PERFORMANCE AGREEMENT

IN TERMS OF THE:-

LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (32 OF 2000), AS AMENDED

AND

LOCAL GOVERNMENT: MUNICIPAL PERFORMANCE REGULATION FOR MUNICIPAL MANAGERS AND MANAGERS DIRECTLY ACCOUNTABLE TO MUNICIPAL MANAGERS, 2006

Entered into by and between

The **CITY OF MATLOSANA** herein represented by

E.T. MOTSEMME

in his capacity as

Municipal Manager
(hereinafter referred to as the **Employer**)

And

N.D. CIYA

As the

Acting Director: Corporate Services
(hereinafter referred to as the **Employee**)

For the Period

1 July 2014 to 30 June 2015

PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The **CITY OF MATLOSANA** herein represented by **ELIE TSIETSI MOTSEMME (ID NR. 6506135623080)** in his capacity as the **MUNICIPAL MANAGER (**hereinafter referred to as the **Employer**) and **NTWAMPE DANIEL CIYA (ID NR. 5906295387081)** in his capacity as the **ACTING DIRECTOR CORPORATE SERVICES** 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 and Section 57(4C) of the Systems Amendment 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 Systems Act , Section 57(4C) of the Systems Amendment 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 (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 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 JULY 2014** and will remain in force until **30 JUNE 2015** 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 This Agreement will terminate on the termination of the **Employee**'s contract of employment.

3.3 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.

3.4 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 (Annexure A) sets out-

4.1.1 the performance objectives and targets that must be met by the **Employee**; and

4.1.2 the time frames within which those performance objectives and targets must be met.

4.2 The performance objectives and targets reflected in the Performance Plan (Annexure A) are set by the **Employer** in consultation with the **Employee** and based on the Integrated Development Plan (IDP), 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.

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 / her performance in terms of the outputs / outcomes (performance indicators) identified as per attached Performance Plan (Annexure A), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the **Employer** and **Employee**:

Key Performance Areas (KPA's)	**Weighting**
Service Delivery & Infrastructure Development	0%
Municipal Institutional Development and Transformation	35.29%
Local Economic Development (LED)	2.94%
Municipal Financial Viability and Management	17.65%
Good Governance and Public Participation	44.12%
Total	**100.00%**

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.**

CORE COMPETENCY REQUIREMENTS (CCR) FOR EMPLOYEES		
CORE MANAGERIAL COMPETENCIES (CMC)	**√**	**WEIGHT**
Strategic Capability and Leadership	√	10%
Programme and Project Management	√	5%
Financial Management	√	10%
Change Management	√	5%
Knowledge Management	√	5%
Service Delivery Innovation	√	5%
Problem Solving and Analysis	√	5%
People Management and Empowerment	√	5%
Client Orientation and Customer Focus	√	5%

CORE COMPETENCY REQUIREMENTS (CCR) FOR EMPLOYEES		
CORE MANAGERIAL COMPETENCIES (CMC)	**√**	**WEIGHT**
Communication	√	5%
Honesty and Integrity	√	5%
CORE OCCUPATIONAL COMPETENCIES (COC)		
Competence in Self Management	√	4%
Interpretation of and implementation within the legislative an national policy frameworks	√	3%
Knowledge of Performance Management and Reporting	√	5%
Knowledge of global and South African specific political, social and economic contexts	√	3%
Competence in policy conceptualisation, analysis and implementation	√	4%
Knowledge of more than one functional municipal field / discipline	√	3%
Skills in Mediation	√	3%
Skills in Governance	√	3%
Competence as required by other national line sector departments	√	3%
Exceptional and dynamic creativity to improve the functioning of the municipality	√	4%
TOTAL PERCENTAGE		**100%**

6. EVALUATING PERFORMANCE

6.1 The Performance Plan (Annexure A) to this Agreement sets out -

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

6.1.2 the intervals for the evaluation of the **Employee**'s performance.

6.2 Despite the 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 SDBIP.

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
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.					

Level	Terminology	Description	Rating				
			1	2	3	4	5
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:-

6.7.1 Executive 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 Committee;
6.7.4 Mayor and/or Municipal Manager from another municipality; and
6.7.5 Member of a ward committee as nominated by the Executive Mayor.

6.8 For purposes of evaluating the annual Performance of Managers directly accountable to the Municipal Manager, 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 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 paragraphs 6.7 and 6.8.

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:

First quarter	:	July – September 2014
Second quarter	:	October – December 2014
Third quarter	:	January – March 2015
Fourth quarter	:	April – June 2015

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 (Annexure A) whenever the performance management system is adopted, implemented and / or amended as the case may be. In that case the **Employee** will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

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

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:

11.2.1

Performance Score		Performance Bonus Percentage
From	To	
130%	133%	5%
134%	137%	6%
138%	141%	7%
142%	145%	8%
146%	149%	9%
150%	153%	10%
154%	157%	11%
158%	161%	12%
162%	165%	13%
166%	169%	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 21.3 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 Directors must be submitted to the municipal council within fourteen (14) days after the conclusion of the assessment.

14. PERFORMANCE APPRAISALS

14.1 The **Employee** will be responsible for developing annual performance work plans and conducting performance appraisals with all staff in the Directorate as stipulated in Section 5 of the 2011 Performance Management System Framework and Policy document.

Thus **done** and **signed** at **KLERKSDORP** on this the **27** day of **JUNE 2014**.

AS WITNESSES:

1. _____

2. _____

_____
EMPLOYEE

Thus **done** and **signed** at **KLERKSDORP** on this the **27** day of **JUNE 2014**.

AS WITNESSES:

1. _____

2. _____

_____
EMPLOYER

ANNEXURE "A"

Performance Plan

DIRECTOR: CORPORATE SERVICES
ND CIYA

CITY OF MATLOSANA
Period 1 July 2014 to 30 June 2015

ACTING DIRECTOR CORPORATE SERVICES
MR. DN CIYA

TOTAL WEIGHTING PER KEY PERFORMANCE AREA (KPA) = 100%

Municipal Institutional Development and Transformation (12)	35.29%
Good Governance and Public Participation (15)	44.12%
Local Economic Development (1)	2.94%
Municipal Financial Viability & Management (6)	17.65%

OPERATIONAL

Project ID.	Vote No.	Item Nr.	Responsible Person	Key Performance Area (KPA)	Weighting	Objectives	Key Performance Indicators (KPI)	Annual Target	Quarter	Quarterly Projected Target	Rating Key	Quarterly Actual Achievement	Expenditure	Reason for Deviation	Planned Remedial Action	Comments	Portfolio of Evidence
Compliance	N/A	ADM1	JE van Rensburg	Good Governance and Public Participation	2.94%	To hold section 80 committees meetings held to ensure comply with legislation to take informed decisions	Number of sec.80 committees meetings (Port folio Meetings) conducted	Conducting 60 (sec.80) committees meetings (Port folio Meetings) by June 2015	1	20							Attendance register, notices, agendas. Council resolution
									2	10							
									3	20							
									4	10							
Compliance	N/A	ADM2	JE van Rensburg	Good Governance and Public Participation	2.94%	To conduct Mayoral Committee meetings to comply with legislation to align with political mandate	Number of Mayoral Committee meetings conducted	Conducting 6 Mayoral Committee and 6 Special Mayoral Committee meetings by June 2015	1	2 MayCo & 2 Special MayCo							Notices & Attendance Register
									2	1 MayCo & 1 Special MayCo							
									3	2 MayCo & 2 Special MayCo							
									4	1 MayCo & 1 Special MayCo							
Compliance	N/A	ADM3	JE van Rensburg	Good Governance and Public Participation	2.94%	To ensure effective Council administration and compliance with legislation in order to convey feedback after considering political and community mandate	Number of ordinary council meetings conducted	Conducting 6 Council meetings by June 2015	1	2 Council meetings							Notices & Attendance Register
									2	1 Council meeting							
									3	2 Council meetings							
									4	1 Council meeting							
Compliance	N/A	ADM4	JE van Rensburg	Good Governance and Public Participation	2.94%	To review and approve the records classification system to compliance with legislation	Records classification system (fililngsystems, records, control schedules and classification systems for electronic systems of all components) be approved by Provincial and National Archivists	Submitting and approving the records classification system (fililng systems, records, control schedules and classification systems for electronic systems of all components) by Provincial and National Archivist by June 2015	1	Review current classification system							Draft records classification system. Correspondense to Provincial and National Archivist. Approval.
									2	Submission to Provincial Archivist							
									3	Submission to National Archivist							
									4	Approved records classification system							

Compli-ance	N/A	ADM5	JE van Rensburg	Good Governance and Public Participation	2.94%	To review and approve the records management policy to compliance with legislation	Records management policy be approved by Provincial Archivists.	Submitting and approving the records management policy by Provincial I Archivist by June 2015	1	Review current records management policy								Draft records Management Policy. Corresponden se to Provincial Archivist. Approval.
									2	Submission to Provincial Archivist								
									3	Approved records management policy								
									4	Policy workshopped								
Compli-ance	N/A	ADM6	JE van Rensburg	Good Governance and Public Participation	2.94%	To source funding for implementation of the approved records classification system to compliance with legislation	Funds for the implementation of the approved records classification system sourced	Sourcing funds for the implementation of the approved records classification system by June 2015	1	Application for funding from MSIG								Application information. Follow-ups. Approval.
									2	Follow-up on application								
									3	Obtain funding for the implementation of the RCS								
									4	-								
Compli-ance	2055052270000	ADM7	JE van Rensburg	Municipal Financial Viability & Management	2.94%	To collect revenue to ensure sound financial matters	R value income collected from rental of council halls	Collecting R288,629 on the rental of council halls by June 2015	1	R 72,157								Quarterly reports. GO40.
									2	R 144,315								
									3	R 216,472								
									4	R 288,629								
Operationa l	N/A	LEG1	M Mokhansi	Good Governance and Public Participation	2.94%	To manage the Council's Contract Register to ensure proper control and keeping of record of contracts	Contract management system managed and relevant departments informed within 3 months of expiry of contracts	Managing the Contract Register of Council and informing relevant departments of expiry dates of contracts within 3 months of expiry of the contract by June 2015	1	Notices issued Updated Register								Contract Register Notice letters Follow-up letter Updated Register
									2	Notices issued Updated Register								
									3	Notices issued Updated Register								
									4	Notices issued Updated Register								
	N/A	LAN1	C Sefanyetso	Good Governance and Public Participation	2.94%	To approve the Land Alienation and Lease of Council Land policies to comply with legislation and the fair allocation of land	Land Alienation and Lease of Council Land policies approved	Approving the Land Alienation and Lease of Council Land policy to expedite the disposal and transfer of Council land and to regulate market related rental value respectively by September 2014	1	Land Alienation and Lease of Council Land policies approved								Item. Council resolution
									2	-								
									3	-								
									4	-								

	N/A	LAN2	C Sefanyetso	Good Governance and Public Participation	2.94%	To recover non-paid Council sold stands to address the shortage of land for Council	Non-paid Council sold stands older than 10 years recovered	Recovering all non-paid Council sold stands older than 10 years by June 2015	1	Continued verification completed. Report to Council on 2013/14 findings							Letters / copies of intent. Report to Council. Progress report. Venus accounts. Deeds search. Council resolution
									2	Letters of intent to purchasers (continious process)							
									3	Recover resolved stands (continious process)							
									4	Recover resolved stands - Project completed							
Compli-ance	N/A	OHS1	E Maunye	Municipal Institutional Development and Transformation	2.94%	To conduct OHS inspections to ensure legal compliance and a safe working environment	Number of OHS inspections in Council departments conducted	Conducting 120 OHS inspections in Council departments by June 2015	1	30							Inspection reports
									2	30							
									3	30							
									4	30							
Compli-ance	N/A	OHS2	E Maunye	Municipal Institutional Development and Transformation	2.94%	To conduct OHS audits to ensure that all deviations be corrected according to the Act	Number OHS audits conducted	Conducting 2 OHS Audits by June 2015	1	0							Audit report
									2	1							
									3	0							
									4	1							
NKP - Indicator	055706	SKIL1	B Masibi	Financial Viability & Management	2.94%	To spent a percentage of municipality's budget on	Rand value of Skills Development (Training)	R2,754,350 spend on Skills Development (Training)	1	R 688,587							Vote Number

NKP - Indicator	2000001055426	SKIL3	SB Masibi	Municipal Financial Viability & Management	2.94%	To spent a percentage of municipality's budget on implementing its workplace skill plan (National Indicator)	SETA Training expenditure for 2014/15	R1,581,000 spend on SETA Training expenditure for 2014/15 by June 2015	1	R 395,250								Vote Number. GO40
									2	R 790,500								
									3	R 1,185,750								
									4	R 1,581,000								
NKP - Indicator	2000002305425	SKIL4	SB Masibi	Municipal Financial Viability & Management	2.94%	,	SETA Training Income/Rec for2014/15	R4,581,000 collected for SETA Training Income/Rec for 2014/15 by June 2015	1	R 1,145,250								Vote Number
									2	R 2,290,500								
									3	R 3,435,750								
									4	R 4,581,000								
Opera-tonal	N/A	SKIL5	SB Masibi	Municipal Institutional Development and Transformation	2.94%	To approve the Workplace Skills Plan to comply with legislation	Annual WSP / ATR submitted to LGSETA	Submitting 2014/15 WSP / ATR to LGSETA by April 2015	1	-								WSP Plan
									2	-								
									3	-								
									4	2014/15 WSP submitted								
Compli-ance	N/A	SKIL6	SB Masibi	Municipal Institutional Development and Transformation	2.94%	To approve the Workplace Skills Plan to comply with legislation	Annual Employment Equity Report submitted to the Department of Labour	Electronically submitting the 2013/14 Employment Equity Report to Department of Labour by January 2015	1	-								Proof of submittion. EEP Report
									2	-								
									3	2013/14 EE report submitted to DoL								
									4	-								
Compli-ance	2000001053909	SKIL7	SB Masibi	Municipal Financial Viability & Management	2.94%	To reduce the unemployed rate in the KOSH area and to promote skills in the community	Number of unemployed residents in the KOSH area trained as per programme	Training 100 unemployed residents in the KOSH area (as per programme) (new venture creation) at a cost of R1,000,000 by June 2015	1	25								Vote Number, Invitation, Attendance Register and Programme
									2	25								
									3	25								
									4	25								
Compli-ance	N/A	SKIL8	SB Masibi	Municipal Institutional Development and Transformation	2.94%	To conduct Employment Equity Consultative Forum meetings to comply with legislation and implementation of EE plan	Number of EECF meetings conducted	Conducting 4 EECF consultative meetings by June 2015	1	1								Notices. Attendance register. Minutes
									2	1								
									3	1								
									4	1								
Opera-tonal	N/A	SKIL9	SB Masibi	Municipal Institutional Development and Transformation	2.94%	To ensure CPMD training to comply with national minimum competency requirements	Number of officials and councillors trained	Facilitating one year CPMD course for 45 employees and councillors to comply with national minimum competency requirements at a cost R1,000,000 by June 2015	1	Invitations to officials and councillors								Notices. Attendance register. Course material
									2	Training								
									3	Training								
									4	45 Official and councillors trained								

Opera-tonal	2055451055717	EAP1	L Khoetha	Municipal Institutional Development and Transformation	2.94%	To conduct training to create life skills awareness amongst employees	Number of training sessions conducted	Conducting 4 life skills training session for council employees at a cost of R105,400 by June 2015	1	1									Notices. Attendance register. Workshop material. GO40
									2	1									
									3	1									
									4	1									
Opera-tonal	2055451051226	EAP2	L Khoetha	Municipal Institutional Development and Transformation	2.94%	To conduct wellness events to create awareness amongst employees	Number of wellness events conducted	Conducting 2 wellness events for council employees at a cost of R105,400 by June 2015	1	-									Notices. Attendance register. Workshop material. GO41
									2	1 Wellness event									
									3	-									
									4	1 Wellness event									
Opera-tonal	N/A	LR1	A Solomons	Municipal Institutional Development and Transformation	2.94%	To hold LLF meetings to ensure industrial harmony	Number of LLF meetings conducted	Convening 11 LLF meetings by June 2015	1	3									Notices. Attendance register. Minutes
									2	2									
									3	3									
									4	3									
Opera-tonal	N/A	LR2	A Solomons	Municipal Institutional Development and Transformation	2.94%	To conduct training sessions on institution of disciplinary action to ensure effective conclusion of disciplinary matters	Training sessions for post level 1 - 5 employees on institution of disciplinary action conducted	Conducting 2 training sessions for post level 1 - 5 employees on the collective agreement on disciplinary procedures by June 2015	1	-									Notices. Attendance register. Course material
									2	1 Training session conducted									
									3	-									
									4	1 Training session conducted									
Compli-ance	2030351052410	EM1	N Baholo	Good Governance and Public Participation	2.94%	To enhance public participation as per legislation to identify community needs and concerns and to inform the community of programmes of Council	Number of Imbizo's conducted	Conducting 18 Imbizo's in the KOSH area at a cost of R1,000,000 by June 2015	1	0									Notices & Attendance Register Reports of Imbizo's
									2	9									
									3	0									
									4	9									
Compli-ance	2030351053638	EM2	N Baholo	Local Economic Development	2.94%	To award and monitor bursaries and awards to students in KOSH area to assist with education	Number of financially needed students in the KOSH area awarded and monitored	Awarding and monitoring financially needy students in the KOSH area to further their studies at a cost of R1,500,000 by June 2015	1	-									Advertisement. Policy. Agreements. Report to Council. Vote number. GO40
									2	Advertisements									
									3	Awards awarded									
									4	Monitoring / Progress reports									
Compli-ance	2030351053629	EM3	N Baholo	Good Governance and Public Participation	2.94%	To host a Mandela Day event to do goodwill to each other	Mandela Day event hosted	Hosting 1 Mandela Day event at a cost of R200,000 by July 2014	1	Mandela Day event hosted									Advertisement. Attendance Register. Report to Council. Vote Number.
									2	-									
									3	-									
									4	-									

Compli-ance	2030351053629	EM4	N Baholo	Good Governance and Public Participation	2.94%	To host a youth day event to celebrate fallen heros and heroins	Youth Day event hosted	Hosting 1 Youth Day event at a cost of R300,000 by June 2015	1	-							Advertisement. Attendance Register. Report to Council. Vote Number.
									2	-							
									3	-							
									4	Youth Day event hosted							
Compli-ance	2030401054538	SPE1	I Motingoe	Good Governance and Public Participation	2.94%	To enhance public participation as per legislation to identify problem areas in wards and to inform the community of programmes of Council	Number of Operational Phakamas conducted	Conducting 8 Operational Phakamas in identified wards at a cost of R250,000 by June 2015	1	2							Notices & Attendance Register
									2	2							
									3	2							
									4	2							
Opera-tonal	2030401050632	SPE2	I Motingoe	Good Governance and Public Participation	2.94%	To implement a Community Development Plan to identify community needs, challenges and to comply with legislation	Community Based Plan (CBP) implemented	Implementing the Community Based Plan (CBP) in 35 wards and submitting report to Council at a cost of R1,728,925 by June 2015	1	Allocation of field workers to the 35 wards and submit report to Council							Register. Progress report. Notices, agendas & attendance registers. Council resolution.
									2	Progress report to Council							
									3	Progress report to Council							
									4	Progress report to Council							
Opera-tonal	4539	SPE3	otingoe	al and tion	2.94%	To motivate ward committees for quality performance	Ward Committee Performance Awards	Conducting Annual Performance	1	-							Monthly ward

employees are away from work within the same period and also ensuring that the PDP is implemented systematically.

(h) **Work opportunity created to practice skill / development areas, in column 6 of the Appendix 1,** further ensures internalisation of information gained as well as return on investment (not just a nice to have skill but a necessary to have skill that is used in the workplace).

(i) The final column, **column 7 of the Appendix 1**, provides the employee with a **support person** that could act as coach or mentor with regard to the area of learning.

3.4 Personal Development Plans are compiled for individual employees and the data collated from all employees in the municipality forms the basis for the prescribed Workplace Skills Plan, which municipalities are required to compile as a basis for all training and education activities in the municipality, in a specific financial year and report on progress made to the Local Government Sector Education and Training Authority (LGSETA).

3.5 Funding should be made available for training, education and development, in line with the Skills Development Act, at least 1% of the personnel budget must be earmarked for it. Additional funding can also be secured in terms of the provisions of the Skills Development Levies Act from the LGSETA if:-

(a) A Skills Development Facilitator has been appointed.
(b) The Workplace Skills Plan has been submitted.
(c) A submission, including a Business Plan is submitted for additional grants.

Personal Development Plan of: Mr ND Ciya

Appendix 1

Compiled on: 1 July 2014

1. Skills / Performance Gap *(in order of priority)*	**2. Outcomes Expected** *(measurable indicators: quantity, quality and time frames)*	**3. Suggested training and / or development activity**	**4. Suggested mode of delivery**	**5. Suggested Time Frames**	**6. Work opportunity created to practice skill / development area**	**7. Support Person**
1.						
2.						
3.						
4.						

Director's signature: _____

Municipal Manager's signature: _____

CORE MANAGERIAL COMPETENCIES (CMC)		
Criteria	**Description**	**Generic standards for 'outstanding' performance**
Strategic capability and leadership	Provides a vision, sets the direction for the organization and/or unit and inspires others to deliver on the organizational mandate	• Develops detailed action plans to execute strategic initiatives. • Assists in defining performance measures to evaluate the success of strategies. • Achieves strategic objectives against specified performance measures. • Translates strategies into action plans. • Secures co-operation from colleagues and team members. • Seeks mutual benefit/win-win outcomes for all concerned. • Supports stakeholders in achieving their goals. • Inspires staff with own behaviour - 'walks the talk'. • Manages and calculates risks. • Communicates strategic plan to the organization. • Utilizes strategic planning methods and tools.
Programme and project management	Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes.	• Establishes broad stakeholder involvement and communicates the project status and key milestones. • Defines roles and responsibilities for project team members and clearly communicates expectations. • Balances quality of work with deadlines and budget. • Identifies and manages risks to the project by assessing potential risks and building contingencies into project plan. • Uses computer software programmes. • Sets and manages service level agreements with contractors.
Financial management	Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognized financial practices in order to ensure the achievement of strategic organizational objectives.	• Demonstrates knowledge of general concepts of financial planning, budgeting and forecasting and how they interrelate. • Manages and monitors financial risk. • Continuously looks for new opportunities to obtain and save funds. • Prepares financial reports and guidelines based on prescribed format. • Understands and weighs up financial implications of propositions. • Understands analyses and monitors financial reports. • Allocates resources to established goals and objectives. • Aligns expenditure to cash flow projections. • Ensures effective utilization of financial resources. • Develops corrective measures/actions to ensure alignment of budget to financial resources. • Prepares own budget in line with the strategic objectives of the organization

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Problem solving and analysis	Systematically identifies analyses and resolves existing and anticipated problems in order to reach optimum solutions in a timely manner.	• Explains potential impact of problems to won working environment. • Demonstrates logical problem solving approach and provides rationale for proposed solutions. • Determines root causes of problems and evaluates whether solutions address root causes. • Demonstrates objectivity, thoroughness, insightfulness and probing behaviours when approaching problems. • Demonstrates the ability to break down complex problems into manageable parts and identify solutions.
People management and empowerment	Manages and encourages people, optimizes their outputs and effectively manages relationships in order to achieve organizational goals.	• Seeks opportunities to increase personal contribution and level of responsibility. • Supports and respects the individuality of others and recognizes the benefits of diversity of ideas and approaches. • Delegates and empowers others to increase contribution and level of responsibility. • Applies labour and employment legislation and regulations consistently. • Facilitates team goal setting and problem solving. • Recognizes individuals and teams and provides developmental feedback in accordance with performance management principles. • Adheres to internal and national standards with regards to HR practices. • Deals with labour matters. • Identifies competencies required and suitable resources for specific tasks. • Displays personal interest in the well-being of colleagues. • Able to manage own time as well as time of colleagues and other stakeholders. • Manages conflict through a participatory transparent approach.
Client orientation and customer focus	Willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice.	• Develops clear and implementable service delivery improvement programmes. • Identifies opportunities to exceed the expectations of customers. • Designs internal work processes to improve customer service. • Adds value to the organization by providing exemplary customer service. • Applies customer rights in own work environment.
Communication	Exchanges information and ideas in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence others to achieve the desired outcomes.	• Expresses ideas to individuals and groups both in formal and informal settings in an interesting and motivating way. • Receptive to alternative viewpoints. • Adapts communication content and style according to the audience, including managing body language effectively. • Delivers messages in a manner that gains support, commitment and agreement. • Writes well-structured complex documents. • Communicates controversial sensitive messages to stakeholders tactfully.

		• Listens well and is receptive. • Encourages participation and mut
Honesty and integrity	Displays and builds the highest standards of ethical and moral conduct in order to promote confidence and trust in the Public Service.	• Conducts self in accordance with conduct. • Admits won mistakes and weakne others were unable to deliver. • Reports fraud, corruption, nepotis • Honours the confidentiality of matt personal gain or the gain of others • Discloses conflict of interest's issu • Establishes trust and shows confic • Treats all employees with equal re • Undertakes roles and responsibilit manner. • Incorporates organizational values • Uses work time for organizational matters. • Shares information openly, whilst r confidentiality.
CORE OCCUPATIONAL COMPETENCIES (COC)		
Criteria	**Description**	**Generic standards for 'outsta**
Interpretation of and implementation within the legislative an national policy frameworks	The ability to implement, manage and oversee the implementation of legislation and policy	• Implementing and overseeing the i enforcement of policies and Bylaws • Establishing and maintaining a reg legislative requirements and regula municipal council and other role pla instances of non-compliance with t reported to the National Treasury • Regularly monitor and report to the implementation of policies and con requirements • Regularly reviewing and, where ne municipal council amendment of pc municipality also By-laws to ensure alignment with the strategies and g • Monitor and ensure enforcement of including penalties and fines for non municipality's area of jurisdiction • Regularly consider the impact of am Constitution, national and provincial the legislative framework governing municipality's By-laws and policies

Knowledge of Performance Management and Reporting	The ability to support the implementation of the performance reporting process of the municipality.	• Knowledge and understanding of the local government legislative framework governing performance reporting. • Within the area of responsibility, supporting, implementing and maintaining the performance management system. In the case of a municipal entity also supporting and contributing to the regular monitoring, measuring, reviewing and reporting of the entity's performance to its parent municipality • Contribute to the timely preparation, submission and publication of statutory reports relating to performance. For example the annual performance report (section 121(3) and (4) of the MFMA), mid-year performance reporting (sections 72 of the MFMA) of a municipality and in the case of a municipal entity, an assessment of the entity's performance (section 121(4) of the MFMA), mid-year performance reporting (section 88 of the MFMA), etc. • Within the area of responsibility, ensure that the content of performance reporting is specific (unambiguous), measurable, accurate and valid, reliable and time specific. • Within the area of responsibility, analyze and evaluate the performance reports to understand the impact on, and to guide planning in respect of, strategies and goals including the implementation of the budget and service delivery and budget implementation plan (SDBIP) and policies. • Within the area of responsibility, analyze and evaluate the performance of Service delivery mechanisms (internal and external) and outsourced service agreements against performance targets; and • Within the municipality , analyze and evaluate the performance of each of its municipal entities against the service level agreement and performance targets for that entity • Within the area of responsibility, ensuring that there is a link between the performance indicators and targets and the integrated development plan (IDP), service delivery and budget implementation plan (SDBIP) and the individual performance agreements of officials. • Within the area of responsibility, ensuring that the remuneration and appraisal system is performance based and that all performance bonuses are only awarded after consideration of actual performance of the municipality against the performance targets for a specific period. • Regularly benchmark the performance of the area of responsibility against the performance of functions of similar and/or comparable municipalities to improve and guide in the planning and delivery of services.
Knowledge of global and South African specific political, social and economic contexts		• Understanding the local government environment (including legislative, social, political and economic) and the ability to analyze the financial and non-financial impact of changes in the external and internal environment that could affect the municipality/ municipal entity and recognizing when this necessitates change

Competence in policy conceptualization, analysis and implementation	The ability to guide, support and contribute to the formulation of policy, and in the case of a municipality also By-laws	• Excelle to rese • Guidin of adop advisin propos entity g process and no • Overse process also ma • Concep case of integrat and pro framew cooper consid laws an	mpetence in icy nceptualization nalysis and plementation	The ability to guide, support and contribute to the formulation of policy, and in the case of a municipality also By-laws	• Excellent verbal to research and • Guiding and sup of adopting polic advising council proposed policie entity guiding an process of adopt and non-financia • Overseeing and process for adop also making By-l • Conceptualizing, case of a municip integrated develo and provincial leg framework gover cooperative gove consideration of laws and be withi
Knowledge of more than one functional municipal field / discipline		• Knowled environ and pro framew municip	owledge of more than one functional nicipal field / discipline		• Knowledge and u environment (inte and provincial leg framework gover municipality's By-
Competence as required by other national line sector departments	Within the area of responsibility, the ability to guide, establish and maintain appropriate stakeholder relations.	• Within th of stakel with stak municip • Within th effective include r benefit c including of extern agreeme Private F • Within th consulta officer or by the Mu managing	npetence as uired by other onal line tor artments	Within the area of responsibility, the ability to guide, establish and maintain appropriate stakeholder relations.	• Within the area of of stakeholders ar with stakeholders municipality's imp • Within the area of effective and relev include relations w benefit organizatio including neighbo of external service agreements, etc a Private Partnershi • Within the area of consultation (inter officer on stakehol by the Municipal S managing stakeho
Exceptional and dynamic creativity to improve the functioning of the municipality	The ability to guide the management of change for the municipality within the area of responsibility.	• Managing responsibi • The ability to change • Consultatio to the char • Managing • Contributin of strategie	eptional and amic tivity to ove the tioning of the icipality	The ability to guide the management of change for the municipality within the area of responsibility.	• Managing and imple responsibility • The ability to be pro to change • Consultation with an to the change • Managing and resol • Contributing and sup of strategies and goa

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ANNEXURE "C"

CONFIDENTIAL
FINANCIAL DISCLOSURE FORM

I, the undersigned: NTWAMPE DANIEL CIYA

1035 NTSU STREET, EXT. 6

(Postal address): 1035 NTSU STREET, EXT. 6

JOUBERTON, KLERKSDORP (2574)

(Residential address): 1035 NTSU STREET, EXT. 6

JOUBERTON, KLERKSDORP (2574)

Tel: 083646 0579 Fax: 018 487 8304

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

1. **Shares and other financial interests (Not bank accounts with financial institutions.)**
See information sheet: note (1)

NUMBER OF SHARES/EXTENT OF FINANCIAL INTERESTS	NATURE	NOMINAL VALUE	NAME OF COMPANY/ENTITY
N/A	N/A	N/A	N/A

2. Directorships and partnerships
See information sheet: note (2)

NAME OF CORPORATE ENTITY, PARTNERSHIP OR FIRM	TYPE OF BUSINESS	AMOUNT OF REMUNERATION/ INCOME
N/A	N/A	N/A

3. **Remunerated work outside the Municipality**
Must be sanctioned by Council. See information sheet: note (3)

NAME OF EMPLOYER	TYPE OF WORK	AI
N/A	N/A	

Council: City of Matlosana

Signature by Municipal Manager: _____

4. **Consultancies and retainerships**
See information sheet: note (4)

NAME OF CLIENT	NATURE	TYPE OF BUSINE ACTIVITY
N/A	N/A	N/A

5. **Sponsorships**
See information sheet: note (5)

SOURCE OF ASSISTANCE/SPONSORSHIP	DESCRIPTION OF ASSISTANCE/ SPONSORSHIP	AS
N/A	N/A	

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

DESCRIPTION	VALUE	SOURCE
N/A	N/A	N/A

7. **Land and property**
See information sheet: note (7)

DESCRIPTION	EXTENT	AREA	VALUE
DWELLING (RESIDENTIAL)	438 sm	JOUBERTON	R500 000-00

SIGNATURE OF EMPLOYEE

DATE: 27/06/2014

PLACE: KLERKSDORP

OATH/AFFIRMATION

1. I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down her/his answers in his/her presence:

   (i) Do you know and understand the contents of the declaration?

   Answer YES

   (ii) Do you have any objection to taking the prescribed oath or affirmation?

   Answer NO

   (iii) Do you consider the prescribed oath or affirmation to be binding on your conscience?

   Answer YES

2. I certify that the deponent has acknowledged that she/he knows and understands the contents of this declaration. The deponent utters the following words: "I swear that the contents of this declaration are true, so help me God." / "I truly affirm that the contents of the declaration are true". The signature/mark of the deponent is affixed to the declaration in my presence.

Commissioner of Oath /Justice of the Peace

Full first names and surname: _____

(Block letters)

MR. O.C. POWRIE
PMS CO-ORDINATOR
CITY OF MATLOSANA
COMMISSIONER OF OATHS
EX OFFICO

Designation (rank) _____ Ex Officio Republic of South Africa

Street address of institution _____

_____

Date 27/06/2014 Place KLERKSDORP

_____ 27/06/2014

CONTENTS NOTED: Municipal Manager **DATE**