# 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

# L.M. RAMOROLA

As the

Acting Director: Corporate Services (hereinafter referred to as the Employee)

For the Period

1 July 2015 to 30 June 2016

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# 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 LERATO MIRIAM RAMOROLA (ID NR. 7404210723083) in his/her capacity as the ACTING DIRECTOR CORPORATE SERVICES 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 -

- 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;
- 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 need 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**.

- 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.
- 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	0%
Municipal Institutional Development and Transformation	40%
Local Economic Development (LED)	5%
Municipal Financial Viability and Management	15%
Good Governance and Public Participation	40%
Total	100%

- 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> <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> <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%



OTAL PERCENTAGE		100%
TAL DEDOCHTAGE	Results and Quality Focus	8,333%
	Communication	8,333%
Knowle	edge and Information Management	8,333%
7275 VF	Analysis and Innovation	8,333%
	Planning and Organising	8,333%
	Moral Competence	8,333%
	CORE COMPETENCIES	
	Cooperative Governance	
Governance Leadership	Risk and Compliance Management	8,333%
	Policy Formulation	
2500 B	Change Impact Monitoring and Evaluation	
Change Leadership	Process Design and Improvement	8,333%
	Change Vision and Strategy	
	Financial Reporting and Monitoring	
Financial Management	Financial Strategy and Delivery	8,333%
	Budget Planning and Execution	
Management	<ul> <li>Program and Project Monitoring and Evaluation</li> </ul>	
Management	Service Delivery Management	8,333%
Program and Project	<ul> <li>Program and Project Planning and Implementation</li> </ul>	

#### 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:

- (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) 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.
- (c) The **Employee** will submit his/her self evaluation to the **Employer** prior to the final assessment.



- (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.



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.



#### 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:

First quarter July - September 2015 Second quarter October - December 2015 Third quarter January - March 2016 : Fourth quarter 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 dur 10. 4

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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:

Performa	nce Score	Doufourness Borres Borres
From	То	Performance Bonus Percentage
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**.
- 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.

1. Danorda
EMPLOYEE

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

AS WITNESSES:

1. Manger

EMPLOYER

# **Revised Performance Plan**

# ACTING DIRECTOR: CORPORATE SERVICES LM RAMOROLA

CITY OF MATLOSANA Period 1 July 2015 to 30 June 2016



40% 40% 5% 15%

TOTAL WEIGHTING PER KEY PERFORMANCE AREA (KPA) = 100% Municipal Institutional Development and Transformation (15)

Good Governance and Public Participation (15) Municipal Financial Viability & Management (5) Local Economic Development (2)

ACTING DIRECTOR CORPORATE SERVICES MS. LM RAMOROLA

DP Linkage

Execution letters / Identify risks (register portion). IPD needs and priority list Top and bottom layer SDBIP Completed AR Nr of council resolutions. 20 Risks identified, Io 6 Resolved. 172 ADMIN Resolutions / 17 Council Resolutions not resolved 6 partially resolved Comments 17 received and ongoing. 9 resolved Planned Remedial Action Reason for Deviation Actual Expenditure report input provided Quarterly Actual Achievement 100% executed Credible annual 0 Council Resolutions 53.00% Rating NA. 2 1 Nr. received / Nr resolved 100% Nr. received / Nr resolved 100% Nr. received / Nr resolved Vr. received / Nr resolved **Quarterly Projected** 100% implemented Credible annual report input provided 100% Credible SDBIP inputs provided Credible IDP inputs Nr. received / Nr. Ž/ Nr. received / executed Nr. received Nr. received executed provided 100% %001 Base Line Quarter 3 disclaimer to unqualified New indicator disclaimer to disclaimer to Moved from disclaimer to unqualified Moved from Moved from Moved from 80% Annual and 3rd & 4th CC2/2016 dated 29/1/2016 -Annual target to be amended to "identified high quarterly targets CC2/2016 dated 29/1/2016 -Inclusion of Mayco / Administrator. Revised Target to be adjusted annual report input before the draft annual report is tabled by August 2015 Providing the directorate's IDP inputs before the draft budget is tabled by 26 March 2016 Implementing 400% 80% of all administrators resolutions by SDBIP is submitted by 25 May SDBIP inputs before the draft Providing the directorate's Providing the directorate's Managing 100% of all identified high risks by implementing corrective measures by June 2016 Annual Target council / mayco / June 2016 Directorate's IDP inputs provided before the draft in budget is tabled report input provided before tabling of the draft managed by implementing corrective measures Key Performance Indicators (KPI) % of Council resolutions inputs before the draft SDBIP is implementation within of all identified risks Directorate's annual Directorate's SDBIP required timeframe annual report mandate of council is To ensure that all the directorates KPI's are and protect the municipality against legal actions information is on an acceptable standard o reduce risk areas To ensure that the To ensure that the programmes and projects of the directorate are To ensure that the Objectives quality of the ncorporated catered for eriormance Area (KPA) Transformation Transformation Transformation Participation Municipal Institutional Municipal Institutional Development and Transformation Development and Municipal Institutional Development and Key Municipal Institutional Person Responsible DN Ciya DN Ciya **DN** Сіуа DN Ciya DN Ciya Linkage A/N AIN AIN A/N A\N Operational Operational Operational Operational Operational

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	N/A																											Finalize the organogram			
	Meetings not held due to	postponement																				Bookings low during quarter. Other bookings are free of charge.						Organogram not yet finalized and approved.			
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Conducting 60 (sec.80 ) committees meetings (Port folio Meetings) by June 2016	Conducting 6 Administrator / Mayoral Committee meetings by June 2016 - Section 139 (1)(b) - Administrator							Conducting 6 Council meetings by June 2016					Sourcing funds for the	approved records classification	system by March 2016					Actionation D 272 And Dogs	Collecting K-51-5-4-94 KZ31 770 on the rental of council halls by June 2016				Appointing a Records Manger and implementing a secure an	adequate central records	management of all Council records by June 2016				
Number of sec.80 committees meetings (Port folio Meetings)	conducted	Number of Administrator / Mayoral Committee meetings conducted Number of ordinary council meetings conducted										Funds for the	,,	ation system	sourced				_	r value income collected of from rental of council halls 7				Records manager A	spuc	management system implemented					
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The number of people Number of male employees on the first intere highest levels of management (National Mumber of female employees on the first employees on the first employees on the first interphyses on the first employees on the first employees on the first employees on the first interphyses on the first employees on the first employees on the first interphyses on		0.0	sqioihe9 oi	of land for Council			ent still ong	Letters of intent to purchasers (continu process)	snon	Land Affairs is continuously writing letters of intent to			report. Venus accounts. Deeds search. Council
The number of people implying the first intered indicator)  White dights levels of management by June 2016  Who have the first intered indicator indicate in the highst levels of management by June 2016  Who have the highest levels of management by June 2016  Who have the highest levels of management by June 2016  Who have the high the highest levels of management by June 2016  Who have the high the highest levels of management by June 2016  Who have the high the high the high the highest levels of management by June 2016  Who have the high the hi			ldu9 bns s				tni to arətt sıəvəz bəl	2		purchase. Council Attorneys are also continuously			resolution
The number of people Number of male employees on the first here highest levels of management (National Month of length) and the highest levels of management (National Month of length) and length of levels of management (National Month of length) and length of length			overnance				f writing le			engaged to persue the transactions in order to finalise them.			
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The highest levels of management (National mighoses on the first on the first here highest levels of management (National mighoses on the first management (National management (National management with three highest levels of management (National management (Na	102	RS1 mith		The number of people	100	Appointing 32 male employees				i			Resolution.
Management (National Number of female Appointing 14 female employees on the first levels of highest levels of highest levels of management (National Number of semale employees on the first levels of highest levels of highest levels of management amanagement (National Number of lemale employees on the first three highest levels of management amanagement (National Number of lemale employees on the first three highest levels of management (National Number of lemale employees on the first three highest levels of management (National Number of lemale employees on the first three highest levels of highest levels of management (National Number of lemale employees on the first three highest levels of highest levels of highest levels of highest levels of management (National Number of lemale employees on the first levels of management (National Number of lemale employees on the first levels of management (National Number of lemale employees on the first levels of management (National Number of lemale employees on the first levels of management (National Number of lemale employees on the first levels of management (National Number of lemale employees on the first levels of management (National Number of lemale employees on the first levels of management (National Number of lemale employees on the first levels of le		IS 4V	nce s	from employment		on the first three highest levels of management by June 2016		2 -					Advertisement.
management (National Number of female Appointing 14 female Indicator)  management (National Number of female Indicator)  management (National Numb		٨	smavoč Iug	employed in the first three highest levels of	200			air					
employees on the first employees on the first three control employees on the first th	0.2	RS2			_	Appointing 14 female				1			Resolution.
management by June 2016 3 –		ns 9N	plic ance a	notedi	employees on the first three highest levels of	employees on the first three highest levels of management		2 -	( M				Advertisement.
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Inspection reports		Audit report				Vote Number						EMP 201				Vote Number.	6040				Vote Number	( A		
						Tender to source Training Service Providers closed on the 1/10/2015										SCM Process in	. 00							1
							Training will commence in 3rd	quarter										Training will commence in 3rd quarter				N/A		
							Appointments of Training Service	Providers was finalized and appointment letters	were issued 21st December 2015									Appointments of Training Service Providers was finalized and appointment letters				Training Income for all Municipalities is determined by LGSETA		
						R0	RO					R 609 380	R 1 027 951			R 4 241		R 6 101			R 185 149	R 121 876		
30		0	1			SCM Process in progress	Appointments of Training Service	Providers was finalized and appointment letters	were issued 21st December 2015									Training Service Providers appointed						
	)	1		)			(						(											
30	30	0	1	0	1	SCM Process	Appoint service provider R 78 000	9%0		R 780 000 50%	R 1 560 000	R 208 383 5%	R 833 534	R3 150 000	R 4 200 000	SCM Process		Appoint service provider R 75 000 5%.	R 750 000 50%	R 1 500 000	R 75 000 5%	R 300 000 20%	R 750 000 50%	R 1 500 000 100%
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												CC5/2016 dated 29/02/2016 -	Adjustment Rudget Applied	and 3rd & 4th	quarterly targets to be adjusted									
Conducting 120 OHS inspections in Council departments by June 2016		Conducting 2 OHS Audits by	2010			K 1 560 000 spend on Skills Development (Training) expenditure for 2015/16 by June 2016			R4 167-670 R4 200 000 spend on Lew Skills	Development for 2015/16 by			R 1 500 000 spend on SETA	Training expenditure for 2015/16 by June 2016				R 1 500 000 collected for SETA Training Income/Rec for	2015/16 by June 2016					
Number of OHS inspections in Council departments conducted		Number OHS audits	cononcied			Kand value of Skills Development (Training) expenditure for 2015/16						Levy Skills Development for 2015/16									SETA Training Income/Rec for2015/16			
To conduct OHS inspections to ensure legal compliance and a safe working	Tran	To conduct OHS audits Number OHS audits	deviations be corrected	ransf	T	I o spent a percentage of municipality's budget on implementing its workplace skill plan				To spent a percentage of municipality's budget	on implementing its	(National Indicator)		To spent a percentage	of municipality's budget expenditure for 2015/16 on implementing its workplace skill plan (National Indicator)									
nuncipai stitutional lopment and	enl IeveO	Pue	Institutional Tinancial Viability, & Management a Development a Transformation Transformation										Financ epene		nuM JilidsiV		y & Management	Financial Viabilit	leqiolni	nΜ	17.8	inancial Viabili nagement		INM
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OHS1		OHS2			100	OVIE						SKIL2				SKIL3					SKIL4			
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WSP Plan		Proof of	EEP Report			Notices.	register. Minutes	8					Notices.	register Minutes	register, minutes									Notices.	Attendance	Workshop	material. GO40				Notices.	Attendance	register.	workshop material, GO41	,		
																								No financial	implications, was	No financial	implications, was	an in-nouse									
								during the month of	January in addition to Standing EECF	meeting.				speed-up process or		Providers.																Request increase of	budget during	budget adjustment period.			
							Due to LLF	Committes, no	meeting was held.				Tender to source	Providere closed on	the 1st October	2015																The budget is	insufficient to cater	for all employees.			
							0						SCM Process in	progress for	Training Service	Providers,	Qualification	verification was conducted for all	Council employees	including SCM Section to identify	skills gaps and for			T.		9	1										
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	2016/17 WSP / 2015/16 ATR submitted			2014/15 EE report submitted to DoL		1							Finance section				SCM section					Finance level 1 - 6	SCM level 1 - 6	1 Training session	R 12 500	Training session	R 25 000	1 Training session	R 37 500	1 Training session	200	1 Wellness event	R 10 000			1 Wellness event R 20 000	
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Submitting 2016/17 WSP / 2015/16 ATR to LGSETA by April 2016	Electronically submitting the 2014/15 Employment Equity Report to Department of Labour by February 2016 Conducting 4 EECF consultative meetings by June 2016								Identifying the skills gaps of the	management personnel and	capacitating 100% of level 1 -	6 employees by June 2016								Conducting 4 life skills training	session for council employees	2016					Conducting 2 wellness events	for council employees at a cost	of R 20 000 by June 2016								
Annual WSP / ATR submitted to LGSETA	Annual Employment Equity Report submitted to the Department of Labour Number of EECF meetings conducted									Number of skills gaps of		10		Te e								sessions conducted						SS									
To approve the Workplace Skills Plan to comply with legislation		To approve the				To conduct Employment Equity		meetings to comply with legislation and					To ensure effective	management										To conduct training to	create life skills	employees					ess	events to create	awareness amongst	(Gubbas)	(39)		
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Notices. Attendance register, Minutes				Notices.	Attendance register. Course material			Notices &	Register	Reports of Imbizo's		Advertisement.	Agreements.	Report to Council. Vote number,	6040	Advertisement. Policy. Agreements. Report to Council.	Vote number. GO40			Advertisement. Attendance	Register, Report	Number, GO40.	Photos
To request Top Management to adress issues of LLF.																							
LR Unit prepared Trade Unions and issued indicated in the invitations for meeting of July that meetings, but the they are going with meeting did not form lodge a dissule with																							
LR Unit prepared and issued invitations for meetings, but the meeting did not form																							
									R 4 210.53											R 14 654			
-1	2 Normal LLF meeting and 1 Special LLF meeting were held.			1	1 Training on grievance and dispute prevention			,	11 Imbizos conducted							Awaiting report from the Institutions because the bursaries were paid	Advertisements went out on 1 October 2015			Mandela Day event hosted			
			_		C	)			C	)			(			(	9				[3	)	
	M2.				1 Training session conducted		1 Training session conducted		9 Imbizos R 75 000		9 Imbizos R 150 000		100	Awards awarded R 640 000		Monitoring / Progress reports	Advertisements	Awards awarded	Monitoring / Progress reports	Mandela Day event hosted R			
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соилеиед	Training sessions  Teaming sessions  9 LLF meetings convened  5 S S S S S S S S S S S S S S S S S S								s'osid S.A. I.	ml SS Jucteo	couq	.sbn	ews a	sursand ellence ditoring	өхс	excellence	S bns səi gnirolino 83 358 Я	Jursan M. Sb	31 8	vice	ans best series of 1997	oste poste	W
Conducting 2 training sessions for post level 1 - 5 employees on the collective agreement on disciplinary procedures by June 2016								Conducting 18 Imbizo's in the	R 150 000 by June 2016			Awarding 22 matric excellency	area to further their studies at a	cost of R 640 000 by March 2016		Awarding and monitoring financially needy students in the KOSH area to further their studies at a cost of R 860 000	by June 2016			Hosting 1 Mandela Day event at a cost of R 70 000 by July	2015		
Number of LLF meetings conducted Training sessions for post level 1 - 5 employees on institution of disciplinary action conducted								Number of Imbizo's	parancino			Number of matric		assist with education		Number of financially needed students in the KOSH area awarded and monitored				Mandela Day event hosted			
To hold LLF meetings to ensure industrial harmony harmony  To conduct training sessions on institution of disciplinary action to ensure effective conclusion of disciplinary matters disciplinary matters								To enhance public	legislation to identify	concerns and to inform	the community of programmes of Council	To award matric	students in KOSH area	to assist with education		To award and monitor bursaries and awards to students in KOSH area to assist with	education			To host a Mandela Day event to do	goodwill to each other		
Municipal Institutional Development  Municipal Institutional Development  An Transformation  Transformation  Transformation									rnance rticipat					osal Eco oleveC		svelopment	onomic De	o∃ le:	Гос	0	overn Fubli cipatio	suq	
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Register. Progress report. Notices, agendas & attendance registers. Council resolution.	Skills audit Notices & Attendance Register SCM process Appointment of service providers Trainees		Notices & Atendance Register Report to Council resolution			-	
				Kgorokgo paid for It the costs of the event.			
submitted in November 2015  The report will be submitted in January 2016.	A report will be submitted in November 2015	The report and the new survey forms will be submitted in January 2016.			Referred to mid- year assessment to reduce annual and quarterly targets		
the report was submitted late and was not forwaded to council.  The report of the CBP fieldworkers was not submitted to council because the Office was still awaiting the report of their training from Vuselela Collenge on their training and mentoring	A report was not submitted to council by communication section as the champions of the cham	The report as developed was not accepted by counciliors as they purport that it is incomplete and doesn't reflect the correct information on the ground. That an new more user friendly report format/survey tool be developed and discussed by all councillors before implementation.		Council suspended its programmes for Setsokotsane implementation.			
R 830 180				R0	RO		
CBP Fieldworkers were appointed and placed in wards in the KOSH, a report of No progress report on CBP Fieldworkers submitted	A survey was conducted and report compiled but still to be submitted to council.	survey to council.		_	0		
Allocation of field workers to the 35 wards and submit report to Council R 400 000 Progress report to Council R 800 000 R 800 000 R 1 200 000 Progress report to Council R 1 200 000 Progress report to Council R 1 200 000	Report to council	Report to council	Report to council	1 Workshop and 1 event conducted R 166 667	R 250 000	1 Workshop and 1 event conducted R 416 667	1 Event conducted R 500 000
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sport submitted to council during September 2013. R 1 810	ы	Моі уеі - Я 88 960		kshops	generation wor ducted, R 47 000	Moral re- con-	b
implementing the Community Based Plan (DSP) in 38 wards and submitting report to Council at a cost of R 1 600 000 by June 2016	Submitting 4 public satisfaction reports to council to identify and evaluate service delivery within KOSH area by June 2016.			Conducting 2 moral regeneration workshops and 4 community events (as per programme) in KOSH at a cost	of R 500 000 by June 2016		
(CBP) implemented	Number of public satisfaction reports submitted to council			Number of moral regeneration workshops and events in KOSH conducted			
To mit plement a Community Development Plan to identify community needs, challenges and to comply with legislation	To comply with MSA 32 of 2000 Chapter 6 sec 42 to evaluate on service delivery rendered by council			To conduct moral regenerations workshops as per national legislation to promote	social development within communities		
		Municipal Institutional Development and Transform		noiteqioin	once and Public Pa	d Governa	000
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