

# REVISED PERFORMANCE AGREEMENT

IN TERMS OF THE:-

LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT,  
2000 (32 OF 2000), AS AMENDED

AND

LOCAL GOVERNMENT: MUNICIPAL PERFORMANCE REGULATION FOR  
MUNICIPAL MANAGERS AND MANAGERS DIRECTLY ACCOUNTABLE TO  
MUNICIPAL MANAGERS, 2006

AND

LOCAL GOVERNMENT: REGULATIONS ON APPOINTMENT AND CONDITIONS  
OF EMPLOYMENT OF SENIOR MANAGERS, 2014

Entered into by and between

The **CITY OF MATLOSANA** herein represented by

**S.G. MABUDA**

in his capacity as

**Acting Municipal Manager**  
(hereinafter referred to as the **Employer**)

And

**C.H.R. BOSHOFF**

As the

**Acting Director: Finance**  
(hereinafter referred to as the **Employee**)

For the Period

1 July 2015 to 30 June 2016

*[Handwritten signatures and initials]*  
S.G. MABUDA  
C.H.R. BOSHOFF

# PERFORMANCE AGREEMENT

## ENTERED INTO BY AND BETWEEN:

The **CITY OF MATLOSANA** herein represented by **SIPHO GIFT MABUDA (ID NR. 6707285530089)** in his capacity as the **ACTING MUNICIPAL MANAGER** (hereinafter referred to as the **Employer**) and **CHRISTIAN HENDRIK ROBERT BOSHOFF (ID NR. 6804125145085)** in his/her capacity as the **ACTING DIRECTOR FINANCE** of the 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, as amended ("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, as amended 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 and Section 57(4C) of the Systems Amendment 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 , Section 57(4C) of the Systems Amendment 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 (IDP), 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 and outcomes;
- 2.5 use the Performance Agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;
- 2.6 in the event of outstanding performance, to appropriately reward the employee; with Section 11 of this agreement 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.



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### 3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **1 JULY 2015** and will remain in force until **30 JUNE 2016** thereafter 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 included a new performance agreement that replaces this agreement at least once a year not later than 31<sup>st</sup> of July of the succeeding financial year.
- 3.3 This Agreement will terminate on the termination of the **Employee's** contract of employment.
- 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 (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.
  - 4.1.3 The Competencies (Annexure B) – definitions in terms of regulation 21 of 17 January 2014 required to operate effectively as senior manager in the Local Government environment.
- 4.2 The performance objectives and targets reflected in the Performance Plan (Annexure A) are set by the **Employer** in consultation with the **Employee** and based on the Integrated Development Plan (IDP), Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the **Employer**, and shall include:
- 4.2.1 Key objectives that describe the main tasks that needs to be done.
  - 4.2.2 Key performance indicators that provide the details of the evidence that must be provided to show that a key objective has been achieved.
  - 4.2.3 Target dates that describe the timeframe in which the work must be achieved.
  - 4.2.4 Weightings that show the relative importance of the key objectives to each other.
- 4.3 The Personnel Development Plan (Annexure C) sets out the employee's personnel development requirements in line with the objectives and targets of the employer.
- 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.

### 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**.

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- 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 and targets 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 two components, both of which shall be contained in the Performance Agreement.
- 5.5.1 The **Employee** must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Competencies respectively.
- 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.3 KPAs covering the main areas of work will account for 80% and Competencies will account for 20% of the final assessment.
- 5.6 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 A), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the **Employer** and **Employee**:

Key Performance Areas (KPA's)	Weighting
Service Delivery & Infrastructure Development	81%
Municipal Institutional Development and Transformation	9%
Local Economic Development (LED)	0%
Municipal Financial Viability and Management	5%
Good Governance and Public Participation	5%
<b>Total</b>	<b>100%</b>

- 5.7 In the case of Senior Managers directly accountable to the Municipal Manager, key performance areas related to the functional area of the relevant manager must be subject to negotiation between the municipal manager and the relevant manager.
- 5.8 The Competencies will make up the other 20% of the **Employee's** assessment score. The Competencies are split into two groups, Leading Competencies that drive strategic intent and direction and Core Competencies which drive the execution of the leading competencies.

LEADING COMPETENCIES		WEIGHTING
Strategic Direction and Leadership	<ul style="list-style-type: none"> <li>• Impact and Influence</li> <li>• Institutional Performance Management</li> <li>• Strategic Planning and Management</li> <li>• Organisational Awareness</li> </ul>	8,333%
People Management	<ul style="list-style-type: none"> <li>• Human Capital Planning and Development</li> <li>• Diversity Management</li> <li>• Employee Relations Management</li> <li>• Negotiation and Dispute Management</li> </ul>	8,333%

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Program and Project Management	<ul style="list-style-type: none"> <li>• Program and Project Planning and Implementation</li> <li>• Service Delivery Management</li> <li>• Program and Project Monitoring and Evaluation</li> </ul>	8,333%
Financial Management	<ul style="list-style-type: none"> <li>• Budget Planning and Execution</li> <li>• Financial Strategy and Delivery</li> <li>• Financial Reporting and Monitoring</li> </ul>	8,333%
Change Leadership	<ul style="list-style-type: none"> <li>• Change Vision and Strategy</li> <li>• Process Design and Improvement</li> <li>• Change Impact Monitoring and Evaluation</li> </ul>	8,333%
Governance Leadership	<ul style="list-style-type: none"> <li>• Policy Formulation</li> <li>• Risk and Compliance Management</li> <li>• Cooperative Governance</li> </ul>	8,333%
<b>CORE COMPETENCIES</b>		
	Moral Competence	8,333%
	Planning and Organising	8,333%
	Analysis and Innovation	8,333%
	Knowledge and Information Management	8,333%
	Communication	8,333%
	Results and Quality Focus	8,333%
<b>TOTAL PERCENTAGE</b>		<b>100%</b>

## 6. EVALUATING PERFORMANCE

6.1 The Performance Plan (Annexure A) to this Agreement sets out -

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

6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan (Annexure C) as well as the actions agreed to and implementation must take place within set time frames.

6.4 The **Employee's** performance will be measured in terms of contributions to the goals and strategies set out in the **Employer's** SDBIP as described in 6.6 below.

6.5 The **Employee** will submit quarterly performance reports (SDBIP) and a comprehensive annual performance report prior to the performance assessment meetings to the evaluation panel chairperson for distribution to the panel members for preparation purposes.

6.6 The annual performance appraisal will involve:

### 6.6.1 Assessment of the achievement of results as outlined in the Performance Plan:

- 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.
- A rating on the five-point scale described in 6.7 below shall be provided for each KPI or group of KPI's which will then be multiplied by the weighting to calculate the score.
- The **Employee** will submit his/her self – evaluation to the **Employer** prior to the final assessment.

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- (d) In the instance where the employee could not perform due to reasons outside the control of the employer and employee, the KPI will not be considered during the evaluation. The **Employee** should provide sufficient evidence in such instances.
- (e) An overall score will be calculated based on the total of the individual scores calculated above.
- (f) The applicable assessment rating calculator must be used to add the scores and calculate a final KPA score.

**6.6.2 Assessment of the Competencies**

- (a) Each competency will be assessed in terms of the description provided in (Annexure B).
- (b) An indicative rating on the five-point scale should be provided for each competency.
- (c) This rating should be multiplied by the weighting given to each competency during the contracting process, to provide a score.
- (d) The applicable assessment rating calculator must be used to add the scores and calculate a final competency score.

**6.6.3 Overall rating**

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

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

**Rating scale for KPA's**

Level	Terminology	Description
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.

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Level	Terminology	Description
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.

#### Rating scale for Competencies

Level	Terminology	Description
1	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention.
2	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analysis.
3	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analysis.
4	Superior	Has a comprehensive understanding of local government operations, critical in strategic shaping direction and change, develops and applies comprehensive concepts and methods.

6.8 For purposes of evaluating the annual performance of the Municipal Manager, an evaluation panel constituted of the following persons must be established:-

- 6.8.1 Executive Mayor;
- 6.8.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
- 6.8.3 Member of the Mayoral Committee;
- 6.8.4 Mayor and/or Municipal Manager from another municipality; and
- 6.8.5 Member of a ward committee as nominated by the Executive Mayor.

6.9 For purposes of evaluating the annual Performance of Senior Managers directly accountable to the Municipal Manager, an evaluation panel constituted of the following persons must be established:-

- 6.9.1 Municipal Manager;
- 6.9.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
- 6.9.3 Municipal Manager from another municipality.

6.10 The Performance Management Unit of the municipality must provide secretariat services to the evaluation panels referred to in paragraphs 6.8 and 6.9.

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## 7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of each **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:

<b>First quarter</b>	:	July – September 2015
<b>Second quarter</b>	:	October – December 2015
<b>Third quarter</b>	:	January – March 2016
<b>Fourth quarter</b>	:	April – June 2016

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

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

7.4 The **Employer** will be entitled to review and make reasonable changes to the provisions of (Annexure A) from time to time for operational reasons. The **Employee** will be fully consulted before any such change is made.

7.5 The **Employer** may amend the provisions of (Annexure A) whenever the performance management system is adopted, implemented and / or amended as the case may be. In that case the **Employee** will be fully consulted before any such change is made.

## 8. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as (Annexure C). Such plan may be implemented and/or amended as the case may be after each assessment.

## 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 assist 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

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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.

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

Performance Score		Performance Bonus Percentage
From	To	
130%	133%	5%
134%	137%	6%
138%	141%	7%
142%	145%	8%
146%	149%	9%
150%	153%	10%
154%	157%	11%
158%	161%	12%
162%	165%	13%
166%	169%	14%

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 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 in 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 case of Senior 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) of the Municipal Performance Regulations, 2006, 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.

- 12.2 In the event that the mediation process contemplated above fails, clause relevant 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/ 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 **Employee** must be submitted to the municipal council by the **Employer** within fourteen (14) days after the conclusion of the assessment for information purposes.

### 14. PERFORMANCE APPRAISALS

- 14.1 The **Employee** will be responsible for developing annual performance work plans and conducting performance appraisals with all staff in the Directorate as stipulated in Section 27 of the 2015 Performance Management System Framework document.

Thus **done** and **signed** at KLERKSDORP on this the 25 day of MARCH 2016.

AS WITNESSES:

1.  \_\_\_\_\_

  
\_\_\_\_\_  
EMPLOYEE

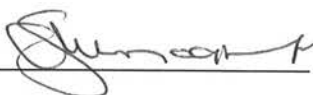
2.  \_\_\_\_\_

Thus **done** and **signed** at KLERKSDORP on this the 25 day of MARCH 2016.

AS WITNESSES:

1.  \_\_\_\_\_

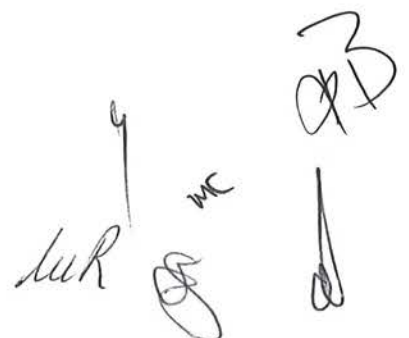
  
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EMPLOYER

2.  \_\_\_\_\_

# Revised Performance Plan

**ACTING DIRECTOR: FINANCE**  
**CHR BOSHOFF**

CITY OF MATLOSANA  
Period 1 July 2015 to 30 June 2016

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TOTAL WEIGHTING PER KEY PERFORMANCE AREA (KPA) = 100%  
 Service Delivery & Infrastructure Development (9)  
 Municipal Institutional Development and Transformation (8)  
 Municipal Financial Viability & Management (18)  
 Good Governance and Public Participation (15)

ACTING DIRECTOR FINANCE  
 CHR BOSHOFF

18%  
 16%  
 36%  
 30%

Operational	IDP Linkage / Project ID.	Budget Linkage	Item Nr.	Responsible Person	Key Performance Area (KPA)	Objectives	Key Performance Indicators (KPI)	Annual Target	Revised Target	Base Line	Quarter	Quarterly Projected Target	Rating Key	Quarterly Actual Achievement	Actual Expenditure	Reason for Deviation	Planned Remedial Action	Comments	Portfolio of Evidence		
Compliance	FIN1	N/A		CHR Boshoff	Municipal Institutional Development and Transformation	To ensure an effective external audit process (Exception report)	% Of external audit queries answered within required time frame	Answering all audit queries (exception report) received from the Auditor-General within the required time frame by December 2015		Moved from disclaimer to unqualified	1	Nr. received / Nr answered 100%		92%		Pending, due date for information not due	N/A	73 received / 67 answered	Number of disclaimers as per 2 financial years		
											2	Nr. received / Nr answered 100%		85%						Audit has been concluded and Audit report issued	164 received / 139 answered
											3	-									
											4	-									
Compliance	FIN2	N/A		CHR Boshoff	Municipal Institutional Development and Transformation	To resolve prior years audit qualification from the audit report (Audit Action Plan)	Nr. of prior years audit qualifications resolved from the Auditor-General	Resolving qualification numbers 6, 8, 11 and 12 on the prior year's audit Auditor-Generals report by June 2016	Moved from disclaimer to unqualified	1	-		4	4 Qualifications resolved			8 Qualification/ 4 Resolved/ 3 Qualifications are to resolve themselves as comparative figures will be and not	Number of disclaimers as per 2 financial years			
										2	-										
										3	Audit action plan compiled										
										4	4 Qualifications 100% resolved										
Operational	FIN3	N/A		CHR Boshoff	Good Governance and Public Participation	To ensure that the mandate of council is executed	% of Council resolutions implementation within required timeframe	Implementing 100% 80% of all council / mayco / administrators resolutions by June 2016	New indicator	1	Nr. received / Nr executed 100%		100%			6 received / 6 executed	Number of council resolutions. Register				
										2	Nr. received / Nr executed 100%		100%					No Council meeting in 2nd Q. ADM resolutions: 32 received/ 32 executed			
										3	Nr. received / Nr implemented 80%										
										4	Nr. received / Nr implemented 80%										

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Operational	N/A	FIN4	Municipal Institutional Development and Transformation	To ensure that the quality of the information is on an acceptable standard	Directorate's annual report input provided before tabling of the draft 2014/15 annual report	Providing the directorate's 2014/15 annual report input before the draft annual report is tabled by August 2015	New Indicator	1 2 3 4	Credible 2014/15 annual report input provided	Credible 2014/15 annual report input provided	6.20%	R 7 450 084	Supply Chain verification of MIG expenditure	Speedup appointment of contractors. Fastrack verification process exp	Printout from Main Ledger Account
Operational	N/A	FIN5	Municipal Institutional Development and Transformation	To ensure that the programmes and projects of the directorate are incorporated	Directorate's 2016/17 IDP inputs provided before the draft budget is tabled	Providing the directorate's 2016/17 IDP inputs before the draft budget is tabled by 25 March 2016	New Indicator	1 2 3 4	Credible IDP inputs	N/A	-	-	-	-	Signed off IDP information submitted
Operational	N/A	FIN6	Municipal Institutional Development and Transformation	To ensure that all the directorates KPI's are catered for	Directorate's SDBIP inputs before the draft 2016/17 SDBIP is tabled	Providing the directorate's SDBIP inputs before the draft 2016/17 SDBIP is submitted by 25 May 2016	New Indicator	1 2 3 4	Credible SDBIP inputs	N/A	-	-	-	-	Signed off SDBIP information submitted
Operational	N/A	FIN7	Municipal Institutional Development and Transformation	To reduce risk areas and protect the municipality against legal actions	% of all identified risks managed by implementing corrective measures	Managing 100% of all identified high risks by implementing corrective measures by June 2016	New Indicator	1 2 3 4	Nr. received / Nr resolved 100% Nr. received / Nr resolved 100%	65% 26%	19 received / 13 resolved / 23 received / 6 resolved / 13 partially resolved / 4 unresolved. Note: Partially resolved are ongoing matters and may be registered as resolved for the quarter under review	19 received / 13 resolved / 23 received / 6 resolved / 13 partially resolved / 4 unresolved. Note: Partially resolved are ongoing matters and may be registered as resolved for the quarter under review	19 received / 13 resolved / 23 received / 6 resolved / 13 partially resolved / 4 unresolved. Note: Partially resolved are ongoing matters and may be registered as resolved for the quarter under review	19 received / 13 resolved / 23 received / 6 resolved / 13 partially resolved / 4 unresolved. Note: Partially resolved are ongoing matters and may be registered as resolved for the quarter under review	Signed off IDP information submitted
Operational	N/A	BUD1	Municipal Financial Viability & Management	To control expenditure management to ensure financial sustainability	Capital expenditure as a % of planned capital expenditure	Capital expenditure as a 100% of planned capital expenditure (R+438-927-000) (R124 415 575) by June 2016	New Indicator	1 2 3 4	R 13 892 700 10% R 55 570 800 40% R 80 870 123 65% R 124 415 575 100%	CC2/2016 dated 29/11/2016 - Annual target to be amended to "identified high risks" CC5/2016 dated 29/02/2016 - Adjustment Budget. Annual and 3rd & 4th quarterly targets to be adjusted	R 126 296 912 64%	R 7 450 084 R 29 007 951	Supply Chain verification of MIG expenditure Supply Chain verification of MIG expenditure	Speedup appointment of contractors. Fastrack verification process exp Speedup appointment of contractors. Fastrack verification process exp	Printout from Main Ledger Account

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Outcome	BUD	D Rossouw	Municipal Financial Viability & Management	To control expenditure management to ensure financial sustainability	% of operational budget spent on repairs and maintenance	4% of operational budget spent on repairs and maintenance at a cost of R-78-134-164 R77 915 029 by June 2016	CC5/2016 dated 29/02/2016 - Adjustment Budget, Annual and 3rd & 4th quarterly targets to be adjusted	R 58 111 213 88%	1	R 19 532 791 25%	R 39 065 582 50%	R 58 436 277 75%	R 77 915 029 100%	14%	R 8 865 148	Deviation due to limited exp in July 2015 due to late opening of the budget as end processes and cashflow restrictions	Increase in expenditure as soon as new debt collection strategies start to shown results	Printout from Main Ledger Account
Outcome 9	BUD2	D Rossouw	Municipal Financial Viability & Management	To control expenditure management to ensure financial sustainability	% of operational budget spent on repairs and maintenance	4% of operational budget spent on repairs and maintenance at a cost of R-78-134-164 R77 915 029 by June 2016	CC5/2016 dated 29/02/2016 - Adjustment Budget, Annual and 3rd & 4th quarterly targets to be adjusted	R 58 111 213 88%	1	R 19 532 791 25%	R 39 065 582 50%	R 58 436 277 75%	R 77 915 029 100%	14%	R 8 865 148	Deviation due to limited exp in July 2015 due to late opening of the budget as end processes and cashflow restrictions	Increase in expenditure as soon as new debt collection strategies start to shown results	Printout from Main Ledger Account
Outcome 9	BUD3	D Rossouw	Municipal Financial Viability & Management	To control expenditure management to ensure financial sustainability	MIG expenditure a % of annual allocation	MIG expenditure as 100% of annual allocation (R 84 493 000) by June 2016 (excluding roll-overs)		R 54 762 165 72%	1	R 8 449 9300 10%	R 33 797 200 40%	R 54 920 450 65%	R 84 493 000 100%	4.83%	R 4 084 540	Supply Chain processes and verification of MIG expenditure	Speedup appointment of contractors, Fastrack verification process exp	Printout from Main Ledger Account
Outcome 9	BUD4	D Rossouw	Municipal Financial Viability & Management	Financial Viability expressed (National Key Performance Indicators)	Ratio for Cost coverage for 2014/15	Annual Cost coverage ratio for 2014/15 by September 2015 Where: A=(B+C)/D "A" represents cost coverage "B" represents all available cash at a particular time "C" represents investments "D" represents monthly fixed operating expenditure		R 54 762 165 72%	1	0.6				0.42	N/A	Poor Cash Flow as a result of lack of income	In Proof Cash Flow as set out in Financial Recovery Plan	Cost Coverage Print

Handwritten notes and signatures:

- Large signature: *GPB*
- Signature: *MC*
- Signature: *LR*
- Signature: *W*







BUD18	N/A	J Muller	Municipal Financial Viability & Management	To comply with GRAP17	% of all identified assets on register	Ensuring that 100% of all identified assets are registered in the asset register by June 2016		90%	1 2 3 4	R 143 127 090	100.00%	100%	Outstanding Service Print & Calculations
BUD19	200002215401	T van Tonder	Service Delivery & Infrastructure Development	To effectively do revenue collection to ensure sound financial matters	R value income collected from electricity sales	Collecting R-572-508-360 R540 000 000 income from electricity sales (conventional meters) by June 2016	CC5/2016 dated 29/02/2016 - Adjustment Budget. Annual and 3rd & 4th quarterly targets to be adjusted	New Project	1 2 3 4	R 286 254 180			GO40
BUD20	200002235401	T van Tonder	Service Delivery & Infrastructure Development	To effectively do revenue collection to ensure sound financial matters	R value income collected from pre-paid electricity sales	Collecting R-51-146-590 R40 000 000 income from pre-paid electricity sales by June 2016	CC5/2016 dated 29/02/2016 - Adjustment Budget. Annual and 3rd & 4th quarterly targets to be adjusted	New Project	1 2 3 4	R 12 786 648			GO40
BUD21	200002235406	T van Tonder	Service Delivery & Infrastructure Development	To effectively do revenue collection to ensure sound financial matters	R value income collected from power cards electricity sales	Collecting R-62-561-560 R70 000 000 income from power cards electricity sales by June 2016	CC5/2016 dated 29/02/2016 - Adjustment Budget. Annual and 3rd & 4th quarterly targets to be adjusted	New Project	1 2 3 4	R 13 140 395			GO40

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- Handwritten initials: "AD", "ME", "dk"
- Handwritten signature: "J Muller"







RE/7	2000001050017	K Welisz	Service Delivery & Infrastructure Development	Indigent Subsidy for Free Basic Services allocations to comply with legislation	R value spend on free basic alternative services	At least R11-888-000 R10 000 000 spend on free basic alternative services by June 2016	CC2/2016 dated 29/1/2016 - Amount to be reduced to R10 000 000. Annual and 3rd & 4th quarterly targets to be adjusted	R 12 478 554	1 2 3 4	R 2 972 000 R 5 944 000 R 7 500 000 R 10 000 000		41% R 4 832 016.00	20% spent for the 1st quarter, target should be reached by June 2016 41% spent for the 1st quarter, target should be reached by June 2016	R 2 324 963	Register
RE/8	N/A	K Welisz	Service Delivery & Infrastructure Development	Indigent Subsidy for Free Basic Services allocations to comply with legislation	Rural settlements with free basic alternative energy (indigents) approved	3-000 3 300 Approved rural settlements with free basic alternative energy (indigents) by June 2016	CC2/2016 dated 29/1/2016 - Households to be increased - Annual and 3rd & 4th quarterly targets to be adjusted	3 219	1 2 3 4	2 500 2 600 3 280 3 300		3 256 3 256	Rural indigents exceed expectations Rural indigents exceed expectations	Target will have to be increased Target will have to be increased	Register
RM1	N/A	CHR Boshoff	Municipal Financial Viability & Management	To collect revenue for property rates to comply with legislation (implementation of the Municipal Property Rates Act, 2004) Act	% of budgeted revenue for property rates collected	82 % of budgeted revenue for property rates collected by June 2016		86.02%	1 2 3 4	40% 50% 60% 82%		41% 101%	Levies rates report. Receipts rates reports. (BP641)		
RM2	2000001056301	CHR Boshoff	Municipal Financial Viability & Management	To maintain the current valuation roll to comply with legislation	Existing valuation roll maintenance	Maintaining the existing valuation roll with supplementary entries at cost of R 700 000 by June 2016		Municipal Manager on 31/01/14 R 5 442 403	1 2 3 4	Updating categories and tariffs Updating categories and tariffs Updating categories and tariffs Updating categories and tariffs		R 687 R 153 920	Ongoing updating of valuation roll. GO40 Town and tariffs proclamation based on the s. scheme interim/supplementary subdivisions, consolidations, special consents, occupational certificates. Objections and appeal		
EXP1	N/A	J Lethoo	Municipal Financial Viability & Management	To control credit management to ensure timely payment of creditors and service providers	% payment within 30 days from date of invoice/statement	Settling 95 % of all payments (creditors) done within 30 days of receipt of invoice / statement by June 2016		Not all payments were made within 30 days	1 2 3 4	50% 75% 75% 95%		50% on bulk services 80%	Dropping of collection affect the speed rate of payment of suppliers Revenue Enhancement project will address the current status Daily cash flow management meeting is in place to prioritize payment We have an estimated 1500 creditors and 1200 was paid		

Handwritten signatures and initials: J Lethoo, CHR Boshoff, and others.

Operational	2000001103610	ICT1	H Carelsen	Municipal Institutional Development and Transformation	To renew the Microsoft software license to comply with legislation	Microsoft software license renewed	Renewing of the Microsoft software license at a cost of R 2 000 000 by September 2015	% of queries responded to within 10 working days	Resolving 100% 85% of all IT queries received within 10 working days by June 2016	CC/2016 dated 29/1/2016 - Target to be adjusted to 85% Annual and 3rd & 4th quarterly targets to be adjusted	Software audited & licensed R 2 717 386	1	Microsoft software license renewed	Received the quote on the 13/08/2015. Accepted the quote and submitted the official order to SITA and Microsoft.	Committed to expense R 2,755,486.81.	Awaiting quote from Microsoft and SITA to enable COM to initiate the payment process and pay the invoice.	As soon as quote is received from the supplier - the payment will be processed.	Copy of licence. Proof of Payment. GO40.
Operational		ICT2	H Carelsen	Good Governance and Public Participation	To ensure effective IT systems for municipal processes	Microsoft software license renewed	Resolving 100% 85% of all IT queries received within 10 working days by June 2016	% of queries responded to within 10 working days	Resolving 100% 85% of all IT queries received within 10 working days by June 2016	CC/2016 dated 29/1/2016 - Target to be adjusted to 85% Annual and 3rd & 4th quarterly targets to be adjusted	Developed and approved IT related policies. New scripts developed to generate reports to address audit findings	1	Nr. received / Nr resolved 100%	98%	232 queries received / 227 queries resolved.	No incomplete query must be accepted.	Register	
Operational		SCM1	B Mthlenti	Good Governance and Public Participation	To comply with legal requirements (sec 116 of MFMA)	Microsoft software license renewed	Resolving 100% 85% of all IT queries received within 10 working days by June 2016	Percentage of SLA are signed to all allocated tenders	Ensuring 100% of all allocated tenders / projects are forwarded to Legal for SLA to be signed by June 2016	CC/2016 dated 29/1/2016 - Target to be adjusted to 85% Annual and 3rd & 4th quarterly targets to be adjusted	Notices were issued and register updated when necessary	1	Nr. received / Nr forwarded 100%	100%	340 queries received / 322 queries resolved.	No incomplete query must be accepted.	Register.	
Operational		SCM2	B Mthlenti	Good Governance and Public Participation	To review and approve the 2014/15 SCM policy in order to comply with legislation	Microsoft software license renewed	Resolving 100% 85% of all IT queries received within 10 working days by June 2016	2014/15 Supply chain management policy reviewed and approved	Reviewing and approving the 2014/15 supply chain management policy by March 2016	CC/2016 dated 29/1/2016 - Target to be adjusted to 85% Annual and 3rd & 4th quarterly targets to be adjusted	2014/15 Budget policies & tariffs approved CC 74/2014 dated 17 June 2014	1	Review SCM policy	SCM policy internally reviewed	Verify if there are new legislative changes on the national Treasury Website on a Weekly Basis in order to make	Resolution. Reviewed and approved policy		
												2	Workshop SCM policy	SCM policy internally reviewed				
												3	SCM Policy approved					
												4						

Handwritten notes and signatures: "971" and "JAD" with a signature, and "JAD" with a signature and "W" below it.

Operational	N/A	SCM3	B Motient!	Good Governance and Public Participation	Ensure that all supply chain management awards are published on the municipal website as required by the MFMA	% of supply chain management awards published	Publishing 100% of all supply chain management contracts in terms of Section 75(1)(g) of the MFMA on the municipal website by June 2016	90%	1	Nr. approved / Nr published 100%	100%	1	4 approved / 4 published	Was submitted to	Notices. Copy of website	
																Nr. approved / Nr published 100%
Compliance	N/A	SCM4	B Motient!	Good Governance and Public Participation	To implement Internal Co-operation and Controls to ensure compliance with legislation	Number of meetings of the Adjudication Committee conducted	Conducting at least 8 meetings of the Adjudication Committee by June 2016	16 Adjudication meetings	1	2	100%	1	3			Notices & Attendance Register
									2	2	100%	4				
									3	2	100%					
									4	2	100%					
Compliance	N/A	SCM5	B Motient!	Good Governance and Public Participation	To implement Internal Co-operation and Controls to ensure compliance with legislation	Number of meetings of the Evaluation Committee conducted	Conducting at least 12 meetings of the Evaluation Committee by June 2016	27 Evaluation meetings	1	3	100%	1	3			Notices & Attendance Register
									2	3	100%	2				
									3	3	100%					
									4	3	100%					
Compliance	N/A	SCM6	B Motient!	Good Governance and Public Participation	To implement Internal Co-operation and Controls to ensure compliance with legislation	Number of SCM workshops for council employees conducted	Conducting 4 SCM workshops for council employees by June 2016	2 SCM workshops arranged	1	1	100%	1	0			Notices & Attendance Register
									2	1	100%					
									3	1	100%					
									4	1	100%					
Operational	N/A	SCM7	B Motient!	Good Governance and Public Participation	To implement a Supply Chain Management policy to comply with legislation	Supply Chain Management policy implemented	Submitting 4 quarterly reports on the implementation of SCM policy to council and make public by June 2016	4 Quarterly reports submitted	1	1	100%	1	1			Notices, agendas, Council resolution
									2	1	100%	1				
									3	1	100%					
									4	1	100%					

Handwritten notes and signatures: "4", "9", "AD", "we", "ad", "ML".