PERFORMANCE AGREEMENT

DR. KENNETH KAUNDA DISTRICT MUNICIPALITY

CHIEF FINANCIAL OFFICER

2024/25

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

THE MUNICIPALITY OF DR KENNETH KAUNDA DISTRICT MUNICIPALITY,

AS REPRESENTED BY THE MUNICIPAL MANAGER

FULL NAMES

Mr. MOKGATLHE JOHN RATLHOGO

AND

Mr. LUCKY STEENKAMP

THE EMPLOYEE OF THE MUNICIPALITY

FOR THE

FINANCIAL YEAR: 01 JULY 2024 TO 30 JUNE 2025

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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Municipality of Dr. Kenneth Kaunda District Municipality herein represented by

Mr. MOKGATLHE JOHN RATLHOGO

(Full name) in her capacity as Municipal Manager (hereinafter referred to as the **Employer or Supervisor**)

And

Mr. L.P STEENKAMP (full name) **Employee** of the Dr. Kenneth Kaunda District 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**, requires the parties to conclude an annual performance agreement.

1.3 The **Parties** wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the **Employee** to a set of outcomes that will secure local government policy goals.

1.4 The **Parties** wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to -

2.1 comply with the provisions of Section 57(1)(b),(4A),(4B) and (5) of the Act as well as the employment contract 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 Plan, Service Delivery and Budget Implementation Plan (SDBIP)** and the **Budget** of the municipality;

2.3 specify accountabilities as set out in a **Performance Plan**, which forms an **Annexure** to the **Performance Agreement**;

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 her job;

2.6 in the event of outstanding performance, to appropriately reward the **Employee**; and

2.7 give effect to the **Employer's** commitment to a performance-orientated relationship with its **Employee** in attaining equitable and improved service delivery.

3. COMMENCEMENT AND DURATION

3.1 This **Agreement** will commence on the **01 July 2024** and will remain in force until **30 September 2024. The Personal Development Plan** shall be implemented as in line with the WSP.

3.2 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 as may be the case.

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 above-mentioned 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** 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 **the Performance Plan** 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 key objectives, key performance indicators, target dates and weightings.

4.3 The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work

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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**.

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5. PERFORMANCE MANAGEMENT SYSTEM

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

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

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

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

5.5 The criteria upon which the performance of the **Employee** shall be assessed shall consist of tools and weightings as encapsulated in the performance management systems of the municipality.

5.5.1 The **Employee** shall be assessed against both components, with a weighting of 80% - 20% allocated to the **Key Performance Areas (KPAs)** and the **Core Managerial Competencies (CMCs)** respectively.

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

5.5.3 KPAs covering the main areas of work will account for 80% and CMCs will account for 20% of the final assessment.

5.6 The **Employee's** assessment shall be based on her performance in terms of the outputs / outcomes (performance indicators) identified as per attached **Performance Plan**, 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 (KPAs)	**Weighting**
Basic Service Delivery	0%
Municipal Institutional Development and Transformation	0%
District Economic Development (DED)	0%
Municipal Financial Viability and Management	70%
Good Governance and Public Participation	30%
Spatial Rationale	0%
Total	**100%**

5.7 The CMCs will make up the other 20% of the **Employee**'s assessment score. CMCs that are deemed to be most critical for the **Employee**'s specific job should be selected (√) from the list below as agreed to between the **Employer** and **Employee**:

CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES		
CORE MANAGERIAL and OCCUPATIONAL COMPETENCIES (CMC)	**√(INDICATE CHOICE)**	**WEIGHT**
CORE MANAGERIAL COMPETENCIES		
Strategic Capability and Leadership		5
Programme and Project Management		4
Financial Management	√	5
Change Management		4
Knowledge Management		4
Service Delivery Innovation		5
Problem Solving and Analysis		5
People Management and Empowerment	√	5
Client Orientation and Customer Focus	√	4
Communication		5
Honesty and Integrity		4
Competence in Self- Management		5
Interpretation of and implementation within the legislative and national policy frameworks		5
Knowledge of developmental local government		4
Knowledge of Performance Management and Reporting		4
Knowledge of global and South African specific political, social and economic contexts		4
Competence in policy conceptualisation, analysis and implementation		5
Knowledge of more than one functional municipal field/discipline		5
Skills in Mediation		4
Skills in Governance		4

CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES		
CORE MANAGERIAL and OCCUPATIONAL COMPETENCIES (CMC)	**√(INDICATE CHOICE)**	**WEIGHT**
Competence as required by other national line sector departments		5
Exceptional and dynamic creativity to improve the functioning of the municipality		5
		100%

6. EVALUATING PERFORMANCE

6.1 The **Performance Plan** to this Agreement sets out -

6.1.1 the standards and procedures for evaluating the **Employee**'s performance; and

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. `1

6.3 That the personal growth and development needs identified during performance review discussion must be documented in a **Personal Development Plan (PDP) (PART C)** as well as the actions agreed to and that implementation will take place within set time frames.

6.4 That annual performance appraisal will involve:

6.4.1 **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 must then be used to add the scores and calculate a final KPA score.**

6.4.2 **Assessment of the CMCs**

(a) Each CMC should be assessed according to the extent to which the specified standards have been met.

(b) An indicative rating on the five-point scale should be provided for each CMC.

(c) The applicable **assessment rating calculator must then be used to add the scores and calculate a final CMC score.**

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6.4.3 Overall rating

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

(b) The assessment of the performance of the Employee shall be based on the following rating scale for KPA's and CMCs:

(c)

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

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(d) For purposes of evaluating the performance of the **Employee**, an evaluation panel constituted by the following persons will be established –

(i) *Municipal Manager*

(ii) *Chairperson of the performance Audit committee or the audit committee in the absence of a performance of a performance audit committee;*

(iii) *Member of the mayoral or executive committee*

(iv) *Municipal Manager from another Municipality*

(v) *Member of the Ward Committee/or stakeholder representative.*

(e) The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels referred to in sub-regulations 6.4 (d)

7. SCHEDULE FOR PERFORMANCE REVIEWS

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

FIRST QUARTER	:	**4TH WEEK OCTOBER 2024**
SECOND QUARTER	:	**4TH WEEK JANUARY 2025**
THIRD QUARTER	:	**4TH WEEK APRIL 2025**
FOURTH QUARTER	:	**4TH WEEK JULY 2025**

7.2 That the **Employer** shall keep a record of the mid-year review and annual assessment meetings.

7.3 That performance feedback shall be based on the **Employer**'s assessment of the **Employee**'s performance.

7.4 That **Employer** 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.

7.5 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.

8. DEVELOPMENTAL REQUIREMENTS

The **Personal Development Plan (PDP)** of a senior manager will be implemented in terms of the WSP.

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 her to meet the performance objectives and targets established in terms of this **Agreement**; and

9.1.5 makes available to the **Employee** such resources as the **Employee** may reasonably require from time to time to assist 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 10.1 as soon as is practicable to enable the **Employee** to take any necessary action without delay.

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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 between 5% to 14% all-inclusive annual remuneration package may be paid to the **Employee** in recognition of outstanding performance to be constituted as follows:

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

11.2.2 a score of 150% and above is awarded a performance bonus ranging from 10% to 14%, in terms of the Policy Framework of the District Municipality

11.3 In the case of unacceptable performance, the **Employer** shall –

11.3.1 provide systematic remedial or developmental support to assist the **Employee** to improve his or her performance; and

11.3.2 After appropriate performance counseling 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 In the case of managers directly accountable to the municipal manager, the executive mayor or mayor within thirty (30) days of receipt of a formal dispute from the employee

Whose decision shall be final and binding on both parties.

12.2 Any disputes about the outcome of the employee's performance evaluation must be mediated by-

12.2.1 In the case of managers directly accountable to the municipal manager, a member of the municipal council, provided that such member was not part of the evaluation panel provided for in sub-regulation 27(4)(e), within thirty (30) days of receipt of a formal dispute from the employee

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Whose decision shall be final and binding on both parties.

13. GENERAL

13.1 The contents of this performance agreement will be made available to the public by the **Employer in accordance with the Municipal Finance Management Act, No. 56 of 2003**

13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the **Employee** in terms of her Contract of Employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

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.

Thus, done and signed at **ORKNEY** on the 19 July 2024

AS WITNESSES:

1. ____________________
2. T.R Sechoaro

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CHIEF FINANCIAL OFFICER
Mr. L.P STEENKAMP (EMPLOYEE)

AS WITNESSES:

1. ____________________
2. ____________________

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MUNICIPAL MANAGER
Mr. M.J RATLHOGO (EMPLOYER)

DR. KENNETH KAUNDA

DISTRICT MUNICIPALITY

2024/25
PERFORMANCE PLAN

CHIEF FINANCIAL OFFICER

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QUARTERLY PROJECTIONS OF SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS FOR EACH VOTE

KPA 4: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

NATIONAL LG PRIORITIES	*ENSURE SUSTAINABLE RESOURCE MANAGEMENT AND USE.*	
KPA	*MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT*	
OUTCOME 9	*OUTPUT 1*	*A POLICY FRAMEWORK THAT PROVIDES FOR A DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT IS IMPLEMENTED*
	OUTPUT 6	*ADMINISTRATIVE AND FINANCIAL CAPABILITIES OF MUNICIPALITIES ARE ENHANCED*

FUNCTIONAL AREA	STRATEGIC OBJECTIVE	MUNICIPAL POWERS & FUNCTIONS	BASELINE 2023/2024			KEY PERFORMANCE INDICATOR	WEIGHT	KPI TYPE	ANNUAL TARGET	BUDGET	MSCOA DESCRIPTION	QUARTERLY TARGETS		PORTFOLIO OF EVIDENCE
			Current status (Progress to date)	Demand (MFMA Circular 63)	Backlog (MFMA Circular 63)									
Budget and Treasury	To ensure internal municipal excellence	Municipal Planning	12 MFMA section 71 reports submitted	12 MFMA section 71 reports submitted to the Executive Mayor within legislative timeframe	Nil	**KPI 34** Number of MFMA section 71 reports submitted to the Executive Mayor within legislative time-frame [redacted]	5	Output	12 MFMA section 71 reports submitted to the Executive Mayor within legislative time-frame by 30 June 2025	OPEX	-	Q1	3 MFMA section 71 reports submitted Executive Mayor within legislative time-frame by 30 September 2024	12 Monthly budget statements (section 71 reports) signed off by the CFO
												Q2	3 MFMA section 71 reports submitted Executive Mayor within legislative time-frame by 31 December 2024	
												Q3	3 MFMA section 71 reports submitted Executive Mayor within legislative time-frame by 31 March 2025	
												Q4	3 MFMA section 71 reports submitted Executive Mayor within legislative time-frame by 30 June 2025	
Budget and Treasury PMS	To ensure internal municipal excellence	Municipal Planning	4 MFMA section 52 reports submitted to Council	4 MFMA section 52 reports submitted to Council	Nil	**KPI 35** Number of MFMA section 52 reports submitted to Council [redacted]	5	Output	4 MFMA section 52 reports submitted to Council by 30 June 2025	OPEX	-	Q1	1 MFMA section 52 reports submitted to Council by 30 September 2024	4 quarterly reports (section 52 reports) signed off by the CFO
												Q2	1 MFMA section 52 reports submitted to	

NATIONAL LG PRIORITIES	ENSURE SUSTAINABLE RESOURCE MANAGEMENT AND USE.	
KPA	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	
OUTCOME 9	OUTPUT 1	A POLICY FRAMEWORK THAT PROVIDES FOR A DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT IS IMPLEMENTED
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			Current status (Progress to date)	Demand (MFMA Circular 63)	Backlog (MFMA Circular 63)									
													Council by 31 December 2024	
												Q3	1 MFMA section 52 reports submitted to Council by 31 March 2025	
												Q4	1 MFMA section 52 reports submitted to Council by 30 June 2025	
Budget and Treasury	To ensure internal municipal excellence	Municipal Planning	12 MFMA section 66 reports submitted	12 MFMA section 66 reports submitted within legislative timeframe	Nil	**KPI 36** Number of MFMA section 66 reports submitted within legislative time-frame [redacted]	5		12 MFMA section 66 reports submitted by 30 June 2025	OPEX	-	Q1	3 MFMA section 66 reports submitted by no later than 10 days after the end of each quarter	12 Monthly budget statements (section 66 reports) signed off by the CFO
												Q2	3 MFMA section 66 reports submitted by no later than 10 days after the end of each quarter	
												Q3	3 MFMA section 66 reports submitted by no later than 10 days after the end of each quarter	
												Q4	3 MFMA section 66 reports submitted by no later than 10 days after the end of each quarter	

NATIONAL LG PRIORITIES	ENSURE SUSTAINABLE RESOURCE MANAGEMENT AND USE.
KPA	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT
OUTCOME 9 — OUTPUT 1	A POLICY FRAMEWORK THAT PROVIDES FOR A DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT IS IMPLEMENTED
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			Current status (Progress to date)	Demand (MFMA Circular 63)	Backlog (MFMA Circular 63)									
Budget and Treasury PMS	To ensure internal municipal excellence	Municipal Planning	4 MFMA Circular 34 reports submitted	4 MFMA Circular 34 reports submitted	Nil	**KPI 37** Number of SCM Circular 34 reports submitted BTO	5		4 SCM Circular 34 reports submitted by 30 June 2025	OPEX	-	Q1	1 SCM Circular 34 reports submitted by no later than 10 days after the end of each quarter	4 SCM quarterly reports (section Circular 34) signed off by the CFO
												Q2	1 SCM Circular 34 reports submitted by no later than 10 days after the end of each quarter	
												Q3	1 SCM Circular 34 reports submitted by no later than 10 days after the end of each quarter	
												Q4	1 SCM Circular 34 reports submitted by no later than 10 days after the end of each quarter	
Budget and Treasury	To ensure internal municipal excellence	Municipal Planning	Post Audit Action Plan Developed and submitted to Council	Post Audit Action Plan Developed and submitted to Council	Nil	**KPI 38** Number of post-audit action plans BTO	5		1 post-audit action plans by 31 January 2025	OPEX	-	Q1	None	
												Q2	None	
												Q3	1 post-audit action plans by 31 January 2025	

NATIONAL LG PRIORITIES	ENSURE SUSTAINABLE RESOURCE MANAGEMENT AND USE.	
KPA	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	
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FUNCTIONAL AREA	STRATEGIC OBJECTIVE	MUNICIPAL POWERS & FUNCTIONS	BASELINE 2023/2024			KEY PERFORMANCE INDICATOR	WEIGHT	KPI TYPE	ANNUAL TARGET	BUDGET	MSCOA DESCRIPTION	QUARTERLY TARGETS		PORTFOLIO OF EVIDENCE
			Current status (Progress to date)	Demand (MFMA Circular 63)	Backlog (MFMA Circular 63)									
												Q4	None	
Budget and Treasury	To ensure internal municipal excellence	Municipal Planning	2023/24 adjustment budget	2024/25 adjustment budget tabled	Nil	**KPI 39** 2024/25 adjustment budget developed approved BTO	5	Output	2024/25 adjustment budget developed approved by 28 February 2025	OPEX	-	Q1	None	Council resolution and 2024/25 Adjustment Budget
												Q2	None	
												Q3	2024/25 adjustment budget developed approved by 28 February 2025	
												Q4	None	
Budget and Treasury	To ensure internal municipal excellence	Municipal Planning	2024/25 budget compiled approved (MFMA, Sec 25)	2025/26 budget compiled approved	Nil	**KPI 40** 2025/26 budget compiled approved BTO	5	Output	Compiled 2025/26 budget compiled approved by 31 May 2025	OPEX	-	Q1	None	Council Resolution and Approved 2025/26 budget
												Q2	None	
												Q3	None	
												Q4	Compiled 2025/26 budget compiled approved by 31 May 2025	
Budget and Treasury	To ensure internal municipal excellence	Municipal Planning	Acceptable norm of financial viability as expressed by the ratios	Acceptable norm of financial viability as expressed by the ratios	Nil	**KPI 41** Financial viability as expressed by the ratios (debt coverage ratio, outstanding service debtors to revenue, Cost coverage age)	5	Output	Acceptable norm of financial viability as expressed by the ratios (debt coverage ratio, outstanding service debtors to revenue, Cost coverage age) by 30 June 2025	OPEX	-	Q1	None	Financial viability ratios report
												Q2	Acceptable norm of financial viability as expressed by the ratios (debt coverage ratio, outstanding service debtors to revenue, Cost coverage age) by 31 December 2024	
												Q3	None	

NATIONAL LG PRIORITIES	ENSURE SUSTAINABLE RESOURCE MANAGEMENT AND USE.													
KPA	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT													
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			Current status (Progress to date)	Demand (MFMA Circular 63)	Backlog (MFMA Circular 63)	BTO						Q4	Acceptable norm of financial viability as expressed by the ratios (debt coverage ratio, outstanding service debtors to revenue, Cost coverage age) by 30 June 2025	
Budget and treasury	To ensure internal municipal excellence	Municipal Planning	2 assets verification report submitted	2 assets verification report submitted	Nil	**KPI 42** Number of assets verification report submitted BTO	5	Output	2 assets verification report submitted by 30 June 2025	OPEX	-	Q1	None	2 Assets verification reports
												Q2	1 assets verification report submitted by 31 December 2024	
												Q3	None	
												Q4	1 assets verification report submitted by 30 June 2025	
Budget and Treasury	To ensure municipal excellence	Municipal Planning	2023/24 Contract registers updated	2024/25 Contract registers updated	Nil	**KPI 43** Number of updated Contract registers submitted to Council BTO	5	Output	4 updated Contract registers submitted to Council by 30 June 2025	OPEX	-	Q1	1 updated Contract registers submitted to Council by 30 September 2024	4 updated Contract registers
												Q2	1 updated Contract registers submitted to Council by 31 December 2024	
												Q3	1 updated Contract registers submitted to Council by 31 March 2025	

NATIONAL LG PRIORITIES	***ENSURE SUSTAINABLE RESOURCE MANAGEMENT AND USE.***													
KPA	***MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT***													
OUTCOME 9	***OUTPUT 1***		***A POLICY FRAMEWORK THAT PROVIDES FOR A DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT IS IMPLEMENTED***											
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			Current status (Progress to date)	**Demand (MFMA Circular 63)**	**Backlog (MFMA Circular 63)**									
												Q4	1 updated Contract registers submitted to Council by 30 June 2025	
Budget and Treasury	To ensure municipal excellence	Municipal Planning	2023/24 capital projects expenditure report	Monitoring of capital expenditure	Nil	**KPI 44** Percentage of a municipality's capital budget actually spent on capital projects identified for a particular financial year in terms of the municipality's integrated development plan BTO	5	Activity	100% of a municipality's capital budget actually spent on capital projects identified for a particular financial year in terms of the municipality's integrated development plan by 30 June 2025	R 31 600 000	-	Q1	None	Capital Expenditure report
												Q2	None	
												Q3	None	
												Q4	100% of a municipality's capital budget actually spent on capital projects identified for a particular financial year in terms of the municipality's integrated development plan by 30 June 2025	
Budget and Treasury	To ensure municipal excellence	Municipal Planning	2022/23 Procurement plan	2024/25 Procurement plan developed	Nil	**KPI 45** Number of Procurement plans submitted to Council BTO	5		1 Procurement plans submitted to Council by 31 May 2025	OPEX	-	Q1	None	
												Q2	None	
												Q3	None	
												Q4	1 Procurement plans submitted to Council by 31 May 2025	

NATIONAL LG PRIORITIES	ENSURE SUSTAINABLE RESOURCE MANAGEMENT AND USE.														
KPA	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT														
OUTCOME 9	OUTPUT 1		A POLICY FRAMEWORK THAT PROVIDES FOR A DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT IS IMPLEMENTED												
	OUTPUT 6		ADMINISTRATIVE AND FINANCIAL CAPABILITIES OF MUNICIPALITIES ARE ENHANCED												
FUNCTIONAL AREA	STRATEGIC OBJECTIVE	MUNICIPAL POWERS & FUNCTIONS	BASELINE 2023/2024			KEY PERFORMANCE INDICATOR	WEIGHT	KPI TYPE	ANNUAL TARGET	BUDGET	MSCOA DESCRIPTION	QUARTERLY TARGETS		PORTFOLIO OF EVIDENCE
			Current status (Progress to date)	Demand (MFMA Circular 63)	Backlog (MFMA Circular 63)									
Performance Management System	To ensure internal municipal excellence	Municipal planning	2023/24 Mid-Year Term Performance Reports compiled	2024/25 Mid-Year Performance Assessment Report	Nil	**KPI 57** Number of Mid-Year Performance Assessment Report compiled BTO/PMS	5	Output	2024/25 Mid-Year Performance Assessment Report compiled by 31 January 2025	OPEX	-	Q1	None	Council Resolution and 2024/25 Mid-Year Performance Assessment Report compiled
												Q2	None	
												Q3	2024/25 Mid-Year Performance Assessment Report compiled by 31 January 2025	
												Q4	None	
Performance Management Systems	To ensure internal municipal excellence	Municipal Planning	2022/23 annual performance report and AFS submitted to AGSA compiled	2023/24 annual performance report and AFS submitted to AGSA compiled	Nil	**KPI 58** Timeous submission of 2023/24 Annual Performance Report and AFS submitted to Auditor General PMSBTO	5	Output	2023/24 Annual Performance Report and AFS submitted to Auditor General by 31 August 2024	OPEX	-	Q1	2023/24 Annual Performance Report and AFS submitted to Auditor General by 31 August 2024	-AFS -Annual performance report
												Q2	None	
												Q3	None	
												Q4	None	

KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

Municipal Manager's Office: Internal Audit, Corporate Communications, Strategic Planning, Performance Management System, MISS- Municipal Information Security Standards, Speakers Office and Executive Mayor's Office

NATIONAL LG PRIORITIES	*BUILD A DEVLOPMENTAL STATE, IMPROVE PUBLIC SERVICE AND STRENGTHEN DEMOCRATIC INSTITUTION* *ENSURE SUSTAINABLE RESOURCE MANAGEMENT AND USE*
KPA 2	*TO PROMOTE GOOD GOVERNANCE*
OUTCOME 9	*OUTPUT 5: TO STRENGTHEN PARTICIPATORY GOVERNANCE*

FUNCTIONAL AREA	STRATEGIC OBJECTIVE	MUNICIPAL POWERS & FUNCTIONS	BASELINE 2023/2024			KEY PERFORMANCE INDICATOR	WEIGHT	KPI TYPE	ANNUAL TARGET	BUDGET	MSCOA DESCRIPTION	QUARTERLY TARGETS		PORTFOLIO OF EVIDENCE
			Current status (Progress to date)	Demand (MFMA Circular 63)	Backlog (MFMA Circular 63)									
Budget and Treasury	To ensure internal municipal excellence	Municipal Planning	(8) 2023/24 budget related policies developed and reviewed	(8) 2024/25 budget related policies developed and reviewed	Nil	**KPI 46** Number of budget related policies workshopped adopted BTO	10	Output	(8) 2024/25 Budget related policies workshopped adopted by 31 May 2025	OPEX	-	Q 1	None	Council Resolutions and budget related policies
												Q 2	None	
												Q 3	None	
												Q 4	(8) 2024/25 Budget related policies workshopped adopted by 31 May 2025	

GENERIC KPIs: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

NATIONAL LG PRIORITIES	*BUILD A DEVLOPMENTAL STATE, IMPROVE PUBLIC SERVICE AND STRENGTHEN DEMOCRATIC INSTITUTION* *ENSURE SUSTAINABLE RESOURCE MANAGEMENT AND USE*											
KPA 2	*TO PROMOTE GOOD GOVERNANCE*											
OUTCOME 9	*OUTPUT 5: TO STRENGTHEN PARTICIPATORY GOVERNANCE*											
FUNCTIONAL AREA	**STRATEGIC OBJECTIVE**	**BASELINE 2021/2022**			**KEY PERFORMANCE INDICATOR**	**WEIGHT**	**KPI TYPE**	**ANNUAL TARGET**	**BUDGET**	**QUARTERLY TARGETS**		**PORTFOLIO OF EVIDENCE**
		Current status (Progress to date)	**Demand (MFMA Circular 63)**	**Backlog (MFMA Circular 63)**								
Office of the Municipal Manager	To ensure internal municipal excellence	Municipal Risk Register 2023/24	4 risk management progress reports	Nil	**KPI -A** Number of risk management progress reports submitted	3	Output	4 risk management progress reports submitted by 30 June 2025	OPEX	Q1	1 risk management progress report submitted by 30 September 2024	Risk management progress reports
										Q2	1 risk management progress report submitted by 31 December 2024	
										Q3	1 risk management progress report submitted by 31 March 2025	
										Q4	1 risk management progress report submitted by 30 June 2025	
Office of the Municipal Manager	To ensure internal municipal excellence	Internal Audit findings raised addressed	100% of Internal Audit findings raised addressed	Outstanding prior years findings	**KPI -B** Percentage of Internal Audit findings raised for 2023/2024 financial year audit conducted addressed	4	Output	100% of Internal Audit findings raised for 2023/2024 financial year audit conducted addressed by 30 June 2025	OPEX	Q1	100% of Internal Audit findings raised for 2023/2024 financial year audit conducted addressed by 30 September 2024	Internal Audit Findings register progress report on
										Q2	100% of Internal Audit findings raised for 2023/2024 financial year audit conducted addressed by 31 December 2024	
										Q3	100% of Internal Audit findings raised for 2023/2024 financial	

NATIONAL LG PRIORITIES	*BUILD A DEVLOPMENTAL STATE, IMPROVE PUBLIC SERVICE AND STRENGTHEN DEMOCRATIC INSTITUTION* *ENSURE SUSTAINABLE RESOURCE MANAGEMENT AND USE*
KPA 2	*TO PROMOTE GOOD GOVERNANCE*
OUTCOME 9	*OUTPUT 5: TO STRENGTHEN PARTICIPATORY GOVERNANCE*

FUNCTIONAL AREA	STRATEGIC OBJECTIVE	BASELINE 2021/2022			KEY PERFORMANCE INDICATOR	WEIGHT	KPI TYPE	ANNUAL TARGET	BUDGET	QUARTERLY TARGETS		PORTFOLIO OF EVIDENCE
		Current status (Progress to date)	Demand (MFMA Circular 63)	Backlog (MFMA Circular 63)								
											year audit conducted addressed by 31 March 2025	
										Q4	100% of Internal Audit findings raised for 2023/2024 financial year audit conducted addressed by 30 June 2025	
Office of the Municipal Manager	To ensure internal municipal excellence	Audit Committee resolutions for addressed	100% of Audit Committee findings raised addressed	Outstanding prior years findings	**KPI - C** Percentage of Audit Committee resolutions for 2023/2024 financial year addressed	3	Output	100% of Audit Committee resolutions for 2023/2024 financial year addressed by 30 June 2025	OPEX	Q1	100% of Audit Committee resolutions for 2023/2024 financial year addressed by 30 September 2024	Updated Audit Committee Register
										Q2	100% of Audit Committee resolutions for 2023/2024 financial year addressed by 31 December 2024	
										Q3	100% of Audit Committee resolutions for 2023/2024 financial year addressed by 31 March 2025	
										Q4	100% of Audit Committee findings resolutions for 2023/2024 financial year addressed by 30 June 2025	
Office of the Municipal Manager	To ensure internal municipal excellence	Audit findings raised addressed	100% of Audit findings raised addressed	Nil	**KPI -D** Percentage of AGSA Audit findings raised for 2022/2023	4	Output	100% of AGSA Audit findings raised for 2022/2023 financial year addressed by 30 June 2025	OPEX	Q1	None	Request of Information register
										Q2	None	
										Q3	100% compilation of Post Audit Action Plan by 31 March 2025	

NATIONAL LG PRIORITIES	*BUILD A DEVLOPMENTAL STATE, IMPROVE PUBLIC SERVICE AND STRENGTHEN DEMOCRATIC INSTITUTION* *ENSURE SUSTAINABLE RESOURCE MANAGEMENT AND USE*											
KPA 2	*TO PROMOTE GOOD GOVERNANCE*											
OUTCOME 9	*OUTPUT 5: TO STRENGTHEN PARTICIPATORY GOVERNANCE*											
FUNCTIONAL AREA	STRATEGIC OBJECTIVE	BASELINE 2021/2022			KEY PERFORMANCE INDICATOR	WEIGHT	KPI TYPE	ANNUAL TARGET	BUDGET	QUARTERLY TARGETS		PORTFOLIO OF EVIDENCE
		Current status (Progress to date)	Demand (MFMA Circular 63)	Backlog (MFMA Circular 63)								
					financial year addressed					Q4	100% of AGSA Audit findings raised for 2022/2023 financial year addressed by 30 June 2025	Communication of Findings register Post Audit Action Plan and progress report
Corporate Services	To ensure internal municipal excellence	MANCO, Portfolio Committee, MAYCO and Council resolutions implemented	100% of Council resolutions implemented	Nil	**KPI -E** Percentage of Council resolutions implemented	3	Output	100% of Council resolutions implemented by 30 June 2025	OPEX	Q1	100% of Council resolutions implemented by 30 September 2024	Progress report on MANCO, Portfolio Council resolutions progress report register implemented
										Q2	100% of Council resolutions implemented by 31 December 2024	
										Q3	100% of Council resolutions implemented by 31 March 2025	
										Q4	100% of Council resolutions implemented by 30 June 2025	
Performance Management Systems	To ensure internal municipal excellence	4 quarterly performance reports submitted	4 quarterly performance reports	Nil	**KPI -F** Number of quarterly performance reports (2024/2025) compiled	3	Output	4 quarterly performance reports (2024/2025) compiled by 30 June 2025	OPEX	Q1	1 quarterly performance reports (2024/2025) compiled by 30 September 2024	Quarterly performance reports
										Q2	1 quarterly performance reports (2024/2025) compiled by 31 December 2024	
										Q3	1 quarterly performance reports (2024/2025) compiled by 31 March 2025	

NATIONAL LG PRIORITIES	*BUILD A DEVLOPMENTAL STATE, IMPROVE PUBLIC SERVICE AND STRENGTHEN DEMOCRATIC INSTITUTION* *ENSURE SUSTAINABLE RESOURCE MANAGEMENT AND USE*
KPA 2	*TO PROMOTE GOOD GOVERNANCE*
OUTCOME 9	*OUTPUT 5: TO STRENGTHEN PARTICIPATORY GOVERNANCE*

FUNCTIONAL AREA	STRATEGIC OBJECTIVE	BASELINE 2021/2022			KEY PERFORMANCE INDICATOR	WEIGHT	KPI TYPE	ANNUAL TARGET	BUDGET	QUARTERLY TARGETS		PORTFOLIO OF EVIDENCE
		Current status (Progress to date)	Demand (MFMA Circular 63)	Backlog (MFMA Circular 63)								
										Q4	1 quarterly performance reports (2024/2025) compiled by 30 June 2025	

Employee's Signature: ____________________

Date: 19 July 2024

Supervisor's Signature:

Date: 2024/07/19