



**PERFORMANCE AGREEMENT  
2018/2019 FINANCIAL YEAR**

**Made and Entered into by and between**

**THE EPHRAIM MOGALE LOCAL MUNICIPALITY**

Herein represented by

**THE MUNICIPAL MANAGER, M.M. MATHEBELA**

(Herein after referred to as the "Employer")

And

**DIRECTOR – CORPORATE SERVICES, M. J. LEKOLA**

**ID: 6703105429081**

(Herein and after referred to as the "Employee")

For the period

**01 July 2018 – 30 June 2019**

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The employee of the Ephraim Mogale Local Municipality in his capacity as duly appointed **Director, Corporate Services** herein after referred to as the **"Employee"**

*Whereas* the Employer has entered into a contract of employment with the Employee in terms of Section 57(1) (a) of the Local Government: Municipal Systems Act, 2000 as amended.

*AND Whereas* Section 57(1) (b) of the Act read with the Contract of employment concluded between the Parties, require them to conclude an annual Performance Agreement;

*AND Whereas* the Parties wish to ensure that there is compliance with Section 57(4A), 57(4B) and 57(5) of the Act, that they are clear about the goals to be achieved and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals;

*NOW Therefore* the Parties agree as follows:

## **ABBREVIATIONS**

**"The ACT"** shall mean the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000 as amended)

- CCR** - Core Competency Requirements
- IDP** - Integrated Development Plan
- SDBIP** - Service Delivery Budget and Implementation Plan
- POE** - Portfolio of Evidence
- KPA** - Key Performance Area
- KPI** - Key Performance Indicator
- MFMA** - Municipal Finance Management Act
- REGULATIONS** - shall mean the Local Government: Municipal Systems Act Performance Regulations for Municipal managers and Managers directly accountable to Municipal Managers, 2006
- FINANCIAL YEAR** - refers to the 12 month period which the organisation determines as its budget year.

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## 1. INTRODUCTION

1.1 This performance contract is between **M.J. Lekola**, the **Director, Corporate Services** and **M.M. Mathebela** in her capacity as the **Municipal Manager** within the provisions of the delegated powers as stipulated by Council. The contract is for the 2018/19 financial year only. The expected performance reflected in this contract is based on the reviewed Integrated Development Plan (IDP) 2018/19, the Service Delivery Budget and Implementation Plan (SDBIP) 2018/19. The above-mentioned documents have been adopted as working documents of Ephraim Mogale Local Municipality and therefore, shall be the basis of performance assessment.

## 2. PURPOSE OF AGREEMENT

The purpose of this agreement is to:-

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

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### 3. STRATEGIC OBJECTIVE

The **Director, Corporate Services** has the overall responsibility of ensuring that he shall be, subject to the policy directives of the Council of the Municipality, responsible and accountable for administratively being in charge of the service delivery programmes within the Community Services Department, budget, asset management, supply chain management, financial management and review, and any other functions as may be delegated to him/her by the **Municipal Manager**.

### 4. COMMENCEMENT AND DURATION

- 4.1 This Agreement will commence on **01 July 2018** and will remain in force until **30 June 2019** or until a new Performance Agreement, Performance Plan and Personal Development Plan is concluded between the parties for the ensuing financial year or part thereof.
- 4.2 The parties will review the provisions of this Agreement during June each year and will conclude not later than 31st July of each ensuing financial year a new Performance Agreement, Performance Plan and Personal Development Plan that replaces this Agreement.
- 4.3 This Agreement will terminate on the termination of the employment contract entered into by and between the parties for whatever reason.
- 4.4 The parties agree that the contents of the agreement may be revised at any time during the duration thereof with the purpose to determine the applicability thereof.
- 4.5 If at any time during the validity of the agreement the work environment alters to the extent that the contents of the agreement are no longer appropriate, the contents must by mutual agreement between the parties be revised immediately.

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## 5. PERFORMANCE OBJECTIVES

5.1 The Performance Plan **Annexure "A"** sets out:

- 5.1.1 The performance objectives and targets that must be met by the Employee and;
- 5.1.2 The time frames within which those performance objectives and targets must be met.

5.2 The performance objectives and targets reflected in **Annexure "A"** are set by the Employer in consultation with the Employee, and are based on the IDP, SDBIP and Budget of the Employer and shall include the following:

- 5.2.1 The key objectives that describe the main tasks that need to be done;
- 5.2.2 The key performance indicators and means of verification that provide the details of the portfolio of evidence (POE) that must be provided to show that a key objective has been achieved;
- 5.2.3 The target dates that describe the timeframes in which the work must be achieved;
- 5.2.4 The weightings showing the relative importance of the key objectives to each other.

5.3 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's IDP.

5.4 The Employer will make available to the Employee such employees 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; provided that it will at all times remain the responsibility of the Employee to ensure that he/she complies with those performance obligations and targets.

5.5 The Employee will at his/her request be delegated such powers by the Employer as may in the discretion of the Employer be reasonably required from time to time to enable him/her to meet the performance objectives and targets established in terms of this Agreement.

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- 5.6 The Employee acknowledges the fact that the Employer is entitled to review and make reasonable changes to the provisions of **Annexure "A"** from time to time for operational reasons. The Employer agrees that the Employee will be fully consulted before any such change is made.
- 5.7 The provisions of **Annexure "A"** may be amended by the Employer when the Employer's performance management system is adopted, implemented and/or amended as the case may be.
- 5.8 The Personal Development Plan **Annexure "B"** sets out the Employee's personal development requirements in line with the objectives and targets of the Employer
- 5.9 Disclosure of Financial Interests **Annexure "C"** set out the financial interests of the employee

## 6. PERFORMANCE MANAGEMENT SYSTEM

- 6.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the municipality, management and municipal staff of the municipality.
- 6.2 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 municipality, management and municipal staff to perform to the standards required.
- 6.3 The Employer shall consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee.
- 6.4 The Employee undertakes to actively focus towards the promotion and implementation of the Key Performance Areas (KPA's), including special projects relevant to the Employee's responsibilities, within the local government framework.
- 6.5 The criteria upon which the performance of the **Employee** must be assessed consist of two components, both of which must be contained in the performance agreement-





Competencies	Components	Competency Definition	Weighting % (total 100%)
<b>Leading competencies</b>			
Strategic Direction and Leadership	<ul style="list-style-type: none"> <li>• Impact and Influence</li> <li>• Institutional Performance Management</li> <li>• Strategic Planning and Management</li> <li>• Organisational Awareness</li> </ul>	Provide and direct a vision for the institution, and inspire and deploy others to delivery on the strategic institutional mandate	5
People Management	<ul style="list-style-type: none"> <li>• Human Capital Planning and Development</li> <li>• Diversity Management</li> <li>• Employee Relations Management</li> <li>• Negotiation and dispute Management</li> </ul>	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives	20
Programme and Project Management	<ul style="list-style-type: none"> <li>• Programme and Project Planning and Implementation</li> <li>• Service Delivery Management</li> <li>• Programme and Project Monitoring and Evaluation</li> </ul>	Able to understand programme and project management methodology; plan, manage, monitor and evaluate specific activities in order to delivery on set objectives	5
Financial Management	<ul style="list-style-type: none"> <li>• Budget Planning and Execution</li> <li>• Financial Strategy and Delivery</li> <li>• Financial Reporting and Monitoring</li> </ul>	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner	5
Change Leadership	<ul style="list-style-type: none"> <li>• Change Vision and Strategy</li> <li>• Process Design and improvement</li> <li>• Change Impact Monitoring and Evaluation</li> </ul>	Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community	10
Governance Leadership	<ul style="list-style-type: none"> <li>• Policy Formulation</li> <li>• Risk and Compliance management</li> <li>• Cooperative Governance</li> </ul>	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships	10

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Competencies	Components	Competency Definition	Weighting % (total 100%)
<b>Core Competencies</b>			
Moral competence		Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence	10
Planning and Organising		Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk	8
Analysis and Innovation		Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives	5
Knowledge and Information Management		Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government	8
Communication		Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders	9
Results and Quality Focus		Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage other to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives	5
<b>Core Competencies</b>			100%

A more comprehensive explanation of each competency is attached as **Annexure "D"** to this plan.

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## 7. EVALUATING PERFORMANCE

7.1 Annexure "A" to this Agreement sets out:

7.1.1 The standards and procedures for evaluating the **Employee's** performance; and

7.1.2 The intervals for the evaluation of the **Employee's** performance.

7.2 Despite the establishment of agreed intervals for evaluation, the **Employer** may, in addition, review the **Employee's** performance at any stage while the contract of employment remains in force.

7.3 Personal growth and development needs identified during any performance review discussion must be documented in a personal development plan as well as the actions.

7.4 The **Employee's** performance will be measured in terms of contributions to the goals and strategies set out in the **Employer's** IDP.

7.5 The annual performance appraisal must involve:

7.5.1 Assessment of the achievement of results as outlined in the performance plan-

(i) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.

(ii) An indicative rating on the five-point scale should be provided for each KPA.

(iii) The applicable assessment rating calculator must then be used to add the scores and calculate a final KPA score.

7.5.2 Assessment of the CCRs-

(i) Each CCR should be assessed according to the extent to which the specified standards have been met.

(ii) An indicative rating on the five-point scale should be provided for each CCR

(iii) This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score.

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12.6 In the case of unacceptable performance, the employer shall –

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

12.6.2 After appropriate performance counselling and having provided the necessary guidance and/or support and reasonable time for improvement in performance, and performance does not improve, the employer may consider steps to implement a disciplinary process that will be guided by the Labour Relations Act 66 of 1995.

### 13. PERFORMANCE BONUS

In accordance with Regulation 805, section 32, a performance bonus, based on affordability, may be paid to the employee, after

13.1 the annual report for the financial year under review has been tabled and adopted by the municipal Council;

13.2 an evaluation of performance in accordance with the provisions of section 7 of this agreement; and

13.3 approval of such evaluation by the municipal Council, as a reward for outstanding performance.

### 14. DISPUTE RESOLUTION

14.1 Dispute on performance agreement

Any disputes about the nature of the Performance Agreement, whether it relates to key responsibilities, priorities, methods of assessment and/or any other matter provided for, shall be mediated by a member of the Municipal Council; provided that such member was not part of the evaluation panel provided for in Regulation 805 section 27(4) (e), within thirty (30) days of receipt of a formal dispute from the Employee, whose decision shall be final and binding on both Parties.

14.2 Dispute on outcome of performance evaluation

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Any disputes about the nature of the Performance Evaluation, whether it relates to key responsibilities, priorities, methods of assessment and/or any other matter provided for, shall be mediated by a member of the Municipal Council: Provided that such member was not part of the evaluation panel provided for in Regulation 805 section 27(4) (e) within thirty (30) days of receipt of a formal dispute from the Employee, whose decision shall be final and binding on both Parties.

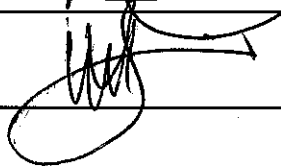
## 15. GENERAL

- 15.1 The contents of the Agreement shall be made available to the public by the Municipality, where appropriate.
- 15.2 Nothing in this Agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his/her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.
- 15.3 The performance assessment results of the Employee shall be submitted to the Council within fourteen (14) days after the conclusion of the assessment.

Thus done and signed on this 26 day of June 2019.

AS WITNESSES:


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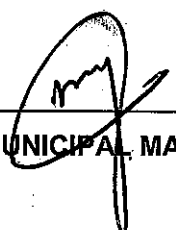
  
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DIRECTOR CORPORATE SERVICES

Thus done and signed on this 26 day of June 2019.

AS WITNESSES:

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MUNICIPAL MANAGER

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**ANNEXURE: PERFORMANCE PLAN - 2018/19 SDBIP**

**KPA 2: BASIC SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT**

**Weighting: 04%**

**Strategic Objective B: To improve Social Well-being**

Project Name	Priority Programme	KPI	IDP Ref No	Weighting	Budget R 000's	Baseline 2016/17	Quarterly Targets 2018/19					Portfolio of Evidence	Responsible Department
							Q1	Q2	Q3	Q4	Annual		
Programmes, Events and meetings	HIV/AIDS and other Diseases	Number quarterly Local Aids Council meetings scheduled and held by June 2019	BS138	2	23300.00	4	1	1	1	1	4	LAC Meeting minutes and attendance registers	Office of the Mayor
Awareness campaigns		# of quarterly HIV/AIDS awareness campaigns conducted by June 2019	BS139	2	60000.00	4	1	1	1	1	4	Awareness campaign Meeting minutes and attendance registers	

**KPA 4: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT**

**Weighting: 50%**

**Strategic Objective A: To develop and retain skilled and capacitated workforce**

Project Name	Priority Programme	KPI	IDP Ref No	Weighting	Budget R 000's	Baseline 2016/17	Quarterly Targets 2018/19					Portfolio of Evidence	Responsible Department
							Q1	Q2	Q3	Q4	Annual		
Employment Equity	Institutional Development	# of EE Plan developed by June 2019	MTOD01	2	31,800.00	1	N/A	1	N/A	N/A	1	Attendance registers	Corporate Services
		# of people employed in accordance with EE Plan by June 2019		2		68	N/A	N/A	N/A	11	11		
		# of EE Committee meetings held by June 2019		2		4	1	1	1	1	4		

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Project Name	Priority Programme	KPI	IDP Ref No	Weighting	Budget R 000's	Baseline 2016/17	Quarterly Targets 2018/19					Portfolio of Evidence	Responsible Department
							Q1	Q2	Q3	Q4	Annual		
Training		# of Councilors to be capacitated in roles and duties pertaining to their responsibilities by the 30 June 2019	GG08	2	500 000.00	32	5	5	11	11	32	Proof of payments	
		# of workforce trained as per target of Workplace Skill Plan (WSP) by 30 Jun 2019	MTOD 03	1	Internal	50	10	20	20	10	60	Approved WSP Report & Annual training report	
		% of budget spent implementing the Workplace Skills Plan by the 30 Jun 2019 (GKPI)	MTOD 03	2	Internal	100%	10%	30%	50%	10%	100%	Approved WSP Report & Annual training report	
Review of organizational structure	Institutional Development	Review Organizational structure and align to the IDP and Budget by 30 June 2019	MTOD 10&11	2	Internal	1	N/A	N/A	N/A	1	1	Approved annual organogram	Corporate Services
		% of approved critical posts processed within three months on post being vacant (Sec 56/54A)	MTOD 02	2	Internal	100%	100%	100%	100%	100%	100%	Appointment letters	
		% of approved posts processed within three months on post being vacant (below Sec 56/54A)	MTOD 02	2	Internal	100%	100%	100%	100%	100%	100%	Appointment letters	
Job Evaluation		% of signed Job Descriptions developed by 30 Jun 2019	MTOD 13	2	340 264.24	157	100%	100%	100%	100%	100%	Signed Job Descriptions	
Bursary fund: community members		# of annual community bursaries allocated by June 2019	MTOD 14	2	500 000.00	13	N/A	N/A	8	N/A	8	Proof of payment, signed contracts and reports	
Bursary fund: staff		# of annual staff bursaries allocated by June 2019	MTOD 15	2	350 000.00	13	N/A	10	7	N/A	17	Proof of payment, signed contracts and reports	
Occupational Health and Safety	Workplace Health, Safety and EAP	# of quarterly Workplace Health and Safety Forum meetings held as scheduled by June 2019	MTOD 04	2	305 900.00	4	1	1	1	1	4	Signed minutes and attendance register	
		# of Health and Safety policy approved by Council by June	New	2	Internal	New	N/A	1	N/A	N/A	1	Council Resolution and agenda	Corporate Services

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Project Name	Priority Programme	KPI	IDP Ref No	Weighting	Budget R 000's	Baseline 2016/17	Quarterly Targets 2018/19					Portfolio of Evidence	Responsible Department
							Q1	Q2	Q3	Q4	Annual		
		2019											
Employees Assistance Programme	Workplace Health, Safety and EAP	# of Employee Wellness Programs held by Jun 2019	MTOD 05	2	290 000.00	4	1	1	1	1	4	Attendance registers	
Labour Forum	Labour Relations	# of monthly Local Labour Forum (LLF) held as scheduled by June 2019	MTOD 08	2	0.00	4	3	3	3	3	12	Minutes and attendance registers	
		% of disciplinary proceedings initiated in relation to reported matters	New	1	Internal	100%	100%	100%	100%	100%	100%	Minutes and attendance registers	
Legal Services	Legal Services	% of Service Level Agreements (SLA's) and Employment Contracts processed within the time frame of 30 days	MTOD 12	2	6 500 000	100%	100%	100%	100%	100%	100%	SLA's and employment contracts	
	Youth Development	Career Week hosted by June 2019	New	1	Internal	1	N/A	N/A	N/A	1	1	Attendance register of both Tertiary Institutions and learners	
Customer care	Customer / Stakeholder Relationship Management	# of quarterly Customer Complaint reports submitted to the Municipal Manager (inclusive of Premier & Presidential Hotline) by June 2019	MTOD 19	1	Internal	4	1	1	1	1	4	Compiled reports	
		# of Batho Pele committee meetings held by 30 Jun 2019	New	2	Internal	10	3	2	2	3	10	Minutes and attendance register	
		Hosting of Batho Pele event by June 2019	New	2	R120.000	0	N/A	1	N/A	N/A	1	Compiled event report	Corporate Services
Purchase of water dispensers		# of water dispensers procured by June 2019	MTOD1 8	1	60,0	New	N/A	N/A	09	N/A	09	Invoice and delivery note	
Programming	ICT	# of quarterly reports compiled on network performance by June 2019	MTOD 23	1	R 2 000 000.00	4	1	1	1	1	4	Quarterly reports	Corporate Services

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Project Name	Priority Programme	KPI	IDP Ref. No	Weighting	Budget R 000's	Baseline 2016/17	Quarterly Targets 2018/19					Portfolio of Evidence	Responsible Department
							Q1	Q2	Q3	Q4	Annual		
ICT Forums		# of quarterly ICT steering committee meetings held in terms of the implementation of the ICT governance strategy and policy by June 2019	MTOD 24	1	R0.00	3	1	1	1	1	4	Minutes and attendance register	
Communications		# of Sound system purchased by June 2019	New	2		New	N/A	N/A	1	N/A	1	Invoice and delivery note	
		# of television purchased by June 2019	New	1		New	N/A	N/A	1	N/A	1	Invoice and delivery note	
Website Hosting		% of hosting and management of the website by SITA by June 2019	MTOD 31	1	85 500.00	100%	100%	100%	100%	100%	100%	Quarterly reports	
Records management		# of quarterly status reports in terms of the record management system submitted to the Municipal Manager by June 2019	MTOD 16	1	Internal	New	1	1	1	1	4	Compiled report	
Policies	Policies	# of new / reviewed policies adopted by Council by 31 March 2019 (Total Organisation)	New	2	Internal	New	0	0	12	0	12	Approved policies and Council resolution	

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**KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION**

**Weighting: 46%**

**Strategic Objective: To create a culture of accountability and transparency**

Project Name	Priority Programme	KPI	IDP Ref No	Weighting	Budget R 000's	Baseline 2016/17	Quarterly Targets 2018/19					Portfolio of Evidence	Responsible Department
							Q1	Q2	Q3	Q4	Annual		
Special Programs	Transversal	# of quarterly Special Programs held in terms of the (Elderly, Children, Disabled, Traditional healers, LGBT and other marginalised groups by June 2019	GG01	2	235 358.16	4	3	3	3	3	12	Special programmes reports	Corporate Services
Mayoral programme: Youth development		# of Youth programmes / initiatives implemented each quarter	GG04	2	131 902.16	4	1	1	1	1	4	Quarterly Youth reports	
		# of Youth strategy developed by June 2019		3	Internal	New	N/A	1	N/A	N/A	1	Council Resolution and agenda	
Public participation	Public Participation	# of Community stakeholder meetings facilitated and attended by 30th Jun 2019	GG02	3	553 560.24	12	1	1	5	5	12	Attendance register	
Ward committee support	Ward Committee	# of monthly Ward Committees meetings held by June 2019	GG03	2	2 067 000	196	48	48	48	48	196	Quarterly ward committee's reports	
		Hosting of Annual Ward Committee Conference by June 2019		3	165936.96	1	N/A	N/A	N/A	1	1	Ward Committee Conference	
		# of annual Ward Committee operational plans submitted to Council by June 2019		2	Internal	1	1	0	0	0	1	Annual ward committee report	
		# of Ward Committee Training conducted by June 2019		3	224 724.24	0	0	0	1	0	1	Training Report & attendance register	
	Indigents	% of (indigents) households with access to free basic electricity services by 30 Jun 2019 (GKPI)	New	2	Internal	100%	100%	100%	100%	100%	100%	Approved monthly indigent register submitted to Council	Corporate Services
Municipal Newsletter	Customer/ Stakeholder Relationship	# of quarterly newsletters published by June 2019	GG05	3	298 385.76	3	1	1	1	1	4	Published Newsletters	

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Project Name	Priority Programme	KPI	IDP Ref No	Weighting	Budget R 000's	Baseline 2016/17	Quarterly Targets 2018/19					Portfolio of Evidence	Responsible Department
							Q1	Q2	Q3	Q4	Annual		
Council Functionality	Good Governance and Oversight	# of ordinary Council meeting held by June 2019 as per the approved Calendar of Events	GG07	3	Internal	5	3	3	3	3	12	Council meeting minutes	
		# of Council meetings resolutions resolved within the prescribed timeframe of (3) months (Total organisation)	GG07	3	Internal	4	1	1	1	1	4	Quarterly status report of Council resolutions resolved	
		# of monthly EXCO meetings held by June 2019	GG07	3	Internal	12	3	3	3	3	12	EXCO meeting minutes	
		# of Section 79 Committee meetings held each quarter	GG07	3	Internal	4	3	3	3	3	12	Agenda and minutes of Section 79 Committee meeting	
		# of quarterly Compliance Register Reports submitted to Council by June 2019	New	3	Internal	New	1	1	1	1	4	Quarterly Compliance Register Report	
MPAC functionality	Good Governance and Oversight	# of quarterly MPAC meetings held by June 2019	New	3	Internal	New	1	1	1	1	4	MPAC meeting reports	Corporate Services
		Submission of Oversight Report to Council by the 30th March 2019	New	3	Internal	1	N/A	N/A	1	N/A	1	Annual Performance Oversight Report	

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**ANNEXURE B: PERSONAL DEVELOPMENT PLAN 2018/19**

Skills performance gap (in order of priority)	Outcomes expected (measurable indicators, quantity, quality and time frames)	Suggested training and/or development activity	Suggested mode of delivery	Suggested time frame	Work opportunity created to practice skills/ development area	Support person
MSCOA	Ability to manage finance/ Budget in according to the new regulations	MSCOA	Accredited Institutions or Service Provider	30 June 2019	Current post	Municipal Manager
Supply Chain Management (SCM) Process	Regulated and effective implementation of SCM	Supply Chain Management	Workshop or Accredited Institutions or Service Provider	31 March 2019	Current post	Municipal Manager
Knowledge and Information Management	Apply knowledge and information management	Knowledge and Information Management Competences	Accredited Institutions or Service Provider	31 August 2019	Current post	Municipal Manager
Results and Quality Focus	Proper planning that are result and quality focus driven	Results and Quality Focus competences	Accredited Institutions or Service Provider	31 August 2019	Current post	Municipal Manager
Performance Management	Ability to implement the performance management Strategy.	Performance Management	Accredited Institutions or Service Provider	30 June 2019	Current port.	Municipal Manager
Programme and Project Management	<ul style="list-style-type: none"> <li>• Programme and Project Planning and Implementation</li> <li>• Service Delivery Management</li> <li>• Programme and Project Monitoring and Evaluation</li> </ul>	Able to understand programme and project management methodology; plan, manage, monitor and evaluate specific activities in order to delivery on set objectives	Accredited Institutions or Service Provider	30 June 2019	Current port	Municipal Manager

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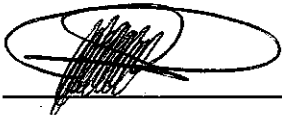


**ANNEXURE C: DISCLOSURE OF INTEREST FORM 2018/19**

Name of Business	Registration (CK) Number	% Owned
N/A	N/A	N/A

Other Interests:

I hereby certify that the above information is complete and correct to the best of my knowledge.



Signatures

26/08/2018  
Date

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## ANNEXURE D: A1 COMPETENCY DETAILS

The required achievement levels in terms of Regulation 21 of 2014 are as follows:

Competencies	Basic	Competent	Advanced	Superior
<b>Leading competencies</b>				
Strategic Direction and Leadership	<ul style="list-style-type: none"> <li>Understand institutional and departmental strategic objectives, but lacks the ability to inspire other to achieve set mandate</li> <li>Describe how specific tasks link to institutional strategies but has limited influence in directing strategy</li> <li>Has a basic understanding of institutional performance management but lacks the ability to integrate systems into a collective whole</li> <li>Demonstrate a basic understanding of key decision-makers</li> </ul>	<ul style="list-style-type: none"> <li>Give direction to a team in realising the institution's strategic mandate and set objectives</li> <li>Has a positive impact and influence on the morale, engagement and participation of team members</li> <li>Develop action plans to execute and guide strategy implementation</li> <li>Assist in defining performance measures to monitor the progress and effectiveness of the institution</li> <li>Displays an awareness of institutional structures and political factors</li> <li>Effectively communicate barriers to execution to relevant parties</li> <li>Provide guidance to all stakeholders in the achievement of the strategic mandate</li> <li>Understand the aim and objectives of the institution and relate it to own work</li> </ul>	<ul style="list-style-type: none"> <li>Evaluate all activities to determine value and alignment to strategic intent</li> <li>Display in-depth knowledge and understanding of strategic planning</li> <li>Align strategy and goals across all functional areas</li> <li>Actively define performance measures to monitor the progress and effectiveness of the institution</li> <li>Consistently challenge strategic plans to ensure relevance</li> <li>Understand institutional structures and political factors, and the consequences of actions</li> <li>Empower others to follow strategic direction and deal with complex situations</li> <li>Guide the institution through complex situations and ambiguous concern</li> <li>Use understanding of power relationships and dynamic tensions among key players to frame communications and develop strategies, positions and alliances</li> </ul>	<ul style="list-style-type: none"> <li>Structure and position the institution to local government priorities</li> <li>Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework</li> <li>Hold self accountable for strategy execution and results</li> <li>Provide impact and influence through building and maintaining strategic relationships</li> <li>Create an environment that facilitates loyalty and innovation</li> <li>Display a superior level of self-discipline and integrity in actions</li> <li>Integrate various systems into a collective whole to optimise institutional performance management</li> <li>Uses understanding of competing interests to manoeuvre successfully to a win/win outcome</li> </ul>

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Competencies	Basic	Competent	Advanced	Superior
People Management	<ul style="list-style-type: none"> <li>Participate in team goal-setting and problem-solving</li> <li>Interact and collaborate with people of diverse backgrounds</li> <li>Aware of guidelines for employee development, but requires support in implementing development initiatives</li> </ul>	<ul style="list-style-type: none"> <li>Seek opportunities to increase team contribution and responsibility</li> <li>Respect and support the diverse nature of others and be aware of the benefits of a diverse approach</li> <li>Effectively delegate tasks and empower others to increase contribution and execute functions optimally</li> <li>Apply relevant employee legislation fairly and consistently</li> <li>Facilitate team goal-setting and problem-solving</li> <li>Effectively identify capacity requirements to fulfil the strategic mandate</li> </ul>	<ul style="list-style-type: none"> <li>Identify ineffective team and work processes and recommend remedial interventions</li> <li>Recognise and reward effective and desired behaviour</li> <li>Provide mentoring and guidance to others in order to increase personal effectiveness</li> <li>Identify development and learning needs within the team</li> <li>Build a work environment conducive to sharing, innovation, ethical behaviour and professionalism</li> <li>Inspire a culture of performance excellence by giving positive and constructive feedback to the team</li> <li>Achieve agreement or consensus in adversarial environments</li> <li>Lead and unite diverse teams across divisions to achieve institutional objectives</li> </ul>	<ul style="list-style-type: none"> <li>Develop and incorporate best practice people management processes, approaches and tools across the institution</li> <li>Foster a culture of discipline, responsibility and accountability</li> <li>Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution</li> <li>Develop comprehensive integrated strategies and approaches to human capital development and management</li> <li>Actively identify trends and predict capacity requirements to facilitate unified transition and performance management</li> </ul>

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Competencies	Basic	Competent	Advanced	Superior
Programme and Project Management	<ul style="list-style-type: none"> <li>Initiate projects after approval from higher authorities</li> <li>Understand procedures of programme and project management methodology, implications and stakeholder involvement</li> <li>Understand the rationale of projects in relation to the institution's strategic objectives</li> <li>Document and communicate factors and risk associated with own work</li> <li>Use results and approaches of successful project implementation as guide</li> </ul>	<ul style="list-style-type: none"> <li>Establish broad stakeholder involvement and communicate the project status and key milestones</li> <li>Define the roles and responsibilities of the project team and create clarity around expectations</li> <li>Find a balance between project deadline and the quality of deliverables</li> <li>Identify appropriate project resources to facilitate the effective completion of the deliverables</li> <li>Comply with statutory requirements and apply policies in a consistent manner</li> <li>Monitor progress and use of resources and make needed adjustments to timelines, steps and resource allocation</li> </ul>	<ul style="list-style-type: none"> <li>Manage multiple programmes and balance priorities and conflicts according to institutional goals</li> <li>Apply effective risk management strategies through impact assessment and resource requirements</li> <li>Modify project scope and budget when required without compromising the quality and objectives of the project</li> <li>Involve top-level authorities and relevant stakeholders in seeking project buy-in</li> <li>Identify and apply contemporary project management methodology</li> <li>Influence and motivate project team to deliver exceptional results</li> <li>Monitor policy implementation and apply procedures to manage risks</li> </ul>	<ul style="list-style-type: none"> <li>Understand and conceptualise the long-term implications of desired project outcomes</li> <li>Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realise institutional objectives</li> <li>Consider and initiate projects that focus on achievement of the long-term objectives</li> <li>Influence people in positions of authority to implement outcomes of projects</li> <li>Lead and direct translation of policy into workable action plans</li> <li>Ensure that programmes are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed</li> </ul>

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Competencies	Basic	Competent	Advanced	Superior
Financial Management	<ul style="list-style-type: none"> <li>Understand basic financial concepts and methods as they relate to institutional processes and activities</li> <li>display awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systems</li> <li>Understand the importance of financial accountability</li> <li>Understand the importance of asset control</li> </ul>	<ul style="list-style-type: none"> <li>Exhibit knowledge of general financial concepts, planning, budgeting, and forecasting and how they interrelate</li> <li>Assess, identify and manage financial risks</li> <li>Assume a cost-saving approval to financial management</li> <li>Prepare financial reports based on specified formats</li> <li>Consider and understand the financial implications of decisions and suggestions</li> <li>Ensure that delegation and instructions are required by National Treasury guidelines are reviewed and updated</li> <li>Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget</li> </ul>	<ul style="list-style-type: none"> <li>Take active ownership of planning, budgeting, and forecast processes and provides credible answers to queries within own responsibility</li> <li>Prepare budgets that are aligned to the strategic objectives of the institution</li> <li>Address complex budgeting and financial management concerns</li> <li>Put systems and processes in place to enhance the quality and integrity of financial management practices</li> <li>Advise on policies and procedures regarding asset control</li> <li>Promote National Treasury's regulatory framework for Financial Management</li> </ul>	<ul style="list-style-type: none"> <li>Develop planning tools to assist in evaluating and monitoring future expenditure trends</li> <li>Set budget frameworks for the institution</li> <li>Set strategic direction for the institution on expenditure and other financial processes</li> <li>Build and nurture partnerships to improve financial management and achieve financial savings</li> <li>Actively identify and implement new methods to improve asset control</li> <li>Display professionalism in dealing with financial data and processes</li> </ul>

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Competencies	Basic	Competent	Advanced	Superior
Change Leadership	<ul style="list-style-type: none"> <li>• Display an awareness of change interventions, and the benefits of transformation initiatives</li> <li>• Able to identify basic needs for change</li> <li>• Identify gaps between the current and desired state</li> <li>• Identify potential risk and challenges to transformation, including resistance to change factors</li> <li>• Participate in change programmes and piloting change interventions</li> <li>• Understand the impact of change interventions on the institution within the broader scope of local government</li> </ul>	<ul style="list-style-type: none"> <li>• Perform an analysis of the change impact on the social, political and economic environment</li> <li>• Maintain calm and focus during change</li> <li>• Able to assist team members during change and keep them focused on the deliverables</li> <li>• Volunteer to lead change efforts outside of own work team</li> <li>• Able to gain buy-in and approval for change from relevant stakeholders</li> <li>• Identify change readiness levels and assist in resolving resistance to change factors</li> <li>• Design change interventions that are aligned with the institution's strategic objectives and goals</li> </ul>	<ul style="list-style-type: none"> <li>• Actively monitor change impact and results and convey progress to relevant stakeholders</li> <li>• Secure buy-in and sponsorship for change initiatives</li> <li>• Continuously evaluate change strategy and design and introduce new approaches to enhance the institution's effectiveness</li> <li>• Build an nurture relationships with various stakeholders to establish strategic alliance in facilitating change</li> <li>• Take and lead in impactful change programmes</li> <li>• Benchmark change interventions against best change practices</li> <li>• Understand the impact and psychology of change, and put remedial interventions in place to facilitate effective transformation</li> <li>• Take calculated risk and seek new ideas from best practice scenarios, and identify the potential for implementation</li> </ul>	<ul style="list-style-type: none"> <li>• Sponsor change agents and create a network of change leaders who support the interventions</li> <li>• Actively adapt current structures and processes to incorporate the change interventions</li> <li>• Mentor and guide team members on the effects of change, resistance factors and how to integrate change</li> <li>• Motivate and inspire others around change initiatives</li> </ul>

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Competencies	Basic	Competent	Advanced	Superior
Moral competence	<ul style="list-style-type: none"> <li>Realise the impact of acting with integrity, but requires guidance and development in implementing principles</li> <li>Follow the basic rules and regulations of the institution</li> <li>Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent</li> </ul>	<ul style="list-style-type: none"> <li>Conduct self in alignment with the values of Local Government and the institution</li> <li>Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver</li> <li>Actively report fraudulent activity and corruption within local government</li> <li>Understand and honour the confidential nature of matters without seeking personal gain</li> <li>Able to deal with situations of conflict of interest promptly and in the best interest of local government</li> </ul>	<ul style="list-style-type: none"> <li>Identify, develop, and apply measures of self-correction</li> <li>Able to gain trust and respect through aligning actions with commitments</li> <li>Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders</li> <li>Present values, beliefs and ideas that are congruent with the institution's rules and regulations</li> <li>Takes an active stance against corruption and dishonesty when noted</li> <li>Actively promote the value of the institution to internal and external stakeholders</li> <li>Able to work in unity with a team and not seek personal gain</li> <li>Apply universal moral principles consistently to achieve moral decisions</li> </ul>	<ul style="list-style-type: none"> <li>Create an environment conducive of moral practices</li> <li>Actively develop and implement measures to combat fraud and corruption</li> <li>Set integrity standards and shared accountability measures across the institution to support the objectives of local government</li> <li>Take responsibility for own actions and decisions, even if the consequences are unfavourable</li> </ul>

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Competencies	Basic	Competent	Advanced	Superior
Analysis and Innovation	<ul style="list-style-type: none"> <li>Understand the basic operation of analysis, but lack detail and thoroughness</li> <li>Able to balance independent analysis with requesting assistance from others</li> <li>Recommend new ways to perform tasks within own function</li> <li>Propose simple remedial interventions that marginally challenges the status quo</li> <li>Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate logical problem solving techniques and approaches and provide rationale for recommendations</li> <li>Demonstrate objectivity, insight, and thoroughness when analysing problems</li> <li>Able to break down complex problems into manageable parts and identify solutions</li> <li>Consult internal and external stakeholders on opportunities to improve processes and service delivery</li> <li>Clearly communicate the benefits of new opportunities and innovative solutions to stakeholders</li> <li>Continuously identify opportunities to enhance internal processes</li> <li>Identify and analyse opportunities conducive to innovative approaches and propose remedial intervention</li> </ul>	<ul style="list-style-type: none"> <li>Coaches team members on analytical and innovative approaches and techniques</li> <li>Engage with appropriate individuals in analysing and resolving complex problems</li> <li>Identify solutions on various areas in the institution</li> <li>Formulate and implement new ideas throughout the institution</li> <li>Able to gain approval and buy-in for proposed interventions from relevant stakeholders</li> <li>Identify trends and best practices in process and service delivery and propose institutional application</li> <li>Continuously engage in research to identify client needs</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate complex analytical and problem solving approaches and techniques</li> <li>Create an environment conducive to analytical and fact-based problem-solving</li> <li>Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence</li> <li>Create an environment that fosters innovative thinking and follows a learning organisation approach</li> <li>Be a thought leader on innovative customer service delivery, and process optimisation</li> <li>Play an active role in sharing best practice solutions and engage in national and international local government seminars and conferences</li> </ul>

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Competencies	Basic	Competent	Advanced	Superior
Communication	<ul style="list-style-type: none"> <li>Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilising such tools</li> <li>Express ideas in a clear and focused manner, but does not always take the needs of the audience into consideration</li> <li>Disseminate and convey information and knowledge adequately</li> </ul>	<ul style="list-style-type: none"> <li>Express ideas to individuals and groups in formal and informal settings in a manner that is interesting and motivating</li> <li>Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs</li> <li>Adapt communication content and style to suit the audience and facilitate optimal information transfer</li> <li>Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders</li> <li>Compile clear, focused, concise and well-structured written documents</li> </ul>	<ul style="list-style-type: none"> <li>Effectively communicate high-risk and sensitive matters to relevant stakeholders</li> <li>Develop a well-defined communication strategy</li> <li>Balance political perspectives with institutional needs when communicating viewpoints on complex issues</li> <li>Able to effectively direct negotiations around complex matters and arrive at a win-win situation that promotes Batho Pele principles</li> <li>Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution</li> <li>Able to communicate with the media with high levels of moral competence and discipline</li> </ul>	<ul style="list-style-type: none"> <li>Regarded as a specialist in negotiations and representing the institution</li> <li>Able to inspire and motivate others through positive communication that is impactful and relevant</li> </ul>

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