

PERFORMANCE AGREEMENT



Made and entered into by and between:

Mokhele Notsi

(An Administrator of Mafube Local Municipality)

and

Pauline Rametse

(Acting-Chief Financial Officer)

For the financial year:
2017/2018

Period 1 August 2017-31 October 2017

PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Mafube Local Municipality herein represented by **Mokhele Notsi** in his capacity as an Administrator (hereinafter referred to as the **Employer** or Supervisor)

and

Pauline Rametse Employee of the Municipality (hereinafter referred to as the **Employee**).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1 Section 57 (1) (b) of the Systems Act requires the parties to conclude an annual performance agreement.
- 1.2 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 as defined in the municipal Integrated Development Plan.
- 1.3 The parties wish to ensure that there is compliance with section 57 (4A); 57 (4B); 57 (4C) and 57 (5) of the Systems Act.

2. INTERPRETATION AND DEFINITION

- 2.1 In this agreement, unless the context indicates otherwise-
 - a) An expression, which denotes any gender, includes the other genders, a natural person includes a judicial person and vice versa, and the singular includes the plural and vice versa;
 - b) Clause headings are for convenience only and will not be used in its interpretation, and the following expressions bear the meanings assigned to them and cognate expressions bear corresponding meanings-

"Agreement means this Performance Agreement and all the Appendices hereto;



"Employee" means Mrs P Rametse the Acting Chief Financial Officer of Mafube Local Municipality;

"Employer" means the Mafube Local Municipality as represented by the Administrator, Mr M. Notsi;

"MEC" means the Member of the Free State Executive Council responsible for local government;

"MFMA" means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);

"Municipality" means the Mafube Local Municipality, established in terms of Structures Act;

"Regulations" means the Local Government: Performance Regulations for Municipal Managers and Managers Directly Accountable to the Municipal Managers, 2006, promulgated in the Government Gazette as Regulation Notice 805 on 1 August 2006 read together with the Local Government Regulations on Appointment and Conditions of Employment of Senior Managers, promulgated in the Government Gazette as Regulation Notice 37245 on 17 January 2014.

"Structures Act" means the Local Government: Municipal Structures Act, 2000 (Act No.117 of 1998) and

"Systems Act" means the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), and the Regulations promulgated in terms of the Act;

- c) Words and expressions defined in any sub-clause, for the purpose of the clause of which that sub-clause forms part, bear the meaning assigned to such words and expressions in that sub-clause; and
- d) This agreement is governed by and construed in accordance with the laws of the Republic of South Africa.

3. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to:

- 3.1 Comply with the provisions of Section 57 (1) (b), (4A), (4B) and (5) of the Systems Act, and the Municipal Performance Regulations for Municipal Managers and Managers directly accountable to the Municipal Managers (2006) as amended by the Regulations on Appointment and Conditions of Employment of Senior Managers (2014), as well as the employment contract entered into between parties.

- 3.2 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.
- 3.3 Specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement
- 3.4 Monitor and measure performance against set targeted outputs;
- 3.5 Use the performance agreement and performance plan as the basis to assess whether the employee has met the performance expectations applicable to her job
- 3.6 In the event of outstanding performance, to appropriately reward the employee and
- 3.7 Give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

4. COMMENCEMENT AND DURATION

- 4.1 This agreement will commence on the **01 August 2017** and will remain in force until **31 October 2017** thereafter a new Performance Agreement together with its Performance Plan and Personal Development Plan shall be concluded between the parties provided that the acting appointment is extended.
- 4.2 The parties will review the provisions of this Agreement after three months. The parties will conclude a new performance agreement after a period of three months provided that the acting appointment is extended.
- 4.3 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.
- 4.4 If at any time during the validity of this agreement the work environment alters (whether as a result 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.
- 4.5 Any significant amendments or deviations must take cognizance of the requirements of sections 34 and 42 of the Systems Act, and Regulation 4(5) of the 2014 Regulations

5. PERFORMANCE OBJECTIVES

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- 5.1 The Performance Plan (Annexure "A") sets out:
- 5.1.1 The performance objectives and targets that must be met by the **Employee** and
- 5.1.2 The time frames within which those performance objectives and targets must be met.
- 5.2 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, shall include key objectives; key performance indicators; target dates and weightings.
- 5.2.1 The key objectives describe the main tasks that need to be done.
- 5.2.2 The Key Performance Indicators and unit of measures provide the details of the evidence that must be provided to show that the indicator has been achieved.
- 5.2.3 The target dates describe the timeframe in which the work must be achieved.
- 5.2.4 The weightings show the relative importance of the key objectives to each other.
- 5.3 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.

6. PERFORMANCE MANAGEMENT SYSTEM

- 6.1 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**.
- 6.2 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.
- 6.3 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**.
- 6.4 The Employee undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.

6.5 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.

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

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

6.5.3 KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.

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

Identified Key Performance Area	Weight
Local Economic Development	10
Municipal Institutional Development and Transformation	10
Municipal Financial Viability and Management	50
Basic Service Delivery and Infrastructure	10
Good Governance and Public Participation	20
TOTAL	100%

6.7 The key performance areas related to the functional area of the **Employee**, must be subject to negotiation between the **Municipal Manager** and the **Employee**.

6.8 The CCRs will make up the other 20% of the Employee's assessment score, CCRs as set out in the Regulations on Appointment and Conditions of Employment of Senior Manager (17 January 2014) which communicates what is expected from senior managers for effective performance in local government.

CORE COMPETENCY REQUIREMENTS (CCR)		Weight
Leading Competencies		
Strategic Direction and Leadership	<ul style="list-style-type: none">• Impact and Influence• Institutional Performance Management• Strategic Planning and Management• Organisational Awareness	8.35
People Management	<ul style="list-style-type: none">• Human Capital Planning and Development• Diversity Management• Employee Relations Management	8.33

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	<ul style="list-style-type: none"> • Negotiation and Dispute Management 	
Program and Project Management	<ul style="list-style-type: none"> • Program and Project Planning and Implementation • Service Delivery Management • Program and Project Monitoring and Evaluation 	8.33
Financial Management	<ul style="list-style-type: none"> • Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring 	8.33
Change Leadership	<ul style="list-style-type: none"> • Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation 	8.33
Governance Leadership	<ul style="list-style-type: none"> • Policy Formulation • Risk and Compliance Management • Cooperative Governance 	8.33
Core Competencies		
Moral Competence		8.33
Planning and Organising		8.35
Analysis and Innovation		8.33
Knowledge and Information Management		8.33
Communication		8.33
Results and Quality Focus		8.33
Total Percentage		100%

- 6.9 There is no hierarchical connotation to the competencies and all essential to the role of senior manager to influence high performance. All competencies will therefore be considered as measurable and critical in assessing the level of the employee performance.

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 the 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:
- 7.5.1 Assessment of the achievement of results as outlined in the performance plan:
- 7.5.1.1 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.
- 7.5.1.2 An indicative rating on five-point scale should be provided for each KPA.
- 7.5.1.3 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.

Level	Terminology	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.					

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Level	Terminology	Description	Rating				
			1	2	3	4	5
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.					

7.5.2. Assessment of the Competencies

- 7.5.2.1 Each CCR should be assessed according to the extent to which the specified standards.
- 7.5.2.2 An indicative rating on the five-point scale should be provided for each CCR.
- 7.5.2.3 This rating be multiplied by the weighting given to each CCR during the contracting process, to provide a score.
- 7.5.2.4 The applicable assessment rating calculator (refer to paragraph 7.5.3) must then be used to add the scores and calculate a final CCR score.
- 7.5.2.5 The assessment of the performance of the employee will be based on the following rating scale for competencies.

Rating	Achievement level	Description
2	Basic	Applies basic concepts, methods and understanding of local government operations, but requires supervision

		and development intervention
3	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses
4	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in depth analyses.
5	Superior	Has comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops and applies comprehensive concepts and methods

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 overall rating for KPIs will be converted to 80% and that of the CCR will be converted to 20% and both scores together will be the final score of the **Employee's** performance.
- 7.7 For purpose of evaluating the performance, an evaluation panel constituted of the following persons will be established -
- 7.7.1 Municipal Manager;
 - 7.7.2 Chairperson of the audit committee
 - 7.7.3 Member of the executive committee and
 - 7.7.4 Municipal manager from another municipality.
- 7.8 The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panel referred to above.



8. SCHEDULE FOR PERFORMANCE REVIEWS

- 8.1. The performance of each **Employee** in relation to her performance agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory: (The Employer and Employee will endeavor to conduct such reviews within one month after the end of each quarter):

First quarter	:	July – September 2017 (October 2017)
Second quarter	:	October – December 2017 (January 2018)
Third quarter	:	January – March 2018 (April 2018)
Fourth quarter	:	April – June 2018 (July 2018)

- 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

Personal growth and development needs identified during any performance appraisal discussion must be documented in a Personal Development Plan (PDP) in the format set out in Annexure B as well as the actions agreed to and implementation must take place within set time frames.

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 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 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 –
 - 11.1.1 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 11.1 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:
 - 12.2.1 A score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
 - 12.2.2 A score of 150% and above is awarded a performance bonus ranging from 10% to 14%.
 - 12.2.3 The following table provides a further breakdown of the above-mentioned scores and performance bonus:

Score	Performance Bonus
130 to 134%	5%
135 to 139%	6%
140 to 144%	8%
145 to 149%	9%
150 to 154%	10%
155 to 159%	11%
160 to 164%	12%
Above 165%	14%

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 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 acting appointment the **Employee** on grounds of unfitness or incapacity to carry out her duties.

13. DISPUTE RESOLUTION

13.1 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 –

13.1.1 The MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the **Employee**; or

13.1.2 Any other person appointed by the MEC.

13.1.3 A member of the municipal council, provided that such member was not part of the evaluation panel provided for in sub-regulation 27(4)(e) of the Municipal Performance Regulations, 2006, within thirty (30) days of receipt of a formal dispute from the employee whose decision shall be final and binding on both parties.

14. GENERAL


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- 14.1 The contents of this agreement and the outcome of any review conducted in terms of **Annexure A** must be made available to the public by the **Employer** in accordance with Section 46 of the Systems Act.

Signed at FRANKFURT on this the 04 day AUGUST of 2017.


Signature 

Signed on behalf of Council by:

Mokhele Notsi (Administrator)

AS WITNESSES

1. Signature 

2. Signature 

Signature 

Signed and Accepted by: **Pauline Rametse**

(Acting-Chief Financial Officer)

AS WITNESSES

1. Signature 

2. Signature 



PERFORMANCE PLAN

**Entered into by and between
MAFUBE LOCAL MUNICIPALITY**

“the Employer”

Represented by:

Mr Mokhele Notsi

(Administrator)

and

Mrs Pauline Rametse

(Acting-Chief Financial Officer)

[Employee]

1. Purpose

The performance plan defines the Council's expectations of the Acting-Chief Financial Officer's performance agreement to which this document is attached and Section 57 (5) of the Municipal Systems Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the Municipality's Integrated Development Plan (IDP) and as reviewed annually.

2. Key responsibilities

The following objectives of local government will inform the Acting-Chief Financial Officer's performance against set performance indicators:

- 2.1 Provide democratic and accountable government for local communities.
- 2.2 Ensure the provision of services to communities in a sustainable manner.
- 2.3 Promote social and economic development.
- 2.4 Promote a safe and healthy environment.
- 2.5 Encourage the involvement of communities and community organizations in the matters of local government.



3. Key Performance Areas

The following Key Performance Areas (KPA's) as outlined in the Local Government: Municipal Planning and Performance Management Regulations (2001) inform the strategic objectives listed in the table below:

3.1 Municipal Transformation and Organisational Development.

3.2 Infrastructure Development and Service Delivery.

3.3 Local Economic Development (LED).

3.4 Municipal Financial Viability and Management.

3.5 Good Governance and Public Participation.

DEPARTMENTAL BALANCE SCORE CARD

1. Directorate: Office of the Chief Financial Officer

1.1 Unit/ department: Revenue

National Outcome		A responsive and accountable, effective and efficient local government system											
NDP Objective		Developing a capable and Development State											
Provincial strategic Objective		Efficient Administration and Good Governance											
Pre-Determined IDP Objective		Effective collection of revenue											
Municipal strategic Priority		To ensure the effective and efficient management of municipal revenue and cash-flow according to national norms and standards											
Key Performance Area	Programmes	Key performance Indicator	Base line 2016/17	Budget	Unit of Measure	KPI Owner	Annual Target 2017/18	Quarterly Targets				Source of Evidence	KPI No
								Q1	Q2	Q3	Q4		
Municipal Financial Viability and Management	Revenue	Number of Complete customer satisfaction survey by end of March annually and submit report with recommendations to Council	0		Completed customer satisfaction survey as at 31 March 2018	CFO	1 Complete customer satisfaction survey by end of March 2018 and submit report with recommendations to Council	0	0	Complete customer satisfaction survey by end of March 2018 and submit report with recommendations to Council	0	Customer satisfaction survey report and Council resolution	1
		Revenue management strategy/plan developed/reviewed and approved by Council	1		Approved revenue management strategy as at 30 June 2018	CFO	Revenue management strategy/plan developed/reviewed	0	0	Review and draft to management	Submission to Council	Approved strategy and Council resolution	2



National Outcome		A responsive and accountable, effective and efficient local government system											
NDP Objective		Developing a capable and Development State											
Provincial strategic Objective		Efficient Administration and Good Governance											
Pre-Determined IDP Objective		To improve overall financial Management by developing and implementing appropriate financial management policies, procedures and systems.											
Municipal strategic Priority		To implement an effective and efficient system of expenditure											
Key Performance Area	Programmes	Key performance Indicator	Base line 2016/17	Budget	Unit of Measure	KPI Owner	Annual Target 2017/18	Quarterly Targets				Source of Evidence	KPI No
								Q1	Q2	Q3	Q4		
Municipal Financial Viability and Management	Expenditure	Creditors policy developed/reviewed annually and approved by Council	1		Approved creditors policy as at 30 June 2018	CFO	Creditors policy developed/reviewed annually and approved by Council by June 2018	0	0	Review and draft to management	Submission to Council	Approved policy and Council resolution	7
								0	0				
								0	0				
		Fruitless and wasteful register submitted annually to MPAC	1		Submitted register	CFO	Fruitless and wasteful register submitted to MPAC by June 2018	0	0		Fruitless and wasteful register submitted to MPAC by June 2018	Register and MPAC resolution/confirmation	8
		Fruitless and wasteful register	0		Submitted register	CFO	Fruitless and wasteful register	0	0	0	Fruitless and wasteful register	Register and Council	9

		Number of statutory deductions submitted to SARS annually	7			12 Monthly statutory deductions submitted to SARS	CFO	12 statutory deductions submitted to SARS on a monthly basis	3	3	3	3	Proof of submission to SARS/ acknowledgment from SARS	13
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1.3 Unit/ department: Supply Chain Management

National Outcome		A responsive and accountable, effective and efficient local government system											
NDP Objective		Developing a capable and Development State											
Provincial strategic Objective		Efficient Administration and Good Governance											
Pre-Determined IDP Objective		To improve overall financial Management by developing and implementing appropriate financial management policies, procedures and systems.											
Municipal strategic Priority		To implement an effective and efficient system of supply chain management											
Key Performance Area	Programmes	Key performance Indicator	Base line 2016/17	Budget	Unit of Measure	KPI Owner	Annual Target 2017/18	Quarterly Targets				Source of Evidence	KPI No
								Q1	Q2	Q3	Q4		
Municipal Financial Viability and Management	SCM	SCM policy developed/reviewed annually and approved by Council	1		Approved SCM policy as at 30 June 2018	CFO	SCM policy developed/reviewed annually and approved by Council by June 2018	0	0	Review and submission to Management and Provincial Treasury	Submission to Council for approval	Policy and Council resolution	14

			1		Approved procurement plan as at 30 June 2018	CFO	Development of procurement plan that is linked to IDP, SDBIP and Budget submitted to Council for approval			1	0	0	Notifications requesting developing their procurement plans	Final consolidation of the procurement plan	Procurement plan and Council resolution	15
					4 prepared reports	CFO	Number of reports prepared on the updates conducted on Central Database of Suppliers submitted to the Accounting Officer			4	1	1	1	1	Reports	16
										4 reports prepared on the updates conducted on Central Database of Suppliers submitted to the Accounting Officer by June 2018						

		% of bids received published on municipal website	0		% of bids received published on municipal website	CFO	100% bids received published on municipal website by June 2018	100% bids received published on municipal website as and when they are received	100% bids received published on municipal website as and when they are received	100% bids received published on municipal website as and when they are received	100% bids received published on the website	17

1.4 Unit/ department: Budget

National Outcome	A responsive and accountable, effective and efficient local government system												
NDP Objective	Developing a capable and Development State												
Provincial strategic Objective	Efficient Administration and Good Governance												
Pre-Determined IDP Objective	To improve overall financial Management by developing and implementing appropriate financial management policies, procedures and systems.												
Municipal strategic Priority	To ensure that the municipal budget and financial reporting process are compliant with applicable legislation.												
Key Performance Area	Program mes	Key performance Indicator	Base line 2016/17	Budget	Unit of Measure	KPI Owner	Annual Target 2017/18	Quarterly Targets				Source of evidence	KPI No
								Q1	Q2	Q3	Q4		
Municipal Financial Viability and Management	Budget	Annual Budget approved by Council on or before end may annually	1		Approved budget as at 30	CFO	Annual Budget approved by Council	0	0	Tabling of a draft budget by the	Annual Budget approved by Council	Budget and Council resolution	18

		viewed annually		ement policy as at June 2018		reviewed annually	s, with asset users	s, with asset users	management, and assets users	for approval	ement policy and Council resolution
	0	Asset replacement Plan developed/reviewed annually		Approved asset replacement plan as at June 2018	CFO	Asset replacement Plan developed/reviewed annually	2 consultation meeting s, with asset users	2 consultation meeting s, with asset users	Presentation of the draft to management, and assets users	Submission to Council for approval	Approved Asset replacement plan and Council resolution
		Number of reports on the updates conducted on the assets register submitted to Accounting Officer		4 submitted reports	CFO	4 reports on the updates conducted on the assets register submitted to Accounting Officer by June 2018	1	1	1	1	Submitted Reports

1.6 Unit/ department: Financial accounting

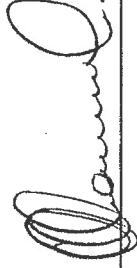
National Outcome	A responsive and accountable, effective and efficient local government system
NDP Objective	Developing a capable and Development State
Provincial strategic Objective	Efficient Administration and Good Governance

Pre-Determined IDP Objective		To improve overall financial Management by developing and implementing appropriate financial management policies, procedures and systems.												
Municipal strategic Priority		To ensure the effective and efficient management of municipal revenue and cash-flow according to national norms and standards.												
Key Performance Area	Programmes	Key performance Indicator	Base line 2016/17	Budget	Unit of Measure	KPI Owner	Annual Target 2017/18	Quarterly Targets				Source of evidence	KPI NO	
		Annual Financial statement tabled before MPAC on or before 18 August	1		Tabled AFS	CFO	Annual Financial statement tabled before MPAC on or before 18 August	Annual Financial statement tabled before MPAC on or before 18 August	0	0	0	0	Tabled AFS and MPAC resolution/recommendations	26
		Financial statements submitted to AG on or before end August	1		Submitted AFS	CFO	Financial statements submitted to AG on or before end August	Financial statements submitted to AG on or before end August	0	0	0	0	Submitted AFS and Acknowledgment from AG	27



Signed and Accepted by:

Acting- Chief Financial Officer, Pauline Rametse



Date 04/08/2017

Signed by: the Administrator, Mokhele Notsi on behalf of Council



Date 22.08.17



PERSONAL DEVELOPMENT PLAN

Entered into by and between

MAFUBE LOCAL MUNICIPALITY

“the Employer”

Represented by:

Mr Mokhele Notsi

(Administrator)

and

Mrs Pauline Rametse

(Acting-Chief Financial Officer)

[Employee]

Compiled on (Date):

1. Competencies required for the Job			Degree in Public Finance Management and Administration/ Certificate in Municipal Financial Management					
Higher Education Qualification			<ul style="list-style-type: none"> • 5 years of experience at middle management level, and • Have proven successful financial management within public or private sector. 					
Work Related Experience and Knowledge (Years of Experience)			<ul style="list-style-type: none"> • Good knowledge and understanding of relevant policy and legislation • Good knowledge and understanding of institutional governance systems and performance management • Understanding of Financial Management <ul style="list-style-type: none"> - Supply Chain Management - Operational Financial Management - Risk and Change Management - Audit and Assurance 					
Type of Knowledge								
2. What competencies from the above list, does the job holder already possess?	3. What then are the competency gaps? (If the job holder possesses all the necessary competencies, complete No's 5 and 6.)	4. Actions/Training interventions to address the gaps/needs	5. Indicate the competencies required for future career progression/development	6. Actions/Training interventions to address the future progression	7. Suggested training or development activity	8. Comments/Remarks of the Incumbent	9. Comments/Remarks of the Supervisor	
Baccalaureus in Accounting, Career preparation program, Management			MFMP Course	To enroll in MFMP Course in the current financial year		Exposure to new legislative requirements in Local Government	Recommended as a support program	

advanced program (MAP), Certificate Program in Management and Development (Municipal Finance)										
And all other competencies										

Employee: P. Rautava

Supervisor/Employer: _____

Signature: David

Signature: _____

Date: 04/08/2017

Date: _____

Date of next review _____



FINANCIAL DISCLOSURE FORM
ACTING-CHIEF FINANCIAL OFFICER

Mrs Pauline Rametse

2017/18 FINANCIAL YEAR



I, the undersigned (surname and initials)

PAULINE RAMETSE

(Postal address)

P.O. Box 566

FRANKFORT, 9830

(Residential address)

96 JJ HADEBE STREET

FRANKFORT, 9830

(Position held)

ACTING CHIEF FINANCIAL OFFICER

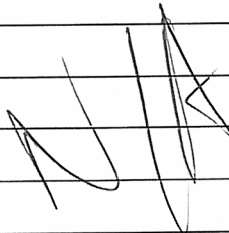
In Mafube Local Municipality

Tel: _____ Fax: _____

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

1. Shares and other financial interests (Not bank accounts with financial institutions)

See information sheet: note (1)

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



2. Directorships and partnerships

See information sheet: note (2)

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

3. Remunerated work outside the Municipality

See information sheet: note (3)

Name of Employer	Type of Work	Amount of remuneration/Income
	N/A	

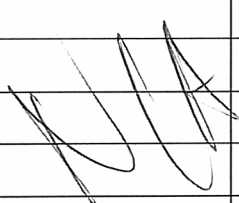
Council: _____

Signature by Council: _____ Date: _____



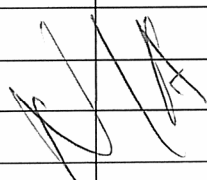
4. Consultancies and retainerships

See information sheet: note (4)

Name of Client	Nature	Type of business activity	Value of any benefits received
			

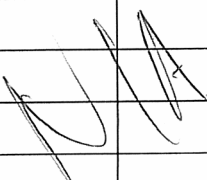
5. Sponsorships

See information sheet: note (5)

Source of assistance/ sponsorship	Description of assistance/ Sponsorship	Value of assistance/ sponsorship
		

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

See information sheet: note (6)

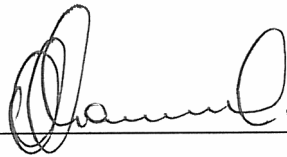
Description	Value	Source
		



7. Land and property

See information sheet: note (7)

Description	Extent	Area	Value
RESIDENTIAL		9605 HADSEE FRANKFORT	R1 000 000-00



Signature of Employee

Date: 31/07/2017



OATH/ AFFIRMATION

1. I certify that before administering the oath/ affirmation I asked the deponent the following questions and wrote down her answers in her presence:

(a) Do you know and understand the contents of the declaration?

Answer Yes

(b) Do you have any objection to taking the prescribed oath or affirmation?


Answer No

(c) Do you consider the prescribed oath or affirmation to be binding on your conscience?

Answer Yes

2. I certify that the deponent has acknowledged that she knows and understands the contents of this declaration. The deponent utters the following words: "I swear that the contents of this declaration are true, so help me God" / "I truly affirm that the contents of the declaration are true". The signature/ mark of the deponent is affixed to the declaration in my presence.





Commissioner of Oath/ Justice of the Peace

Full first names and surname: RENKOBHILE MATSE

(Block letters)

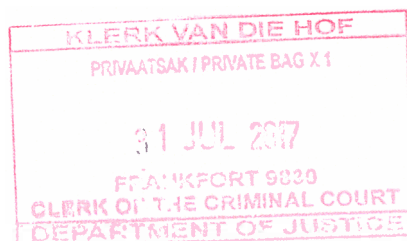
Designation (rank) SAC Ex Officio Republic of
South Africa

Street address of institution 24 VAN ROOYEN STREET
FRANKFURT 9830



CONTENTS NOTED: ADMINISTRATOR

DATE: 2017/07/31



INFORMATION SHEET FOR THE FINANCIAL DISCLOSURE FORM

The following notes is a guide to assist with completing the attached Financial Disclosure form (Appendix C):

NOTE 1

Shares and other financial interests

Designated employees are required to disclose the following details with regard to shares and other financial interests held in any private or public company or any other corporate entity recognized by law:

- The number, nature and nominal value of shares of any type;
- The nature and value of any other financial interests held in any private or public company or any other corporate entity; and
- The name of that entity.

NOTE 2

Directorships and partnerships

Designated employees are required to disclose the following details with regard to directorships and partnerships:

- The name and type of business activity of the corporate entity or partnership/s; and
- The amount of any remuneration received for such directorship or partnership/s.

Directorship includes any occupied position of director or alternative director, or by whatever name the position is designated.

Partnership is a legal relationship arising out of a contract between two or more persons with the object of making and sharing profits.

NOTE 3

Remunerated work outside the public service (All remunerated employment must be sanctioned prior to the work being done.)

Designated employees are required to disclose the following details with regard to remunerated work outside the public service.

- The type of work;
- The name and type of business activity of the employer; and



- The amount of the remuneration received for such work.

Remuneration means the receipt of benefits in cash or kind.

Work means rendering a service for which the person receives remuneration.

NOTE 4

Consultancies and retainerships

Designated employees are required to disclose the following details with regard to consultancies and retainerships:

- The nature of the consultancy or retainership of any kind;
- The name and type of business activity, of the client concerned; and
- The value of any benefits received for such consultancy or retainerships.

NOTE 5

Sponsorships

Designated employees are required to disclose the following details with regard to sponsorships:

- The source and description of direct financial sponsorship or assistance; and
- The value of the sponsorship or assistance.

NOTE 6

Gifts and hospitality from a source other than a family member

Designated employees are required to disclose the following details with regard to gifts and hospitality:

- A description and the value and source of a gift with a value in excess of R350;
- A description and the value of gifts from a single source which cumulatively exceed the value of R350 in the relevant 12 month period; and
- Hospitality intended as a gift in kind.

Designated employees must disclose any material advantage that they received from any source e.g. any discount prices or rates that are not available to the general public.

All personal gifts within the family and hospitality of a traditional or cultural nature need not be disclosed.



NOTE 7

Land and Property

Designated employees are required to disclose the following details with regard to their ownership and other interests in land and property (residential or otherwise both inside and outside the Republic):

- A description and extent of the land or property;
- The area in which it is situated; and
- The value of the interest.

