

LEKWA-TEEMANE LOCAL MUNICIPALITY "NW 396"



PERFORMANCE AGREEMENT 2015/16

Mr. Ndoda Mgengo

In his capacity as Municipal Manager

And

Mr. Oatile David Letebele

In his capacity as Director: Corporate Services

Employee Signature.......... Date: 31 July 2015 Employer Signature..........date: 31 July 2015

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PART A

PERFORMANCE AGREEMENT ENTERED INTO BY AND BETWEEN:

Lekwa-Teemane Local Municipality herein represented by **Mr. Ndoda Mgengo** his capacity as Municipal Manager (hereinafter referred to as the **Employer**)

and

Mr. Oatile David Letebele as employee of Lekwa-Teemane Local Municipality (hereinafter referred to as the **Employee**).

WHEREBY IT IS AGREED AS FOLLOWS:

Purpose of performance agreement

The purpose of the agreement is to:

- 1) Comply with the provisions of Section 57(1)(b), (4A), (4B) and (5) of the Municipal Systems Act, 2000 as well as the employment contract entered into between the parties;
- 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) specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;
- 4) monitor and measure performance against set targeted outputs;

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- 5) use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;
- 6) in the event of outstanding performance, to appropriately reward the employee; and
- 7) Give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

Commencement and Duration

- 1) This Agreement will commence on the **1st July 2015** and will remain in force until **30th June 2016**, 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.
- 2) The parties must review the provisions of this agreement during June each year and must conclude a new performance agreement that replaces the previous agreement at least once a year within one month after the commencement of the new financial year.
- 3) The agreement will terminate on the termination of the employee's contract of employment for any reason.
- 4) If at any time during the validity of the agreement the work environment alters to the extent that the contents of the agreement are no longer appropriate, the contents must by mutual agreement between the parties, immediately be revised.

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Performance Objectives

- 1) The performance plan sets out:
 - a) The performance objectives and targets that must be met by the employee; and
 - b) The time frames within which those performance objectives and targets must be met.

- 2) The performance objectives and targets reflected in the performance plan 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 municipality, and shall include key objectives; key performance indicators; target dates and weightings.

- 3) The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.

- 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.

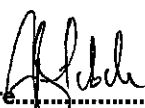

Performance Management System

- 1) The employee agrees to participate in the performance management system that the employer adopts or introduces for the municipality.

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- 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.
- 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.
- 4) The employee undertakes to actively focus towards the promotion and implementation of the Key Performance Areas (KPAs) (including special projects relevant to the employee's responsibilities) within the local government framework.
- 5) The criteria upon which the performance of the employee must be assessed consist of two components, both of which must be contained in the performance agreement. The employee must be assessed against both components, with a weighting of 80: 20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs), respectively. Each area of assessment will be weighted and will contribute a specific part to the total score. KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.
- 6) The employee's assessment will be based on his performance in terms of the outputs/outcomes (performance indicators) identified as per the performance plan which are linked to the KPA's, which constitute 80% of the overall assessment result as per the weightings agreed to between the employer and employee.

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Key Performance Areas (KPA's) for managers directly accountable to the municipal manager	Weighting
Basic Service Delivery and Infrastructure Development	0%
Municipal Institutional Development and Transformation	14%
Local Economic Development (LED)	0%
Municipal Financial Viability and Management	5%
Good Governance and Public Participation	81%
Total	100%

- 7) In the case of managers directly accountable to the municipal manager, key performance areas related to the functional area of the relevant manager, must be subject to negotiation between the municipal manager and the relevant manager.
- 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 the employee and must be considered with due regard to the proficiency level agreed to.

CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES (CCR)		
Core Managerial and Occupational Competencies	√ (Indicate choice)	Weight
<i>Core Managerial Competencies:</i>		
Strategic Capability and Leadership		5
Programme and Project Management		5
Financial Management	<i>Compulsory</i>	3


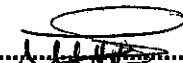
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Change Management		6
Knowledge Management		6
Service Delivery Innovation		3
Problem Solving and Analysis		5
People Management and Empowerment	<i>Compulsory</i>	5
Client Orientation and Customer Focus	<i>Compulsory</i>	5
Communication		3
Honesty and Integrity		4
<i>Core Occupational Competencies:</i>		
Competence in Self-Management		3
Interpretation of and implementation within the legislative and national policy frameworks		5
Knowledge of developmental local government		6
Knowledge of Performance Management and Reporting		3
Knowledge of global and South African specific political, social and economic contexts		3
Competence in policy conceptualisation, analysis and implementation		6
Knowledge of more than one functional municipal field/ discipline		3
Skills in Mediation		6
Skills in Governance		6
Competence as required by other national line sector departments		4
Exceptional and dynamic creativity to improve the functioning of the municipality		6
Total Percentage		100%

Evaluating Performance

- 1) The performance plan sets out
 - a) the standards and procedures for evaluating the employee's performance; and
 - b) the intervals for the evaluation of the employee's performance.

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- 2) Despite the establishment of agreed intervals for evaluation, the employer may in addition review the employee's performance at any stage while the employment contract remains in force.
- 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.
- 4) The annual performance appraisal must involve:
 - a) Assessment of the achievement of results as outlined in the performance plan:
 - i. 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.
 - ii. An indicative rating on the five-point scale should be provided for each KPA.
 - iii. The applicable assessment rating calculator must then be used to add the scores and calculate a final KPA score.
 - b) Assessment of the CCRs:
 - i. Each CCR should be assessed according to the extent to which the specified standards have been met.
 - ii. An indicative rating on the five-point scale should be provided for each CCR.

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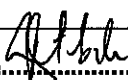
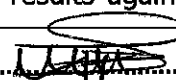
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- iii. This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score.
- iv. The applicable assessment-rating calculator must then be used to add the scores and calculate a final CCR score.

c) Overall rating:

- i. An overall rating is calculated by using the applicable assessment rating calculator. Such overall rating represents the outcome of the performance appraisal.
- ii. The assessment of the performance of the employee will be based on the following rating scale for KPA's and CCR's:

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 expectation	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					

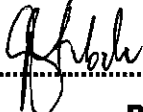
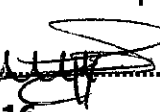
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		significant performance criteria and indicators as specified in the PA and Performance Plan.	
2	Performance not fully Effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected 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 Performance Agreement 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.	

d) For purposes of evaluating the annual performance of the municipal manager, an evaluation panel constituted of the following persons must be established

- i. Executive Mayor or Mayor;
- ii. Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
- iii. Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council;
- iv. Mayor and/or municipal manager from another municipality; and

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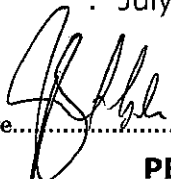

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- v. Member of a ward committee as nominated by the Executive Mayor or Mayor.
- e) For purposes of evaluating the annual performance of managers directly accountable to the municipal managers, an evaluation panel constituted of the following persons must be established
- i. Municipal Manager;
 - ii. Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
 - iii. Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council; and
 - iv. Municipal manager from another municipality.
- f) 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).

Schedule for Performance Reviews

- 1) The performance of the employee in relation to his or her performance agreement must 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 3rd Week October 2015

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Second quarter : October - December 3rd Week January 2016

Third quarter : January-March 3rd Week April 2016

Fourth quarter : April-June 3rd Week July 2016

- 2) The employer must keep a record of the mid-year review and annual assessment meetings.
- 3) Performance feedback must be based on the employer's assessment of the employee's performance.
- 4) The employer will be entitled to review and make reasonable changes to the provisions of the performance plan from time to time for operational reasons on agreement between both parties.
- 5) The employer may amend the provisions of the performance plan whenever the performance management system is adopted, implemented and/or amended as the case may be on agreement between both parties.

Developmental Requirements

- 1) A personal development plan (PDP) for addressing developmental gaps must form part of the performance agreement.

Obligations of the Employer

- 1) The Employer must:
 - a) create an enabling environment to facilitate effective performance by the employee;

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- b) provide access to skills development and capacity building opportunities;
- c) work collaboratively with the employee to solve problems and generate solutions to common problems that may impact on the performance of the employee;
- d) on the request of the employee delegate such powers reasonably required by the employee to enable him or her to meet the performance objectives and targets established in terms of the agreement; and
- e) make available to the employee such resources as the employee may reasonably require from time to time to assist him or her to meet the performance objectives and targets established in terms of the agreement.

Consultation

- 1) The employer agrees to consult the employee timeously where the exercising of the powers will have, amongst others,
 - a) a direct effect on the performance of any of the employee's functions;
 - b) commit the employee to implement or to give effect to a decision made by the employer; and
 - c) a substantial financial effect on the employer.

- 2) The employer agrees to inform the employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006 sub-regulation 31 (1) as soon

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as is practicable to enable the employee to take any necessary action without delay.

Management of Evaluation Outcomes

- 1) The evaluation of the employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.

- 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:
 - a) a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and

 - b) a score of 150% and above is awarded a performance bonus ranging from 10% to 14%.

- 3) In the case of unacceptable performance, the employer shall:
 - a) provide systematic remedial or developmental support to assist the employee to improve his or her performance; and

 - b) after appropriate performance counselling and having provided the necessary guidance and/or support and reasonable time for improvement in performance, and performance does not improve, 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.

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Dispute Resolution

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 agreement, must be mediated by:

- a) In the case of the municipal manager, the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the employee, or any other person designated by the MEC; and
- b) In the case of managers directly accountable to the municipal manager, the executive mayor or mayor within thirty (30) days of receipt of a formal dispute from the employee; whose decision shall be final and binding on both parties.

2) Any disputes about the outcome of the employee's performance evaluation, must be mediated by:

- a) In the case of the municipal manager, the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the employee, or any other person designated by the MEC; and
- b) In the case of managers directly accountable to the municipal manager, a member of the municipal council, provided that such member was not part of the evaluation panel provided for in Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers,

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2006 sub-regulation 27(4) (e), within thirty (30) days of receipt of a formal dispute from the employee; whose decision shall be final and binding on both parties.

General

- 1) The contents of the 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 Municipal Systems Act, 2000.

- 2) Nothing in this agreement diminishes the obligations, duties or accountabilities of the employee in terms of his or her employment contract, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

- 3) The performance assessment results of the municipal manager must be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.

Thus **done** and **signed** at CHRISTIANA on this the 31st day of July 2015

AS WITNESSES:

1. _____
2. _____



EMPLOYEE

AS WITNESSES:

1. _____
2. _____



MUNICIPAL MANAGER

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PERFORMANCE PLAN 2015/16

Entered into by and between

Mr. Ndoda Mgengo

In his capacity as Municipal Manager

And

Mr. Oatile David Leteebele

In his capacity as Director Corporate Services

PERFORMANCE PLAN 15/16

1. Purpose

The performance plan defines the Council's expectations of the Director'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 objects of local government will inform the Municipal Manager'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 organisations 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 Basic Services and Infrastructure Development.
- 3.2 Municipal Transformation and Institutional Development.
- 3.3 Local Economic Development (LED).
- 3.4 Municipal Financial Viability and Management.
- 3.5 Good Governance and Public Participation.

KEY PERFORMANCE AREA 2: MUNICIPAL TRANSFORMATION and INSTITUTIONAL DEVELOPMENT

IDP development objectives	Corporate objectives	Baseline	Key performance indicator	Weight	Budget	Annual Target	Quarterly target				Portfolio of Evidence
							1 st	2 nd	3 rd	4 th	
Municipal Transformation, Institutional Development	To provide administrative capacity	Critical vacant positions	KPI 16 Percentage of post filled per the approved funded structure by end June 2016	7	Opex	70% of post filled per the approved funded structure by end June 2016	30% post filled per the approved funded structure by end September 2015	20% post filled per the approved funded structure by end December 2015	10% post filled per the approved funded structure by end March 2016	10% post filled per the approved funded structure by end June 2016	Report
			KPI 17 Number of people employed in the three highest levels of management by end September 2015			11 people employed in the three highest levels of management by end September 2015	5 people employed in the three highest levels of management by end September 2015	1 person employed in the three highest levels of management by end December 2015	2 people employed in the three highest levels of management by end September 2015	2 people employed in the three highest levels of management by end September 2015	

**KEY PERFORMANCE MANAGEMENT AREA 4: MUNICIPAL FINANCIAL VIABILITY and
MANAGEMENT**

IDP development objectives	Corporate objectives	Baseline	Key performance indicator	Weight	Budget	Annual Target	Quarterly target				Portfolio of Evidence
							1 st	2 nd	3 rd	4 th	
Financial Management and Administrative Capacity	To implement an effective and efficient system of expenditure and budget management	50% compliance	KPI 25 Percentage of municipality's budget actually spent on implementing its workplace skills plan by end June 2016	5	Opex	100% of municipality's budget actually spent on implementing its workplace skills plan by end June 2016	25% of municipality's budget actually spent on implementing its workplace skills plan by end September 2016	25% of municipality's budget actually spent on implementing its workplace skills plan by end December 2016	25% of municipality's budget actually spent on implementing its workplace skills plan by end March 2016	25% of municipality's budget actually spent on implementing its workplace skills plan by end June 2016	Report

KEY PERFORMANCE AREA 5: GOOD GOVERNANCE and PUBLIC PARTICIPATION

IDP development objectives	Corporate objectives	Baseline	Key performance indicator	Weight	Budget	Annual Target	Quarterly target				Portfolio of Evidence
							1 st	2 nd	3 rd	4 th	
Good Governance	To ensure responsive, accountable, effective and efficient Local Government System	New	KPI 27 Percentage of audit findings addressed by end June 2016	5	Opex	100% Audit findings addressed	25% Audit findings addressed by end September 2015	25% Audit findings addressed by end December 2015	25% Audit findings addressed by March 2016	25% Audit findings addressed June 2015	Report
	To develop By-laws	1 by-law in place	KPI 31 Number of By-laws	5	OPEX	2 By-laws developed adopted by council by June	None	1 By-law developed adopted by	1 By-law developed adopted by council	None	Report

IDP development objectives	Corporate objectives	Baseline	Key performance indicator	Weight	Budget	Annual Target	Quarterly target				Portfolio of Evidence		
							1 st	2 nd	3 rd	4 th			
			developed adopted by council by June 2016			2016							
	To update the municipality's HR Policy are in line with national norms and standard	4 HR policies reviewed and adopted	KPI 42 Number of reviewed HR policies adopted by council by end June 2016	6	Opex	12 reviewed HR policies adopted by council by end June 2016	3 reviewed HR policies adopted by council by end September 2015	3 reviewed HR policies adopted by council by end December 2015	3 reviewed HR policies adopted by council by end March 2016	3 reviewed HR policies adopted by council by end June 2016		Report	
Good Governance	To approve the Workplace Skills Plan (WSP) to comply with legislation	2014/15 WSP reviewed and 2013/14 Annual Training Report (ATR) approved by council	KPI 43 2015/16 WSP approved with Annual Training Report submitted to LGSETA by April 2016	5	Opex	Approved 2015/16 WSP with Annual Training Report submitted to LGSETA by April 2016	Review of the WSP by end September 2015	Compilation of ATR by end December 2015	None	Submission of WSP with Annual Training Report submitted to LGSETA by end June 2016		Report	
	To enhance the effectiveness and functionality of IT system in the municipality	No ICT Integrated Management Plan in place	KPI 44 Facilitate the development of ICT Integrated Management Plan by end June 2016	5	MISA Budget	ICT Integrated Management Plan developed by end December 2016	Draft ICT Integrated Management Plan developed by end September 2015	None	ICT Integrated Management Plan submitted adopted by council by end December 2015	None		Report	
Good Governance	To develop internal capacity for Local	Employment Equity Plan (EEP) Reviewed and	KPI 45 Submit Developed Equity Employment Plan and Employment	5	Opex	Submit Developed Equity Employment Plan and Employment	develop EEP and EER for submission to DoL by end September 2015	Submission of Employment Plan and Employment Equity Report	None	None		Report	

IDP development objectives	Corporate objectives	Baseline	Key performance indicator	Weight	Budget	Annual Target	Quarterly target				Portfolio of Evidence	
							1st	2nd	3rd	4th		
	government	submitted to Dept. of Labour (DoL)	Equity Report (EER) to Dept. of Labour (DoL) by end October 2015			Equity Report (EER) to Dept. of Labour (DoL) by end October 2015			(EER) to Dept. of Labour (DoL) by end December 2015			
Good Governance	To improve the level of functionality of public participation in the municipality	7 functional ward committees	KPI 46 Number of functional ward committees by end June 2016	5	R373 970	7 functional ward committees by end June 2016	7 functional ward committees by end September 2015	7 functional ward committees by end December 2015	7 functional ward committees by end March 2016	7 functional ward committees by end March 2016	Report	
Good Governance		4 public participation programmes	KPI 47 Number of council public participation programmes conducted by June 2016	5	Opex	4 council public participation programmes by end June 2016	1 public participation programmes by end September 2015	1 public participation programmes by end December 2015	1 public participation programmes by end March 2016	1 public participation programmes by end March 2016	Report	
	To ensure implementation of Public Participation Policy (PPP)	Public participation policy adopted by council	KPI 48 Number of reviewed public participation process by end June 2016	5	Opex	1 public participation process by end June 2016	None	1 workshop on public participation with Ward Committees by end December 2015 and other stakeholders	Draft public participation process by end March 2016	Reviewed of public participation process submitted to council for adoption by end March 2016	Report	
Good Governance	To ensure responsive, accountable, effective and efficient Local	13/14 Oversight report submitted to Council, MEC for Local	KPI 49 Municipal council oversight submitted to Council, MEC for Local government and	5	Opex	Oversight report submitted to Council, MEC for Local government and Provincial Legislature by end	Draft oversight report by end September 2015	Draft oversight report by end December 2015	Submission of oversight report to Council, MEC for Local government and Provincial Legislature by end	None	Report	

IDP development objectives	Corporate objectives	Baseline	Key performance indicator	Weight	Budget	Annual Target	Quarterly target				Portfolio of Evidence
							1st	2nd	3rd	4th	
	Government System	government and Provincial Legislature	Provincial Legislature by end March 2016			March 2016			March 2016		

GENERIC FUNCTIONS:


IDP development objectives	Corporate objectives	Baseline	Key performance indicator	Weight	Budget	Annual Target	Quarterly target				Portfolio of Evidence
							1st	2nd	3rd	4th	
Good Governance	To ensure responsive, accountable, effective and efficient Local Government System	2014/15 signed Performance Agreement	Timeous signed performance agreement	5	Opex	Performance agreement signed by end July 2015	Signed Performance agreement by end July 2015	None	None	None	Performance Agreement signed
		2014/15 departmental meetings held	Number of departmental meetings held by end June 2016	5	Opex	4 departmental meetings held by end June 2016	1 departmental meeting held by end September 2015	1 departmental meeting held by end December 2015	1 departmental meeting held by end March 2016	1 departmental meeting held by end June 2016	Reports
Good Governance	Promotion of good governance through	2014/15 Ordinary and Special council held	Number of council meeting held by end June 2016	5	Opex	8 Council meetings held by end June 2016	2 council meetings held by end September 2015	2 council meetings held by end December 2015	2 council meetings held by end March 2016	2 council meetings held by end June 2016	Council Minutes

IDP development objectives	Corporate objectives	Baseline	Key performance indicator	Weight	Budget	Annual Target	Quarterly target				Portfolio of Evidence
							1 st	2 nd	3 rd	4 th	
	effective processes	2014/15 Portfolio committee meetings held	Number of portfolio committee meetings held by end June 2016	5	Opex	16 Portfolio committee meetings held by end June 2016	4 Portfolio committee meetings held by end September 2015	4 Portfolio committee meetings held by end December 2015	4 Portfolio committee meetings held by end March 2016	4 Portfolio committee meetings held by end June 2016	Reports
Good Governance	Promotion of good governance through effective processes	2014/15 MPAC meetings held	Number of MPAC meetings held by end June 2016	5	Opex	12 MPAC meetings held by end June 2016	2 MPAC meetings held by end September 2015	2 MPAC meetings held by end December 2015	2 MPAC council meetings held by end March 2016	2 MPAC meetings held by end June 2016	Reports
Good Governance	To create a positive employee climate through sound labour relations	2014/15 LLF meetings held	Number of LLF meetings held by end June 2016	5	Opex	6 LLF meetings held by end June 2016	1 LLF meeting held by end September 2015	2 LLF meetings held by end December 2015	1 LLF council meeting held by end March 2016	2 LLF meetings held by end June 2016	Reports

Signed and accepted by:

Director Corporate Services:

Mr. O.D. Letebele


Date: 31 July 2015