

**PERFORMANCE AGREEMENT
AND PERFORMANCE PLAN
(FINANCE)**

MADE AND ENTERED INTO BY AND BETWEEN

THE THABA CHWEU LOCAL MUNICIPALITY

AS REPRESENTED BY

LESLEY MPHAKA MOKWENA

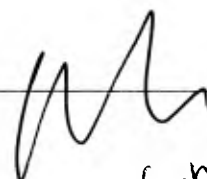
AND

GARETH MANDISI TREVOR MNISI

FOR THE

FINANCIAL YEAR 2016-17:

01 JULY 2016 – 30 JUNE 2017

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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN

Thaba Chweu Local Municipality duly represented by Lesley Mphaka Mokwena in his capacity as Acting Municipal Manager (hereinafter referred to as the Employer or Supervisor)

and

Gareth Mandisi Trevor Mnisi an employee of Thaba Chweu Local Municipality (hereinafter referred to as the Employee).

WHERE 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 ("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, 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.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to -

- 2.1 comply with the provisions of Section 57(1)(b),(4a),(4b) and (5) of the Systems Act 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, Municipality's Budget and Service Delivery and Budget Implementation Plan (SDBIP);
- 2.3 specify accountabilities as set out in a performance plan and which is attached herein as annexure (A) which forms part of this performance agreement;
- 2.4 monitor and measure performance against set targeted outputs;

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- 2.5 use the performance agreement and performance plan as the basis for assessing whether the **Employee** has met the performance expectations applicable to his job;
- 2.6 in the event of outstanding performance, to appropriately reward the **Employee**; 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.

3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on **01 July 2016** and will remain in force until **30 June 2017**, 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 review the provisions of this Agreement during June each year. The parties 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 This Agreement will terminate on the termination of the **Employee's** contract of employment or in terms of clause 11.3.2 of this agreement.
- 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 accordingly revised.

4 PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan contained in this Annexure A sets out-
 - 4.1.1 the performance objectives and targets that shall be met by the **Employee**; and
 - 4.1.2 the time frames within which those performance objectives and targets shall 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, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the **Employer**, and shall include key objectives; key performance indicators; target dates and weightings.
 - 4.2.1. The key objectives describe the main tasks that shall be done.

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- 4.2.2 The key performance indicators provide the details of the evidence that shall be provided to show that a key objective has been achieved.
- 4.2.3 The target dates describe the timeframe in which the work shall be achieved.
- 4.2.4 The weightings show the relative importance of the key objectives to each other.
- 4.3 The **Employee's** performance shall also 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 that will be included in the performance management system as applicable to the **Employee**.
- 5.4 The **Employee** undertakes to actively focus on 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** shall be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs) respectively.
 - 5.5.2. Each area of assessment shall be weighted and should contribute a specific part to the total score.
 - 5.5.3. KPAs covering the main areas of work shall account for 80% and CCRs will account for 20% of the final assessment.
- 5.6 The **Employee's** assessment shall be based on his performance in terms of the outputs / outcomes (performance indicators) identified as per attached Performance Plan, which are linked to the KPA's, and shall constitute 80% of the overall assessment result as per the weightings agreed to between the **Employer** and **Employee**:

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| DIRECTOR: FINANCE | |
|--|------------------|
| KEY PERFORMANCE AREAS (KPA's) – 80% | |
| | Weighting |
| Basic Service Delivery | 20 |
| Local Economic Development (LED) | 0 |
| Municipal Financial Viability and Management | 50 |
| Good Governance and Public Participation | 10 |
| Municipal Institutional Development and Transformation | 20 |
| Total | 100% |

- 5.7 The CCRs shall make up the other 20% of the **Employee's** assessment score. CCRs that are deemed the most critical for the **Employee's** specific job should be selected (✓) from the list below as agreed to between the **Employer** and **Employee**. (Three of the CCRs are compulsory for Municipal Managers, as indicated.):

| CORE COMPETENCY REQUIREMENTS (CCR) FOR EMPLOYEES – 20% | | |
|--|------------|---------------|
| CORE MANAGERIAL COMPETENCIES (CMC) | ✓ | WEIGHT |
| Strategic Capability and Leadership | | 5 |
| Programme and Project Management | | 5 |
| Financial Management | compulsory | 5 |
| Change Management | | 5 |
| Knowledge Management | | 5 |
| Service Delivery Innovation | | 5 |
| Problem Solving and Analysis | | 5 |
| People Management and Empowerment | compulsory | 5 |
| Client Orientation and Customer Focus | compulsory | 4 |
| Communication | | 4 |
| Honesty and Integrity | | 5 |
| CORE OCCUPATIONAL COMPETENCIES (COC) | | |
| Competence in Self Management | | 4 |
| Interpretation of and implementation within the legislative and national policy frameworks | | 5 |
| Knowledge of Performance Management and Reporting | | 5 |
| Knowledge of global and South African specific political, social and economic contexts | | 5 |
| Competence in policy conceptualisation, analysis and implementation | | 5 |
| Knowledge of more than one functional municipal field / discipline | | 5 |
| Skills in Mediation | | 4 |
| Skills in Governance | | 5 |
| Competence as required by other national line sector departments | | 5 |
| Exceptional and dynamic creativity to improve the functioning of the municipality | | 4 |

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| CORE COMPETENCY REQUIREMENTS (CCR) FOR EMPLOYEES – 20% | | |
|--|---|--------|
| CORE MANAGERIAL COMPETENCIES (CMC) | √ | WEIGHT |
| Total percentage | - | 100% |

6. EVALUATING PERFORMANCE


- 6.1 The Performance Plan as stated in paragraph 4.1 above shall be the basis for evaluating performance.
- 6.2 The **Employer** may review the **Employee's** performance at any stage and at any frequency while the contract of employment remains in force.
- 6.3 Personal growth and development needs identified during any performance review shall be documented in the **Employee's** Personal Development Plan as well as the actions agreed to and implementation shall take place within set periods.
- 6.4 The **Employee's** performance shall be measured in terms of contributions to the goals and strategies set out in the **Employer's** IDP.
- 6.5 The annual performance appraisal shall involve:

6.5.1 Assessment of the achievement of results as outlined in the performance plan:

- (a) Each KPA shall 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) An indicative rating on the five-point scale is provided for each KPA.
- (c) The applicable assessment rating calculator (referred to in paragraph 6.5.3 below) shall be used to add the scores and calculate a final KPA score.

6.5.2 Assessment of the CCRs

- (a) Each CCR shall be assessed according to the extent to which the specified standards have been met.
- (b) An indicative rating on the five-point scale is provided for each CCR.
- (c) This rating shall be multiplied by the weighting given to each CCR during the contracting process, to provide a score.
- (d) The applicable assessment rating calculator (referred to in paragraph 6.5.1) shall be used to add the scores and calculate a final CCR score.

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6.5.3 Overall rating

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

6.6 The assessment of the performance of the **Employee** shall be based on the following rating scale for KPA's and CCRs:

| Level | Class Interval | Description | Rating | | | | |
|-------|--|---|--------|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | 5 |
| 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. | | | | | |
| 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. | | | | | |

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6.7 For purposes of evaluating the annual performance of the **Employee** an evaluation panel shall be constituted of the following persons:

- 6.7.1 Municipal Manager;
- 6.7.2 Chairperson of the performance audit committee;
- 6.7.3 Member of the mayoral committee; who is relevant to the specific department; and
- 6.7.4 Municipal Manager from another municipality.

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of the **Employee** in relation to this performance agreement shall further be reviewed at the end of each quarter for the following periods with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

| | | |
|-----------------------|---------------------------|-------------------|
| First quarter | : July – September 2016 | : 15 October 2016 |
| Second quarter | : October – December 2016 | : 15 January 2017 |
| Third quarter | : January – March 2017 | : 15 April 2017 |
| Fourth quarter | : April – June 2017 | : 15 July 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.

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

8. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing the **Employee's** developmental gaps has not been attached as gaps have not been identified yet.

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 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 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 shall 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 as per the performance management framework policy to the **Employee** in recognition of outstanding performance to be constituted as follows:
 - 11.2.1 a score of 130% to 149% shall be awarded a performance bonus ranging from 5% to 9%; and
 - 11.2.2 a score of 150% and above shall be awarded a performance bonus ranging from 10% to 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 performance; and
 - 11.3.2 after appropriate performance counselling and having provided the necessary guidance and/ or support, the **Employer** may consider steps to

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terminate the contract of employment of the **Employee** on grounds of unfitness or incapacity to carry out his duties. Such steps will be as follows:

- 11.3.2.1 In the case of any serious underperformance at any given time, a final written warning will be issued to the relevant **Employee**;
- 11.3.2.2 If no immediate improvement in performance is shown within the quarter following the issuing of the notice, the **Employee** will be dismissed from the service of the **Employer**.

PERFORMANCE PLAN

1. PURPOSE

The Performance Plan defines the Council's expectations of the Performance Agreement of the **Employee** and Section 57 (5) of the Municipal Systems Act, which provides that performance objectives and targets shall be based on the Key Performance Areas and Indicators as set in the Thaba Chweu Local Municipality's Integrated Development Plan (IDP) and as reviewed annually.

2. KEY RESPONSIBILITIES

The following objectives of local government will inform the **Employee's** performance against set performance indicators

- a. Provide democratic and accountable government for local communities
- b. Ensure the provision of services to communities in a sustainable manner
- c. Promote social and economic development
- d. Promote a safe and healthy environment
- e. Encourage the involvement of communities and community-based organisations in matters of local government

3. KEY PERFORMANCE AREAS

The following Key Performance Areas (KPA's) as outlined in the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006, inform the strategic objectives in the table below:

Basic Service Delivery
Municipal Institutional Development and Transformation
Local Economic Development
Municipal Financial Viability and Management
Good Governance and Public Participation

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**ANNEXURE A
PERFORMANCE PLAN**

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| THABA CHWEU LOCAL MUNICIPALITY | | | | | | | | | | | | | | |
|---|---------------------------------|---|--|---|--|------------------|--|---|---|---|---|---|---|-------------------------|
| DEPARTMENTAL SDBIP/ PERFORMANCE PLAN 2016 -17 | | | | | | | | | | | | | | |
| Project ID | Responsible Sub-Department/Unit | KPA | Objective | Baseline | Project Name | Project Location | Indicator | Annual Target | Means of Verification | Planned Target | | | | Budget & Funding Source |
| | | | | | | | | | | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter | |
| DIRECTORATE: FINANCIAL SERVICE | | | | | | | | | | | | | | |
| A. STRATEGIC OBJECTIVE: REVENUE ENHANCEMENT TO INCREASE REVENUE BASE | | | | | | | | | | | | | | |
| opex | Revenue Unit | Financial viability and management | revenue enhancement strategy | 15000 households are billed on a monthly basis | Accurate debtor billing for services rendered | Institutional | Number of households billed | 15 000 households to be billed monthly throughout the FY | Monthly progress reports as per the quarterly targets | 15 000 households billed monthly | 15 000 households billed monthly | 15 000 households billed monthly | 15 000 households billed monthly | opex |
| opex | Revenue Unit | | Revenue enhancement strategy | Top 100 customers in arrears to the tune of R 32.4 Million | Decrease debt balances of top 100 customers | Institutional | Amount (in rands) of debt reduced of the top 100 customers | Reduce debt of top 100 customers by R 8 000 000 by end of June 2017 | Monthly progress reports as per the quarterly targets | Reduce debt of top 100 customers by R 200 000 per quarter | Reduce debt of top 100 customers by R 200 000 per quarter | Reduce debt of top 100 customers by R 200 000 per quarter | Reduce debt of top 100 customers by R 200 000 per quarter | opex |
| opex | Revenue Unit | | Revenue enhancement strategy | 2000 bridged meters | Elimination of bridged and bypassed meters | Institutional | Number of meters installed | 2000 meters installed by end of June 2017 | Monthly progress reports as per the quarterly targets | Installation of 500 meters | Installation of 500 meters | Installation of 500 meters | Installation of 500 meters | opex |
| opex | Revenue Unit | | Revenue enhancement strategy | Councillor accounts in arrears with R 2 090.34 Employee accounts in arrears with R 210 498.25 | Deduct outstanding councillor & municipal officials accounts | Institutional | All officials and Councillors are targeted | All officials and councillors accounts to be up to date by end of June 2017 | Monthly progress reports as per the quarterly targets | 25% of all councillors and staff not in arrears | 50% of all councillors and staff not in arrears | 75% of all councillors and staff not in arrears | 100% of all councillors and staff not in arrears | opex |
| opex | Asset Management | | Asset Management | To ensure that an asset count is conducted annually | Asset Count | Institutional | Number of Asset Counts Conducted | 1 Asset count annually | Asset register | 1 Asset count | N/A | N/A | N/A | opex |
| B. STRATEGIC OBJECTIVE: PROVIDE ACCESS TO BASIC SERVICES | | | | | | | | | | | | | | |
| opex | Supply Chain Management Unit | Basic Infrastructure and Service Delivery | To Comply with SCM Policy | 24 unjustified deviations during the 2015/16 FY which were due to poor planning | SCM Policy Implementation | Institutional | % in which unjustified deviations have decreased | Number of unjustified deviations to be reduced by 40% by end of June 2017 | Quarterly SCM implementation reports | Reduce unjustified deviations by 10% in comparison to the last financial year 4th quarter | Reduce unjustified deviations by 10% in comparison to the 1st quarter | Reduce unjustified deviations by 10% in comparison to the 2nd quarter | Reduce unjustified deviations by 10% in comparison to the 3rd quarter | opex |
| opex | Budget & Treasury | | Compliance with budget process plan 2016-17 FY | 100% Compliance with the budget process plan during 2015/16 FY | Implementation of budget process plan | Institutional | % of Compliance with the budget process plan 2016-17 FY | 100% of Compliance with the budget process plan by end of June 2017 | Reports submitted in line with budget process plan | Progress reports as per the approved budget process plan | Progress reports as per the approved budget process plan | Progress reports as per the approved budget process plan | Progress reports as per the approved budget process plan | opex |
| C. STRATEGIC OBJECTIVE: TO IMPROVE RESOURCE MANAGEMENT | | | | | | | | | | | | | | |

3.2.2



| | | | | | | | | | | | | | | |
|------|------------------|------------------------------------|--|--------------------|---|---------------|---|---|---|--|--|--|--|------|
| opex | Expenditure Unit | Financial Viability and Management | Timeous payment of Municipal Officials | 12 Salary payments | Payment of salaries | Institutional | % of compliance to salary date (by or before 25 of every month) | 100% of salary payments as per employee's contracts by end of June 2017 | Monthly payroll reports | 100% compliance salary payments as per the employees' employment contracts | 100% compliance salary payments as per the employees' employment contracts | 100% compliance salary payments as per the employees' employment contracts | 100% compliance salary payments as per the employees' employment contracts | opex |
| opex | Expenditure Unit | | To maximize the collection of VAT | 12 VAT Recons | VAT201 SARS statement - Monthly VAT Recon | Institutional | Number of submission of VAT returns made | 6 VAT201 SARS Statement - Monthly VAT Recon submitted by June 2017 | Monthly progress reports of VAT201 SARS (Statement - Monthly VAT Recon) | 1 VAT201 SARS Statement - Monthly VAT Recon | 2 VAT201 SARS Statement - Monthly VAT Recon | 1 VAT201 SARS Statement - Monthly VAT Recon | 2 VAT201 SARS Statement - Monthly VAT Recon | opex |

C. STRATEGIC OBJECTIVE: GOOD GOVERNANCE

| | | | | | | | | | | | | | | |
|------|-----------------------------|--|--|---|---|---------------|--|--|--|---|--|---|---|------|
| opex | Finance Services (CFO) | Institutional development and Transformation | To ensure that identified risks are addressed timeously | 2015/16 Risk Assessment Report | Risk Assessment Report | Institutional | % of risks addressed | 100% of risks addressed by end of June 2017 | Quarterly risk management progress report | Risk management progress report | Risk management progress report | Risk management progress report | Risk management progress report | opex |
| opex | Finance Services (CFO) | | To Ensure Internal and External Findings are addressed timeously | 2015/16 Internal Audit Plan and Audit Action Plan | Internal Audit Plan and Audit Action Plan | Institutional | % of findings addressed | 100% of findings addressed by 30 June 2017 | AG Audit action plan & Internal audit action plan (quarterly progress reports) | Quarterly progress reports | Quarterly progress reports | Quarterly progress reports | Quarterly progress reports | opex |
| opex | Finance Services (CFO) | | To ensuring smooth administration | 12 Departmental meetings held in the 2015/17 FY | Departmental meetings | Institutional | Number of meetings held | 12 by end of June 2017 | Attendance register, agendas & minutes with resolution register | 3 Departmental meetings | 3 Departmental meetings | 3 Departmental meetings | 3 Departmental meetings | opex |
| opex | Budget & Treasury Unit | Financial Viability and Management | MFMA Compliance with legislative requirements | MFMA Sec 72 Report in 2015/16 FY | MFMA Sec 72 Report | Institutional | Compliance MFMA Calendar | Mid-Year Budget Assessment Report (sec72) approved by end of | Mid-Budget Performance Assessment Report (sec 72 report 2016/17 FY) | N/A | N/A | Approval of mid-Budget Performance Assessment Report (sec 72 report 2016/17 FY) | N/A | opex |
| opex | Budget & Treasury Unit | | MFMA Compliance with legislative requirements | 12 MFMA Sec 71 Reports in 2015/16 FY | MFMA Sec 71 Reports | Institutional | Number of Sec 71 Reports submitted as the legislated | 12 MFMA Sec 71 Reports | 12 MFMA Sec 71 reports annually | 3 Monthly MFMA Sec 71 reports | 3 Monthly MFMA Sec 71 reports | 3 Monthly MFMA Sec 71 reports | 3 Monthly MFMA Sec 71 reports | opex |
| opex | Budget & Treasury Unit | | MFMA Compliance with legislative requirements | Disclaimer audit outcome | Annual Financial Statements | Institutional | Compliance to legislation (Submission of AFS) | Improved Audit opinion from Auditor General for 2015/16 FY by 30 November 2016 | Audit report | Submit AFS | *Timely response to AG findings, * Improved audit report | Audit action plan | Finalise audit action plan | opex |
| opex | Information Technology Unit | Good Governance and Public Participation | Improve Communication | New Indicator | Desktop support | Institutional | Turnaround time for desktop support | 24 hrs response for desktop support | Reports submitted as per calls logged | Development of log system for desktop support | progress Reports as per the call logged | progress Reports as per the call logged | progress Reports as per the call logged | opex |

Name of Section 56/7 Manager: Mr G. M. J. J. J. J. J.

Signature:

Date:

13/06/2016

Handwritten signatures and initials on the left margin, including 'G.M.' at the bottom.



4. DISPUTE RESOLUTION


- 4.1 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 –
 - 4.1.1 the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the **Employee**; or
 - 4.1.2 any other person appointed by the MEC, whose decision shall be final and binding on both parties.
- 4.2 In the event that the mediation process contemplated above fails, clause 20.3 of the Contract of Employment shall apply.

5. GENERAL

- 5.1 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**.
- 5.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the **Employee** in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.
- 5.3 The performance assessment results of the **Employee** shall be submitted to the MEC responsible for local government in the province as well as the national minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.

Thus done and signed at Mashishingi Lydenburg on this the _____
13 day of June 2016


AS WITNESSES:

- 1.  _____
- 2. _____



EMPLOYEE

AS WITNESSES:

- 1.  _____
- 2. _____



ACTING MUNICIPAL MANAGER