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.P. RAMAGAGA

in his capacity as

Administrator

(hereinafter referred to as the Employer)

And

S.G. MABUDA

As the

Acting Municipal Manager

(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 SETH PULE RAMAGAGA (ID NR. 6501195738084) in his capacity as the ADMINISTRATOR (hereinafter referred to as the Employer) and SIPHO GIFT MABUDA (ID NR. 6707285530089) in his/her capacity as the ACTING MUNICIPAL MANAGER 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;
- 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 31st 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.

- 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.
- 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	5%
Municipal Institutional Development and Transformation	22%
Local Economic Development (LED)	5%
Municipal Financial Viability and Management	12%
Good Governance and Public Participation	56%
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.

	WEIGHTING	
Strategic Direction and Leadership	 Impact and Influence Institutional Performance Management Strategic Planning and Management Organisational Awareness 	8,333%
People Management	 Human Capital Planning and Development Diversity Management Employee Relations Management Negotiation and Dispute Management 	8,333%

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Program and Project Management	 Program and Project Planning and Implementation Service Delivery Management 	8,333%
	Program and Project Monitoring and Evaluation Program and Project Monitoring and Evaluation	
Financial Management	Budget Planning and ExecutionFinancial Strategy and Delivery	8,333%
. management	Financial Reporting and Monitoring	0,333%
	Change Vision and Strategy	
Change Leadership	 Process Design and Improvement 	8,333%
	 Change Impact Monitoring and Evaluation 	
	Policy Formulation	
Governance Leadership	 Risk and Compliance Management 	8,333%
	Cooperative Governance	100
	CORE COMPETENCIES	
	Moral Competence	8,333%
	Planning and Organising	8,333%
	Analysis and Innovation	8,333%
Knowle	edge and Information Management	8,333%
	Communication	8,333%
	Results and Quality Focus	8,333%
OTAL PERCENTAGE		100%

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.



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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.

- For purposes of evaluating the annual performance of the Municipal Manager, an evaluation 6.8 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;
 - Member of the Mayoral Committee; 6.8.3
 - Mayor and/or Municipal Manager from another municipality; and 6.8.4
 - 6.8.5 Member of a ward committee as nominated by the Executive Mayor.
- For purposes of evaluating the annual Performance of Senior Managers directly accountable to 6.9 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:

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

- 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	
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**.
- 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:

EMPLOYEE

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

AS WITNESSES:

1. Manger

EMPLOYER

Revised Performance Plan

ACTING MUNICIPAL MANAGER SG MABUDA

CITY OF MATLOSANA Period 1 July 2015 to 30 June 2016

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5% 22% 5% 12% 56%

ACTING MUNICIPAL MANAGER

ACTING MUNICIPAL MANAGER MR. SG MABUDA

TOTAL WEIGHTING PER KEY PERFORMANCE AREA (KPA) = 100% Service Delivery & Infrastructure Development (2) Municipal Institutional Development and Transformation (8)

Local Economic Development (2)
Municipal Financial Viability & Management (4)
Good Governance and Public Participation (22)

	Portfolio of Evidence	PAC report.	Vote number.	_		PAC report. Vote number.					Portfolio of Evidence	Nr of council	Execution letters / notes			Completed AR template					
	Comments										Comments	No information received									
	Planned Remedial Action		Speedup appointment of contracters. Fastrack verification process axagonations			Speedup appointment of contracters. Fastrack verification process expenditure					Planned Remedial Action										
	Reason for Deviation		Supply Chain processes and verification of MIG expenditure			Supply Chain processes and verification of MIG expenditure	Slow pace by the main	COLLINGTON			Reason for Deviation										
	Actual Expenditure	R 4 084 540	R 25 447 534			R 2 434 478	R 6 121 395				Actual Expenditure										
	Quarterly Actual Achievement										Quarterly Actual Achievement					Credible annual report input provided					
	Rating										Rating					0 .5					
	Quarterly Projected Target	RO	R 28 164 333	R 56 328 666	R 84 493 000	R 9 219 671	R 16 439 343	R 24 659 014			Quarterly Projected Target	Nr. received / Nr executed 100%	Nr. received / Nr executed 100%	Nr. received / Nr implemented 80%	Nr. received / Nr implemented 80%	Credible annual report input provided					
	Quarter	-	2	60	4	-	2 H	3	4		Quarter	- Z	2 1	8 E. 8	4 N 'i 90	1 D 'E	- 2	ω 4			
	Base										Base		alor	Dibni weM		note	solibni v	r9N			
	Revised Target										Revised Target	CC2/2016 dated	29/1/2016 - Inclusion of	Mayco / Administrato r. 80%	Annual and quarterly targest to be						
	Annual Target	MIG grants allocated for the Spending of MIG grants allocated City of Mathesana at a cost	of R 84 493 000 by June 2016			Spending of MIG roll-over grants allocated to the City of Matlosana at a cost of R24 659 014 (estimation) by March 2016					Annual Target	of all strators	resolutions by June 2016			Providing the directorate's annual report input before the draft	annual report is tabled by August 2015				
	Key Performance Indicators (KPI)	MIG grants allocated for the City of Mallosana spent				MIG roll-over grants allocated to the City of Matlosana					Key Performance Indicators (KPI)	% of Council resolutions implementation within	required timetrame			Directorate's annual report input provided before					
	Objectives		MIG funding spent to ensure the upgrading and maintenance of infrastructure in the KOSH			MIG. Tunding spent to ensure the upgrading and maintenance of infrastructure in the KOSH. MIG roll-over funding spent to ensure the upgrading and maintenance of infrastructure in the KOSH.								Objectives	e that the of council is	pancasa			To ensure the that the It quality of the	12222	
	Item Mr.	MM/2								MM3				MM4							
NEC IS	Budget	_	2000040100000			0000040300000	50			ONAL	Budget			A/N			A/N				
IDP PROJECTS	IDP Linkage / Project ID.	IDP - MIG Funding	00			IDP - MIG Roll- Over Funding				OPERATIONAL	IDP Linkage / Project ID.		lend	Operatio		lsn	peratio	0			





IPD needs and priority list	Top and bottom layer SDBIP	Identify risks (register portion).	Assessment	MM Letter	Item. Council Resolution	Resolution
	No information received No information received			31 August 2015	MM 135/2015 & II ADM 31/2015 g dated 31 August 2015	Service provider (F Postma) for lext editing appointed on 21/12/2015. Tender for sealed quotations close
			None None	20 3/10 Annual Performance Report approved by Municipal Manager	Draft / Unaudited 2015/16 Annual Report approved by Administrator	Quotations for text editing requested on 08/12/2015. Tender for sealed quotations for printing of annual report compiled on 18/12/2015
Credible IDP inputs provided	Nr. received / Nr resolved 100% Nr. received / Nr resolved Nr. received / Nr resolved Nr. received / Nr resolved	100%	7 Interviews conducted 7 Interviews conducted 7 Interviews conducted 7 Interviews conducted 2015/16 Annual	Performance Report approved	Draft / Unaudited 2015/16 Annual Report tabled	Finalize quotations for text editing and request sealed quotations for printing of annual report 2015/16 Annual Report tabled
2 8 4			1 2 8 4	- 0 E 4	- 2 E 4	2 ann 4 tab
New indicator	New indicator	New indicator	88	So 13/14 APA Approved - Pros taugud	Draft / Unaudited 2013/14 AP tabled. CC 106/2014 dated 28/08/2014.	2013/14 Annual Report Iabled. MM 32/2015 dated 22 January 2015. SP CC 1/2015 dated 30 January 2015
	CC2/2016 dated 29/1/2016. Annual target to be amended to "identified high risks"					AM helder accord leveral AMSTOC
inputs before the draft budget is tabled by 26 March 2016	Managing 100% of all identified high risks by implementing corrective measures by June 2016	Providing the directorate's SDBIP inputs before the draft SDBIP is submitted by 25 May 2016	Conducting 4 quarterly reviews with section 56 employees by June 2015 Approving 2015/16 Annual	Performance Report by Municipal Manager by August 2015	Tabling the Draft / Unaudited 2015/16 Annual Report before Council by 30 September 2015	Tabling the Audited 2015/16 Annual Report before Council by 31 January 2016
provided before the draft budget is tabled	% of all identified risks managed by implementing corrective measures		Conducting 4 quarterly reviews with section 56 employees by June 2015 2015/16 Annual		16 efore	Audited 2015/16 Annual T. Report tabled before A. Council 3:
programmes and projects of the directorate are incorporated	To reduce risk areas and protect the municipality against legal actions	To ensure that the all the directorates KPI's are catered for	To approve the Annual	ort to	5 .	To table the Audited A Annual Report to F Comply with section C 121 of MFMA
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∀/N	Α\N	∀/N	Α\N	Α/N	Α∖N	Α'N
Operational	Operational	Operational	ance	Compliance	Compliance	Compliance



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MM	Council	Resolution	÷-	Council	Resolution		Cionad	Agreements	MM Resolution		Council	-Resolution			Printout from Main Ledger Account				Printout from Main Ledger				Time Table. Council		
																							ADM 29/2015 dated 31 August 2015		
															Speedup appointment of contracters. Fastrack verification process expenditure	Speedup appointment of contracters. Fastrack verification process exp			Increase in expediture as soon as new debt collection stategies start to shown						
															Supply Chain processes and verification of MIG expenditure	Supply Chain processes and verification of MIG expenditure			Deviation due to limited expanditure in July 2015 due to late opening of the budget	as a result of year end processes and cashflow	CIONOR				
															R 7 450 084	R 29 007 951			R 8 865 148	R 29 905 124					
								27				,			6.20%	21.00%			14%	39.00%			2015/16 Budget Process Plan submitted to	Administator -	
		2015/16 Mid-Year Assessment Report				Final 2016/17 SDBIP	approved	-1		2015/16 Performance Agreements signed		•	1	Final 2016/17 IDP approved	R 13 892 700 10%	R 55 570 800 40%	R 90 302 550 65% R 138 927 000	100%	K 19 532 791 25%	R 39 065 582 50%	R 85 598 373 75%	R 78 131 164 100%	2016/17 Budget Process Plan tabled		
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Assessment Report by the	Executive Mayor by 23 January 2016	2	Approving final 2016/17 SDRID	by Executive Mayor (28 days	after approval of budget) by June		Signing 2016/17 performance	employees by June 2016			Final 2016/17 IDP approved Approving final 2016/17 IDP by by Council				Quarterly capital expenditure as a % of planned capital expenditure (R 138 927 000) by June 2016			4% of onerational hydrat count	on repairs and maintenance at a cost of R 78 131 164 by June	95			Tabling the 2016/17 budget planning process time table by 31 August 2015		
Assessment Report			Final 2016/17 SDBIP	ed by Executive	Mayor		2016/17 Performance				Final 2016/17 IDP approved A by Council				Cuarterly capital expenditure as a % of planned capital expenditure ((% of operational burdget		N					
Year Assessment	section 72 of the	MFMA	To approve the final		compliance with legislation		To sign the	comply	with legislation		To approve the final IDP to comply with				To control expenditure management to ensure financial sustainability			To control expenditure				of the board of th	or approve the budget (2016) 7 Budget planning in order to comply with process time table tabled legislation		
Wear Assessment Report to comply with section 72 of the MFMA MMM3 To approve the final SDBIP to ensure					MM14				MM15			03.00	O N			MM17				7 0 1					
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Council Resolution	4		Council			Council			Letter to Auditor -	General				Printout from Main Ledger Account				Printout from Main Ledger Account			
																		Daily cash flow management meeting is in place to prioritize payment	We have an estimated 1500 creditors and 1200 was paid		
														Electrical disconnections to be increased and additional notices sent out	Electrical disconnections to be increased and accounts with only basic services and rates to be handed to attorneys			Revenue Enhancement project will address the current status			
														Outstanding debtors cannot be recovered due to the low capacity of Elec Services to do discomentions and no capacity in Water to do restrictions. The services of restrictions. The services of external debt collectors was stopped and cases cannot be handed over to attorneys.	Dismal collections done due Electrical disconnections to to the public holidays and the be increased and accounts festive season with only basic services and rates to be handed to attomeys			Dropping of collection affect Revenue Enhancement the speed rate of payment of project will address the suppliers			
													100 000 000 1	R 1 099 393 237							
			r						2014/15 Financial Statements submitted	to AG on 31 August 2015	e e			% % %	%89			50% on bulk services	%08		
		2016/17 Budget approved			2016/17 Budget policies &		2015/16 Adjustment	Budget approved	2014/15 Financial Statements submitted				2007	%08	81%	83%	85%	50%	75%	75%	95%
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Budget ved pv	appro	3			S014/1	196bu	2013/14 ment B	Jau[bA	of betti	Finar mdus Senera	sjuəi	statem		%9 <i>L</i>				os midhim 30	эхшеигг мөчг	d lis	ION
Approving the final 2016/17 budget by May 2016			Approving the final 2016/17 budget related policies and tariffs	by May 2016		Approving the 2015/16 adjustment budget by 28	February 2016		Submitting the 2014/15 financial statements to the Auditor-General	S I OZ Jendana I O Ko			50% of dobt collected as a	85% of debt collected as a percentage of money owed to the municipality by June 2016				Settling 55 % of all payments (creditors) done within 30 days of receipt of invoice / statement by June 2016			
100			2016/17 Budget related policies approved			2015/16 adjustment budget // approved			Statements submitted to the statements				T	% of debt collected as a percentage of money owed p to the municipality				% payment within S 30 days from date ((c invoice/statement re			
MM19 To approve the budget Final 2016/17 budget in order to comply with approved legislation	,		To approve the budget in order to comply with	legislation		To approve the Adjustment Budget to comply with legislation			To submit the 2014/15 Financial Statements				To control debt	lo control deot management to ensure financial sustainability				To control credit management to ensure timeous payment of creditors and service providers			
MM19			MM20 I				MM22				MM23	MMZ3				MM24					
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Resolution.	Appointment	letter		Resolution.	Advertisement	- Appointment letter		Identify risks (register	portion). Solutions		T	T	Register				Risk register.	Attendance	register. Risk	Assessment report.	Fraud and Anti-	Corruption	Plan. Notices.	Attendance	register.	Assessment		T	Ī
								More jobs to be created next. To catch up next quarter quarter	Target to be reduced	o:			More jobs to be created next To catch up next quarter quarter	no Target to be reduced															
								More jobs to be created ne quarter	Due to the SCM delay with the appointment of service providers for civil projects	and delay with the appointment of EPWP's the target could not be reached.			More jobs to be created ne quarter	Due to the severe drought no Target to be reduced agricultural jobs could or will be created.															
					,			102	128				15	20			,				Conducted a fraud risk assesment with	Corporate Service and	Finance directorates	based on the survey	conducted in 2014/15	mancial year.	Report to Council, but		
1	4	1	32	1	3	1	14	150	400		250	320	20	50	0	0				2015/16 Risk Register revised and 2015/16 Risk Register approved	1 Fraud risk assessment						Report to Council	1 Fraud risk assessment	Report to Council
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									0 .	sdot 963	ı			lobs create	0	pe	lister Risk	91/9 91/9	S015	2015/16 revised.	ncted	ipuo	be c	oys	vork	w Juə	wssəs	;k As	2 Ris
								CC2/2016 dated	-	Annual and quarterly targets to be adjusted			CC2/2016 dated	29/1/2016 - Nr of jobs to be reduced -	Annual and quarterly	targets to be													
Appointing 32 male employees on the first three highest levels of	management by June 2016	53 65		Appointing 14 female employees	management by June 2016			Creating 4-000 800 permanent and jobs exceeding 3 months	economic development initiatives including capital projects by June	ZU16 - Urban Area			Creating 80 35 permanent and jobs exceeding 3 months through	the Municipality's local economic development initiatives including capital projects by June 2016 -	Rural Area		Revising the 2015/16 Risk Register to determine the linkage	between departmental objectives	departmental objectives and land risk activity and approving risk activity	June 2016	Conducting 2 fraud risk assessments with Council	Controlling 2 fractions assessments with council departments in conjunction with provincial department on the emerging risks by June 2016							
Number of male employees on the first three highest	levels of management			Number of female	three highest levels of	management		Number of permanent and jobs exceeding 3 months	os ciedes - Ologi Alea				Number of permanent and jobs exceeding 3 months	obs created - Rural Area			Risk Register revised and approved to determine the	linkage between	departmental objectives and risk activity		C	Ħ	ucted on emerging	IISKS					
Ine number of people from employment		employed in the first	three highest levels of	Indicator)				To create jobs to reduce unemployment	ment				To create jobs to reduce unemployment	and enhance local Joe economic development activities			To revise the Risk Register to determine	etween	departmental d objectives and risk ri		~	ice and	to comply with	v=					
CZWW	-90671	Wei.	_	MM27	0903	718		MM28		NOVO			MM29				MM30				MM31								
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NKP - Indicator NKP - Indicator				IN		KЫ	IsnoilsM				ational KPI	N		Compliance Compliance)									





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Notice & Attendance					Quarterly	Council	resolution			4 Follows up	dn-wollou-	Neport		92		4 Activity	Reports. Audit	Committee	uminies minies	Downing	2015/16	Internal Audit	Charter.	Council	Risk Based	Audit Plan	approved by	Audit	Committee.	Continuous	Professional	program, MM	resolution
1 Special meeting Notice & held in Attendan		held in November																															
7	2			,	-8	-				1						-	-			6/4		4/-									k/		
					2013/14 performance	1st Quarter report of	2014/15 performance	2014/15 performance	3rd Quarter report of					1 Follow-up report	Toda da sono	-	-	-	-			10		Reviewed 2016/17 Audit		6			3-Year Risk Based Audit Plan 2016/17			V	Approved 2016/17
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meetings to ensure an effective	discharging of responsibilities by	0102 0100		Ondown On Continue	Information audit reports to	assess the efficiency and	enectiveness of performance	achieved by Council by June 2016		Reporting with 1 follow-up audit to	review resolutions on outstanding	disclaimer and qualifications on	the Auditor General's report by	June 2016		ssuing 4 activity reports to the	Addit Committee and Accounting	out the audit plans by June 2016		Adopting the reviewed IA Charter	(2016/17) in accordance with IIA	standards by June 2016			Submitting a 3-Year Risk Based Audit Plan 2016/17 to the Audit Committee for approval by June 2016			Submitting 4.5-real risk based Audit Plan 2016/17 to the Audit Committee for approval by June 2016			Development Program of approval by the Municipal	Manager by June 2016	
meetings held to ensure an	effective discharging of	commonstations		Mumber of nordomono	information audit reports		of performance achieved			Number follow-up audit			Suc		tor's	onts	Ssued to the Audit				To adopt the Internal Reviewed IA Charter Audit Charter to comply adopted in accordance with with legislation IIA standards				1	Plan 2016/17 submitted to				2016/17 Continuous Develop the 2016/17 Continuous			MOTION STATE COLLEGE
Committee Meetings to	ensure good	000000000000000000000000000000000000000		To ice to Dodomonoo	Information Audit	Reports to ensure	Compliance with	i displación		To report on	outstanding disclaimer	and qualifications to	ensure sound financial	management		To issue activity	reports to ensure good	2		To adopt the Internal	Audit Charter to comply	with legislation				Based Audit Plan to				To continue with	to	enhance knowledge,	of
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