

RATLOU LOCAL MUNICIPALITY

2016-2017 PERFORMANCE AGREEMENT

As represented by

CLLR T MODISE

(In her capacity as the Mayor of RATLOU LOCAL MUNICIPALITY
(The employer for the purpose of this agreement)

And

GLEN LEKOMANYANE

In his capacity as the Municipal Manager of RATLOU LOCAL MUNICIPALITY
(The employee for the purpose of this agreement)

T.C.M. K.P.G. R.A.H.

Table of Contents

PERFORMANCE AGREEMENT	3
1. INTRODUCTION	3
2. PURPOSE OF THIS AGREEMENT	3
3. COMMENCEMENT AND DURATION	4
4. PERFORMANCE OBJECTIVES	5
5. PERFORMANCE MANAGEMENT SYSTEM	5
6. EVALUATING PERFORMANCE	7
7. SCHEDULE FOR PERFORMANCE REVIEWS	9
8. DEVELOPMENTAL REQUIREMENTS	10
9. OBLIGATIONS OF THE EMPLOYER	10
10. CONSULTATION	10
11. MANAGEMENT OF EVALUATION OUTCOMES	11
12. DISPUTE RESOLUTION	12
13. PERFORMANCE PLAN	13
14. GENERAL	33

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PERFORMANCE AGREEMENT

Entered into by and between:

The Local Municipality of Ratlou herein represented by **Cllr T Modise**, in her capacity as **Mayor** (hereinafter referred to as the employer).

And

Mr. Glen Lekomanyane, in his capacity as the **Municipal Manager** of Ratlou Local Municipality, (Hereinafter referred to as the Employee).

Whereby it is agreed by the parties as follows:

1. INTRODUCTION

- 1.1 Section 57(1)(b) of the Municipal System Act 32 of 2000, requires the parties to conclude an annual performance Agreement in terms of section 57(2)(a) of the same act.
- 1.2 Parties wish to ensure that they agree on goals to be achieved, and secure the commitment of the Employee reporting to the Employer, to set of outcomes that will secure local government policy goals.
- 1.3 Parties wish to ensure that there is compliance with Section 57(4A) 57(4B) and 57(5) of the Municipal systems Act.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to-

- 2.1 Comply with the provisions of Section 57(1)(b), (4B) and (5) of the Municipal Systems Act 32 of 2000.
- 2.2 Specify objectives and targets established for the Employee and to communicate to the Employee to the Employer's expectations of the Employee's performance expectations and accountabilities;

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- 2.3 Specify accountabilities as set out in the Performance Plan, which is attached herewith as **Annexure "A"**.
- 2.4 Monitor and measure performance against set targets outputs and establish a transparent and accountable working relationship;
- 2.5 Use the Performance Agreement and Performance Plan as the basis for assessing whether the Employee has met the performance expectations applicable to the job;
- 2.6 Appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and
- 2.7 Give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery through a performance management system.

3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **01 July 2016** and will remain in force until **30 June 2017**, irrespective of the date of signatures by the parties, where after a new Performance Agreement, Performance Plan and Personal Development Plan may be concluded between the parties for the next financial year or portion thereof.
- 3.2 The parties will review the provisions of this Agreement during June each year and will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.
- 3.3 The payment of performance bonus is determined by the performance score obtained during the annual performance evaluation exercise and approval of the performance assessment report by Council.
- 3.4 This Agreement will terminate on the termination of the Employee's contract of the employment for any reason.
- 3.5 The content of this Agreement may be revised at any time during the abovementioned period to review the matters agreed upon.
- 3.6 If at any time during the validity of this Agreement the work environment alters (whether as a results of government or council decision or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

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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.
- 4.2 The performance objectives and targets reflected in annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan and the Budget of the Employer, and shall include strategic objectives; key performance indicators and performance targets.
- 4.3 The strategic objectives describes the main tasks need to be done. The performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. Performance targets describe the quantum and timeframes in which the work must be achieved.
- 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 and Top Layer SDBIP.

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 that will be included in the performance management system as applicable to the Employee.
- 5.4 The Employee agrees to participate in the performance management system that the Employer adopts.
- 5.5 The Employee undertakes to actively focus towards the promotion and implementation of the Key Performance Areas (including special projects relevant to the employee's responsibilities) within the local government framework.

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5.6. The criteria upon the performance of the Employee shall be assessed and shall consist of two components, both which shall be contained in the Performance Agreement. The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance areas (KPAs) and the Core Managerial Competencies(CMCs) respectively:

5.6.1 Each area of assessment will be weighted and will contribute a specific part to the total score.

5.6.2 Key performance Areas covering the main areas of work will account for 80% and the core management Competencies will account for 20% the final assessment.

5.7 The Employee's assessment will be based on his performance in terms of the output/outcomes (performance indicators) identified as per attached Performance Plan (Annexure A), which are linked to the Key Performance areas, which constitute 80% of the overall assessment result as per the weightings agreed to between Employer and Employee.

Key Performance Areas (KPAs)	Weightings
Basic Service Delivery	30%
Municipal Institutional Development and Transformation	15%
Local Economic Development (LED)	15%
Municipal Financial Viability and Management	20%
Good Governance and Public Participation	20%
Total	100%

5.8 The Core Management Competencies will make up the other 20% of the Employee's assessment score. The following are the Core Management Competencies :

CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES		
Core Managerial Competencies (CMC)		Weight
Strategic Capability		15%
Programme and Project Management		10%
Financial Management		10%
Change Management		10%
Service Delivery Innovation		5%
Problem Solving Analytic Thinking		5%
People and Diversity Management		10%
Client Orientation and Customer Focus		10%
Communication		5%
Accountability and Ethical Conduct		5%

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Policy conceptualization and implementation		5%
Supply Chain Management		5%
TOTAL		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 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 demented in a Personal Development Plan as well as the actions agreed to and implantation must take place within set time frames.
- 6.4 The annual performance appraisal will involve:
- 6.4.1 Assessment of the achievement of results as outlined in the performance plan:
- 6.4.1.1 Each key Performance Area 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 has to be performed under the KPA.
- 6.4.1.2 An indicative rating on the five-point scale should be provided for each Key Performance Area score.
- 6.4.1.3 The applicable assessment rating calculator must then be used to add the score and calculate a final Key performance area score.
- 6.4.2 Assessment of the Core Management Competencies:
- 6.4.2.1 Each CMC should be assessed according to the extent to which the specified Core Management Competencies.
- 6.4.2.2 An indicative rating on the five-point scale should be provided for each Core Management Competencies.

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6.4.2.3 This rating should be multiplied by the weighting given to each Core Management Competencies during the contracting process, to provide a score.

6.4.2.4 The applicable assessment rating calculator must then be used to add the scores and calculating a final Core management Competencies score.

6.4.3 Overall rating:

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

6.4.3.2 Assessment of Employee's performance will be based on the following rating scale for KPA's and CMC's:

Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Outstanding	Performance far exceeds the standards expected of and employee at this level. The appraisal indicates that the Employee has achieved far above fully effective results against all performance criteria and indicators as specific 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 standards expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specific in the PA and Performance plan and maintained this in all areas of responsibility 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 standards 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 indicated in the PA and Performance					

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		Plan.					
1	Unacceptable performance	Performance does not meet the standards 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.					

6.5 For purposes of evaluating the performance of the Employee, an evaluation panel constituted by the following persons will be established:

6.5.1 Mayor;

6.5.2 Chairperson of the Audit Committee;

6.5.3 Member of the Executive Committee, responsible for Performance Management; and

6.5.4 Mayor or Municipal Manager from another Municipality.

6.5.5 Manager: Performance Management System (as secretary).

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 periods with the understanding that the reviews in the first and third quarter may be verbal if performance is satisfactory:

7.1.1 First quarter: Second week of October 2016.

7.1.2 Second quarter: Third week of January 2017.

7.1.3 Third quarter: Second week of April 2017.

7.1.4 Fourth quarter & Annual review: End of August 2017.

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.

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- 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 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.
- 7.6 Record/results of quarterly, mid-year and annual assessment/reviews and changes made to the performance agreement as a result of such evaluations will be documented and form part of the annual performance evaluation report.

8. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B.

9. OBLIGATIONS OF THE EMPLOYER

The Employer shall-

- 9.1 create enabling environment for effective performance by the employee;
- 9.2 provide access to skills development and capacity building opportunities;
- 9.3 work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on his/her performance;
- 9.4 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
- 9.5 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 power will have amongst others:
- 10.1.1 A direct effect on the performance of any of the Employee's functions, performance objectives and targets;

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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 when exercising powers contemplated in 10.1 above 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 After the annual performance evaluation in terms of this performance agreement has been completed, the performance bonus ranging from 5% to 14% of the all-inclusive remuneration package may be paid to the Employee in recognition of outstanding performance.

11.3 In determining the performance bonus the relevant percentage will be based on the overall rating, calculated by using the applicable assessment rating calculator: provided that:

11.3.1 a score of 100% to 129% will be awarded a performance bonus of five percent(5%);

11.3.2 a score of 130% to 149% will be awarded a performance bonus of ten percent(10%); and

11.3.3 a score of 150% and above will be awarded a performance bonus of fourteen percent(14%).

11.4 The above mentioned performance bonus will be awarded based on the following scheme:

Level of performance	Description	Allocated Total Score	Bonus % of the Total Package
5.0	Outstanding Performance	Above 150%	14%
4.0	Performance significant above expectations	130 – 149%	10%
3.0	Fully effective (meets the standards)	100 – 129%	5%
2.0	Performance not fully effective	50 – 99%	0%
1.0	Unacceptable	1 – 49%	

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Performance

- 11.5** In the case of unacceptable performance, the Employer shall –
- 11.5.1** Give notice to the Employee to attend a meeting with the Employer and the Employee will have the opportunity to satisfy the Employer of the measures being taken to ensure that the Employee's performance becomes satisfactory by a particular date.
 - 11.5.2** provide systematic remedial or developmental support to support to assist the Employee to improve his/ her performance; and
 - 11.5.3** after appropriate performance counseling 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 in grounds of unfitness or incapacity to carry out his or her duties.
- 11.6** Nothing contained in this Agreement in any way limits the right of the Employer to terminate the Employee's contract of the Employee's contract of employment for any other breach by the Employee of his obligations to the Employer or for any other valid reason in law.

12. DISPUTE RESOLUTION

- 12.1** If the Employee is dissatisfied with any decision or actions of the Employer in terms of this agreement, or where a dispute arises about the nature of this performance agreement, whether it relates to which the Employee has achieved the performance objectives and targets established in terms of this Agreement.
- 12.1.1** The Employer may meet with the Employer with a view to resolving the issue. The Employer will record the outcome of the meeting in writing.
 - 12.1.2** In the event the employee remains dissatisfied with the outcome of the meeting, the dispute shall be mediated by the Executive Mayor within thirty (30) days of receipt of a formal dispute from the Employee.
 - 12.1.3** Provided that if the dispute is about the outcomes of the Employee's performance evaluation, the dispute shall be mediated by a member of the Municipal council who was not part of the evaluation panel within thirty (30) days of receipt of a formal dispute from the Employee.

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12.2 In the event that the meeting and mediation process contemplated in clause 12.1 above fails, dispute resolution mechanisms or processes provided for in the contract of employment shall apply and subsequent report to Council.

12.3 The outcome of any meeting and the decisions of the Employer, mediation or arbitration with regard to any dispute in terms of the performance agreement must form part of the report of the annual assessment exercise.

13. PERFORMANCE PLAN

13.1 Purpose

The performance plan defines the Council's expectations of the Municipal Manager and Director's Performance Agreement to which this document is attached and Section 57 (5) of the Municipal System Act, which provides that performance objectives and Targets must be based on the key performance indicators as set the municipality's integrated development Plan (IDP) and as reviewed annually.

13.2 Key Responsibilities

The following objects of local government will inform the Municipal Manager and Director's performance against set performance indicators;

1. Provide democratic and accountable government for local communities;
2. Ensure the provision of services to communities in a sustainable manner;
3. Promote social and economic development;
4. Promotes a safe and healthy environment;
5. Encourage the involvement of communities and community organizations in the matters of local government.

13.3 Key Performance Areas

The key performance Areas (KPA's) as outlined in the Local Municipal Planning and Performance Management Regulations (2001) inform the strategic objectives listed in the table below;

1. Municipal Transformation and Organizational Development;
2. Infrastructure Development and Service Delivery
3. Local Economic Development
4. Municipal Financial Viability and Management.
5. Good Governance and Public Participation.

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Annexure A: Performance Plan: Functional Areas

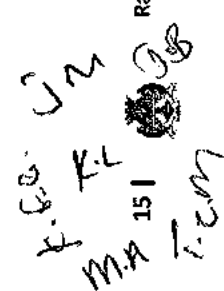
Departmental KPIs and Targets

MUNICIPAL TRANSFORMATION & ORGANISATIONAL DEVELOPMENT											
Corporate Objective	Key Performance Indicator	Baseline	Annual Target	Budget	Outcome Indicator	Quarterly Targets				Portfolio of Evidence	
						Quarter 1	Quarter 2	Quarter 3	Quarter 4		
Promote Planning and Performance Management	2016/2017 IDP and the Budget Schedule of Activities adopted by Council	2015/2016 Schedule of Activities (IDP/Budget)	Plan Adopted by 31 August 2016	R 100 000	Integrated Planning	Process Plan Adopted				Council Resolution & a copy of the Process Plan	
	2017/2022 Integrated Development Plan Adopted by Council	2012/2017 IDP	IDP Adopted by 31 May 2017			Process Plan Adopted	Analysis & Strategy Phase Report	Project Phase Draft IDP Approved by 31st March 2017	Community Consultation & Adopted IDP	Council Resolution & IDP Document	
	Service Delivery and Budget Implementation Plan Approved by the Mayor	2016/2017 SDBIP	Approved SDBIP by 09 June 2017	Operational					Draft SDBIP Noted	Approved SDBIP	Copy of SDBIP signed by the Mayor
	Number of Integrated Development Planning (IDP) Representative Forum meetings held	5 IDP Rep Forums	4 IDP Rep Forums (1 per quarter)	Operational			1	1	1	1	Minutes & Attendance Registers
	Number of Strategic Planning Sessions Held	1	1 Strategic Planning Session Held by 31 October 2016	R 100 000							Report/Minutes & Attendance Registers
Achieve Positive & Productive Employee Climate	Number of Local Labour Forum Meetings Held	6	4 (1 per quarter)	Operational		1	1	1	1	Report/Minutes & Attendance Registers	
	Number of appointed Service Providers for Employees Assistance Program & Occupational Health & Safety	New	2 Appointed Service Providers by 30 December 2016	R 450 000			Appointed Service Providers			Appointment Letters	

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Ratlou Local Municipality - Department: Office of the Municipal Manager

MUNICIPAL TRANSFORMATION & ORGANISATIONAL DEVELOPMENT										
Corporate Objective	Key Performance Indicator	Baseline	Annual Target	Budget	Outcome Indicator	Quarterly Targets				Portfolio of Evidence
						Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Promote Planning and Performance Management	Number of Mid Term Performance Assessments Held	New	1 Assessment Held by 31 Jan 2017		Accountable and Transparent Institution			1 Assessment Held		Signed Performance Agreements
	Number of Annual Performance Assessments Conducted	New	1 Performance Assessment held by 31 July 2017	R 260 000					Performance Assessment held	Performance Reports
	Number of Performance Reports Submitted to Council	4	4 Performance Reports (1 per quarter)			1	1	1	1	Council Minutes, noted item
	Number of Reports on implementation of Council Resolutions noted by Council	1	4 Reports (1 per quarter)	Operational		1	1	1	1	Council item & Minutes
	Number of Sessions Held to Communicate Municipal Strategy	1	1 Session held by 30 June 2017	Operational					Session held	Report & Minutes
	Number of HR Systems Developed (Biometric/Online Attendance Register)	New	1 HR System Developed by 30 September 2016	R 50 000				HR System Developed		Installation Certificate
	Number of Centralised Document Portal Developed & Adopted by Council	New	1 of Centralised Document Portal Developed & Adopted by Council by 30 September 2016	R 80 000				Centralised Document Portal Developed & Adopted		Council Resolution
Promote Accountable, Efficient & Transparent Administration	Number of Centralised Telephone Systems Implemented	Existing	1 Centralised Telephone Systems Implemented by 30 September 2016	R 1 100 000		Centralised Telephone Systems Implemented			Report	



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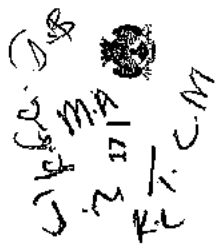
Ratlou Local Municipality - Department: Office of the Municipal Manager

MUNICIPAL TRANSFORMATION & ORGANISATIONAL DEVELOPMENT										
Corporate Objective	Key Performance Indicator	Baseline	Annual Target	Budget	Outcome Indicator	Quarterly Targets				Portfolio of Evidence
						Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Improve Technology Efficiency	Number of implemented IT Disaster Recovery Plan	2012/2013 ODR & BCP	1 IT Disaster Recovery Plan implemented by 31 December 2016	R 100 000	Technological Efficiency	Consultation with Organised Labour, Cllrs Workshop	Council Approval/Ad option	1 Report	1 Report	Report signed off by MM
	Number of Developed & Adopted Integrated IT Master Plan by Council	IT Master Plan	1 Developed & Adopted Integrated IT Master Plan by 31 December 2016	Operational		Consultation with Organised Labour, Cllrs Workshop	Council Approval/Ad option	1 Report	1 Report	Council Minutes & noted item
	Number of Routine Maintenance Conducted (on IT & CCTV Equipment) Noted by Asset Committee	12	12 Reports Noted by Asset Committee (1 per month)	R 100 000		3	3	3	3	Asset Committee Minutes & maintenance report
	Number of Software Licenses Renewed	4 Software Existing (Softline Pestel, Payday, Office & Teammate)	7 Software Licenses Renewed by 30 June 2017 (Team mate, Payday, Softline Pestel, Office, Caseware, Antivirus & Gbees)	R 100 000		Softline Pestel License Renewed	Gbees & Team Mate License Renewed	MS Office	Caseware, Antivirus & Payday License Renewed	Software Licenses Renewal Certificates/ Confirmations
	Number of Software Updates Conducted	Existing	12 (1 per month)	Operational		3	3	3	3	Log Register
	Number of ICT Learner ship Learners Appointed	New	1 ICT learner ship appointed by 30 July 2016	Operational		1 ICT Learner ship appointed				Appointment Letter & Contract

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Ratlou Local Municipality - Department: Office of the Municipal Manager

MUNICIPAL TRANSFORMATION & ORGANISATIONAL DEVELOPMENT										
Corporate Objective	Key Performance Indicator	Baseline	Annual Target	Budget	Outcome Indicator	Quarterly Targets				Portfolio of Evidence
						Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Retain & Recruit Talented Employees	Number of Reviewed Human Resource & IT related Policies adopted by Council	6 Policies	6 Policies (Recruitment, Retention, Remuneration, Educational, Leave & Rest)	Operational	Talented Employees			6 Draft Policies Adopted	6 Policies Adopted	Council Resolution & Funeral Policy
	Number of Learnership/Internship Learners Appointed	5 Learnership Learners	5 Learnership/Internship Learners Appointed by 30 September 2016	R416 000			5 Learnership/Internship Learners Appointed			
Promote Innovation Learning and Growth	Number of 2016/2017 Workplace Skills Development Plan (WSDP) Developed & Adopted by Council	2015/2016 WSDP	1 WSDP adopted by 30 April 2017		Skilled Workforce & Community	Establish Training Committee	Skills Audit & Training Needs Identified	Draft Plan	Adopted WSDP	Council Resolution & WSDP
	Number of WSDP Training Interventions Achieved	2015/2016 WSDP	30 Targets Achieved	R500 000					30 Training Intervention Achieved	Council Minutes
	Number of Skills Audit Conducted	2014/2015 Skills Audit	1 Skills Audit Conducted by 31 March 2017						Skills Audit Conducted	
Achieve Employment Equity	Number of applicants benefiting from the bursary fund (Community & Staff Members)	6	20 Bursars by 30 March 2017	R 120 000	Representative Workforce			20 Bursars		Signed Agreements
	Number of Council Approved Employment Equity Plan (EEP) submitted to Department of Labour	Employment Equity Plan	1 EEP completed and submitted by 15 January 2016	Operational					1 Complete & Submitted EEP	
	Number of Employees that have signed Code of Conduct	180 Employees	212 (Code of Conduct signed by all employees by 30 Sept. 2015)	Operational	Motivated and Productive Employees	212 (Signed Code of Conduct of all employees)				Copies of Signed Code of Conduct



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Ratiou Local Municipality - Department: Office of the Municipal Manager


FINANCIAL VIABILITY											
Corporate Objective	Key Performance Indicator	Baseline	Annual Target	Budget	Outcome Indicator	Quarterly Targets				Portfolio of Evidence	
						Quarter 1	Quarter 2	Quarter 3	Quarter 4		
Promote Financial Accountability	2017/18 Budget approved by Council	2016/2017 Budget approved on 31 May 2015	2017/2018 Budget approved by 31 May 2017	Operational	Accountable and Transparent Institution	Process Plan (Schedule of Activities) Adopted	Budget priorities developed	Draft by 31 March 2017	Approved by 31 May 2016	Council Resolution	
	Number of Budget Process Plan (Schedule of Activities) adopted by Council	2014/2015 Schedule of Activities	Budget Process Plan adopted by 31 August 2016	Operational		Process Plan (Schedule of Activities) Adopted					Council Resolution
	Number of Budget Related policies* adopted by Council	13 Policies	13 Policies Adopted by 31 May 2017	Operational			16 Draft Policies Noted by Council	16 Policies Adopted by Council			Council Resolution & Policies
	2016/2017 Adjustment Budget Approved by Council	2015/2016 Adjustment budget approved	Approved 2016/2017 Adjustment Budget by 31 January 2017	Operational			Budget Analysis Report (Actuals)	Approved Adjustment Budget			Council Resolution
Improve Asset Management and Achieve Clean Audit	Number of Reports on Updating of the Asset Register noted by Asset Committee	4 Reports	4 Reports (1 per quarter)	Operational	Better Management of Assets & Clean Audit	1	1	1	1	Minutes & Verification/Updated List/ signed by BTO Officials and MM	
	Number of Meetings of the Asset Management Committee	4 Meetings	4 Meetings (1 per quarter)	Operational						Minutes of the Asset Management Committee	
Improve Asset Management	Number of Electronic Asset Management System (EAMS) Installed	New	1 EAMS installed by 30 September 2016	Operational	Safe Guarding of Assets	1 EAMS installed				Installation Certificate	

* Policies: Budget, Funding & Reserve Policy, Credit Control & Debt Collection, Cash Management & Investment, Indigent Support, Fixed Asset, Virement, Provision for Bad Debt, Appointment of Consultancy, Tariff Structure, Supply Chain Management, Overriding, Rates, Callphone, Substance and Travelling and Bursary

Handwritten signatures and initials: J.M., J.B., T.C.M., 18 PA

Ratlou Local Municipality - Department: Office of the Municipal Manager

FINANCIAL VIABILITY										
Corporate Objective	Key Performance Indicator	Baseline	Annual Target	Budget	Outcome Indicator	Quarterly Targets				Portfolio of Evidence
						Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Revenue Enhancement	% Collection of Billed Revenue (i.e. Opening Balance + Billing - Impairment - Closing + Billing X 100)	15% Collection Rate	95% Collection Rate of Total Billed	Operational	Increased Municipal Revenue	95% (Subject to payment by Public Works)	95% (Subject to payment by Public Works)	95% (Subject to payment by Public Works)	95% (Subject to payment by Public Works)	Section 71 Reports
	Number of Meetings with Rate Payers Representatives	6 MPRA Meetings	4 (1 per quarter)	R50 000		1	1	1	1	Attendance Register/ Minutes
	Number of Supplementary Valuation Roll Conducted	Supplementary Valuation Roll	1 Supplementary Valuation Roll by 31 March 2017			1	1			Certified Supplementary Valuation Roll
Promote Financial Accountability	Council approved 2015/2016 Annual Financial Statements (AFS) submitted to the Office of the Auditor-General. (A-G)	2014/2015 Audited AFS	AFS submitted to A-G by 31 August 2016	R 420 000	Accountable and Transparent Institution	Compiled & Submitted AFS by the 31 August 2016				Acknowledgement letter by the Office of A-G/ Proof of Submission
	Number of Reports on Supply Chain Management submitted to Council (Non Compliance with MFMA, Demand & Acquisition, Disposal & Logistics)	4 SCM Reports	12 Reports (None Compliance with MFMA, Demand & Acquisition, Disposal & Logistics) (1 per quarter)	Operational		3	3	3	3	Council Minutes
	Number of Budget Statement submitted to the Provincial and National Treasury before the 07 th of each month	12 Budget Statements in 2015/2016	12 (Section 71 Reports)	Operational		3	3	3	3	Acknowledgement letters from PT and NT
	Number of Procurement Plans developed	2015/2016 Procurement Plan	1 Procurement Plan developed by 31 July 2016	Operational		Procurement Plan Developed				Plan Signed by MM
	% Expenditure of the MIG Allocation Spent	79% (of R4 796 000.00 MIG Allocation)	100% Spent on MIG Allocation	R43 059 000		10%	30%	70%	100%	Section 71 Reports & MIG Reports
	% Expenditure of the Maintenance Budget	100% (R4 035 167.70 of Maintenance Budget)	100% Spent on Maintenance Budget	R4 840 000		10%	30%	70%	100%	Section 71 Reports & MIG Reports

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Ratlou Local Municipality - Department: Office of the Municipal Manager

FINANCIAL VIABILITY											
Corporate Objective	Key Performance Indicator	Baseline	Annual Target	Budget	Outcome Indicator	Quarterly Targets				Portfolio of Evidence	
						Quarter 1	Quarter 2	Quarter 3	Quarter 4		
Promote Financial Accountability	Number of reconciliations (Section 64 of MFMA) submitted to the Accounting Officer	Existing	12 Reconciliations (1 per month)	Operational	Accountable and Transparent Institution	3	3	3	3	Acknowledgement letter by AO	
	Number of VAT Returns submitted to SARS	Existing	12 Returns (1 per month)	Operational		3	3	3	3	Proof of Submission	
	Budget Process Plan (Schedule of activities) adopted by Council	15/16 Schedule of Activities	Budget Process Plan adopted by Council by the 31 August 2016	Operational		Budget Process Plan adopted					Council Minutes & Resolution
	Number of Procurement Plans developed	2015/2016 Procurement Plan	1 Procurement Plan developed by 31 July 2016	Operational		Procurement Plan Developed					Plan Signed by MM
Achieve Clean Audit	Number of Revised Checklist for Procurement & Strategic Planning	15/16 Checklist	1 Revised Checklist for Procurement & Strat Plan by 31 July 2016	Operational		Revised Checklist for Procurement & Strat Plan				Plan Signed by MM	
	Auditor-Generals' Report included as a Standing Item on Management Meetings	15/16 Report	6	Operational		1	2	2	1	Minutes	
	Number of Reports on the Implementation of the Audit Action Plan noted by Council	15/16 Audit Action Plan	2 (3 rd & 4 th quarter)	Operational					1	Council Resolution	
	Number of Queries on Auditor-Generals' Report addressed on the Audit Action Plan by 31 August 2017	15/16 Queries	24 Queries	Operational		24				Council Resolution	

2017

LOCAL ECONOMIC DEVELOPMENT										
Corporate Objective	Key Performance Indicator	Baseline	Annual Target	Budget	Outcome Indicator	Quarterly Targets				Portfolio of Evidence
						Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Promote Local Economic Development & Job Creation	Number of Jobs created through Expanded Public Works Programme, Community Workers Programme, Capital Projects and other Local Economic Development initiatives	987 (96 EPWP, 817 CWP, 74 MIG)	1100 Jobs created by 30 June 2017	R 43 059 000 (MIG)	Growing Local Economy & Improved Livelihoods				1100 Jobs	Signed List of Beneficiaries & Employment Contracts
	Number of EPWP participants undergoing Training on Portable Skills	40 EPWP Participants	40 Participants	R 1 433 000 (EPWP)					21 participants trained	Registration/ Acceptance Letters
	Number of Cooperatives & SMIMES Assisted with Statutory Compliances (Tax, Annual Returns & BBBEE)	New	20 Cooperatives & SMIMES Assisted by 30 June 2017 (5 per quarter)			5	5		5	Cooperatives Register
	Number of LED Summits Resolutions implemented (Team Rehabilitation, SMME Info Workshops & Registration on e-Portal)	New	4 Resolutions Implemented by 30 June 2015				1 Resolution Implemented		2 Resolutions Implemented	Signed off by MM
	Number of Reports on the Implementation of the Social Labour Plans (SLP) noted by Council	4 Reports	4 Reports (1 per quarter)	R150 000		1	1	1	1	Portfolio minutes/ noted item
	Number of SMIMES/ Cooperatives Supported: Funding, Business Plan Development	5 SMIMES Supported with Business Plans	10 SMIMES/Cooperatives Supported by 30 June 2017			2 SMIMES/Cooperatives Supported	3 SMIMES/Cooperatives Supported	3 SMIMES/Cooperatives Supported	2 SMIMES/Cooperatives Supported	Signed off by the MM
	Number of Funding applications made to various agencies & institutions	4	4 Applications submitted by 30 June 2017						4 Applications submitted	Proof of Submission
	Number of Women Cooperatives/ SMIMES Registered	2	2 Cooperatives Established by 30 June 2017	R 50 000					2 Cooperatives Established	Certificate of Incorporation/ Registration

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LOCAL ECONOMIC DEVELOPMENT


Corporate Objective	Key Performance Indicator	Baseline	Annual Target	Budget	Outcome Indicator	Quarterly Targets				Portfolio of Evidence
						Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Promote Local Economic Development & Job Creation	Number of Youth undergoing Training on Entrepreneurship	New	20 Youth trained by 30 June 2017	Operational	Youth Development Growing Local Economy & Improved Livelihoods	Terms of Reference Development	Appointment of Service Provider	Youth Recruitment/ Identification	20 Youth on Training	Certificate of Competency
	Number of Cooperatives (for people living with disability) Established & Supported	1	2 Youth Groups Established & Supported by 30 June 2017	R 50 000		2 Youth Groups Supported				
	Number of Documented Research, Profiling & Exhibitions (Landmarks, Councilors, Officials, Traditional Leaders & War Veterans)	2	6 Documented Research, Profiling & Exhibitions by 30 June 2017	R50 000	6 Documented Research					Research Document
	Number of Signage & Branding Erected (Information Boards)	40 Boards	10 Information Boards Erected by 30 June 2017	R 50 000	10 Information Boards Erected	Development of Terms of Reference	Appointment of Service Provider	Erection of Signage Boards	10 Information Boards Erected	Proof of Installation
	Number of Youth Sports & Recreation Programs/Activities Held	New	2 Youth Sports & Recreation Programs/Activities Held by 31 June 2017	Operational	2 Youth Sports & Recreation Programs/Activities Held					Completion certificates/ Photos of Evidence
	Number of Youth Supported in Agriculture	New	2 Youth Groups supported in Agriculture by 31 June 2017	Operational	2 Youth Groups supported in Agriculture					Report signed off by MM

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INFRASTRUCTURE DEVELOPMENT AND BASIC SERVICE DELIVERY											
Corporate Objective	Key Performance Indicator	Baseline	Annual Target	Budget	Outcome Indicator	Quarterly Targets				Portfolio of Evidence	
						Quarter 1	Quarter 2	Quarter 3	Quarter 4		
Provision of Basic Municipal Services & Infrastructure	Number of Reports on Implementation of Water Projects by Department of Water & Sanitation, NMMDM/Sedibeng Water Board	Existing	4 Reports (1 per quarter)	Operational	Clean & Healthy Environment Improved Livelihoods & Better Community Services	1	1	1	1	Report signed off by MM	
	VIP Project Scope & Submission to the LG & HS and NMMDM	Existing	VIP Project Scope Submitted by 31 July 2016	Operational		VIP Project Scope Submitted					Proof of Submission
	Number of Reports on Sanitation Projects Implemented by NMMDM/DLG & HS	Existing	4 Reports (1 per month)	Operational		1	1	1	1	Report signed off by MM	
	Number of Reports on Eskom Electrification Program & Projects submitted to Council	Existing	4 Reports (1 per month)	Operational		1	1	1	1	Report signed off by MM	
	Number of Indigent Households receiving FBE	4	6935 Households	R 1 492 000		6935	6935	6935	6935	Report signed off by MM	
	Number of Project Electrification Need List of Household submitted to Eskom	New	1 Project Electrification Need List of Household submitted to Eskom by 31 July 2017	Operational		Project Electrification Need List of Household submitted				Proof of Submission	
	Number of Reports on Maintenance of High Mast Lights & Flood Lights	New	12 Maintenance reports (1 per month)	R 1 200 000		3	3	3	3	Report signed off by MM	

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INFRASTRUCTURE DEVELOPMENT AND BASIC SERVICE DELIVERY										
Corporate Objective	Key Performance Indicator	Baseline	Annual Target	Budget	Outcome Indicator	Quarterly Targets				Portfolio of Evidence
						Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Provision of Basic Municipal Services & Infrastructure	Length of Kilometers of Internal Roads Paved	4.2 km	4 km (Phase 04 of Moshwane & Logageng Roads adjoining R375 Road)	R 6 000 000		Construction	Construction	Construction	Completion	Completion Certificate
		7.7 km	6 km Tar (Part A of Kraaipan Internal Streets- Phase 2)	R 31 694 235.00		Construction	Construction	Construction	Completion	Completion Certificate
	3.1 km	3.1 km (Part B of Setagole Internal Streets - Phase 2)			Construction	Construction	Construction	Completion	Completion Certificate	
	Length of kilometers of Tar Road Completed	4 km	5 km (Lohatiheng to Motsitlane Internal Access Road)		Construction	Construction	Construction	Completion	Completion Certificate	
	Length (km) of roads maintained (gravel)	15 km	20 km of maintained Road	R 1400 000		5 km	5 km	5 km	5 km	Technical Reports signed by Ward Cllrs

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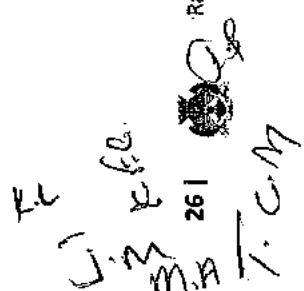
INFRASTRUCTURE DEVELOPMENT AND SERVICE DELIVERY

Corporate Objective	Key Performance Indicator	Baseline	Annual Target	Budget	Outcome Indicator	Quarterly Targets				Portfolio of Evidence
						Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Provision of Basic Municipal Services and Infrastructure	Number of Reviewed & Submitted Housing Needs Register to DHS	Register in Place	1 Reviewed & Submitted Housing Needs Register by 31 August 2016	Operational	Clean & Healthy Environment	Reviewed & Submitted Housing Needs Register				Proof of Submission
	Number of Reports on Housing Projects Submitted to Council	Existing	4 Reports (1 per quarter)	Operational		1	1	1	1	Council Minutes
	Number of Constructed Community Halls	18	2 Constructed Community Halls by 30 June 2017 (Dloliwane Phase 2 & Morokwa Phase 1)	Operational					Constructed Community Halls	Completion Certificate

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INFRASTRUCTURE DEVELOPMENT AND SERVICE DELIVERY

Corporate Objective	Key Performance Indicator	Baseline	Annual Target	Budget	Outcome Indicator	Quarterly Targets				Portfolio of Evidence
						Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Provision of Basic Municipal Services and Infrastructure	Number of Technical Department Material, Stores & Workshop Constructed	New	1 Technical Department Material, Stores & Workshop Constructed by 31 June 2017	Operational	Clean & Healthy Environment	Approved Designs	Tendering	Appointment of Contractor	Construction	Completion Certificate
	Number of Plant Machinery Purchased	4	1 Plant Machinery Purchased by 30 September 2016 (Compressor/Water Tanker/Mobile Fuel Tank)	R 600 000		Plant Machinery Purchased				Delivery Note
	Number of Maintenance Projects undertaken on Municipal Facilities	5	5 Maintained facilities by 31 June 2017 (Kraaipan Museum, Letsame, Thaping, Moshwane C Hall)	R 1 500 000		1	1	1	2	Completion Certificate
	Number of Municipal facilities Provided with Ventilated Pit Latrines, Electricity & Water	New	6 Municipal facilities Provided with Ventilated Pit Latrines, Electricity & Water by 31 June 2017	R 1 000 000		1	2	1	2	Enforcement Report



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INFRASTRUCTURE DEVELOPMENT AND SERVICE DELIVERY

Corporate Objective	Key Performance Indicator	Baseline	Annual Target	Budget	Outcome Indicator	Quarterly Targets				Portfolio of Evidence
						Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Provision of Basic Municipal Services & Infrastructure	Number of Cemeteries Upgraded	Existing	4 Cemeteries Upgraded by 30 June 2017 (Phase 2)	R 1 412 765	Clean & Healthy Environment Improved Livelihoods & Better Community Services				4 Cemeteries Upgraded	Completion Certificate
	Number of Licensed Waste Landfill Site Established	Existing	1 Licensed Waste Landfill Site Established by 30 June 2017	R 1 800 000					Licensed Waste Landfill Site Established	Completion Certificate
	Number of Licensed Waste Landfill Site Developed	Existing	1 Licensed Waste Landfill Site Developed by 30 June 2017						Licensed Waste Landfill Site Developed	Completion Certificate
	Number of Integrated Waste Management Plan approved by Council	Draft IWMP		1 Approved IWMP by 31 August 2016		Operational			Approved IWMP	Council Resolution
	Number of Waste Management By-Law Revised & Proclaimed	New		1 Revised & Proclaimed Waste Management By-Law by 31 August 2016		Operational			Revised & Proclaimed Waste Management By-Law	Proclamation (Government Gazette)
	Number of Patrol Vehicles Purchased	2		1 Patrol Vehicle Purchased by 30 September 2016		R 500 000			1 Patrol Vehicle	Delivery Note
	Number of Law Enforcement Initiatives Conducted	New		4		R 100 000			1	1

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INFRASTRUCTURE DEVELOPMENT AND SERVICE DELIVERY

Corporate Objective	Key Performance Indicator	Baseline	Annual Target	Budget	Outcome Indicator	Quarterly Targets				Portfolio of Evidence
						Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Promote Innovation Learning and Growth	Number of Library Awareness Programs Held	Existing	5 Awareness Programs Held by 31 August 2016	R 40 000	Clean & Healthy Environment	1	2	1	1	Proof of Attendance
	Number of Library Statistical Reports submitted to CATA	Existing	4 Reports (1 per quarter)	Operational		1	1	1	1	Report Signed off by MM
	Number of Libraries with Functional Committees	4	4 Reports (1 per quarter)	Operational		1	1	1	1	Appointment Letters
	Number of Library Committee Meetings Held	New	4 Reports (1 per quarter)	Operational		1	1	1	1	Minutes & Attendance Register
	Number of New Library Users Registered	Existing	60 (15 per quarter)	Operational		15	15	15	15	Registration Forms

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GOOD GOVERNANCE AND PUBLIC PARTICIPATION										
Corporate Objective	Key Performance Indicator	Baseline	Annual Target	Budget	Outcome Indicator	Quarterly Targets				Portfolio of Evidence
						Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Promote Good Governance	Number of Audit Committee Meetings Held	4	4 (1 per quarter)	R20 000	An Accountable and Transparent Institution	1	1	1	1	Minutes/ Attendance Register
	Number of Risk Management Strategy (RMS) reviewed & adopted by Council	Strategy in place	1 Revised & Adopted RMS by 31 December 2016	R 10 000	Improved Audit Outcome	Consultation with Labour & Councillors	Revised & Adopted Strategy	1 Report	1 Report	Council Resolution & RMS
	Number of Risk Management Policy (RMP) Reviewed & Adopted by Council	Policy in Place	1 Revised & Adopted RMP by 31 December 2016			Consultation with Labour & Councillors	1 Reviewed RMP	1 Report	1 Report	Council Resolution
	Number of MPAC Reports submitted to Council for noting	4	4 MPAC Reports (1 per quarter)	Operational		1	1	1	Council Minutes	
	Number of Support Training Conducted for MPAC & Rules Committee (Training on Roles & Responsibility)	2	2 Trainings	R 50 000		1		1	Attendance Register	
	Number of Internal Audit Reports Submitted to Audit Committee	Existing	4 (1 per quarter)	Operational		1	1	1	Council Resolutions	
	Number of Audit Committee Reports Submitted to Council	Existing	4 (1 per quarter)	Operational		1	1	1	Council Resolutions	

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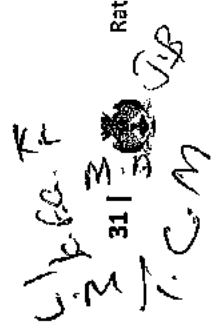
GOOD GOVERNANCE AND PUBLIC PARTICIPATION

Corporate Objective	Key Performance Indicator	Baseline	Annual Target	Budget	Outcome Indicator	Quarterly Targets				Portfolio of Evidence
						Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Enhance Communication	Number of Communication Strategies Reviewed & Adopted by Council	Strategy in Place	1 Communication Strategy Reviewed & Adopted by 31 May 2017	Operational	An Accountable and Transparent Institution	Consultations/Workshop		1 Draft in place	1 Revised & Adopted Strategy	Council Resolution
	Number of Ratlou Newsletter Publications Released	1	2 Publications	R50 000			1		1	Copy of Publication
Promote Community Participation	Number of Training for Ward Committees held	2	2 Trainings (Policy & Legislation)	R60 000			1		1	Minutes & Attendance Registers
	Number of Dipitso tsa Baagi Held	2	2 Public Meetings	R 70 000				2		Attendance Registers
	Number of Functional Ward Committees	14	14 Functional Ward Committees	R 1 814 400			14	14	14	Attendance Registers/Reports
	Number of Public Participation Events Supported	12	12 (3x IDP/Budget/PMS, 3 Annual Reports, 2x Imbizos and 4x Ward Committee Functions (3 per quarter))	R 200 000			3	3	3	Attendance Registers/Reports
Promote Community Participation	Number of Youth Summits Held	1	1 Youth Summit Held by the 30 June 2017	R 150 000					1	Attendance Registers/Reports
	Number of Youth Career Exhibition Held	2	1 Career Exhibition Held							Attendance Registers/Reports
Enhance Communication	Number of Reports on Operational Telecentres	4	4 (1 per quarter)	Operational			1	1	1	POE
	Number of Accredited Telecentres	1	2 Accredited Telecentres by 30 June 2017 (Kraaipan & Tshidilamolomo)	Operational				Closure of Non conformances	Accredited Telecentre	Accreditation Certificate
	Number of Assessment & Moderation Reports submitted to MICT SETA	1	1 report submitted to MICT SETA by 30 December 2017	R 200 000				Submission of Report	POE preparation	Verification Report from MICT SETA
	Number of Quality Assurance Meetings Held	New	4 (1 per quarter)	Operational			1	1	1	Attendance Register & Minutes

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SPATIAL RATIONALE

Corporate Objective	Key Performance Indicator	Baseline	Annual Target	Budget	Outcome Indicator	Quarterly Targets				Portfolio of Evidence
						Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Improve Spatial Planning	Number of Immovable Municipal Properties with Title Deeds	23 Municipal Properties Surveyed	23 Immovable Municipal Properties with Title Deeds		Integrated Sustainable Human Settlement				23 Properties with Title Deeds	Title Deeds
	Number of Surfaced Municipal Roads Surveyed	Non Surfaced Roads	6 Surfaced Municipal Roads by 30 June 2017	R 200 000					Surveyed Surfaced Municipal Roads	Proof of Survey
	Number of Municipal Planning Tribunal (MTP) Meetings held	Appointed MPT	4 (1 per quarter)	R50 000		1	1	1	1	Minutes/Attendance Registers



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MANAGEMENT FUNCTIONS

Promote Communication	Number of Workshops held to communicate municipal IDP within the department by 31 August 2016	New	1	1	1	1	1	1	1	1	1	1	1	Minutes and signed attendance registers
	Number of Workshop held to communicate the Top Layer and Technical SDBIP within the department by 31 August 2016	1	1	1	1	1	1	1	1	1	1	1	1	Minutes and signed attendance registers
	Number of departmental contributions (articles) towards municipal newsletter	New	4 (1 per quarter)	1	1	1	1	1	1	1	1	1	1	Copies of municipal newsletter with each issue featuring departmental programmes/ articles
	Regular submission of statutory website information (budget, tenders, SLAs etc.)	4	4 (1 per quarter)	1	1	1	1	1	1	1	1	1	1	Website Screen Printouts Date Stamped by IT
Promote Planning and Performance Management	Number of departmental meetings held	12	12 (Monthly)	3	3	3	3	3	3	3	3	3	3	Signed attendance register and agenda of meetings
	Number of formal performance assessment and feedback sessions held with immediate subordinates	New	2	1	1	1	1	1	1	1	1	1	1	Report signed by the director and immediate subordinates indicating that performance assessment sessions took place
Achieve positive employee climate	Number of Departmental Team Building exercise held by 31 December 2015	New	1	1	1	1	1	1	1	1	1	1	1	Attendance Register and Participation List
Promote Planning and Performance Management	Procurement Plan submitted to the Procurement Office	2015/2016 Procurement Plan	Procurement Plan submitted to the Procurement Office before 31 July 2016	Procurement Plan Submitted by 31 July 2016										Copy signed/ Date Stamped by Procurement Office

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Financial Information

1. Departmental Projected Operational Expenditure

Vote/Item	Budget	July 16	Aug 16	Sept 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	June 17
Salaries	24 230 193.56	2 019 182.79	2 019 182.79	2 019 182.79	2 019 182.79	2 019 182.79	2 019 182.79	2 019 182.79	2 019 182.79	2 019 182.79	2 019 182.79	2 019 182.79	2 019 182.79
Ward Committees	1 814 400	151 200	151 200	151 200	151 200	151 200	151 200	151 200	151 200	151 200	151 200	151 200	151 200
Audit Committee	20 000			5 000			5 000			5 000			5 000
Youth Development & Advisory Office	150 000												150 000
Bursary Funding	150 000							200 000					
IT Software	40 000				40 000								
Women Development	50 000			12 500			12 500			12 500			12 500
Disabled forum & development support	50 000			12 500			12 500			12 500			12 500
PMS (Staff, S56 & S57 Assessment)	230 000			57 500			57 500			57 500			57 500
TOTAL	26 734 593.56	2 170 382.19	2 170 382.19	2 257 782.19	2 240 382.19	2 190 382.19	2 257 782.19	2 310 382.19	2 370 382.19	2 257 782.19	2 170 382.19	2 170 382.19	2 157 782.19

1. Departmental Projected Capital Expenditure

Project	Budget	July 16	Aug 16	Sept 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 16	Apr 16	May 16	June 16
Communication Equipment	100 000			100 000									
IT Equipment (FMG)	150 000			37 500			37 500			37 500			37 500
Office Furniture	10 000			10 000									
Computer	90 000									90 000			
TOTAL	R 350 000			147 500			37 500			127 500			37 500

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CORE MANAGEMENT COMPETENCIES


The competency level will be assessed according to the extent to which specified standards have been met.

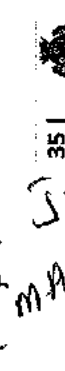
Competency	Definition	Standards
Strategic Capability and Leadership	Must be able to provide a vision, set the direction for the municipality and inspire others in order to deliver on the municipality's mandate.	<ul style="list-style-type: none"> Evaluates all activities to determine value added and alignment with the organizations' strategic goals Displays and contributes in-depth knowledge to strategic planning at the organizational level. Ensure alignment of strategies across various functional areas to the organization strategy Defines performance measures to evaluate the success of organization's strategy Monitors and review strategic plans consistently and takes corrective action to keep plans on track in light of new challenges in the environment Promotes organization's mission and vision to all relevant stakeholders Empowers others to deal with complex and ambiguous situations. Develops and implements risk management. Achieves agreement or consensus in an adversarial environment
Programme and Project Management	Must be able to plan, manage, monitor and evaluate specific activities in order to ensure that policies are implemented and that Local Government objectives are achieved.	<ul style="list-style-type: none"> Manages multiple projects and balances priorities and conflicts between projects based on broader organizational goals. Manages risks across multiple projects by examining total resource requirements and assessing impact of projects on the day-to-day operations. Modifies project approach and budget without compromising the quality of outcomes and the desired results
Financial Management	Must be able to know, understand and comply with the Municipal Finance Management Act No 56 of 2003	<ul style="list-style-type: none"> Takes ownership of key planning, budgeting and forecasting processes and answers questions related to topics within own responsibility. Formulates long term financial plans and resource allocations. Develops and implements systems, procedures and processes in order to improve financial management Advises on policies and procedures regarding asset control. Dynamically allocate resources according to internal and external objectives.
Service Delivery Innovation	Must be able to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals.	<ul style="list-style-type: none"> Formulates and implements new ideas throughout the organization. Ensures buy-in from key stakeholders Consults and utilizes international best practices in SDI/ Coaches others on Innovation techniques Inspires service providers to improve delivery of services

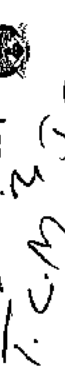
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Ratou Local Municipality - Department: Office of the Municipal Manager

Competency	Definition	Standards
People Management and Empowerment	Must be able to manage and encourage people, optimize their outputs and effectively manage relationships in order to achieve the municipality's goals.	<ul style="list-style-type: none"> • Analyzes ineffective team and work processes and recommends improvement • Recognizes and rewards desired behaviours and results • Mentors and counsels others • Addresses balance between individual career expectations and organizational needs. • Considers developmental needs of personnel when building teams and assigning tasks. • Establishes an environment in which personnel can maximize their potential.
Client Orientation and Customer Focus	Must be willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice.	<ul style="list-style-type: none"> • Coaches others about the importance and application of customer and client knowledge. • Fosters an environment in which customer satisfaction is valued and delivered. • Addresses and resolves high risk high profile stakeholder issues. • Takes advantage of opportunities to learn about stakeholders and brings this information to own functional area.
Communication	Must be able to exchange information and ideas in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence other to achieve the desired outcomes.	<ul style="list-style-type: none"> • Communicates high risk sensitive matters to all relevant stakeholders • Develops well defined communication strategy • Balances political views with organizational needs which communicating differing view points on complex issues. • Communicates with the media without compromising the integrity of the organization










Ratlou Local Municipality - Department: Office of the Municipal Manager

Core Occupational Competencies

<p>Knowledge of Performance Management and Reporting</p>	<p>The ability to support the implementation of performance management and reporting in the municipality.</p>	<ul style="list-style-type: none"> • Knowledge and understanding of the legislative framework governing performance management in local government. • Supporting and contributing to the timely preparation, submission and publication of statutory reports including annual report, in-year reporting. • Ability to interpret the performance information. • Advanced knowledge of performance management issues and concepts.
<p>Competence in policy conceptualization and implementation</p>	<p>Ability to support and contribute to the formulation of policy and by laws as well as ability to implement, manage and oversee the implementation of policy with the area of responsibility</p>	<ul style="list-style-type: none"> • Thorough understanding of reporting requirements • Ability to analyze regulatory frameworks and various models of policy processes.



 36 |

 K. K. G.

 M. A. V. N. J. B.

 T. C. M. J. B.

14. GENERAL

- 14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A will not be confidential and may be available to the public by the Employer as part of municipal annual report in terms of the MFMA, 56 of 2003 and the MSA, 32 of 2000.
- 14.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the employee in terms of his/her employment contract of employment, or the effect of existing or new regulations, circulars, policies, directives or other instruments.

Thus done and signed at SETLAGOLE on this the 24th day of JUNE 2016...

AS WITNESSES:

1 [Signature]
2 Mokaleng

[Signature]
EMPLOYEE

AS WITNESSES:

1 [Signature]
2 [Signature]

[Signature]
MAYOR

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APPENDIX A

FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) LEKOMANYANE G
 (Postal address) P. O. BOX 142
KRAAIPAN 2747
 (Residential address) House 2919 LETSAPA SECTION
KRAAIPAN 2747
 (Position held) MUNICIPAL MANAGER
 (Name of Department) RABELOU LOCAL MUNICIPALITY
 Tel 018 330 7000 Fax 018 330 7045

hereby certify that the following information is complete and correct to the best of my knowledge:

1. Shares and other financial interests

See information sheet: note 2

Number of shares/Extent of financial interests	Nature	Nominal Value	Name of Company/Entity
N/A			

2. Directorships and partnerships

See information sheet: note 4

Name of corporate entity or partnership	Type of business	Amount of Remuneration
N/A		

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3. Remunerated work outside the Council

Must be sanctioned by your Accounting Officer. See information sheet: note C

Name of Employer	Type of Work	Amount of Remuneration
INDEPENDENT ELECTORAL COMMISSION (IEC)	MUNICIPAL ELECTORAL OFFICER	≈ R2000

Name of Accounting Officer _____ Portfolio _____

Signature of Accounting Officer _____ Date _____

4. Consultancies and retainerships

See information sheet: note C

Name of client	Nature	Type of business activity	Value of any benefits received
	N/A		

5. Sponsorships

See information sheet: note C

Source of assistance/ sponsorship	Description of assistance/ sponsorship	Value of assistance/sponsorship
	N/A	

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6. Gifts and hospitality from a source other than a family member

See information sheet: note 4

Description	Value	Source
	N/A	

7. Land and property

See information sheet: note 4

Description	Extent	Area	Value
RESIDENTIAL House	4769 UNIT 13 MMABATHO	309 M ²	R600 000.00


SIGNATURE OF DESIGNATED EMPLOYEE

DATE: 24 JUNE 2016PLACE: SETLAGOLE


CONTENTS NOTED; MAYOR

DATE: 29/06/2016

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