



**PERFORMANCE
AGREEMENT**

ENTERED INTO BY AND BETWEEN THE
MADIBENG LOCAL MUNICIPALITY

**DULY REPRESENTED BY THE
ACTING MUNICIPAL MANAGER**

Mr. Neo Maape

THE EMPLOYER

AND

Mr. Mike Church

THE EMPLOYEE

FOR THE

**FINANCIAL YEAR:
01 JULY 2020 – 30 JUNE 2021**

ENTERED INTO BY AND BETWEEN:

The Municipality herein represented by **Mr. N Maape** in her capacity as the Acting Municipal Manager (hereinafter referred to as the **Employer** or Supervisor)

And

Mr. Mike Church as Employee of the Municipality (hereinafter referred to as the **Employee**).

WHEREBY IT IS AGREED AS FOLLOWS:

1. Introduction	<p>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".</p> <p>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.</p> <p>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.</p> <p>1.4 The Parties wish to ensure that there is compliance with Sections 57 (4A), 57 (4B) and 57 (5) of the Systems Act.</p>
2. Purpose of this Agreement	<p>The purpose of this Agreement is to:</p> <p>2.1 Comply with the provisions of Section 57(1) (b), (4A), (4B) and (5) of the Act as well as the employment contract entered into between the parties.</p> <p>2.2 Specify objectives in terms of the key performance indicators 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, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality.</p> <p>2.3 Specify accountabilities as set out in a Performance Plan, which forms an Annexure to the Performance Agreement.</p> <p>2.4 Monitor and measure performance against set targeted outputs.</p> <p>2.5 Use the Performance Agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job.</p> <p>2.6 In the event of outstanding performance, to appropriately reward the employee.</p> <p>2.7 Give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.</p>
3. Commencement and duration	<p>3.1 This Agreement will commence on 01 July 2019 and will remain in force until 30 June 2020 thereafter a new Performance Agreement, Performance Plan</p>

	<p>and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.</p> <p>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 one month after the beginning of each successive financial year.</p> <p>3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason.</p> <p>3.4 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.</p> <p>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.</p>
<p>4. Performance Objectives</p>	<p>4.1 The Performance Plan (Annexure A) sets out-</p> <p>4.1.1 Key Performance Areas that the employee should focus on.</p> <p>4.1.2 Core competencies required from employees.</p> <p>4.1.3 The performance objectives, key performance indicators and targets that must be met by the Employee.</p> <p>4.1.4 The time frames within which those performance objectives and targets must be met.</p> <p>4.2 The performance objectives, key performance indicators and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include strategic objectives; key performance indicators; targets; projects and activities that may include dates and weightings. A description of these elements follows:</p> <p>4.2.1 The strategic objectives describe the strategic intent of the organisation that needs to be achieved.</p> <p>4.2.2 The strategic performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.</p> <p>4.2.3 The target dates describe the timeframe in which the work must be achieved.</p> <p>4.2.4 The weightings show the relative importance of the key performance areas, key objectives, and key performance indicators to each other.</p>
<p>5. Performance Management System</p>	<p>5.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employee, management and municipal staff of the Employer.</p> <p>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.</p>

- 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.
- 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, Key Performance Areas and core Competency Requirements, 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 Key Performance Areas (KPA's) and the Core Competency Requirements (CCRs) respectively.
- 5.5.2 KPA's covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.
- 5.5.3 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.6 The Employee's assessment will be based on his/her performance in terms of the key performance indicator outputs/outcomes 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 Areas (KPA's)	Weighting
Basic Service Delivery and Infrastructure Development	60%
Local Economic Development	
Municipal Transformation and Organisational Development	5%
Good Governance and Public Participation	20%
Municipal Financial Viability and Management	15%
Spatial Rationale and Transformation	
Total	100%

- 5.7 The Municipal Manager's responsibilities are also directed in terms of the abovementioned key performance areas.
- 5.8 The Competencies will make up the other 20% of the Employee's assessment score. The competencies as prescribed by Regulation 21 of 2014 (Annexure A) and the applicable weightings out of 100% are indicated below:

Competencies	Components	Weighting % (total 100%)
Leading competencies		
Strategic Direction and Leadership	<ul style="list-style-type: none"> • Impact and Influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness 	10 %

	People Management	<ul style="list-style-type: none"> • Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and dispute Management 	10 %	
	Programme and Project Management	<ul style="list-style-type: none"> • Programme and Project Planning and Implementation • Service Delivery Management • Programme and Project Monitoring and Evaluation 	10 %	
	Financial Management	<ul style="list-style-type: none"> • Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring 	10%	
	Change Leadership	<ul style="list-style-type: none"> • Change Vision and Strategy • Process Design and improvement • Change Impact Monitoring and Evaluation 	10%	
	Governance Leadership	<ul style="list-style-type: none"> • Policy Formulation • Risk and Compliance management • Cooperative Governance 	10%	
	Core Competencies			
	Moral competence			10 %
	Planning and Organising			10 %
	Analysis and Innovation			5%
	Knowledge and Information Management			5%
	Communication			5%
	Results and Quality Focus			5%
	TOTAL WEIGHTING:			100%
6. Evaluating Performance	6.1	The Performance Plan (Annexure A) to this Agreement sets out :		
	6.1.1	The standards and procedures for evaluating the Employee's performance.		
	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 as well as the actions agreed to and implementation must take place within set time frames.		
	6.4	The Employee's performance will be measured in terms of contributions to the strategic objectives and strategies set out in the Employer's IDP		
	6.5	The Annual performance appraisal will involve:		
	6.5.1	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)	Values are supplied for KPI's and Activities under each KPA as part of the Institutional Assessment. Based on the Target for an activity or KPI, over or under performance are calculated and converted to the 1-5 point scale		

automatically. These scores are carried over to the applicable employee's performance plan. During assessment, the employee has a chance to submit evidence of performance where a disagreement.

(c) The applicable assessment ratings and scores will calculate a final KPA score.
6.5.2 Assessment of the Competencies:

(a) Each Competency 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 Competency.

(c) This rating should be multiplied by the weighting given to each Competency during the contracting process, to provide a score.

(d) The applicable assessment rating calculator (refer to paragraph 6.5.1) must then be used to add the scores and calculate a final Competency score.

6.5.3 Overall rating:

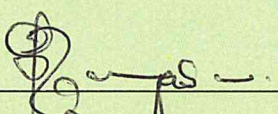

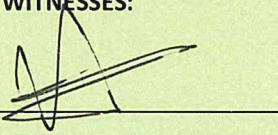
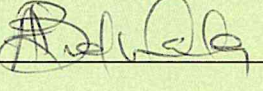
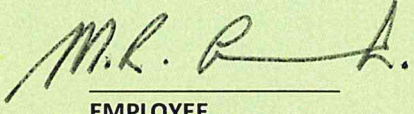

An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcomes of the various weighted ratings contained in the performance Plan which represents the outcome of the performance appraisal.

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

Rating	Terminology	Description	% Score
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level.	167
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job.	133 - 166
3	Fully effective	Performance fully meets the standards expected in all areas of the job.	100 - 132
2	Performance 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.	67 - 99
1	Unacceptable performance	Performance does not meet the standard expected for the job. 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.	0 - 66

	<p>6.7 For the purpose of evaluating the performance of the municipal manager, an evaluation panel constituted of the following persons must be established-</p> <p>6.7.1 Executive Mayor</p> <p>6.7.2 Chairperson of the performance audit committee</p> <p>6.7.3 Member of the executive committee</p> <p>6.7.4 Mayor or Municipal manager from another municipality</p> <p>6.8 The manager responsible for performance management system of the municipality must provide secretariat services to the evaluation panels referred to in sub-regulations (d) and (e).</p>
<p>7. Schedule for Performance Reviews</p>	<p>7.1 The performance of each Employee in relation to his/her Performance Agreement shall be reviewed within the month following the quarters as indicated with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:</p> <p style="padding-left: 40px;"> First quarter : July – September 2020 (October 2020) Second quarter : October – December 2020 (January 2021) Third quarter : January – March 2021 (April 2021) Fourth quarter : April – June 2021 (July 2021) </p> <p>7.2 The Employer shall keep a record of the mid-year review and annual assessment meetings.</p> <p>7.3 Performance feedback shall be based on the Employer’s assessment of the Employee’s performance.</p> <p>7.4 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.</p> <p>7.5 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.</p>
<p>8. Developmental Requirements</p>	<p>The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B.</p>
<p>9. Obligations of the Employer</p>	<p>9.1 The Employer shall:</p> <p>9.1.1 Create an enabling environment to facilitate effective performance by the employee.</p> <p>9.1.2 Provide access to skills development and capacity building opportunities.</p> <p>9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee.</p> <p>9.1.4 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.</p> <p>9.1.5 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.</p>

10. Consultation	<p>10.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others –</p> <p>10.1.1 A direct effect on the performance of any of the Employee’s functions.</p> <p>10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer.</p> <p>10.1.3 A substantial financial effect on the Employer.</p> <p>10.2 The Employer agrees to inform the Employee 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 Employee to take any necessary action without delay.</p>																						
11. Management of Evaluation Outcomes	<p>11.1 The evaluation of the Employee’s performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.</p> <p>11.2 A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:</p> <table border="1" data-bbox="619 958 1289 1355"> <thead> <tr> <th>% Rating Over Performance</th> <th>% Bonus</th> </tr> </thead> <tbody> <tr> <td>130 - 133.8</td> <td>5%</td> </tr> <tr> <td>133.9 – 137.6</td> <td>6%</td> </tr> <tr> <td>137.7 – 141.4</td> <td>7%</td> </tr> <tr> <td>141.5 - 145.2</td> <td>8%</td> </tr> <tr> <td>145.3 – 149</td> <td>9%</td> </tr> <tr> <td>150 – 153.4</td> <td>10%</td> </tr> <tr> <td>153.5 – 156.8</td> <td>11%</td> </tr> <tr> <td>156.9 – 160.2</td> <td>12%</td> </tr> <tr> <td>160.2 – 163.6</td> <td>13%</td> </tr> <tr> <td>163.7 – 167</td> <td>14%</td> </tr> </tbody> </table> <p>11.3 In the case of unacceptable performance, the Employer shall:</p> <p>11.3.1 Provide systematic remedial or developmental support to assist the Employee to improve his or her performance.</p> <p>11.3.2 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.</p>	% Rating Over Performance	% Bonus	130 - 133.8	5%	133.9 – 137.6	6%	137.7 – 141.4	7%	141.5 - 145.2	8%	145.3 – 149	9%	150 – 153.4	10%	153.5 – 156.8	11%	156.9 – 160.2	12%	160.2 – 163.6	13%	163.7 – 167	14%
% Rating Over Performance	% Bonus																						
130 - 133.8	5%																						
133.9 – 137.6	6%																						
137.7 – 141.4	7%																						
141.5 - 145.2	8%																						
145.3 – 149	9%																						
150 – 153.4	10%																						
153.5 – 156.8	11%																						
156.9 – 160.2	12%																						
160.2 – 163.6	13%																						
163.7 – 167	14%																						
12. Dispute Resolution	<p>12.1 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 the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the employee, whose decision shall be final and binding on both parties. The decision of the mediator (Mayor) shall be final and binding on both parties whose decision shall be final and binding on both parties.</p> <p>12.2 Any disputes about the outcome of the employee’s performance evaluation, must be mediated by MEC for local government in the province, within thirty (30) days of receipt of a formal dispute from the employee. The decision of</p>																						

	<p>the mediator shall be final and binding on both parties whose decision shall be final and binding on both parties.</p>
<p>13. General</p>	<p>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.</p> <p>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.</p> <p>13.3 The performance assessment results of the Municipal Manager must be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.</p>
<p>14. Signatures</p>	<p>Thus done and signed at <u>BRITS (MLM)</u> on this <u>01</u> day of <u>09</u> 2020.</p> <p>AS WITNESSES:</p> <p>1.  _____</p> <p>2.  _____</p> <p>AS WITNESSES:</p> <p>1.  _____</p> <p>2.  _____</p> <p> _____ EMPLOYEE</p> <p> _____ ACTING MUNICIPAL MANAGER</p> <p>_____</p>

ANNEXURE A

PERFORMANCE PLAN

FOR

Mr. M CHURCH

DIRECTOR: INFRASTRUCTURE TECHNICAL SERVICES

Content

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- 3 Scorecard:**
 - 3.1. Key Performance Areas (KPA)s, and**
 - 3.2. Core Competency Requirements (CCRs).**
- 4 Declaration Statement for Measurement.**
- 5 Signatories**

1. Purpose of the Agreement

This Performance Plan outlines Council's expectations on the performance specifically assigned targets by the Director: Community Development. The Performance Plan detailed hereunder is in fulfillment of the requirements of Section 56 of the Local Government: Municipal Systems Act, Act No. 32 of 2000 as amended, and is informed by the Integrated Development Plan (IDP), Annual Budget and Service Delivery Implementation Plan (SDBIP) respectively of the Municipality for the 2020/21 Financial Year.

2. Responsibilities of the Director: Community Development

The Director in her capacity as Head of the Department is responsible for the following:

- a) Develop, implement, monitor and Control capital projects and contract administration.
- b) Accountable for planning, maintenance and control of efficiency in operating Municipal Electricity Services,
- c) Ensure the implementation of IDP strategic objectives, budget and SDBIP of the department and the Municipality,
- d) Ensure legal compliance in terms of Occupational Health and Safety Act and other relevant legislations,
- e) Project-manage Labor Intensive Projects in line with the Extended Public Works Programme (EPWP), framework and reporting requirements,
- f) Manage related Municipal Infrastructure Grant (MIG) Programs, Accountable for the development and maintenance of the municipal roads and Infrastructure.

3. SCORECARD

STRATEGIC GOAL	KEY PERFORMANCE INDICATOR	WEIGHTS	BUDGET	BASELINE	2020/21 ANNUAL TARGET	QUARTERLY PERFORMANCE TARGETS				PORTFOLIO OF EVIDENCE (POE)	RESPONSIBLE PERSON
						1 ST QUARTER PERFORMANCE CE TARGETS	2 ND QUARTER PERFORMANCE TARGETS	3 RD QUARTER PERFORMANCE CE TARGETS	4 TH QUARTER PERFORMANCE TARGETS		
NATIONAL KEY PERFORMANCE INDICATOR: INFRASTRUCTURE AND TECHNICAL SERVICES											
Strategy 3.2.1	ITS: 01 % Electricity Losses reduced (Technical & Non-Technical) by June 2021	5		30%	≤ 30% Electricity Losses reduced (Technical & Non-Technical) by June 2021	N/A	N/A	N/A	≤ 30% Electricity Losses reduced (Technical & Non-Technical) by June 2021	Signed Electricity Loss Calculation sheet & Signed Report	Director ITS/Electricity
Strategy 3.2.4	ITS: 02 % of Electricity maintenance budget spent by 30 June 2021	5		100%	100% of Electricity maintenance budget spent by 30 June 2021	25%	50%	75%	100% of Electricity maintenance budget spent by 30 June 2021	Maintenance Plan, Expenditure report, Maintenance report & Total Electricity Maintenance budget	Director ITS/Electricity
Strategy 3.3.1	ITS: 03 Number of new house	5		New	7 333 households with access	N/A	3 557 x New households with access to	N/A	7 333 x New households with	Dora report and /or Completion certificates	Director ITS/Electricity

STRATEGIC GOAL	KEY PERFORMANCE INDICATOR	WEIGHTS	BUDGET	BASELINE	2020/21 ANNUAL TARGET	QUARTERLY PERFORMANCE TARGETS				PORTFOLIO OF EVIDENCE (POE)	RESPONSIBLE PERSON
						1 ST QUARTER PERFORMANCE TARGETS	2 ND QUARTER PERFORMANCE TARGETS	3 RD QUARTER PERFORMANCE TARGETS	4 TH QUARTER PERFORMANCE TARGETS		
	holds provided with basic level of electricity by 30 June 2021				to basic level of electricity by 30 June 2021		basic level of electricity		access to basic level of electricity		
Strategy 4.3.1	ITS: 04 # of MIG projects registered by 30 June 2021	5		26	10 X of MIG projects registered by 30 June 2021	N/A	N/A	N/A	10 X of MIG projects registered by 30 June 2021	Registration letters from GOGTAs MIG Unit & Extract from IDP	Director ITS/PMU
	ITS: 05 Number of conditional grant projects (MIG) implemented by 30 June 2021	5		13	3 conditional grant projects (MIG) implemented by June 2021	N/A	N/A	N/A	3 conditional grant projects (MIG) implemented by June 2021	Completion certificate & Extract from the IDP	Director ITS/PMU
Strategy 3.2.3	ITS: 06 Number of high mast lights energized by 30 June 2020	5		15	15 high mast lights energized by 30 June 2020	N/A	N/A	N/A	15 high mast lights energized by 30 June 2020	Completion certificate, Job Cards & Listings of all High mast lights energized	Director ITS/Electricity

STRATEGIC GOAL	KEY PERFORMANCE INDICATOR	WEIGHTS	BUDGET	BASELINE	2020/21 ANNUAL TARGET	QUARTERLY PERFORMANCE TARGETS				PORTFOLIO OF EVIDENCE (POE)	RESPONSIBLE PERSON
						1 ST QUARTER PERFORMANCE CE TARGETS	2 ND QUARTER PERFORMANCE TARGETS	3 RD QUARTER PERFORMANCE CE TARGETS	4 TH QUARTER PERFORMANCE TARGETS		
Strategy 3.3.2	ITS: 07 # of households with access to basic level of water 30 June 2021	5			3 766 x households with access to basic level of water by 30 June 2021	N/A	1 883 x New households with access to basic level of water	N/A	3 766 x New households with access to basic level of water	Dora report/Completion on certificates	Director ITS/Electricity
	ITS: 08 Number of additional households in formal dwellings provided with water connections by 30 June 2021	5		New	2 100 additional households in formal dwellings provided with water connections by 30 June 2021	N/A	N/A	N/A	2 100 additional households in formal dwellings provided with water connections by 30 June 2021	Dora report and/or Completion certificates	Director ITS/PMU
Strategy 3.3.3	ITS: 09 Number of new house holds provided with basic level of sanitation by 30 June 2021	5		New	2 100 x households with access to basic level of sanitation by 30 June 2021	N/A	1 050 x New households with access to basic level of sanitation	N/A	2 100 x New households with access to basic level of sanitation	Dora report and/or Completion certificates	Director ITS/PMU
Strategy 3.4.2	ITS: 10 % water Losses reduced	5		23%	≤ 22 % water Losses reduced (Technical &	N/A	N/A	N/A	≤ 22 % water Losses reduced (Technical & Non-Technical) by June 2021	Calculation sheet & Signed Report	Director ITS/Water & Sanitation

STRATEGIC GOAL	KEY PERFORMANCE INDICATOR	WEIGHTS	BUDGET	BASELINE	2020/21 ANNUAL TARGET	QUARTERLY PERFORMANCE TARGETS				PORTFOLIO OF EVIDENCE (POE)	RESPONSIBLE PERSON
						1 ST QUARTER PERFORMANCE CE TARGETS	2 ND QUARTER PERFORMANCE TARGETS	3 RD QUARTER PERFORMANCE CE TARGETS	4 TH QUARTER PERFORMANCE TARGETS		
	(Technical & Non-Technical) by June 2021				Non-Technical) by June 2021						
Strategy 3.5.2	ITS: 11 Number of water treatment works complying with SANS 241 by 30 June 2021	5		New	2 WTW (Brits WTW & Schoemans ville WTW) by 30 June 2021	2 WTW	2 WTW	2 WTW	2 WTW (Brits WTW & Schoemans ville WTW) by 30 June 2021	SANS Laboratory reports	Director ITS/Water & Sanitation
Strategy 4.1.3	ITS: 12 Turnaround time (in Hrs) to attend customer queries on Water and Electricity	2.5		48hrs	24 hrs to attend to Water queries by 30 June 2021	24 hrs	24 hrs	24 hrs	24 hrs	Job Cards, Query Register	Director ITS/Water & Sanitation
		2.5		48hrs	24 hrs to attend to Electricity queries by 30 June 2021	24 hrs	24 hrs	24 hrs	24 hrs	Job Cards, Query Register	Director ITS/Electricity
Strategy 4.3.2	ITS: 13 % of MIG budget spent by 30 June 2021	5		96%	100% of MIG budget spent by 30 June 2021	10%	50%	70%	100% of MIG budget spent by 30 June 2021	DORA Report Expenditure report	Director ITS/PMU

STRATEGIC GOAL	KEY PERFORMANCE INDICATOR	WEIGHTS	BUDGET	BASELINE	2020/21 ANNUAL TARGET	QUARTERLY PERFORMANCE TARGETS				PORTFOLIO OF EVIDENCE (POE)	RESPONSIBLE PERSON
						1 ST QUARTER PERFORMANCE CE TARGETS	2 ND QUARTER PERFORMANCE TARGETS	3 RD QUARTER PERFORMANCE CE TARGETS	4 TH QUARTER PERFORMANCE TARGETS		
Strategy 4.1.5	ITS: 14 Number of paved roads network maintained by 30 June 2021	3		2 600	12 000 Area (M ²) of paved roads network maintained by 30 June 2021	3000 M ²	6 000 m ²	9000 m ²	12 000 m ²	Maintenance program, Listing of all paved road maintained, assessment form, Job cards & completion forms. Coloured Photos – Before & After	Director ITS/Roads & Storm
	ITS: 15 KMs gravel roads maintained by 30 June 2021	6		10KM	30 KMs of gravel roads maintained by 30 June 2021	N/A	N/A	N/A	30 KMs of gravel roads maintained by 30 June 2021	Maintenance Plan, Job cards, Assessment form, Time sheet & Completion form Coloured Photos – Before & After	Director ITS/Roads & Storm
	ITS: 16 % Public Carrier	2		New	100% Public Carrier permits	100%	100%	100%	100%	Register	Director ITS/Roads & Storm

STRATEGIC GOAL	KEY PERFORMANCE INDICATOR	WEIGHTS	BUDGET	BASELINE	2020/21 ANNUAL TARGET	QUARTERLY PERFORMANCE TARGETS				PORTFOLIO OF EVIDENCE (POE)	RESPONSIBLE PERSON
						1 ST QUARTER PERFORMANCE TARGETS	2 ND QUARTER PERFORMANCE TARGETS	3 RD QUARTER PERFORMANCE TARGETS	4 TH QUARTER PERFORMANCE TARGETS		
	permits processed by 30 June 2021				processed by 30 June 2021					of all the Permits processed & Response letters to the controlling authority	
Strategy 4.1.5	ITS: 17 # of existing taxi and bus ranks refurbished to comply with minimum design standards by 30 June 2021	2		New	1 Taxi and 1 Bus Ranks refurbished to comply with minimum design standards by 30 June 2021	N/A	N/A	N/A	1 Taxi and 1 Bus Ranks refurbished to comply with minimum design standards	Maintenance Programme/Plan, Job cards, Assessment form, Time sheet & Completion form Coloured Photos – Before & After	Director ITS/Roads & Storm
NATIONAL KEY PERFORMANCE INDICATOR: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT											
	ITS: 18 Number of Water and Sanitation plan developed 30 June 2021	2		New	1 Water and Sanitation plan developed 30 June 2021	N/A	N/A	N/A	1 Water and Sanitation plan developed 30 June 2021	Copy of Electricity Master Plan with Council Resolution	Director: ITS
NATIONAL KEY PERFORMANCE INDICATOR: GOOD GOVERNANCE AND PUBLIC PARTICIPATION											

STRATEGIC GOAL	KEY PERFORMANCE INDICATOR	WEIGHTS	BUDGET	BASELINE	2020/21 ANNUAL TARGET	QUARTERLY PERFORMANCE TARGETS				PORTFOLIO OF EVIDENCE (POE)	RESPONSIBLE PERSON
						1 ST QUARTER PERFORMANCE TARGETS	2 ND QUARTER PERFORMANCE TARGETS	3 RD QUARTER PERFORMANCE TARGETS	4 TH QUARTER PERFORMANCE TARGETS		
Generic Key Performance Indicators	ITS: 19 Percentage of Directorate specific Council resolutions implemented by 30 June 2021	2		100%	100% Directorate specific Council resolutions implemented by 30 June 2021	100%	100%	100%	100%	Extracts ITS specific Resolution from the Council Resolution Register	Director ITS
	ITS: 20 Resolution Rate (in %) of prior year audit findings for the Directorate by 30 November 2020	1		100%	100% Resolution Rate (in %) of prior year audit findings for the Directorate by 30 November 2020	N/A	100%	N/A	N/A	AG Audit report	Director ITS
	ITS: 21 Percentage of Internal Audit findings addressed by 30 June 2021	1		New	100% Internal Audit findings addressed by end of every quarter	100%	100%	100%	100%	Signed Internal Audit findings Action Plan and Progress report submitted to Audit	Director ITS
	ITS: 22 Number of Directorate management meetings held 30 June 2021	2		12	12 Directorate management meetings held 30 June 2021	3	6	9	12	A Set of Signed minutes and attendance register	Director ITS
	ITS: 23 Number of Departmental	1		New	4 x Departmental Quarterly	1	2	3	4	Copy of PC Agenda	Director ITS

STRATEGIC GOAL	KEY PERFORMANCE INDICATOR	WEIGHTS	BUDGET	BASELINE	2020/21 ANNUAL TARGET	QUARTERLY PERFORMANCE TARGETS				PORTFOLIO OF EVIDENCE (POE)	RESPONSIBLE PERSON	
						1 ST QUARTER PERFORMANCE TARGETS	2 ND QUARTER PERFORMANCE TARGETS	3 RD QUARTER PERFORMANCE TARGETS	4 TH QUARTER PERFORMANCE TARGETS			
	Quarterly Performance Reports submitted to PC's by 30 June 2021				Performance Reports submitted to PC's by 30 June 2021							
	ITS: 24 Percentage submission of the IDP, Budget, SDBIP, Annual report inputs within prescribed time frame by 30 June 2021	2		100%	100% submission of the IDP, Budget, SDBIP, Annual report inputs within prescribed time frame by 30 June 2021	100%	100%	100%	100%	Signed proof of submission with acknowledgment of receipt	Director LED	
	ITS: 25 Number of PMS reports + POE's submitted to PMS unit by the 5th of every quarter ending by 30 June 2021	1		4	4 PMS reports + POE's submitted to PMS unit by the 5th of every quarter ending	1	2	3	4	Signed Performance reports and proof of submission	Director ITS	
	ITS: 26 Number of Quarterly B2B reports submitted to PMS by 30 June 2021	2		New	4 x Quarterly B2B reports submitted to PMS by 30 June 2021	3	6	9	12	Signed B2B report and PMS acknowledgment receipt	Director ITS	
	ITS: 27	2		New	100% fraud prevention awareness	100%	100%	100%	100%	Copies of departmental meeting agenda,	Director ITS	

STRATEGIC GOAL	KEY PERFORMANCE INDICATOR	WEIGHTS	BUDGET	BASELINE	2020/21 ANNUAL TARGET	QUARTERLY PERFORMANCE TARGETS				PORTFOLIO OF EVIDENCE (POE)	RESPONSIBLE PERSON
						1 ST QUARTER PERFORMANCE CE TARGETS	2 ND QUARTER PERFORMANCE TARGETS	3 RD QUARTER PERFORMANCE CE TARGETS	4 TH QUARTER PERFORMANCE TARGETS		
	Percentage of fraud prevention awareness conducted within the department by 30 June 2021				conducted within the department by 30 June 2021					signed minutes and attendance register	
	ITS: 28 Percentage Risk mitigation implemented per quarter	2		100%	100% of Risk mitigation implemented per quarter	100%	100%	100%	100%	Signed Risk Assessment Report	Director ITS
	ITS: 29 Number of Monthly Risk Reports submitted to Risk Office on monthly basis	2		4	12 x Monthly Risk Reports submitted to Risk Office by 30 June 2021	3	6	9	12	Signed Proof of submission and signed risk report	Director ITS
	ITS: 30 Percentage attendance of Risk Management Committee Meetings on quarterly basis	2		New	100% attendance of Risk Management Committee Meetings on quarterly basis	100%	100%	100%	100%	Minutes and Attendance Register	Director: ITS

ANNEXURE B

PERSONAL DEVELOPMENT PLAN

SURNAME: NAME (S): EMPLOYEE CODE:

DEPARTMENT: DESIGNATION:

CURRENT QUALIFICATIONS:

AREAS OF INTERVENTIONS

Financial Year	Learning Goals/Objectives	Skills, Knowledge or Experience	Development Initiatives (Training, Mentoring, Coaching, Guidance and Instruction). Identify specific learning Programmes or courses	Estimated Costs	Duration

Date:.....

Signature of Employee:.....

Signed and accepted by (full names): (Designation): the employee of the Madibeng Local Municipality " the Employee"

ANNEXURE C



MADIBENG LOCAL MUNICIPALITY

Mr. Mike Church

***FINANCIAL DISCLOSURE
FORM***

FOR THE

**FINANCIAL YEAR:
1 JULY 2020 - 30 JUNE 2021**

Strictly Confidential

I, the undersigned (surname and initials) CHURCH M.R.
 (Postal address) 37 LINKSFIELD VILLAGE,
BEDFORD PARK, 2007
 (Residential address) - SAME AS POSTAL -

(Position held) DIRECTOR: I & T.S. (ACTING).
 (Name of Municipality) MADIBENG LOCAL
 Tel: 012 318 9000 Fax: —

hereby certify that the following information is complete and correct to the best of my knowledge:

1. Shares, securities and other financial interests (Not bank accounts with financial institutions.)

Number of shares/Extent of financial interests	Nature	Nominal Value	Name of Company/Entity
NIL			

2. Interest in a trust

Name of trust	Amount of Remuneration / Income
NIL	


3. Membership, directorships and partnerships

Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/ Income
NIL		

4. Remunerated work outside the Municipality (Must be sanctioned by Council)

Name of Employer	Type of Work	Amount of remuneration/ Income
NIL		

CONFIDENTIAL

Signature by Municipal Manager: 

Date: 01/09/20

5. Consultancies, Retainerships and Relationships

Name of client	Nature	Type of business activity	Value of any benefits received
<i>NIL</i>			

6. Subsidies, grants and sponsorships by any organisation

Source of assistance	Description of assistance	Value of assistance
<i>NIL</i>		

7. Gifts and hospitality from a source other than a family member

Description	Value	Member
<i>NIL</i>		

8. Land and property

Description	Extent	Area	Value
<i>Town House</i>		<i>212 M²</i>	<i>R1.5million</i>
<i>Z</i>			

M. C. Church

Mr. M Church
ACTING DIRECTOR: ITS

DATE: *01/09/20*