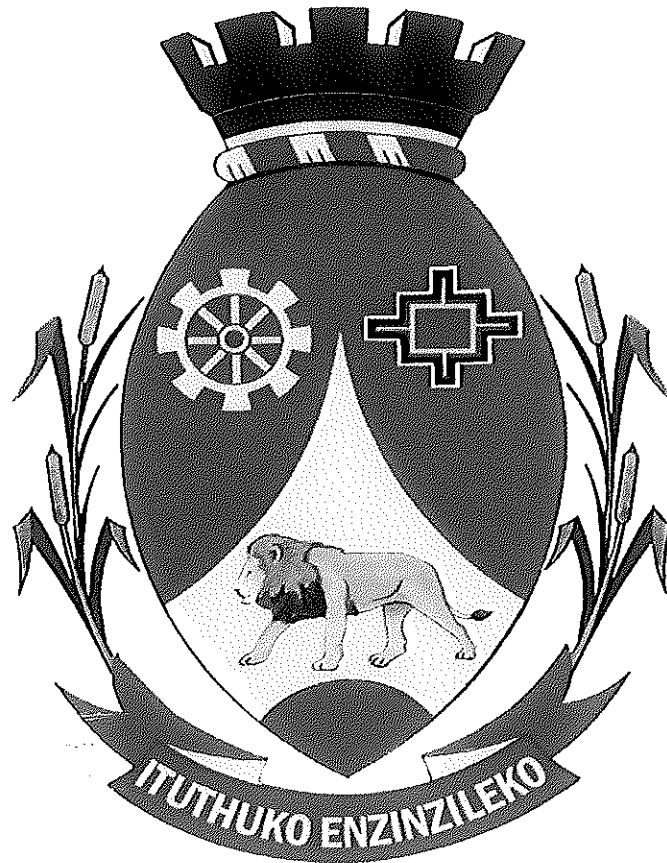


THEMBISILE HANI LOCAL MUNICIPALITY



PERFORMANCE AGREEMENT



PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

THE THEMBISILE HANI LOCAL MUNICIPALITY
AS REPRESENTED BY THE MUNICIPAL MANAGER

JABULANI ISAAC SINDANE

AND

LYDIA SEHLAKO

THE ACTING CHIEF FINANCIAL OFFICER OF THE MUNICIPALITY

FOR THE


FINANCIAL YEAR: 07 APRIL 2014 - 30 JUNE 2014

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Annexure: A Performance Plan

B Personal Development Plan

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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The *Thembisile Hani Local Municipality* herein represented by *Jabulani Isaac Sindane* in her/his capacity as Municipal Manager (hereinafter referred to as the **Employer** or Supervisor)

and

Lydia Sehlako (Acting CFO) Employee of the Municipality (hereinafter referred to as the **Employee**).

WHEREBY IT IS AGREED AS FOLLOWS:

1 INTRODUCTION

- 1.1 The **Employer** has entered into a contract of employment with the **Employee** in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("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 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, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- 2.3 specify accountabilities as set out in a performance plan, which forms an annexure A to the performance agreement;
- 2.4 monitor and measure performance against set targeted outputs;
- 2.5 use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;
- 2.6 in the event of outstanding performance, to appropriately reward the employee; 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 the **07 April 2014** and will remain in force until **30 June 2014** where after 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 for any reason.
- 3.4 The content of this Agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.



4 PERFORMANCE OBJECTIVES

4.1 The Performance Plan (Annexure A) sets out-

4.1.1 the performance objectives and targets that must be met by the **Employee**; and

4.1.2 the time frames within which those performance objectives and targets must be met.

4.2 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 need to be done.

4.2.2 The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.

4.2.3 The target dates describe the timeframe in which the work must be achieved.


4.2.4 The weightings show the relative importance of the key objectives to each other.

4.3 The **Employee's** performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the **Employer's** Integrated Development Plan.

5 PERFORMANCE MANAGEMENT SYSTEM

5.1 The **Employee** agrees to participate in the performance management system that the **Employer** adopts or introduces for the **Employer**, management and municipal staff of the **Employer**.

5.2 The **Employee** accepts that the purpose of the performance management system will be to provide a comprehensive system with specific



performance standards to assist the **Employer**, management and municipal staff to perform to the standards required.

- 5.3 The **Employer** will consult the **Employee** about the specific performance standards that will be included in the performance management system as applicable to the **Employee**.

6. THE EMPLOYEE AGREES TO PARTICIPATE IN THE PERFORMANCE MANAGEMENT AND DEVELOP SYSTEM THAT THE EMPLOYER ADOPTS

6.1 The **Employee** undertakes to actively focus towards the promotion and implementation of the IDP priorities (including special projects relevant to the employee's responsibilities) within the local government framework.

6.2 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.

6.2.1 The **Employee** must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Area (KPAs) and the Core Competency Requirements (CCRs) respectively.

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

6.2.3 KPA's covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.

6.3 The **Employee's** assessment will be based on his / her performance in terms of the outputs / outcomes (performance indicators) identified as per attached Performance Plan (**Annexure A**), which are linked to the KPA's and will constitute 80% of the overall assessment result as per the weightings agreed to between the **Employer** and **Employee**:

KEY PERFORMANCE AREAS	WEIGHTING
Basic Service Delivery	0%
Municipal Institutional Development and Transformation	10%
Local Economic Development	0%
Municipal Financial Viability	70%
Good Governance and Public Participation	20%
Total	100%



6.4 . The CCRs will make up the other 20% of the Employee's assessment score. CCRs that are deemed to be 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 Chief Financial Officer

CORE COMPETENCY REQUIREMENTS (CCR) FOR EMPLOYEES		
CORE MANAGERIAL COMPETENCIES (CMC)	✓	WEIGHT
Strategic Capability and Leadership	✓	5.5%
Programme and Project Management		4.5%
Financial Management	compulsory	4.5%
Change Management		4.5%
Knowledge Management		4.5%
Service Delivery Innovation		4.5%
Problem Solving and Analysis		4.5%
People Management and Empowerment	compulsory	4.5%
Client Orientation and Customer Focus	compulsory	4.5%
Communication		4.5%
Honesty and Integrity	✓	4.5%
CORE OCCUPATIONAL COMPETENCIES (COC)		
Competence in Self Management		4.5%
Interpretation of and implementation within the legislative an national policy frameworks	✓	4.5%
Knowledge of Performance Management and Reporting	✓	4.5%
Knowledge of Developmental Local Government	✓	4.5%
Knowledge of global and South African specific political, social and economic contexts		4.5%
Competence in policy conceptualisation, analysis and implementation	✓	4.5%
Knowledge of more than one functional municipal field / discipline		4.5%
Skills in Mediation		4.5%
Skills in Governance		4.5%
Competence as required by other national line sector departments		4.5%
Exceptional and dynamic creativity to improve the functioning of the municipality		4.5%
Total percentage	-	100%

7 EVALUATING PERFORMANCE

7.1 The Performance Plan (Annexure A) to this Agreement sets out -

7.1.1 the standards and procedures for evaluating the **Employee's** performance; and

7.1.2 the intervals for the evaluation of the **Employee's** performance.

7.2 Despite the establishment of agreed intervals for evaluation, the **Employer** may in addition review the **Employee's** performance at any stage while the contract of employment remains in force.

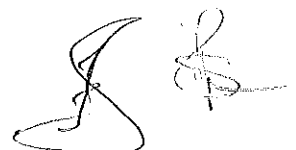
7.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.

7.4 The **Employee's** performance will be measured in terms of contributions to the goals and strategies set out in the **Employer's** IDP.

7.5 The annual performance appraisal will involve:

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

- (a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.
- (b) An indicative rating on the five-point scale should be provided for each KPA.
- (c) The applicable assessment rating calculator (refer to paragraph 7.5.3 below) must then be used to add the scores and calculate a final KPA score.

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7.5.1.b. the employee to be evaluated must given the opportunity before the evaluation panel site to bring evidence for good performance for consideration of the panel

7.5.2 Assessment of the CCRs

Level	Terminology	Description	Rating			
			1	2	3	4
5	Outstanding performance	Performance far exceeds the standard expected of an employee 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 achieves 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 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 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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- (a) Each CCR should be assessed according to the extent to which the specified standards have been met.
- (b) An indicative rating on the five-point scale should be provided for each CCR.
- (c) This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score.
- (d) The applicable assessment rating calculator (refer to paragraph 7.5.1) must then be used to add the scores and calculate a final CCR score.

7.5.3 Overall rating

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

7.6 The assessment of the performance of the **Employee** will be based on the following rating scale for IDP KPA and CCRs:

7.7 For purposes of evaluating the annual performance of managers directly accountable to the municipal managers, an evaluation panel constituted of the following persons must be established -

7.7.1 Municipal Manager;

7.7.2 Chairperson of the audit committee;



7.7.3 Member of the Mayoral committee; and

7.7.4 Municipal Manager from another municipality

The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels referred to in sub-regulations (d) and (e).

8. SCHEDULE FOR PERFORMANCE REVIEWS

8.1 The performance of each **Employee** in relation to his / her performance agreement shall be reviewed on the following dates:

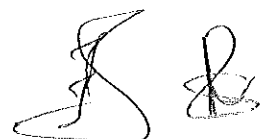
4th quarter : not later than end of 3rd week of July

8.2 The **Employer** shall keep a record of the mid-year review and annual assessment meetings.

8.3 Performance feedback shall be based on the **Employer's** assessment of the **Employee's** performance.

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

8.5 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.



9. DEVELOPMENTAL REQUIREMENTS

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

10. OBLIGATIONS OF THE EMPLOYER

10.1 The Employer shall –


10.1.1 create an enabling environment to facilitate effective performance by the employee;

10.1.2 provide access to skills development and capacity building opportunities;

10.1.3 work collaboratively with the **Employee** to solve problems and generate solutions to common problems that may impact on the performance of the **Employee**;

10.1.4 on the request of the **Employee** delegate such powers reasonably required by the **Employee** to enable him / her to meet the performance objectives and targets established in terms of this Agreement; and

10.1.5 make available to the **Employee** such resources as the **Employee** may reasonably require from time to time to assist him / her to meet



the performance objectives and targets established in terms of this Agreement.

11. CONSULTATION

11.1 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;

11.1.2 commit the **Employee** to implement or to give effect to a decision made by the **Employer**; and

11.1.3 a substantial financial effect on the **Employer**.

11.2 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.

12. MANAGEMENT OF EVALUATION OUTCOMES

12.1 The evaluation of the **Employee's** performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.

12.2 A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the **Employee** in recognition of outstanding performance to be constituted as follows:

FINAL SCORE	BONUS AMOUNT
150% - above	10 - 14% of inclusive annual Package
130% - 149%	5 - 9% of inclusive annual Package
Below 129%	0% Bonus

12.3 In the case of unacceptable performance, the **Employer** shall –



12.3.1 provide systematic remedial or developmental support to assist the **Employee** to improve his or her performance; and

12.3.2 after appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the **Employer** may consider steps to terminate the contract of employment of the **Employee** on grounds of unfitness or incapacity to carry out his or her duties.

13. DISPUTE RESOLUTION

13.1 the matter will be deal with in terms of applicable legislation.

14. GENERAL

14.1 The contents of performance agreement must be made available to the public by the employer in accordance with the Municipal Finance Management Act, 2003 and section 46 of the Act.

14.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the **Employee** in terms of his/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

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Thus done and signed at Kwaggapetse on this 07 day
of April 2014.

AS WITNESSES

1. Godobese Moprosi*

2. _____



L SEHLAKO
ACTING CFO

Thus done and signed at Kwaggafonlein on this 07 day
of April 2014.

AS WITNESSES

1. _____

2. _____



JI SINDANE
MUNICIPAL MANAGER

ANNEXURE A: PERFORMANCE PLAN
(ACTING CFO)

1. DEVELOPMENTAL OBJECTIVES

Toward the achievement of its long-term vision, and as informed by the priority issues confirmed through the situational analysis, the municipality has brought a set of brought development objectives to create a sense of focus around key priority issues. These development objectives are aimed at bridging the gap between the current priorities or challenges and the municipality's long-term vision by offering a high level of what needs to be achieved in a short to medium.

The following are the developmental objectives that the municipality has set:

- 1) To enhance revenue and to ensure financial viability and sustainability for Thembisile Hani Local Municipality
- 2) To deepen democracy and strengthen democratic institutions.



KPA 1: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT														
IMPLEMENT A DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT ADMINISTRATIVE AND FINANCIAL CAPABILITY														
KPA	OUTCOME	LOCATION	PROJECT DESCRIPTION	PROJECT ALLOCATION NUMBER	KEY PERFORMANCE INDICATOR	REVISED ANNUAL TARGET 2013/2014	ADJUSTED BUDGET (INPUT INDICATOR' 000)	QUARTERLY PERFORMANCE TARGET AND BUDGET				OUTPUT INDICATOR	OUTCOME INDICATOR	PORTFOLIO OF EVIDENCE
								Q1	Q2	Q3	Q4			
Financial Viability	9		Approval Budget adjustment	THLMFS	Approved adjustment budget 2013/14	Adjusted and approved 2013/2014 Budget by 28 February 2014	in house	N/A	N/A	Approved Adjusted Budget 2012/13	approved MTREF budget for 2014/2015	Balanced budget	improve service delivery	Council resolution
Financial Viability			260470 MTREF budget for 2014/2015	THLMFS	Approved MTREF budget for 2014/2015	Approved Budget for 2014/2015 by 31 May 2014	50	Tabled schedule of key deadline	Consultation	tabled MTREF for budget 2014/2015	approved MTREF budget for 2014/2015	Compliant budgets	improve service delivery	Council resolution
Financial Viability			all budget related policies	THLMFS	Reviewed and adopted budget related policies	Adopted budget related policies by 31 May 2014	In house	n/a	n/a	none	Reviewed and adopted all budget related policies by 31 May 2014	all adopted budget related policies	improve service delivery	Council resolution
Financial Viability			Revenue collection	THLMFS	Amount collected within the financial year	R 46,090,861.00	In house	R11,522,715	R11,522,715	R11,522,715	R11,522,715	decreasing doubtful debts	achieve acceptable collection level of all amounts billed	Monthly reports
					Property rates R 6 200 000		in house	R 1 550 000	R 1 550 000	R 1 550 000	R 1 550 000	decreasing doubtful debts	achieve acceptable collection level of all amounts billed	Monthly reports
					Interest on fixed deposit- R 11 400 000		in house	R 2,850,000	R 2,850,000	R 2,850,000	R 2,850,000	decreasing doubtful debts	achieve acceptable collection level of all amounts billed	Monthly reports

MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT															
IMPLEMENT A DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT ADMINISTRATIVE AND FINANCIAL CAPABILITY															
KPA	OUTCOME	LOCATION	PROJECT DESCRIPTION	PROJECT ALLOCATION NUMBER	KEY PERFORMANCE INDICATOR	REVISED ANNUAL TARGET 2013/2014	ADJUSTED BUDGET (INPUT INDICATOR' 000)	QUARTERLY PERFORMANCE TARGET AND BUDGET				OUTPUT INDICATOR	OUTCOME INDICATOR	PORTFOLIO OF EVIDENCE	
								Q1	Q2	Q3	Q4				
	OUTPUT 1 OUTPUT 6														
						Interest on arrears- R20 000 000	In house	R 5 000,000	R 5 000,000	R 5 000,000	R 5 000,000	decreasing doubtful debts	achieve acceptable collection level of all amounts billed	Monthly reports	
					MIG- VAT revenue- R 20 600 000		In house	R 5 150 000	R 5 150 000	R 5 150 000	R 5 150 000	decreasing doubtful debts	achieve acceptable collection level of all amounts billed	Monthly reports	
					Other revenue- R10 068,027		In house	R2,514,506,75	R2,514,506,75	R2,514,506,75	R2,514,506,75	decreasing doubtful debts	achieve acceptable collection level of all amounts billed	Monthly reports	
Financial Viability	MFMA reports	Section 71		THLMFS	Number of MFMA reports submitted to the Executive Mayor and provincial treasury within 10 working days after the end of each month	12 monthly reports submitted by 30 June 2014	In house	3 monthly reports submitted	3 monthly reports submitted	3 monthly reports submitted	3 monthly reports submitted	12 reports	improve service delivery	Proof of submission	
Financial Viability	Supply Management reports	Chain		THLMFS	number of quarterly SCM report submitted to council	4 quarterly SCM report submitted by 30 June 2014	In house	1 quarterly report submitted	1 quarterly report submitted	1 quarterly report submitted	1 quarterly report submitted	4 SCM reports	improve service delivery	4 reports and council resolutions	
Financial Viability	quarterly statement	financial		THLMFS	Number of quarterly statement submitted to council	4 quarterly financial statement submitted by 30 June 2014	In house	1 quarterly financial statement submitted	1 quarterly financial statement submitted	1 quarterly financial statement submitted	1 quarterly financial statement submitted	4	improve service delivery	Council resolutions	

MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

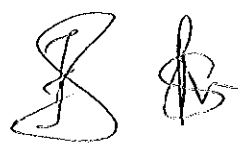
IMPLEMENT A DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT ADMINISTRATIVE AND FINANCIAL CAPABILITY

QUARTERLY PERFORMANCE TARGET AND BUDGET

KPA	OUTCOME	LOCATION	PROJECT DESCRIPTION	PROJECT ALLOCATION NUMBER	KEY PERFORMANCE INDICATOR	REVISED ANNUAL TARGET 2013/2014	ADJUSTED BUDGET (INPUT INDICATOR* 000)	QUARTERLY PERFORMANCE TARGET AND BUDGET				OUTPUT INDICATOR	OUTCOME INDICATOR	PERIOD OF EVIDENCE
								Q1	Q2	Q3	Q4			
9	OUTPUT 1 OUTPUT 6													
Financial Viability	monthly reconciliation	bank	monthly reconciliation	THLMFS	Number of monthly bank reconciliation submitted	12 monthly bank reconciliation submitted by 30 June 2014	In house	3 monthly bank reconciliation submitted	3 monthly bank reconciliation submitted	3 monthly bank reconciliation submitted	12 monthly bank reconciliation	improve service delivery	11 month bank reconciliation	
Financial Viability	Annual Statement.	Financial	Annual Statement.	THLMFS	AFS submitted to Auditor General	AFS submitted to AG by 31 August 2013	In house	Complied AFS	Submitted of revised AFS to AG	0	AFS submitted to Auditor General and committee	2012/2013 AFS	Reviewed Senior officer	
Financial Viability	260523 Indigent Register (revenue enhancement)		Developed register	THLMFS	Developed indigent register	Developed indigent register by 30 June 2014	300	Established indigent committees in place	Registered indigent	Registered indigent	updated indigent register	improve service delivery	indigent register	
Financial Viability	260720 Asset Register & Inventory Management		Updated Compliant register	THLMFS	Updated GRAP 17 Assets register	Updated GRAP 17 Assets register by 30 September 2013	3 701	implemented on R 3 700 000	0	0	Asset management Grap compliance	Asset management Grap compliance	Asset register	
Financial Viability	235010 Valuation Roll		Compiled and adopted Valuation roll	THLM/SCM/14/2012/2013	Compiled and adopted Valuation roll	Adopted Valuation roll by 30 June 2014	3 500	community participation all business, all government departments, kwamhlanga, Tweefontein K and houses above R50 000 (R500 000)	community participation all business, all government departments, kwamhlanga, Tweefontein K and houses above R50 000 (R500 000)	25%	Completed Valuation roll Published valuation roll	improve service delivery	Valuation roll	
Financial Viability	Capital budget		% of capital budget actually spent on capital projects identified	THLM/15/2013/2014	% of capital budget actually spent on capital projects identified	100%	In house	25%	25%	25%	100%	improve service delivery	Reasons	

MONTHLY PERFORMANCE TARGETS AND BUDGETS

KEY PERFORMANCE INDICATOR	ANNUAL TARGET 2013/2014	ANNUAL BUDGET (INPUT INDICATOR' 000)	MONTHLY PERFORMANCE TARGET													
			JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE		
Approved 2013/14 adjustment budget	Adjusted 2013/2014 Budget by 28 February 2014	In house	Implementation on 2013/2014 adopted budget	Implementation on 2013/2014 adopted budget	Implementation of 2013/2014 adopted budget	Implementation on 2013/2014 adopted budget	Implementation of 2013/2014 adopted budget	Implementation on 2013/2014 adopted budget	Implementation of 2013/2014 adopted budget	Approval adjustment budget	Implementation on	Implementation of the adjustment budget	Implementation on of the adjustment budget. Tabling of 2014/2015 budget and MTTREF	Implementation of the adjustment budget. Public participation on 2014/2015 Tabled budget R 5 000	Adoption of the annual Budget 2014/2015 MTTREF	Pruning of Annual Report, Budget and CIP Docs. R 45 000
Approved MTTREF budget for 2014/15	Approved MTTREF Budget by May 2014	50	Implementation on 2013/2014 adopted budget	Implementation on 2013/2014 adopted budget	Implementation of 2013/2014 adopted budget	Implementation on 2013/2014 adopted budget	Implementation of 2013/2014 adopted budget	Implementation on 2013/2014 adopted budget	Implementation of 2013/2014 adopted budget	Implementation of the adjustment budget	Implementation on of the adjustment budget. Tabling of 2014/2015 budget and MTTREF	Implementation of the adjustment budget	Implementation on of the adjustment budget. Tabling of 2014/2015 budget and MTTREF	Implementation of the adjustment budget. Public participation on 2014/2015 Tabled budget R 5 000	Adoption of the annual Budget 2014/2015 MTTREF	Pruning of Annual Report, Budget and CIP Docs. R 45 000
Reviewed and adopted all budget related policies	May 2014	In house	Implementation approved for 2013/2014	Implementation approved for 2013/2014	Implementation approved for 2013/2014	Implementation approved for 2013/2014	Implementation approved for 2013/2014	Implementation approved for 2013/2014	Implementation approved for 2013/2014	Implementation approved for 2013/2014. Reviewal of the policies	Implementation approved for 2013/2014. Reviewal of the policies	Implementation approved for 2013/2014. Reviewal of the policies	Implementation approved for 2013/2014. Reviewal of the policies	Implementation approved for 2013/2014. Reviewal of the policies	Adoption of the draft policies. Implementation of 2013/2014 MTTREF	Submission of 2014/2015 Budget and CIP Docs. R 45 000
Amount to be collected within the financial year	R 46,090,861.00 Property rates R 6 200 000		R 3,840,905	R 3,840,905	R 3,840,905	R 3,840,905	R 3,840,905	R 3,840,905	R 3,840,905	R 3,840,905	R 3,840,905	R 3,840,905	R 3,840,905	R 3,840,905	R 3,840,905	R 3,840,905
			R 516,666.67	R 516,666.67	R 516,666.67	R 516,666.67	R 516,666.67	R 516,666.67	R 516,666.67	R 516,666.67	R 516,666.67	R 516,666.67	R 516,666.67	R 516,666.67	R 516,666.67	R 516,666.67



MONTHLY PERFORMANCE TARGET														
KEY PERFORMANCE INDICATOR	ANNUAL TARGET 2013/2014	ANNUAL BUDGET (INPUT INDICATOR' 000)	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE
Number of MFMA Section reports submitted to the Executive Mayor and provincial treasury within 10 working days after the end of each month	interest on fixed deposits- R 11 400 000		R950,000.00	R950,000.00	R950,000.00	R950,000.00	R950,000.00	R950,000.00	R950,000.00	R950,000.00	R950,000.00	R950,000.00	R950,000.00	R950,000.00
	Interest on arrears- R20 000 000		R1,666,66.67	R1,666,66.67	R1,666,66.67	R1,666,66.67	R1,666,66.67	R1,666,66.67	R1,666,66.67	R1,666,66.67	R1,666,66.67	R1,666,66.67	R1,666,66.67	R1,666,66.67
	MIG- VAT revenue- R 20 600 000		R1,716,666.67	R1,716,666.67	R1,716,666.67	R1,716,666.67	R1,716,666.67	R1,716,666.67	R1,716,666.67	R1,716,666.67	R1,716,666.67	R1,716,666.67	R1,716,666.67	R1,716,666.67
	Other revenue- R10,058,027		R838,168.92	R838,168.92	R838,168.92	R838,168.92	R838,168.92	R838,168.92	R838,168.92	R838,168.92	R838,168.92	R838,168.92	R838,168.92	R838,168.92
Number of MFMA Section reports submitted to the Executive Mayor and provincial treasury within 10 working days after the end of each month	12 monthly report by June 2013	In house	1. Discussion with the MM and Mayor before submission	1. Discussion with the MM and Mayor before submission	1. Discussion with the MM and Mayor before submission	1. Discussion with the MM and Mayor before submission	1. Discussion with the MM and Mayor before submission	1. Discussion with the MM and Mayor before submission	1. Discussion with the MM and Mayor before submission	1. Discussion with the MM and Mayor before submission	1. Discussion with the MM and Mayor before submission	1. Discussion with the MM and Mayor before submission	1. Discussion with the MM and Mayor before submission	1. Discussion with the MM and Mayor before submission
number of quarterly SCM report submitted to council	4	In house	Submission of June 2013 to Council.			Submission of June 2013 to Council.			Submission of June 2013 to Council.					Submission of June 2013 to Council.

MONTHLY PERFORMANCE TARGET														
KEY PERFORMANCE INDICATOR	ANNUAL TARGET 2013/2014	ANNUAL BUDGET (INPUT INDICATOR) (000)	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE
AFS submitted to Auditor General and Audit committee	30-Aug-12	In house	Financial year end closure and preparation.	submission to audit committee, incorporate comments before submission to PT submission to AG	Auditing	Auditing.	Auditing. Receive Audit report	Development of action plan	Implementation of the action plan	Implementation of the action plan	Implementation of the action plan	Implementation of the action plan	Implementation of the action plan.	Implementation of the action plan. Development of the 2013/2014 AFS presentation over.
Updated indigent register	30-Jun-14	150	Implementation of the register	Implementation of the register	Implementation of the register	Implementation of the register	Implementation of the register	Reviewal of the indigent register	Approval and implementation of reviewed register	Approval and implementation of reviewed register	Approval and implementation of reviewed register	Approval and implementation of reviewed register	Approval and implementation of reviewed register	Approval and implementation of reviewed register
GRAP Compliant Assets register	30-Aug-13	701	Data finalisation	Submission of the report	Attending to audit issues	Attending to audit issues	Attending to audit issues	Development of action plan	Amendments of the Assets register to comply with AG recommendations	Amendments to the Assets register to comply with recommendations	Complete Grap Compliant Assets Register	Asset register serve Section 79 and Maycom	Adoption of the GRAP Compliant Assets register.	Implementation of the GRAP Compliant Assets Register.

MONTHLY PERFORMANCE TARGET														
KEY PERFORMANCE INDICATOR	ANNUAL TARGET 2013/2014	ANNUAL BUDGET (INPUT INDICATOR' 000)	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE
Compliant valuation roll	30-Jun-14	500	3	Community consultations	Data capturing Aerial photography	Data capturing & Aerial photography	Completion of draft valuation roll	Completion of draft valuation roll	Completion of draft valuation roll	Submission of Draft Valuation Roll	Amending the Valuation roll with municipality comments	Submission of the final roll. Advertisement inviting the community for objections to the valuation roll.	Community participation continues.	Adoption of the valuation roll by Council & implementation by 2014/2015


KPA 2 : GOOD GOVERNANCE AND PUBLIC PARTICIPATION

**OUTCOME: OUTPUT 1: IMPLEMENT A DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT
 OUTPUT 5: DEEPEN DEMOCRACY THROUGH A REFINED WARD COMMITTEE MODEL
 OUTPUT 7: SINGLE WINDOW OF COORDINATION**

KPA	LOCATION	PROJECT DESCRIPTION	PROJECT ALLOCATION NUMBER	KEY PERFORMANCE INDICATOR	REVISED ANNUAL TARGET 2013/2014	ADJUSTED BUDGET (INPUT INDICATOR R' 000)	QUARTERLY PERFORMANCE TARGET AND BUDGET				OUTPUT INDICATOR	OUTCOME INDICATOR OR	PORTFOLIO OF EVIDENCE	
							Q1	Q2	Q3	Q4				
GOOD GOVERNANCE AND PUBLIC PARTICIPATION														
Good governance		(Vote no:286520) IDP	THLM/IDP/01/2013/14	Reviewed and adopted IDP	Reviewed departmental IDP and submitted to IDP Unit by 10 May 2014	In house					Conducted departmental IDP participated o Budget/IDP Indaba.	Reviewed and adopted IDP	Credible Approved IDP	Council resolution and IDP
PERFORMANCE MANAGEMENT SYSTEM														
Good governance and public participation		Quarterly performance reports	4 THLM/PMS/07/2013/1	Number of departmental quarterly performance reports submitted PMS Unit	4 Quarterly Performance Reports submitted by 30 June 2014	In house	1 quarterly performance report submitted	1 quarterly performance report submitted	1 quarterly performance report submitted	1 quarterly performance report submitted	1 quarterly performance report submitted	4 reports	improved performance as service delivery reports	Council resolution and quarterly performance reports
Good governance and public participation		Adopted SDBIP	4 THLM/PMS/08/2013/1	Developed departmental 2014/15 SDBIP and submitted to PMS unit	Developed departmental 2014/15 SDBIP and submitted to PMS unit by 5 June 2014	In house	none	none	none	none	Compiled 2014/2015 departmental SDBIP	adopted 2014/15 SDBIP	adopted 2014/15 SDBIP signed by budget and IDP	Approved and signed SDBIP

KPA 3: MUNICIPAL TRANSFORMATIONS AND INSTITUTIONAL DEVELOPMENT
OUTCOME 9: Output 1: IMPLEMENT A DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT
Output 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY

KPA	MUNICIPAL TRANSFORMATIONS AND INSTITUTIONAL DEVELOPMENT												
	LOCATION	PROJECT DESCRIPTION	PROJECT ALLOCATION NUMBER	KEY PERFORMANCE INDICATOR	REVISED ANNUAL TARGET 2013/2014	ADJUSTED ANNUAL BUDGET (INPUT INDICATOR '000)	QUARTERLY PERFORMANCE TARGET AND BUDGET				OUTPUT INDICATOR	OUTCOME INDICATOR	POE
							Q1	Q2	Q3	Q4			
Corporate Services	235160 Website Updates-MSIG	TH-CS 16	Website compliance with section 75 of the MFMA(updated website)	Website compliance with section 75 of the MFMA(updated website) by 30 June 2014	250	Website compliance with section 75 of the MFMA(updated website)(R62 000)	Website compliance with section 75 of the MFMA(updated website)(R62 000)	Website compliance with section 75 of the MFMA(updated website)(R62 000)	Website compliance with section 75 of the MFMA(updated website)(R62 000)	Website compliance with section 75 of the MFMA(updated website)(R62 000)	comply with section 75	improve communication	website updates SAC 3000 payments
Corporate Services	260420 Records Management Upgrade	TH-CS 10	Submitted document to record unit	Monthly (continuously)	in house	Submitted document to record unit	Submitted document to record unit	Submitted document to record unit	Submitted document to record unit	Submitted document to record unit	Submitted all the document to record unit		



**ANNEXURE B
PERSONAL DEVELOPMENT PLAN**

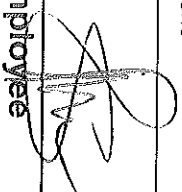
Name: Lydia Sehlako

Job title: Acting CFO

Employer: Thembisile Hani Local Municipality

Financial year: 2013/2014

No.	Competency to be addressed	Work opportunity created to practice skill / development area	Suggested training and development activity	Time frame	Expected outcome
1.	MFMP	Enhanced leadership skills	Course contents are directly applicable to job area	June 2014	Municipal strategic, leadership, and financial management
2.	Annual financial statement	Enhanced leadership skills	Course contents are directly applicable to job area	June 2014	AFS reporting compliance


Signature: 
Employee

Date: 07/04/2014

Signature: _____
Employer

Date: 07/04/2014



Two handwritten signatures in black ink, located in the bottom right corner of the page. The first signature is a stylized, cursive mark, and the second is a more complex, scribbled signature.