

RATLOU LOCAL MUNICIPALITY

2013-2014 PERFORMANCE AGREEMENT

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

Ms Sharon Sepeng

In her capacity as Director: Corporate Support Services of RATLOU LOCAL

MUNICIPALITY

(The employee for the purpose of this agreement)

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e.o.l. M.S.M. G.S.K.F.R.

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PERFORMANCE AGREEMENT

Entered into by and between:

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

And

Ms Sharon Sepeng, in her capacity as the **Director Corporate 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 to the Employer's expectations of the Employee's performance expectations and accountabilities;

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- 3.1 This Agreement will commence on the 01 July 2013 and will remain in force until 30 June 2014, 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

- 2.3 Specify accountabilities as set out in the Performance Plan, which is attached herewith as Annexure "A".
- 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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Key Performance Areas (KPA's)	Weights
Basic Service Delivery	5%
Municipal Institutional Development and Transformation	60%
Local Economic Development (LED)	5%
Municipal Financial Viability and Management	10%
Good Governance and Public Participation	20%
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:

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 :

CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES		
Core Managerial Competencies (CMC)	Weight	
Strategic Capability	15%	
Programme and Project Management	10%	
Financial Management	10%	
Change Management	10%	
Service Delivery Innovation	5%	
Problem Solving Analytic Thinking	10%	
People and Diversity Management	10%	
Client Orientation and Customer Focus	5%	
Communication	5%	
Accountability and Ethical Conduct	5%	
Policy conceptualization and implementation	9%	
Supply Chain Management	1%	
TOTAL	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 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.

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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 Overall rating:

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.

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

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

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.

6.4.1.2 An indicative rating on the five-point scale should be provided for each Key Performance Area score.

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 Assessment of the achievement of results as outlined in the performance plan:

6.4 The annual performance appraisal will involve:

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.	1 2 3 4 5
4	Performance significantly above expectations	Performance is significantly higher than the standards expected in the job. The appraisal indicates that the Employee exceeds expectations	
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.	
2	Not fully effective	Performance is below the 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.	
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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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 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.

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.

7.1.4 Fourth quarter & Annual review: End of August 2014.

7.1.3 Third quarter: Second week of April 2014.

7.1.2 Second quarter: Third week of January 2014.

7.1.1 First quarter: Second week of October 2013.

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 Deputy Director: Performance Management System (as secretary).

6.5.4 Municipal Manager from another Municipality.

6.5.3 Member of the Executive Committee responsible 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:

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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%	0%

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

- 11.3.1 a score of 100% to 129% will be awarded a performance bonus of five percent(5%);
- 11.3.2 a score of 130% to 149% will be awarded a performance bonus of ten percent(10%); and
- 11.3.3 a score of 150% and above will be awarded a performance bonus of fourteen percent(14%).

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

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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 counseling and having provided the necessary guidance and/or support as well as reasonable time for improvement in performance; the Employer may consider steps to terminate the contract of employment of the Employee 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 –

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.

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Annexure A: Performance Plan: Functional Areas

Departmental KPIs and Targets

KPA: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT									
Project/ s	Key Performance Indicator	Baseline	Annual Target	Budget & Vote	Outcome Indicator	Quarterly Targets			
						Q1	Q2	Q3	Q4
PROMOTE ACCOUNTABLE AND EFFICIENT ADMINISTRATION	Worksh ops	4	4	Operational		1	1	1	1
	Policies Review	16 Policies	30 Review ed & Adopted Policies	Operational			30 Draft Policies	Adopted Policies	
	% of Policies Implemented	Policies in Place	100%	Operational	Account table and Efficien t Admini	100%	100%	100%	100%
	Number of internal control systems developed	New	4	Operational		4			

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KPA: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT

Project/s	Key Performance Indicator	Baseline	Annual Target	Budget & Vote	Outcome Indicator	Quarterly Targets				
						Q1	Q2	Q3	Q4	
	Automated personnel management system installed	TOR in place	Automated Personnel System	R 50 000	Automation					Automated System in Place
Record keeping system	Record Keeping Management Completed(training, Policies & Manual Systems)	Personnel Recruited	Complete Record Keeping Management(training, Policies & System Manual)	R500 00.00		Adopted Policies	Systems Manual, Workshop on Policies	Acquiring of Equipment and all accessories	Testing & implementation of the System	
Reports	Number of reports submitted to Council on Council Resolutions implementation	1	4	Operational		1	1	1	1	

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KPA: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT

Projects	Key Performance Indicator	Baseline	Annual Target	Budget & Vote	Outcome Indicator	Quarterly Targets				
						Q1	Q2	Q3	Q4	
	% of litigations resolved	3	60%	R 1000 000		60%	60%	60%	60%	
Litigations	% Completed Job Descriptions for all employees	Organogram	30 September 2013	Operational		100%				
	Number of By-laws Promulgated	Adopted By-laws	8 Proclaimed By-laws	R 50 000		8				
PROMOTE INNOVATION & GROWTH	Number of Learner ships programme Implemented	1	2	R 150 000		Recruitment & Selection	Appointment of 2 Learners			
	Workplace Skills Development Plan Developed & Adopted	WSPD	April 2014	Operational	Skilled Workforce	Establish Training Committee	Skills Audit	Identification of Training Needs	Adopted & Developed WSDP	

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Projects	Key Performance Indicator	Baseline	Annual Target	Budget & Vote	Outcome Indicator	Quarterly Targets					
						Q1	Q2	Q3	Q4		
ACHIEVE POSITIVE EMPLOYEE CLIMATE	Achieve Employment Equity	Employment Plan submitted to the Dept. Of Labour	September 2013	Operational	Representative Workforce	Compl ete & Submi tted EEP					
	% of Employment Equity Targets Achieved	EE plan in place	5%	Operational				5%			
EMPLOYEE CLIMATE	Number of LLF Meetings Held	6	4	Operational	Motivated Employees	1	1	1	1		
	% of employees that have signed Code of Conduct	30%(New Employees)	100%	Operational		100%					
	Number of Team Building Exercises Held	New	1	R 350 000			1				
	% of employees supported through EAP	2%	100%			100%	100%	100%	100%	100%	
	% of staff turn over	1% (2)	0.5%	Operational		0.5%	0.5%	0.5%	0.5%		

KPA: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT

Project/ s	Key Performance Indicator	Baseline	Annual Target	Budget & Vote	Outcome Indicator	Quarterly Targets			
						Q1	Q2	Q3	Q4
PROMOTE ACCOUNTABLE & EFFICIENT ADMINISTRATION	% implementation of the outcome of the employee satisfaction survey	98%	100%	Operational	Accountable & Efficient Administration	100%	100%	100%	100%
	Fleet Management System	System Installed	12 Reports	Operational		Monitoring & Reporting	Monitoring & Reporting	Monitoring & Reporting	Monitoring & Reporting
	Number of Reports on Maintenance of Pool Vehicles	New	12	Operational		3	3	3	3
	Number of Reports on Kilometres travelled per month on pool vehicles	New	12	Operational		3	3	3	3
	Number of Reports on Status of Pool Vehicles	New	4	Operational		1	1	1	1
	Number of reports on trips authorised & approved	New	12	Operational		3	3	3	3

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KPA: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT

Project/	Key Performance Indicator	Baseline	Annual Target	Budget & Vote	Outcome Indicator	Quarterly Targets			
						Q1	Q2	Q3	Q4
	Number of reports on litres of Fuel & Oil consumed by pool vehicles	New	12	Operational		3	3	3	3

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Project/	Key Performance Indicator	Baseline	Annual Target	Budget & Vote	Outcome Indicator	Quarterly Targets			
						Q1	Q2	Q3	Q4
PROMOTE ACCOUNTABLE AND EFFICIENT ADMINISTRATION	Number of Staff Committees Established – Occupational Health & Safety Employment Equity Remuneration? Wellness(HIV/AIDS) LLF	2	5	Operational	Accountable & Efficient Administration	Establishment of Committees	Training of all committees	Meeting & Reporting	Meeting & Reporting
						1	1	1	1
Staff Committees	Number of meetings of each of the committees	4	4	Operational					

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KPA: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT

Project/ S	Key Performance Indicator	Baseline	Annual Target	Budget & Vote	Outcome Indicator	Quarterly Targets			
						Q1	Q2	Q3	Q4
	% of Disciplinary Cases Resolved/conducte d	100%	80%	Operational		80%	80%	80%	

GENERIC MANAGEMENT FUNCTIONS

Performance Objective	Weighting		Key Performance Indicator	Baseline	Annual Target	Quarterly Targets				Evidence	Means of Verification
	PO	KPI				Q1	Q2	Q3	Q4		
Promote Communication	7	1	Workshop held to communicate municipal IDP within the department	new	August 2013	100%				Signed attendance registers and copies of presentations	Signed off by Accounting Officer
		2	Workshop held to communicate the Top Layer and Technical SDBIP within the department	new	August 2013	100%				Signed attendance registers and copies of presentations	Signed off by Accounting Officer
		2	Number of departmental contributions (articles) towards municipal newsletter	new	4	1	1	1	1	Copies of municipal newsletter with four articles featuring departmental programmes	Signed off by Accounting Officer
Promote Planning and performance	4	2	Regular submission of statutory website information (budget, tenders, SLAs etc)	monthly	weekly	16	16	16	16	Information on the website	Reports to AO
		2	Number of departmental meetings held	none	12	3	3	3	3	Signed attendance register and agenda of meetings	Signed off by Accounting Officer

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management			2	Number of formal performance assessments 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	Signed off by Accounting Officer
Achieve positive employee climate	3	1	Departmental Team Building exercise held	100%		December 2013								Report of departmental team building exercise	Signed off by Accounting Officer
		2	Report on disciplinary matters resolved /handled	None	None	monthly	3	3	3	3	3	3	3	Copy of report	Signed off by accounting officer
Promote sound financial management	4	2	Procurement Plan submitted to the Procurement Officer	None	None	July 2013								Copy of signed procurement plan	Signed off by accounting officer
		2	% of Bid Committee meetings attended	80%	90%	90%	90%	90%	90%	90%	90%	90%	90%	Attendance registers of 90% of the bid committee meetings	Signed off by accounting officer
Promote Good Governance	2	2	Number of Portfolio Committee meetings arranged and attended	4	6	2	1	2	1	2	1	1	1	Copies of 6 agendas of portfolio committees	Signed off by accounting officer

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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 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
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"> 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 Advises on policies and procedures regarding asset control. Dynamically allocate resources according to internal and external objectives. 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
Financial Management	Must be able to know, understand and comply with the Municipal Finance Management Act No 56 of 2003	
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.	

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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
Core Occupational Competencies		
Knowledge of Performance Management and Reporting	The ability to support the implementation of performance management and reporting in the municipality.	<ul style="list-style-type: none"> Knowledge and understanding of the legislative framework governing performance management in local government. Supporting and contributing to the timely preparation, submission and publication of statutory reports including annual report, in-year reporting. Ability to interpret the performance information. Advanced knowledge of performance management issues and concepts.
Competence in policy conceptualization and implementation	Ability to support and contribute to the formulation of policy and by laws as well as ability to implement, manage and oversee the implementation of policy with the area of responsibility	<ul style="list-style-type: none"> Thorough understanding of reporting requirements Ability to analyze regulatory frameworks and various models of policy processes.

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 Stanger on this the 26th day of JUNE 2013.

AS WITNESSES:

1 K. Kobotsele

2 [Signature]

EMPLOYEE

[Signature]

AS WITNESSES:

1 [Signature]

2 [Signature]

MUNICIPAL MANAGER

[Signature]

Appendix A

FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) SEPHENG 65

(Postal address) POSTNET 63, P18A6 X2230

MAFIKENG SOUTH 0991

(Residential address) 81 KITHUISONS FLATS, GEMSBOK STR

GOLFVLEIN, MAFIKENG

(Position held) DIRECTOR CORPORATE SERVICES

(Name of Department) _____

Tel 018 330 7000 Fax 018 330 7047

hereby 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
	ORDINARY		OLD MUTUAL

2. Directorships and partnerships

See information sheet: note 4

Name of corporate entity or partnership	Type of business	Amount of Remuneration
KIKKA CONSULTING	PROPERTY RESEARCH AND DEVELOPMENT	R75 000.00 PA

CONFIDENTIAL

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 3

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

4. Consultancies and retainerships
See information sheet: note 3

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

Name of Employer	Type of Work	Amount of Remuneration
KIKIA CONSULTANTS	CONSULTANT	R75 000-00

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

CONFIDENTIAL

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

CONFIDENTIAL

Description	Value	Source

7. Land and property
See information sheet: note ¶

Description	Extent	Area	Value

SIGNATURE OF DESIGNATED EMPLOYEE

DATE: 2013/06/28

PLACE: STRAGOLE

CONTENTS NOTED: ACCOUNTING OFFICER

DATE: 28/06/2013

CONFIDENTIAL

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

APPENDIX B: PERSONAL DEVELOPMENT PLAN

COMPETENCY TO BE ADDRESSED	PROPOSED ACTIONS	RESPONSIBILITY	TIME-FRAME	EXPECTED OUTCOME
MONITORING & BALANCING PROJECT MANAGEMENT			12 MONTHS	Improved Monitoring
LABOUR RELATIONS			6 MONTHS	PLANNING PURPOSES
			12 MONTHS	LABOUR ISSUES ADDRESS

EMPLOYEE'S SIGNATURE:



DATE:

SUPERVISOR'S SIGNATURE:



DATE: 28/06/2013