

Purpose

attached and Section 57(5) of the Municipal Systems Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the Municipality's Integrated Development Plan (IDP) and as reviewed annually. The performance plan defines the Council's expectations of the Municipal Manager's Performance Agreement to which this document is

Key responsibilities

The following objects of Local Government will inform the employee's performance against set performance indicators:

- Provide democratic and accountable government for local communities
- Ensure provision of services to communities in a sustainable manner
- Promote social and economic development.
- Promote safe and healthy environmen
- Encourage the involvement of communities and community organisations in the matters of local government.

ယ **Key Performance Areas**

Regulations (2001) inform the strategic objectives listed in the table below The following Key Performance Areas (KPA's) as outlined in the Local Government: Municipal Planning and Performance Management

- Municipal Transformation and Organisational Development
- Infrastructure Development and Service Delivery
- ω ω ω ω 4 τ Local Economic Development (LED)
 - Municipal Financial Viability and Management
- Good Governance and Public participation

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Key Performance Area	Weighting	Annual Target 2020/21	Key Performance Indicators	Performance status on date of review	8	Score Q2 Q	Q3 re
1.Basic Service Delivery	20	N/A	N/A	N/A	N/A	N/A	
				Total Score			
				Weighted Score =			
Key Performance	Weighting	Annual Target	Key Performance	Performance status on date of review		Score	
Alea		FOFOIT	History		2	Q2	ඩු
2.Municipal Transformation and Development	20	Attendance Registers and Minutes	Departmental Meetings held and minuted				
		Attendance Registers and Minutes	Management Meetings held and minuted		ယ	ယ	ယ
		Organisational Structure and Council Resolution	Organisational Structure reviewed and approved by Council		N/A	حــ	N/A

Weighted Score

Total Score

		3. Local Economic Development	Key Performance Area
		20	Weighting
	Reports signed by the HOD and Implementation of LED Strategy	Invitation to update & Updated Database of all vendors	Annual Target 2020/21
	Quarterly Reports prepared on the implementation of the LED Strategy by 30 June 2020	Updated vendor database by 31 March 2021	Key Performance Indicators
Total Score			Performance status on date of review
			Q
	_		Score Q2 Q3
	<u>-</u>		Q4

Weighted Score

			4. Financial Viability and Management	Key Performance Area
			20	Weighting
	Commence implementation of new budget	Implementation of Financial recovery Plan	Monitor Expenditure	Annual Target 2020/21
	Implementation of New Budget	Implementation of Financial recovery Plan	Ensure Aligned spending in accordance with the approved Budget	Key Performance Indicators
Total Score				Performance status on date of review
				Q
	_		_	Score Q2 Q3
	_		_	Q4

Weighted Score__

				5. Good Governance and Public Participation		Focus Area
				20		Weighting
Signed Annual Performance report for 2019/2020 FY submitted to AG	Reports signed by the MM and the Mayor	Approved SDBIP & Council Resolution	Signed Performance Agreements and Plans	PMS Policy & Framework and Council Resolution		Annual Target 2020/21
Annual Performance Reports prepared and submitted to AG by 31 August 2020 for 2019/20	Quarterly Performance Assessment for Senior Managers including Municipal Manager Concluded and signed off not later than 30 days after the end of each Quarter during 2020/2021	SDBIP 2020/2021 by the Mayor within 28 days after approval of the Budget and IDP by 31 July 2020	Signed performance Agreements and Plans for Senior Managers including the Municipal Manager for 2020/2021 concluded by 31 July 2020	Reviewed & Approved PMS policy & framework by 31 December 2020		Key Performance Indicators
						Performance status on date of review
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0	1	0	0	>	Q	Sc
0	4	0	0	0	ည္သ	Score
0	-	0	0	0	Q4	

Time line Schedule and Council Resolution	Approved IDP for 2021/2022 and Council Resolution	Signed Attendance Registers of Community Participations	Signed Mid-Term Budget and performance assessment Report for 2020/2021Submitted to Mayor, Provincial and National Treasuries by 25 January 2021	Council Resolution and proof of submission to relevant departments	
2021/2022 IDP/PMS and Budget Time line developed and approved by Council by 31 August 2020	Develop and Approved IDP Documents for 2021/2022 by 30 June 2021	Conduct 2 IDP Community participations by 30 June 2021	Prepared and submit Signed off Mid-Term Budget and performance assessment Report for 2020/2021 Submitted to Mayor, Provincial and National Treasuries by 25 January 2021	Compiled and submitted Audited Annual report 2019/2020 financial year by 31 March 2021	FY
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0	0	0	0	0	
0	0	0	_	0	
0	-3		0	0	

Signed Attendance registers and Minuted Audit & Performance Committee meetings	Annual fraud risk register and Council Resolution	Approved Risk & Fraud Strategic Documents and Council Resolution	Signed Attendance registers of Risks Workshops	Signed Attendance Registers and Minutes of the Risk Management Committee	Signed Attendance Register and Progress reports on Risk assessment	Risk Assessment register
Quarterly Audit & Performance committee meetings held by 30 June 2021	Annual fraud risk register developed 2020/2021 by December 2020	Risk & Fraud strategic documents reviewed and approved by Council by 30 September 2020	Risks Workshops conducted on Risk Management Processes to Municipal Employees by 30 June 2021	Quarterly Risk Management Committee Meetings held by 30 June 2021	Quarterly Risk Assessment Monitored by 30 June 2021	Annual Risk Assessment register developed for 2020/21 by 31 September 2020
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		Reports to address internal audit findings	Signed Reports by HOD on Departmental Risk Register	2 Communication strategic documents	Proof of submission to Provincial and National COGTA	Audit Reports submitted by Internal Audit
		Quarterly Report on progress made to address Internal Audit Findings by 30 June 2021	Quarterly Progress Reports on Departmental Risk Register by Council 30 June 2021	Preparation of 2 Communication Strategic Documents by 31October 2020	Monthly Back to Basics Templates Prepared and submitted to Provincial and National COGTA by 30 June 2021	Quarterly internal audit reports prepared on the implementation of the Annual risk based Internal Audit Plan by 30 June 2021
Weight	Total So					
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				0	ယ	_

PERFORMANCE PLAN FOR THE MUNICIPAL MANAGER FOR THE PERIOD: 01 July 2020 to 30 June 2021

Signed and accepted by the Municipal Manager (For the Employee)

As witnesses: 15

Date: 13 Picust 3630

Signed by the Mayor (For the employer);

As witnesses: `

Date: 13 Thyust 2020

PERSONAL DEVELOPMENT PLAN

Job Title: Maricapel Marasce Manager's Name Language School (To be used for addressing Performance gaps) Date 2016 17

Skills / Performance Gap(identified at	Outcomes expected	Suggested activity (e.g. training, counselling,	Time frames to meet Performance Standards	Comments
Performance Evaluation)		additional resources etc.)		

Signed by the Municipal Manager

Signed by the Mayor School School School Signed by the Mayor School Sch