

**PERFORMANCE AGREEMENT**

MADE AND ENTERED INTO BY AND BETWEEN:

**THE KAREEBERG, MUNICIPALITY  
AS REPRESENTED BY THE MAYOR**

**NICO ISACK TITUS**

AND

**WILLEM DE BRUIN**

**THE EMPLOYEE OF THE MUNICIPALITY**

FOR THE

**FINANCIAL YEAR: 1 JULY 2013 - 30 JUNE 2014**

  
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## PERFORMANCE AGREEMENT

### ENTERED INTO BY AND BETWEEN:

The Kareeberg Municipality herein represented by:

**Nico I Titus**

in his capacity as Mayor (hereinafter referred to as the **Employer** or Supervisor)

and

**Willem de Bruin,**

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

### WHEREBY IT IS AGREED AS FOLLOWS:

#### 1. INTRODUCTION

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

#### 2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to -

- 2.1 comply with the provisions of Section 57(1)(b),(4A),(4B) and (5) of the Act as well as the employment contract entered into between the parties;
- 2.2 specify objectives and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- 2.3 specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;

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- 2.4 monitor and measure performance against set targeted outputs;
- 2.5 use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;
- 2.6 in the event of outstanding performance, to appropriately reward the employee; and
- 2.7 give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

### 3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the 1<sup>st</sup> of July 2013 and will remain in force until 30<sup>th</sup> June 2014 thereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.
- 3.3 This Agreement will terminate on the termination of the **Employee's** contract of employment for any reason.
- 3.4 The content of this Agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

### 4 PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Appendix A) sets out-
  - 4.1.1 the performance objectives and targets that must be met by the **Employee**; and
  - 4.1.2 the time frames within which those performance objectives and targets must be met.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the **Employer** in consultation with the **Employee** and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the **Employer**, and shall include key objectives; key performance indicators; target dates and weightings.
  - 4.2.1 The key objectives describe the main tasks that need to be done.

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- 4.2.2 The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.
- 4.2.3 The target dates describe the timeframe in which the work must be achieved.
- 4.2.4 The weightings show the relative importance of the key objectives to each other.
- 4.3 The **Employee's** performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the **Employer's** Integrated Development Plan.

## 5 PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The **Employee** agrees to participate in the performance management system that the **Employer** adopts or introduces for the **Employer**, management and municipal staff of the **Employer**.
- 5.2 The **Employee** accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the **Employer**, management and municipal staff to perform to the standards required.
- 5.3 The **Employer** will consult the **Employee** about the specific performance standards that will be included in the performance management system as applicable to the **Employee**.
- 5.4 The **Employee** undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.
- 5.5 The criteria upon which the performance of the **Employee** shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
  - 5.5.1 The **Employee** must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs) respectively.
  - 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
  - 5.5.3 KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.
- 5.6 The **Employee's** assessment will be based on his performance in terms of the outputs / outcomes (performance indicators) identified as per attached Performance Plan (**Appendix A**), which are linked to the KPA's, and will

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constitute 80% of the overall assessment result as per the weightings agreed to between the **Employer** and **Employee**:

Key Performance Areas (KPA's)	Weighting
Basic Service Delivery	30
Municipal Institutional Development and Transformation	10
Local Economic Development (LED)	5
Municipal Financial Viability and Management	35
Good Governance and Public Participation	20
<b>Total</b>	<b>100%</b>

- 5.7 In the case of managers directly accountable to the municipal manager, key performance areas related to the functional area of the relevant manager, must be subject to negotiation between the municipal manager and the relevant manager.
- 5.8 The CCRs will make up the other 20% of the **Employee's** assessment score. CCRs that are deemed to be most critical for the **Employee's** specific job should be selected (✓) from the list below as agreed to between the **Employer** and **Employee**. Three of the CCRs are compulsory for Municipal Managers:

CORE COMPETENCY REQUIREMENTS (CCR) FOR EMPLOYEES		
CORE MANAGERIAL COMPETENCIES (CMC)	✓	WEIGHT
Strategic Capability and Leadership		10
Programme and Project Management		
Financial Management	compulsory	10
Change Management		
Knowledge Management		
Service Delivery Innovation		
Problem Solving and Analysis		10
People Management and Empowerment	compulsory	10
Client Orientation and Customer Focus	compulsory	10
Communication		
Honesty and Integrity		
CORE OCCUPATIONAL COMPETENCIES (COC)		
Competence in Self Management		
Interpretation of and implementation within the legislative and national policy frameworks		10
Knowledge of Performance Management and Reporting		10
Knowledge of global and South African specific political, social and economic contexts		
Competence in policy conceptualisation, analysis and implementation		10
Knowledge of more than one functional municipal field / discipline		10

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CORE COMPETENCY REQUIREMENTS (CCR) FOR EMPLOYEES		
CORE MANAGERIAL COMPETENCIES (CMC)	√	WEIGHT
Skills in Mediation		
Skills in Governance		
Competence as required by other national line sector departments		
Exceptional and dynamic creativity to improve the functioning of the municipality		10
Total percentage	-	100%

## 6. EVALUATING PERFORMANCE

- 6.1 The Performance Plan (Appendix A) to this Agreement sets out -
- 6.1.1 the standards and procedures for evaluating the **Employee's** performance; and
- 6.1.2 the intervals for the evaluation of the **Employee's** performance.
- 6.2 Despite the establishment of agreed intervals for evaluation, the **Employer** may in addition review the **Employee's** performance at any stage while the contract of employment remains in force.
- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.
- 6.4 The **Employee's** performance will be measured in terms of contributions to the goals and strategies set out in the **Employer's** IDP.

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6.5 The annual performance appraisal will involve:

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

- (a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.
- (b) An indicative rating on the five-point scale should be provided for each KPA.
- (c) The applicable assessment rating calculator (refer to paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score.

**6.5.2 Assessment of the CCRs**

- (a) Each CCR should be assessed according to the extent to which the specified standards have been met.
- (b) An indicative rating on the five-point scale should be provided for each CCR.
- (c) This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score.
- (d) The applicable assessment rating calculator (refer to paragraph 6.5.1) must then be used to add the scores and calculate a final CCR score.

**6.5.3 Overall rating**

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

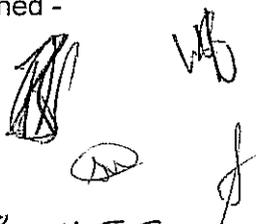
6.6 The assessment of the performance of the **Employee** will be based on the following rating scale for KPA's and CCRs:

Level	Terminology	Description	Rating				
			1	2	3	4	5

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*[Signature]*  
*WJB* *M. I. T.* *[Signature]*

Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.					
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.					
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.					
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.					
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.					

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


  
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- 6.7.1 Mayor;
  - 6.7.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
  - 6.7.3 Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council;
  - 6.7.4 Mayor and/or municipal manager from another municipality; and
  - 6.7.5 Member of a ward committee as nominated by the Mayor.
- 6.8 For purposes of evaluating the annual performance of managers directly accountable to the municipal managers, an evaluation panel constituted of the following persons must be established -
- 6.8.1 Municipal Manager;
  - 6.8.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
  - 6.8.3 Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council; and
  - 6.8.4 Municipal manager from another municipality.
- 6.9 The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels referred to in sub-regulations (d) and (e).

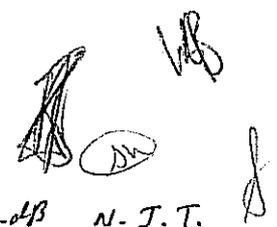
## 7. SCHEDULE FOR PERFORMANCE REVIEWS

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

<b>First quarter</b>	:	July – September	:	31/10/2013
<b>Second quarter</b>	:	October – December	:	31/01/2014
<b>Third quarter</b>	:	January – March	:	30/04/2014
<b>Fourth quarter</b>	:	April – June	:	31/07/2014

- 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 such change is made.
- 7.5 The **Employer** may amend the provisions of Appendix "A" whenever the performance management system is adopted, implemented and / or amended as the case may be. In that case the **Employee** will be fully consulted before any such change is made.

## 8. DEVELOPMENTAL REQUIREMENTS


  
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The Personal Development Plan (PDP) for addressing developmental gaps is attached as Appendix "A" part two.

## 9. OBLIGATIONS OF THE EMPLOYER

9.1 The Employer shall –

- 9.1.1 create an enabling environment to facilitate effective performance by the employee;
- 9.1.2 provide access to skills development and capacity building opportunities;
- 9.1.3 work collaboratively with the **Employee** to solve problems and generate solutions to common problems that may impact on the performance of the **Employee**;
- 9.1.4 on the request of the **Employee** delegate such powers reasonably required by the **Employee** to enable him / her to meet the performance objectives and targets established in terms of this Agreement; and
- 9.1.5 make available to the **Employee** such resources as the **Employee** may reasonably require from time to time to assist him / her to meet the performance objectives and targets established in terms of this Agreement.

## 10. CONSULTATION

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

## 11. MANAGEMENT OF EVALUATION OUTCOMES

- 11.1 The evaluation of the **Employee's** performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 11.2 A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the **Employee** in recognition of outstanding performance to be constituted as follows:

  
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- 11.2.1 a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
- 11.2.2 a score of 150% and above is awarded a performance bonus ranging from 10% to 14%.

11.3 In the case of unacceptable performance, the **Employer** shall –

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

11.3.2 after appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the **Employer** may consider steps to terminate the contract of employment of the **Employee** on grounds of unfitness or incapacity to carry out his or her duties.

## 12. DISPUTE RESOLUTION

12.1 Any disputes about the nature of the **Employee's** performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by –

12.1.1 the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the **Employee**; or

12.1.2 any other person appointed by the MEC.

12.1.3 In the case of managers directly accountable to the municipal manager, a member of the municipal council, provided that such member was not part of the evaluation panel provided for in sub-regulation 27(4)(e) of the Municipal Performance Regulations, 2006, within thirty (30) days of receipt of a formal dispute from the employee;

whose decision shall be final and binding on both parties.

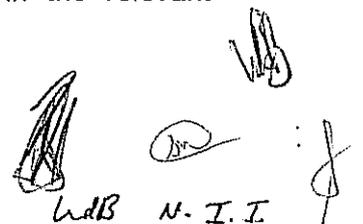
12.2 In the event that the mediation process contemplated above fails, clause 20.3 of the Contract of Employment shall apply.

## 13. GENERAL

13.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the **Employer**.

13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the **Employee** in terms of his/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

13.3 The performance assessment results of the municipal manager must be submitted to the MEC responsible for local government in the relevant

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

Thus done and signed at Carnarvon on this the ... day of August 2013.

**AS WITNESSES:**

1. [Signature]

2. [Signature]

[Signature]  
EMPLOYEE

**AS WITNESSES:**

1. [Signature]

2. [Signature]

[Signature]  
MAYOR

[Signature] [Signature]  
[Signature] [Signature]  
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**Kareeberg Municipality: Performance Plan for the Municipal Manager for the 2013/14 Financial Year**

Employee Name:	W de Bruin	Employee Number:	
Job Title:	Municipal Manager	Department:	Office of the Municipal Manager
Manager:	Mayor	Date:	2013/14
Position Purpose:	The performance plan defines the Council's expectations of the Municipal Manager's performance		
Key Responsibilities:	The following objects of local government will inform the Municipal Manager's performance against		
	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. Promote a safe and healthy environment.		
	5. Encourage the involvement of communities and community organisations in the matters of local		




  
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Key Performance Area	Strategic Objective	Performance Indicator	Responsibility	Target date
Basic Service Delivery and Infrastructure Development	Municipal Building Maintenance	To provide maintenance to municipal buildings * 80% to be reacted within 2 hours * 100% to be safeguarded on same day * 50% to be completed within two weeks	Chief Operational Manager	Continuous
Basic Service Delivery and Infrastructure Development	To manage cemeteries	Annual inspection of the cemeteries to determine the availability of space in cemeteries.	Chief Operational Manager	Continuous
Basic Service Delivery and Infrastructure Development	To manage cemeteries	Managing maintenance of cemeteries.	Chief Operational Manager	Continuous
Basic Service Delivery and Infrastructure Development	To manage Capitol Projects	Upgrading of roads - Carnarvon, Vanwyksvlei and Vosburg.	Chief Operational Manager	30 June 2014
Basic Service Delivery and Infrastructure Development	To manage Capitol Projects	Upgrade of sports field - Carnarvon	Chief Operational Manager	30 June 2014
Basic Service Delivery and Infrastructure Development	To manage Capitol Projects	Lay out of cemetery - Vanwyksvlei and Vosburg	Chief Operational Manager	01 July 2014
Basic Service Delivery and Infrastructure Development	To manage the Municipal Swimming Pool maintenance	Keep Municipal Swimming Pool clean at all times	Chief Operational Manager	Continuous
Basic Service Delivery and Infrastructure Development	To manage solid waste	The removal of domestic waste at all residences in all residential areas once per week.	Chief Operational Manager	Continuous

  
  
  
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Basic Service Delivery and Infrastructure Development	To manage solid waste	The dumping of all waste at the waste sites and administering the maintenance of the dumping site.	Chief Operational Manager	Continuous
Basic Service Delivery and Infrastructure Development	To manage solid waste	Monitor - Abattoir-waste	Chief Operational Manager	Continuous
Basic Service Delivery and Infrastructure Development	To manage the Sewerage purification and sewer services	Administer the sewerage tank removal, so that a standard service can be provided to all clients.	Chief Operational Manager	Daily
Basic Service Delivery and Infrastructure Development	To manage the Sewerage purification and sewer services	Administering the operations of the oxidation ponds in such a way that permit conditions are satisfied.	Chief Operational Manager	Continuous
Basic Service Delivery and Infrastructure Development	To manage the Sewerage purification and sewer services	Manage the operations of the network including the removing of blockages within 36 hours.	Chief Operational Manager	Continuous
Basic Service Delivery and Infrastructure Development	To manage the Municipal Stormwater function	Attend to major washways of roads within 24h of notification.	Chief Operational Manager	Continuous
Basic Service Delivery and Infrastructure Development	To manage the Municipal Stormwater function	The efficient and effective management of maintenance of Storm-water infrastructure and assets * 7 days reaction to complaint * 14 days reaction to letters and correspondence	Chief Operational Manager	Continuous
Basic Service Delivery and Infrastructure Development	To manage the Municipal Water Services function	Water control and management – breaks and losses – daily, weekly and monthly.	Chief Operational Manager	Continuous

  
  
  
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basic Service Delivery and Infrastructure Development	To manage power failures within the noted timeframes	60% within 3,5 hours	Chief Operational Manager	Continuous
Basic Service Delivery and Infrastructure Development	To manage power failures within the noted timeframes	(c) 90% within 7,5 hours	Chief Operational Manager	Continuous
Basic Service Delivery and Infrastructure Development	To manage power failures within the noted timeframes	98% within 24 hours	Chief Operational Manager	Continuous
Basic Service Delivery and Infrastructure Development	To manage the Municipal Electricity function	Test electricity meters - All meter accuracy queries (exl. Eskom)	Chief Operational Manager	Continuous
Basic Service Delivery and Infrastructure Development	To manage the Municipal Electricity function	Notice of planned electricity interruptions to consumers (exl. Eskom)	Chief Operational Manager	24 hours notice
Basic Service Delivery and Infrastructure Development	To manage the Municipal Electricity function	Customer complaints handled. (exl. Eskom)	Chief Operational Manager	3 working days or 10 working days for street lights
Basic Service Delivery and Infrastructure Development	To manage the Municipal Electricity function	Manage maintenance all electrical distribution machinery and mechanical equipment. (exl. Eskom)	Chief Operational Manager	Continuous
Basic Service Delivery and Infrastructure Development	To manage the Municipal Electricity function	Manage maintenance of assets.	Chief Operational Manager	Continuous
Basic Service Delivery and Infrastructure Development	To manage the Municipal Technical Services function	Complete projects within specifications and budget. Monthly progress vs expenditure.	Chief Operational Manager	Monthly


  
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Municipal Transformation & Institutional Development	To have an implemented Performance Management System	Implement a Performance Management System.	All	31 August 2013
Municipal Transformation & Institutional Development	To deal with Council related documents within the set time frames	Agendas and minutes circulated at least 7 days before the scheduled date and time of the meeting.	Head: Corporate Services	Continuous
Municipal Transformation & Institutional Development	To deal with Council related documents within the set time frames	Resolutions of Council executed within 60 days.	Municipal Manager	Continuous
Municipal Transformation & Institutional Development	To deal with Council related documents within the set time frames	The keeping and compilation of minutes of all meetings of the Council and its Committees. (Not later than 7 days after meeting)	Head: Corporate Services	Continuous
Municipal Transformation & Institutional Development	To deal with Council related documents within the set time frames	Approval of all standing committee meeting minutes at the next available Council meeting.	Head: Corporate Services	Continuous
Municipal Transformation & Institutional Development	To deal with correspondence in an appropriate manner	Ensure that all correspondence marked out to the Administration Segment receives attention within seven (7) working days after receipt from the Registration office.	Head: Corporate Services	Continuous
Municipal Transformation & Institutional Development	To deal with records management	Incoming correspondence [letters, facsimiles, e-mail, memorandums],	Head: Corporate Services	Continuous




  
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Municipal Transformation & Institutional Development	To deal with records management	100% of all correspondence must be distributed to Officials.	Head: Corporate Services	Continuous
Municipal Transformation & Institutional Development	To deal with records management	Securities programme – Input and filing of all contracts/ agreements [100%].	Head: Corporate Services	Continuous
Municipal Transformation & Institutional Development	To deal with records management	Insertion of amendment pages in Statute Books [100%].	Head: Corporate Services	Continuous
Municipal Transformation & Institutional Development	To deal with records management	Promotion of Access to Information Act – Amend Manual / Handle requests [100%].	Head: Corporate Services	Continuous
Municipal Transformation & Institutional Development	To deal with records management	Maintenance of an effective record and registry system.	Head: Finance	Continuous
Municipal Transformation & Institutional Development	To deal with records management	Maintenance of an effective record and registry system.	Head: Corporate Services	Continuous
Municipal Transformation & Institutional Development	To keep the policy systems up to date	Up to date policies systems, procedures, bylaws, contracts and agreements and clear office instructions in place and reviewed annually. Delegation manual in place.	Head: Corporate Services	Continuous



  
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Municipal Transformation & Institutional Development	To keep the policy systems up to date	Recordkeeping and availability of applicable legislation.	Head: Corporate Services	Continuous
Municipal Transformation & Institutional Development	Management of Bids & Tenders	Effective advertising of bids.	Head: Corporate Services	Continuous
Municipal Transformation & Institutional Development	To manage the Human Resource function	Administration of Human Resource recruitment and selection.	Head: Corporate Services	Continuous
Municipal Transformation & Institutional Development	To manage the Human Resource function	Effective management of Labour relations issues.	Head: Corporate Services	Continuous
Municipal Transformation & Institutional Development	To manage the Human Resource function	Update of Skills Development Plan	Head: Corporate Services	30 June 2014
Municipal Transformation & Institutional Development	To manage the Human Resource function	Oversee that training in terms of the Skills Development Plan is being implemented.	Head: Corporate Services	Continuous
Municipal Transformation & Institutional Development	To manage the Human Resource function	Reclaim all monies due i.t.o. Skills Development Plan.	Head: Corporate Services	Continuous

  
  
  
  
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Municipal Transformation & Institutional Development	To manage the Human Resource function	Capturing of leave forms to prevent losses for council.	Head: Finance	Continuous
Municipal Transformation & Institutional Development	Communication with the community	Development, implementation and Monitoring of an effective communication system - Section 6 of Act 32/2000 refers	Head: Corporate Services	Continuous
Municipal Transformation & Institutional Development	To manage the Human Resource function	Administration of Staff establishment and organograms reviewed for efficiency and effectiveness at least quarterly.	Head: Corporate Services	Continuous
Municipal Transformation & Institutional Development	To manage the Human Resource function	Effective functioning of Labour- and Training forums. Regular meetings.	Head: Corporate Services	Continuous
Municipal Transformation & Institutional Development	To manage the Human Resource function	To deal with disciplinary Hearings.	Head: Corporate Services	Continuous
Municipal Transformation & Institutional Development	Assist the Municipal Audit Function	Ensure that the recommendations in the External Audit report is successfully implemented.	Head: Corporate Services	Continuous
Municipal Transformation & Institutional Development	Ward Committee Management	Administrative support for Ward committees	Head: Corporate Services	Continuous

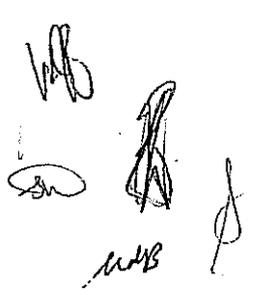
  
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Municipal Transformation & Institutional Development	Ward Committee Management	4 Ward Committee meetings per annum	Head: Corporate Services	4 per annum per ward.
Municipal Transformation & Institutional Development		Compilation of Annual Report and submit to Council	Head: Corporate Services	31 January 2014
Municipal Transformation & Institutional Development	To manage the stray animal policies of the Municipality	To ensure that all procedures are followed with the pouncing of animals and that the register is kept up to date.	Chief Operational Manager	Continuous
Municipal Transformation & Institutional Development	To manage pauper burials	To buy a casket through contractor for pauper burials immediately after notification of the case.	Chief Operational Manager	Continuous
Municipal Transformation & Institutional Development	To manage the Municipal Fire Service and Disasters	Administer of a Disaster Management Plan	Chief Operational Manager	Continuous
Municipal Transformation & Institutional Development	To manage the Municipal Fire Service and Disasters	Administering of Fire equipment.	Chief Operational Manager	Continuous
Municipal Transformation & Institutional Development	To manage the capacity building of personnel function	Managing of personnel - Training in capacity building and legislation.	Chief Operational Manager	Continuous




  
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Municipal Transformation & Institutional Development	To manage the Municipal Fleet & Equipment	Manage the maintenance of the municipal vehicles fleet and equipment.	Chief Operational Manager	Continuous
Local Economic Development	Managing, implementation and monitoring the review process of the Integrated Development Plan:	To facilitate active and structured public participation during the drafting of the IDP Process.	Head: Corporate Services	Continuous
Local Economic Development	Managing the drafting and review process of the LED Strategy for the Municipality	To record the priority needs of all sectors of the community in the amended IDP document.	Head: Corporate Services	Continuous
Local Economic Development	IDP Alignment	To ensure the alignment of the IDP objectives be reflected in the municipal budget.	Head: Finance	31 May 2014
Local Economic Development	To manage project implementation for the municipality	To implement projects for which funding has been secured.	Chief Operational Manager	Continuous
Local Economic Development	IDP Alignment	Draft IDP for approval by Council	Head: Corporate Services	31 May 2014
Local Economic Development	IDP Alignment	Facilitate community meetings for Mayor per town.	Head: Corporate Services	Quarterly
Financial Viability & Management	To have an approved Mid-term Report	Comply to Sec. 72 of the MFMA.	All	31 January 2014
Financial Viability & Management	To manage the revenue of the Municipality	55% Payment percentage	Head: Finance	Continuous
Financial Viability & Management	To manage the revenue of the Municipality	Delivery of 99% correct accounts	Head: Finance	Continuous
Financial Viability & Management	To manage the revenue of the Municipality	Maximum income from rates through valuations ensured.	Head: Finance	Continuous


  
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Financial Viability & Management	To manage the revenue of the Municipality	Monthly closing within (10) working days after month end.	Head: Finance	Monthly
Financial Viability & Management	To manage the revenue of the Municipality	Enquiries answered within ten (10) days	Head: Finance	Continuous
Financial Viability & Management	To manage the revenue of the Municipality	Investment income according to best quotations	Head: Finance	Continuous
Financial Viability & Management	To manage the revenue of the Municipality	Allocate all indigent subsidies - As per quarterly applications	Head: Finance	Continuous
Financial Viability & Management	To manage the revenue of the Municipality	Balance control accounts within (10) working days after month end.	Head: Finance	Monthly
Financial Viability & Management	To manage the revenue of the Municipality	Recover 100% of monies for clearance certificates.	Head: Finance	Continuous
Financial Viability & Management	To manage the expenditure of the Municipality	100% invoices paid on time - within 30 days of invoice or statement.	Head: Finance	Continuous
Financial Viability & Management	To manage the expenditure of the Municipality	Continuous monitoring of departmental expenditure against budget.	Head: Finance	Continuous
Financial Viability & Management	To manage the expenditure of the Municipality	Complying to budget objectives of capital spending.	Head: Finance	Continuous
Financial Viability & Management	To manage the expenditure of the Municipality	All salaries and third party payments paid on time	Head: Finance	Continuous
Financial Viability & Management	To manage the SCM Process	Compile and submit to the Municipal Manager a Report on the implementation of the supply chain management policy to be reported to the Council in accordance with the regulations.	Head: Finance	Quarterly and Annually

  
  
  
  
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Financial Viability & Management	To manage the Information Technology and asset Management of the Municipality	98% Network support service	Head: Finance	Continuous
Financial Viability & Management	To manage the Information Technology and asset Management of the Municipality	98% Virus control on server	Head: Finance	Continuous
Financial Viability & Management	To manage the Information Technology and asset Management of the Municipality	Keep insurance claims up to date	Head: Finance	Continuous
Financial Viability & Management	To manage the Information Technology and asset Management of the Municipality	Updated and safeguarding of Back-ups	Head: Finance	Continuous
Financial Viability & Management	To manage the Information Technology and asset Management of the Municipality	Implement and Maintain complete asset register according to GRAP	Head: Finance	Continuous
Financial Viability & Management	To deliver financial services to the municipality	Financial Statements by 31 August 2013 and submitted to the Auditor-General	Head: Finance	31 August 2013
Financial Viability & Management	To deliver financial services to the municipality	Draw up 2014/2015 budget within time frame - Budget time frame by 31 August 13 - Draft budget by 31 March 2014 to Council and final budget submitted to Council by 31 May 2014	Head: Finance	31 May 2014

  
  
  
  
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Financial Viability & Management	To deliver financial services to the municipality	Ensure that all correspondence marked out to the Financial Segment receives attention within seven (7) working days after receipt from the Registration office.	Head: Finance	Continuous
Financial Viability & Management	To deliver financial services to the municipality	Monthly reporting in terms of MFMA, DORA PT and NT and other legislative requirements	Head: Finance	Monthly - Measure by receiving all transfers
Financial Viability & Management	To deliver financial services to the municipality	100% updated creditors database.	Head: Finance	Continuous
Financial Viability & Management	Compilation & implementation of policies	Supply Chain Management policy	Head: Finance	Continuous
Financial Viability & Management	Compilation & implementation of policies	Revised Rates Policy	Head: Finance	31 May 2013
Financial Viability & Management	Compilation & implementation of policies	MFMA Policies	Head: Finance	Continuous
Financial Viability & Management	To compile budgets for the municipality	Budget in 2013/2014 Financial Year to implement Strategic Planning session strategies.	Head: Finance	2013/2014 Budget
Financial Viability & Management	Assist the Municipal Audit Function	100% Support for the Audit Committee.	Head: Finance	Continuous
Financial Viability & Management	Assist the Municipal Audit Function	100% Finalisation of Internal Audit Queries.	Head: Finance	Continuous
Financial Viability & Management	To manage the Municipal Electricity function	Monitor expenditure/revenue and compare accumulated totals with approved budget amounts.	Head: Finance	Continuous
Financial Viability & Management	To manage the Municipal Electricity function	Ensure true reflection of actual expenditure on all votes.	Head: Finance	Continuous

  
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Financial Viability & Management	To manage the Municipal Electricity function	Ensure all expenditure complies with the Council's Procurement Policy.	Head: Finance	Continuous
Financial Viability & Management	To manage the Municipal Electricity function	Maintain and monitor metering equipment in such a manner that energy losses are minimised.	Head: Finance	Continuous
Financial Viability & Management	To manage the Municipal Electricity function	Ensure that all transactions are in compliance with MFMA	Head: Finance	Continuous
Financial Viability & Management	To manage the Municipal Electricity function	Report any expected over expenditure to the Municipal Manager	Head: Finance	Continuous
Financial Viability & Management	To manage the Municipal Electricity function	Report any expected loss of revenue to the Municipal Manager	Head: Finance	Continuous
Financial Viability & Management	To manage the Municipal Electricity function	Administer appropriate safety equipment to personnel and ensure that best safety practices are applied.	Chief Operational Manager	Continuous
Good Governance & Public Participation	To have proper and structured Council Meetings	Bi-Monthly Council Meetings with a 100% attendance.	All	Bi - Monthly
Good Governance & Public Participation	To have approved IDP and IDP Plans	Approval revised IDP Plans	All	31 May 2014
Good Governance & Public Participation	To have an Approved Budget for 2014/15	Approval of Budget 2014/15	All	31 May 2014
Good Governance & Public Participation	To have an approved Annual Report for 2012/13	Approval of the Annual Report 2012/13	All	31 January 2014
Good Governance & Public Participation	Awareness Campaign through:	Newsletters	Head: Corporate Services	Monthly
Good Governance & Public Participation	Awareness Campaign through:	Public Meetings	Head: Corporate Services	Quarterly

  
  
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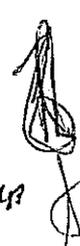

**CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES (CCR)**

CORE MANAGERIAL COMPETENCY	√	Weight
	(Indicate choice)	
<b>Core Managerial Competencies:</b>		
Strategic Capability and Leadership		10
Programme and Project Management		
Financial Management	compulsory	10
Change Management		
Knowledge Management		
Service Delivery Innovation		
Problem Solving and Analysis		10
People Management and Empowerment	compulsory	10
Client Orientation and Customer Focus	compulsory	10
Communication		
Honesty and Integrity		
<b>Core Occupational Competencies:</b>		
Competence in Self Management		
Interpretation of and implementation within the legislative and national policy frameworks		10
Knowledge of developmental local government		
Knowledge of Performance Management and Reporting		10
Knowledge of global and South African specific political, social and economic contexts		
Competence in policy conceptualisation, analysis and implementation		10
Knowledge of more than one functional municipal field / discipline		10
Skills in Mediation		
Skills in Governance		
Competence as required by other national line sector departments		
Exceptional and dynamic creativity to improve the functioning of the municipality		10
<b>Total percentage</b>		<b>100%</b>


  
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**PERSONAL DEVELOPMENT PLAN**

Skills/ Performance Gap	Outcomes Expected	Suggested Training and/or Development activity	Suggested Mode of delivery	Suggested Time Frames	Work opportunity created to practice skill/development area	Support person
1						
2						
3						
4						
5						
6						

  
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Municipal Manager's Signature		Mayor's Signature	
Date	31. 7. 13	Date	31. 07. 2013

*Wolff*

*[Signature]*

*Wolff* *N.I.T.*