

# 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

**Director: Strategic Planning, Monitoring and Control**  
(hereinafter referred to as the **Employee**)

For the Period

1 July 2015 to 30 June 2016

# 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 **DIRECTOR STRATEGIC PLANNING, MONITORING AND CONTROL** 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 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**.

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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	0%
Municipal Institutional Development and Transformation	18%
Local Economic Development (LED)	0%
Municipal Financial Viability and Management	0%
Good Governance and Public Participation	82%
<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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 [Signature]

- (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;



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. 

  
EMPLOYER

2. 

# Revised Performance Plan

**DIRECTOR: STRATEGIC  
PLANNING, MONITORING AND  
CONTROL  
LM RAMOROLA**

CITY OF MATLOSANA  
Period 1 July 2015 to 30 June 2016

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**DIRECTOR STRATEGIC PLANNING, MONITORING AND CONTROL**  
**MS. LM RAMOROLA**

**TOTAL WEIGHTING PER KEY PERFORMANCE AREA (KPA) = 100%**  
 Municipal Institutional Development and Transformation (5)  
 Good Governance and Public Participation (23)

18%  
82%

Operational	IP Linkage / Project ID.	Budget Linkage	Item Nr.	Responsible Person	Key Performance Indicators (KPI)	Objectives	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										
Operational	Operational	N/A	DSPMC1	LM Ramorola	% of Council resolutions implementation within required timeframe	To ensure that the mandate of council is executed	Implementing 400% 80% of all council / mayco / administrators resolutions by June 2016	CC2/2016 dated 29/1/2016 - Inclusion of Mayco / Administrator. 80% Annual and 3rd& 4th quarterly targets to be adjusted	New indicator	1	Nr. received / Nr executed 100%		100.00%			2 items referred back	Items to be resubmitted	6 Received / 6 Resolved ADM - 2 Received / 2 Resolved.	Nr of council resolutions. Execution letters / notes									
										2	Nr. received / Nr executed 100%																	
										3	Nr. received / Nr implemented 80%																	
										4	Nr. received / Nr implemented 80%																	
Operational	Operational	N/A	DSPMC2	LM Ramorola	Directorate's annual report provided before tabling of the draft 2014/15 annual report	To ensure that the quality of the information is on an acceptable standard	Providing the directorate's 2014/15 annual report input before the draft annual report is tabled by August 2015		New indicator	1	Credible annual report input provided		Credible annual report input						Completed AR template									
										2	-																	
										3	-																	
										4	-																	
Operational	Operational	N/A	DSPMC3	LM Ramorola	Directorate's 2016/17 IDP inputs provided before the draft budget is tabled	To ensure that the programmes and projects of the directorate are incorporated	Providing the directorate's 2016/17 IDP inputs before the draft budget is tabled by 26 March 2016		New indicator	1	-		-						IPD needs and priority list									
										2	-																	
										3	Credible IDP inputs provided																	
										4	-																	
Operational	Operational	N/A	DSPMC4	LM Ramorola	% of all identified risks managed by implementing corrective measures	To reduce risk areas and protect the municipality against legal actions	Managing 100% of all identified high risks by implementing corrective measures by June 2016	CC2/2016 dated 29/1/2016 - Annual target to be amended to "identified high risks"	New indicator	1	Nr. received / Nr resolved 100%		0.00%			Risks were only identified in 1st Q	To mitigate risks during the 2015/16 financial year	7 Received / 0 Resolved	Top and bottom layer SDBIP									
										2	Nr. received / Nr resolved 100%																	
										3	Nr. received / Nr resolved 100%																	
										4	Nr. received / Nr resolved 100%																	
Operational	Operational	N/A	DSPMC5	LM Ramorola	Directorate's SDBIP inputs before the draft SDBIP is tabled	To ensure that the all the directorates KPI's are catered for	Providing the directorate's SDBIP inputs before the draft SDBIP is submitted by 25 May 2016		New indicator	1	-		-						Identify risks (register portion). Solutions									
										2	-																	
										3	-																	
										4	Credible SDBIP inputs provided																	

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MM Letter	31 August 2015	2015/16 Annual Performance Report approved by Municipal Manager	2015/16 Annual Performance Report approved	1	2013/14 APR approved - 28 August 2014	Approving 2015/16 Annual Performance Report by Municipal Manager by August 2015	2015/16 Annual Performance Report approved by Municipal Manager	To approve the Annual Performance Report to comply with section 46 of the MSA	Good Governance and Public Participation	OC Powrie	PMS1	N/A	Compliance
				2									
				3									
				4									
Item. Council Resolution	MM 135/2015 & ADM 31/2015 dated 31 August 2015	Draft / Unaudited 2015/16 Annual Report approved by Administrator	Draft / Unaudited 2015/16 Annual Report tabled	1	Draft / Unaudited 2013/14 AP tabled, CC 106/2014, dated 28/08/2014.	Tabling the Draft / Unaudited 2015/16 Annual Report in Council / Administrator by 30 September 2015	Draft / Unaudited 2015/16 Annual Report tabled in Council / Administrator	To table the Draft / Unaudited Annual Report to comply with section 121 and Circular 63 of MFMA	Good Governance and Public Participation	OC Powrie	PMS2	N/A	Compliance
				2									
				3									
				4									
Item. Council Resolution	Service provider (F Postma) for text editing appointed on 21/12/2015. Tender for sealed quotations close on 09/01/2016	Quotations for text editing requested on 08/12/2015. Tender for sealed quotations for printing of annual report compiled on 18/12/2015	Finalize quotations for text editing and request sealed quotations for printing of annual report	1	2013/14 Annual Report tabled, MM 1/2015 dated 30 January 2015	Tabling the Audited 2015/16 Annual Report before Council by 31 January 2016	Audited 2015/16 Annual Report tabled before Council	To table the Audited Annual Report to comply with section 121 of MFMA	Good Governance and Public Participation	OC Powrie	PMS3	N/A	Compliance
				2									
				3									
				4									
MM Resolution. Council Resolution				1	32/2015 dated 22 January 2015, SP CC 2013/14 Annual Report tabled, MM 32/2015 dated 30 January 2015	Approving the 2015/16 Mid-Year Assessment Report by the Executive Mayor / Administrator by 23 January 2016	2015/16 Mid-Year Assessment Report approved by the Executive Mayor / Administrator	To approve the Mid-Year Assessment Report to comply with section 72 of the MFMA	Good Governance and Public Participation	OC Powrie	PMS4	N/A	Compliance
				2									
				3									
				4									
Item. Council resolution				1	2014/15 Mid-Year Assessment Report approved, SP CC 38/2015 dated 29 May 2015	Tabling draft 2016/17 SDBIP by Council by May 2016	Draft 2016/17 SDBIP tabled by Council	To table the draft SDBIP to comply with legislation	Good Governance and Public Participation	OC Powrie	PMS5	N/A	Compliance
				2									
				3									
				4									

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Compliance	N/A	IDP6	Good Governance and Public Participation	To approve the final IDP to comply with legislation	Final 2016/17 IDP approved by Council	Approving final 2016/17 IDP by Council by May 2016		approved. SP CC 37/2015 dated 29 May 2015	1 2 3 4	- - - Final 2016/17 IDP approved												Council Resolution
Compliance	N/A	RIS1	Good Governance and Public Participation	To submit a Risk Management Committee to ensure good governance	Risk management report submitted to the Risk Management Committee	Submitting 4 risk management reports to ensure an effective risk management process to the Risk Management Committee by June 2016		4 Risk management reports submitted	1 2 3 4	1 Risk management report submitted 1 Risk management report submitted 1 Risk management report submitted 1 Risk management report submitted		Conducted Risk Management Activities with all directorates in the first quarter. 1 Risk management										Programme Notice & Attendance Register Updated Risk Register Report to Audit Committee
Compliance	N/A	RIS2	Municipal Institutional Development and Public Participation	To conduct Risk assessment to ensure good governance and to comply with legislation	Risk Assessment conducted on emerging risks	Conducting 2 Risk Assessments with Council departments on emerging risks by June 2016		2 Risk Assessment workshops conducted	1 2 3 4	- 1 Risk Assessment - 1 Risk Assessment		1 Risk Assessment										Notice, Risk Register. Attendance register. Minutes.
Compliance	N/A	RIS3	Good Governance and Public Participation	To revise the Risk Register to determine the linkage between departmental objectives and risk activity	Risk Register revised and approved to determine the linkage between departmental objectives and risk activity	Revising the 2015/16 Risk Register to determine the linkage between departmental objectives and risk activity and approving the 2015/16 Risk Register by June 2016		2014/15 Risk Register was reviewed in May/June 2015 and the 2015/16 Risk Register approved	1 2 3 4	- - - 2015/16 Risk Register revised and 2015/16 Risk Register approved												Risk Register. Notices. Attendance register. Risk Assessment report.
Compliance	N/A	RIS4	Good Governance and Public Participation	To conduct Fraud Risk assessment to ensure good governance and to comply with legislation	Nr of fraud risk assessments in conjunction with provincial department conducted on emerging risks	Conducting 2 fraud risk assessments with Council departments in conjunction with provincial department on the emerging risks by June 2016		503 Employees assessed. Report to Council	1 2 3 4	1 Fraud risk assessment Report to Council 1 Fraud risk assessment Report to Council		Conducted a fraud risk assessment with Corporate Service and Finance directorates based on the survey conducted in 2014/15 financial year.										Fraud and Anti-Corruption Plan. Notices. Attendance register. Assessment report.

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Compliance	N/A	MPAC1	K Moipolia	Good Governance and Public Participation	To monitor the municipality's performance and financial situation by conducting regular MPAC meeting	Number of MPAC (s 79) meetings to monitor the performance and financial situation in the City of Matlosana conducted	Conducting 10 public participation (s 79) meetings to monitor the performance and financial situation in the City of Matlosana by June 2016		9 MPAC meetings conducted	1 2 3 4	1 3 6 -		2 meetings held	Notice. Attendance registers. Minutes.
Compliance	N/A	MPAC2	K Moipolia	Good Governance and Public Participation	To monitor the municipality's performance and financial situation by conducting regular MPAC meeting	Number of MPAC (s 79) meetings to monitor the performance and financial situation in the City of Matlosana conducted	Conducting 10 section 32 meetings to monitor the performance and financial situation in the City of Matlosana by June 2016		9 MPAC meetings conducted	1 2 3 4	1 - - 7 3		-	Notice. Attendance registers. Minutes.
Compliance	N/A	MPAC3	K Moipolia	Good Governance and Public Participation	To issue MPAC progress reports to ensure compliance with legislation	Number of MPAC progress reports issued to council which assess the efficiency and effectiveness of performance and finances of council	Issuing 4 MPAC progress reports to council which assess the efficiency and effectiveness of performance and finances achieved by council by June 2016		3 MPAC progress reports submitted	1 2 3 4	1 1 1 1		1 Progress report	Item. Council Resolution
Compliance	N/A	MPAC4	K Moipolia	Good Governance and Public Participation	To enhance public participation on the results of the Annual Report to comply with legislation	Number of public participation meetings conducted on the results of the Annual Report	Conducting 1 public participation meeting on the results of the Annual Report by March 2016		2 Public hearings conducted	1 2 3 4	- - 1 -		-	Advertisement/Notice for public participation. Attendance registers. Public.
Compliance	N/A	MPAC5	K Moipolia	Good Governance and Public Participation	To conduct public hearings on the final report of the Auditor General to comply with legislation	Number of public hearings conducted on the final report of the Auditor General	Conducting 2 public hearings on the final report of the Auditor General by March 2016		New indicator	1 2 3 4	- - 2 -		-	Advertisement/Notice for public participation. Attendance registers.
Compliance	N/A	MPAC6	K Moipolia	Good Governance and Public Participation	To table the Oversight Report to comply with s.129(1) of the MFMA	2015/16 Oversight Report tabled before Council	Tabling the 2015/16 Oversight Report before Council by 31 March 2016		2013/14 Oversight Report tabled. CC15/2015 dated 31 March 2015	1 2 3 4	1 - 2015/16 Oversight Report tabled		-	Item. Council Resolution

*Handwritten signatures and initials:*  
 - A large signature on the left.  
 - 'me' in the middle.  
 - 'Lur' with a signature on the right.