

### ANNEXURE 'A'

- > PERFORMANCE AGREEMENT
- > PERFORMANCE PLAN
- > PERSONAL DEVELOPMENT
  PLAN



### PERFORMANCE AGREEMENT

Ms. Lebenya Takatso Philliat Maureen Municipal Manager

of

Thabo Mofutsanyana District Municipality

For the financial year:

01 December 2017 to 30 June 2018

TMDM | PERFORMANCE AGREEMENT-MUNICIPAL MANGER

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### PERFORMANCE AGREEMENT

### **ENTERED INTO BY AND BETWEEN:**

The Thabo Mofutsanyana District Municipality herein represented by <u>CLLR</u> <u>MALEFU VILAKAZI</u> in her capacity as Executive Mayor (hereinafter referred to as the <u>Employer</u>)

and

MS. TAKATSO LEBENYA Municipal Manager of the Thabo Mofutsanyana District 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 within one (1) month after the beginning of each financial year of the municipality.
- 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.

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### 2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to -

- 2.1 comply with the provisions of Section 57(1)(b), (A), (4B) and (5) of the Act as well as the employment contract entered between the parties:
- 2.2 specify objectives and targets defined and agreed with the employee and to communicate to 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;
- 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.

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### **COMMENCEMENT AND DURATION**

- 3.1 This Agreement will commence on the 1<sup>st</sup> of December 2017 and will remain in force until 30<sup>th</sup> of June 2018 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 abovementioned 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 (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.

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- 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.
  - The key performance indicators provide the details of the evidence 4.2.2 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 Municipality's Integrated Development Plan.

### PERFORMANCE MANAGEMENT SYSTEM

- The Employee agrees to participate in the performance management system 5.1 that the Employer adopts or introduces for the Employer, management and municipal staff of the Municipality.
- 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.

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- 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 Competency Requirements (CRs) 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 CRs will account for 20% of the final assessment
  - 5.5.4 The total score must be determined using the rating calculator.
- 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**:

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Key Performance Areas (KPA's)	Weighting
Basic Service Delivery	15
Municipal Institutional Development and Transformation	15
Local Economic Development (LED)	15
Municipal Financial Viability and Management	25
Good Governance and Public Participation	30
Total	100%

- 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 CRs will make up the other 20% of the Employee's assessment score. CRs 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 CRs are compulsory for Municipal Manager and Managers directly accountable to the Municipal Manager:

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COMPETENCY REQUIREMENTS FO	R EMPLOYEES
LEADING COMPETENCIES	WEIGHT
Strategic Direction and Leadership	30
People Management	20
Program and Project Management	
Financial Management	20
Change Leadership	10
Governance Leadership	10
CORE COMPETENCIES	
Moral Competence	
Planning and Organising	
Analysis and Innovation	
Knowledge and Information Management	
Communication	10
Results and Quality Focus	
Total percentage	- 100%

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### 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 IDP.
- 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 CRs

- (a) Each CR 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 CR.

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- This rating should be multiplied by the weighting given to each CR (c) during the contracting process, to provide a score.
- The applicable assessment rating calculator (refer to paragraph (d) 6.5.1) must then be used to add the scores and calculate a final CR 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 CRs:

Level	Terminology	Description		Ra	ating	j	
			1	2	3	4	5
	Outstanding	Performance far exceeds the standard					
	performance	expected of an employee at this level. The					
		appraisal indicates that the Employee has					
5		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.					
	Performance	Performance is significantly higher than the					
	significantly	standard expected in the job. The appraisal					
	above	indicates that the Employee has achieved					
4	expectations	above fully effective results against more than					
		half of the performance criteria and indicators					
		and fully achieved all others throughout the					
		year.					

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Level	Terminology	Description			atin		-
			1	2	3	4	5
	Fully effective	Performance fully meets the standards					
		expected in all areas of the job. The appraisal					
200		indicates that the Employee has fully					
3		achieved effective results against all					
	Va.	significant performance criteria and indicators					
		as specified in the PA and Performance Plan.					
	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.					
2		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.					
	Unacceptable	Performance does not meet the standard					
	performance	expected for the job. The review/assessment					
		indicates that the employee has achieved					
		below fully effective results against almost all					
1		the performance criteria and indicators as					
		specified in the PA and Performance Plan.					
		The employee has failed to demonstrate the					
		commitment or ability to bring performance up					
		to the level expected in the job despite					
	,	management efforts to encourage					
		improvement.					

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- 6.7 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 or 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 Executive Mayor or 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).

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### 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:

QUARTER	PERIOD	ASSESSEMENT DATE
1 <sup>st</sup> Quarter	Not Applicable	Not Applicable
2 <sup>nd</sup> Quarter	October - December	25/01/2018
3 <sup>rd</sup> Quarter	January – March	19/04/2018
4 <sup>th</sup> Quarter	April – June	26/07/2018

- 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. 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.

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### 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

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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 total remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:
  - 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.

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### 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.

### 12. 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 province as well as the national minister responsible for local

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Thus, done and signed at Phuthaditjhaba Day of December 2017
As Witnesses:  1. Authore 2.
Municipal Manager Thabo Mofutsanyana District Municipality
Thus, done and signed at Phuthaditjhaba/3 + Day of December 2017
As Witnesses:
2.
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Executive Mayor Thabo Mofutsanyana District Municipality

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### PERFORMANCE PLAN



### PERFORMANCE PLAN

2017/2018 FINANCIAL YEAR

OF

MS. TPM LEBENYA

MUNICIPAL MANAGER

THABO MOFUTSANYANA DISTRICT

2017/2018

### Purpose

performance objectives and targets must be based on the key performance indicators as set in the to which this document is attached and Section 57 (5) of the Municipal Systems Act, which provides that The performance plan defines the Council's expectations of the Municipal Manager's performance agreement Municipality's Integrated Development Plan (IDP) and as reviewed annually.

### Key responsibilities ri

The following objects of local government will inform the Municipal Manager's performance against set performance indicators:

- Provide democratic and accountable government for local communities.
- Ensure the provision of services to communities in a sustainable manner.
  - Promote social and economic development. 2.3 4.4
    - Promote a safe and healthy environment.
- Encourage the involvement of communities and community organisations in the matters of local government.

### Key Performance Areas 3

The following Key Performance Areas (KPAs) as outlined in the Local Government: Municipal Planning and Performance Management Regulations (2001) inform the strategic objectives listed in the table below:

- Municipal Transformation and Organisational Development.
  - Basic Service Delivery
- Local Economic Development (LED)
- Municipal Financial Viability and Management. 3.4
  - Good Governance and Public Participation.

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2017/2018

Key Performance Area	Weighting	Performance Indicator	Target	Resource requirements	Progress on date of review
1.Municipal Transformation	15	▶ Performance Management System (PMS) aligned to the IDP,			
and					
Organisational		An organisational structure			
Development		aligned to the IDP established			
	×				
		Effective administrative and			
		institutional systems, structures			
		and procedures including: human			
		resources, financial policies, by-			
		laws and communication systems			
		established and implemented.			
		▶ The interface between EXCO and			
		Council to align administrative			
		and political priorities of Council			
		managed			
		Integrated human resource			
		management systems introduced			
		and operationalised			
		Customer service systems			
		implemented.			
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Key Performance Area	Weighting	Performance Indicator	Target	Resource requirements	Progress on date of review
2.Infrastructure Development	15	➤ Infrastructure Development and Investment Model implemented			
and Service		(In the said model, there should			
Delivery		be a dynamic relationship			
		between population growth			
		projections, service delivery			
		backlogs, revenue generation			
		capacity and institutional			
		Reduction in reticulation losses			
		for water and electricity (Rand-			
		value)			
		> % Reduction in number of			
		complaints from residents			24
		% Increase in response time and			-
2		resolution of complaints			
		% Increase in payment of			
		municipal services			
		Asset register for all			
		infrastructure and municipal			
		property rehabilitated periodically			
		maintained			
		The provision of basic municipal			
		services to the satisfaction of			
		residents (That is, clear delivery			
		programmes and projects to			

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THABO MOFUTSANYANA DISTRICT

2017/2018

Key Performance Area	Weighting	Performance Indicator	Target	Resource requirements	Progress on date of review
		progressively achieve national service delivery targets in terms			
		of):			
		▶ Water			
		Municipal access roads and			
		public transport			
		Munici			
		Sustainable human settlement			
		development facilitated through			
		engagement with sector			
		departments in line with the IDP			
		and through IGR structures to			
		ensure that IDP integrates sector			
		plans, including but not limited			
		to, the Departments of:			
		<ul><li>Housing, Health,</li></ul>			
		• •			
		Minerals and Energy,			
		Water Affairs and Forestry			

Key Performance Area	Weighting	Performance Indicator	Target	Resource requirements	Progress on
3.Local Economic Development	15	An analysis of the local economy undertaken			date of review
(LED)		Comparative and competitive			
		advantage of the municipality			
		identified and incorporated into credible LED strategy and			
		programmes			
		Institutional capacity to			
		implement LED programmes			
		established and a conducive			
		environment for shared growth			
		created to ensure that:			
		Market and public confidence in			
		municipal functioning,			
		infrastructure development and			
		service delivery is improved			
		Existing public and private			
		resources to intensify enterprise			
		support to local communities			
		utilised			
		Sustainable community			
		investment programmes			
		introduced and implemented			
		Knowledge sharing networks and			
		social partnerships facilitated			

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4.Municipal	Weighting	Performance Indicator	laiger	requirements	date of review
Financial	25	Sound financial management practices implemented in terms of		,	
Viability and		the MFMA priorities and			
Management		timeframes, including but not			
		Budget aligned to development			
		and service delivery targets that			
		municipalities are accountable for			
		as set out in the adopted IDP's			
		▶ Budget and treasury office			
		established			
		▶ Budget and revenue management			
		is effective			
		Financial reporting and auditing			
		is performed			
		Institutional capacity for	,,,		
		municipality to spend is created			
		Financial management policies			
		and by-laws developed, including			
		but not limited to: supply chain			
		management, credit control, tariff			
		and investment policies			
		Integrated financial management			
		systems introduced and			
		operationalised			
		Municipal financial viability			

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Key Performance Area	Weighting	Performance Indicator	Target	Resource requirements	Progress on date of review
		targets set and achieved which will ensure that:			
		Growth in service debtors is			
		Consumer debt exceeding 90 days			
		Is recovered  • % Reduction in grant denaudonam			
		▶ Turn around time for creditor			
		payment improved			
		% Personnel cost over the total			
		operational budget is in line with			
		regulatory framework			
		Financial legislation			
		implemented, including Property			
		Rates Act and the Division of			
		Revenue Act			
5.Good	30	▶ Procedures for community			
Governance and		participation processes as set out			
Public		in legislation adhered to in terms			
Participation		of:			
		▶ Planning			
		▶ Budgeting			
		▶ Implementation			
		Monitoring and reporting			

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Key Performance Area	Weighting	Performance Indicator	Target	Resource requirements	Progress on date of review
		Regular communication with			
		of totage set out in IDE is			
		or targets set out III IDES IS			
		Vallica out			
		applicable			
		Capacity building of community-			
		based organisations to enhance			
		effective participation facilitated			
		Relationship with organised			
		business, labour and civil society			
		built through transparent and			
		accountable governance			
		An anti-corruption strategy in		18	
		terms of national strategy for the			
		municipality is developed and			
		implemented to address:			
		▶ Prevention			
		▶ Detection			
		Awareness / communication			
		Financial and performance audit			
		committee established and			
		functional			
		▶ Mechanisms to ensure disclosure			
		of financial interest in place			

Key Performance Area	Weighting	Performance Indicator	Target	Resource requirements	Progress on date of review
		An effective communication			
		strategy to promote transparency,			
		public accountability, access to			
		information, administrative	12		
		justice and responsiveness to			
		complaints are dealt with in			
		terms of the relevant legislation			
		developed and implemented			
		▶ Unqualified audit report achieved			
		and maintained			
		Community satisfaction surveys			
		conducted.			

# PERFORMANCE PLAN FOR MUNICIPAL MANAGER for the Period: 01 December 2017 to 30 JUNE 2018

Singed and accepted by Municipal Manager

Ms. TPM Lebenya

Date: 73/12/2017

Cllr. Malefu Vilakazi

Singed the Executive Mayor on behalf of the Council

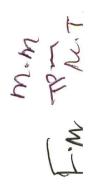
Date: 13/12/2017

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## Thabo Mofutsanyana District Municipality 2017/18 FINAL SDBIP

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State of the last	weignt strategic Objective	Measurable Objective		Budget	Frequency Baseline	laseline Annual Tarest	19 01	70	63	3	Evidence
BASIC SERVICE DELIVERY											
		である。 では、 では、 では、 では、 では、 では、 では、 では、	O the state of the								
			initiastructures iransport services	services							
			missionerine		NI IIZ						
		C) Toutelle Man Ambie All.	Number of Arrive Alive Campaigns conducted in Second and Third Quarter of 2017/18 Fin Year		0	New Campaigns	Vive	1 Campaign	n 1 Campaign		Invitation, Photos , Signed Reports and
	Basic Service and Transport	of manuscrinations of the Colors and Toda Sattery Camp	Procurement of 6 traffic Mats. by the of 31 Dec 2017	R 232 000	>	New 6 Traffic Mats	Mats	6 Traffic Mats			arendance register Order Issued to the service provider and Invoice supplied by the service provider for work done and Report
		Road Network. Data System	Procurement of the GS system 100% by the 30 Jane 2018	R 2 400 000	σ	NEW 100% Procurement of the GSI system	25 % Quartely Report & Data Verification	25 % Quarterly Report, Data Collection & Analysis	rty 25% Quarterly Report & GIS model Mapping	25 % Quarterly Report & Road Network Intergration	
	Energy Efficiency Demand Management (EESDM) and Facilitating the Access of Energy	Promote Energy Conservation and Efficient Demand Management	Conduct 100% Technical Energy Audits at Thalso Moditsanyana District Municipality's Offices by 30 June 2018	R 6 000 000	ď	Conduct 100% Technical Energy Audits	25% Pre-Audits OD% of Electrical works & Business Plan and Renort	cal 25% Quarterly 8. Progress Report	fy 25% Quarterly ort Progress Report	25% Close- Out Report	Pre- Audits & Quarterly Reports & Business Plan
		District Energy Forums	Number of District Energy Fora attended	OPEX	Q	4 4 Fora	1 Forum	n 1 Forum	1 Forum	1 Forum	invitation, Photos , Signed Reports and attendance register
	To Facilitate Access to Water and Meeting Province and six Locals	District Water and sanitation forums as	Number of District Water and sanitation for a attended	OPEX	a	4 4 Fora	1 Forum	n 1 Forum	1 Forum	1 Forum	invitation,Photos , Signed Reports and attendance register
		Meetings with Province ( Dep.of Roads & Transport) and Local Municipality	Number of meetings with Province (Dept. of Police, Roads & Trans Municipalities	орех	ď	10 Meetings	ngs 2 Meetings	gs 2 Meetings	2 Meetings	2 Meetings	Invitation,Photos , Signed Reports and attendance register
			COMMUNITY SERVICES Social Development	S							
			Sports								
			Develop 2018/2019 OR Tambo games schedule by 30 June 2018.		. A	30-Aug-16 Schedule by 30 June 2018	0 June			Schedule by 30 June 2018	Agenda "Signed minutes and Signed developed 2017/18 OR Tambo Games Schedule
	Provide a variety of sport and recreation facilities for staff and communities	To ensure that sport is promoted in all communities	Number of OR Tambo games meetings attended by 30 Sep 2018	9 405 000	Q 112	12 Meetings 4 Meetings	gs 2 Meetings	gs 2 Meetings			Invitation, Agenda, Attendance Register & signed Minutes of Meeting
			Delivering District team to the provincial games OR Tambo games by 31 Oct 2017.		Θ	31-Oct-17 Delivering District team by 31 Oct 2017	ict team 017	1	Delivering District team by 31 Oct 2017	1	Team Lists & Photos & Report
			Successful Nosting of the 2017/18 District OR Tambo games by Oct 2017 and selection of team to represent the District at the providal OR Tambo games		- F	03-Oct-17 Successful hosting of Games by 31 Oct 2017	ting of		Successful hosting of Games by 31 Oct		Comprehensive Report, Photos and List of Section of Team
			Arts & Culture								
			Number of Arts & Culture fora Sittings	OPEX	a	New 3 Fora	· ·	1Forum	1Forum	1Forum	Invitation, Photos , Signed Reports and attendance resister
	Promote Arts and Culture	To Promote Arts and Culture in Thabo Mofutsanyana District	Compiling Artists data base in the entire District by the 31 Dec 2017	OPEX	a	New Compiled data base	a base	Compiled data base	· ·		Invitation, Photos , Signed Reports and attendance register
			Number of participants in the provincial Arts and Culture Festivals (Macufe & Cherry Festivals)	OPEX	٥	New 2		2		y	Invitation, Photos , Signed Reports and attendance register
			Number Of Auditions and Talent Identification Session Held Number of Workshops and Assesment of Initiation Schools held with Traditional Leaders	OPEX		New 2 Auditions	· su	2 Auditions			Invitation, Photos , Signed Reports and attendance register
	Initiation Schools	Promote Healthy and Safe Circumcision of Initiates	Initiation Schools Committees and Commings Number of manifest and the Committee of the Comm	OPEX	a	New 16 Workshops	ops 6 Workshops	ps 4 Workshops	4 Workshops	2 Workshops	Invitation, Photos , Signed Reports and attendance register
			Leaders	OPEX	a	New 5 Meetings	n	3 Meetings	2 Meetings		Invitation, Photos , Signed Reports and attendance register
	Proper Contingency Plans for Disaster at Local Municipal level and District level are in place		100% Work Completion of Repairs at Warden Fire Station by the 31 Dec 2017	R 600 000		NEW 100 % work Completionn	rh rh	,	,	100 % work Completionn	Appointment letter of the service provider, pictures of the new roof, and invoice provided by the service provider for work shows
		Procurement of Disaster & Fire reporting Software	100 % Procurement of Software by the 30 Apr 2018	R 33 000	٨	New 30-Apr-18				30-Apr-18	Submission request to Municipal Manager Delivery Note and Pictures
			Fire Management Services Number of fire safety workshons, Conducted	1							
		To improve the District Fire Services		OPEX		New 2 workshops		-	1 Workshop	•	invitation, Photos , Signed Reports and attendance register
			Number of fire safety wareness Conducted	OPEX	a	4 4 Safety Awarenesses	1 Safety Awareness	1 Safety Awareness	1 Safety Awareness	1 Safety Awareness	Invitation, Photos, Signed Reports and attendance register



Page 2

	Municipal Health Services	nirac	17 17 18 19 19 19 19 19 19 19 19 19 19 19 19 19	STATES AND ASSESSED.	Market Street, or other	STREET, STREET	ACTION AND PROPERTY.	THE RESIDENCE OF THE PARTY OF T	
				600 inspections	150 Inspections	150 Inspections 150 Inspections 150 Inspections	150 inspections	150 inspections	
				Dihlabeng 140	35 Inspections	35 Inspections 35 Inspections	35 Inspections	35 Inspections	
				Setsoto 100 inspections		25 Inspections	25 Inspections	25 Increations	
	Number of food premises inspected for compliance	OPEX	M 1855	Mantsopa 80		100		en inspections	
				Inspections Nketoana 80	20 Inspections	20 Inspections	20 Inspections	20 Inspections	nspection report
				Phumelela 100	_	25 inspections 25 inspections	25 Inspections		
				Maluti A Phofung 100		25 Inspections 25 Inspections	25 Inspections		
				12 samples	2	4	2	4	
				Dihlabeng 2 Samples	1 Sample		1 Sample		
				Setsoto 2 Samples	2	1 Sample		1 Sample	
Food control	Number of food samples taken	Σ	36	Mantsopa 2 Samples		1 Sample		1 Sample	Samples Report from Laboradry
				Nketoana 2 Samples	1 Sample		1 Sample		
				Phumelela 2 Samples	,	1 Sample		1 Sample	
				Maluti A Phofung 2 Samples		1 Sample		1 Sample	
				220 samples	55	55	55	55	
				Dihlabeng 44 Samples	11 Samples	11 Samples	11 Samples	11 Samples	
				Setsoto 36 Samples	9 Samples	9 Samples	9 Samples	9 Samples	
	Number of milk samples taken	R 500 000	726	Mantsopa 36 Samples	9 Samples	9 Samples	9 Samples	9 Samples	Samples Report from Laboradry
	1*			Nketoana 32 Samples	8 Samples	8 Samples	8 Samples	8 Samples	
				Phumelela 36 Samples	9 Samples	9 Samples	9 Samples	9 Samples	
				Maluti A Phofung 36 Samples	9 Samples	9 Samples	9 Samples	9 Samples	
				220 samples	55	55	55	55	
				Dihlabeng 44 Samples	11 Samples	11 Samples	11 Samples	11 Samples	
				Setsoto 36 Samples	9 Samples	9 Samples	9 Samples	9 Samples	Control of the second
	Number of water samples taken	2	1057	Mantsopa 36 Samples	9 Samples	9 Samples	9 Samples	9 Samples	Samples Report from Laboradry
				Nketoana 32 Samples	8 Samples	8 Samples	8 Samples	8 Samples	
				Phumelela 36 Samples	9 Samples	9 Samples	9 Samples	9 Samples	
Water Quality monitorine				Maluti A Phofung 36 Samples	9 Samples	9 Samples	9 Samples	9 Samples	
•		The second second		20 inspections	2	9	9	9	
				Dihlabeng 4 inspections	1 Inspection	1 inspection	1 inspection	1 inspection	
				Setsoto 3 Inspections	9	1 Inspection	1 Inspection	1 Inspection	
	Number of Waste/Water treatment plants inspected for compliance	OPEX	82	Mantsopa 3 inspections		1 Inspection	1 Inspection	1 Inspection	Inspection Report
				Nketoana 4 inspections	1 Inspection	1 Inspection	1 inspection	1 Inspection	
				Phumelela 3 Inspections		1 Inspection	1 Inspection	1 Inspection	
				Maluti A Phofung 3 Inspections		1 Inspection	1 Inspection	1 Inspection	

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To provide a comprehensive Municipal Health and Environmental Management Services to the Community of Thabse Motitissangers Descript Municipality  Health Surveillance of Premises.  Health Surveillance of Premises.	Number of Childrane Pacilites Impected  Nen-Bool premises  Mamber of Health Care Risk Whate generators impected for compliance	W Xado	575	Inspections Setsoto 16 inspections	b inspections 4 Inspections	6 inspections 4 inspections	4 Inspections 61	6 inspections 4 inspections	
Health Survellistics of Premises.  Disposal of the dead	Number of Childcare Sealines Inspected  Non-lood premises  there of Heath Care Bisk Waste generators impected for complaince		575	Setsoto 16 inspections	4 Inspections	_	_	Inspections	
Health Surveillance of Premises.  Disposal of the deed	Number of Childrane Facilities Inspected  Non-food premities  Non-food premities		575		The same of the sa		Н		
Health Surveillance of Premises.  Disposal of the deea	Non-food premites  Non-food premites			Mantsopa 16 Inspections	4 Inspections	4 Inspections	-	4 Inspections	Inspection Report
Health Surveillance of Premises.  Disposal of the Gead	Nor-food premises  Nor-food premises  The state of Health Care Hisk Wate generators impected for compliance			Nketoana 8 inspections	2 Inspections	2 Inspections	2 Inspections 21	2 Inspections	
Health Surveillance of Premises.  Disposal of the Gead	Non-food premises  Non-food premises  The of Health Care Bisk Waste generators inspected for complaince			Phumelela	4 Inspections	4 Inspections	4 Inspections 4 I	4 Inspections	
Health Surveillance of Premises.  Disposal of the deed	Non-food premites  Non-food premites  The of Heath Care Bisk Waste generators inspected for compliance			Maluti A Phofung 20	5 Inspections	5 Inspections		5 Inspections	
Health Surveillance of Premises.  Disposal of the dead	Nun-flood premises  Nun-flood premises  The state of Health Care Risk Waste generators impected for compliance			80 inspections	20	20	20	20	
Health Surveillence of Premises  Disposal of the deed	Non-food premites  The food premites for compliance of Health Care Risk Waste generators impected for compliance			Dihlabeng 16 Inspections	4 Inspections	4 Inspections	4 Inspections 4 I	4 Inspections	
Health Surveillance of Premises.  Disposal of the deed	Non-food premites  The food premites to the food white generators impected for complaince			Setsoto 12 inspections	3 Inspections	3 Inspections	3 Inspections 3 li	3 Inspections	
	nter of Health Care Risk Waste generators impected for compliance		New	Mantsopa 12	3 Inspections	3 inspections	3 Inspections 3 In	3 Inspections	
	nher of Heath Care Risk Wate generators impected for compliance			Nketoana 12	_	_	-	3 Inspections	Inspection Report
	her of Health Care Risk Waste generators impected for compliance			Inspections Phumelela 12	+	+	+		
	ther of Health Care Risk Waste generators impected for compliance	Configuration and		Inspections Maluti A Phofung 16	+	a inspections	3 inspections 3 in	3 inspections	
	iber of Health. Care Risk Waste generators impected for compliance		THE PERSON NAMED IN	Inspections 48 Inspections	12	+		12	
	rber of Health Care Risk Waste generators impacted for compliance			Dihlabeng 8 inspections	2 Inspections	2 Inspections	2 Inspections 2 is	2 Inspections	
	nber of Health Care Risk Wasse generators inspected for compliance			Setsoto 8 Inspections	2 Inspections	2 inspections	2 Inspections 2 Is	2 Inspections	
Disposal of the dead		OPEX	77	Mantsopa 8 Inspections	2 Inspections	2 Inspections 2	2 Inspections 2 is	2 Inspections	Inspection Report
Disposal of the clead				Nketoana 80 Inspections	2 Inspections	2 Inspections 2	2 Inspections 2 II	2 inspections	
Disposal of the dead				Phumelela 8 Inspections	2 Inspections	2 Inspections 2	2 Inspections 2 II	2 Inspections	
Disposal of the deets				Maluti A Phofung 8 Inspections	2 Inspections	2 Inspections 2	2 Inspections 2 Is	2 inspections	
Disposal of the dead				48 inspections	+	++	+	12	
Disposal of the dead				Dihlabeng 8 Inspections	2 Inspections	2 Inspections 2	2 Inspections 2 Is	2 Inspections	
Disposal of the clead				Setsoto 8 inspections	2 Inspections	2 Inspections 2	2 Inspections 2 is	2 Inspections	
	Number funeral parlours inspected for compliance	OPEX M	161	Mantsopa 8 inspections	2 Inspections	2 Inspections 2	2 Inspections 2 is	2 Inspections	Inspection Report
				Nketoana 8 inspections	2 Inspections	2 Inspections 2	2 Inspections 2 In	2 inspections	
				Phumelela 8 Inspections	2 Inspections	2 Inspections 2	2 Inspections 2 in	2 Inspections	
				Maluti A Phofung 8 Inspections	2 Inspections	2 Inspections 2	2 Inspections 2 In	2 Inspections	
				12 Overall Campaigns	2	4	ю	ю	
				Water & Sanitation 2		1 Campaign	1 Campaign		
Environmental Health awareness	Environmental Health awareness campaign conducted	ОРЕХ	20	Health & Hygiene 2	1 Campaign		10	1 Campaign Camp	Campaign Report, attendance and Pictures
				Food Safety/Control 4	1 Campaign	1 Campaign	1 Campaign 1 (	1 Campaign	
				Communicable Diseases 2		1 Campaign	1 Campaign		
				Waste Management 2		1 Campaign	. 10	1 Campaign	
				20 inspections	H	H	H	9	
				Dihlabeng 4 inspections	1 Inspection	1 Inspection	1 Inspection 1 in	1 Inspection	
				Setsoto 3 Inspections		1 Inspection	I Inspection 1 is	1 Inspection	
	Number of waste disposal sites inspected	м омех	73	Mantsopa 3 Inspections		1 Inspection	1 Inspection 1 in	1 Inspection	Inspection Report
				Nketoana 4 inspections	1 Inspection	1 Inspection	1 Inspection 1 in	1 Inspection	
				Phumelela 3 Inspections		1 Inspection 1	1 Inspection 1	1 Inspection	
				Maluti A Phofung 3 Inspections		1 inspection	1 Inspection 1 li	1 Inspection	The state of the same

					16 premises inspected	9 pa	2	9	2	
					Diblishans & Increase	,				
					Diniabeng 4 Inspecti	n	1 inspection		1 inspection	
					Setsoto 2 inspection	1 Inspection		1 Inspection		
		Number of atmospheric emission (Air Quality) licensed premises inspected	ОРЕХ	M 46	al Total	ins 1 Inspection		1 Inspection		Inspection Report
					Nketoana 2 inspection	ns 1 Inspection		1 Inspection		
					Phumelela 2 Inspections	1 Inspection		1 Inspection		
					Maluti A Phofung 4 Inspections	1 inspection	1 Inspection	1 Inspection	1 Inspection	
	National Norms and Standards	Pecentages(%) Compliance to national Audit	ОРЕХ	M New		15%	25%	25%	20%	Proof of Compliance showing Percentages
idiisveradi issues			HIV/AIDS Progra	immes				Section 198		
		Number of HIV/AIDS Campaigns conducted		s s	4 Campaigns	1 campaign	1 campaign	1 campaign		Invitation,Photos, Signed Reports and attendance register
	To develop, coordinate and implement a coordinated and coherent Health, HIV/AIDS programme in line with National and Provincial Strategic plans	Number HIV/AIDS & Health Council meeting held	R 242 500	o o	4 Meetings	1 meeting	1 meeting	1 meeting	1 meeting	invitation, Photos , Signed Reports and attendance register
		District Aids Day Event by the 30th Dec 2017		Y 01-Dec-	15 01-Dec-17		01-Dec-17			Invitation,Photos , Signed Reports and attendance register
Corporate Governance, Good Governance and Community Participation		Hold 16 Days of Activism by 31 Oct 2017	Gender & Disability P	sammes 1					Marriage	
		Woman's Month Celebration by 31 Aug 2017					31-Oct-17	-		attendance register
	Promote Public Particpation of Women, Children and People living with Disabilities		R 60 000	Y 31-Aug-	15 31-Aug-17	31-Aug-17		£	in in	Invitation, Photos , Signed Reports and attendance register
		Disability Day Celebration by 31 Dec 2017	R 60 000	y New	31-Dec-17		31-Dec-17		2 8	Invitation,Photos , Signed Reports and attendance register
		Number of awareness campaigns conducted on women, children and people with disability	R 20 000	Y New	2 Campaigns	1 campaign				invitation.Photos , Signed Reports and attendance register
	Moral Regeneration	Successful hosting of moral regeneration Summit by 30 Sep 2017	R 10 000	Y 04-Aug-	15 30-Sep-17	30-Sep-17			,	Invitation, Photos, Signed Reports of the Event and attendance register
		Local Economic Davids								
		HEILINGTON AND THE TON	r & rounsiii							
	Ensure that SMMEs have Access to market by successful hosting of textile fashion show	Local Economic Developmen Successful Hosting Textile Fashion- Design Expo by 31 Mar 2018	R 279 900	vew New	31-Mar-18			31-Mar-18	. 5 4	Invitation, Photos, Signed Reports of the Event and attendance resister
MEs Development	Availability of Equipment to assist SMMEs to increase productivity, Deliver on time & Create Jobs	Procurement of tools of trade for SMMEs. by 31 Dec 2017	R 500 000	y New	31-Dec-17		31-Dec-17		a. 80	Photos, Report and Acknowledgement of goods by the Beneficiaries
	To cluster SMME/ COPS accordingly by providing Trainings	SMME's trainings on-1 Linderstanding of Entrepreneur, Viability of new venture, ideas & Opportunities, 2 Business Legal Aspects & Admin and 3, Record Reeping by 31 Mar 2018	R 101 250	Y New	31-Mar-18			31-Mar-18		Invitation,Photos , Signed Reports of the Event and attendance register
		Tourisment of Subhitions Creat funding	The same of the	The state of the s						
		rrocurement or Exhibitions Stand, furniture and SMME's accommodation for Gateaway show by 30 Sep 2017	R 170 000	Q 30-Sep-1	6 30-Sep-17	30-Sep-17			34.5	Submision request to Municipal Manager Proof of Purchase, and Delivery note -Hotel Invoice
		ement	R 15 000	Q New	30-Sep-17	30-Sep-17			75 TE	Submission request to Municipal Manager , and Hotel Invoice
keting and Promotions	-	fransporting. Crafters to Showcase their products, at the Cherry Festival by 31. Dec 2017	R 15 000	Q 31-Dec-1	5 31-Dec-17		31-Dec-17		á.	Photos, attendance register and Report
			R 70 000	Q New	30-Jun-18	,				Submision request to Municipal Manager Proof of Purchase, and copies of Cd & Accomodation Guide and Photo of the Fiyer
	100.0	Procurement of Tourism Accompdation Guides by 30 June 2018	R 300 000	Q New	30-Jun-17	•				Appiontment of Service Provider and Copy Guide
		100 % successful hosting of a familiarisation Tour to our Tourism establishments by 31 Dec 2017	R 76 650	Q New	31-Dec-17	3	31-Dec-17		E	Photos, attendance Register and Report
	Transversal Issues Corporate Governance, Good Governance and Community Participation Participation	Autoional Norms and Sandands  Note of Government and Sandands  Note of Government and Sandands  Note of Government and Sandands  Periodipation  Moral Regeneration  To cluster SAMME New Access to market by successfully periodical solutions to seath SAMME to providing  To cluster SAMME COP's accordingly by providing  To cluster SAMME COP's accordingly by providing  Trainings  To cluster SAMME COP's accordingly by providing  Trainings  To the Stock on our Products are Tourism above  Residuality of Copping to Tourism and trainings  To the Stock on our Products are establish Areas that meet Development / Marrisms  To the Stock on our Products are establish Areas that meet Development / Marrisms  To the Stock on our Products are establish Areas that	A Good Governore and Cormunity  The develop, coordinate and independent accordinates and character seeth, high Springing of Women, Children and Muster of Invitrigation  Woman's World Care Springing of Women, Children and Muster of Invitrigation  Woman's World Care Springing of Women, Children and Muster of Invitrigation  Woman's World Care Springing of Women, Children and Muster of Invitrigation of Women Children and Muster of Invitrigation of Invitrigation of Muster of Invitrigation of Invitrigatio	Surface of prompting containing the formation of the containing the containing the containing the containing containing the containing containing the containing containing the containing	The final property of the control forms and forms and forms and the control forms and	Section of Control of Notice and Control of Control o		Comparing   Comp	Part   Part	Part   Part

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			William of Fairners assisted With 100% of trade	R 1 600 000	a	Not Achieved A	Assisting 15 Farmers		Assisting 15 Farmers			Submision request to Municipal Manager ,Proof of Purchase, Deed of Donation and
			Number of District Agricultural and Rural Development fora held	OPEX	a	2 For a	4 Fora	1 Forum	Form	1 Comme	1	Pictures Invitation, Agenda, Attendance Regist
Showing the same	Create an Enabline Environment for Aeri-Fronomic Grount &			5	7		41018	1 Forum	1 Forum	1 Forum	1 Forum	Approved signed Minutes of Meeting
	Development	Agricultural Exhibitions / Shows	Sending 13 farmers / 13 learners to NAMPO Day by 30 June 2018	ОРЕХ	>	New Se	Sending 13 farmers / 13 learners by 2018/06/30	o			Sending 13 farmers / 13 learners by	Signed Report , attendance Register and Photos
			Sending 13 farmers /13 learners to agri 5 Commodities workshop by 30 Sep 2017	OPEX	٨	Not Achieved	30-Sep-17	30-Sep-17			30-Jun-17	Signed Report, attendance Register and Photos
		To Ensure Capacity Biulding of emerging farmers	Training of emerging 100 Emerging farmers on the following : Animal Health , Piggery Production , Poultry Production , Animal Nutrition and Vegetable Production by 30 Jun 2018	n R 80 000	a	Not Achieved	30-Jun-18				30-Jun-18	Signed Report, attendance Register and Photos
						A STATE OF THE PERSON				1000000000000000000000000000000000000		
	Poverty Alleviation and Job Creations	To create job opportunities for unemployed Communities	Employment Contracts of 90 people and signed Report within seven days after end of each quarter	R 2 142 000	Σ	246 at	90 Contracts & Reports at the 7th days after end of each quarter	7th days after end of each quarter	7th days at the end of each quarter	7th days at the end of each quarter	7th days at the end of each quarter	Employment Contracts and Signed monthly Reports
KPA 3: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL												
NT	CORPORATE SERVICES											
		Corporate Support										
15%		To support council and its committees	Submission of Items from all departments to MM for Council Agenda 5 days before the Council meeting	Opex	a	5 Days	5 Days before the Council meeting M.	5 Days before MAYCO Meeting N	5 Days before MAYCO Meeting	5 Days before MAYCO Meeting	5 Days before MAYCO Meeting	Distribution List
			Distribution of Agenda to Council Member 3 days before the Council meeting.	Орех	ď	3 Days	3 Days Before the Council Meeting	3 Days Before the Council Meeting	3 Days Before the Council Meeting	3 Days Before 3 the Council Meeting	3 Days Before the Council Meeting	Distribution List
			Submission of Items to Mayor for MAYCO Agenda 5 days before the MAYCO meeting	Орех	a	2 Days 5 D	5 Days before MAYCO S Meeting MA	9 12	e de	ting	5 Days before MAYCO Meeting	Distribution List
NICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	Create a Responsive and Accountable Administration		Distribution of Council Agenda to secretary of the Executive Mayor 7 days before the Council meeting.	Opex	a	2 Days 2	2 Days Before the Council Meeting	2 Days Before the Council Meeting	2 Days Before the Council Meeting	2 Days Before 2 the Council C	2 Days Before the Council Meeting	Distribution List
		Human Resource										
		To Promote Sound Human Resource Management Practices	Number of HR Portfolio Committee meetings held	Орех	a	5 Meetings	12 Meetings	3 Meetings	3 Meetings	3 Meetings	3 Meetings	Portfolio Committee meeting agenda, Signed minutes and attendance resister.
			Number of Human Resources policies reviewed	Opex	a	7 Policies Reviewed	2 Policies		1 Policy		1 Policy	Proof of submission to Council, Human Resources Policies and Council resolution
	Maintain the Institutional Capacity to implement the IDP and accompanying programmes effectivity and efficiently	Review of the Municipal Organogram in order as to ensure Alignment with IDP	Review Municipal Organogram by 31 Mar 2018	Opex	>	Not Ahieved	31-Mar-18			31-Mar-18		Proof of submission to Council, Reviewed
		To develop Workplace skills plan and annual training report	Workplace skills plan & ATR developed and submitted to LGSETA by the 30 April 2018	хэдо	>	29-Apr-16	30-Apr-18				30-Apr-18	Screen Print for submission to LGSETA
			Skills Audit Forms to be Handed Over to Employees by 02 Jan 2018	Орех	>	Not Ahieved	02-Jan-18			02-Jan-18		Distribution List From the departments
		To create a safe and healthy working environment for staff, Councillors and community members.	Number of Occupational Health and Safety Committee Meetings held	Opex	>	New	4 Meetings	1 Meeting	1 Meeting	1 Meeting	1 Meeting	HS Committee meeting agenda, Signed minutes and attendance register.
		To Promote Transformation in the Workplace	Employment Equity Plan submitted to Council for Approval by the 15 Dec 2017	Opex	>	14-Dec-15	15-Dec-17		15-Dec-17			Proof of submission to Council, EE Plan and council resolution
			Employment Equity Report to be Submitted to the Department of Labour by the 31 Jan 2018	Opex	>	Not Ahieved	31-Jan-18			31-Jan-18		Print screen for submission to Dept of Labour
		To Maintain Sound Labour Relations	Number of ILF meetings held	ОРЕХ	Q	5 Meetings	6 Meetings	1 Meeting	2 Meetings	1 Meeting	2 Meetings	Attendance Register and Signed Minutes of Meetings
	Communications		Mante Von Communication - Control	第一日 の 日 日 日 日 日 日 日 日 日 日 日 日 日 日 日 日 日 日								
		Ensure Communication Strategy is in place	New 5- Year Communication Strategy (2017-2021) developed and submitted to the Municipal Manager by 31 July 2017	ОРЕХ	*	22-Jul-15	31-101-17	31-Jul-17				Signed Submission Register and Reviewed Comminication Strategy
		Ensure Corporate Identity and Brand Standards Manual is in place	Develop Corporate Identity and Brand Standards Manual by 31 Dec 2017	ОРЕХ	z ≻	Not Ahieved	31-Dec-17		31-Dec-17		,	Approved Developed Corporate Identity and Brand Standards Manual and council
			Number of Internal Newsletters Published	ОРЕХ	×	12 1	12 Newsletters 31	3 Newsletters 3	3 NewsLetters	3 Newsletters	3 Newsletters	Published Internal Newsletters
			Number of External Newsletters Published	OPEX	a	Not Ahieved	4 Newsletters	1 Newsletter	1 Newsletter	1 Newsletter	1 Newsletter	Published eXternal Newsletters
		String Discontinuition to a string of the string	Number of Communication Platforms used	ОРЕХ	a		6 Communication Cor Platforms	Communication Co	Communication C	Communication Platforms	1 Communication Platform	Social Media_emails, Websites, Iternet, Factssheets, 5 peeches, Booklets and Brochers
		ration bysemination thorugh various communications. Ch	Number of Communication Channels s used	ОРЕХ	ge	27 Communicatio 6 on Platforms	6 Communication Cor	2 Communication Co	Communication C	Communication 1	Channel	Advertorials, Audio & Video tapes, Billaboards Radios, TV., Newspapers & Flyers

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		Number of Communication Products used	OPEX	Pro Q	Products used 6	6 Communication Products	2 Communication Products	1 Communication Product	2 Communication Products	1 Communication Product	Factsheets, Speeches, Booklets and Brochers, Social Media Platforms, emails, Websites, Internet, Flashes & Tapes
		Number of Communicators Fora Held	OPEX	a	5 For a	4 Fora	1 Forum	1 Forum	1 Forum	1 Forum	Invitation, Agenda Attendance Register and Minutes of Meetings
	Communications Support to Local Municipalities	Number of Communications Workshops Held	ОРЕХ	a 2	2 Workshops	2 workshops	1 Workshop			1 Workshop	Invitation , signed Report, Attendance Register & Photos
Improve Access to Communication		Number of consultations with Local Municipalities communicators to advise them on communication issues	ОРЕХ	D M	4 Local 12. Municipalities	12 consultations with Local Municipalities communicators	Consultations	3 Consultations 3 Consultations	1 Workshop	3 Consultations	
		Number of brand promotion activities conducted	ОРЕХ	a	4 Branding, Prom	12 brand promotion activities	3 Activities	3 Activities	3 Activities	3 Activities	Pictures and Signed Report
	COIDOINE IIINGE AID DIAID AWAREIES	Number of brand image promotion and Campaign advertisement produced	ОРЕХ	ď		12 brand image promotion and Campaign advertisement	3 Brand Promotions	3 Brand Promotions	3 Brand Promotions	3 Brand Promotions	Media Adverts
		Quarterly Media Monitoring and Analysis Report Produced 10 Days after the end of the quarter and be submitted to the Municipal Manager and Executive Mayor	OPEX	a	4 Days 10 D	10 Days after the end of the quarter	10 Days after the end of the quarter	10 Days after the end of the quarter	10 Days after the end of the quarter	10 Days after the end of the quarter	Signed Report and Submission Register
		Number of Media Statementife q, Advisories/Announcements/Oped/Articles) Released	ОРЕХ	q	25 Media Statements 12 Released	12 Media Statements	3 Media Statements	3 Media Statements	3 Media Statements	3 Media Statements	Media Statements , Advisories and Announcements
	Media Engagement	Number of Media Empowernment Activities Held	ОРЕХ	Q.	4 Activities	2 Media Empowernment Activities	1 Media Empowernment Activities		1 Media Empowernment Activities		Signed Report, Attendance Register & Photos
		Number of Visits to Media Houses	OPEX	a	11 Visits 4	4 Visits to Media 1 Houses	Visit to Media House	1 Visit to Media 1 Visit to Media House House	1 Visit to Media House	1 Visit to Media House	Signed Report ,Attendance Register & Photos
		Number of Media engagement sessions conducted	ОРЕХ	0	2 Sessions 4 N	4 Media engagement sessions	1 session	1 session	1 session	1 session	Signed Report , Attendance Register & Photos
		Number of Media Interviews	ОРЕХ	o s	29 Media slots/Intervie 12 ws.	12 Media interviews	3 Media Interviews	3 Media Interviews	3 Media Interviews	3 Media Interviews	Newspapers Clips Audio Tapes Audio Visual Tapes
Information Technology						STATE STATE OF		NAME OF THE PARTY			
Safe IT Systems are in place	Ensure secure ICT environment	Number of IT security reports Compiled	ОРЕХ	Σ	New 12	12 seecurity reports	3 seecurity reports	3 seecurity reports	3 seecurity reports	3 seecurity reports	Monthly System generated reports of Firewall and Antivirus
	Functional Disaster recovery solution	Number of Test disaster recovery solution Ran	ОРЕХ	a	New 4 Te	4 Test disaster recovery	1 Test disaster recovery solution	1 Test disaster recovery solution	1 Test disaster recovery solution	1 Test disaster recovery solution	System Logs or Test Results
	Ensure Compliance with section 75 of MFMA	100% of Website Update Requests Carried out within a Day	ОРЕХ	M 100	100% Updates 100	100% Website Update Requests	100% Website Ipdate Requests	100% Website Jpdate Requests	100% Website Update Requests	100% Website Update Requests	Sign Off Form
	Ensure that IT Meetings are held	Number of ICT steering committee meetings Corodinated quarterly	OPEX	a	New	4 meetings	1 meeting	1 meeting	1 meeting	1 meeting	Invitation, Agenda, Attendance Register and Minutes
Security					Serve San		A TO THE REAL PROPERTY.				
Ensure the Effective Security Plans and Policies are adhered	Ensure timeous submission of Reports	Number Of Quartely Sectional Reports Submitted to the MM within 10 Days After the end of the Quarter	ОРЕХ	O N	Not Ahleved 101	10 Days After the end of the Quarter	10 Days After the end of the Quarter	10 Days After the end of the Quarter	10 Days After the end of the Quarter	10 Days After the end of the Quarter	Copy of of Signed Delivery Note
	Ensre Development of Plans and Policies	Review of the Security Plan by the 31 March 2018	OPEX	×	Not Ahieved	31-Mar-18		7.0	31-Mar-18		Drafted Security Plan and Council Resolution
		Review of the Security Policy by the 31 March 2018	ОРЕХ	>	Not Ahieved	31-Mar-18			31-Mar-18		Drafted Security Policy and Council Resolution

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MUNICIPAL FINANCIALITY & MANACIPHETY 20%		PAYMENTS					100% Payment		100% Payment 1	100% Payment of	Creditors Ageing Analysis Report
			Payment of Creditors within 30 Days of Receipt of invoice	OPEX	M Not Ahieved	707	_	of Conditions			
			Preparation of Cashbooks within 10 Days After the end of the Month	ОРЕХ	3 Days After end of Month	of the Month	10 days After the end of the Month	10 days After the end of the Month	- 0	at the	Last Transaction Date in the Cashbook
			Preparation of Greditors Reconciliation within 10 After the end of the Month	ОРЕХ	M Not Ahleved	10 Days After the end of the Month	10 Days After the end of the	10 Days After the end of the	10 Days After the end of the	10 Days After the end of the Month	Recons Approval Date
		To Facilitate Payments	Preparation of VAT Reconciliation after Submission of VAT Return within 10 days After Submissions of Returns	ОРЕХ	M 3 Days After Submission	10 Days After Submissions of Returns	fter 15 of	ter s of	fter 15 of	ter s of	Vat Return Submission Date and the Approval of Recon
			Submission of VAT Return within 30 Days Affer the end of the Month	ОРЕХ	30 Days After end of Month	er 30 Days After the end th of the Month	ter the	30 days After the end of the	30 days After 3 the end of the e	30 days After the end of the Month	Submission Date (EasyFile)
			Reconciliation between Payroll and General Ledger within 5 working days After the end of the Month	ОРЕХ	7 Days After end of Month	r 5 Days After the end of th the Month	5 days After the 5 end of the Month	e the	the the	5 days After the end of the Month	Approval Date
			Payment of salaries & allowances 25 Days After the beginning of each month	N X340	22 Days of each Month	25 Days After the beginning of each month	fter ng of nth	th of	fter ng of ith	25 Days After the beginning of each E month	Bank Proof of payment
		Prepare Staff Benefits Expenditure	Prepare quarterly expenditure on staff benefits	ОРЕХ	4 expenditu	4 expenditure on staff benefits	1 expenditure on 1 expenditure on 1 expenditure on staff benefits staff benefits	1 expenditure on 1 estaff benefits	1 expenditure on 1 staff benefits		Report submitted in terms of MFMA
		BUDGETING	Submit the Review of Budget & Tariffs Annually by 31 Jan 2018	ОРЕХ	V 28-Jan-16	31-Jan-18			31-Jan		Acknowledgement letter from Provicial &
			Submission of income and expenditure report within 10 working days after the end of the month (Section 71 Report)	ХЭНО	7 Days after the end of the month	10 Days after the end of the month	10 days after the end of the month	10 days after the end of the month	10 days after the end of the month	10 days after the end of the month	National Treasury And Council Resolution
		To Facilitate Budgeting	Submissions of Annual Financial statement to Office of the Auditor General by 31 Aug 2016	OPEX	Y 31-Aug-15	31-Aug-17	31-Aug-17			,	Signed Receipt Form/Date Stamp on e-mail
			Compile Budget time table by the 31 Aug 2017	OPEX	Y 24-Jul-15	31-Aug-17	31-Aug-17	-	1		Control of the contro
a Control of the Cont	Effectively Manage the Finances of the District and Development		Submission of draft budget and tariffs to council for tabling by the 31 March 2018	OPEX	Y 31-Mar-16		31-Mar-18			Т	Signed Receipt Form (Corporate)
	or recessary investores for full Accountability and Reporting		auomission of bank reconciliation within 10 Days (10th day of every subsequent month)		Y 27-May-16 3 Days After end of Month	31-May-18 r 10 Days after the end of the month	10 Days after the 10 end of the	10 Days after the 10 end of the	10 Days after the need of the e	31-May-18 10 Days after the end of the month	Signed Receipt Form (Corporate) Approval Date of the Recon
		SUPPLY CHAIN MANAGEMENT		STORY OF THE PARTY			month	month	month	SOUND SALES	
			Compilation and review of supplier's database quarterly within 10 days After the end of the Quarter	OPEX	Q Not Ahieved	10 Days after the end of the Quarter	10 days Days after the end of all the Quarter	10 days Days after the end of af the Quarter	10 days Days after the end of the Quarter	10 days Days after the end of the Quarter	Signed Suppliers Printout
		Procurement of Goods & Services	Monthly reporting of all tenders awarded within 10 Days After the end of the Month	N X3dO	2 Days After end of Month	10 Days after the end of the month	10 Days after the 10 end of the	Days after the 10 end of the		et ti	Singned Monthy Report
			Amual invitation of service providers for inclusion in the Supply Chain Management Database by 31.14y 2017	ОРЕХ	Y Not Ahleved	31-101-17	31-Jul-17	,			Newspaper advert for invitation of suppliers. Updated database with newly added
Lite		To Develop and Support local Co-operatives	Number of Local SMME's that TMDM has procured services/goods from.	ОРЕХ	Q Not Ahieved	20 Local SMME's	5 Local SMME's 5	5 Local SMME's 5	5 Local SMME's 5	5 Local SMME's	Local Coperatives Procurement signed Report
			Number of Local Enterpreneurs that TMDM has procured services/goods from	орех	Q Not Ahieved	20 Local Enterpreneurs	5 Local	5 tocal	-		ocal Coperatives Procurement signed
		Finance Strict Internal Controls	Develop internal Control Measures and Procedure Manuals in the Directorate by the 30 October 2017	OPEX	Not Ahleved	30-0ct-17	-			S .	Signed Report of reviewed internal control
		בוזמוב סמירי ווופנווש רסונוסוז	Review the Supply Chain Management Policy in terms of Chapter 11 of the MFMA and Submit it to Council for Approval by 31st May 2018	OPEX	27-May-16	31-May-18				31-May-18	measures. Procedure manual Reviewed SCM Policy and Council resolution
		ASSET MANAGEMENT						THE REAL PROPERTY.			THE STATE OF THE S
			Updating of Assets on the Register within 10 Days After the end of the Month	OPEX M	Not Ahleved	10 Days after the end of the month	10 Days after the 10 end of the	10 Days after the 10	10 Days after the 10 Days after the end of the month		GRV Date & capturing Date
			Monthly Asset reconciliation between the GL and the Asset Register within 10 Days After the end of the Month	OPEX	4 Days After end of Month	10 Day	he 10	Days after the 10 end of the month	Days after the 11 end of the er		Approval Date of the Recon
		To Facilitate Management of Assets	Assets verification annually by the 10th July 2017	V Y	06-Jul-15	10-Jul-17	10-Jul-17				Signed Stocktake report
			Monthly inventory reconciliation between the inventory list and the GL within 10 working days	OPEX M	4 Days After end of Month	10 Days after the end of the month	10 Days after the 10 end of the month	10 Days after the 10 end of the month	10 Days after the 10 end of the er month	10 Days after the end of the month	Approval Date of the Recon
			100% of assets insured by the 31st July 2017	OPEX	30-Jun-15	Assets insured by the 31 lul 2017	Assets insured by the 31 lul	70.			insurance documents of assets

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AND PUBLIC PARTICIPATION			Internal Audit									
			Review and Submission of Internal Audit Charter to Audit Committee by 30 Sep 2017	OPEX	>	03-Jul-15 30	30-Sep-17 30-9	30-Sep-17				Approved Internal Audit Charter, Council Resolutions/Minutes
		Ensure that properly Approved Internal Audit Charter	Submission of Internal Audit Charter to Council by 31 Oct 2017	ОРЕХ	>	05-Aug-15 31-	31-0ct-17	. 31	31-0ct-17			Signed Submission Register , Adopted Internal audit Charter and Council
		and Coverage Plan are in place	Submission of Internal Audit Coverage Plan to Audit Committee by 30 Sep 2017	OPEX	×	Not Ahieved 30-	30-Sep-17 30-9	30-Sep-17				Approved Internal Audit Plan and Council
			Submission of Internal Audit Coverage Plan to Council by 31 Oct 2017	ОРЕХ	>	Not Ahleved 31-	31-0ct-17	31	31-0ct-17		,	Signed Submission Register , Adopted The state of the sta
Good Governance and Public Participation		Ensure that quarterly internal audit Reports are prepared ane sunmitted to Minicipal Manager and the Audt Committee	d Overall Quarterly Internal Audit Reports submitted to the Municipal Manager by the 25th after the end of the Quarter	ОРЕХ	D D	25th After the End of the Quarter	25th After the End of End the Quarter Out	25th After the 25th End of the En	25th After the 25i	25th After the 25t End of the E	25th After the Send of the	resolution will tess Signed Submission Register and submitted overal Reports
15%		Review of Audit Performance Charter	Process of reviewing Audit & Performance Charter by 30 Sep 2017	OPEX	>		30-Sep-17 30-5	-				Reviewed Audit & Performance Committee Charter, Audit Charter and Council resolution
			Submission of Audit & Performance Charter to Council by 31 Oct 2017	ОРЕХ	<b>*</b>	05-Aug-15 31-	31-0ct-17	- 31	31-0ct-17			Signed Submission Register
		Audit and Performance Committee	Number of ordinary audit and performance committee meetings	ОРЕХ	0	4 meetings 4 m	4 meetings 1 m	1 meeting 1 n	1 meeting 1	1 meeting 1	1 meeting N	Minutes of Meeting s and attendance register
				Risk Management	gement	STATE OF STA		AND PARTY AND A		THE PERSON NAMED IN	800	
			Review and Schmission of Fraud Prevention Plan (strategy, Risk Policy and Strategy to Risk Management Committee by 31 May 2018	OPEX	>	28-Jul-15 30-	30-Sep-17 30-S	30-Sep-17			4048	Approved minutes of the Risk Management Committee on the reviewed Fraud Prevention Plan/Strategy, Risk Policy and Strategy
			Submission and Approval of Fraud Prevention Plan/Strategy, Risk Management Policy and Strategy to council by 30 June 2018	ОРЕХ	*	28-Oct-15 31-	31-0ct-17	. 31	31-0ct-17			Attendance and Minutes of Meetings
	Jes Jes Jes Merchand	Ensure that Strategies and plans are in place	Review of Risk management Strategy to risk management Commitee by 31 May 2018	ОРЕХ	٨	28-Jul-15 30-	30-Sep-17 30-S	30-Sep-17			4.2	Attendance register and Minutes of the
	Patidipation	brill	Number of risk maturity Reports Issued by Risk Management Committee to the Accounting Officer	OPEX	3.8	Risk Maturity 4 Signed F Reports Re	4 Signed Risk maturity 1 Sign Reports maturit	1 Signed Risk 1 Sig maturity Report matur	1 Signed Risk 15 maturity Report mat	1 Signed Risk 15 maturity Report mat	1 Signed Risk maturity Report	Signed Risk Maturity Reports
			Number of risk management and fraud training sessions conducted	OPEX	a	New 4 Ttraini	4 Ttraining sessions ses	1 Training 1 T	1 Training 1 session	1 Training 1 Trai	1 Training session	Invitations, attendance register and Signed
			Number of risk assessment conducted	ОРЕХ	đ	New 4 Risk a	4 Risk assessmen 1 Risk as Registers Reg	1 Risk assessmen 1 Risk assessmen 1 Risk assessmen Register Register	k assessmen 1 Ris Register		1 Risk assessmen S Register s	Signed off strategic, operational, fraud and compliance risk registers and reports submitted to council structures
		Risk Management Committee Meetings	Number of risk management Committee Meetings Held	OPEX	Q 2	2 Meetings 4 M	4 Meetings 1 Me	1 Meeting 1 N	1 Meeting 1	1 Meeting 1	1 Meeting A	Attendance Register & Minutes of Meetings
				IDP & F	MS	The state of the s			STATE OF THE PARTY	TO THE REAL PROPERTY.	STATE OF THE PARTY OF	
			Submission of 2018/19 IDP Process Plan by 31 August 2017	OPEX	٨	24-Jul-15 31-4	31-Aug-17	31-Aug-17	7		-	Internal Mail Register
			Submission of 2016/17 Draft Annual Report to AG by 31 Aug 2017	OPEX	٧ 3	31-Aug-15 31-4	31-Aug-17 31-A	31-Aug-17				AG Acknowlegement of Receipt
			Tabling of 2016/17 Draft Annual Report to Council by 31 Jan 2018	OPEX	٧ .	28-Jan-16 31-J	31-Jan-18			31-Jan-18		Copy Of draft Annual Report & Council Resolution
			Submission of 2016/17 Final Annual Report to Council for Adoption by 31 Mar 2018	OPEX	٧ 3	31-Mar-16 31-M	31-Mar-18			31-Mar-18	,	Copy Of Draft IDP & Council Resolution
			Tabling of 2018/19 Draft IDP to Council by 31 Mar 2018	OPEX	×	31-Mar-15 31-M	31-Mar-18		. 31	31-Mar-18		Signed Revised IDP
		Make the IDP a working Document for all staff	Signing of Final 2018/19 SDBIP 28 Days After Adoption of the Budget	OPEX	٧ 2	22-Jun-16 28 Days A	28 Days After Budget Adoption			28 C Budg	28 Days After Budget Adoption	Signed SDBIP
			Number of District IDP Managers Fora Held	ОРЕХ	a	4 For a 41	4 Fora 1 Fo	1 Forum 1 F	1 Forum	1 Forum 1	1 Forum A	Attendance Register & Minutes of Meetings
			Number of District Back to Basics Cordinators Fora Held	R 147 500	a	New 4	4 Fora 1 Fo	1 Forum 1 F	1 Forum	1 Forum 1	1 Forum A	Attendance Register & Minutes of Meetings
			Number of Spluma Meetings coordinated		a	New 4 me	4 meetings 1 Meeting		1 Meeting 1	1 Meeting 1	1 Meeting A	Attendance Register & Minutes of Meetings

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SUMMERY OF THE KEY PERFORMANCE INDICATORS	LEGEN
NUMBER OF KEY PERFOMANCE INDICATORS 2017/18	
ACHIEVED KEY PERFOMANCE INDICATORS	Sec. of
PARTIALLY ACHIEVED KEY PERFOMANCE INDICATORS	
NOT ACHIEVED KEY PERFOMANCE INDICATORS	
KEY PERFOMANCE INDICATORS NOT THIS QUARTER	

SIGNATURE: ......CLR. Malefu VILAKAZI
EXECUTIVE MAYOR

Me.TPM LEBENYA MINICIPAL MANAGER

DATE:

DATE:

	KANGE/	
SUMMERY OF THE KEY PERFORMANCE INDICATORS	LEGENDS	TOTAL
NUMBER OF KEY PERFOMANCE INDICATORS 2017/18		
ACHIEVED KEY PERFOMANCE INDICATORS	Sample of the Person of	
PARTIALLY ACHIEVED KEY PERFOMANCE INDICATORS		
NOT ACHIEVED KEY PERFOMANCE INDICATORS	No. of the last	
KEY PERFOMANCE INDICATORS NOT THIS QUARTER		

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### PERSONAL DEVELOPMENT PLAN



# 2017/2018 FINANCIAL YEAR

PERSONAL DEVELOPMENT PLAN

**OF** 

MS. TPM LEBENYA

MUNICIPAL MANAGER

# PERSONAL DEVELOPMENT PLAN

Competency Profile of the jobs	Incumbent competency available	Skills/Perform ance Gap (in order of priority)	Suggested training and/or development activity	Suggested mode of delivery	Suggested Time Frames	Budget available for suggested training
FINANCIAL MANAGEMENT	BRIC	FINANCIAL	FINANCIAL FILIANCIAL MANAMENT	TRAINING	\$10€.	
GOVERNANCE LEADERSHIP	BASIC	COVERNANCE GOVERNANCE LEADERSHIP LEADERSHIP TRAINING	GOVERNANCE LEADERSHIP	TRAINING	9019	
PROJECT AND PROGRAMME MANAYOMENT	BASIC	PROJECT PROJECT & AND PROGRAMME PROGRAMME MANAGEMENT MANAGEMENT	PROJECT S PROGIRMINE MANIREMENT	Theining	0e 0 e	

TMDM|PERSONAL DEVELOPMENT PLAN: MUNICIPAL MANAGER

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### **DEPARTMENT OF COOPERATIVE GOVERNANCE**



### SENIOR MANAGER ASSESSMENT REPORT FOR Takatso Philliat Maureen Lebenya

**Emfuleni Local Municipality** 



Datadeal Place, 41 Wessels Road, Rivonia, 2191 P.O.Box 2239, Rivonia, 2191

107 A Tijgerpark 3, Willie van Schoor Drive, Tygervalley, Bellville, 7530

nom The put

### ASSESSMENT REPORT

### STRICTLY CONFIDENTIAL

akatso Philliat Maureen Lebenya 702010784095
702010784095
frican
emale
/A
A Degree: Social Work
2 & 23 June 2017
nfuleni Local Municipality
unicipal manager
unicipal Manager
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In order to comply with the Ethical Code for Psychologists, kindly note that this is a confidential report, the content of which is only for the information of the assessed and relevant authority within the Municipality.

This assessment only relates to the leading and core competencies required for effective performance of a Senior Manager as outlined in Notice 578 583 of Government Gazette 3894637243, 1 July, 2015 and 17 January 2014: Annexure B of "Local Government: Municipal Systems Act (32/2000): Local Government: Regulations on appointment and conditions of employment of senior managers" ("Competency Framework"). It does not reflect on the functional competencies required for specific roles within the Department. The implementation of the assessment results as contained in this report must be implemented in accordance with the requirements of the Directive on the use of competency based assessments for Senior Manager within the Municipality.

Please note that these results may not be used for any other purpose unless the assessee consents thereto.

M.M. J.

### GUIDANCE FOR THE END USER

This report contains an integrated discussion of the candidate's results. The results are based on candidates completing a series of tools and exercises that have been designed to assess the competencies in the Competency Framework, designed exclusively for local government in South Africa.

A description of the assessment tools and application thereof, as well as proficiency levels is stipulated below. The results summary provides an overall indication of the candidate's proficiency levels per competency. An executive summary provides a holistic overview of a candidate in relation to how they manage themselves, think and reason, and relate to other people. An overview of the candidate's strengths and areas of development relative to self is outlined in detail in relation to the competency framework.

### 2. ASSESSMENT TOOLS

The methodology applied involves a combination of psychometric tools and competencybased assessments.

ASSESSMENT TOOL	ASSESSMENT TYPE	DESCRIPTOR	APPLICATION FOR USER
Cognitive Process Profile (CPP)	Cognitive assessment	The CPP measures the way people think when dealing with new information and solving problems of varying complexity. It also assesses aspects of people's potential for future cognitive development and growth. There is no time limit for completion of this tool.	This tool that has been designed to simulate the manner in which a candidate solves problems in unfamiliar and novel situations. It also provides information about the level of complexity the candidate is able to function at.
15FQ+	Personality assessment	The 15 Factor Personality Questionnaire (15FQ+) is designed to assess an individual's broad range of personality traits interests, preferences and feelings. Such elements assess the candidate's characteristic ways of behaving across a wide range of situations.	The 15FQ+ and the Giotto are self-reported questionnaires that help to provide an indication of a person's preferences and their likely behaviour in the workplace. These tools help us to understand the type of situations the candidate is likely to excel in because he/she
Giotto	Workplace behaviour assessment	The Giotto was developed to unravel the complex nature of personal integrity, as it relates to the workplace.	enjoys it and kind of situations the candidate may prefer to avoid, given the opportunity. The limitation of tools such as this is that they do not tell us what the candidate is able to do, only what his/her preferences are.
Competency- Based Simulation	Simulation exercises	The competency-based simulation assessment comprises of a combination of written exercises, a presentation and a role-play and has been specifically designed to measure the lead and core competencies which have been identified as relevant within a hypothetical municipality and	Candidates must rely on their knowledge and experience to provide the assessors with evidence of how they will go about solving problems and dealing with the scenarios presented in these exercises. As such, the exercise provides information about a

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outlined in the competency candidate's ability to perform within the relevant role based framework for senior managers. A candidate is given a set of on displayed behaviour. background documents about a specific municipality - this information attempts to simulate a real municipality - and the candidate then needs to complete the following tasks: • In Task 1, the candidate is given time to prepare a presentation that addresses a specific scenario posed in the exercise and he/she then needs to deliver presentation to an assessor. In Task 2, the candidate needs to formally prepare for a meeting with an important stakeholder and thereafter conduct a meeting in the form of a role-play with an assessor. In this role-play, the assessor performs the role of the stakeholder. In Task 3, the candidate needs to respond to specific issues that have arisen on a particular day. This task takes the form of a case study, which is a written exercise.

### 3. SCORING CRITERIA AND PROFICIENCY LEVELS

SCORE	DESCRIPTOR
Basic*	Marginal/basic demonstration of competency; basic understanding of concepts and methodologies; responses lack detail and integration
Competent	Good demonstration of competency; proficient in understanding of concepts and methodologies; responses are suitably integrated and detailed
Advanced	Elevated demonstration of competency; advanced understanding of concepts and methodologies; responses are well integrated and detailed
Superior	Outstanding and comprehensive demonstration of competency; superior understanding of concepts and methodologies; integrates concept logically and in a meaningful manner

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### 4. RESULTS SUMMARY

COMPETENCY PROFICIENCY MATRIX	ACHIEVEMENT LEVEL		
LEADING COMPETENCIES			
Strategic Direction and Leadership	Competent		
People Management	Basic		
Program and Project Management	Basic		
Financial Management	Basic		
Change Management	Basic		
Governance Leadership	Basic		
OVERALL ACHIEVEMENT FOR LEADING COMPETENCIES	Basic		
CORE COMPETENCIES			
Moral Competence	Basic		
Planning and Organising	Competent		
Analysis and Innovation	Basic		
Knowledge & Information Management	Competent		
Communication	Competent		
Results and Quality Focus	Basic		
OVERALL ACHIEVEMENT FOR CORE COMPETENCIES	Competent		

OVERALL ACHIEVEMENT LEVEL
---------------------------

The overall achievement level is based on a demonstration of all the competencies.

\*Please note an overall achievements score of Basic falls short of the minimum requirements as stipulated in Notice 583 of Government Gazette 37243, 17 January 2014: Annexure B of "Local Government: Municipal Systems Act (32/2000): Local Government: Regulations on appointment and conditions of employment of senior managers".

The overall achievement level must be considered for offer of remuneration on appointment taking into account matters stipulated in Item 9 of Notice 578, Government Gazette 38946, 1 July, 2015: Regulations on Total Remuneration Packages payable to Municipal Managers and Senior Managers in Local Government.

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### 5. EXECUTIVE SUMMARY

The section provides an overview of the integrated assessment results obtained from the Psychometric Assessments and Competency-Based Assessment. This includes a description of the candidate's self-management; their thinking and working styles; as well as behaviours and preferences associated with their interpersonal and leadership styles.

Takatso's personality profile suggests a moderate level of emotional resilience which means that she will probably cope with most of life's challenges and disappointments in a sufficiently calm and even-tempered manner. While prolonged pressure may take its toll on her, she appears to have adequate resources to generally manage stresses and strains in a composed and relaxed manner which was also demonstrated to an extent during the interactive parts of the competency-based assessment. Further to this, she appears to be fairly confident in her ability to manage situations given her somewhat self-assured orientation.

According to her personality preferences, Takatso seems fairly inclined to be conscientious, dutiful and cautious in her manner, and would probably be rather inclined to plan ahead, deliver work of high standards and ensure that most important deadlines are achieved. In addition, her workplace behaviour assessment results support the afore-mentioned as it implies that she is likely to be attentive to detail and adopt a careful and cautious approach to the execution of her responsibilities. In the competency-based exercises she presented sufficiently structured and organised responses, focusing on a few main priorities and expressing her thoughts in a systematic manner. This being said, her project and programme management approach may benefit from further development. Takatso highlighted actions to be taken to address issues identified, yet her response did not reflect a comprehensive project plan with timelines, resources or the allocation of responsibilities. In addition to this, while providing some insight with regards to the monitoring of projects and progress, it was somewhat theoretical in nature and she would have added value to her response by consistently including specific measures and mechanisms to track the progress and effectiveness of her suggested action plan.

In her response to the competency-based exercises, Takatso identified the lack of oversight and internal controls and the impact this had on complying with set regulations and procedures. While including action steps to address some of these aspects, they lacked detail and were not consistently applied throughout all exercises. Further to this, she did not include a risk mitigation plan and she had to be prompted on this aspect. Her approach to governance management would have benefitted from elaboration and she could have included possible risks and clear systems and procedures focused on specific areas to improve internal control, oversight and limit aspects such as fraud and corruption. Her personality preferences; however, suggest that she may be fairly self-disciplined and self-controlled and as such, she should mostly see the value of complying and adhering to set regulations and rules. In addition, considering her workplace behaviour assessment, she should generally tend to conform to the goals of the organisation she represents and display a fair inclination to place the company's interest ahead of her own. Nevertheless, she would have benefitted from placing more emphasis on her approach to address aspects related to irregularities, fraud and corruption.

When presented with unfamiliar situations or problems, Takatso seems inclined to work in a vague and unsystematic manner, taking quick action without necessarily ensuring an accurate understanding has been obtained. Her trial-and-error and reactive approach to the evaluation of complex and ambiguous problems suggests an emotional and impulsive response to unfamiliarity rather than logical approach. She will most likely benefit from adopting a more structured and planned approach to the evaluation of information in such situations.

When presented with unfamiliar problems, Takatso seems to apply herself optimally in a Pure Operational work environment. This environment is characterised by concrete, routine and structured tasks with clear outcomes can be achieved. Tasks may be tackled one at a time, and practical solutions may be generated. With the necessary exposure and development, she shows the potential

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to work in the Diagnostic Accumulation environment that involves following clear, linear procedures to diagnose and solve problems that are not always obvious. In this environment she may tend to draw on existing knowledge and experience to interpret information, understand needs, diagnose underlying causes and solve problems that have a shorter-term service orientation.

In the competency based assessment, she demonstrated a rather in-depth analysis of the weaknesses and challenges facing the municipality as a whole. Nevertheless, she would have benefitted from applying this more in-depth approach to all exercises, determining the underlying cause as well as identifying external opportunities to capitalise on. Her action plans and suggestions were rather high level yet applicable to the issues and challenges identified. Takatso would have added value had she been more detailed in her turn-around strategy and action plans, and from ensuring she addressed all underlying issues throughout all the exercises.

In order to meet the intellectual capability requirements of the role, Takatso needs to operate comfortably at the Diagnostic Accumulation level of work. Her performance in the cognitive assessment suggests that she does not currently meet the requirements of the role in this regard, though she displays the potential to meet the requirements of this level in future with the needed development. As such, there may be development areas in terms of dealing with ambiguity within an unstructured environment.

Takatso appears equally willing to work as part of a team, or in a more independent fashion when needed. This being said, she seems to be fairly critical and suspicious of others' motives and may take slightly longer to integrate into a new team. Nevertheless, she should present as sufficiently socially confident in her manner and very inclined to display a tender-minded and caring attitude. She tends to apply a balanced level of assertiveness, suggesting a willingness to confront poor performance in a constructive manner. However, her workplace behaviour assessment reflects a tendency to become more forceful in her manner, especially when under pressure. This would need to be further explored with Takatso in a feedback session.

Takatso is likely to have a fairly strong preference towards being a Negotiative Leader. As such, she may prefer to motivate subordinates by encouraging them to work towards common objectives, rather than by acting in an overly directive manner. Furthermore, she reports a tendency to be diplomatic and tactful in her social interactions, being concerned not to do or say anything that could be considered inappropriate or offensive. In terms of people management, Takatso did identify the lack of effective staff capacity, performance management and low staff morale during the competency-based exercise and suggested some interventions to support human capital initiatives. Attention was mostly placed on immediate issues such as filling critical vacancies, staff relationships with management and addressing staff morale; however, she would have benefited from consistently applying a longer-term approach to capacity planning, focusing on measures to motivate performance and addressing aspects related to building a diverse organisation.

Considering her tendency to approach change in a balanced manner, she may be neither inclined to implement change merely for the sake of it, nor inclined to resist opportunities for innovating. Further to this, she seems equally inclined to focus on practical and abstract information when making decisions or taking action. During the competency-based exercise, Takatso had to be prompted on what change management guidelines she would utilise or implement for her turn-around strategy. While her response focused on constant communication with staff on changes to be adopted, it was somewhat limited and lacked a degree of detail.

From a holistic perspective, it seems that Takatso performed at a basic level in the assessment. While she demonstrated a degree of insight into the context in which a municipality operates and provided a fair analysis to the current issues being experienced, her response was somewhat too high level at times and she did not consistently provide sufficient detail and effective project plans. In addition, she may feel less confident when dealing with complexities that are outside her previous experience.

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### 6. HIGHLIGHTED STRENGTHS AND DEVELOPMENT AREAS

The purpose of this section of the report is to provide comprehensive information about the most significant areas of strength and development areas. The remaining competencies can be discussed in equal depth during the optional feedback session with the candidate.

The information below is based on the individual's results, relative to their own profile – strengths are therefore based on a candidate's top 3 highest scoring competencies to highlight to Municipalities the areas that a candidate can be expected to perform better in.

	STRENGTHS
Planning and Organising	Describing herself as fairly conscientious and rather self-disciplined, Takatso can be expected to come across as somewhat dutiful, planned and organised in the manner she executes her responsibilities. She should be rather persevering towards deadlines and at the same time, be fairly attentive to the detailed requirements of tasks. In addition, Takatso appears to be sober serious in her manner and may therefore be cautious in her work approach and prefer to focus on minimising mistakes when working in familiar and structured work environments. Her response to the competency-based exercises supports the afore-mentioned as she presented her thoughts and ideas in a fairly structured and organised manner, prioritising activities that would assist with turning around the situation within the presented institution. While she demonstrated a sufficiently organised approach to the completion of the competency-based exercises, her project and programme management approach may be an area that requires further attention and development.
Communication	Takatso presented her ideas in a rather clear, concise and professional manner, applying a fair degree of effort to adapt her communication style to the audience she was addressing. While some grammatical errors were identified at times, her correspondence was logical in nature and she kept her communications focused on the objective. Throughout the presentation she demonstrated no inappropriate non-verbal behaviour and created a fairly good structure for her presentation. Considering her personality preferences, although she describes herself as being serious in her approach, this did not detract too much from her ability to express herself and she generally presented as confident and relaxed during the interactive parts of the assessment. Further to this, her preferences imply that she should be inclined to express her thoughts and opinions in a restrained and diplomatic manner and as such, she should tend to refrain from being overly direct in her manner.
Knowledge and Information Management	Takatso presented sufficient evidence during the competency-based exercises of the importance she places on sharing information with the community. She focused on enhancing public participation to improve the relationship between the institution and the community. She also highlighted the need to create effective platforms, utilise resources to actively share information with communities and create opportunities for them to provide input into possible challenges and solutions. Further to this, she touched on some mechanisms that could be utilised to achieve this area of focus and mentioned the importance of continuous communication with internal stakeholders as well; yet could have been more detailed in her response with regards to this aspect.

			DEV	ELOP <i>i</i>	MENT AREAS			
	Her	response	to	the	competency-based	exercises	reflected	some
Financial	consideration of financial concerns and the need to follow the set procedures							
<b>Management</b>	and	processes of	as pr	ovide	d by the MMFA. She h	ighlighted (	aspects rela	ited to
	poor	cash flow	and	after	prompting, showed s	ome insigh	t into the p	ossible

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	financial implications of her suggestions. Nevertheless, her analysis of the financial situation of the institution and possible remedies were quite limited and lacked sufficient detail. There was no proposed budget for funding her action plan and no evidence was provided for addressing aspects related to wasteful expenditure. Asset management was also not considered and she would have added value by exploring additional avenues of financial savings through leveraging strategic partnerships. Overall, while some recognition was given to financial issues, clear processes and systems to improve financial reporting were not consistently defined and sufficiently addressed throughout all the exercises.
Governance Leadership	Her personality preferences suggest that she should mostly adhere to set rules and regulations, seeing the value that they add to an organisation. Similarly, during the competency-based exercises she managed to identify the lack of effective oversight and policies and prioritised these within her turnaround strategy for the institution. Her solutions and suggestions; however, lacked sufficient explanation of what these activities should entail. Similarly, while indicating that an action plan should be put in place to address AG findings, it did not reflect her insight into which processes, procedures and systems could be utilised to minimise future reoccurrence of those challenges. In terms of fraud and corruption, Takatso needed to be prompted in terms of what her actions would entail to address these aspects that were clearly present within the presented information. Her response was quite limited as it did not provide a clear and comprehensive approach to dealing with these concerns. Similarly, she could have consistently, throughout all the exercises, given more attention to systems and guidelines to ensure good governance leadership.
Project and Programme Management	From a project management perspective, Takatso gave consideration to the main challenges identified in her analysis and ensured her action plan was aligned to addressing most of these concerns. Further to this, her personality preferences suggest that she may mostly adopt a rather planned approach to her tasks. While she demonstrated some ability to define her plans during the competency-based exercises, she did not assign clear areas of responsibility, specific timelines or budget allocations and had to be prompted on which process she would utilise to track and monitor the success and impact of her action plan. In addition, a well scoped project management approach was not consistently reflected throughout all the exercises.

	ASSESSOR
Name	Lize Murray (nee Giliomee)
Registration Category	Psychometrist
Registration Number	PMT 0087050
Date	June 2017
Signature	<b>D</b>





### ANNEXURE 'B'

CODE OF CONDUCT



## **CODE OF CONDUCT**

### **SCHEDULE 2**

# CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

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### Definitions

In this Schedule "partner" means a person who permanently lives with another person in a manner as if married.

### General conduct

A staff member of a municipality must at all times—

- Loyally execute the lawful policies of the municipal council;
- (a)Perform the functions of office in good faith, diligently, honestly and in a transparent manner;
- 30 Act in such a way that the spirit, purport and objects of section 50 are promoted
- Act in the best interest of the municipality and in such a way that the credibility and integrity Of the municipality are not compromised; and
- (e) Act impartially and treat all people, including other staff members, equally without favour or Prejudice.

# Commitment to serving the public interest

Accordingly— A staff member of a municipality is a public servant in a developmental local system, and must

- Implement the provisions of section 50 (2)
- (b) standards and targets; Foster a culture of commitment to serving the public and a collective sense of responsibility for performance in terms of
- <u>O</u> the Constitution; Promote and seek to implement the basic values and principles of public administration described in section 195 (1) of
- 0 obtain copies of or information about the municipality's integrated development plan, and as far as possible within the plan, and achieve the performance targets set for each performance indicator; ambit of the staff member's job description, seek to implement the objectives set out in the integrated development

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TMDM CODE OF CONDUCT

(e) to achieve its objectives and improve the quality of life of its residents. Participate in the overall performance management system for the municipality, as well as the staff member's individual performance appraisal and reward system, if such exists, in order to maximise the ability of the municipality as a whole

### 4. Personal gain

- (1) A staff member of a municipality may not—
- Staff member, for private gain or to improperly benefit another person; or use the position or privileges of a staff member, or confidential information obtained as a
- (b) spouse, partner or business associate, has a direct or indirect personal or private business interest Take a decision on behalf of the municipality concerning a matter in which that staff member, or that staff member's
- (A) (B) Except with the prior consent of the council of a municipality a staff member of the municipality may not—
- Be a party to a contract for—
- (i) The provision of goods or services to the municipality; or
- (ii) The performance of any work for the municipality otherwise than as a staff member;
- 00 Obtain a financial interest in any business of the municipality; or
- Be engaged in any business, trade or profession other than the work of the municipality

### Disclosure of benefits

- stands to acquire any direct benefit from a contract concluded with the municipality must disclose in writing full particulars of the benefit to the council. (1) A staff member of a municipality who, or whose spouse, partner, business associate or close family member acquired or
- member, has or acquires in common with all other residents of the municipality. (2) This item does not apply to a benefit which a staff member, or a spouse, partner, business associate or close family

### Ġ Unauthorised disclosure of information

TMDM CODE OF CONDUCT

A staff member of a municipality may not without permission discloses any privileged or confidential information obtain as a staff member of the municipality to an unauthorised person.

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- 2 For the purpose of this item "privileged or confidential information" includes any information—
- (a) Determined by the municipal council or any structure or functionary of the municipality to be privileged or confidential;
- (C) disclosure of which would violate a person's right to privacy; or (b) Discussed in closed session by the council or a committee of the council;
- (d) Declared to be privileged, confidential or secret in terms of any law
- (3) This item does not derogate from a person's right of access to information in terms of national Legislation.

### Undue influence

A staff member of a municipality may not—

- member, friend or associate; councillor, with (a) unduly influence or attempt to influence the council of the municipality, or a structure or functionary of the council, or a a view to obtaining any appointment, promotion, privilege, advantage or benefit, or for a family
- (b) Mislead or attempt to mislead the council, or a structure or functionary of the council, in its consideration of any matter; or
- (c) Be involved in a business venture with a councillor without the prior written consent of the council of the municipality.

### Rewards, gifts and favours

- (1) A staff member of a municipality may not request, solicit or accept any reward, gift or favour
- (a) Persuading the council of the municipality, or any structure or functionary of the council, with regard to the exercise of any power or the performance of any duty;
- (b) Making a representation to the council, or any structure or functionary of the council
- (c) Disclosing any privileged or confidential information; or
- (d) Doing or not doing anything within that staff member's powers or duties
- by the staff member, would constitute a breach of sub item (1). (2) A staff member must without delay report to a superior official or to the speaker of the council any offer which, if accepted

### Council property

TMDM CODE OF CONDUCT

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managed by the municipality to which that staff member has no right. A staff member of a municipality may not use, take, acquire, or benefit from any property or asset owned, controlled or

### Payment of arrears

than 3 months, and a municipality may deduct any outstanding amounts from a staff member's salary after this period. A staff member of a municipality may not be in arrears to the municipality for rates and service charges for a period longer

### 10. Participation in elections

capacity or pursuant to any constitutional right. A staff member of a municipality may not participate in an election of the council of the municipality, other than in an official

### 11. Sexual harassment

A staff member of a municipality may not embark on any action amounting to sexual harassment.

# 12. Reporting duty of staff members

the staff member must without delay report the matter to a superior officer or to the speaker of the council. Whenever a staff member of a municipality has reasonable grounds for believing that there has been a breach of this Code,

### 13. Breaches of Code

67(1)(h) of this Act Breaches of this Code must be dealt with in terms of the disciplinary procedures of the municipality envisaged in section

### 14A. Disciplinary steps

TMDM CODE OF CONDUCT

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- 3 Who has been found guilty of such a breach? A breach of this Code is a ground for dismissal or other disciplinary steps against a staff member
- 2 Such other disciplinary steps may include—
- (a) Suspension without pay for any longer than three months;
  (b) Demotion;
  (c) Transfer to another post;
  (d) Reduction in salary, allowances or other benefits; or
- (e) An appropriate fine.

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### ANNEXURE 'C'

> FINANCIAL DISCLOSURE

### FINANCIAL DISCLOSURE FORM

### FINANCIAL DISCLOSURE FORM(CONFIDENTIAL)

I, the undersigned

2 | Page

PHILLIAT MAUREEN LEBENTA.

\_at Thabo Mofutsanyana District Local Municipality hereby certify that

			Value Name of Comp
Number of shared value or extent of financial interest	Nature	Nominal value	Company
	10		
N			
Directorships and Partnerships information sheet: Note (2) case Attach the Proof ame of Corporate entity, partnershipm			mount of Remuneration Income
	14		
1			

Remunerated work outside the Municipality (As sanctioned by Council) 1.

Name of Employer	Type of work	Amount of Remuneration or Income	Council sanction confirmed: Resolution
	) /	1	
	4 1 1		
1			
	( )		

See information sheet: Note (3) Please Attach the Proof

### CONFIDENTIAL

### 2. Consultancies and retailer ships

Name of client	Nature	Type of activity	business	Value of received	benefits
1 2	\ 1	$\wedge$			
: :		-			
	1				
	1				

See information sheet: Note (4) Please Attach the Proof

5. Sponsorships
See information sheet: Note (5)
Please Attach the Proof

Source of sponsorship	Description of sponsorship	Value of sponsorship
}. I:	TY (H	
]		

### 3. Gifts and hospitality from a source other than a family member

Gift or Hospitality		Description	Value
- 1	10		
M	11		
		1	

See information sheet: Note (6)
Please Attach the Proof

Description	Value	Source	
i i			

7. Land and property
See information sheet: Note (7)
Please Attach the Proof

Description	Extent	Area Value
17 LEBOMBO STREET, S8, VANDERBUY	PARLIC RESTORATION	R2 500 000 -00
REJIDENTIAL		

SIGNATURE OF EMPLOYEE

01/12/2017

### CONFIDENTIAL

### OATH/AFFIRMATION

	tions and wrote down her/his answers in his/her presence:
(i)	Do you know and understand the contents of the declaration?  Answer:
(ii)	Do you have any objection to taking the prescribed oath or affirmation?  Answer:
(iii)	Do you consider the prescribed oath or affirmation to be binding on your conscience?  Answer:
of this declar true".	ify that the deponent has acknowledged that she/he knows and understands the content of declaration. The deponent utters the following words: "I swear that the contents of this ration are true, so help me God." / "I truly affirm that the contents of the declaration are The signature/mark of the deponent is affixed to the declaration in my presence.
Re	rst names and surname:  Seko Gerold  K letters)
8	nation(rank):  ficio Republic of South Africa
Street	natali SAPS - MSta, Road
Date: _	2017-12-0 Place: Namahadi SAPS
NTS N	OTED: MUNICIPAL MANAGER
	SUID AND DELISTEDIENS STASIE & FOLLOWING WAYESTAAT MPHALES ES ESSE - FUGEVOSTATA
e	2017 -12- 0 1
	PRINANCE (1997)

### CONFIDENTIAL

INFORMATION SHEET FOR THE GENERIC FINANCIAL DISCLOSURE FORM
The following notes are a guide to assist with completing the Financial Disclosure form
(Annexure E):

### NOTE 1: Shares and other financial interests

Designated employees are required to disclose the following details with regard to shares and other financial interests held in any private or public company or any other corporate entity recognised by law:

- The number, nature and nominal value of shares of any type;
- The nature and value of any other financial interests held in any private or public company or any other corporate entity; and
- · The name of that entity.

### NOTE 2: Directorships and partnerships

Designated employees are required to disclose the following details with regard to directorships and partnerships:

- The name and type of business activity of the corporate entity or partnership/s; and the amount of any remuneration received for such directorship or partnership/s.
- Directorship includes any occupied position of director or alternative director, or by whatever name the position is designated.
- Partnership is a legal relationship arising out of a contract between two or more persons with the object of making and sharing profits.

### NOTE 3: Remunerated work outside the Municipality (As sanctioned by Council) Designated employees are required to disclose the following details with regard to Remunerated work outside the public service:

- The type of work:
- · The name and type of business activity of the employer; and
- The amount of the remuneration received for such work.

Remuneration means the receipt of benefits in cash or kind, and work means rendering a service for which the person receives remuneration.

### NOTE 4: Consultancies and retailer ship

Designated employees are required to disclose the following details with regard to Consultancies and retailer ship:

- The nature of the consultancy or retailer ship of any kind;
- The name and type of business activity, of the client concerned; and
- The value of any benefits received for such consultancy or retailer ship.

### **NOTE 5:** Sponsorships

Designated employees are required to disclose the following details with regard to Sponsorships:

- The source of the sponsorship;
- · The description of the sponsorship; and
- The value of the sponsorship.

NOTE 6: Gifts and hospitality from a source other than a family member

Designated employees are required to disclose the following details with regard to

Gifts and hospitality:

- A description and the value and source of a gift with a value in excess of R350.00;
- A description and the value of gifts from a single source which cumulatively Exceed the value of R350.00 in the relevant 12-month period; and
- · Hospitality intended as a gift in kind.

Designated employees must disclose any material advantages that they received from any source e.g. any discount prices or rates that are not available to the general public. All personal gifts within the family and hospitality of a traditional or cultural nature need not be disclosed.

### **NOTE 7: Land and Property**

Designated employees are required to disclose the following details with regard to their ownership and other interests in land and property (residential or otherwise both inside and outside the Republic):

- A description of the land or property;
- The extent of the land or property;
- · The area in which it is situated; and
- The value of the interest.