

**COLLINS CHABANE
LOCAL MUNICIPALITY**

Since 2016



ADJUSTED PERFORMANCE AGREEMENT 2018/2019

Collins Chabane Municipality herein represented by

CLLR. MALULEKE MOSES,

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

and

SHILENGE RISENGA RICHARD,

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

WHEREBY IT IS AGREED AS FOLLOWS:

RR

M

1

1. Introduction

- 1.1. The Employer has entered into a contract of employment with the Employee in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties".
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance agreement.
- 1.3 This agreement does not at all replace the Employment Contract signed between the parties.
- 1.4 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.
- 1.5 The Parties wish to ensure that there is compliance with Sections 57 (4A), 57 (4B) and 57 (5) of the Systems Act.

2. Purpose of this Agreement

The purpose of this Agreement is to:

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

3. Commencement and duration

- 3.1. This Agreement will commence on **1 July 2018** and will remain in force until **30 June 2019 (provided the employment contract signed with the employer is still in force)** 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

RL

M

- 3.3 The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than one month after the beginning of each successive financial year
- 3.4 This Agreement will **automatically terminate** on termination of the Employee's contract of employment for any reason
- 3.5 The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon
- 3.6 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. Key Performance Areas that the employee should focus on

4.1.2. Core competencies required from employees

4.1.3. The performance objectives, key performance indicators, projects and targets that must be met by the Employee

4.1.4. The time frames within which those performance objectives and targets must be met

4.2. The performance objectives, key performance indicators 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 strategic objectives; key performance indicators, targets, projects and activities that may include dates and weightings. A description of these elements follows:

4.2.1. The strategic objectives describe the strategic intent of the organisation that needs to be achieved

4.2.2. The performance indicators provide the measurement on how a strategic objective needs to be 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 performance areas, key objectives, key performance indicators to each other

4.2.5. The activities are the actions to be achieved within a project

5. Performance Management System

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

5.2. The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required

M

RR

- 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 KPA's (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, Key Performance Areas and core Competency Requirements, 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 (KPA's) and the Core Competency Requirements (CCRs) respectively.
- 5.5.2. KPA's covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.
- 5.5.3. Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.4. The Employee's assessment will be based on his performance in terms of the key performance indicator outputs / outcomes identified as per attached Performance Plan (Annexure A), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee:

Key Performance Areas	Weighting
Municipal Transformation and Organisational Development	32%
Basic Service Delivery and Infrastructure Development	4%
Local Economic Development (LED)	4%
Municipal Financial Viability and Management	14%
Good Governance and Public Participation	46%

- 5.6. Municipal Manager's responsibilities are directed in terms of the abovementioned key performance areas.
- 5.7. The CCRs will make up the other 20% of the Employee's assessment score. The following CCRs are deemed to be most critical for the Employee's specific job.

RR M

COMPETENCES	
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

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

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 strategic objectives 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

RR M

- (b) Values on actual performance are supplied for KPI's and Activities under each KPA as part of the Institutional Assessment. Based on the Target for an activity or KPI, over or under performance are calculated and converted to the 1-5 point scale. These scores are carried over to the applicable employee's performance plan. During assessment, the employee has a chance to motivate for higher scores. The panel members have a chance to ask questions regarding
- (c) The final scores are converted to % Performance by making use of COGTA Performance Assessment Rating Calculator

6.5.2. Assessment of the CCRs

- (a) Each CCR should be assessed according to the extent to which the specified standards have been met
- (b) An indicative rating on the five-point scale should be provided for each CCR
- (c) This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score
- (d) The score is translated to a final CCR percentage through COGTA Performance Assessment Rating Calculator (refer to paragraph 6.5.1)

6.5.3. Overall rating

An overall rating is calculated by using the Performance Assessment Rating Calculator whereby a weighting of 80% is applied to KPA performance and a weighting of 20% to CCR's.

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

The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CCRs:				
5	4	3	2	1
Outstanding Performance	Performance Significantly Above Expectations	Fully Effective	Not Fully Effective	Unacceptable Performance
Performance far exceeds the standard expected of an employee at this level.	Performance is significantly higher than the standard expected in the job.	Performance fully meets the standards expected in all areas of the job.	Performance is below the standard required for the job in key areas.	Performance does not meet the standard expected for the job.

6.7. For purposes of evaluating the annual performance of the Director, an evaluation panel constituted of the following persons must be established –

6.7.1. Municipal Manager

RP M

- 6.7.2. Chairperson of the Performance Audit Committee or a member of the Performance Audit Committee in the absence of the Chairperson of the Performance Audit Committee;
- 6.7.3. Member of the Executive Committee
- 6.7.4. Mayor or municipal manager from another municipality; and
- 6.7.5. The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels referred to in sub-regulations (d) and (e).

7. Schedule for Performance Reviews

7.1. The performance of each Employee in relation to his Performance Agreement shall be reviewed within the month following the quarters as indicated with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

- First quarter: July – September 2018
- Second quarter: October – December 2018
- Third quarter: January – March 2019
- Fourth quarter: April – June 2019

7.2. The Employer shall keep a record of the mid-year review and annual assessment meetings

7.3. Performance feedback shall be based on the Employer's assessment of the Employee's performance

7.4. The Employer will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The Employee will be fully consulted before any such change is made

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

8. Developmental Requirements

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

9. Obligations of the Employer


The Employer shall:

9.1. Create an enabling environment to facilitate effective performance by the employee

9.2. Provide access to skills development and capacity building opportunities

9.3. Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee

9.4. On the request of the Employee delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement

 M

9.5. Make available to the Employee such resources as the Employee may reasonably require from time to time to assist him 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

10.1.3. A substantial financial effect on the Employer

10.1.4. The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in as soon as is practicable to enable the Employee to take any necessary action without delay

11. Management of Evaluation Outcomes

11.1. The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.

11.2. A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

% Rating Over Performance %	% Rating Over Performance % Bonus
130 - 133.8	5%
133.9 – 137.6	6%
137.7 – 141.4	7%
141.5 - 145.2	8%
145.3 – 149	9%
150 – 153.4	10%
153.5 – 156.8	11%
156.9 – 160.2	12%
160.2 – 163.6	13%
163.7 – 167	14%

11.3. In the case of unacceptable performance, the Employer shall:

11.4. Provide systematic remedial or developmental support to assist the Employee to improve his performance

11.5. 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

HR M

steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his duties

12. Dispute Resolution

12.1. Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the Employee or any other person appointed by the MEC

13. General

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

13.2. Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his 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 government, within fourteen (14) days after the conclusion of the assessment.

Thus done and signed at Matlamulele.....on this the 11 day of March..... 2019

AS WITNESSES:

1. [Signature]
2. [Signature]

[Signature]
SHILENGE RISENGA RICHARD
EMPLOYEE

AS WITNESSES:

1. [Signature]
2. [Signature]

[Signature]
MAYOR
CLLR. MALULEKE MOSES

COLLINS CHABANE LOCAL MUNICIPALITY

COLLINS CHABANE
LOCAL MUNICIPALITY
Since 2016




ADJUSTED PERFORMANCE PLAN SENIOR MANAGER CORPORATE SERVICES:

2018/19

NR

TABLE OF CONTENT

	CONTENT	PG. NO.
1.	LEGISLATION	3
2.	VISION AND MISSION	3
3.	STRATEGIC OBJECTIVES	4
4.	KPA 1: INSTITUTIONAL TRANSFORMATION AND DEVELOPMENT	5-8
5.	KPA 3 : BASIC SERVICE DELIVERY AND INFRACTURE DEVELOPMENT	9
6.	KPA 4: LOCAL ECONOMIC DEVELOPMENT	10
7.	KPA 5: MUNICIPAL FINANCE MANAGEMENT AND VIABILITY	11-12
8.	KPA 6 : GOOD GOVERNANCE AND PUBLIC PARTICIPATION	13-16
9.	PERFORMANCE WEIGHTING PER KEY PERFORMANCE AREAS	17
10.	COMPETENCIES	18
11.	PERFORMANCE EVALUATION	19
12.	PERFORMANCE ASSESSMENT	19
13.	PESONAL DEVELOPMENT PLANS	20
14.	SIGNATURES	20

M


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

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

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	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

W
R

KPA 1: INSTITUTIONAL TRANSFORMATION AND DEVELOPMENT; KPA WEIGHT = 32%

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

OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY

STRATEGIC OBJECTIVE: IMPROVED GOVERNANCE AND ADMINISTRATION

Key Performance Indicators/Measurable Objective	Baseline	Annual Targets	Project Name	Funding Source	Budget 18/19 R'000	Adjusted Budget 18/19 R'000	Start Date	End Date	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	Portfolio Of Evidence	KPI Weight
To develop and review municipal policies by 30 June 2019	24 HR policies reviewed and approved	20 municipal policies developed by 30 June 2019	Municipal Policies review	Operation Income	OPEX R'000	OPEX R'000	01/07/2018	30/06/2019	5	5	5	5	Q1-Q4: - Policies and Council resolutions	11.1
To review and approve the Organogram by 31 May 2019	Organogram for 2018/2019 reviewed and approved by Council.	Organogram reviewed and approved by 31 May 2019	Organogram review	Operation Income	OPEX	OPEX	01/07/2018	30/06/2019	N/A	N/A	Draft organogram submitted to Council for approval	Final organogram submitted to Council for approval	Q 3: Draft Organogram & Council resolution Q 4: Final Organogram & Council resolution	11.1
% litigation cases attended to by 30 June 2019 (Number of Litigation cases received by Number of Litigation Cases attended to)	100% cases attended (5/5)	100% litigation cases attended to by 30 June 2019 (Number of Litigation cases)	Management of litigations	Operation Income	OPEX	OPEX	01/07/2018	30/06/2019	100% litigation cases attended to (Number of Litigation cases)	100% litigation cases attended to (Number of)	100% litigation cases attended to (Number of)	100% litigation cases attended to (Number of)	Q1- Q4 :Litigation register	11.1

		cases received by Number of Litigation Cases attended to)							received by Number of Litigation Cases attended to)	Litigation cases received by Number of Litigation Cases attended to)	Litigation cases received by Number of Litigation Cases attended to)	Litigation cases received by Number of Litigation Cases attended to)	
To fill 50 posts in line with Organogram by 30 June 2019	32 posts filled in line with Organogram	50 posts filled in line with Organogram by 30 June 2019	Personnel Recruitment	Operation Income	OPEX	OPEX	01/07/2018	30/06/2019	N/A	N/A	N/A	50 posts filled in line with Organogram	11.1
Number of LLF Meetings convened by 30 June 2019	12 LLF Meetings convened	12 LLF Meetings convened by 30 June 2019	LLF Meetings	Operation Income	OPEX	OPEX	01/07/2018	30/06/2019	3 LLF Meetings	3 LLF Meetings	3 LLF Meetings	3 LLF Meetings	11.1
To develop and Submit the workplace skills plan and Annual Training to LGSETA 31 April 2019	Workplace skills plan developed	Workplace skills plan and Annual Training Report developed and submitted to LGSETA by 30 April 2019	Workplace skills plan	Operation Income	OPEX	OPEX	01/07/2018	30/06/2019	N/A	N/A	N/A	Workplace skills plan and Annual Training report developed and submitted to LGSETA	11.1
Number of organisational performance reports	6 organisational	8 organisational performance reports	Organisational performance reports	Operation Income	OPEX	OPEX	01/07/2018	30/06/2019	2	1	4	1	11.1
													Q1: 2018/18 Annual Performance Report,
													Q4: Appointment letters, Adverts
													Q1-Q4 :Minutes and Attendance Registers
													Acknowledgement letter from LGSETA

developed by 30 June 2019	performan ce report	ce report developed by 30 June 2019	Performan ce Agreement t	Operati on Income	OPEX	OPEX	01/07/2 018	30/06/2 019	6	N/A	N/A	N/A	N/A	2017/18 4 th quarter Report. Q 2: 2018/19 1 st quarter SDBIP report. Q 3: 2018/19 2 ND quarter SDBIP report, 2018/19 Mid-Year Report, 2017/18 Annual Report & Oversight Report. Q 4: 2018/19 3 rd quarter SDBIP report	11.1
Number Section 57 Managers with signed performance agreements by 30 June 2019	6 Section 57 Managers with signed performance agreements by 30 June 2019	6 Section 57 Managers with signed performance agreements by 30 June 2019	Skills Audit	Operati on Income	OPEX	OPEX	01/07/2 018	30/06/2 019	Complete skills audit forms, Compile report	N/A	N/A	N/A	N/A	Q 1: Signed Performance Agreements	11.1
To conduct Skills Audit and compile a report by 30 June 2019	None	Skills Audit conducted and report compiled by 30 June 2019	Skills Audit	Operati on Income	OPEX	OPEX	01/07/2 018	30/06/2 019	Complete skills audit forms, Compile report	N/A	N/A	N/A	N/A	Q1: Skills audit report	11.1

RR-M

Frequent Monitoring of the departmental Attendance Register by 30 June 2019	Attendance Registers.	Weekly Monitoring of the departmental Attendance Register by 30 June 2019	Attendance Register	Operating Income	OPEX	OPEX	01/072018	30/06/2019	Monitoring and Controlling of the departmental attendance register	Monitoring and Controlling of the departmental attendance register	Monitoring and Controlling of the departmental attendance register	Controlled and Monitored departmental attendance register	11.1
---	-----------------------	---	---------------------	------------------	------	------	-----------	------------	--	--	--	---	------

KPA 3: BASIC SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT: KPA WEIGHT= 4 %

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

Key Performance Indicators/Measurable Objective	Baseline	Annual Targets	Project Name	Funding Source	Budget 18/19 R'000	Start Date	End Date	1st quarter	2nd quarter	3rd quarter	4th Quarter	Portfolio of Evidence	KPA Weight
To conduct Inspection in Locco on reported projects by 30 June 2019	Projects	Conducting of Inspection in Locco on reported projects by 30 June 2019	Site Inspection	Operation Income	OPEX	01/07 /2018	30/06 /2019	N/A	Inspection	N/A	Inspection	Reports	100

RR M

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

Key Performance Indicators/Measurable Objective	Baseline	Annual Targets	Project Name	Funding Source	Budget 18/19 R'000	Start Date	End Date	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	Portfolio Of Evidence	KPI Weight
To capacitate LED Initiatives by conducting workshops by 30 June 2019	LED Initiatives Programme	2 Workshops	Workshops	Operation Income	OPEX	01/07/2018	30/06/2019	N/A	1	N/A	1	Attendance Registers	100

Handwritten initials/signature

KPA 5: MUNICIPAL FINANCE MANAGEMENT AND VIABILITY KPA WEIGHT = 14%

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

OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY

STRATEGIC OBJECTIVE: SOUND FINANCIAL MANAGEMENT AND VIABILITY

Programme	Measurable key performance indicator	Baseline	Annual Target	Budget	Start Date	End 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	Revenue Enhancement Strategy	100% Implementation of the departmental revenue strategy by 30 June 2019	Operational	01/072018	30/06/2019	100% Implementation of the departmental revenue strategy	100% Implementation of the departmental revenue strategy	100% Implementation of the departmental revenue strategy	100% Implementation of the departmental revenue strategy	Reports on implementation of departmental revenue sources	25
Assets and Inventory Management	No of departmental assets verifications conducted by 30 June 2019	Departmental Assets	2 departmental asset verifications to be conducted by 30 June 2019	Operational	01/072018	30/06/2019	N/A	1 asset verification to be conducted per quarter	N/A	1 asset verification to be conducted per quarter	Reports on assets in the custody of the department	25
SCM – Demand Management	No of departmental procurement plan developed and implemented by 30 June 2019	Allocated Budget	1 Departmental Procurement plan developed and implemented by 30 June 2019	Operational	01/072018	30/06/2019	N/A	N/A	N/A	1 Annual Procurement Plan developed	Approved annual departmental procurement plan	25

Expenditure management	% budget spending on departmental Capital budget b 30 June 2019	Allocated Budget	100 % spending of the departmental projected Capital budget by 30 June 2019	Operational	01/072018	30/06/2019	25% spending of the departmental projected Capital budget	25% spending of the departmental projected Capital budget	25% spending of the departmental projected Capital budget	Quarterly Financial Report	25
------------------------	---	------------------	---	-------------	-----------	------------	---	---	---	----------------------------	----

W
PR

KPA 6 :GOOD GOVERNANCE AND PUBLIC PARTICIPATION KPA WEIGH= 46%

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: IMPROVED GOVERNANCE AND ADMINISTRATION AND EFFECTIVE COMMUNITY PARTICIPATION

Key Performance Indicators/Measurable Objective	Baseline	Annual Targets	Project Name	Funding Source	Budget 17/18 R'000	Adjusted Budget 18/19 R'000	Start Date	End date	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	KPI Weight
Number of ordinary and Special Council meetings held by 30 June 2019	4	4 ordinary Council held and 8 Special Council meetings by 30 June 2019	Council Services	Income	OPEX	OPEX	1/7/2018	30/6/2019	1 Ordinary and 2 Special Council Meetings	1 Ordinary and 2 Special Council Meetings	1 Ordinary and 2 Special Council Meetings	1 Ordinary and 2 Special Council Meetings	7.7
Number of ordinary EXCO meetings held by 30 June 2019	12	12 ordinary EXCO meetings held by 30 June 2019	Council Services	Income	OPEX	OPEX	1/7/2018	30/6/2019	3	3	3	3	7.7
To appoint a service provider for upgrading of ICT Infrastructure by 30 June 2019	ICT Infrastructure	Appointment of the service provider for the upgrading of ICT	ICT Infrastructure Upgrades	Income	R3 670 000	2 000 000	1/7/2018	30/6/2019	Develop specification and advertise for tendering	Appoint a service provider and start the project	Appoint a service provider	Laying of fibre optic line	7.7

Handwritten initials/signature

To develop PMS by 30 June 2019	New indicator	Infrastructure by 30 June 2019	Automated PMS	Income	R10 500 000	R5 771 125.9	01/07/2018	30/06/2019	Develop specification and advertise for tendering	Appoint a service provider and start the project. Development of the system	Automation of PMS and commissioning	Training of users	7.7
To develop Record Management System by 30 June 2019	New indicator	Record Management System developed by 30 June 2019	Record Management System	Income	R1 050 000	R 3 000 000	01/07/2018	30/06/2019	Develop specification and advertise for tendering	Appoint a service provider and start the project. Development of the system	Finalise record management system	Training of users	7.7
To purchase IT equipment by 30 June 2019 (Laptops)	New indicator	IT equipment purchased by 30 June 2019 (Laptops)	Purchase of equipment	Income	R1 000 000	R 1 400 000	01/07/2018	30/06/2019	Develop specification and advertise for tendering	Appoint a service provider and start the project.	Purchase IT equipment's	N/A	7.7
To purchase furniture for offices by 30 June 2019 (Chairs, Tables, and Cupboards)	Office furniture purchased	Furniture for offices purchased by 30 June 2019 (Chairs, Tables and	Purchase of furniture	Income	R5 400 000	5 400 000,00	01/07/2018	30/06/2019	Develop specification and advertise for tendering	Appoint a service provider and start the project.	Appoint a service provider and start the project.	Purchase of furniture	7.7

To Launch Municipal Website and Related Social Media by 30 June 2019	New Indicator	Cupboards)	Municipal Website	Income	OPEX	OPEX	01/07/2018	30/06/2019	N/A	N/A	Launching of Municipal Website and Related Social Media	N/A	7.7
Number of Newsletter edition issued by 30 June 2019	1 newsletters issued	2 Newsletter edition issued by 30 June 2019	Newsletter	Income	OPEX	OPEX	01/07/2018	30/06/2019	N/A	N/A	1 Newsletter Edition	1 Newsletter Edition	7.7
Number of communicators forum held by 30 June 2019	New Indicator	2 communicators forum held by 30 June 2019	Communicators forum	Income	OPEX	OPEX	01/07/2018	30/06/2019	N/A	N/A	1 Communicator forum	1 Communicator forum	7.7
% of departmental audit queries raised by internal audit unit addressed by 30 June 2019	Internal Audit Action Plan	100% departmental audit queries raised by Internal Audit attended to by 30	Auditing				01/07/2018	30/06/2019	100% departmental audit queries raised by Internal Audit attended	100% departmental queries raised by Internal Audit attended	100% departmental audit queries raised by Internal Audit attended	100% departmental audit queries raised by Internal Audit attended	7.7

Handwritten initials/signature

% of departmental audit queries raised by external audit unit addressed by 30 June 2019	AG Action Plan	June 2019	Auditing	Operational	01/072018	30/06/2019	100% departmental audit queries raised by external Audit attended	100% departmental audit queries raised by external Audit attended	100% departmental audit queries raised by external Audit attended	100% departmental audit queries raised by external Audit attended	7.7
Identification of departmental risks on the Operational Risk Register and Mitigate them by 30 June 2019	New Indicator	Departmental Risks identified on the Operational Risk Register and mitigated by 30 June 2019	Risk Management	Operational	01/072018	30/06/2019	Mitigation of departmental risks on the Operational Risk Register	Mitigation of departmental risks on the Operational Risk Register	Mitigation of departmental risks on the Operational Risk Register	Mitigation of departmental risks on the Operational Risk Register	7.7

ve W

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
1. Municipal Transformation and Organisational Development	32%
2. Spatial Rationale	0%
3. Basic Service Delivery and Infrastructure Development	4%
4. Local Economic Development	4%
5. Municipal Finance Management and Viability	14%
6. Good Governance and Public Participation	46%

RP M

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
Leading Competencies	
Strategic Capability and Leadership	100%

exp- M

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 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.

RRM

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.

DATE.....



SENIOR MANAGER CORPORATE SERVICES

SHILENGE RR

DATE.....



MAYOR

CLLR. MALULEKE MOSES

RRM