

RATLOU LOCAL MUNICIPALITY

PERFORMANCE AGREEMENT 2014-2015

As represented by

Mr Glen Lekomanyane

(In his capacity as the Municipal Manager of RATLOU LOCAL MUNICIPALITY

(The employer for the purpose of this agreement)

And

Mr Goone Mabilo

In his capacity as Director: Technical Services of RATLOU LOCAL MUNICIPALITY

(The employee for the purpose of this agreement)

Handwritten notes at the top of the page, including "14.5 p.m.", "G.C.M.", and "K.F.C.".

Table of Contents

PERFORMANCE AGREEMENT 3

1. INTRODUCTION 3

2. PURPOSE OF THIS AGREEMENT 3

3. COMMENCEMENT AND DURATION 4

4. PERFORMANCE OBJECTIVES 5

5. PERFORMANCE MANAGEMENT SYSTEM 5

6. EVALUATING PERFORMANCE 7

7. SCHEDULE FOR PERFORMANCE REVIEWS 9

8. DEVELOPMENTAL REQUIREMENTS 10

9. OBLIGATIONS OF THE EMPLOYER 10

10. CONSULTATION 10

11. MANAGEMENT OF EVALUATION OUTCOMES 11

12. DISPUTE RESOLUTION 12

13. PERFORMANCE PLAN 133

14. GENERAL 244

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PERFORMANCE AGREEMENT

Entered into by and between:

The Local Municipality of Ratiou herein represented by **Mr. Glen Lekomanyane**, in his capacity as the Accounting Officer (hereinafter referred to as the employer or supervisor).

And

Mr. Goone Mabilo, in his capacity as the Director Technical Services, (Hereinafter referred to as the Employee).

Whereby it is agreed by the parties as follows:

1. INTRODUCTION

1.1 Section 57(1)(b) of the Municipal System Act 32 of 2000, requires the parties to conclude an annual performance Agreement in terms of section 57(2)(a) of the same act.

1.2 Parties wish to ensure that they agree on goals to be achieved, and secure the commitment of the Employee reporting to the Employer, to set of outcomes that will secure local government policy goals.

1.3 Parties wish to ensure that there is compliance with Section 57(4A) 57(4B) and 57(5) of the Municipal 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), (4B) and (5) of the Municipal Systems Act 32 of 2000.

2.2 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;

2.3 Specify accountabilities as set out in the Performance Plan, which is attached herewith as **Annexure "A"**.

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- 3.1 This Agreement will commence on the **01 July 2014** and will remain in force until **30 June 2015**, irrespective of the date of signatures by the parties, where after a new Performance Agreement, Performance Plan and Personal Development Plan may be concluded between the parties for the next financial year or portion thereof.
- 3.2 The parties will review the provisions of this Agreement during June each year and 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 The payment of performance bonus is determined by the performance score obtained during the annual performance evaluation exercise and approval of the performance assessment report by Council.
- 3.4 This Agreement will terminate on the termination of the Employee's contract of the employment for any reason.
- 3.5 The content of this Agreement may be revised at any time during the above-mentioned period to review the matters agreed upon.
- 3.6 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decision or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

3. COMMENCEMENT AND DURATION

- 2.4 Monitor and measure performance against set targets outputs and establish a transparent and accountable working relationship;
- 2.5 Use the Performance Agreement and Performance Plan as the basis for assessing whether the Employee has met the performance expectations applicable to the job;
- 2.6 Appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and
- 2.7 Give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery through a performance management system.

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- 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 system that the Employer adopts.
- 5.5 The Employee undertakes to actively focus towards the promotion and implementation of the Key Performance Areas (including special projects relevant to the employee's responsibilities) within the local government framework.

5. PERFORMANCE MANAGEMENT SYSTEM

- 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 strategic objectives; key performance indicators and performance targets.
- 4.3 The strategic objectives describes the main tasks need to be done. The performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. Performance targets describe the quantum and timeframes in which the work must be achieved.
- 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 and Top Layer SDBIP.

4. PERFORMANCE OBJECTIVES

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CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES		
Core Managerial Competencies (CMC)		Weight
Strategic Capability		15%
Programme and Project Management		10%
Financial Management		15%
Change Management		10%
Service Delivery Innovation		10%
Problem Solving Analytic Thinking		5%
People and Diversity Management		10%
Client Orientation and Customer Focus		5%
Communication		5%

5.8 The Core Management Competencies will make up the other 20% of the Employee's assessment score. The following are the Core Management Competencies :

Key Performance Areas (KPA's)	Weights
Basic Service Delivery	70%
Municipal Institutional Development and Transformation	5%
Local Economic Development (LED)	10%
Municipal Financial Viability and Management	10%
Good Governance and Public Participation	5%
Total	100%

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

5.6.1 Each area of assessment will be weighted and will contribute a specific part to the total score.
 5.6.2 Key performance Areas covering the main areas of work will account for 80% and the core management competencies will account for 20% the final assessment.

5.6 The criteria upon the performance of the Employee shall be assessed shall consist of two components, both which shall 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 (KPA's) and the Core Managerial Competencies (CMCs) respectively:

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6. EVALUATING PERFORMANCE

Accountability and Ethical Conduct	5%
Policy conceptualization and implementation	5%
Supply Chain Management	5%
TOTAL	100%

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 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 demented in a Personal Development Plan as well as the actions agreed to and implantation must take place within set time frames.

6.4 The annual performance appraisal will involve:
 6.4.1 Assessment of the achievement of results as outlined in the performance plan;
 6.4.1.1 Each key Performance Area 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 has to be performed under the KPA.
 6.4.1.2 An indicative rating on the five-point scale should be provided for each Key Performance Area score.
 6.4.1.3 The applicable assessment rating calculator must then be used to add the score and calculate a final Key performance area score.

6.4.2 Assessment of the Core Management Competencies:

6.4.2.1 Each CMC should be assessed according to the extent to which the specified Core Management Competencies.

6.4.2.2 An indicative rating on the five-point scale should be provided for each Core Management Competencies.

6.4.2.3 This rating should be multiplied by the weighting given to each Core Management Competencies during the contracting process, to provide a score.

6.4.2.4 The applicable assessment rating calculator must then be used to add the scores and calculating a final Core management Competencies score.

6.4.3 Overall rating:

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

6.4.3.2 Assessment of Employee's performance will be based on the following rating scale for KPAs and CMC's:

Level	Terminology	Description	Rating
5	Outstanding	Performance far exceeds the standards expected of and employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specific in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.	5
4	Performance significantly above expectations	Performance is significantly higher than the standards expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specific in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.	4
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.	3
2	Not fully effective	Performance is below the standards 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 indicated in the PA and Performance Plan.	2

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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 Employer will be fully consulted before any change is made.

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

7.2 The employer shall keep a record of the mid-year review and annual assessment meetings.

7.1.4 Fourth quarter & Annual review: End of August 2015.

7.1.3 Third quarter: Second week of April 2015.

7.1.2 Second quarter: Third week of January 2015.

7.1.1 First quarter: Second week of October 2014.

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

7. SCHEDULE FOR PERFORMANCE REVIEWS

6.5.5 Manager: Performance Management System (as secretary).

6.5.4 Municipal Manager from another Municipality.

6.5.3 Member of the Executive Committee responsible for performance management; and

6.5.2 Chairperson of the Audit Committee;

6.5.1 Municipal Manager;

6.5 For purposes of evaluating the performance of the Employee, an evaluation panel constituted by the following persons will be established:

1	Unacceptable performance	Performance does not meet the standards 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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10.1 The Employer agrees to consult the Employee timeously where the exercising of the power will have amongst others:
10.1.1 A direct effect on the performance of any of the Employee's functions, performance objectives and targets;
10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and

10. CONSULTATION

The Employer shall-
9.1 create enabling environment for effective performance by the employee;
9.2 provide access to skills development and capacity building opportunities;
9.3 work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on his/her performance;
9.4 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
9.5 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.

9. OBLIGATIONS OF THE EMPLOYER

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

8. DEVELOPMENTAL REQUIREMENTS

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.
7.6 Record/results of quarterly, mid-year and annual assessment/reviews and changes made to the performance agreement as a result of such evaluations will be documented and form part of the annual performance evaluation report.

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Level of performance	Description	Allocated Total Score	Bonus % of the Total Package
5.0	Outstanding Performance	Above 150%	14%
4.0	Performance significant above expectations	130 – 149%	10%
3.0	Fully effective (meets the standards)	100 – 129%	5%
2.0	Performance not fully effective	50 – 99%	0%
1.0	Unacceptable Performance	1 – 49%	

11.4 The above mentioned performance bonus will be awarded based on the following scheme:

11.3.3 a score of 150% and above will be awarded a performance bonus of fourteen percent(14%).

11.3.2 a score of 130% to 149% will be awarded a performance bonus of ten percent(10%); and

11.3.1 a score of 100% to 129% will be awarded a performance bonus of five percent(5%);

11.3 In determining the performance bonus the relevant percentage will be based on the overall rating, calculated by using the applicable assessment rating calculator; provided that:

11.2 After the annual performance evaluation in terms of this performance agreement has been completed, the performance bonus ranging from 5% to 14% of the all-inclusive remuneration package may be paid to the Employee in recognition of outstanding performance.

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

11. MANAGEMENT OF EVALUATION OUTCOMES

10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken when exercising powers contemplated in 10.1 above to enable the Employee to take any necessary action without delay.

10.1.3 A substantial financial effect on the Employer.

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12.3 The outcome of any meeting and the decisions of the Employer, mediation or arbitration with regard to any dispute in terms of the performance agreement must form part of the report of the annual assessment exercise.

12.2 In the event that the meeting and mediation process contemplated in clause 12.1 above fails, dispute resolution mechanisms or processes provided for in the contract of employment shall apply and subsequent report to Council.

12.1.3 Provided that if the dispute is about the outcomes of the Employee's performance evaluation, the dispute shall be mediated by a member of the Municipal council who was not part of the evaluation panel within thirty (30) days of receipt of a formal dispute from the Employee.

12.1.2 In the event the employee remains dissatisfied with the outcome of the meeting, the dispute shall be mediated by the Executive Mayor within thirty (30) days of receipt of a formal dispute from the Employee.

12.1.1 The Employer may meet with the Employer with a view to resolving the issue. The Employer will record the outcome of the meeting in writing.

12.1 If the Employee is dissatisfied with any decision or actions of the Employer in terms of this agreement, or where a dispute arises about the nature of this performance agreement, whether it relates to which the Employee has achieved the performance objectives and targets established in terms of this Agreement.

12. DISPUTE RESOLUTION

11.6 Nothing contained in this Agreement in any way limits the right of the Employer to terminate the Employee's contract of employment for any other breach by the Employee of his obligations to the Employer or for any other valid reason in law.

11.5.3 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 in grounds of unfitness or incapacity to carry out his or her duties.

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

11.5.1 Give notice to the Employee to attend a meeting with the Employer and the Employee will have the opportunity to satisfy the Employer of the measures being taken to ensure that the Employee's performance becomes satisfactory by a particular date.

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

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13. PERFORMANCE PLAN

13.1 Purpose

The performance plan defines the Council's expectations of the Municipal Manager and Director's Performance Agreement to which this document is attached and Section 57 (5) of the Municipal System Act, which provides that performance objectives and Targets must be based on the key performance indicators as set the municipality's integrated development Plan (IDP) and as reviewed annually.

13.2 Key responsibilities

The following objects of local government will inform the Municipal Manager and Director's performance against set performance indicators;

1. Provide democratic and accountable government for local communities;
2. Ensure the provision of services to communities in a sustainable manner;
3. Promote social and economic development;
4. Promotes a safe and healthy environment;
5. Encourage the involvement of communities and community organizations in the matters of local government.

13.3 Key Performance Areas

The key performance Areas (KPA's) as outlined in the Local Municipal Planning and Performance Management Regulations (2001) inform the strategic objectives listed in the table below;

1. Municipal Transformation and Organizational Development;
2. Infrastructure Development and Service Delivery
3. Local Economic Development
4. Municipal Financial Viability and Management;
5. Good Governance and Public Participation.

**Annexure A: Performance Plan: Functional Areas
Departmental KPIs and Targets**

INFRASTRUCTURE DEVELOPMENT AND SERVICE DELIVERY										
Corporate Objective	Key Performance Indicator	Baseline	Annual Target	Budget	Outcome Indicator	Quarterly Targets				Portfolio of Evidence
						Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Provision of Basic Municipal Services and Infrastructure	Number of Reports on Electrically Implemented Projects by Eskom noted by Council	New	4 (1 per quarter)	Operational	Improved Livelihoods	1	1	1	1	Council Minutes
	Number of Cemeteries Upgraded	16	4 Cemeteries (Kraaipan, Disaring, Matlobo & Maretsane)	R 1 032 000		Improved Livelihoods		Developme nt of Terms of Reference	Appointment of Contractor	4 Cemeteries Upgraded
	Number of Reports on Sanitation Projects Implemented by NMMDM/ DHS noted by Council	New	4 (1 per quarter)	Operational	1		1	1	1	Council Minutes
	Number of Reports on Water Projects Implemented by NMMDM noted by Council	New	4 (1 per quarter)	Operational	1	1	1	1	Council Minutes	
	Number of Reports on Housing Projects Implemented by DHS noted by Council	New	4 (1 per quarter)	Operational		1			1	Council Minutes

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INFRASTRUCTURE DEVELOPMENT AND BASIC SERVICE DELIVERY

Corporate Objective	Key Performance Indicator	Baseline	Annual Target	Budget	Outcome Indicator	Quarterly Targets				Portfolio of Evidence
						Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Provision of Basic Municipal Services & Infrastructure	Number of Constructed & Completed Community Halls	15	1 Community Hall Constructed & Completed by 30 June 2015 (Lagagane,)	R 1 800 000	Improved Livelihoods	Consultant Appointed	Contractor Appointed	Construction	1 Completed Community Hall	Completion Certificate signed by Engineer
						Consultant Appointed	Contractor Appointed	Construction	1 Completed Community Hall	Completion Certificate signed by Engineer
	Number of Constructed & Completed Community Halls	15	1 Community Hall Constructed & Completed by 30 June 2015 (Dlokwane)	R 1 300 000	Improved Livelihoods	Consultant Appointed	Contractor Appointed	Construction	1 Completed Community Hall	Completion Certificate signed by Engineer
						Consultant Appointed	Contractor Appointed	Construction	1 Completed Community Hall	Completion Certificate signed by Engineer
	Number of Upgraded Community Halls	8	1 Community Halls Upgraded & Completed by 30 June 2015 (Lehatheng)	R 850 000	Improved Livelihoods	Contractor Appointed	Construction	1 Completed Community Hall	Completion Certificate signed by Engineer	
						Contractor Appointed	Construction	1 Completed Community Hall	Completion Certificate signed by Engineer	
	Number of Complete Thusing Service Centres (TSC)	Phase 1 Complete	1 Complete Thusing Service Centre constructed & completed by 30 June 2015 (Setlagole TSC)	R12 000 000	Improved Livelihoods	Construction	Construction	Construction	1 Complete Thusing Service Centre constructed & completed	Completion Certificate signed by Engineer
						Construction	Construction	Construction	1 Complete Thusing Service Centre constructed & completed	Completion Certificate signed by Engineer
	Number of Completed Community Libraries	8	1 Completed Community Library by 30 June 2015 (Phase 2 Kraaipan Library)	R4 500 000	Improved Livelihoods	Construction	Construction	Construction	1 Completed Community Library	Completion Certificate signed by Engineer
						Construction	Construction	Construction	1 Completed Community Library	Completion Certificate signed by Engineer
Number of Upgraded Community Libraries	8	1 Upgraded Community Library by 30 June 2015 (Morolong)	R 750 000	Improved Livelihoods	Contractor Appointed	Construction	Construction	1 Upgraded Community Library	Completion Certificate signed by Engineer	
					Contractor Appointed	Construction	Construction	1 Upgraded Community Library	Completion Certificate signed by Engineer	
Number on Complete Upgraded Taxi Ranks	Phase 1 currently on construction	1 Complete Upgraded Taxi Rank (Madibogo) by 30 June 2015	R2 200 000	Improved Livelihoods	Construction	Construction	Construction	1 Complete Upgraded Taxi Rank	Completion Certificate signed by Engineer	
					Construction	Construction	Construction	1 Complete Upgraded Taxi Rank	Completion Certificate signed by Engineer	
Number of Municipal Facilities Provided with Pit Latrines (VIP), Electricity & Water	New	4 Facilities provided with VIP, Electricity & Water by 30 June 2015	R500 000	Better community services	Construction	Construction	Construction	4 Facilities provided with Pit Latrines, Electricity & Water	Completion Certificate signed by Engineer	
					Construction	Construction	Construction	4 Facilities provided with Pit Latrines, Electricity & Water	Completion Certificate signed by Engineer	

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INFRASTRUCTURE DEVELOPMENT AND BASIC SERVICE DELIVERY

Corporate Objective	Key Performance Indicator	Baseline	Annual Target	Budget	Outcome Indicator	Quarterly Targets				Portfolio of Evidence	
						Quarter 1	Quarter 2	Quarter 3	Quarter 4		
Provision of Basic Municipal Services & Infrastructure	Number of Plant Machinery Purchased	3	6 Machinery Purchased by 31 December 2014 (Soil Compactor, TLB, Tipper Truck, Motor Grader, Water Tanker & Mobile Fuel Tank)	R 4 000 000	Improved Livelihoods Better community services		6 Plant Machinery (Soil Compactor, TLB, Tipper Truck, Motor Grader, Water Tanker & Mobile Fuel Tank)			Delivery Report	
	Number of Mini Taxi Ranks Constructed & Completed	New	2 Mini Taxi Ranks Constructed & Completed by 30 June 2015 (Disaneng & Mareetsane)	R 2 400 000		Consultant Appointed	Contractor Appointed	Construction	2 Completed Mini Taxi Ranks	Completion Certificate signed by Engineer	
	Number of Recreational/ Multi Purpose Centres Designs Completed	1	1 Complete Recreational/ Multi-Purpose Centre Designs Approved by 30 June 2015 (Disaneng)	R 1 000 000			Consultant Appointed	Contractor Appointed	Pre Designs Completed	Final Designs Approved	Approved Building Plans
	Number of Material, Stores & Workshop Facilities Constructed & Completed	New	1 Material, Stores & Workshop Facilities Constructed & Completed by 30 June 2015	R 1 000 000			Consultant Appointed	Contractor Appointed	Construction	1 Complete Store/ Workshop	Completion Certificate signed by Engineer
	Number of Approved Link Roads Designs	New	2 Link Roads Designs Approved by 30 June 2015 (Thaping - Madibogopan & Lohatheng - Motsitane)	R 1 500 000				Consultant Appointed	Pre Designs Completed	Final Designs Approved	Approved Drawings
	Number of Upgraded Sport Facilities	8	1 Upgraded Sport Facility by 30 June 2015 (Madibogopan)	R 1 000 000				Contractor Appointed	Construction	Completed Sport Facility	Completion Certificate signed by Engineer
	Number of reports on maintenance of Municipal Facilities	4	12 Reports	Operational			3	3	3	3	Council Minutes

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INFRASTRUCTURE DEVELOPMENT AND BASIC SERVICE DELIVERY

Corporate Objective	Key Performance Indicator	Baseline	Annual Target	Budget	Outcome Indicator	Quarterly Targets				Portfolio of Evidence
						Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Facilitate the provision of Housing Services	Number of Housing Needs Registers Reviewed & Submitted to Dept. of Human Settlement	1	1 Housing Needs Register Reviewed & Submitted by 31 December 2014	Operational		1 Housing Needs Register Reviewed & Submitted				Proof of submission to Dept. of Human Settlement
	Number of Housing Delivery Reports Submitted as per the Housing Sector Plan	New	4 (1 per quarter)	Operational		1	1	1		Council Minutes
	Length (km) of roads (gravel) maintained	16km	84 km length of maintained gravel roads	R1 000 000	Improved Livelihoods	21 km	21 km	21 km	21 km	Technical Report signed by Ward Clifs
Provision of Roads & Storm Water	Number of Approved Tar Road Designs	New	2 Road Designs Approved by 30 June 2015 (Setlagole & Kraaipan)	R 1 500 000		Consultant Appointed	Pre Designs Completed	2 Final Road Designs Approved	Approved Drawings	
	Number of Complete Upgraded Roads	Phase 01 currently under construction	1 Complete Upgraded Roads by 30 June 2015 (Phase 2 of Logageng & Moshawane adjoining R375 Road)	R4 650 000				1 Complete Upgraded Roads	Completion Certificate signed by Engineer	
	Number of Flood Lights to be installed in Municipal Facilities	16	16 Flood Lights Installed in municipal facilities	R4 000 000		Contractor Appointed	16 Flood Lights Installed in municipal facilities		Completion Certificate signed by Engineer	
Provision of Electricity	Number of Reports on Monthly Regular Inspection & Maintenance of High Mast Lights	New	12 Maintenance Reports (3 per quarter)	R1 200 000	Better community services	3	3	3	3	Maintenance Reports

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INFRASTRUCTURE DEVELOPMENT AND BASIC SERVICE DELIVERY

Corporate Objective	Key Performance Indicator	Baseline	Annual Target	Budget	Outcome Indicator	Quarterly Targets				Portfolio of Evidence
						Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Facilitate the provision of Electricity	Number of Updates on Indigent Register	1	1 Updated Register by 30 June 2015	Operational	Improved Livelihoods				Updated Indigent Register	Council Resolution
	Number of Approved Indigent Registers by Council	Register in Place	1 Approved Indigent Register	Operational		Approved Indigent Register				Council Resolution & Indigent Register
	Number of lists on electrification projects submitted to Council & Eskom	New	1 list submitted to Eskom by 31 July 2014	Operational		Submitted list to Eskom				Council Minutes
Facilitation of Sanitation Services	Number of Indigent Household (HH) receiving Free Basic Electricity	6675 HH	7963 HH	R1 300 000	Better community services	7963HHH	7963 HH	7963 HH	7963 HH	Council Minutes
	Number of Reports on Sanitation Projects implemented by DHS & NMMDM	New	4 (1 per quarter)	Operational		1	1	1	1	Council Minutes
	VIP Project Scope Submitted to HS & NMMDM	New	1 VIP Project scope submitted by 31 July 2014	Operational		Submitted Project Scope to HS & NMMDM				

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FINANCIAL VIABILITY

Corporate Objective	Key Performance Indicator	Baseline	Annual Target	Budget	Outcome Indicator	Quarterly Targets				Portfolio of Evidence
						Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Promote Financial Accountability	% expenditure of the (MIG) municipal infrastructure grant allocation spent	75% of MIG Allocation	100%	R 27 464 000	Accountable and Transparent Institution	10%	30%	70%	100%	Section 71 Report & MIG Reports
	% Expenditure of the Maintenance Budget	100% (R4 035 167.70 of Maintenance Budget)	100% Spent on Maintenance Budget	R400 000		10%	30%	70%	100%	Section 71 Reports & Maintenance Reports

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MANAGEMENT FUNCTIONS

Corporate Objective	Key Performance Indicator	Baseline	Annual Target	Quarterly Targets				Portfolio of Evidence
				Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Promote Communication	Number of Workshops held to communicate municipal IDP within the department by 31 August 2014	New	1	1				Minutes and signed attendance registers
	Number of Workshop held to communicate the Top Layer and Technical SDBIP within the department by 31 August 2014	1	1	1				Minutes and signed attendance registers
	Number of departmental contributions (articles) towards municipal newsletter	New	4 (1 per quarter)	1	1	1	1	Copies of municipal newsletter with each issue featuring departmental programmes/articles
	Regular submission of statutory website information (budget, tenders, SLAs etc.)	4	4 (1 per quarter)	1	1	1	1	Website Screen Printouts Date Stamped by IT
Promote Planning and Performance Management	Number of departmental meetings held	12	12 (Monthly)	3	3	3	3	Signed attendance register and agenda of meetings
Achieve positive employee climate	Number of formal performance assessment and feedback sessions held with immediate subordinates	New	2		1		1	Report signed by the director and immediate subordinates indicating that performance assessment sessions took place
Promote Planning and Performance Management	Number of Departmental Team Building exercise held by 31 December 2014	New	1		1			Attendance Register and Participation List
Promote Good Governance	Procurement Plan submitted to the Procurement Office	None	Procurement Plan submitted to the Procurement Office before 31 July 2014	Procurement Plan Submitted by 31 July 2014				Copy signed/ Date Stamped by Procurement Office
	Number of Portfolio Committee meetings arranged and attended	4	6	2	1	2	1	Copies of 6 agendas of portfolio committees

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CORE MANAGEMENT COMPETENCIES

The competency level will be assessed according to the extent to which specified standards have been met.

Competency	Definition	Standards
Strategic Capability and Leadership	Must be able to provide a vision, set the direction for the municipality and inspire others in order to deliver on the municipality's mandate.	<ul style="list-style-type: none"> Evaluates all activities to determine value added and alignment with the organizations' strategic goals Displays and contributes in-depth knowledge to strategic planning at the organizational level. Ensure alignment of strategies across various functional areas to the organization strategy Defines performance measures to evaluate the success of organization's strategy Monitors and review strategic plans consistently and takes corrective action to keep plans on track in light of new challenges in the environment Promotes organization's mission and vision to all relevant stakeholders Empowers others to deal with complex and ambiguous situations. Develops and implements risk management. Achieves agreement or consensus in an adversarial environment
Programme and Project Management	Must be able to plan, manage, monitor and evaluate specific activities in order to ensure that policies are implemented and that Local Government objectives are achieved.	<ul style="list-style-type: none"> Manages multiple projects and balances priorities and conflicts between projects based on broader organizational goals. Manages risks across multiple projects by examining total resource requirements and assessing impact of projects on the day-to-day operations. Modifies project approach and budget without compromising the quality of outcomes and the desired results
Financial Management	Must be able to know, understand and comply with the Municipal Finance Management Act No 56 of 2003	<ul style="list-style-type: none"> Takes ownership of key planning, budgeting and forecasting processes and answers questions related to topics within own responsibility. Formulates long term financial plans and resource allocations. Develops and implements systems, procedures and processes in order to improve financial management Advices on policies and procedures regarding asset control. Dynamically allocate resources according to internal and external objectives.
Service Delivery Innovation	Must be able to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals.	<ul style="list-style-type: none"> Formulates and implements new ideas throughout the organization. Ensures buy-in from key stakeholders Consults and utilizes international best practices in SDI/ Coaches others on innovation techniques Inspires service providers to improve delivery of services

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Competency	Definition	Standards
People Management and Empowerment	Must be able to manage and encourage people, optimize their outputs and effectively manage relationships in order to achieve the municipality's goals.	<ul style="list-style-type: none"> • Analyses ineffective team and work processes and recommends improvement • Recognizes and rewards desired behaviours and results • Mentors and counsels others • Addresses balance between individual career expectations and organizational needs. • Considers developmental needs of personnel when building teams and assigning tasks. • Establishes an environment in which personnel can maximize their potential.
Client Orientation and Customer Focus	Must be willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice.	<ul style="list-style-type: none"> • Coaches others about the importance and application of customer and client knowledge. • Fosters an environment in which customer satisfaction is valued and delivered. • Addresses and resolves high risk high profile stakeholder issues. • Takes advantage of opportunities to learn about stakeholders and brings this information to own functional area.
Communication	Must be able to exchange information and ideas in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence other to achieve the desired outcomes.	<ul style="list-style-type: none"> • Communicates high risk sensitive matters to all relevant stakeholders • Develops well defined communication strategy • Balances political views with organizational needs which communicating differing view points on complex issues. • Communicates with the media without compromising the integrity of the organization



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14. GENERAL

- 14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A will not be confidential and may be available to the public by the Employer as part of municipal annual report in terms of the MFMA, 56 of 2003 and the MSA, 32 of 2000.
- 14.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the employee in terms of his/her employment contract of employment, or the effect of existing or new regulations, circulars, policies, directives or other instruments.

Thus done and signed at SETLAGOLE on this the 24 day of JUNE, 2014.


AS WITNESSES:

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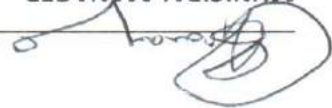
AS WITNESSES:

1 
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EMPLOYEE



MUNICIPAL MANAGER



APPENDIX A

FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) MABILO G.C

(Postal address) J.O. Box 5017

MARBAHNO 2735

(Residential address) House 1005, HIRAWAHGA SECTION

DISAHEGA VILLAG

(Position held) DIRECTOR

(Name of Department) TECHNICAL SERVICES

Tel 018 330 4000 Fax 018 330 4047

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

1. Shares and other financial interests

See information sheet: note 2

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

2. Directorships and partnerships

See information sheet: note 4

Name of corporate entity or partnership	Type of business	Amount of Remuneration

CONFIDENTIAL

Disclosure of financial interest: Municipal Performance Regulations 2006 for Municipal Managers and Managers directly accountable to Municipal Managers

CONFIDENTIAL

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P.M
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5A

G.C.H. M.S.
 E.L.W. 5A
 P.M. p. 60

Disclosure of financial interest: Municipal Performance Regulations 2006 for Municipal Managers and Managers directly accountable to Municipal Managers

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

5. Sponsorships
 See information sheet: note 5

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

4. Consultancies and retainerships
 See information sheet: note 5

Name of Accounting Officer _____ Portfolio _____
 Signature of Accounting Officer _____ Date _____

Name of Employer	Type of Work	Amount of Remuneration

3. Remunerated work outside the Council
 Must be sanctioned by your Accounting Officer. See information sheet: note 5

CONFIDENTIAL

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P.M. 5A

Disclosure of financial interest: Municipal Performance Regulations 2006 for
Municipal Managers and Managers directly accountable to Municipal Managers

CONFIDENTIAL

DATE: 26/06/2014

CONTENTS NOTED; ACCOUNTING OFFICER

PLACE: SETLAGOLE

DATE: 20/06/2014

SIGNATURE OF DESIGNATED EMPLOYEE

(Signature)

Description	Extent	Area	Value
2007 Toyota RHH X 1.6i			R 90 000.00

7. Land and property
See information sheet: note 7

Description	Value	Source

6. Gifts and hospitality from a source other than a family member
See information sheet: note 6

CONFIDENTIAL

APPENDIX B: PERSONAL DEVELOPMENT PLAN

COMPETENCY TO BE ADDRESSED	PROPOSED ACTIONS	RESPONSIBILITY	TIME-FRAME	EXPECTED OUTCOME
Advanced Management in Municipal Governance	Enroll for EMMAF07		06 Months	Improved management and compliance
Risk Management	Attend a workshop on construction risk management		01 Week	Improved planning and implementation of construction projects
Labour Intensive Construction	Attend a workshop on LIC (NOF Level 7)		01 Week	Compliance on EPWP regulations on all capital projects

EMPLOYEE'S SIGNATURE: 

DATE: 20/06/2014

SUPERVISOR'S SIGNATURE: 

DATE: 26/06/2014

E.L.W
5th June PM