MBHASHE LOCAL MUNICIPALITY

All correspondence to be directed to the office of the Municipal Manager 454 Streatfield Street, Dutywa, Eastern Cape Province

Tel: 047 489 5800/5806 • Email: info@mbhashemun.gov.za

www.mbhashemun.gov.za

PERFORMANCE AGREEMENT

Entered into by and between

Mbhashe Local Municipality, as represented by the Municipal Manager

MKHULULI NAKO ('the employer')

and

NTOMBIZODWA MAHLATI - NKUHLU ('the employee')

For the financial year: 1 July 2021 – 30 June 2022

PERFORMANCE AGREEMENT

ACRONYMS

SDBIP - Service Delivery and Budget Implementation Plan

BEE - Black Economic Empowerment

KPA - Key Performance Area

KPI - Key Performance Indicator

PDP - Personal Development Plan

PA - Performance Agreement

CCR - Core Competency Requirements

PMS - Performance Management System

PAC - Performance Audit Committee

DEFINITIONS

Official Language - Refers to the language parties to the contract

choose to use as medium for formal

communication between themselves.

Financial Year - Refers to the 12-month period which the

organisation determines as its budget year.

Employee - means a person employed by a municipality as a

municipal manager or as a manager directly

accountable to a municipal manager.

Employer - means the municipality employing a person as a

municipal manager or as a manager directly accountable to a municipal manager and as represented by the mayor, executive mayor or

municipal manger as the case may be;

Employment contract - means a contract as contemplated in Section 57 of

PERFORMANCE AGREEMENT 2021/2022 FY N. MAHLATI- NKUHLU

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the Act;

Performance agreement -

means an agreement as contemplated in Section

57 of the Act; and

the Act

means the Local Government: Municipal Systems

Act, 2000.

ENTERED INTO BY AND BETWEEN

Mbhashe Local Municipality, herein represented by **MKHULULI NAKO (ID No. 750930 5768 080)** in his capacity as Municipal Manager (hereinafter referred to as 'the Employer')

and

NTOMBIZODWA MAHLATHI NKUHLU, (ID No. 670802 0739 084) being a manager accountable to the Municipal Manager in terms of section 57 of the Local Government: Municipal Systems Act No. 32 of 2000, in his capacity as duly appointed Senior Manager: Corporate Services (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 Municipal Systems Act'). The Employer and the Employee are hereinafter referred to as 'the parties'.
- 1.2. Section 57(1) (b) of the Municipal Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual Performance Agreement. That the parties hereby agree to have this contract developed in terms of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006.
- 1.3. The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Senior Manager to a set of outcomes that will secure local government policy goals.
- 1.4. The parties wish to ensure that there is compliance with Section 57(4),57(4B) and 57(5) of the Municipal Systems Act.

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2. Purpose of this Agreement

The purpose of this Performance Agreement is to -

- 2.1. comply with the provisions of Section 57(1)(b), (4B) and (5) of the Municipal Systems Act as well as the Contract of Employment entered into between the parties;
- 2.2. specify objectives and targets defined and agreed with the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance and accountabilities in alignment with the Integrated Development Plans, Service Delivery and Budget Implementation Plan ('SDBIP') and the Budget of the Employer;
- 2.3. specify accountabilities as set out in the Performance Plan as set out under paragraph 4;
- 2.4. monitor and measure performance against set targeted outputs;
- 2.5. use the Performance Agreement as the basis for assessing whether the Employee has met the performance expectations applicable to his job;
- 2.6. appropriately reward the Employee in the event of outstanding performance; and
- 2.7. give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

3. Commencement and Duration

- 3.1. This Agreement will commence on 1 July 2021 and will remain in force until 30 June 2022, at the end of which the parties shall negotiate a new Performance Agreement in terms of the Provisions of Section 57(2) (a) of the Act.
- 3.2. The parties will review the provisions of this Agreement during June each year.

 The parties will conclude a new Performance Agreement that replaces the

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- 3.3. This Agreement will terminate on the termination of the Employee's Contract of Employment for any reason.
- 3.4. If at any time during the validity of this Agreement the work environment alters to the extent that the contents of this Agreement are no longer appropriate, the contents must, by mutual agreement between the parties, immediately be revised.

4. Performance Plan

- 4.1. By their signatures hereunder, the Parties hereby accept the Performance Plan as documented below, as the basis upon which performance will be monitored and measured.
- The performance Plan consists of the following areas, forming separate Paragraphs to this Agreement:
 - 4.2.1 Performance objectives set out under paragraph 5;
 - 4.2.2 Performance management systems set out under paragraph 6;
 - 4.2.3 Evaluation of performance set out paragraph 7;
 - 4.2.4 Annual performance appraisal set out under paragraph 8;
 - 4.2.5 Schedule of performance reviews set out under paragraph 9;
 - 4.2.6 Personal development requirements set out under paragraph 10.

5. Performance objectives

- 5.1. The Parties hereto agree to set the performance objectives and targets, as reflected in the following attachments.
 - 5.1.1 The Service Delivery and Budget Implementation Plan (SDBIP)

 (Departmental Scorecard) **ANNEXURE A**;

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And

- 5.1.2 The Personal Development Plan (PDP) ANNEXURE B.
- 5.2. The performance objectives and targets agreed to are to be achieved within the specified time frames as set out in Annexure A.
- 5.3. The performance objectives and targets as reflected in Annexure A, are based on the Integrated Development Plan and the Budget of the Employer and include:
 - 5.3.1 Key objectives which describe the main tasks that need to be done;
 - 5.3.2 Key performance indicators which provide the details of the evidence that must be provided to show that a key objective has been met;
 - 5.3.3 Target dates within which the objective and targets must be met; and
 - 5.3.4 *Weightings* which show the relative importance of the key objectives to each other.
- 5.4 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.

6. Performance Management System

- 6.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer.
- 6.2 The Employee accepts that the purpose of the performance management system is to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standard required.
- 6.3 The Employer will consult the Employee in respect of any specific performance standards that will be included in the performance management system that are applicable to the Employee.
- 6.4 The Employee undertakes to actively focus towards the promotion and PERFORMANCE AGREEMENT 2021/2022 FY N. MAHLATI- NKUHLU

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- Implementation of the Key Performance Areas (KPAs) (including special projects relevant to the Employee's responsibilities) within the local government framework.
- 6.5 The criteria upon which the performance of the Employee is to be assessed consist of two components, namely KPAs and Core Competency Requirement (CCRs), with a weighting of 80:20 allocated to the KPAs and the CCRs respectively.
- 6.6 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 6.7 KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.
- The Employee's assessment will be based on performance in terms of the outputs/outcomes (performance indicators), identified as per Annexure A, which are linked to the KPAs and which constitutes 80% of the overall assessment result as per the weightings agreed to be between the Employer and Employee as follows:

Weighting
70%
30%
100%

6.9 The CCRs will make up the other 20% of the Employee's √assessment score. CCRs which are competencies that cuts across all levels of work in a municipality are agreed to between the Employer and Employee.

Below is a list of Leading and Core competencies as stipulated in the PERFORMANCE AGREEMENT 2021/2022 FY N. MAHLATI- NKUHLU

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Local Government: Regulations on appointment and conditions of Employment of Senior Managers:

COMPETENCY FRAMEWO	RK FOR SENIOR MANAGERS	
Leading Competencies :		Weight
Strategic Direction and	Impact and InfluenceInstitutional Performance Management	
Leadership	Strategic Planning and ManagementOrganisational Awareness	20%
People Management	 Human Capital Planning and Development Diversity Management Employee Relations Management Negotiation and Dispute Management 	30%
Programme and Project Management	 Program and Project Planning and Implementation Service Delivery Management Program ad Project Monitoring and Evaluation 	10%
Financial Management	 Budget Planning and Execution Financial Strategy and Delivery Financial Reporting and Monitoring 	10%
Change Leadership	 Change Vision and Strategy Process Design and Improvement Change Impact Monitoring and Evaluation 	15%
Governance Leadership	 Policy Formulation Risk and Compliance Management Cooperative Governance 	15%
Total		100%

7. Evaluating performance

- 7.1. The following standards and procedures shall apply in the evaluation of performance of the Employee:
 - 7.1.1. The Employer shall, for every quarter of the financial year, on the basis of a self evaluation written report from the Employee, and his own assessment evaluate the Employee's performance. The reports may be subjected to further review by the Performance Audit Committee of Mbhashe Local Municipality.
 - 7.1.2. The said report from the Employee must be made available to the Employer within (5) five working days after the last day of the quarter (three month period).
- 7.1.3 The said report shall indicate any problems or impediments PERFORMANCE AGREEMENT 2021/2022 FY N. MAHLATI- NKUHLU

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encountered by the Employee in meeting the targets provided for within the timeframes of the KPA and CCR's scorecards.

- 7.1.4 Should the problems or impediments not be the fault of the Employee, the report should propose new timeframes for the achievement of the said objectives.
- 7.1.5 The Employer shall within fourteen (14) days upon the receipt of a report indicating such impediments as described in paragraph 7.1.3. above, respond in writing to the Employee either the acceptance or rejection of the revised target timeframes.
- 7.1.6 The Employee must ensure any new time-frames or variances and corrective measures agreed to in terms of this paragraph, are where appropriate, correctly reflected in the monthly reports submitted to the Employer so as to allow the Municipal Manager to comply with the reporting requirements under section 71(1) of the Municipal Finance Management Act 56 of 2003.
- 7.1.7 The Employer shall, in the event of substandard performance by the Employee convene a meeting with the Employee where he will:
 - (a) give feedback in respect of the substandard performance;
 - (b) explain the requirements, levels, skills and nature of the posts;
 - (c) evaluate the Employees performance in relation to this Agreement;
 - (d) afford the Employee an opportunity to respond to the substandard performance outcomes.
- 7.1.8 After considering the submissions made by the Employee in terms of subparagraph 7.1.7(e) above the Employee may, if necessary
 - (a) Initiate a formal programme of counselling and training to enable the Employee to reach the required standard of performance, which must include –
 - i. Assessing the time that it will take for the Employee to deal with the substandard performance;

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PERFORMANCE AGREEMENT 2021/2022 FY N. MAHLATI- NKUHLU

- ii. Establish realistic timeframes within which the municipality will expect the Employee to meet the required performance standard; and
- iii. Identify and providing appropriate training for the Employee to reach the required standard of performance.
- (b) Establish ways to address any factors that affected the Employee's performance that lay beyond the Employee's control.
- 7.1.9 If, after the application of corrective measures as set out in paragraph 7.1.8 above, and after a reasonable time has been given for the Employee to improve his performance, the Employee continues to fail to meet the required performance standard for the post, or refuses to take part in any programme intended to correct the substandard performance, the Employer shall report the allegation of substandard performance of the Employee, to Council to commence formal disciplinary proceedings as stipulated in terms of the Local Government: Disciplinary Regulations for Senior Managers 2010, with a view of terminating the employment of the Employee in accordance with the provisions of the written Contract of Employment
- The Employer may penalise the Employee by withholding any recognition of 7.2. performance in the following circumstances:
 - 7.2.1. The Employee fails to comply with this Agreement;
 - 7.2.2. The Employee's leave record in respect of absenteeism and leave without pay shows a lack of commitment to his work.
 - 7.2.3 The Employee has been found guilty of misconduct in a disciplinary hearing during the period of this Agreement.
- 7.3 Should the Employee fail to submit his self assessment for each or any quarter within the prescribed period as set out in paragraph 7.1 above, the Employer may disregard the self assessment for that quarter and give a score of zero to the Employee.
- The Employer shall not be entitled to give a score of zero where the 7.4 PERFORMANCE AGREEMENT 2021/2022 FY N. MAHLATI- NKUHLU

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Employee has failed to submit a self assessment report, as provided for under paragraph 7.3 above, where the Employee's failure to submit the self assessment is a result of any of the following events which are beyond the control of the employee:

- (a) the Employee is on sick leave, as per the conditions outlined in the applicable municipal policy, thus losing essential time that would allow the Employee to complete and submit the self assessment timeously;
- (b) the Employee is away from the office on official Council business for any period of time within which the self assessment is due;
- (c) the Employee is on approved annual or any other leave at the time which the self assessment is due.
- 7.5 In the event of any of the occurrences listed under paragraph 7.4 above, the Employee must advise the Employer in writing to the effect that the self assessment cannot be submitted timeously.
- 7.6 The Employer must immediately acknowledge receipt of the Employee's submission under paragraph 7.5 above and indicate his agreement that the self assessment cannot be submitted timeously, and to then provide the Employee with an alternative date on which the self assessment report may be submitted.
- 7.7 The Employer must give the Employee notice in writing that he is contemplating not evaluating the Employees quarterly performance for reasons listed under paragraphs 7.2 and 7.4, to allow the Employee to provide further submission in this regard.

8. Annual performance appraisals

- 8.1. The annual performance appraisal will involve:
 - 8.1.1 Assessment of the achievement of results as outlined in the Annexure A, as follows:
 - 8.1.1.1 Each KPA will be assessed according to the extent to which

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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;

- 8.1.1.2 An indicative rating on the five –point scale will be provided for each KPA;
- 8.1.1.3 The applicable assessment rating calculator will then be used to add the scores and calculate the final KPA score.
- 8.1.2 Assessment of the CCR as follows:
 - 8.1.2.1. Each CCR will be assessed according to the extent to which the specified standards have been met;
 - 8.1.2.2 An indicative rating on the five point scale will be provided for each CCR;
 - 8.1.2.3 This rating will be multiplied by the weighting given to each CCR agreed to in this Agreement to provide a score;
 - 8.1.2.4 The applicable assessment rating calculator must then be used to add the scores and calculate the final CCR score.
- 8.1.3 Overall rating as follows:
 - 8.1.3.1 An overall rating is calculated by using the applicable assessment rating calculator. Such overall rating represents the outcome of the performance appraisal.
 - 8.1.3.2 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CCR's

Level	Terminology	Description			Ratio	ng	
			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	Performance is significantly higher					

PERFORMANCE AGREEMENT 2021/2022 FY N. MAHLATI- NKUHLU

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	significantly above expectation	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 achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.	
2	Performance not fully effective	Performance is below the standard required for the job to 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.	

8.2 The evaluation of the annual performance of the Employee, shall be conducted by a panel consisting of the following:

- Municipal Manager;
- Chairperson of the Performance Audit Committee or Audit
 committee in the absence of a Performance Audit Committee
- · A member of the Mayoral Committee, and
- The Municipal Manager from another Municipality.

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PERFORMANCE AGREEMENT 2021/2022 FY N. MAHLATI- NKUHLU

9. Schedule for performance reviews

9.1. The performance of the Employee in relation to his Performance Agreement shall be reviewed on the following dates:

2021 September: 14 October First quarter July 2021 January Second quarter October December: 20 21 April 2022 Third quarter January March 2022 21 July Fourth quarter April-June:

- 9.2. The performance panels will sit annually as in line with the Performance Management Framework.
- 9.3. The Employer must keep a record of the mid-year review and quarterly assessment meetings.
- 9.4. Performance feedback must be based on the Employer's assessment of the Employee's performance.
- 9.5. The Employee will be entitled to review and make reasonable changes to the provisions of the Performance Plan from time to time for operational reasons on agreement between both parties.
- 9.6. The Employer may amend the provisions of the Performance Plan whenever the performance management system is adopted, implemented and/or amended as the case may be on agreement between both parties.
- 9.7. 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.

10. Developmental requirements

10.1 A Personal Development Plan (PDP) (Annexure B) for addressing developmental gaps must form part of the Performance Agreement.

10.2 Personal growth and development needs identified during any performance PERFORMANCE AGREEMENT 2021/2022 FY N. MAHLATI- NKUHLU

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review discussion must be documented in the PDP as well as the actions agreed to as well as implementation time frames.

11. Obligations of the Employer

- 11.1. The Employer must -
 - 11.1.1. create an enabling environment to facilitate effective performance by the Employee;
 - 11.1.2. provide access to skills development and capacity building opportunities;
 - 11.1.3. work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
 - 11.1.4. on the request of the Employee delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and
 - 11.1.5. make available to the Employee such resources as the Employee may reasonably require from time to time to assist him to meet the performance objectives and targets established in terms of this Agreement.

12. Consultation

- 12.1. The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others -
 - 12.1.1. a direct effect on the performance of any of the Employee's functions;
 - 12.1.2. commit the Employee to implement or to give effect to a decision made by the Employer; and

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PERFORMANCE AGREEMENT 2021/2022 FY N. MAHLATI- NKUHLU

- 11.1.3 have a substantial financial effect on the Employer.
- 12.2. 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.

13. Management of evaluation outcomes

- 13.1. The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 13.2. A performance bonus ranging from 5% to 14% of the all inclusive remuneration package may be paid to the 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
 - 13.2.1. a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
 - 13.2.2. a score of 150% and above is awarded a performance bonus ranging from 10% to 14%.
- 13.3. Should the awarding of performance bonus be appropriate as provided for under paragraph 13.2 above, such performance bonus will be subject to the following conditions:
 - 13.3.1. The Employee having completed 2 consecutive quarters in full for the applicable performance year.
 - 13.3.2. Should the Employee have been appointed for less than 12 months, a pro rata performance bonus will apply.
- 13.4. In the case of unacceptable performance, the Employer shall:
 - 13.4.1 provide systematic remedial or developmental support to assist the Employee to improve his/her performance in line with the

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PERFORMANCE AGREEMENT 2021/2022 FY N. MAHLATI- NKUHLU

provision of paragraph 7.1.8; and,

13.4.2 after appropriate performance counselling and having provided the necessary guidance or support and reasonable time for improvement in performance, ad performance does not improve, the Employer may consider steps as provided for this Agreement to terminate the Contract of Employment of the Employee on ground of unfitness or incapacity to carry out his duties.

14. Dispute resolution

- 14.1. Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/or salary increment in the Agreement, must be mediated by the Executive Mayor within thirty (30) days of receipt of a formal dispute from the Employee, whose decision shall be final and binding on both parties.
- 14.2. Any disputes about the outcome of the Employee's performance evaluation, must be mediated by a member of the Municipal Council, provided that such member was not part of the evaluation panel provided for in 7.5, within thirty (30) days of receipt of a formal dispute from the Employee, whose decision shall be final and binding on both parties.

15. General

- 15.1. The contents of the Performance Agreement will be made available to the public by the Employer in accordance with the Municipal Finance Management Act, 2003 and Section 46 of the Municipal Systems Act.
- 15.2. Nothing in this Agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his Contract of Employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

MN 100 SA N.N.N Thus done and signed at Dutywa on this 2001 day of 3001

AS WITNESSES:

1. At Tokyol

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MUNICIPAL MANAGER

AS WITNESSES:

2.

SENIOR MANAGER: CORPORATE SERVICES



All correspondence to be directed to the office of the Municipal Manager 454 Streatfield Street, Dutywa, Eastern Cape Province Tel: 047 489 5800/5806 • Email: info@mbhashemun.gov.za www.mbhashemun.gov.za

APPENDIX 1

Commitment of Managers directly reporting to the Head of Department (Sec 56 Manager reporting directly to the Municipal Manager)

This appendix serves as a commitment from managers reporting directly to the HOD (Section 56 Manager reporting directly to the Municipal Manager) in support of achieving targets as set in the SDBIP Scorecard attached hereto as Annexure A. This is to fulfil the support and cooperation on responsibilities allocated towards the attainment of the set targets for the units in the department contributing to the departmental overall performance. This is done according to the adopted establishment plan.

The following are the signatories for HEADS OF SECTIONS (Managers and Officers reporting to Senior Manager)

Unit	:	HUMAN RESOURCES MANAGEMENT
Title	:	HR Management
Name & Surname	:	Nonzwakazi Hanise
Signature	:	Date :
Unit	:	INFORMATION AND COMMUNICATION TECHNOLOGY
Title	:	IT Manager
Name & Surname	:	Mr Siyamthanda Mashologu
Signature	:	Date: 2007/2021
Unit	:	COUNCIL SUPPORT
Title	:	Manager : Administration
Name & Surname	:	Mr Sisa Balisg,
Signature	:	Date : 20/07/2021

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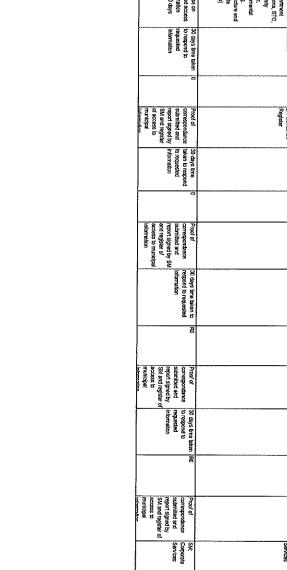
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					GOVERRANCE	<u> </u>	Hanagenen t
***************************************	To ensure with legisleton is per accion in 10 (2) (a) (a) (b) (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c						
	GGP 2				Ω Ω 1	3	
	By developing and roviewing institutional policies, strategies, plans and by-laws		By coordinating the sitting of council oversight structures	SA SE	By denetying, assessing, menaging, menaging, mentioning & reporting found and risk apposure to the institution	Business Continuity through disaster recovery and Failuver solution	49
Workshops on Polities	Development of Policies	Implementation of council resolution	Convening of oversight structures meetings		Management- Strategic and Operational Risk registers	Recovery site establishment	with legislation
Number of workships, conducted on all approved municipal political Code of Conduct By-laws	Number of policies Developed (Freinniber) Succession policy)	% Implementation of all council resolutions due for the period under review		AZZAZAZ audited AZZAZAZ audited reports salmritted to audit committee and Council for progress on implementation of audit action plan	Number of updated risk registers (Fraud, ICT, Operational, ICT, Noticinal Disaster Cond-4 9 and State (Cond-4 9 and State (Cond-4 9 and Management Committee	7.4	9.5
GGP 2.2	GGP 2.1	GGP1,8		į	66 FP 1.1	M I O	
	2		4		9 risk registers g		, <u> </u>
3	Good RO governance	23	2 2	į.	governance R8	2	institutional resilience and administrative Capability
	(AS) -1		50,000). 8		
6 verksheps conducted on all opproved municipal policies' code of conduct'By-Laws	1 policy developed (Revention & Succession policy)		51 meetings held by council structures in 2021/22 FY	audited reports submitted to audit committee and Council for Council for progress on implementation of audit action plan	esk aud. (6) aster 1d 1	a backup reports on the functionality of diseaster recovery	3 compliance reports (COLDA/30 June 2022) Employment Equiliy(31 March 2022) WSP(31 May 2022) to DeL and LGSETA
2 workshops conducted on all approved municipal politices code of conduct/By-Laws	WA.	Update on the Implementation of council resolutions	8	acceutistical strintification builds committee and Council for progress on implementation of audit action plan	Rick assessment Rick assessment Rick assessment and update of rick registers operational, fraud strategic, National Disaster COVID19 and ICT	a country propers on I security propers of the description of the functionality of the functi	NA
8	8	28	J.000	8	740,000	RSZS,UUU 1. System generaled from backs signed by ERNANCE AND PUBLIC	RO NA
1. Signed Cuarterly report by SM Clookes of the policities & Cools of conduct that were workshapped 3. Altendance	N/A	n the f council ns	1.Signed notice of meetings 2.Attendance Bealster	Supro Jougess Supro Jougess Aport by MM. Audit Committee minutestresolutio minutestresolutio no negistre and Council agental/bouncil minutest council resolution	1, Risk management report for previous quarter signed by SW. Risk champion 2. Agenda for the meeting 3. Attendance register 4. Updated previous quarter risk registers	1. System 1 beck generated report on the from beckups function signed by SM disease ND PUBLIC PARTICIPAT	
WA	Develop Situational Analysis report on (Retention & Succession palloy)	Update on the Implementation of council resolutions	<u> </u>	I aluneo report submitted to audit committee and Council for progress on irriplementation of audit action plan audit action plan	1. Risk Side assessment in analysiment and update of rest report for registers report for registers control of side and rest report for state of side and rest rest rest rest rest rest rest rest	1 bedrup report on the functionality of disaster recovery	\$
70	8	8	R500,000		75,000	7625,000	3
A A	Signed situational analysis report by SM	Report on the update of council resolutions	1. Signed notice of meetings 2. Attendance Register	sylined progress report by MM, Audit Committee Committee minutes/resolution register and Council agenda/council minutes/ council minutes/ council resolution	1. Flask meanagement report for provious quarter for provious quarter for provious quarter glaped by SNF Flask charpton 2. Agenda for the measing 3. Allendance register 4. Updated provious quarter risk registers	System generated report from backups signed by SM	80
4 workshops conducted on all approved municipal policites code of conductBy-Laws	Submit draft policies to the council (1) (Retention & Succession policy)	Update on the implementation of council resolutions	10 meetings held this quarter	syling kopytes (a disabeneyor, report by MM, Audi Sudmittee to audit committee and Council committee and Council complete and Council implementation of audit splint/abcumal action plan intributes council implementation action plan resolution.		1 backup report on the functionality of disaster recovery	1 complianze report on Employment Equily Plan submitted to Dol. by 31/8/2/2022
R	8	20	R50,000	ā	PS, 000	R625,000	
1. Signed Quarterly report by SM 2. Copies of the policies & Code of conduct that were workshopped 3. Attendance register	1. Copies of the draft policies 2. Proof of submission to Council	Report on the update of council resolutions	Signed natice of meetings Attendance Register.	Signed progress report by MM, Audit Committee Inhules/resolution register and Council agenda/council inhules/ council resolution	I Rick management report for previous quarter signed by SM/Rick champion 2. Agenta for the meeting 3. Attendance magazier 4. Updated provious quarter rick registers	000 1 backup report on the functionality of disaster recovery	Rd Confirmation of submission on Eployment Equity Plan report
NA NA	Submit final draft policies to the council (1) (Ratember & Succession policy)	Lipdate on the Implementation of council resolutions	this quarter	1 audited report submitted to audit committed for audit for progress or implementation of audit ection plan	J	1 backup report on the functionality of disaster recovery	2 compliance report stibrillied to report stibrillied to y LGSETA & Dol. Wisp to LGSETA & Dol. by 31/35/2022 and COIDA to Dol. by 30/05/2022 leaning meterial and maintenance of DALS consistenant.
8	8	80°	R103,000	ਰ		m P625,000	R1. 28
WA	Submitted final policities to the council	n the if council no	Signed notice of meetings Attendance Register	Signed progress report by MM, Audit Committee minutes/resolution register and Council agents/sociated minutes/ council agents/sociated minutes/ council resolution	ranagement management management report for previous quarter signed by SM Risk attemption 2. Agenta for the meeting 3. Attendance mesting 1. Autonotaince missier 4. Updated previous quarter risk registers	1. System generated report from backups signed by SM	Confirmation of submission on WSP and COIDA, report Signed report on OHS equipment maintenance and Cleaning material
SM: Corporate Services	SM: Corporate Services	SM: Corporate Services	SM: Corporate Services	SM: Corporate Services	SM: Copporate Services	SM: Corporata Services	SM: Coxporate Services
78	72	76	74	9	83	14	9

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Communica	inter- Governmen al Relations	
ion promote and promote communication promote communication in all municipal activities by June 2022	inde. To strengthen and Government ensure soudhaiken Government ensure soudhaiken al Relations of Integrated and joint planning with spheres or government by 2022	
GGP 10	2 GGP 7	
By enhancing promotion of access to information be it personal or institutional	To promote learning and staring with the spheres of government	
Access to information	To pormole (Learning and Sharing of Learning and Sharing of Sharing with other best practice spheress of government	Reviewal of policiles
Turnaround time to GGP 10.3 respond on requested access to information by internal and external stakeholders	Number of programs or plans shared with other institutions per department (Operations, BTO, Community Services, Developmental Planning, Infrastructure and Corporate Services)	Number of reviewed GGP 2.4 policies
GGP 10.3	GGP 7.2	
Good		71 Good
Good R0 governance	28	ance
With India	1 P piar con con con con con par par ser ser ser	7950,000 43 r
Response on requested access to information within 30 days	1 Programme/ plans shared with other institutions per department (operations, BTC, Community Services, Developmental Planning, Infrastructure and Corporatio Services)	43 reviewed policies
30 days time taken of to respond to requested information	1 Programme/plan shared with other institutions	Z>
	공	8
Proof of John Broom John Broom Government John Broom Stabilities and to requested report signed by information of access to municipal in the proof of the pro	1. Report signed NAA by the SM 2. Attendance Register	AN
30 days time taken to respond to requested information	WA	NA
٥	8	8
Proof of correspondence submitted and report signed by SM and register of access to municipal information	NA.	N/A
30 days time taken to respond to requested information	N/A	Submit draft reviewed policies to the council (43)
8	28	R150,000
Proof of correspondance submitted and report signed by SM and register of access to municipal	AN A	1. Copies of the draft reviewed politicles politicles 2. Proof of submission to Council
30 days time taken e to respond to requested y information r of	AM	Submitting of the reviewed policies to the council (43)
RO RO	광	e R800,000
Proof of correspondence submitted and report signed by SM and register of access to	NA.	Finst reviewed policies
SM: Corporato Services	SM Carporate Services	SM: Corporate Services
<u> </u>	82	88
1	E .	