperson, the Executive Mayor.

"the Chief Operations Officer" – means the Chief Operations Officer : directly accountable to the Municipal Manager in terms of Section 56(a) of the Systems Act.

"the Municipal Manager" – means the Municipal Manager appointed in terms of Section 82 of the Local Government: Municipal Structures Act, No. 117 of 1998.

"the Municipality" – means the JOE GQABI DISTRICT MUNICIPALITY.

"the Parties" - means the Municipal Manager and the Chief Operations Officer.

**2. PURPOSE OF THIS AGREEMENT**


- 2.1 The Parties agree that the purposes of this Agreement are to:
  - 2.1.1. comply with the provisions of Section 57(1)(b), (4A), (4B) and (5) of the Systems Act as well as the contract of employment entered into between the Parties;
  - 2.1.2. specify objectives and targets established for the Chief Operations Officer and to communicate to the Chief Operations Officer the Municipality's expectations of the Chief Operations Officer's performance and accountability;

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- 2.1.3. specify accountabilities as set out in Annexure A;
- 2.1.4. monitor and measure performance against targeted outputs and outcomes;
- 2.1.5. use Annexures A and B as a basis for assessing the Chief Operations Officer for permanent employment and/or to assess whether the Chief Operations Officer has met the performance expectations applicable to his/her job;
- 2.1.6. appropriately reward the Chief Operations Officer in accordance with the Municipality's performance management policy in the event of outstanding performance;
- 2.1.7. establish a transparent and accountable working relationship; and
- 2.1.8. give effect to the Municipality's commitment to a performance-orientated relationship with its Chief Operations Officer in attaining equitable and improved service delivery.

### 3. COMMENCEMENT AND DURATION

- 3.1 Notwithstanding the date of signature this Agreement will commence on the 01 July 2017 and will remain in force until a new performance agreement including a Performance Plan and Personal Development Plan is concluded between the Parties as contemplated in Clause 3.2
- 3.2 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 that replaces this Agreement at least once a year by not later than the 31<sup>st</sup> of July each year.
- 3.3 The payment of the performance bonus is determined by the performance score obtained during the 4<sup>th</sup> quarter annual performance assessment as informed by the quarterly performance assessments. Should the Chief Operations Officer be entitled to a bonus, this will be paid out after approval by Council and not later than sixty (60) days thereafter in the Chief Operations Officer's salary for a month that shall be applicable.
- 3.4 The payment of a performance bonus for the year in which the Chief Operations Officer's contract of employment expires will be done as set out in clause 3.3 and the bonus so determined will be paid to the Chief Operations Officer on the last day of his/her employment or not later than 30 days thereafter.
- 3.5 In the event of the Chief Operations Officer commencing or terminating his services with the Municipality during the validity period of this Agreement, the Chief Operations Officer's performance for the portion of the period referred to in clause 3.1 during which he was employed, will be evaluated and he will be entitled to a pro rata performance bonus based on his evaluated performance and the period of actual service.
- 3.6 The content of this Agreement may be revised at any time during the above mentioned period to determine the applicability of the matters agreed upon by the Parties.

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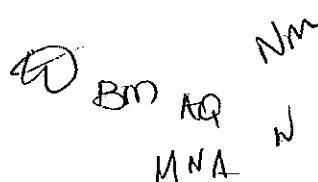
- 3.7 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.
- 3.8 This Agreement will terminate on the termination of the Chief Operations Officer's contract of employment for any reason.

#### 4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan in **Annexure A** sets out:
- 4.1.1 the performance objectives and targets which must be met by the Chief Operations Officer; and
  - 4.1.2 the time frames within which those performance objectives and targets must be met.
- 4.2 The Personal Development Plan in **Annexure B** sets out the Chief Operations Officer's personal developmental requirements in line with the objectives and targets of the Municipality.
- 4.3 The Core Management Competencies reflected sets out those management skills regarded as critical to the position held by the Chief Operations Officer.
- 4.4 The performance objectives and targets reflected in **Annexure A** are set by the Municipality in consultation with the Chief Operations Officer and based on the Integrated Development Plan and the budget of the Municipality, and include key objectives, key performance areas, target dates and weightings.
- 4.5 The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the time frame in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.
- 4.6 The Chief Operations Officer's performance will, in addition, be measured in terms of contributions to the development objectives and strategies set out in the Municipality's Integrated Development Plan.

#### 5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Chief Operations Officer agrees to participate in the performance management system that the Municipality adopts or introduces for the municipal management and municipal staff of the Municipality.
- 5.2 The Chief Operations Officer accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the municipal management and municipal staff to perform to the standards required.


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- 5.3 The Executive Authority and/or Municipal Manager will consult the Chief Operations Officer about the specific performance standards that will be included in the performance management system as applicable to the Chief Operations Officer.
- 5.4 The Chief Operations Officer undertakes to actively focus towards the promotion and implementation of her Key Performance Areas as set out in Annexure A including special projects relevant to the Chief Operations Officer's responsibilities within the local government framework.

**6. PERFORMANCE ASSESSMENT**

6.1 The performance of the Chief Operations Officer will be assessed against the outputs and outcomes achieved in terms of her Key Performance Areas (KPA's) as fully described in Annexure A and her Core Management Competencies (CMCs) determined at the commencement of this Agreement with a weighting of 80:20 allocated to the KPA's and CMCs respectively. Therefore the KPA's that refer to the main tasks of the Manager account for 80% of her assessment while the CMCs make up the other 20% of the Chief Operations Officer's assessment score.

6.2 The weightings agreed to in respect of the Chief Operations Officer's KPA's attached as Annexure A are set out in the table below:

KEY PERFORMANCE AREAS (KPA'S)	WEIGHT
• Local Economic Development	25%
• Financial Viability and Management	10%
• Institutional Development and Transformation	5%
• Good Governance and Public Participation	60%
<b>Total</b>	<b>100%</b>

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- 6.3 The weightings agreed to in respect of the CMCs considered most critical for the Chief Operations Officer's position and further defined in Annexure C are set out in the table below:

CORE COMPETENCY REQUIREMENTS - CCRs		
CORE MANAGERIAL COMPETENCIES (CMC)	CHOICE (x)	WEIGHT
Strategic Capability and Leadership		
Programme and Project Management		
Financial Management	compulsory	5%
Change Management		
Knowledge Management	X	2%
Service Delivery Innovation		
Problem Solving and Analysis	X	2%
People Management and Empowerment	compulsory	2%
Client Orientation and Customer Focus	compulsory	2%
Communication	X	2%
Honesty and Integrity		
<b>CORE OCCUPATIONAL COMPETENCIES (COCs)</b>		
Competence in Self Management		
Interpretation of and implementation within the legislative and national policy frameworks		
Knowledge of Developmental Local Government		
Knowledge of Performance Management and Reporting	X	3%
Knowledge of Global and SA specific political, social and economic contexts		
Competence in Policy Conceptualisation, Analysis and Implementation		
Knowledge of more than one functional municipal field or discipline	X	2%
Mediation Skills		
Governance Skills		
Competence as required by other national line sector departments		
Exceptional and dynamic creativity to improve the functioning of the Municipality		
<b>TOTAL PERCENTAGE</b>		<b>20%</b>

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6.4 The assessment of the performance of the Manager will be based on the following levels for KPAs and CMCs:

LEVEL	TERMINOLOGY	DESCRIPTION
5	Outstanding Performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance Plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

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- 6.5 To determine which rating on the five-point scale the Manager achieves for each KPA, the following criteria should be used:

Duration of task	- Was the target achieved within the projected time frame?
Level of complexity	- Required problem solving - Reconciling different perceptions - Innovative alternatives used
Cost	- within budget - saving - overspending
Constraints	- Did envisaged constraints materialise? - If so, were steps taken to manage/reduce the effect of the constraint? - If not, did it beneficially affect the completion of the target? - Any innovative/pro-active steps to manage the constraint

## 7. PANEL AND SCHEDULE FOR PERFORMANCE ASSESSMENTS

- 7.1 An assessment panel consisting of the following persons will be established:

7.1.1 The Municipal Manager

7.1.2 Chairperson of the Audit Committee

7.1.3 Member of the Mayoral Committee, another member of Council

7.1.4 Municipal Manager from another Municipality

- 7.2 In addition an assessment the following will also be done by:

7.2.1

The Municipal Manager

7.2.2

The Chief Operations Officer (own assessment)

7.2.3

Fellow section 57 managers.

- 7.3 The performance of the Manager will be assessed in relation to his/her achievement of:

7.3.1

the targets indicated for each KPA in Annexure A;

7.3.2


the CCRs as defined in clause 6.3 of this agreement

on a date to be determined for each of the following quarterly periods:

1<sup>st</sup> Quarter - July to September

2<sup>nd</sup> Quarter - October to December

3<sup>rd</sup> Quarter - January to March

  
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4<sup>th</sup> Quarter - April to June

- 7.4 Assessments in the first and third quarter may be verbal if the Chief Operations Officer's performance is satisfactory.
- 7.5 The Municipality will keep a record of the mid-year and annual assessment meetings.
- 7.6 The Municipality may appoint an external facilitator to assist with the annual assessment.

## 8. EVALUATING PERFORMANCE AND THE MANAGEMENT OF EVALUATION OUTCOMES

- 8.1 The Chief Operations Officer will submit quarterly performance reports and a comprehensive annual performance report prior to the performance assessment meetings to the Municipal Manager.
- 8.2 The Municipal Manager will give performance feedback to the Chief Operations Officer after each quarterly and the annual assessment meetings.
- 8.3 The evaluation of the Chief Operations Officer's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 8.4 At the end of the 4<sup>th</sup> quarter, the Executive Authority will determine if the Chief Operations Officer is eligible for a performance bonus as envisaged in his/her contract of employment based on the bonus allocation set out in clause 8.11 of this agreement.
- 8.5 The results of the annual assessment and the scoring report of the Chief Operations Officer for the purposes of bonus allocation, if applicable, will be submitted to the Executive Authority for a recommendation to the full Council.
- 8.6 A fully effective assessment score will render the Chief Operations Officer eligible to be considered for a performance related increase (pay progression) as envisaged in his/her contract of employment provided the Chief Operations Officer has completed at least 12 months continuous service with the Municipality at his/her current remuneration package on the 30<sup>th</sup> of June.
- 8.7 Personal growth and development needs identified during any performance assessment discussion, must be documented in the Manager's Personal Development Plan as well as the action steps and set time frames agreed to.
- 8.8 Despite the establishment of agreed intervals for assessment, the Municipal Manager may, in addition, review the Manager's performance at any stage while his/her contract of employment remains in force.
- 8.9 The Municipal Manager will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational

  
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reasons. The Chief Operations Officer will be fully consulted before any such change is made.

8.10 The provisions of Annexure "A" may be amended by the Executive Authority when the Municipality's performance management system is adopted, implemented and/or amended as the case may be subject to clause 5.3.

8.11 The evaluation of the employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.

8.11.1 A performance bonus ranging from 5% to 14% of the all-inclusive remuneration package may be paid to an employee in recognition of outstanding performance. In determining the performance bonus the relevant percentage is based on the overall rating, calculated by using the applicable assessment-rating calculator; provided that -

(a) a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and

(b) a score of 150% and above is awarded a performance bonus ranging from 10% to 14%.

## 9. OBLIGATIONS OF THE MUNICIPALITY

9.1 The Municipality will create an enabling environment to facilitate effective performance by the Chief Operations Officer.

9.2 The Chief Operations Officer will be provided with access to skills development and capacity building opportunities.

9.3 The Municipality will work collaboratively with the Chief Operations Officer to solve problems and generate solutions to common problems that may impact on the performance of the Manager.

9.4 The Municipality will make available to the Chief Operations Officer such resources including employees as the Chief Operations Officer may reasonably require from time to time to assist him to meet the performance objectives and targets established in terms of this Agreement; provided that it will at all times remain the responsibility of the Chief Operations Officer to ensure that he complies with those performance obligations and targets.

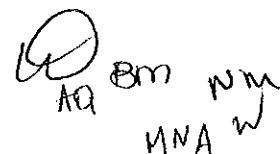
9.5 The Chief Operations Officer will, at his request, be delegated such powers by the Municipality as may in the discretion of the Municipality be reasonably required from time to time to enable him to meet the performance objectives and targets established in terms of this Agreement.

## 10. CONSULTATION

10.1 The Executive Authority and / or Municipal Manager agrees to consult the Chief Operations Officer within a reasonable time where the exercising of the Executive Authority's and / or Municipal Manager's powers will -

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- 10.1.1 have a direct effect on the performance of any of the Chief Operations Officer's functions;
- 10.1.2 commit the Chief Operations Officer to implement or to give effect to a decision made by the Executive Authority and/or Municipal Manager;
- 10.1.3 have a substantial financial effect on the Municipality.
- 10.2 The Municipal Manager agrees to inform the Chief Operations Officer of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable, to enable the Manager to take any necessary action without delay.
- 11. CONSEQUENCE OF UNACCEPTABLE OR POOR PERFORMANCE**
- 11.1 Where the Municipal Manager is, at any time during the Chief Operations Officer's employment, not satisfied with the Manager's performance with respect to any matter dealt with in this Agreement, the Municipal Manager will give notice to the Chief Operations Officer to attend a meeting with the Municipal Manager.
- 11.2 The Chief Operations Officer will have the opportunity at the meeting to satisfy the Municipal Manager of the measures being taken to ensure that the Manager's performance becomes satisfactory in accordance with a documented programme, including any dates, for implementing these measures.
- 11.3 The Municipality will provide systematic remedial or developmental support to assist the Chief Operations Officer to improve his/her performance.
- 11.4 If, after appropriate performance counselling and having provided the necessary guidance and/or support as well as reasonable time for improvement in performance, the Municipal Manager holds the view that the performance of the Chief Operations Officer is not satisfactory, the Municipal Council will, subject to compliance with applicable labour legislation, be entitled by notice in writing to the Manager, to terminate the Manager's employment in accordance with the notice period set out in the Chief Operations Officer's contract of employment.
- 11.5 Where there is a dispute or difference as to the performance of the Chief Operations Officer under this Agreement, the Parties will confer with a view to resolving the dispute or difference.
- 11.6 Nothing contained in this Agreement in any way limits the right of the Municipality to terminate the Chief Operations Officer's contract of employment with or without notice for any other breach by the Chief Operations Officer of his obligations to the Municipality or for any other valid reason in law.
- 12. DISPUTES**
- 12.1 In the event that the Chief Operations Officer 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 Chief Operations Officer has achieved the performance objectives and targets established in terms of this Agreement, the Chief Operations Officer may meet with the Municipal Manager with a view to resolving the issue. At the Chief


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Operations Officer's request the Municipal Manager will record the outcome of the meeting in writing.

- 12.2 In the event that the Chief Operations Officer remains dissatisfied with the outcome of that meeting, he may raise the issue in writing with the Executive Mayor. The Executive Mayor will determine a process within 4 (four) weeks for resolving the issue, which will involve at least providing the Chief Operations Officer with an opportunity to state his case orally or in writing before the Executive Mayor. At the Chief Operations Officer's request the Executive Mayor will record the outcome of the meeting in writing. The final decision of the Executive Mayor 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 Chief Operations Officer'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 will 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 Chief Operations Officer.
- 12.4 In the event that the mediation process contemplated above fails, the relevant arbitration clause of the contract of employment will apply.

**13.GENERAL**

- 13.1 The contents of this Agreement and the outcome of any review conducted in terms of Annexure "A" will not be confidential, and may be made available to the public by the Municipality, where appropriate.
- 13.2 Nothing in this Agreement diminishes the obligations, duties or accountabilities of the Chief Operations Officer in terms of his/her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

Signed at BARKLY EAST on this 03 day of July 2017.

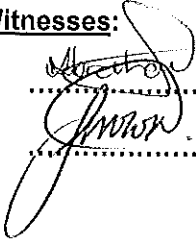
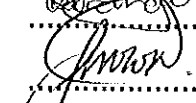
**As Witnesses:**

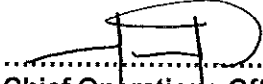
- 1. [Signature]
- 2. [Signature]

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 Municipal Manager of the  
 JOE QGABI DISTRICT  
 MUNICIPALITY


Signed at BARKLY EAST on this 03 day of July 2017.

**As Witnesses:**

- 1.  .....
- 2.  .....

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Chief Operations Officer of  
the JOE GQABI DISTRICT  
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**CHIEF OPERATIONS OFFICER**

**2017/18 FINANCIAL YEAR:  
PERFORMANCE PLAN**


  
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JOE GOABI DISTRICT MUNICIPALITY  
2017/18 FINANCIAL YEAR: PERFORMANCE PLAN OF THE CHIEF OPERATIONS OFFICER

KPA 2: LOCAL ECONOMIC DEVELOPMENT										Weight 25%				
STRATEGIC OBJECTIVE	PROGRAMME	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE (JUNE 2017)	ANNUAL TARGET	QUARTERLY TARGETS				Audit Evidence	Responsible Person			
						QRT 1 Plan	QRT 2 Plan	QRT 3 Plan	QRT 4 Plan					
Facilitate and implement job creation and poverty alleviation initiatives	LED03: Support and facilitate rural development and poverty alleviation programmes	LED03-01	Number of initiatives implemented on livestock improvement	New Indicator	1	N/A	1	N/A	1	N/A	1. Report to Standing Committee	COO		
		LED03-01-01	Number of reports on the implementation of Agri-park programme	4	1	1	1	1	1	1	1. Report to Standing Committee	COO		
		LED04-01	Number of reports on SMME Economic Empowerment initiatives implemented	New Indicator	1	N/A	1	N/A	1	N/A	1. Report to Standing Committee	COO		
		LED04-01-01	Number of funding applications submitted to potential funders to support SMMEs and Cooperatives	5	N/A	N/A	N/A	N/A	4	4	1. Secured funding applications submitted to potential funders 2. Report to Standing Committee	COO		
	LED04: Facilitate and actively participate in youth, disability and women development programmes	LED04-01-02	Number of reports on training of SMMEs	New Indicator	1	N/A	N/A	N/A	N/A	N/A	1	1. Report to Standing Committee	COO	
		LED05: Facilitate and support local economic development initiatives	LED05-01-01	Number of reports to secure operator for the Alival Spa	New Indicator	1	N/A	N/A	N/A	N/A	N/A	1	1. Report to Standing Committee	COO
			LED05-01-02	Number of reports on approval of Alival Spa Lease	New Indicator	1	N/A	N/A	1	N/A	N/A	1	1. Report 2. Report to Mayco	COO


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LED06: Support and participate in initiatives geared towards revitalization of towns and settlements	LED06-01-01	Number of partnerships initiated on revitalization of towns	New Indicator	1 (Sterkspruit)	N/A	N/A	N/A	N/A	1 (Sterkspruit)	1. Signed SLA	000
	LED06-01-01	Number of progress reports on the appointment of property developer (Elundini: Middle Income Housing)	New Indicator	1	N/A	N/A	1	N/A	1	1. Report 2. Report to Mayco	000
	LED06-01-01	Number of reports on Ugie Industrial Park feasibility study	New Indicator	1	N/A	N/A	1	N/A	1	1. Feasibility Study 2 Report to Mayco	000
	LED07-01	Number of reports on tourism awareness campaigns conducted	New Indicator	1	N/A	1	N/A	N/A	1	1. Report to Mayco	000



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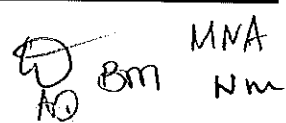
KPA 3: FINANCIAL VIABILITY AND MANAGEMENT										Weight 10%	
STRATEGIC OBJECTIVE	PROGRAMME	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE (JUNE 2017)	ANNUAL TARGET	QUARTERLY TARGETS				Audit Evidence	Responsible Person
						QRT 1 Plan	QRT 2 Plan	QRT 3 Plan	QRT 4 Plan		
Ensure effective financial management and reporting	F.M01: Comply with all statutory anti-fraud and financial management measures and reporting requirements	F.M01-08-01	% of departmental budget actually spent	New indicator	100%	10%	25%	30%	35%	1. Income and Expenditure report	COO
	F.M03: Implement anti-fraud and anti-corruption measures	F.M03-01	Number of anti-fraud and anti-corruption workshops conducted	1	1	N/A	1	N/A	N/A	1. Attendance Register 2. Report to Mayco	COO


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KPA 4: INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION								Weight 5%			
Strategic Objective	Programme	KPI Number	Key Performance Indicator	Baseline (June 2017)	Annual Target	Quarterly Targets				Audit Evidence	Responsible Person
						QRT 1 Plan	QRT 2 Plan	QRT 3	QRT 4 Plan		
Improve human resource capacity and potential	ID02: Attract, retain and develop a base of scarce skills and encourage skills transfer initiatives	ID02-01-01	Ratio of request to fill vacant posts submitted to Human Resources Management within one month of occurrence of vacancy	New Indicator	01:01	01:01	01:01	01:01	01:01	1. Request submitted to HR	COO

  
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KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION										Weight 60%			
STRATEGIC OBJECTIVE	PROGRAMM	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE (JUNE 2017)	ANNUAL TARGET	QUARTERLY TARGETS				Audit Evidence	Responsible Person		
						QRT 1 Plan	QRT 2 Plan	QRT 3	QRT 4 Plan				
Facilitate intergovernmental cooperation and coordination	GG02: Create and maintain stakeholder engagement initiatives	GG02-01	Ratio of Council resolutions implemented	New Indicator	01:01	01:01	01:01	01:01	01:01	1. Report to Mayo	COO		
		GG02-03	Number of Mayoral outreach programs held in each Local Municipality	1	N/A	N/A	1	1	1	1. Attendance Registers 2. Outreach report	COO		
		GG03-01	Number of IDP/PMS, IT and Internal Audit support initiatives with local municipalities	New Indicator	3	N/A	1	1	1	1	1. Report to Mayo 2. Attendance Registers	COO	
		GG05-01-08	Number of IDP and Budget Representative Forum meetings	4	4	1	1	1	1	1	1. Attendance Registers 2. Minutes	COO	
		GG07-01	Compile Annual report	Annual report prepared and approved by Council	Annual report approved by Council	N/A	N/A	Draft Annual Report tabled before Council	Final Annual Report approved by Council	1. Approved Annual Report. 2. Council Resolution	COO		
Communicate effectively with communities	GG07: Ensure and maintain clean governance	GG07-03	Compile 2018/19 FY IDP	2017/18FY reviewed IDP approved by Council	2018/19 FY IDP compiled and approved by Council	N/A	N/A	Draft 2018/19 FY IDP tabled before Council	1. Approved 2018/19 IDP 2. Council resolution	COO			
		GG07-04	Number of signed performance agreements for Directors & Managers directly reporting to the Municipal Manager including the Municipal Manager	7	7	N/A	N/A	N/A	7 signed performance agreements	COO			
		GG07-04-02	Number of Annual performance obligations (middle Management) signed	5	5	N/A	N/A	N/A	5 signed annual performance obligation	COO			
		GG07-05	Number of Strategic Risk Assessment workshops conducted	1	1	N/A	N/A	N/A	1. Attendance Register 2. Strategic Risk Register	COO			


  
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Indicator ID	Indicator Description	Current Value	Target Value	Frequency	Unit	Notes	Reporting Period	Responsible Party
GG07-05-01	Number of Strategic risk register updated and submitted	4	4	1	1		Updated Strategic Risk Register	000
GG07-05-02	Number of risk committee meetings attended	4	4	1	1		1. Attendance Register	000
GG07-06	Maintain clean audit outcomes	Clean audit maintained	Clean audit maintained	N/A	N/A		1. Audit report	000
GG07-06-01	% of previous year's audit queries addressed	100%	100%	1	N/A		Audit Action Plan	000
GG07-08	Number of MIPAC meetings held	4	4	1	1		1. Minutes 2. Attendance Registers	000
GG07-09	Number of Audit and Performance Committee meetings held	5	5	1	2		1. Minutes 2. Attendance Registers	000
GG07-10	Number of institutional quarterly performance reports tabled before Council	4	4	1	1		1. Quarterly report 2. Council resolution	000
GG07-10-01	Number of departmental quarterly performance reports submitted with POE	4	4	1	1		1. Quarterly Reports 2. POE files	000
GG08-01	Number of HIV&AIDS staff and councillor's workshops conducted	1	1	N/A	N/A		1. Attendance Registers 2. Report to Standing Committee	000
GG08-02	Number of HIV&AIDS Community awareness campaigns conducted per LM	1	1	N/A	N/A		1. Attendance Registers 2. Report to Mayco	000
GG09-01	Hold District Mayoral Cup	Not Achieved	District Mayoral Cup held	N/A	N/A		1. Report to the Standing Committee 2. Attendance Registers	000
GG09-02	Hold District Sondela Youth Festival	District Sondela Youth Festival held	District Sondela Youth Festival held	N/A	N/A		1. Report to Mayco	000

Establish

Facilitate the development of a healthy and inclusive society

MNA  
BM  
NM