

**COLLINS CHABANE
LOCAL MUNICIPALITY**

Since 2016



PERFORMANCE AGREEMENT

2018/2019

Collins Chabane Municipality herein represented by

CLLR. BILA TINTSWALO JOYCE,

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

and

NGOBENI TSAKANI CHARLOTTE,

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

WHEREBY IT IS AGREED AS FOLLOWS:

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1. Introduction

The Aim of the Personal Development Plan (PDP) is to ensure that Employees are skilled to meet Objectives as set out in the Performance Management Agreement as prescribed by legislation. Successful career path planning ensures competent employees for current and possible future positions. It there for identifies, prioritise and implement training needs

Legislative needs taken into account comes from the Municipal Systems Act Guidelines: Generic senior management competency framework and occupational competency profiles, Municipal Finance Management Competency Regulations, such as those developed by the National Treasury and other line sector departments' legislated competency requirements need also be taken into consideration during the PDP process.

2. Competency Modelling

The COGTA has decided that a competency development model will consist of both managerial and occupational competencies:

- Managerial competencies should express those competencies which are generic of all management positions.
- Occupational competence refers to competencies which are job/function specific.

3. Compiling the personal development plan attached as the appendix

The Mayor, in consultation with the employee is to compile a Personal Development Plan. The PDP has 7 columns that need to be completed. Appendix A serves as the Action Plan for the PDP

3.1. Column 1: Skills/Performance GAP.

1. Skills /Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3. Suggested training and / or development activity	4. Suggested mode Of delivery	5. Suggested Time Frames	6. Work opportunity created to practice skill / development area	7. Support Person
<i>E.g. 1. Appraise Performance of Managers</i>	<i>The mayor will be able to enter into performance agreements with the municipal managers reporting to him / her, appraise them against set criteria, within relevant time frames</i>	3. Suggested training and / or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to practice skill / development	7. Support Person

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The identified training needs should be entered into column one. The following should be taken into consideration:

Organisational needs

Strategic development priorities and competency requirements, in line with the municipality’s strategic objectives. The competency requirements of individual jobs. The relevant job requirements (job competency profile) as identified in the job description should be compared to the current competency profile of the employee to determine the individual’s competency gaps.

Specific competency gaps as identified during the probation period and performance appraisal of the employee.

Individual training needs that are job / career related.

Prioritisation of the training needs in column 1 should also be determined since it may not be possible to address all identified training needs in a specific financial year. It is however of critical importance that training needs be addressed on a phased and priority basis. This implies that all these needs should be prioritized for purposes of accommodating critical / strategic training and development needs in the HR Plan, Personal Development Plans and the Workplace Skills Plan.

3.2. Column 2: Outcomes Expected

1. Skills /Performance Gap(in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3.Suggested training and / or development activity	4.Suggested mode Of delivery	5.Suggested Time Frames	6. Work opportunity Created to practice skill / Development area	7.Support Person
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Consideration must be given to the outcomes expected in column 2 so that once the intervention is completed the impact it had can be measured against relevant output indicators.

3.3. Column 3: Suggested training

1. Skills /Performance Gap(in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3.Suggested training and / or development activity	4.Suggested mode Of delivery	5.Suggested Time Frames	6. Work opportunity Created to practice skill / Development area	7.Support Person
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Training needs must be identified with due regard to cost effectiveness and listed in column 3.

The suggested mode of delivery refers to the chosen methodology that is deemed most relevant to ensure transfer of skills. Mode of delivery consists of, amongst others, self-study, internal or external training provision; coaching and / or mentoring and exchange programmes.

4. Column 4 : Suggested mode of delivery

1. Skills /Performance Gap(in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3.Suggested training and / or development activity	4.Suggested mode Of delivery	5.Suggested Time Frames	6. Work opportunity Created to practice skill / Development area	7.Support Person
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Training must be conducted either in line with a recognised qualification from a tertiary institution or unit standards registered on the National Qualifications Framework (South African Qualifications Authority), which could enable the trainee to obtain recognition towards a qualification for training undertaken. It is important to determine within the municipality whether unit standards have been developed with regard to a specific outcome (and registered with the South African Qualifications Authority). Unit standards usually have measurable assessment criteria to determine achieved competency.

5. Column 5: Suggested Time Lines

1. Skills /Performance Gap(in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3.Suggested training and / or development activity	4.Suggested mode Of delivery	5.Suggested Time Frames	6. Work opportunity Created to practice skill / Development area	7.Support Person
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An employee should on average receive at least five days of training per financial year and not unnecessarily be withdrawn from training interventions. The suggested time frames enable managers to effectively plan for the annum e.g. so that not all their employees are away from work within the same period and also ensuring that the PDP is implemented systematically.

6. Column 6: Work opportunity created to practice skill /development area

1. Skills /Performance Gap(in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3.Suggested training and / or development activity	4.Suggested mode Of delivery	5.Suggested Time Frames	6. Work opportunity Created to practice skill / Development area	7.Support Person
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This further ensures internalisation of information gained as well as return on investment (not just a nice to have skill but a necessary to have skill that is used in the workplace).

7. Column 7: Support Person

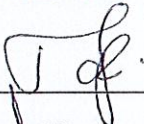

1. Skills /Performance Gap(in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3.Suggested training and / or development activity	4.Suggested mode Of delivery	5.Suggested Time Frames	6. Work opportunity Created to practice skill / Development area	7.Support Person
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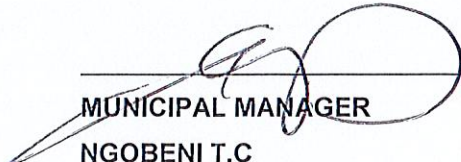
This identifies a support person that could act as coach or mentor with regard to the area of learning for the employee.

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Thus done and signed at Malamulele on this the 02 day of July 2018


AS WITNESSES:

1. 
2. 


MUNICIPAL MANAGER
NGOBENI T.C

AS WITNESSES:

1. 
2. 


HIS WORSHIP MAYOR
CLLR. BILA T.J

COLLINS CHABANE LOCAL MUNICIPALITY

COLLINS CHABANE
LOCAL MUNICIPALITY
Since 2016



Performance Plan MUNICIPAL MANAGER: NGOBENI TC

2018/19

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1. LEGISLATION

The following legislation governs the development of the SDBIP and Performance management plan and functions within the Budget and Treasury Office.

a. Legislation Governing the Development of the SDBIP and Performance Contracts of Section 57 Managers

- **Municipal Finance Management Act 56 of 2003 (MFMA)**, requires municipalities to develop Service Delivery and Budget Implementation Plan (SDBIP) and must be signed by the Mayor within 28 days after the budget has been approved.
- **Municipal Systems Act 32 of 2000**, requires municipalities to develop Performance management Plan that must be reviewed quarterly. The performance management plan must be aligned to the IDP and indicate measurable and realistic targets for each Key Performance Indicator.
- **Performance Regulations, 2006, for managers reporting to the municipal manager and the municipal manager**, outlines the process of the development of Performance agreements. The MFMA, 56 of 2003, further requires that Section 56 manager and municipal manager must develop performance agreement that must be signed by the municipal manager and the Mayor respectively. This Performance plans must be linked to the SDBIP, IDP and Budget.

b. Legislation Governing the departmental Functions:

- The Constitution
- The Municipal System Act, 32 of 2000
- The Municipal Structures Act
- Municipal Finance Management Act 56 of 2003
- Performance regulations of 2006

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2.

VISION AND MISSION

Vision

“A spatially integrated and sustainable local economy by 2030”

Mission:

To ensure the provision of sustainable basic services and infrastructure to improve the quality of life of our people and to grow the local economy for benefit of all citizens

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3. STRATEGIC OBJECTIVES

Chapter two of the IDP indicates Municipal Strategic Objectives which further indicates what the municipality needs to achieve. These strategic objectives were developed to ensure that all National Key Performance Areas are addressed.

Table A: Strategic Objectives are as follows:

KPA's	STRATEGIC OBJECTIVES 2018/19
1. Municipal Transformation and Organisational Development	Improved governance and administration
2. Spatial Rationale	Integrated spatial and human settlement
3. Basic Service Delivery and Infrastructure Development	Improved access to sustainable basic services and Promote community well-being and environmental welfare
4. Local Economic Development	Integrated Local economy
5. Municipal Finance Management and Viability	Sound Financial Management and Viability
6. Good Governance and Public Participation	Improved governance and administration and Effective Community Participation

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KPA 1: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT : KPA WEIGHT= 32%

OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM

OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY

STRATEGIC PLANNING: IMPROVED GOVERNANCE AND ADMINISTRATION

Measurable Objectives/ key performance indicator	Baseline	Annual Target	Funding Source	Budget	Start Date	Completion Date	1 st Q TARGET	2 ND Q TARGET	3 RD Q TARGET	4 TH Q TARGET	Portfolio of Evidence	KPI Weight
No of management meetings held by 30 June 2019	12 Management meetings	12 Management meetings to be held by 30 June 2019	Operational Income	Operational	1/7/2018	30/6/2019	3 Management meetings to be held	3 Management meetings to be held	3 Management meetings to be held	3 Management meetings to be held	Attendance register and minutes	11.11
% Senior Managers with signed performance plans and agreements by 30 June 2018 (# of Performance Agreements signed /# of	6 performance plans and agreements	100% Senior Managers to sign Performance Agreement and Plans by 30 June 2019(# of Performance Agreements signed /# of	Operational Income	Operational	1/7/2018	30/6/2019	100% Senior Managers to sign Performance Agreement and Plans	100% Senior Managers to sign Performance Agreement and Plans	100% Senior Managers to sign Performance Agreement and Plans	100% Senior Managers to sign Performance Agreement and Plans	Signed Performance Agreements and Plans	11.11

and Supported		by 30 June 2019	Operational Income	Operational			1/7/2018	30/6/2019	and Supported	and Supported	and Supported	Attendance Register	
% of implementation of Council Resolutions by 30 June 2019	Council Resolution Register	100% implementation of Council resolutions by 30 June 2019	Operational Income	Operational			1/7/2018	30/6/2019	100% implementation of Council resolutions	100% implementation of Council resolutions	100% implementation of Council resolutions	Resolution Register	11.11
% litigation cases attended by 30 June 2018 (# of cases attended /# of cases received)	Litigation Register	100% cases attended by 30 June 2019 (# of cases attended /# of cases received)	Operational Income	Operational			1/7/2017	30/6/2018	100% cases attended (# of cases attended /# of cases received) by 30 June 2017	100% cases attended (# of cases attended /# of cases received) by 30 June 2017	100% cases attended (# of cases attended /# of cases received) by 30 June 2017	Litigation Register and Report	11.11

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KPA 2: SPATIAL PLANNING & RATIONALE : KPA WEIGHT = 4%

OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM

OUTPUT 4: ACTIONS SUPPORTIVE OF THE HUMAN SETTLEMENT OUTCOMES

Strategic Objective: INTEGRATED SPATIAL AND HUMAN SETTLEMENT

Measurable Objectives/ key performance indicator	Baseline	Annual Target	Project Name	Funding Source	Budget	Start Date	Completion Date	1 st Q TARGET	2 ND Q TARGET	3 RD Q TARGET	4 TH Q TARGET	Portfo lio Of Eviden ce	KPI Weight
To review the IDP by 31 May 2019	IDP reviewed by 31 May 2019	IDP reviewed by 31 May 2019	IDP	Operati ng Income	500 000	01/07/2 018	30/06/2019	Develop IDP and Budget process Plan	Conduct Public Participation (Need analysis)	Draft IDP submitted to Council by 31 March 2019	Final IDP submitted to Council by 31 May 2019	Draft IDP AND Final IDP	100

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KPA 3: BASIC SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT: KPA WEIGHT=7%

OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM

OUTPUT 2: IMPROVING ACCESS TO BASIC SERVICES

OUTPUT 3: IMPLEMENTATION OF THE COMMUNITY WORK PROGRAMME

Strategic Objective: IMPROVED ACCESS TO SUSTAINABLE BASIC SERVICES AND PROMOTE COMMUNITY WELL-BEING AND ENVIRONMENTAL WELFARE

Programme	Measurable Objectives/ key performance indicator	Baseline	Annual Target	Budget	Start Date	Completion Date	1st Q TARGET	2ND Q TARGET	3RD Q TARGET	4 TH Q TARGET	Portfolio Of Evidence	KPI Weight
MIG Projects	MIG Spent by 30 June 2019. (R81 850 000 Value spent/ R81 850 000 Value Budget)	R83 480 000 0 000	100 % MIG Spent by 30 June 2019. (R81 850 000 Value	R81 850 000	1/7/2018	30/6/2019	12 % (10 000 000)	61% (50 000 000)	79 % (65 000 000)	100 % MIG Spent (R81 850 000 Value spent/ R81 850 000	MIG spending Report	50

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INEP Projects	INEP Spent Grant Spent(R20 000 000 Value spent/ R20 000 000 Value budget)						1/7/2018	30/6/2019	20% (R 4 000 000)	50% (10 000 000)	75% (R 15 000 000)	100% INEP Grant spent (R20 000 000 Value spent/ R20 000.000 Value budget)	INEP Spending Report	50					
spent/ R81 850 000 Value Budget)	INEP Grant Spent by 30 June 2019 (R20 000 000 Value spent/ R20 000.000 Value budget)																		

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KPA 4: LOCAL ECONOMIC DEVELOPMENT: KPA WEIGHT= 4%

OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM

OUTPUT 3: IMPLEMENTATION OF THE COMMUNITY WORK PROGRAMME

Strategic Objective: INTEGRATED LOCAL ECONOMY

Programme	Measurable Objectives/ key performance indicator	Baseline	Annual Target	Budget	Start Date	Completion Date	1st Q TARGET	2ND Q TARGET	3RD Q TARGET	4 TH Q TARGET	Portfolio of Evidence	KPI Weight
LED Strategy Implementation	To monitor the review and submission of the LED Strategy to Council for approval by 30 June 2019	LED Strategy in place	Monitoring the Review of the LED Strategy by 30 June 2019	Operational	1/7/2018	30/6/2019	Monitor the Appointment of Service Provider	Monitor the development of Inception and situational analysis reports	Monitor the Stakeholder consultations & Draft LED strategy document	Ensure the submission of the LED Strategy to Council for approval	LED strategy and Council resolution	100

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KPA 5: Financial Viability: KPA WEIGHT= 25%	
OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM	
Outcome Nine Output 6:Administrative And Financial Capability	
Strategic Objective: Sound Financial Management	

Programme	Measurable Objectives/ key performance indicator	Baseline	Annual Target	Budget	Start Date	Completion Date	1 st Q TARGET	2 nd Q TARGET	3 rd Q TARGET	4 th Q TARGET	Portfolio of evidence	KPI Weight
Revenue Enhancement strategy	% implementation of the Revenue Enhancement Strategy by 30 June 2019		100% Implementation of the Institutional revenue strategy by 30 June 2019	Operational	1/7/2018	30/6/2019	100% Implementation of the Institutional revenue strategy	100% Implementation of the Institutional revenue strategy	100% Implementation of the Institutional revenue strategy	100% Implementation of the Institutional revenue strategy	Reports on implementation of the Institutional revenue sources	14.3
Assets and Inventory Management	To monitor 2 Institutional assets verifications		Monitoring of 2 Institutional asset verifications to be	Operational	1/7/2018	30/6/2019	N/A	Monitor 1 Institutional asset verification	N/A	Monitor 1 Institutional asset verification	Reports on assets in the custody of the department	14.3

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	by 30 June 2019		conducted by 30 June 2019																
SCM – Demand Management	To ensure the development and implementation of procurement plan developed and implemented by 30 June 2019		Ensuring development and implementation by 30 June 2019	Operational	1/7/2018	30/6/2019	N/A	N/A	N/A	N/A	N/A	Ensuring development and Implementation Annual Procurement Plan developed	Approved annual departmental procurement plan	14.3					
Expenditure management	% budget spending on institutional Capital budget by 30 June 2019		100 % spending of the Institutional projected Capital budget by 30 June 2019		1/7/2018	30/6/2019	25% spending of the Institutional projected Capital budget	25% spending of the Institutional projected Capital budget	25% spending of the Institutional projected Capital budget	25% spending of the Institutional projected Capital budget	25% spending of the Institutional projected Capital budget	25% spending of the Institutional projected Capital budget	Quarterly Financial Report	14.3					
Budget and Reporting	To obtain unqualified audit opinion by 30 June 2019		Unqualified Audit Opinion Obtained by 30 June 2019	Operational	1/7/2018	30/6/2019	N/A	N/A	N/A	N/A	N/A	Obtaining of Unqualified Audit Opinion	AGSA Audit Report	14.3					

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Equitable Share	Equitable Share Spent by 30 June 2019 (Value Budget)		Equitable Share Spent by 30 June 2019)	1/7/2018	30/6/2019	25% spending of the Institutional Equitable Share	25% spending of the Institutional Equitable Share	25% spending of the Institutional Equitable Share	25% spending of the Institutional Equitable Share	Spending Report	14.3
FMG	FMG Spent by 30 June 2019		FMG Spent by 30 June 2019	1/7/2018	30/6/2019	25% spending of the FMG	25% spending of the FMG	25% spending of the FMG	25% spending of the FMG	FMG Spending Report	14.3

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KPA 6: Public Participation And Good Governance: KPA Weight=28%

OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM

Output 5: Deepen Democracy Through A Refined Ward Committee Model

Output 6: Administrative And Financial Capability

Strategic Objective: To Develop Governance Structures And Systems That Will Ensure Effective Public Consultation And Organizational Discipline

Program me	Measurab le Objective s/ key performa nce indicator	Baseli ne	Annual Target	Budget	Start Date	Completi on Date	1 st Q TARGET	2 ND Q TARGET	3 RD Q TARGET	4 TH Q TARGET	Portfolio of evidence	KPI Weig ht
Risk Management	To monitor the developm ent implemen tation of Institution al Risk Register by 30 June 2019	Risk Register	Monitor the developmen t and implementat ion of Institutional Risk register by 30 June 2019	Operational	1/7/2018	30/6/2019	Monitor the developmen t and implementat ion of Institutional Risk register	Monitor the developmen t and implementat ion of Institutional Risk register	Monitor the developmen t and implementat ion of Institutional Risk register	Monitor the developmen t and implementat ion of Institutional Risk register	Institutional register and Implement ation Report	12.5

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Project	KPI/Measurable Objective	Baseline	Annual Target	Budget	Start Date	Completion Date	1 st Q TARGET	2 nd Q TARGET	3 rd Q TARGET	4 th Q TARGET	Portfolio of evidence	KPI Weight
Auditing	To ensure the submission of 4 the reports to Audit Committee by 30 June 2019	AG Action Plan	Ensuring submission of 4 of the reports to Audit Committee by 30 June 2019	Operational	1/7/2018	30/6/2019	Ensuring submission of 1 of the report to Audit Committee	Ensuring submission of 1 of the report to Audit Committee	Ensuring submission of 1 of the report to Audit Committee	Ensuring submission of 1 of the report to Audit Committee	Audit Committee Reports	12.5
Auditing	% Implementation of Audit Committee Resolutions by 30 June 2019	Audit Committee Resolution Register	100% Implementation of audit Committee Resolutions by 30 June 2019	Operational	1/7/2018	30/6/2019	100% Implementation of audit Committee Resolutions	100% Implementation of audit Committee Resolutions	100% Implementation of audit Committee Resolutions	100% Implementation of audit Committee Resolutions	Resolution Register	12.5
Auditing	No of audit committee meeting held by 30 June 2019	Audit Committee Work Programme	4 audit committee meeting held by 30 June 2019	Operational	1/7/2018	30/6/2019	1 Audit Committee meeting to be held	1 Audit Committee meeting to be held	1 Audit Committee meeting to be held	1 Audit Committee meeting to be held	Audit Committee Minutes	12.5
Clean Audit Report	% of audit queries raised by internal audit unit by 30 June 2019	Internal Audit Action Plan	100% implementation of audit queries by internal audit unit by 30 June 2019	Operational	1/7/2018	30/6/2019	100% implementation of audit queries by internal audit unit	100% implementation of audit queries by internal audit unit	100% implementation of audit queries by internal audit unit	100% implementation of audit queries by internal audit unit	Action plan	12.5

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Project	KPI/Measurable Objective	Baseline	Annual Target	Budget	Start Date	Completion Date	1 st Q TARGET	2 nd Q TARGET	3 rd Q TARGET	4 th Q TARGET	Portfolio of evidence	KPI Weight
Clean Audit Report	% of audit queries raised by external audit unit by 30 June 2019	AG Action Plan	100% implementation of audit queries by external audit by 30 June 2019	Operational	1/7/2018	30/6/2019	100% implementation of audit queries by external audit	100% implementation of audit queries by external audit	100% implementation of audit queries by external audit	100% implementation of audit queries by external audit	Action plan	
Clean Audit Report	No of audit steering committee meeting by 30 June 2019	AG Action Plan	24 Steering Committee meeting to be Coordinated by 30 June 2019	Operational	1/7/2018	30/6/2019	6 Steering Committee meeting to be Coordinated	6 Steering Committee meeting to be Coordinated	6 Steering Committee meeting to be Coordinated	6 Steering Committee meeting to be Coordinated	Attendance register and minutes	12.5
Risk Management	Identification and Implementation of the departmental strategic risk by 30 June 2019	Risk Register	Strategic Risks for the department identified and implemented by 30 June 2019	Operational	1/7/2018	30/6/2019	Mitigation of the Strategic Risks for the department	Mitigation of the Strategic Risks for the department	Mitigation of the Strategic Risks for the department	Mitigation of the Strategic Risks for the department	Departmental Risk Register and Implementation Report	12.5

4. PERFORMANCE WEIGHTINGS PER KEY PERFORMANCE AREAS

The criterion upon which the performance of the employee must be assessed consists of 2 components both of which must be contained in the performance agreement.

The employee will be assessed against both components, with a weight of 80:20 allocated to the Key Performance Areas (KPA) and the Core Competency Requirements (CCRs), respectively. Each area of assessment will be weighted and will contribute a specific part to the total score. KPAs covering the main areas of work will account for 80% and CCR will account for 20% of final assessment

Table B: WEIGHTING ON KPAs

KEY PERFORMANCE AREAS	WEIGHT
Municipal Transformation and Organizational Development	32 %
Spatial Rationale	4 %
Basic Service Delivery & Infrastructure Development	7 %
Local Economic Development	4 %
Municipal Financial Management and Viability	25 %
Good Governance & Public Participation	28 %
TOTAL WEIGHTING	100%

TABLE C: CORE COMPETENCY REQUIREMENTS (CCRs)

Leading Competencies	Weights
Strategic Capability and Leadership	10
Programme and Project Management	10
Financial Management	10
Change Leadership	10
Governance Leadership	10
People Management	10
Core Competencies:	Weights
Moral competence	5
Planning and organising	10
Analysis and Innovation	10
Knowledge and Information Management	5
Results and Quality Focus	10
Total percentage	100%

5. PERFORMANCE EVALUATION

Performance evaluation will be done in line with section 23(c) of the Performance Regulation of 2006: Performance Regulation of Managers Reporting to the Municipal Manager and the Municipal Manager.

6. PERFORMANCE ASSESSMENT

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

7. PERSONAL DEVELOPMENT PLANS (PDP)

Section 29 of the Performance Regulation of 2006, requires that managers must develop personal Development Plan that must address all gaps and this plan must be part of the performance agreement.

This performance is signed in line with the Municipal Finance Management Act 56 of 2003. All s57 Managers are required performance plan and sign performance agreements with the accounting officer.

This performance plan serves as an Annexure to the signed Performance Agreement.

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MUNICIPAL MANAGER

NGOBENI TC

DATE..... 02/07/2018

.....

MAYOR

CLLR. BILA TINTSWALO JOYCE

DATE..... 02/07/2018