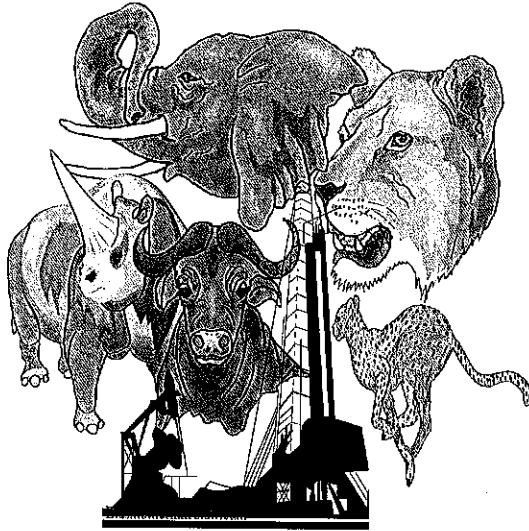


PERFORMANCE AGREEMENT

2023/2024



Made and entered into by and between:

BOJANALA PLATINUM DISTRICT MUNICIPALITY

As represented by the **Municipal Manager**

Mr LL Fourie

And

Ms D Motloug

(In his capacity as the **Acting Chief Financial Officer** and Employee of Bojanala Platinum District Municipality)

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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The **BOJANALA PLATINUM DISTRICT MUNICIPALITY** herein represented by **Mr LL Fourie** in his capacity as the **Municipal Manager** (hereinafter referred to as the **Accounting Officer**)

And

Ms D Motloug in his capacity as **Acting Chief Financial Officer** and an Employee of the **BOJANALA PLATINUM DISTRICT 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.

The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

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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 Contract of Employment entered into between the parties;
- 2.2 comply with the provisions of Section 78(1)(a), (b), (c), (d), (e), (f) and (g) of the Municipal Finance Management Act 56 of 2003 as well as S78(2);
- 2.3 specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance expectations and accountabilities;
- 2.4 specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.5 monitor and measure performance against set targeted outputs;
- 2.6 use the Performance Agreement and Performance Plan as the basis for assessing the suitability of the Employee for permanent employment and/or to assess whether the Employee has met the performance expectations applicable to his/her job;
- 2.7 appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and
- 2.8 give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on 05 May 2023 and will remain in force until 31 July 2023 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

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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 and the Budget of the Employer, and shall include corporate objectives; key performance indicators; targets and weightings.
- 4.3 The corporate objectives describe the main tasks that need to be achieved by council. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The targets describe the timeframe, quality or quantity in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.
- 4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

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5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer, management and municipal staff of the Employer.
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required.
- 5.3 The Employer will consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee.
- 5.4 The Employee agrees to participate in the performance management and development system that the Employer adopts.
- 5.5 The Employee undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.
- 5.6 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.
- 5.6.1 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.
- 5.6.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.6.3 KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.

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5.7 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:

Table 1: KPAs and weightings

KEY PERFORMANCE AREAS (KPA's)	WEIGHTING
Basic Service Delivery	0%
Municipal Institutional Development and Transformation	15%
Local Economic Development (LED)	0%
Municipal Financial Viability and Management	80%
Good Governance and Public Participation	5%
Total	100%

5.8 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:

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Table 2: CCRs and weightings

CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES (CCR)		
CORE MANAGERIAL AND CCUPATIONAL COMPETENCIES	INDICATE CHOICE	WEIGHT
Core Managerial Competencies		
Strategic Capability and Leadership	✓	3%
Programme and Project Management	✓	1%
Financial Management (compulsory)	✓	25%
Change Management	✓	5%
Knowledge Management	✓	5%
Service Delivery Innovation	✓	1%
Problem Solving and Analysis	✓	10%
People Management and Empowerment (compulsory)	✓	10%
Client Orientation and Customer Focus	✓	3%
Communication	✓	5%
Honesty and Integrity	✓	2%
Core Occupational Competencies		
Competency in Self-Management	✓	5%
Interpretation of and implementation within the legislative and national policy frameworks	✓	5%
Knowledge of developmental Local Government	✓	5%
Knowledge of Performance Management and Reporting	✓	5%
Knowledge of global and South African specific political, social and economic contexts	✓	1%
Competency in policy conceptualization, analysis and implementation	✓	1%
Knowledge of more than one functional municipal field/discipline	✓	1%
Skills in mediation	✓	1%
Skills in Governance	✓	1%
Competency as required by other national line sector departments	✓	1%
Exceptional and dynamic creativity to improve the functioning of the municipality	✓	4%
Total percentage		100%

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6. **EVALUATING PERFORMANCE**

- 6.1 The Performance Plan (Annexure A) to this Agreement sets out –
- 6.1.1 the standards and procedures for evaluating the Employee's performance;
and
 - 6.1.2 the intervals for the evaluation of the Employee's performance.
- 6.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force.
- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as the actions agreed to and implementation must take place within set time frames.
- 6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's IDP.
- 6.5 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 must then be used to add the scores and calculate a final KPA score

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6.5.2 Assessment of the CCRs

- (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) The applicable assessment rating calculator must then be used to add the scores and calculate a final CCR score.

6.5.3 Overall rating


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

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

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Table 3: Performance Ratings

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.					
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 performance of the Employee, an evaluation panel constituted by the following persons will be established –

6.7.1 The Municipal Manager;

6.7.2 Chairperson of the Audit Committee;

6.7.3 Member of the Mayoral Committee;

6.7.4 Municipal Manager from another Municipality; and

6.7.5 Any other external expert as may be nominated by the Municipal Manager.

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of each Employee in relation to his/her performance agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

First quarter	:	July-September (4 th week October)
Second quarter	:	October-December (4 th week January)
Third quarter	:	January-March (4 th week April)
Fourth quarter	:	April-June (4 th week July)

7.2 The Employee shall ensure that the relevant portfolio of evidence is submitted for audit purposes at least by the end of the 4th week of the new Quarter.

7.3 The Employee shall ensure that in line with the MFMA, all fruitless and wasteful expenditure within his/her department/directorate is minimized. However, where such is occurs and is apparent, subject to necessary investigations and related processes the Employee shall be held liable.

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

7.5 Performance feedback shall be based on the Employer's assessment of the Employee's

performance.

- 7.6 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The Employee will be fully consulted before any such change is made.
- 7.7 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented and/or amended as the case may be. In that case the Employee will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

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

9. OBLIGATIONS OF THE EMPLOYER

- 9.1 The Employer shall –
- 9.1.1 Create an enabling environment to facilitate effective performance by the employee;
- 9.1.2 Provide access to skills development and capacity building opportunities;
- 9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
- 9.1.4 On the request of the Employee delegate such powers reasonably required by the Employee to enable him/ her to meet the performance objectives and targets established in terms of this Agreement; and
- 9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time, assisting him/ her to meet the performance

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objectives and targets established in terms of this Agreement.

10. CONSULTATION

10.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others –

10.1.1 A direct effect on the performance of any of the Employee's functions;

10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and

10.1.3 A substantial financial effect on the Employer.

10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

11. MANAGEMENT OF EVALUATION OUTCOMES

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

11.2 A performance bonus ranging from 5% to 14% of the all-inclusive remuneration package may be paid to an employee in recognition of outstanding performance. In determining the performance bonus the relevant percentage is based on the overall rating, calculated by using the applicable assessment-rating calculator; provided that:

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Table 4: 2006 Regulations score ratings & bonus applicable

Overall Score	Possible Performance Bonus Award
>129%	0 %
130% to 149%	5% to 9%
150%	10% to 14%

11.3 The Employee will be eligible for progression to the next higher remuneration package, within the relevant remuneration band, after completion of at least twelve months (3) service at the current remuneration package on 31 July (end of financial year) subject to a fully effective assessment.

11.4 In the case of unacceptable performance, the Employer shall –

11.4.1 Provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and

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

12. DISPUTE RESOLUTION

12.1 Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or salary increment in the must be mediated by

12.1.1 The MEC for Developmental Local Government and Traditional Affairs within thirty (30) days of receipt of a formal dispute from the Employee; or

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12.1.2 Any other person designated by the MEC for Developmental Local Government and Traditional Affairs

12.2 In the event that the mediation process contemplated above fails, clause 19.3 of the Contract of Employment shall apply.

13. GENERAL


13.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer.

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

Thus done and signed at Rustenburg on this day of JULY 2023.


AS WITNESSES:

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EMPLOYEE

2  _____

AS WITNESSES:

1  _____

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MUNICIPAL MANAGER

2  _____

Annexure A: 2023/24 Performance Plan for the Budget and Treasury Office

MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

Outcome 9	Implement a differentiated approach to municipal financing, planning and support																						
	Administrative and financial capability																						
	OUTPUT 1	OUTPUT 6	Key Performance Indicator	Baseline	Annual Target	Budget	Responsible Department	Q 1	Q 2	Q 3	Q 4	Portfolio of Evidence											
Strategic Objective	Number of quarterly financial reports submitted to Council	4 reports submitted in 21/22FY	4 quarterly financial reports submitted to Council by 30 June 2023	Operational	Budget and Treasury Office	1 quarterly financial report submitted to Council	1 quarterly financial report submitted to Council	1 quarterly financial report submitted to Council	1 quarterly financial report submitted to Council	1 quarterly financial report submitted to Council	1 quarterly financial report submitted to Council	Q1; Q2; Q3; Q4 - Reports and Council resolution											
													Number of annual financial statements submitted to Auditor General by 31 st August	1 set of AFSs submitted in 21/22FY	1 annual financial statements submitted to the Auditor General by 31 st August 2023	R 2 500 000	Budget and Treasury Office	Submission of BPDM AFSs to the Auditor-General	KPI not due	KPI not due	KPI not due	KPI not due	Q1; Acknowledgement receipts Q2; Q3; Q -KPI not due
Number of Annual Budgets submitted to Council for approval	1 Annual Budget submitted in 21/22FY	1 Annual Budget submitted to Council for approval by 30 June 2023	Operational	Budget and Treasury Office	KPI not due	KPI not due	Consultation process Draft Budget tabled to Council	Final Budget tabled to Council	Q1 - KPI not due Q - Report Q3 - Draft Budget Q4 - Final Budget & Council Resolution														
										Number of Adjustment Budget submitted to Council for approval	1 Adjustment Budget submitted in 21/22FY	1 Adjustment Budget submitted to Council for approval by 30 June 2023	Operational	Budget and Treasury Office	KPI not due	KPI not due	Consultation process Budget Adjustment tabled to Council for approval	KPI not due	Q1 - KPI not due Q Report Q3 - Budget Adjustment & Council Resolution Q4 - KPI not due				

To prepare and submit credible financial information

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Outcome 9	Implement a differentiated approach to municipal financing, planning and support										
	Administrative and financial capability										
	OUTPUT 1	OUTPUT 6	Key Performance Indicator	Baseline	Annual Target	Budget	Responsible Department	Quarterly Targets			Portfolio of Evidence
Strategic Objective							Q1	Q2	Q3	Q4	
To ensure that the resources required to fulfil the needs identified in the strategic plan of the institution are efficient and effective	Number of municipal procurement plan developed and signed by the Accounting Officer	1 Municipal Procurement plan developed in 21/22FY	1 Municipal Procurement plan Developed and signed by the Accounting Officer by 30 June 2023	Operational	Budget and Treasury Office	KPI not due	KPI not due	KPI not due	KPI not due	1 procurement plan developed and signed by the Accounting Officer	Q1 Q2 and Q3 KPI not due. Q4- signed procurement plan.
	Number of quarterly supply chain management reports submitted to Council	4 reports submitted in 21/22FY	4 quarterly supply chain management reports submitted to Council by 30 June 2023	Operational	Budget and Treasury Office	1 quarterly SCM (4th quarter 21/22) report tabled to Council for approval	1 quarterly SCM (1st quarter 22/23) report tabled to Council for approval	1 quarterly SCM (2nd quarter 22/23) report tabled to Council for approval	1 quarterly SCM (3rd quarter 22/23) report tabled to Council for approval	Q1; Q2; Q3; Q4 - Quarterly SCM report & Council resolution	
To ensure proper valuation, safeguarding, optimization and disposal of municipal assets in compliance with relevant legislation	Number of asset verifications performed	2 asset verifications performed in 21/22FY	2 asset verification performed by 30 June 2023	Operational	Budget and Treasury Office	1 asset verification performed	KPI not due	1 asset verification performed	KPI not due	Q1 asset verification report signed by CFO, Q2 KPI not due, Q3 asset verification report signed by CFO, Q4 KPI not due	
	Number of inventory and asset registers compiled	1 inventory and asset register compiled in 21/22FY	1 Inventory and Asset register compiled and updated by 30 June 2023	Operational	Budget and Treasury Office	1 Inventory and Asset register compiled and updated	KPI not due	KPI not due	KPI not due	Q1; Signed Inventory & Asset register, Q2 KPI not due, Q3 KPI not due and Q4 KPI not due.	

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Outcome 9	Implement a differentiated approach to municipal financing, planning and support											
	Administrative and financial capability											
Strategic Objective	OUTPUT 1	OUTPUT 6	Key Performance Indicator	Baseline	Annual Target	Budget	Responsible Department	Quarterly Targets				Portfolio of Evidence
								Q1	Q2	Q3	Q4	
To ensure effective and efficient payment of salaries and related costs			Number of payroll runs and reconciliations performed	New	12 payroll runs and reconciliations performed by 30 June 2023	Operational	Budget and Treasury Office	Q1 3 salary reconciliations (June, July, August) performed	Q2 3 salary reconciliations (September, October, November) performed	Q3 3 salary reconciliations (December, January, February) performed	Q4 3 salary reconciliations (March, April, May) performed	Q1; Q2; Q3; Q4 3 signed reconciliations
			Number of employee cost benefit evaluations performed	New	1 employee cost benefit evaluation performed by 30 June 2023	Operational	Budget and Treasury Office	KPI not due	1 employee benefit cost evaluation performed	KPI not due	KPI not due	Q1 KPI not due, Q2 KPI not due, Q3 signed actuarial report Q not due
			Percentage creditors paid within 30 days of receipts of an invoice	New	100% of creditors reconciled and paid within 30 days by 30 June 2023	Operational	Budget and Treasury Office	1 Quarterly report on 100% of creditors reconciled and paid within 30 days (4th Quarter 2021/22)	1 Quarterly report on 100% of creditors reconciled and paid within 30 days (1st Quarter 2022/23)	1 Quarterly report on 100% of creditors reconciled and paid within 30 days (2nd Quarter 2022/23)	1 Quarterly report on 100% of creditors reconciled and paid within 30 days (3rd Quarter 2022/23)	Q1; Q2; Q3; Q4 quarterly extracts included in the SCM report submitted to council

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MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION

Strategic objective	OUTCOME 9		Implement a differentiated approach to municipal financing, planning and support				Quarterly targets				Portfolio of evidence
	OUTPUT 1	OUTPUT 6	Baseline	Annual target	Budget	Weighting	Q1	Q2	Q3	Q4	
Develop and strengthen a politically and administratively stable system of a municipality	Number of quarterly performance reports submitted to PMS Unit	4 quarterly performance reports submitted in 2021/22	Work plans with Departmental Managers in place for 2021/22 FY	4 quarterly performance reports submitted by 30 June 2023	Operational		Performance report submitted to PMS	Performance report submitted to PMS	Performance report submitted to PMS	Performance report submitted to PMS	Q1- POE Q2-POE Q3-POE Q4-POE
	Signing of work plans with Departmental Managers reporting to the Director	Work plans with Departmental Managers in place for 2021/22 FY	Work plans with Departmental Managers reporting to the Director by 30 June 2023	Signed work plans with Departmental Managers	Operational		Signed work plans with Departmental Managers	Not Applicable	Not Applicable	Not Applicable	Q1 – Signed work plans with Departmental Managers
	Number of departmental meetings held	4 departmental performance review meetings	12 departmental meetings by 30 June 2023	12 departmental meetings by 30 June 2023	Operational		3 departmental meeting held	3 departmental meeting held	3 departmental meetings held	3 Departmental meetings held	Q1, Q2, Q3, Q4 – Minutes, Attendance and Agenda
	Number of Progress reports on the post audit action plan	6 progress reports on the audit action plan	6 Progress reports on the audit action plan submitted to the Accounting Officer by 30 June 2023	6 Progress reports on the audit action plan submitted to the Accounting Officer by 30 June 2023	Operational		KPI not due	2 Audit action plan progress report submitted to the Accounting Officer	2 Audit action plan progress report submitted to the Accounting Officer	2 Audit action plan progress report submitted to the Accounting Officer	Q1, Q2; Q3; Q4 – Signed PAAP Reports and acknowledgments by the Accounting Officer
	Number of Departmental risks management reports	4 Departmental risk register reports	4 Departmental risk register reports submitted to Accounting Officer by 30 June 2023	4 Departmental risk register reports submitted to Accounting Officer by 30 June 2023	Operational		1 departmental risk register report submitted to Accounting Officer	1 departmental risk register report submitted to the Accounting Officer	1 departmental risk register report submitted to the Accounting Officer	1 departmental risk register report submitted to the Accounting Officer	Q1, Q2, Q3, Q4 – Departmental risk register report and acknowledgement
To achieve a positive employee climate	Number of BTO personnel trained	5 BTO personnel trained in 21/22FY	5 BTO personnel trained on financial systems by 30 June 2023	R 300 000		KPI not due	2 BTO personnel trained on financial systems	KPI not due	3 BTO personnel trained on financial systems	3 BTO personnel trained on financial systems	Q1, KPI not due Q2; Report Q3; KPI not due Q4-Report

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GOOD GOVERNANCE AND PUBLIC PARTICIPATION

OUTCOME 9 Strategic objective	Implement a differentiated approach to municipal financing, planning and support									
	OUTPUT 1	OUTPUT 6	Administrative and financial capability		Weighting	Quarterly targets				Portfolio of evidence
	Key performance indicator	Baseline	Annual target	Budget		Q1	Q2	Q3	Q4	
Strengthen the administrative and financial capability of municipalities	Number of asset counts conducted	Two (2) asset counts conducted in 21/22FY	Two (2) Asset count reports submitted to the CFO by 30 June 2023	Operational		KPI not due	One (1) Asset count conducted	KPI not due	One (1) Asset count conducted	Q1 – KPI not due Q2 – Asset Count Report Q3 – KPI not due Q4 – Asset Count Report
	Number of monthly asset reconciliation performed	Eleven (11) asset reconciliation reports submitted to the Asset Manager in 21/22FY	Eleven (11) asset reconciliation reports submitted to the Asset Manager by 30 June 2023	Operational		Two (2) asset reconciliation reports submitted to the Asset Manager.	Three (3) asset reconciliation reports submitted to the Asset Manager.	Three (3) asset reconciliation reports submitted to the Asset Manager.	Three (3) asset reconciliation reports submitted to the Asset Manager.	Q1;Q2;Q3;Q4 – Asset reconciliation
	Number of monthly bank reconciliation performed	Twelve (12) bank reconciliation reports submitted to the Budget Manager in 21/22FY	Twelve (12) bank reconciliation reports submitted to the Budget Manager by 30 June 2023	Operational		Three (3) bank reconciliation reports submitted to the Budget Manager	Three (3) bank reconciliation reports submitted to the Budget Manager	Three (3) bank reconciliation reports submitted to the Budget Manager	Three (3) bank reconciliation reports submitted to the Budget Manager	Q1;Q2;Q3;Q4 – Bank reconciliation
	Number of monthly creditors reconciliation performed	Eleven (11) creditor's reconciliation reports submitted to the Senior Manager: Finance in 21/22FY	Eleven (11) creditor's reconciliation reports submitted to the Senior Manager: Finance by 30 June 2023	Operational		Two (2) creditors' reconciliation reports submitted to the Senior Manager Finance.	Three (3) creditors' reconciliation reports submitted to the Senior Manager Finance	Three (3) creditors' reconciliation reports submitted to the Senior Manager Finance.	Three (3) creditors' reconciliation reports submitted to the Senior Manager Finance.	Q1;Q2;Q3;Q4 – Creditors' reconciliation
	Number of monthly VAT reconciliation performed	Twelve (12) bank reconciliation reports submitted to the Senior Manager: Finance in 21/22FY	Twelve (12) bank reconciliation reports submitted to the Senior Manager: Finance by 30 June 2023	Operational		Three (3) VAT reconciliation reports submitted to the Senior Manager Finance.	Three (3) VAT reconciliation reports submitted to the Senior Manager Finance.	Three (3) VAT reconciliation reports submitted to the Senior Manager Finance.	Three (3) VAT reconciliation reports submitted to the Senior Manager Finance.	Q1;Q2;Q3;Q4 – VAT reconciliation

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GOOD GOVERNANCE AND PUBLIC PARTICIPATION



OUTCOME 9 Strategic objective	Implement a differentiated approach to municipal financing, planning and support										
	OUTPUT 1 OUTPUT 6 Key performance indicator	Administrative and financial capability		Weighting	Quarterly targets				Portfolio of evidence		
		Baseline	Annual target		Budget	Q1	Q2	Q3		Q4	
Strengthen the administrative and financial capability of municipalities	Number of monthly Employee cost and Councilor Remuneration Reconciliations reports performed	Eleven (11) Employee cost and Councilor Remuneration Reconciliations submitted to the Senior Manager Finance in 21/22FY	Eleven (11) Employee cost and Councilor Remuneration Reconciliations submitted to the Senior Manager Finance by 30 June 2023	Operational		Two (2) Employee cost and Councilor Remuneration reconciliations submitted to the Senior Manager Finance.	Three (3) Employee cost and Councilor Remuneration reconciliations submitted to the Senior Manager Finance.	Three (3) Employee cost and Councilor Remuneration reconciliations submitted to the Senior Manager Finance.	Three (3) Employee cost and Councilor Remuneration reconciliations submitted to the Senior Manager Finance.	Three (3) Employee cost and Councilor Remuneration reconciliations submitted to the Senior Manager Finance.	Q1: Q2; Q3; Q4 – Employee cost and Councilor Remuneration reconciliation
	Number of monthly Supply Chain Management Reports Submitted	Eleven (11) Supply Chain Management Reports submitted to the CFO in 21/22FY	Eleven (11) Supply Chain Management Reports submitted to the CFO by 30 June 2023	Operational		Two (2) Supply Chain Management Reports submitted to the CFO.	Three (3) Supply Chain Management Reports submitted to the CFO.	Three (3) Supply Chain Management Reports submitted to the CFO.	Three (3) Supply Chain Management Reports submitted to the CFO.	Three (3) Supply Chain Management Reports submitted to the CFO.	Q1; Q2; Q3; Q4 – Supply Chain Management Reports
	Number of Budget Steering Committees Meetings held	Four (4) budget steering committee meetings held in 21/22FY	Four (4) budget steering committee meetings held by 30 June 2023	Operational		One (1) budget steering committee meeting held	One (1) budget steering committee meeting held	One (1) budget steering committee meeting held	One (1) budget steering committee meeting held	One (1) budget steering committee meeting held	Q1; Q2; Q3; Q4 – Minutes of meeting
To achieve a positive employee climate	Number of BTO personnel trained	7 officials trained during 20/21FY	5 BTO personnel trained on financial systems by 30 June 2022	R 1 650 000		KPI not due	KPI not due	KPI not due	3 officials and/or members trained on finance related matters	2 officials and/or members trained on finance related matters	Q1; Q2 - KPI not due Q3 - Training Report Q4 - Training Report

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Annexure B: INDIVIDUAL LEARNING PLAN (Include Skills Gap)

Acting Chief Financial Officer	Ms D Motloung	Employee No	N/A
Job Title:	Acting Chief Financial Officer	Department:	Budget and Treasury Office
Accounting Officer:	Mr LL Fourie	Date:	28 July 2023

Skills / Performance Gap	Outcomes Expected	Suggested training and / or development activity	Suggested mode of delivery	Suggested Time Frames	Work opportunity created to practise skill / development area	Support Person
Presentation skills	Knowledge in presentation	Public speaking exercises to improve my presentation skills	Training to a institution	6 months	Asking CFO	Municipal manager

Acting CFO's	Dikeledi Motloung	Accounting Officer's	LL Fourie	Date	28 July 2023
Signature:		Signature:		Date	28 July 2023