

PERFORMANCE AGREEMENT

BETWEEN

THE MUNICIPALITY OF RAMOTSHERE MOILOA LOCAL

AS REPRESENTED BY THE ACCOUNTING OFFICER

LERATO SELEBOGO

(IN HER CAPACITY AS THE MAYOR OF RAMOTSHERE MOILOA LOCAL MUNICIPALITY)

("EMPLOYER")

AND

ERNEST MANGOPE

IN HIS CAPACITY AS THE ACTING MUNICIPAL MANAGER OF RAMOTSHERE MOILOA LOCAL MUNICIPALITY

("EMPLOYEE")

FOR THE

FINANCIAL YEAR: 1 JULY 2020 – 30 JUNE 2021

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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Municipality of Ramotshere Moiloa Local Municipality herein represented by Lerato Selebogo in her capacity as the Mayor of Ramotshere Moiloa Local Municipality

and

Ernest Mangope in his capacity as the Director Community Services and an Employee of Ramotshere Moiloa Local Municipality (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 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.

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3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on 10 July 2020 and will remain in force until 10 January 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 weighting.
- 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 (IDP)**.

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 standard 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 the implementation of the Key Performance Areas (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 and shall consist of two components, both of which shall be contained in the performance agreement. The employee must be assessed against both components, with a weighing of 80:20 allocated to the **Key Performance Areas (KPA's) and the Core Competency Requirements (CCRs)** respectively. Each area of assessment will be weighted and will contribute a specific part to the total score. KPA's covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment;

Core Competency Requirements (CCR's):	Select applicable	Weighting
Core Managerial Competencies:		
Strategic Capability and Leadership	X	2
Programme and Project Management		
Financial Management	X	2
Change Management	X	2
Knowledge Management		
Service Delivery Innovation		
Problem Solving and Analysis	X	2
People Management and Empowerment	X	2
Client Orientation and Customer Focus	X	2
Communication		
Honesty and Integrity		
Team building		
Core Occupational Competencies:		
Competence in Self-Management (Setting and agreeing on service delivery standards)		
Interpretation of and implementation within the legislative and national policy frameworks	X	2
Knowledge of developmental local government	X	2
Knowledge of Performance Management and Reporting	X	2
Knowledge of global and South African specific political, social and economic contexts		
Competence in policy conceptualization, analysis and implementation	X	2

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Knowledge of more than one functional municipal field / discipline		
Negotiation and conflict resolution skills (Mediation and Skills in governance, public mobilization and participation)		
Competence as required by other national line sector		
Exceptional and dynamic creativity to improve the functioning of the municipality		
Total		20%

CORE COMPETENCY REQUIREMENTS (CCR):

a) Core Managerial Competencies:

The performance of Section 57 Managers should be assessed in terms of Core Competency Requirements (CCRs) as required by the Regulations of Section 57 Managers. These competencies describe general managerial and occupational skills. The assessment of these competencies will account for **(20%) twenty percent** of the total employee assessment score. Three of the CCR's are compulsory for all managers.

Competency Area	Indicate choice (Mark with ✓)	Comment	Rating 1 2 3 4 5	Timeframe to gain targeted competency	Training / program needed to close competency	WEIGHT (in %)
Strategic Capability and Leadership	✓		2	June 2021	Strategic leadership	10%
Change Management	✓		2	June 2021	Continuous professional	10%
Financial Management	✓		2	June 2021	On the	10%
Problem Solving and Analysis	✓		2	June 2021	On the job training	10%
People Management and Empowerment	✓		2	June 2021	On the job Training	10%
Client Orientation and Customer	✓		2	June 2021	On the	10%
Knowledge of Performance	✓		2	June 2021	Continuous	10%
Interpretation of and implementation within	✓		2	June 2021	On the job training	10%

Knowledge of developmental local	✓		2	June 2021	On the job training	10%
Competence in policy conceptualization,	✓		2	June 2021	On the job training	10%
TOTAL						100%

- 5.6 The **Employee's** assessment will be based on his performance in terms of outputs (performance targets) reflected on the Performance Plan which are linked to relevant KPAs, key objectives and key performance indicators (KPIs) as agreed to between the Employer and the Employee;

Key Performance Areas (KPA's)	Weighting
Basic Service Delivery	90%-
Municipal Institute Development Transformation	10%
Local Economic Development (LED)	-
Municipal Financial Viability and Management	-
Good Governance and Public Participation	-
Local Economic Development and Spatial Rationale	-
Community & Social Development Services	-
Total	100%

- 5.7 The Key Performance Areas (KPAs) relating to the Employee's functional area will make up 80% of the Employee's assessment score, and will contain the following Areas

6. PERFORMANCE OBJECTIVES

- 6.1 The Employee undertakes to actively focus towards the promotion and implementation of KPA's (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 (CMC's) respectively.
- 6.2.2 Each area of assessment will be weighted and will contribute a pro rata to the total score.
- 6.2.3 KPAs covering the main areas of work will account for 80% and CMC's will account for 20% of the final assessment.
- 6.3 The **Employee's** assessment will be based on his/ her performance in terms of the outputs/outcomes (performance indicators) identified as per attached Performance Plan (Annexure 12), 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.
- 6.4 The CMC's will make up the other 20% of the Employee's assessment scorecard. CMC's that are deemed to be most critical for the Employee's specific job should be

selected (✓) from the list in Annexure A as agreed to between the **Employer and Employee**.

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. 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 6.5.3 below) must then be used to add the scores and calculate a final KPA score.

7.5.2 Assessment of the CMC's

a) Each CMC must 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 6.5.1) 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, CMC's and COC's :

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

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 Executive Mayor/Mayor;

7.7.2 Chairperson of the Audit and Risk Committee;

7.7.3 Ward Committee Member (on a rotational basis), where applicable;

7.7.4 Member of the Mayoral Committee; and

7.7.5 Mayor and/ or Municipal Manager from another Municipality.

8. SCHEDULE FOR PERFORMANCE REVIEWS

8.1 The performance of the 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:

8.2

1.	First quarter	October 2020
2.	Second quarter	January 2021
3.	Third quarter	April 2021
4.	Fourth quarter	July 2021

- 8.3 The Employer shall keep a record of the mid-year review and annual assessment meetings.
- 8.4 Performance feedback shall be based on the Employer's assessment of the Employee's performance.
- 8.5 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 must be fully consulted before any such change is made.
- 8.6 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. OBLIGATIONS OF THE EMPLOYER

- 9.1 The Employer shall:
- 9.1.1 Create an enabling environment to facilitate effective performance by the employee;
- 9.1.2 Provide access to skills development and capacity building opportunities;
- 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.
- 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; and
- 9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time to contribution him/her to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

- 10.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others:
- 10.1.1 A direct effect on the performance of any of the Employee's functions;
- 10.1.2 Commit the **Employee** to implement or to give effect to a decision made by the **Employer**; and
- 10.1.3 A substantial financial effect on the Employer.
- 10.2 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.

11. MANAGEMENT OF EVALUATION OUTCOMES

- 11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 11.2 A performance bonus of 5% to 14% of inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance.

- 11.2.1** In determining the performance bonus the relevant percentage is based on the overall rating, calculated by using the applicable assessment-rating calculator; provided as follows:
- (a) a score of 130% to 149% is awarded a performance bonus of 5% to 9%; and
 - (b) a score of 150% and above is awarded a performance bonus of 10% to 14%.
- 11.3** The **Employee** will be eligible for progression to the next higher remuneration package, within the relevant remuneration band, after completion of least twelve (12) service at current remuneration package 30 June (end of financial year) subject to a fully effective assessment.
- 11.4** In the case of unacceptable performance, the **Employer** shall:
- 11.4.1** Provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and
- 11.4.2** 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.

12. DISPUTE RESOLUTION

- 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 :
- 12.1.1** The MEC for Local Government and the Province within thirty (30) days of receipt of a formal dispute from the Employee; or
- 12.1.2** Any other person appointed by the MEC.
- 12.1.3** In the event that the mediation process contemplated above fails, clause 19.3 of the Contract of Employment shall apply.

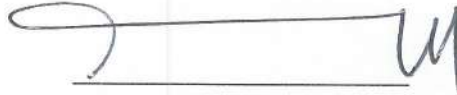
13. GENERAL

- 13.1** The contents of this agreement and the outcome of any review conducted in terms of Annexure 'A' may be made available to the public by the Employer.
- 13.2** Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

Thus done and signed at RMLM on this the 07th day of August
(Month) 2020 (Year)

AS WITNESSES:

1.  _____

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**MR ERNEST MANGOPE
ACTING MUNICIPAL MANAGER
RAMOTSHERE MOILOA LOCAL MUNICIPALITY**

2. _____

Thus done and signed at RMLM on this the 07th day of August
(Month) 2020 (Year)

AS WITNESSES:

1. _____

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**MISS LERATO SELEBOGO
MUNICIPAL MAYOR:
RAMOTSHERE MOILOA LOCAL MUNICIPALITY**

2. _____

CORE COMPETENCY FRAMEWORK

The performance of Section 57 Managers should be assessed in terms of Core Competency Requirements (CCRs) as required by the Regulations of Section 57 Managers. These competencies describe general managerial and occupational skills. The assessment of these competencies will account for **twenty percent** of the total employee assessment score. The bold CCR's are compulsory for all managers.

Annexure B describes the different proficiency levels for each Core Competency Requirements (CCRs) and should therefore form part of this section of the Performance Plan.

Core Managerial Skill	Select prov. level (refer Annexure B)	Definition	Weight
Strategic Leadership and Management	✓	Skills to be able to provide a vision, set the direction for the municipality or department and inspire others in order to deliver on the municipality's mandate	10
Programme and project management	✓	Skills to enable the individual to plan, manage, monitor and evaluate specific activities in order to ensure that policies are implemented and that local government objectives are achieved	10
Financial Management	✓	Skills required managing projects and/or department work within the constraints of a budget. This includes being able to plan a budget at the beginning of the financial year, controlling costs throughout the year by allocating resources appropriately and understanding and anticipating the impact of other departments on own budget and adopting where necessary.	5
Change Management	✓	Skills to initiate and support municipal transformation and change in order to implement new initiatives successfully and deliver on service delivery commitments.	10
Knowledge management	✓	This includes the working knowledge of Council regulations, by-laws and policies, National, Provincial and Local Government structures and applicable legislation.	10
Problem solving and analytical thinking	✓	Be able to systematically identify, analyse and resolve existing and anticipated problems in order to reach optimum solutions in a timely manner	5
People and diversity management	✓	Skills to manage and encourage people optimise their outputs and effectively manage relationships. This includes holding regular meetings with his/ her team so that information can be shared and so that the team is aware of decisions that may affect them. It also involves distributing workloads so that individual skills are used appropriately and so that the work is evenly spread, making sure that the team has the necessary tools and resources in order to do	10

The Performance Plan sets out:

- a) Key Performance Areas that the employee should focus on, performance objectives, key performance indicators and targets that must be met within a specific timeframe;
- b) Core competencies required from employees prescribed in the Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, R805 of 2006.

The employee's assessment will be based on his/her performance in terms of the outputs/outcomes (performance indicators) identified as per the performance plan which are linked to the National KPA's, which constitute 80% of the overall assessment result as per the weightings agreed to between the employer and employee.

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

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

Category	Colour	Explanation
KPI's Not Met/ Unacceptable performance	1	Performance does not meet the standard expected for the job. The review/assessment indicates that they 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.
KPI's Almost Met / Not fully effective	2	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.
KPI's Met / Fully effective	3	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.
KPI's Well Met / Performance significantly above expectations	4	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

Ramotshere Local Municipality

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Category	Colour	Explanation
KPI's Extremely Well Met / Outstanding Performance	5	year. 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.

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KEY PERFORMANCE INDICATORS

National KPA	Strategic Objectives	KPI No.	Key Performance Indicator (KPI)	Baseline	Annual Target	Portfolio of evidence	Targets				Weight
							Q1	Q2	Q3	Q4	
Municipal Transformation and Organisational development	Efficient and Effective Administration	1	Approved 2021/22 IDP and Budget Process Plan	IDP Review Process Plan 2019/2020 approved by 31 August 2019	Approved 2020/21 IDP and Budget Process Plan by 31 August 2020	Approved IDP Process Plan and Council Resolution	Approved 2020/21 IDP and Budget Process Plan by 31 August 2020	None	None	None	2
Municipal Transformation and Organisational development	Efficient and Effective Administration	2	Number of IDP rep forum meetings held.	0 meetings	4 meetings by 30 June 2021	Attendance Registers, meeting agenda and signed registers.	1 Meeting	1 Meeting	1 Meeting	1 Meeting	2
Municipal Transformation and Organisational development	Efficient and Effective Administration	3	Number of IDP steering Committee meetings held.	0 meetings	12 meetings by 30 June 2021	Attendance Registers, meeting agenda and signed registers.	3 Meetings	3 Meetings	3 Meetings	3 Meetings	2
Municipal Transformation and Organisational development	Efficient and Effective Administration	4	Reviewed 2021/2022 IDP	2020/2021 Review Adopted on 30 June 2019	Reviewed 2021/2022 IDP by 31 May 2021	2021/2022 Reviewed IDP, council Resolution	None	None	Tabled 2021/2022 Draft Reviewed IDP by 30 March 2020	Reviewed 2019/2020 IDP by 31 May 2021	3
Municipal Transformation and Organisational development	Efficient and Effective Administration	5	Approved 2021/22 SDBIP	2020/2021 SDBIP Approved	Approved 2021/22 SDBIP by 28 June 2021	Approved 2021/22 SDBIP	None	None	Draft 2021/2022 SDBIP by 31 May 2021	Draft 2021/2022 SDBIP by 28 June 2020	3
Municipal Transformation and Organisational development	Efficient and Effective Administration	6	2020/21 Mid-Year Performance Assessment Report compiled approved	2019/20 Mid-Year Performance Reports compiled	2020/21 Mid-Year Performance Report approved by	Council Resolution and 2020/21 Mid-Year Performance	None	None	2020/21 Mid-Year Performance Assessment Report	None	2

Ramotshere Local Municipality


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National KPA	Strategic Objectives	KPI No.	Key Performance Indicator (KPI)	Baseline	Annual Target	Portfolio of evidence	Targets				Weight
							Q1	Q2	Q3	Q4	
development					25 January 2020	Report compiled			approved by 25 January 2021		
Municipal Transformation and Organisational development	Efficient and Effective Administration	7	Number of Performance Agreements signed	2019/2020 Performance Agreements signed	7 Performance Agreements signed by senior managers by 30 September 2020	Signed Performance Agreements	7 Performance Agreements signed by senior managers by 30 September 2020	None	None	None	2
Municipal Transformation and Organisational development	Efficient and Effective Administration	8	Number of Amended Performance Agreements signed	2019/2020 Amended Performance Agreements signed	7 Amended Performance Agreements signed by senior managers by 31 st March 2021	Amended Signed PA's 2020/21	None	None	7 Amended Signed PA's	None	2
Municipal Transformation and Organisational development	Efficient and Effective Administration	9	Number of Performance Reviews with senior managers	2019/2020 Performance Reviews with senior managers never held	2 Performance Assessments held with senior managers by 30 June 2021	Performance Assessments Reports	1 Assessment	None	1 Assessment	None	2
Municipal Transformation and Organisational development	Efficient and Effective Administration	10	Approved PMS Policy	Approved PMS Policy	Approved PMS Policy by 31 May 2021	Approved PMS Policy + Council Resolution	None	None	None	Approved PMS Policy by 30 May 2021	2
Municipal Transformation and Organisational development	Efficient and Effective Administration	11	Tabled 2019/20 Annual Report	2018/2019 Annual Report Tabled	Tabled 2019/2020 Annual Report by 31 st March 2021	Annual Report + Council Resolution for tabling	Draft Annual Report by 31 Aug 2019	None	Tabled 2019/2020 Annual Report by 31 st March 2021	None	3
Municipal	Efficient and	12	Approved 2021/22	2020/21 Work	Approved	Approved	None	None	None	Approved	2

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National KPA	Strategic Objectives	KPI No.	Key Performance Indicator (KPI)	Baseline	Annual Target	Portfolio of evidence	Targets				Weight
							Q1	Q2	Q3	Q4	
Transformation and Organisational development	Effective Administration		MPAC Annual Work plan	plan approved	MPAC Annual Work plan by 31 May 2021	Work plan and Council Resolution				MPAC work plan by 31 May 2021	
Municipal Transformation and Organisational development	Efficient and Effective Administration	13	Number of Reports on Implementation of the MPAC Annual Work plan	3 reports submitted during 2019/20	4 quarterly reporting on the Implementation by 30 June 2021	Annual Work plan + Council Resolution	Implementation Report	Implementation Report	Implementation Report	Implementation Report	2
Municipal Transformation and Organisational development	Efficient and Effective Administration	14	Approved 2019/20 Oversight Report	Oversight Report not yet approved by Council	Approved 2019/20 Oversight Report by 31 May 2021	Oversight Report and Council Resolution	None	Approved Oversight Report for 2018/19	None	None	2
Municipal Transformation and Organisational development	Efficient and Effective Administration	15	Approved 2021/22 Annual Work plan for Risk Management	2020/21 Annual Work plan not yet approved	Approved 2021/22 Annual Work plan for risk management by 30 June 2021	Annual Work plan, signed off by MM	None	2020/21 Annual Work plan	None	2021/22 Approved Annual Work plan	2
Municipal Transformation and Organisational development	Efficient and Effective Administration	16	Reviewed Risk Management Policy Framework	Risk Management Policy Frameworks not reviewed	Reviewed Risk Management Policy Frameworks Reviewed by 31 May 2021	Reviewed Risk Management Policy Frameworks & Council Resolution	None	None	None	Reviewed Risk Management Policy Frameworks Reviewed by 31 May 2021	2
Municipal Transformation and Organisational development	Efficient and Effective Administration	17	Strategic Risk Assessment	Strategic Risk Assessment conducted	Strategic Risk Assessment 30-Apr 2021	Strategic Risk Assessment with Sign off by the Municipal	None	None	None	Strategic Risk Assessment (2021/22)	3

National KPA	Strategic Objectives	KPI No.	Key Performance Indicator (KPI)	Baseline	Annual Target	Portfolio of evidence	Targets				Weight
							Q1	Q2	Q3	Q4	
development						Manager					
Municipal Transformation and Organizational development	Efficient and Effective Administration	18	Operational Risk Assessment	1 Operational Risk Assessment conducted	Operational Risk assessment Sessions held by 30 June 2021	Operational Risk Assessment with Sign off by the Municipal Manager	None	None	None	1 operational risk assessment	3
Municipal Transformation and Organizational development	Efficient and Effective Administration	19	Number of meetings of the Risk Committee	2 Risk Committee meetings held	4 quarterly meetings by 30 June 2021	Attendance Registers and Agenda	1 Meeting	1 Meeting	1 Meeting	1 Meeting	2
Municipal Transformation and Organizational development	Efficient and Effective Administration	20	Number of Risk Training Sessions held	New	1 training Session by 30 June 2021	Attendance Registers, Agendas	Training Session	None	None	None	2
Municipal Transformation and Organizational development	Efficient and Effective Administration	21	Number of awareness campaigns on anti-corruption and fraud	1 Awareness campaign held	1 Anti-corruption and fraud awareness campaign held by 31 January 2021	Attendance Registers, Agendas	None	None	1 awareness campaign by 31 January 2021	None	2
Municipal Transformation and Organizational development	Improved stakeholder satisfaction	22	Number of reports submitted on Back to Basics	4 reports	12 Reports on back to basics by 30 June 2021	4 reports and Acknowledgement of Receipt	1 Report	1 Report	1 Report	1 Report	3
Municipal Transformation and Organization	Improved stakeholder satisfaction	23	Approved Communication Strategy 2017-2022	Approved Communication Strategy 2016-2020	Approved Communication Strategy 2017-2022 by	Council Resolution on the approved Communication	None	None	None	approved Communication Strategy	3

Ramotshere Local Municipality

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National KPA	Strategic Objectives	KPI No.	Key Performance Indicator (KPI)	Baseline	Annual Target	Portfolio of evidence	Targets				Weight
							Q1	Q2	Q3	Q4	
al development					30 June 2020	n Strategy 2017-2022				2017-2022	
Municipal Transformation and Organizational development	Improved stakeholder satisfaction	24	Approved Communication Policy	Communication Policy not approved during 2019/20	Approved Communication Policy by 30 June 2021	Council Resolution and Communication Policy	None	None	None	Approved Communication Policy by 30 June 2020	2
Municipal Transformation and Organizational development	Improved stakeholder satisfaction	25	Number of external Municipal newsletters	No newsletters	4 Copies external newsletters by 30 June 2020	Newsletters	1 newsletters	1 newsletters	1 newsletters	1 newsletters	3
Municipal Transformation and Organizational development	Improved stakeholder satisfaction	26	Number of external Publications contributions	9 Publications	12 external Publications contributions	External Publications	3 publications	3 publications	3 publications	3 publications	2
Good Governance and Public Participation	Improved stakeholder satisfaction	102	Mandela Day held celebration	Mandela day held during 2019	Mandela Day held on 18 July 2020	Attendance Registers and close out report	Mandela Day held on 18 July 2020	None	None	None	2
Good Governance and Public Participation	Improved stakeholder satisfaction	103	Older persons and Disability forum Meeting	NEW	Older persons and Disability forum Meeting by 24 August 2020	Attendance Register	Meeting held on 24 August	None	None	None	2
Good Governance and Public Participation	Improved stakeholder satisfaction	104	Arbor Day Celebration	New	Arbor Day Celebration by 3 rd September 2020	Attendance Register and pictures	Workshop	None	None	None	2
Good Governance and Public Participation	Improved stakeholder satisfaction	105	Heritage Site visit	New	Heritage Site visit by 22 September 2020	Pictures and Attendance Register	Heritage site visit	None	None	None	2

Ramotshere Local Municipality

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National KPA	Strategic Objectives	KPI No.	Key Performance Indicator (KPI)	Baseline	Annual Target	Portfolio of evidence	Targets				Weight
							Q1	Q2	Q3	Q4	
Good Governance and Public Participation	Improved stakeholder satisfaction	106	Meet and Greet with Mayor and all female employees.	New	Meet and Greet with Mayor and all female employees by 30 September 2020	Attendance Register and Pictures	Meet and Greet by Mayor and female employees	None	None	None	2
Good Governance and Public Participation	Improved stakeholder satisfaction	107	Mayoral Campaign to cleaning Zeerust Town.	New	Mayoral Campaign to cleaning Zeerust Town by 10 September 2020	Attendance Register and Pictures	Campaign to clean Zeerust town	None	None	None	2
Good Governance and Public Participation	Efficient and Effective Administration	108	Number of Exco sittings held	8 Exco Meetings	10 Exco meetings held by 30 June 2021	Exco Agenda and Attendance Register	3 Meetings	2 Meetings	3 Meetings	2 Meetings	2
Good Governance and Public Participation	Improved stakeholder satisfaction	109	Number of Dikgosi forum Meetings held	Dikgosi Forum held	4 Dikgosi Forum Meetings held by 30 June 2021	Attendance Register	1 Meeting	1 Meeting	1 Meeting	1 Meeting	2
Good Governance and Public Participation	Improved stakeholder satisfaction	110	Number of Mayoral Imbizos held	Mayoral Imbizo held	6 Mayoral Imbizos held	Attendance Register	2 imbizos	2 imbizos	2 imbizos	None	3
Good Governance and Public Participation	Improved stakeholder satisfaction	111	Number of Ward Committee meetings held	Ward Committees Established	12 Ward Committee Meetings by 30 June 2021	Attendance Registers	3 Meetings	3 Meetings	3 Meetings	3 Meetings	2
Good Governance and Public Participation	Improved stakeholder satisfaction	112	Number of Ward Committee meetings held	Complaints Registered	12 Ward Committee Meetings by 30 June 2021	Attendance Registers	3 Meetings	3 Meetings	3 Meetings	3 Meetings	2
Good	Improved	113	Number of public	2 public	4 public	Attendance	1 Public	1 Public	1 Public	1 Public	3

Ramotshere Local Municipality

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National KPA	Strategic Objectives	KPI No.	Key Performance Indicator (KPI)	Baseline	Annual Target	Portfolio of evidence	Targets				Weight
							Q1	Q2	Q3	Q4	
Good Governance and Public Participation	stakeholder satisfaction		participation campaigns held	Participation campaigns held	participation by 30 June 2021	Registers and Report	participation campaign	participation campaign	participation campaign	participation campaign	
Good Governance and Public Participation	Improved stakeholder satisfaction	114	Number of Community Satisfaction surveys conducted	Community Satisfaction survey not done	1 Community Satisfaction Surveys conducted by 30 June 2021	Results of the survey	1 Community Satisfaction survey	None	None	None	2
Good Governance and Public Participation	Improved stakeholder satisfaction	115	Number of community meetings conducted	Community Meetings held	228 community meetings held by 30 June 2021	Attendance Registers, Minutes	Community Meetings	Community Meetings	Community Meetings	Community Meetings	2
Good Governance and Public Participation	Efficient and Effective Administration	116	Approved Risk based internal audit plan	2019/20 Risk Based plan in place	Approved Risk based internal audit plan by 30 June 2021	Minutes of Audit Committee approving the plan. Approved Plan	2020/21 Risk Based Internal Audit Plan	None	None	Approved Risk based internal audit plan by 30 June 2020	2
Good Governance and Public Participation	Efficient and Effective Administration	117	Number of Reports on the Implementation of the Internal Audit plan	2019/20 Risk Based plan implemented	4 reports by 30 June 2021	4 reports signed off by MM	1 Report	1 Report	1 Report	1 Report	2
Good Governance and Public Participation	Efficient and Effective Administration	118	Reviewed 2020/21 Internal Audit Charter	2019/20 Reviewed Internal Audit Charter	Reviewed 2020/21 Internal Audit Charter by 30 June 2021	Reviewed Internal Audit Charter	2020/21 Reviewed Internal Audit Charter	None	None	Reviewed Internal Audit Charter by 30 June 2021	2
Good Governance and Public Participation	Efficient and Effective Administration	119	Reviewed 2020/21 ARCOM Charter	2019/20 Reviewed ARCOM Charter	Reviewed 2020/21 ARCOM Charter by 30 June 2021	ARCOM Charter. Minutes of ARCOM for the review	None	None	None	Reviewed 2020/21 ARCOM Charter by 30 June 2020	2
Good	Efficient and	120	Number of ARCOM	2 reports	4 reports by	4 Reports and	1 Report	1 Report	1 Report	1 Report	2

Ramotshere Local Municipality

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National KPA	Strategic Objectives	KPI No.	Key Performance Indicator (KPI)	Baseline	Annual Target	Portfolio of evidence	Targets				Weight
							Q1	Q2	Q3	Q4	
Governance and Public Participation	Effective Administration		Reports submitted to Council	submitted to Council	30 June 2021	Council Resolution					
TOTAL											100
PERCENTAGE CONTRIBUTION											80%

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Core Managerial Skill	Select prov. level (refer Annexure B)	Definition	Weight
		their work and motivating the team so that they are committed to achieving the department and ultimately the municipality	
Client orientation and customer focus	✓	Whether providing a service to an internal or external customer this means trying the needs of the customer and then meeting those needs. At a minimum employee required to react to queries, keeping promises, being honest in all their dealings, policies, procedures and delegations, keeping the client up to date, being friendly and solving problems quickly and without argument. Ideally managers are required proactive by trying to understand needs of the customer and providing an approach based on these underlying needs	15
Service delivery innovation	✓	This about wanting to work well to achieve a high standard by trying to improve things are done and by working towards achieving the work objectives. It is also plans into action, meeting deadlines, taking initiative and solving problems to make things get done. Employees do not wait to be told to do something but rather are to use their initiative to make sure that things get done accurately and efficiently.	15
Communication	✓	Skills to be able to exchange information and ideas in a clear and concise manner for the audience in order to explain, persuade, convince and influence others to achieve desired outcomes.	5
Accountability and ethical conduct	✓	Must be able to display and build the highest standards of ethical and moral conduct to promote confidence and trust in the municipality	5

Total	100
PERCENTAGE CONTRIBUTION	20%

The 2020/21 Performance Plan signed and accepted by the Acting Municipal Manager:			Date:	07 August 2020
The 2020/21 Performance Plan signed on behalf of Ramotshere Local Municipality by the Municipal Mayor:			Date:	07 August 2020

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