

# RATLOU LOCAL MUNICIPALITY

As represented by

**CLLR VP MANCE**

(In his capacity as the Mayor of RATLOU LOCAL MUNICIPALITY)

(The employer for the purpose of this agreement)

And

**GLEN LEKOMANYANE**

In his capacity as the Municipal Manager of RATLOU LOCAL MUNICIPALITY

(The employee for the purpose of this agreement)

**2013-2014  
PERFORMANCE AGREEMENT**

P.V. T.L.A.G

K-Fa. M.S.M  
B.R.

## Table of Contents

PERFOMANCE 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.....	10
8. DEVELOPMENTAL REQUIREMENTS.....	11
9. OBLIGATIONS OF THE EMPLOYER.....	11
10. CONSULTATION.....	11
11. MANAGEMENT OF EVALUATION OUTCOMES .....	12
12. DISPUTE RESOLUTION .....	13
13. PERFORMACE PLAN .....	14
14. GENERAL.....	30

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k.f.a MSM  
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## PERFOMANCE AGREEMENT

### Entered into by and between:

The Local Municipality of Ratlou herein represented by **Cllr VP Mance**, in his capacity as **Mayor** (hereinafter referred to as the employer).

And

**Mr. Glen Lekomanyane**, in his capacity as the **Municipal Manager** of Ratlou Local Municipality, (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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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.

### 3. COMMENCEMENT AND DURATION

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 abovementioned 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.

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## 4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out-
  - 4.1.1 The performance objectives and targets that must be met by the Employee; and
  - 4.1.2 The time frames within which those performance objectives and targets must be met.
- 4.2 The performance objectives and targets reflected in annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan and the Budget of the Employer, and shall include 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.

## 5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer, Management and Municipal staff of the Employer.
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer, Management and Municipal Staff to perform to the standards required.
- 5.3 The Employer will consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee.
- 5.4 The Employee agrees to participate in the performance management 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.

5.6 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 (KPAs) and the Core Managerial Competencies(CMCs) respectively:

- 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.

5.7 The Employee's assessment will be based on his 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 Employer and Employee.

Key Performance Areas (KPAs)	Weightings
Basic Service Delivery	28%
Municipal Institutional Development and Transformation	25%
Local Economic Development (LED)	8%
Municipal Financial Viability and Management	20%
Good Governance and Public Participation	19%
Total	100%

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 :

<b>CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES</b>	
Core Managerial Competencies (CMC)	Weight
Strategic Capability	15%
Programme and Project Management	10%
Financial Management	15%
Change Management	10%
Service Delivery Innovation	5%
Problem Solving Analytic Thinking	5%
People and Diversity Management	10%
Client Orientation and Customer Focus	5%
Communication	5%
Accountability and Ethical Conduct	5%
Policy conceptualization and implementation	5%
Supply Chain Management	5%
<b>TOTAL</b>	<b>100%</b>

## 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.

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 KPA's and CMC's:

Level	Terminology	Description	Rating				
			1	2	3	4	5
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.					
4	Performance significantly above expectations	Performance is significantly higher than the standards expected in the job. The appraisal indicates that the Empl					
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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6.5 For purposes of evaluating the performance of the Employee, an evaluation panel constituted by the following persons will be established:

6.5.1 Mayor;

6.5.2 Chairperson of the Audit Committee;

6.5.3 Member of the Executive Committee, responsible for Performance Management; and

6.5.4 Mayor or Municipal Manager from another Municipality.

6.5.5 Deputy Director: Performance Management System (as secretary).

## 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 periods with the understanding that the reviews in the first and third quarter may be verbal if performance is satisfactory:

7.1.1 First quarter: Second week of October 2013.

7.1.2 Second quarter: Third week of January 2014.

7.1.3 Third quarter: Second week of April 2014.

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

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.

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## 8. DEVELOPMENTAL REQUIREMENTS

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

## 9. OBLIGATIONS OF THE EMPLOYER

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.

## 10. CONSULTATION

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
- 10.1.3 A substantial financial effect on the Employer.

10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken when exercising powers contemplated in 10.1 above 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 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.

11.3 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:

11.3.1 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%).

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

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%

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

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.

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

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.

11.6 Nothing contained in this Agreement in any way limits the right of the Employer to terminate the Employee's contract of 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.

## 12. DISPUTE RESOLUTION

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.

12.1.1 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.

12.1.2 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.

12.1.3 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.

12.2 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.

12.3 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.

## **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 (KPAs) 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

#### KPA: Good governance and Public Participation

Corporate Objective	Projects	Key Performance Indicator	Baseline	Annual Target	Budget & Vote	Quarterly Targets			
						Q1	Q2	Q3	Q4
ENHANCE COMMUNICATION									
	Communication strategy	Revised Communication Strategy	Strategy in place	May 2014	Operational				
	Public participation policy	Implementation of Public Participation Policy	Policy in Place	Sept 2013	Operational	Workshop with communities and relevant stakeholders	Consultation	Adopted Communication Strategy	
	Publications of newsletters	Number of Ratlou Newsletter publications	4	4	R200 000	1	1	1	1
	Translation	Translator appointed to translate Municipal document Setswana	New	Nov 2013		Translated Documents			

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KPA: Municipal Transformation and Institutional Development										
Corporate Objective	Projects	Key Performance Indicator	Baseline	Annual Target	Budget & Vote		Quarterly Targets			
					Q1	Q2	Q3	Q4		
IMPROVE TECHNOLOGY EFFICIENCY										
	IT Master Plan Website	Review IT Master Plan	IT Master Plan	31 August 2013	Operational	Review IT Master Plan				
	Municipal Websites	New/Improved User Friendly Website Developed	Website	31 August 2013	Operational	Improved Website	100%			
	OPDC	Number of Reports on Municipal Website Updates	12	12	Operational	3	3	3	3	
	IBPA	Operational Disaster & Business Continuity Plan Reviewed(OPDC)	Plan Exist	June 2014	Operational					Reviewed OPDC
	Complaints Handling	Internal Business Processes Automated	Software	December 2013	R 200 000					Automated Int. Business Process
	Telecentre	Installation of Complaints Handling System	New	March 2014	Operational	Development of TOR	Installation of CHS	Reporting	Reporting	Procurement of IT & Internet
		Number Operational Tele centres	2 Telecentres Upgraded	June 2014	R 120 000					3 Operational Telecentres

Corporate Objective	Projects	Key Performance Indicator	Baseline	Annual Target	Budget & Vote	Quarterly Targets			
						Q1	Q2	Q3	Q4
Quarterly Reports	Number of quarterly performance reports submitted to council	4	4	Operational	1	1	1	1	1
PMS Assessment	Number of performance assessment for section 56 & 57 conducted	New	2	R 860 000		1			1
Training on PMS	Number of training workshops on PMS	New	4	R 60 000	1	1	1	1	1
Performance Agreements	% of Signed Performance Agreements with all employees	New	100%		100%				
Performance Review & Assessment	Half yearly & Annual Performance review submitted to relevant stakeholders	New	2	Operational	1			1	

### KPA: Good Governance and Public Participation

Corporate Objective	Project/s	Key Performance Indicator	Baseline	Annual Target	Budget & Quarterly Targets			
					Q1	Q2	Q3	Q4
ACHIEVE CLEAN AUDIT	Workshop	Number of workshops conducted on the role of Internal Audit	1	4	Operational	1	1	1
	Audit Committee	Number of Audit Committee Sittings	4	4	R 120 000	1	1	1
	RM Strategy	Revised Risk Management Strategy			May 2014			
	Corruption Strategy	Revised Fraud and Corruption Strategy			May 2014			
	Audit Plan	Internal Audit Plan Developed	1	May 2014	Operational			1
PROMOTE ACCOUNTABLE, EFFICIENT AND TRANSPARENT ORGANISATION	Anti Corruption Audit Committee	Number of Anti-corruption Campaigns held	New	2	R 40 000	1		1
		Number of Audit Committee Reports submitted to Council	4	4	Operational	1	1	1
MPAC	Number of meetings & reports of the Municipal Public Accounts Committee	4	4	Operational	1	1	1	1
AG	Plan to Address Auditor General Queries Developed	Audit Action Plan Existing	January 2014	Operational			Audit Action Plan Developed	Follow up on Action Plan
IGR	Number of Meetings & Reports of IGR Forum	1	4	R 10 000	1	1	1	1

Corporate Objective	Key Performance Indicator	Baseline	Annual Target	Budget	Outcome Indicator	Quarterly Targets			
						Quarter 1	Quarter 2	Quarter 3	Quarter 4
Promote Community Participation									
Ward Committee Support Strategy Developed & Adopted	Draft in place	Dec 2013	Operational				Strategy Adopted		
Number of reports on ward committees	12	12	Operational			3	3	3	3
Number of Rules Committee Meetings	Existing	12				3	3	3	3
Number of Capacity Building Programmes for Ward Committees	1	2	R250 000			1			1
Amount Spend on Ward Committee Stipends	R1 814 000	R1 814 400	R1 814 400			R453 600	R453 600	R453 600	R453 600
Number of Support Initiatives for Traditional Leaders Implemented	1	2	R50 000			1			1
Number of Dipitso tsa Baagi held	2	4	R 150 000			1	1	1	1
Number of Public Participation Events Supported	6	12	R 300 000			1	2	4	2
Improved Communication									
Community Satisfaction Survey Conducted	New	December 2013	Operational			Conducted Survey			
Number of Reports on Management of Complaints Handling System	New	2	Operational				Reporting	Reporting	
Number of Reports on Facilitation of CDW Programmes	1	4	R10 000			1	1	1	1
Community development initiated	Skills	3	1	Operational			TOR	1	

## Good Governance and Public Participation

Corporate Objective	Key Performance Indicator	Baseline	Annual Target	Budget & Vote	Outcome Indicator	Quarterly Targets			
						Quarter 1	Quarter 2	Quarter 3	Quarter 4
Promote Community Participation									
Number of Youth Summit Held	1	1				1			1
Number of career exhibitions held	1	4				1		1	2
Number of Outreach, Support & Advisory Programmes Conducted	2	4				1	1	1	
Number of Facilitation & Recruitment for Learnerships, Scholarships, Bursaries, Internships, etc. Performed	5	12				3	3	3	3
Number of Women Development Summit held	2	2				1			1
Number of Women's Forum meetings held	2	4				1	1	1	1
Number of Support Initiatives to the Children & Elderly People	2	2				1			
Number of Disability Forum Meetings held and Reports submitted	4	4				1	1	1	1
No. of Disability Initiatives Supported	2	3				1	1	1	
No. of HIV/ AIDS Awareness held	1	2	R100 000			1	1	1	
Improved Communication									

KPA: Municipal Transformation and Institutional Development							
Corporate Objective	Projects	Key Performance Indicator	Baseline	Annual Target	Budget & Vote	Quarterly Targets	
						Q1	Q2
IMPROVE TECHNOLOGY EFFICIENCY							
Software & Hardware	Upgrading of Anti-Virus	Existing	June 2014	R 50 000			Upgraded Antivirus
Regularly Updated	Software Licensing	Existing	June 2014	R 400 000			Licensed Software
HR & Records	Emails & Web Hosting	Existing	Sep 2013	R 150 000	Service Provider Appointed	Hosting	Hosting
Indigent Register	HR & Records Management System Installed	New	December 2013	R500 000	TOR Developed, Service Provider Appointed	Installed System	Hosting
Internet	Indigent Register System Installed	New	December 2013	R 80 000	TOR Developed, Service Provider Appointed	Installed System	Hosting
Assets Register	Assets Register Installed	New	March 2014	R 200 000		Internet Connected	Installed Assets Register
Repairs & Maintenance	Number of Reports on Repairs & Maintenance	Existing	4	R 100 000	1	1	1

### KPA: Municipal Transformation and Institutional Development

Corporate Objective	Projects	Key Performance Indicator	Baseline	Annual Target	Budget & Vote	Quarterly Targets			
						Q1	Q2	Q3	Q4
IMPROVE TECHNOLOGY EFFICIENCY	3 Gs & Cellphones	Number of Reports on the Usage of 3Gs & Cellular Phones	3Gs & Cellphones	12	R 650 000	3	3	3	3
	Telephones Usage	Number of Reports on the usage of Telephones	Existing	12	R 750 000	3	3	3	3
	Users' Support	Turnaround time on users' support	Existing	2 working days	Operational	2 working days	2 working days	2 working days	2 working days

## 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	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
	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
	4	Number of formal performance assessment and feedback sessions held with immediate subordinates	new	2	1	1	1	1		Report signed by the director and immediate subordinates indicating that performance assessment sessions took place	Signed off by Accounting Officer
	2	Departmental Team Building exercise held	December 2013	100%						Report of departmental team building exercise	Signed off by Accounting Officer
Achieve positive employee climate	1	Report on disciplinary matters resolved /handled	None	monthly	3	3	3	3		Copy of report	Signed off by accounting officer
	2	Procurement Plan submitted to the Procurement Officer	None	July 2013						Copy of signed procurement plan	Signed off by accounting officer
Promote sound financial management	4	% of Bid Committee meetings attended	80%	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	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"> <li>Evaluates all activities to determine value added and alignment with the organizations' strategic goals.</li> <li>Displays and contributes in-depth knowledge to strategic planning at the organizational level.</li> <li>Ensures alignment of strategies across various functional areas to the organization strategy.</li> <li>Defines performance measures to evaluate the success of organization's strategy.</li> <li>Monitors and review strategic plans consistently and takes corrective action to keep plans on track in light of new challenges in the environment.</li> <li>Promotes organization's mission and vision to all relevant stakeholders.</li> <li>Empowers others to deal with complex and ambiguous situations.</li> <li>Develops and implements risk management.</li> <li>Achieves agreement or consensus in an adversarial environment.</li> </ul>
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"> <li>Manages multiple projects and balances priorities and conflicts between projects based on broader organizational goals.</li> <li>Manages risks across multiple projects by examining total resource requirements and assessing impact of projects on the day-to-day operations.</li> <li>Modifies project approach and budget without compromising the quality of outcomes and the desired results.</li> </ul>
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"> <li>Takes ownership of key planning, budgeting and forecasting processes and answers questions related to topics within own responsibility.</li> <li>Formulates long term financial plans and resource allocations.</li> <li>Develops and implements financial systems, procedures and processes in order to improve financial management.</li> <li>Advises on policies and procedures regarding asset control.</li> <li>Dynamically allocate resources according to internal and external objectives.</li> </ul>
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"> <li>Formulates and implements new ideas throughout the organization.</li> <li>Ensures buy-in from key stakeholders.</li> <li>Consults and utilizes international best practices in SDI/ Coaches others on innovation techniques</li> <li>Inspires service providers to improve delivery of services</li> </ul>

Core Occupational Competencies	
Knowledge of Performance Management and Reporting	<p>The ability to support the implementation of performance management and reporting in the municipality.</p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of the legislative framework governing performance management in local government.</li> <li>• Supporting and contributing to the timely preparation, submission and publication of statutory reports including annual report, in-year reporting.</li> <li>• Ability to interpret the performance information.</li> <li>• Advanced knowledge of performance management issues and concepts.</li> <li>• Thorough understanding of reporting requirements</li> </ul>
Competence in policy conceptualization and implementation	<p>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</p>

P.V  
N.S.M T.L D.G  
K.G.C  
B.R

CONFIDENTIAL

## APPENDIX A

## FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) LEKOMANYANE G  
 (Postal address) P. O. Box 1162 KRAIBIPIAN 2747  
 (Residential address) 2919 LETSAPA SECTION  
KRAIBIPIAN 2747  
 (Position held) MUNICIPAL MANAGER  
 (Name of Department) OFFICE OF THE MUNICIPAL MANAGER  
 Tel 016 330 7000 Fax 016 330 7047/19

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 3

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

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

## CONFIDENTIAL

## 3. Remunerated work outside the Council

Must be sanctioned by your Accounting Officer. See information sheet: note ⊲

Name of Employer	Type of Work	Amount of Remuneration
INDEPENDENT ELECTORAL OFFICE	MUNICIPAL ELECTORAL OFFICER (PART-TIME)	R 8,880.00

MAYOR

Name of Accounting Officer CLL P.V. MANCE Portfolio THE MAYOR.Signature of Accounting Officer DD Date 28/06/2013

## 4. Consultancies and retainerships

See information sheet: note ⊲

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

## 5. Sponsorships

See information sheet: note ⊲

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

## CONFIDENTIAL

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

Description	Value	Source
	N/A	

## 7. Land and property

See information sheet: note □

Description	Extent	Area	Value
	N/A		



SIGNATURE OF DESIGNATED EMPLOYEE

DATE: 28/06/2013

PLACE: SETLACOLE

Victor Puerto Mance THE MAYOR  
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**

<b>COMPETENCY TO BE ADDRESSED</b>	<b>PROPOSED ACTIONS</b>	<b>RESPONSIBILITY</b>	<b>TIME-FRAME</b>	<b>EXPECTED OUTCOME</b>
Budgetary Planning, Accounting, Procurement & Assets Management			JANUARY 2014	IMPROVED MANAGEMENT CAPABILITIES IN ALL LEARNING AREAS
Evaluation				
AFS Preparation of Non-Residential Advanced Policy Materials				
Financial Risk Management Functions (Advanced)				
Contract Management				

**EMPLOYEE'S SIGNATURE:**   
**DATE:** 28/06/2013

**SUPERVISOR'S SIGNATURE:**   
**DATE:** 28/06/2013