

PERFOMANCE AGREEMENT

Entered into by and between

MR GAFANE L.A

ACTING MUNICIPAL MANAGER

And

MR MAPHORU D

ACTING EXECUTIVE MANAGER: PLANNING AND LED

FOR THE FINANCIAL YEAR: 2020/2021

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LD

PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Municipality of Lepelle-Nkumpi herein represented by **Mr Gafane L.A** in his capacity as the Acting Municipal Manager (hereinafter referred to as the Employer or Supervisor) and **Mr Maphoru D** , Acting Executive Manager: Planning and LED of the Municipality of Lepelle-Nkumpi (hereinafter referred to as the Employee).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1 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"). The Employer and the Employee are hereinafter referred to as "the Parties".
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual 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 Employee 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), 57(4B) and 57(5) of the Systems Act.

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) and (5) of the Systems Act as well as the Contract of Employment entered into between the parties;
- 2.2. Specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance expectations and accountabilities;
- 2.3 specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 monitor and measure performance against set targeted outputs;
- 2.5. Use the Performance Agreement and Performance Plan as the basis for assessing the suitability of the Employee for permanent employment and/or to assess whether the Employee has met the performance expectations applicable to his/her job;
- 2.6. Appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and
- 2.7. Give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

3. COMMENCEMENT AND DURATION

3.1 This Agreement will commence on the **01 July 2020** and will remain in force until **30 June 2021** where after a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.

3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.

3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason.

3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon.

3.5 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) 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 and the Budget of the Employer, and shall include key objectives; key performance indicators; target dates and weightings.

4.3 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 timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.

4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM

5.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer, management and municipal staff of the Employer.

5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required.

5.3 The Employer will consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee.

6. The Employee agrees to participate in the performance management and development system that the Employer adopts.

6.1 The Employee undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.

6.2 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.

6.2.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and the Core Managerial Competencies (CMCs) respectively.

6.2.2 Each area of assessment will be weighted and will contribute a specific part to the total score.

6.2.3 KPA's covering the main areas of work will account for 80% and CMCs will account for 20% of the final assessment.

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

KEY PERFORMANCE AREA	WEIGH TING	INDICATOR	TARGET
Municipal Financial Viability and Management	3%	Number of progress reports provided on financial recovery plan	04
	3%	% of departmental budget spent	100%
Good Governance and Public Participation	6%	Number of IDPs reviewed and approved by Council	01
	6%	Number of SDBIP developed and approved by the Mayor within 28 days after approval of IDP and Budget	01
	2%	Number of SDBIP reviewed and approved by Council.	01
	2%	Number of Annual Performance Report compiled and submitted to Auditor General	01
	2%	Number of Annual Reports prepared and approved by Council.	01

	2%	Number of Quarterly Performance Reports compiled and submitted to Council	04
Municipal Transformation	2%	Number of reports compiled on management of personnel and leave	04
Local Economic Development	2%	Number of reports compiled on CWP and EPWP jobs creation	04
	10%	Number of reports on business support, tourism development and job creation compiled	04
	5%	Number of reports on business support, tourism and land development compiled(Transaction Advisor)	04
Spatial Rational	10%	Number of reports compiled on prevention of illegal land invasion within Lebowakgomo	04
	4%	Number of hectares of land acquired	7786 0588 hectors
	4%	Number of km of streets surveyed for zone A and F	5km
	3%	Number of Building Control Policies developed and approved by Council	01
	2%	Number of building inspections conducted	04
	2%	Number of supplementary valuation roll compiled and approved by	01
	10%	Number of newly acquired properties registered in municipality's name	200
TOTAL	80%		

6.4 The CMCs will make up the other 20% of the Employee's assessment score. CMCs 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:

CORE COMPTENCY REQUIREMENTS FOR EMPLOYEES

CORE MANAGERIAL COMPETENCY	✓	WEIGHT
Strategic Capability	✓	4%
Programme and Project Management	✓	1%
Financial Management	✓	3%
Change Management		
Knowledge Management		
Service Delivery Innovation		
Problem Solving and Analytical thinking	✓	4%
People and Diversity Management		

Client orientation and Customer Focus	✓	4%
Communication		
Accountability and Ethical Conduct		
Policy Conceptualization and implementation	✓	2%
Mediation Skills		
Advanced Negotiation Skills		
Advanced Influencing Skills		
Partnership and Stakeholder relations	✓	2%
Supply Chain Management		
Total		20%

7. EVALUATING PERFORMANCE

7.1 The Performance Plan (Annexure A) to this Agreement sets out –

7.1.1 The standards and procedures for evaluating the Employee's performance; and

7.1.2 The intervals for the evaluation of the Employee's performance.

7.2 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.

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

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

7.5 The annual performance appraisal will involve:

7.5.1 Assessment of the achievement of results as outlined in the performance plan:

- (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.
- (b) An indicative rating on the five-point scale should be provided for each KPA.
- (c) The applicable assessment rating calculator (refer to paragraph 7.5.3 below) must then be used to add the scores and calculate a final KPA score.

7.5.2 Assessment of the CMCs

- (a) Each CMC should be assessed according to the extent to which the specified standards have been met.
- (b) An indicative rating on the five-point scale should be provided for each CMC.
- (c) The applicable assessment rating calculator (refer to paragraph 7.5.1) must then be used to add the scores and calculate a final CMC score.

7.5.3 Overall rating

An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.

7.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CMCs:

Level	Terminology	Description	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 PA and Performance plan and maintained this in all areas of responsibility throughout the year.					
4	Performance significantly above expectations	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	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.	

7.7 For purposes of evaluating the performance of the Employee, an evaluation panel constituted by the following persons will be established –

7.7.1 Municipal Manager

7.7.2 Chairperson of the Audit Committee;

7.7.3 Ward committee member (on a rotational basis), where applicable;

7.7.4 Member of the Executive Committee; and

7.7.5 Municipal Manager from another Municipality.

8. SCHEDULE FOR PERFORMANCE REVIEWS

8.1 The performance of each Employee in relation to his/her performance agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

First quarter: July – September 2020

Second quarter: October – December 2020

Third quarter: January – March 2021

Fourth quarter: April – June 2021

8.2 The Employer shall keep a record of the mid-year review and annual assessment meetings.

8.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.

8.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The Employee will be fully consulted before any such change is made.

8.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented and/or amended as the case may be. In that case the Employee will be fully consulted before any such change is made.

9. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B.

10. OBLIGATIONS OF THE EMPLOYER

10.1 The Employer shall –

10.1.1 Create an enabling environment to facilitate effective performance by the employee;

10.1.2 Provide access to skills development and capacity building opportunities;

10.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;

10.1.4 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

10.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time assistance to meet the performance objectives and targets established in terms of this Agreement.

11. CONSULTATION

11.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others –

11.1.1 A direct effect on the performance of any of the Employee's functions;

11.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and

11.1.3 A substantial financial effect on the Employer.

11.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 11.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

12. MANAGEMENT OF EVALUATION OUTCOMES

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

12.2 A performance bonus of 5% to 14% of the inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance.

12.3 The Employee will be eligible for progression to the next higher remuneration package, within the relevant remuneration band, after completion of at least twelve months (12) service at the current remuneration package on 30 June (end of financial year) subject to a fully effective assessment.

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

12.4.1 Provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and

12.4.2 After appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance,

the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

13. DISPUTE RESOLUTION

13.1 Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by –

13.1.1 The MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the Employee; or

13.1.2 Any other person appointed by the MEC.

13.2 In the event that the mediation process contemplated above fails, clause 19.3 of the Contract of Employment shall apply.

14. PERSONAL DEVELOPMENT PLAN: 2020/2021

Competency to be addressed	Institution	Responsibility	Time Frame	Expected Outcome
Statistics	University of Witwatersrand	HRM	2020/2021	Competent
Project Management	University of Pretoria	HRM	2020/2021	Competent

15. GENERAL

15.1 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.

15.2 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.

Thus done and signed at Civic Center.....on the 30/06/..... 2020

Maghannet

Acting Executive Manager: Signature

30/06/2020

Date

Maghannet

Acting Municipal Manager: Signature

30/06/2020

Date

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Ref No.	Key Performance Area	Outcome	Output	Strategic Objectives	Key Performance Indicators	Ward No.	Portfolio Evidence	Baseline	2020/21 Target	Budget	1 st Quarter			2 nd Quarter		3 rd Quarter		4 th Quarter	
											Project P.O.E	Project P.O.E	Project P.O.E	Project P.O.E	Project P.O.E	Project P.O.E	Project P.O.E	Project P.O.E	
Pled03	Municipal Institutional development and transformation	Responsive, accountable, effective and efficient local government system	Improve municipal strategic management and administrative capability	To provide strategic management support to the Municipality	Provide performance management services to municipalities	Number of SDBIP reviews and approved by Council	Signed SDBIP	01	1 SDBIP reviewed and approved by Council by end of February 2021.	R00.0	n/a	n/a	n/a	n/a	Review and signing of 01 SDBIP by Council by end of February 2021	n/a	n/a	n/a	
Pled04	Municipal Institutional development and transformation	Responsive, accountable, effective and efficient local government system	Improve municipal strategic management and administrative capability	To provide strategic management support to the Municipality	Provide performance management services to municipalities	Number of Annual Performance Report compile and submitted to Auditor General	Copy of Draft Annual Performance Report	01	1 Annual Performance Report compiled and submitted to AG by 31 August 2020	R00.0	n/a	n/a	Complete and submit Annual Performance report to Auditor General by 31 August 2020	Copy of Draft Annual Performance report	n/a	n/a	n/a	n/a	
Pled05	Municipal Institutional development and transformation	Responsive, accountable, effective and efficient local government system	Improve municipal strategic management and administrative capability	To provide strategic management support to the Municipality	Provide performance management services to municipalities	Number of Annual Report prepare	Copy of Approved Annual Report and Council	01	1 Annual Report prepared and approved by council by 31 January	R00.0	n/a	n/a	n/a	Approve 01 Annual Report by Council	Copy of Approved Annual Report by Council	n/a	n/a	n/a	

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Ref No.	Key Performance Area	Outcome	Output	Strategic Objectives	Strategic Services	Key Performance Indicators	Ward No.	Portfolio Evidence	Baseline	2020/21 Target	Budget	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
	and transformation	efficient local government system	administrative capability	to the Municipality	services to municipality	and approved by Council		Resolution		2021.				by 31 January 2021	Report and Council Resolution
Pled 6	Municipal institutional development and transformation	Responsive, accountable, effective and efficient local government system	Improve municipal financial and administrative capability	To provide strategic management support to the Municipality	Provide performance management services to municipalities	Number of Quarterly Performance Reports completed and submitted to Council	n/a	Copy of Draft Quarterly Performance Reports with Council Resolutions	04	4 Quarterly Performance Reports compiled and submitted to Council	R00.0	Compile and submit quarterly performance reports to council per quarter	Compile and submit quarterly performance reports to council per quarter	Compile and submit quarterly performance reports to council per quarter	Compile and submit quarterly performance reports to council per quarter
Pled 7	Local Economic Development	Responsive, accountable, effective and efficient local government	Implement community economic growth and job creation programme and income and local government support	Promote shared economic growth and job creation	Coordinate creation of jobs through Community Works and EPWP Program and Expand	Number of reports compiled on CWP and EPWP job creation per annum	n/a	Reports	04	4 reports compiled on CWP and EPWP job creation per annum	R1 906 000.00	Submit quarterly reports to management	Submit quarterly reports to management	Submit quarterly reports to management	Submit quarterly reports to management

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Ref No.	Key Performance Area	Outcome	Output	Strategic Objectives	Strategic Initiatives	Key Performance Indicators	Ward No.	Portfolio Of Evidence	Baseline 2020/21	2020/21 Target	Budget	1 st Quarter Project P.O.E Submission	2 nd Quarter Project P.O.E Submission	3 rd Quarter Project P.O.E Submission	4 th Quarter Project P.O.E Submission
		system			Public Works Program	n									
Pled08	Local Economic Development	Responsive, accountable, effective and efficient Local government system	Implement community work and program	Promote shared economic growth and job creation	Coordinate business support, tourism development and support	Number of business reports on tourism development and job creation	n/a	Reports 04	4 reports on business support, tourism development and job creation compiled per annum	R225 000.	Submit 01 business support	Quarterly 01 business report	Submit 01 business report	Quarterly 01 business report	Submit 01 business report
Pled09	Local Economic Development	Responsive, accountable, effective and efficient Local government		Promote shared economic growth	Coordinate business support, tourism development and support	Number of business reports on tourism development and job creation	n/a	Reports 0	03 reports compiled on Needs analysis, verification of information, procurement plan and signing of advisor	R1 049 000.	Advert 01 and appointment of TransAction Advisor	Advert 01 and quarterly report	Quarterly 01 business report	Quarterly 01 business report	Quarterly 01 business report

Ref No.	Key Performance Area	Outcome	Output	Strategic Objectives	Strategic Objectives	Key Performance Indicators	Ward No.	Portfolio Evidence	Baseline	2020/21 Target	Budget	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
		system			mes	Information, procurement plan and signing of advisor contract by Transaction Advisor				contract by Transaction Advisor per annum		Project P.O.E ion	Project P.O.E ion	Project P.O.E ion	Project P.O.E ion
														Procurement Plan	ation allowance
						Advisor									
Pled10	Spatial Rationale	Responsive, accountable, effective and efficient Local government system	Actions: To guide, support monitor and control human settlement planning, land use management and the development within the municipality	Promote and enforce proper land uses within the municipal area	Number of reports completed on prevention of illegal land invasion	n/a		Reports 0	03 reports on prevention of illegal land invasion compiled per annum	R1 000 000.00		Advert and appointment of Land Invasion Reaction unit	Advert and appointment of Land Invasion Reaction unit	Report 01 quarterly report on Demolition of a shack, complete and incomplete structures, removal of fences and poles	Report 01 quarterly report on Demolition of a shack, complete and incomplete structures, removal of fences and poles

Ref No.	Key Performance Area	Outcome	Output	Strategic Objectives	Strategic Objectives	Key Performance Indicators	Ward No.	Portfolio Of Evidence	Baseline	2020/21 Target	Budget	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
												Project P.O.E Indicator	Project P.O.E Indicator	Project P.O.E Indicator	Project P.O.E Indicator
Pled1	Spatial Rationa	Responsive, accountable, effective and efficient Local government system	Actions to guide, support and human settlement planning, land use management and the development within the municipality	Promote and enforce proper land use planning, uses within the municipality	Percentage of outdoor advertising applications registered	n/a		Outdoor advertising applications registered		100% of outdoor advertising applications responded to within 30 days of receipt	R00.0	100% of outdoor advertising applications received and responded to within 30 days	Quant of 100% of outdoor advertising applications received and responded to within 30 days	Quant of 100% of outdoor advertising applications received and responded to within 30 days	Quant of 100% of outdoor advertising applications received and responded to within 30 days
Pled2	Spatial Rationa	Responsive, accountable, effective and efficient Local government system	Actions to guide, support and human settlement planning, land use management and the development within the municipality	Promote and enforce proper land use planning, uses within the municipality	Percentage of outdoor advertising applications registered	n/a		Outdoor advertising applications registered		100% of outdoor advertising applications responded to within 30 days of receipt	R00.0	100% of outdoor advertising applications received and responded to within 30 days	Quant of 100% of outdoor advertising applications received and responded to within 30 days	Quant of 100% of outdoor advertising applications received and responded to within 30 days	Quant of 100% of outdoor advertising applications received and responded to within 30 days
Pled3	Spatial Rationa	Responsive, accountable, effective and efficient Local government system	Actions to guide, support and human settlement planning, land use management and the development within the municipality	Promote and enforce proper land use planning, uses within the municipality	Percentage of outdoor advertising applications registered	n/a		Outdoor advertising applications registered		100% of outdoor advertising applications responded to within 30 days of receipt	R00.0	100% of outdoor advertising applications received and responded to within 30 days	Quant of 100% of outdoor advertising applications received and responded to within 30 days	Quant of 100% of outdoor advertising applications received and responded to within 30 days	Quant of 100% of outdoor advertising applications received and responded to within 30 days

Ref No.	Key Performance Area	Outcome	Output	Strategic Objectives	Strategic Objectives	Key Performance Indicators	Ward No.	Portfolio Of Evidence	Baseline	2020/21 Target	Budget	Quarter			
												1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
												Project P.O.E Project P.O.E Project P.O.E Project P.O.E	Project P.O.E Project P.O.E Project P.O.E Project P.O.E	Project P.O.E Project P.O.E Project P.O.E Project P.O.E	Project P.O.E Project P.O.E Project P.O.E Project P.O.E
	le	accountable, effective and efficient Local government system	ive to human settlement outcomes	and control spatial planning, land use management and development within the municipality	formalization of existing settlements, management and	on reports amend ment and formalization of Zone F and Industrial area by June 2021				and formalization of Zone F and Industrial area by June 2021		reports on amend ment of zone F and IA extension (Industrial area) settlement per quarter	Progr reports on amend ment of zone F and IA extension (Industrial area) settlement per quarter	Progr reports on amend ment of zone F and IA extension (Industrial area) settlement per quarter	Progr reports on amend ment of zone F and IA extension (Industrial area) settlement per quarter
Pled1 4	Spatial Rationa	Responsive, accountable, effective and efficient Local government system	Actions supportive to human settlement outcomes	To guide, monitor and control spatial planning, land use management and development within the municipality	Amendm ent and formaliza tion of existing settlements, management and	Number of km of streets surveyed for Zone A and F	n/a	0		5 km of streets surveyed by June 2021	R00.0	n/a	n/a	n/a	Surveyi ng of 2.5km of streets at Zone A
Pled1 5	Spatial Rationa	Responsive, effective and efficient Local government system	Actions supportive to human settlement outcomes	To guide, monitor and control spatial planning, land use management and development within the municipality	Monitor, regulate	Number of km of streets surveyed for Zone A and F	n/a	34		96 building inspections conducted	R00.0	24 buildingt inspecti	Report 24 buildingt inspecti	Report 24 buildingt inspecti	Report 24 buildingt inspecti

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Ref No.	Key Performance Area	Outcome	Output	Strategic Objectives	Strategic Objectives	Key Performance Indicators	Ward No.	Portfolio Evidence	Baseline	2020/21 Target	Budget	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter		
		accountable, effective and efficient Local government system	human settlement spatial planning, land use management and development within the municipality	and control buildings construction	building inspections conducted					per annum		on conducted per quarter	on conducted per quarter	on conducted per quarter	on conducted per quarter		
Pled 6	Spatial Rationale	Responsive, accountable, effective and efficient Local government system	Actions supportive to human settlement planning, land use management and development within the municipality	Monitor, regulate and control buildings construction	Number of Building Control Policies developed and approved by Council	n/a		Copy of approved policy and Council resolution		01 Building Control Policy developed and approved by Council by June 2021	R00.0	Development of draft policy on building control	Draft report of draft policy to Management on building control	PresentMinut of draft policy to Economic Cluster Portfolio on building control	PresentMinut of draft policy to Economic Cluster Portfolio on building control	Approval/Disapproval of 01 building control policy by Council by end of June 2021	Council resolution
Pled 7	Spatial Rationale	Responsive, accountable, effective and efficient Local government system	Actions supportive to human settlement planning, land use management and development within the municipality	Provide real estate property supply	Number of supplementary	n/a		Copy of Valuation roll and Council Resolution		01 supplementary valuation roll compiled by end of	R1 258 800	n/a	n/a	n/a	Approval of 01 supplementary	Approval of supplementary	n/a

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Ref No.	Key Performance Area	Outcome	Output	Strategic Objectives	Strategic Objectives	Key Performance Indicators	Ward No.	Portfolio Evidence	Baseline	2020/21 Target	Budget	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter				
		effective and efficient local government system	entire land use planning, management and development within the municipality	manage the Municipality	valuation roll completed	n		third quarter						valuation roll by end of third quarter					
Pled18	Spatial Rationale	Responsive, accountable, effective and efficient local government system	Actions to guide, support and human settlement planning, land use management and development within the municipality	Provide real estate property management for the Municipality	Number of newly acquired properties registered in the Municipality	Deeds search report/Title deeds	519	200 newly acquired properties registered in the Municipality's name by June 2021	R803 907.00	Identification of audit report 200 of properties not registered in the Municipality			Registration of identified properties with Deeds Office	Deeds report/Title deeds	n/a	n/a	n/a	Approved by ITP Council per annum	Approved by ITP Council per annum
Pled19	Spatial Rationale	Responsive, accountable, effective and efficient local government system	Actions to guide, support and human settlement planning, land use management and development within the municipality	Monitor implementation of Transport Forum	Number of Transport Forum meetings	Attendance register and minutes	0	4 Transport Forum meetings coordinated per annum	R00.0		n/a	n/a	n/a	n/a	n/a	Approved by ITP Council per annum	Approved by ITP Council per annum		

Ref No.	Key Performance Area	Outcome	Output	Strategic Objectives	Strategic Objectives	Key Performance Indicators	Ward No.	Portfolio Of Evidence	Baseline	2020/21 Target	Budget	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
												Project P.O.E	Project P.O.E	Project P.O.E	Project P.O.E
		efficientes Local government system		e, and affordable transport services.	Plan.	gs coordinated									
Pled20	Good Governance	Responsive, accountable, effective and efficient local government system	Improve municipal financial and administrative capability	Provide prompt response	Monitoring of audit findings	Percentage of internal audit queries attended and responded to on a quarterly basis		Progress report	95%	100% of internal audit findings addressed on a quarterly basis	R00.0	100% of internal audit findings addressed quarterly	Progress of internal audit findings addressed quarterly	Progress of internal audit findings addressed quarterly	Progress of internal audit findings addressed quarterly
Pled21	Good Governance	Responsive, accountable, effective and efficient local government system	Improve municipal financial and administrative capability	Provide prompt response	Monitoring of AGSA queries	Percentage of AGSA queries attended and responded to on a quarterly basis		Progress report	95%	100% of AGSA findings addressed on a quarterly basis	R00.0	100% of AGSA findings addressed quarterly	Progress of AGSA findings addressed quarterly	Progress of AGSA findings addressed quarterly	Progress of AGSA findings addressed quarterly
Pled22	Good Governance	Responsive, accountable, effective and efficient local government system	Improve municipal financial and administrative capability	Provide prompt response	Monitoring of risk	Percentage of risk		Progress report	100%	100% of risks	R00.0	100% of risks	Progress of risks	Progress of risks	Progress of risks

Ref No.	Key Performance Area	Outcome	Output	Strategic Objectives	Strategic Responses	Key Performance Indicators	Ward No.	Portfolio Of Evidence	Baseline	2020/21 Target	Budget	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
	ance	accountable, effective and efficient local government system	municipal financial and administrative capabilities	responses	queries	risks mitigated on a quarterly basis				mitigated on a quarterly basis		mitigated on a quarterly basis	mitigated on a quarterly basis	mitigated on a quarterly basis	mitigated on a quarterly basis
Pled2	Good Governance	Responsive, accountable, effective and efficient local government system	Improve municipal financial and administrative capabilities	Provide prompt response	Monitoring the implementation of MSCOA phases	Percentage of MSCOA implemented on a quarterly basis		Progress report	0%	100% of MSCOA phases implemented on a quarterly basis	R00.0	100% of MSCOA phases implemented on a quarterly basis	100% of MSCOA phases implemented on a quarterly basis	100% of MSCOA phases implemented on a quarterly basis	100% of MSCOA phases implemented on a quarterly basis
Pled2	Financial Viability	Responsive, accountable, effective and efficient local government system	Improve municipal financial and administrative capabilities	Provide prompt response	Monitoring the implementation of MSCOA phases	Percentage of MSCOA implemented on a quarterly basis		Progress report	100%	100% of budget spend on a quarterly basis	R00.0	100% of budget spend on a quarterly basis	100% of budget spend on a quarterly basis	100% of budget spend on a quarterly basis	100% of budget spend on a quarterly basis

Ref No.	Key Performance Area	Outcome	Output	Strategic Objectives	Strategic Indicators	Key Performance Indicators	Ward No.	Portfolio Of Evidence	Baseline	2020/21 Target	Budget	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
	Viability	accountable, effective and efficient local government system	municipal financial and administrative capability	responsiveness	UJFW expenditure	UJFW expenditure incurred per quarter		reports		expenditure incurred per quarter		UJFW expenditure incurred per quarter	UJFW expenditure incurred per quarter	UJFW expenditure incurred per quarter	UJFW expenditure incurred per quarter