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PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

**THE MAKHUDUTHAMAGA LOCAL MUNICIPALITY
AS REPRESENTED BY MUNICIPAL MANAGER**

FULL NAMES
RAMPEDI MMADIRE NANCY
AND

THE EMPLOYEE OF THE MUNICIPALITY
MAHLARE MABU ANNAH

FOR THE

FINANCIAL YEAR: 1 JULY 2017 - 30 JUNE 2018

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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The **Makhuduthamaga Local Municipality** herein represented By **Rampedi Madire Nancy** in her capacity as Municipal Manager(hereinafter referred to as the **Employer** or Supervisor)

And

Mahlare Mabu Annah employee of the Municipality (hereinafter referred to as the **Employee**).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1 The **Employer** has entered into a contract of employment with the **Employee** in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The **Employer** and the **Employee** are hereinafter referred to as "the Parties".
- 1.2 Section 57(1)(b)(ii) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance agreement within one (1) month after the beginning of each financial year of the municipality.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the **Employee** to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to -

- 2.1 Comply with the provisions of Section 57(1)(b).(4A),(4B) and (5) of the Act as well as the employment contract entered into between the parties;
- 2.2 Specify objectives and targets defined and agreed with the employee and to communicate to the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- 2.3 Specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;
- 2.4 Monitor and measure performance against set targeted outputs;
- 2.5 Use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;
- 2.6 In the event of outstanding performance, to appropriately reward the employee; and

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- 2.7 Give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the 01 July 2018 and will remain in force until 30 June 2019 thereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.
- 3.3 This Agreement will terminate on the termination of the **Employee's** contract of employment for any reason.
- 3.4 The content of this Agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

4 PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out-
- 4.1.1 The performance objectives and targets that must be met by the **Employee**; and
- 4.1.2 The time frames within which those performance objectives and targets must be met.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the **Employer** in consultation with the **Employee** and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the **Employer**, and shall include key objectives; key performance indicators; target dates and weightings.
- 4.2.1 The key objectives describe the main tasks that need to be done.
- 4.2.2 The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.
- 4.2.3 The target dates describe the timeframe in which the work must be achieved.
- 4.2.4 The weightings show the relative importance of the key objectives to each other.
- 4.3 The **Employee's** performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the **Employer's** Integrated Development Plan.

5 PERFORMANCE MANAGEMENT SYSTEM

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



- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required.
- 5.3 The Employer will consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee.
- 5.4 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.
- 5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
 - 5.5.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Competency Requirements (CRs) respectively.
 - 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
 - 5.5.3 KPAs covering the main areas of work will account for 80% and CRs will account for 20% of the final assessment.
 - 5.5.4 The total score must be determined using the rating calculator.
- 5.6 The Employee's assessment will be based on his / her performance in terms of the outputs / outcomes (performance indicators) identified as per attached Performance Plan (**Annexure A**), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee:

Key Performance Areas (KPA's)	Weighting
Basic Service Delivery	0
Municipal Institutional Development and Transformation	70
Local Economic Development (LED)	0
Municipal Financial Viability and Management	20
Good Governance and Public Participation	10
Total	100%

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

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COMPETENCY REQUIREMENTS FOR EMPLOYEES		
LEADING COMPETENCIES	✓	WEIGHT
Strategic Direction and Leadership	✓	10
People Management	✓	10
Program and Project Management	✓	10
Financial Management	✓	10
Change Leadership	✓	5
Governance Leadership	✓	5
CORE COMPETENCIES		
Moral Competence	✓	5
Planning and Organising	✓	10
Analysis and Innovation	✓	5
Knowledge and Information Management	✓	10
Communication	✓	10
Results and Quality Focus	✓	10
Total percentage	-	100%

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 well 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 (refer to paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score.

6.5.2 Assessment of the CRs

- (a) Each CR 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 CR.
- (c) This rating should be multiplied by the weighting given to each CR during the contracting process, to provide a score.
- (d) The applicable assessment rating calculator (refer to paragraph 6.5.1) must then be used to add the scores and calculate a final CRscore.

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 CRs:

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.					

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

- 6.7.1 Executive Mayor or Mayor;
- 6.7.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
- 6.7.3 Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council;
- 6.7.4 Mayor and/or municipal manager from another municipality; and
- 6.7.5 Member of a ward committee as nominated by the Executive Mayor or Mayor.

6.8 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 -

- 6.8.1 Municipal Manager;
- 6.8.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
- 6.8.3 Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council; and
- 6.8.4 Municipal manager from another municipality.

6.9 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).

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 2018

Second quarter : October – December 2018

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Third quarter : January – March 2019
Fourth quarter : April – June 2019

- 7.2 The Employer shall keep a record of the mid-year review and annual assessment meetings.
- 7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.
- 7.4 The Employer 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.
- 7.5 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.

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 to assist him / her to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

- 10.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others –
- 10.1.1 A direct effect on the performance of any of the Employee's functions;
 - 10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and
 - 10.1.3 A substantial financial effect on the Employer.
- 10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable to enable the Employee to take any necessary action without delay.



11. MANAGEMENT OF EVALUATION OUTCOMES

- 11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 11.2 A performance bonus of between 5% to 14% of the total remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:
- 11.2.1 A score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
- 11.2.2 A score of 150% and above is awarded a performance bonus ranging from 10% to 14%.
- 11.3 In the case of unacceptable performance, the Employer shall –
- 11.3.1 Provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and
- 11.3.2 After appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

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 any other matter provided for, shall be mediated by –
- 12.1.1 The MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the Employee; or
- 12.1.2 Any other person appointed by the MEC.
- 12.1.3 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 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.
- 12.2 In the event that the mediation process contemplated above fails, clause 20.3 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.
- 13.3 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



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minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.

Thus **done** and **signed** at Jane Furse on this the 01 day of July 2018.

AS WITNESSES:

1. Radingoane m.S

Mahlare
EMPLOYEE

2. _____

AS WITNESSES:

1. _____

JANE
MUNICIPAL MANAGER

2. _____

ANNEXURE "A"
PERFORMANCE PLAN
SENIOR MANAGER –CORPORATE SERVICES

MAKHUDUTHAMAGA LOCAL MUNICIPALITY

This plan defines the Council's expectations of the employee in accordance with the departmental business plan. This document provides the performance objectives and targets that must be based on the key performance indicators set out from time to time in the Municipality's Integrated Development Plan and the Service Delivery Budget Implementation Plan.

There are 3 parts to this plan:

1. Score card detailing key objectives and their related performance indicators, weightings and target dates
2. Core managerial functions
3. Personal Development Plan (PDP)

The period of this plan is from 1 July 2018 to 30 June 2019

KPA 6: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT

Strategic objective: Improve Internal and External operation of the municipality and its stakeholders

Total Number of Indicators	Total Number of Annual Targets
28	28

IDP Ref No.	Directorate	Project	Measurable Objective	Key Performance Indicators		Baseline	Annual Target 2018/19	2018/19 Quarterly Targets				Means of verification	Annual Budget 2018/19 ('R000')
				Indicator	Unit of measurement			Quarter r1	Quarter r2	Quarter r3	Quarter r4		
GG07	Corporate Services	Customer care services	To promote compliance with Bathopele principles.	Bathopele build up meetings held	Number of meetings.	Customer care policy	1	0	1	0	0	Attendance register and Build up campaign report	R 250
MT003	Corporate Services	Medical surveillance for employees.	To Ensure health and safety of employees.	Customer satisfaction surveys conducted Medical surveillance conducted.	Number of surveys conducted. Number of Medical surveillance conducted	Survey report OHS Act	1	0	0	1	0	Satisfaction survey conducted Medical Surveillance report	R 1000 R 120
MT004	Corporate Services	Protective clothing pairs for employees.	To ensure personal protection for employees.	Purchase of Personal Protective Equipment	Number of Personal Protective Equipment purchased.	OHS Act	200	39	0	161	0	PPE Register and delivery note	R 7 00
MT005	Corporate Services	Health Risk Assessment	To ensure safety of employees and clients.	Health risk assessments conducted.	Number of Health risk assessments conducted.	Approved OHS policy	4	1	1	1	1	Health risk assessments reports	R0.00
MT006	Corporate Services	Compliance with COVID Act.	To ensure comprehensive compliance with COVID Act	COVID reports submitted.	Number of COVID reports submitted.	New indicator	1	0	0	0	1	Report	R100
MT007	Corporate Services	Employee wellness.	To promote a healthy lifestyle for employees.	Wellness activities done	Number of Wellness activities done	4 Wellness activities conducted	4	1	1	1	1	Attendance Register/ report	R 200

MTOD08	Corporate Services	Employee's sports.	To Promote social interaction and team building of staff members.	Employees sports activities held.	Number of sports activities.	Wellness policy	6	2	1	1	1	2	Attendance Register/ report	R 800
MTOD09	Corporate Services	Review and implementation of WSP and ATR	To provide skilled and capable workforce to support inclusive growth.	WSP reviewed and implemented. ATR submitted	Number of WSP reviewed and implemented. Number of ATR submitted	Approved Training policy in place 2017/2018 ATR submitted	1	0	0	1	0	0	Acknowledgement letter	R1 400
MTOD10	Corporate Services	Award and management external bursary fund.	To provide support to needy students for higher education.	Funding of students (Bursary) Appointment of Bursary committee.	Number of students funded. Number of bursary committees appointed.	16 Student intake Bursary policy	59	0	0	59	0	0	Bursary report Appointment Letters	R 3 500 R0.00
MTOD11	Corporate Services	Review of Organisational structure	To ensure Organisational structure that matches with IDP for service delivery.	Bursary Committee meetings held. Review of Organisational structure	Number of meetings Number of organizational structure reviews	Bursary policy 2017/2018 organisational structure in place	4	1	1	1	1	1	Meeting Reports Reviewed organisational structure and council resolution	R0.00 R0.00
MTOD12	Corporate Services	Employment Equity activities.	To ensure Workplace equity in compliance with EE Act.	Review of EE plan. EE plan implementation reports submitted.	Number of EE plan reviews Number of reports	Employment Equity Plan developed and in place Compliance letter from the Department of Labour	1	0	0	1	0	0	EE Plan Compliance letter from DoL	R0.00 R0.00

MTOD1 4	Corporate Services	Human resource policies	To effectively manage the Human Resource of the municipality.	Human Resource Policies reviews	Number of policies reviews.	23 HR policies in place	1	0	0	0	0	1	Council resolution	R0,00
MTOD1 6	Corporate Services	Local Labour forum	To ensure Sound labour relations and workplace harmony	LLF meetings held.	Number of meetings.	LLF in place	12	3	3	3	3	3	LLF minutes and attendance returns	R0,0
MTOD1 7	Corporate Services	Legal compliance workshop for employees.	To promote legislative awareness for all employees.	Legal compliance workshops for employees.	Number of workshops conducted.	Nil	4	1	1	1	1	1	Report and attendance register	R0,0
MTOD1 8	Corporate Services	Percentage of municipal contracts drafted.	To regulate the relationship and performance between municipality and service providers.	SLAs signed.	Percentage of SLAs signed / total tenders awarded.	Singed SLAs	100%	100%	100%	100%	100%	100%	Signed SLA	R0,0
MTOD1 9	Corporate Services	Staff contract management workshop	To provide contract management skills to senior managers and middle managers.	Contract management workshops conducted	Number of workshops	Approved by-laws in place	1	0	1	0	0	0	Report and attendance register	R 0,00
MTOD2 0	Corporate Services	Monitor Implementation of by-laws	To ensure law and order.	By-Laws implemented	Number of by-Laws implemented	Approved Municipal By-Laws	5	1	1	2	1	1	Attendance register	R0,0
MTOD2 1	Corporate Services	Litigations management	To ensure appropriate legal representation of municipality in all litigations.	Litigations defended.	Percentage of litigations defended/Total Number of litigations against municipality.	100% legal represented.	100%	100%	100%	100%	100%	100%	Reports and court order	R 1 500
MTOD2 2	Corporate Services	ICT equipment.	To strengthen municipal IT infrastructure	ICT systems purchased.	Number of ICT systems.	ICT Strategy	1	0	1	0	0	0	Install Certificate	R 2 000
				ICT equipment purchased.	Number of ICT equipment.	ICT Strategy	15	8	0	7	0	0	Delivery note and Invoice	R 1 000

MTOD2 3	Corporate Services	Development of Business continuity plan.	To ensure uninterrupted business continuity of the municipality.	Business Continuity plan approved	Number of Business Continuity plans approved.	ICT Strategy	1	0	1	0	0	Business Continuity Plan Document	R 600
MTOD2 4	Corporate Services	Records management workshop	To improve municipal records management and preserve institutional memory.	Records management workshops conducted.	Number of workshops.	Approved file plan	4	1	1	1	1	Attendance Registers	R 300
Total													R 12 220

Senior Manager Corporate Services : Mahlare Mabu Annah

Date: 2018 July 19

Signature:

Municipal Manager: Rampedi Mmadire Nancy

Date:

Signature:



19/07/2018

[Handwritten Signature]

CORE MANAGERIAL FUNCTIONS

CORE MANAGERIAL COMPETENCIES	CHOICE	WEIGHT	CURRENT LEVEL (1-3)	DESIRED LEVEL
Strategic Direction and Leadership	✓	10%	3	>3
People Management	✓	10%	3	>3
Program and Project Management		10%		
Financial Management	✓	10%	3	>3
Change Leadership		5%		
Governance Leadership		5%		
Moral Competence		5%		
Planning and Organising	✓	10%	3	>3
Analysis and Innovation		5%	3	>3


Knowledge and Information Management	✓	10%	3	>3
Communication	✓	10%	2	>3
Results and Quality Focus	✓	10%	2	>3
Total Percentage		100%		

Senior Manager Corporate Services: Mahlare Mabu Annah	Municipal Manager: Rampedi Mmadire Nancy
Date: 2018 July 19	Date: 19/07/2018
Signature: 	Signature: 

INDIVIDUAL LEARNING PLAN (ILP)

Senior Manager's Name: Mahlare Mabu Annah **Employee Number:** 3A2 -224
Job Title: Senior Manager **Department:** Corporate services
Municipal Manager's Name: Rampedi Mmadire Nancy **Date:** 01 July 2018

Skills / Performance Gap	Outcomes Expected	Suggested training and / or development activity	Suggested mode of delivery	Suggested Time Frames	Support Person
1. Knowledge and information management	Improved internal systems and processes	Certificate in knowledge and Information management	Distance learning with a South African University.	Within 12 months	Municipal Manager
2. Financial management	Improved financial management skills	Program on Financial management	Any accredited academic institution	Within 12 months	Municipal Manager CFO
3. Performance Management Systems implementation	Improvement in Performance Management skills. (Effective PMS)	Performance Management Systems programme	Formal Classroom training programme accredited by SQA	March 2018 – June 2018	Municipal Manager

Senior Manager Corporate Services: Mahlare Mabu Annah	Municipal Manager: Rampedi Mmadire Nancy
Date: 2018 July 19	Date: 19/08/2018
Signature: 	Signature: 