

# PERFORMANCE AGREEMENT



Made and entered into by and between:

**Councillor M MOSHODI (The Executive Mayor)**

**AND**

**Ms. L MOLIBELI (The Municipal Manager)**

**FOR THE FINANCIAL YEAR:**

**1 JULY 2016 - 30 JUNE 2017**

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

Fezile Dabi District Municipality herein represented by **Councillor M MOSHODI** in his capacity as the Executive Mayor (hereinafter referred to as the Employer or Supervisor), and

**Ms. L MOLIBELI** the Municipal Manager of the Fezile Dabi 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.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

### **2. PURPOSE OF THIS AGREEMENT**

The purpose of this Agreement is to –

- 2.1 Comply with the provisions of Section 57(1)(b),(4A),(4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the parties;
- 2.2 Specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance expectations and accountabilities;
- 2.3 Specify accountabilities as set out in the Performance Plan (Annexure A);

- 2.4 Monitor and measure performance against set targeted outputs;
- 2.5 Use the Performance Agreement and Performance Plan as the basis for assessing the suitability of the Employee for permanent employment and/or to assess whether the Employee has met the performance expectations applicable to his/her job;
- 2.6 Appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and
- 2.7 Give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

### **3. COMMENCEMENT AND DURATION**

- 3.1 This Agreement will commence on the **1st July 2016** and will remain in force until **30th June 2017** where after a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next quarter or any portion thereof, if applicable.
- 3.2 The parties will review the provisions of this Agreement at the end of each quarter. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least every quarter (if applicable) by not later than the beginning of each successive quarter.
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason.
- 3.4 The content of this Agreement may be revised at any time during the above- mentioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

#### **4. PERFORMANCE OBJECTIVES**

4.1 The Performance Plan (Annexure A) sets out-

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

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

4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan and the Budget of the Employer, and shall include key objectives; key performance indicators; target dates and weightings.

4.3 The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.

4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

#### **5. PERFORMANCE MANAGEMENT SYSTEM**

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

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

5.3 The Employer will consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee.

5.4 The Employee agrees to participate in the performance management and development system that the Employer adopts.

5.5 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.

5.6 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.

- (a) The Employee must be assessed against both components with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Managerial Competencies (CMCs) respectively.
- (b) Each area of assessment will be weighted and will contribute a specific part to the total score.
- (c) KPAs covering the main areas of work will account for 80% and CMCs will account for 20% of the final assessment.

5.7 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 weights agreed to between the Employer and the Employee:

Key Performance Areas (80% of Total)	Weighting
Municipal Transformation and Organizational Development	20
Infrastructure Development and Basic Service Delivery	20
Local Economic Development (LED)	20
Municipal Financial Viability and Management	20
Good Governance and Public Participation	20
<b>Total</b>	<b>100%</b>

5.8 The CMCs will make up the other 20% of the Employee's assessment score. CMCs 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:

Nr.	LEADING COMPETENCIES		
	Competency Description	Driving Competencies	Weighting
1	Strategic Direction and Leadership	<ul style="list-style-type: none"> <li>Impact and influence</li> <li>Institutional Performance Management</li> <li>Strategic Planning and Management</li> <li>Organisational Awareness</li> </ul>	
2	People Management	<ul style="list-style-type: none"> <li>Human Capital Planning and Development</li> <li>Diversity Management</li> </ul>	

Nr.	LEADING COMPETENCIES		
	Competency Description	Driving Competencies	Weighting
		<ul style="list-style-type: none"><li>Employee Relations Management</li><li>Negotiation and Dispute Management</li></ul>	
3	Program and Project Management	<ul style="list-style-type: none"><li>Program and Project Planning and Implementation</li><li>Service Delivery Management</li><li>Program and Project Monitoring and Evaluation</li></ul>	
4	Financial Management	<ul style="list-style-type: none"><li>Budget Planning and Execution</li><li>Financial Strategy and Delivery</li><li>Financial Reporting and Monitoring</li></ul>	
5	Change Leadership	<ul style="list-style-type: none"><li>Change and Vision and Strategy</li><li>Process Design and Improvement</li><li>Change Impact Monitoring and Evaluation</li></ul>	
6	Governance Leadership	<ul style="list-style-type: none"><li>Policy Formulation</li><li>Risk and Compliance Management</li><li>Cooperative Governance</li></ul>	
Nr	CORE COMPETENCIES		
	Competency Description		
1	Moral Competence		
2	Planning and Organising		
3	Analysis and Innovation		
4	Knowledge and Information Management		
5	Communication		
6	Resulting and Quality Focus		
TOTAL			100
(NB: the sum total of weighted Leading and Core Competencies must always be equals to 100)			

## 6. EVALUATING PERFORMANCE

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

- the standards and procedures for evaluating the Employee's performance; and
- 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 must then be used to add the scores and calculate a final KPA score.
- 6.5.2 Assessment of the CMCs:
- (a) Each CMC 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 CMC.
  - (c) The applicable assessment rating calculator must then be used to add the scores and calculate a final CMC score.
- 6.5.3 Overall rating:
- (a) An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.
  - (b) The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CMCs:

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



6.6 For purposes of evaluating the performance of the Employee, an evaluation panel constituted by the following persons will be established:–

6.6.1 The Executive Mayor

6.6.2 Chairperson of the Audit Committee

6.6.3 Member of the Mayoral Committee

6.6.4 Mayor and / Municipal Manager from another municipality

## **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 second and third quarter may be verbal if performance is satisfactory:

(a) **First Quarter:** July to September 2016 – not later than 15 October 2016

(b) **Second Quarter:** October to December 2016 – not later than 15 January 2017

(c) **Third Quarter:** January to March 2017 – not later than 15 April 2017

(d) **Fourth Quarter:** April to June 2017 – not later than 15 July 2017

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 part of the attached Annexure A.

## **9. OBLIGATIONS OF THE EMPLOYER**

### **9.1 The Employer shall –**

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

## **10. CONSULTATION**

### **10.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others:-**

- 10.1.1 a direct effect on the performance of any of the Employee's functions;
- 10.1.2 commit the Employee to implement or to give effect to a decision made by the Employer; and
- 10.1.3 a substantial financial effect on the Employer.

### **10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable to enable the Employee to take any necessary action without delay.**

## **11. MANAGEMENT OF EVALUATION OUTCOMES**

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

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

**11.2.1 The performance bonus payment shall be categorised in two bands with some ranges per band. The first performance bonus (cash rewards) payment band ranges between 5% and 9% of the all-inclusive remuneration package, as follows:**

- (i) A score of 130% -138% to qualify for 5% bonus;
- (ii) A score of above 138%-148% to qualify for 7% bonus;
- (iii) A score of above 148%-149% to qualify for 9%.

**11.2.2 The second performance bonus (cash rewards) payment band ranges between 10% and 14% of the all-inclusive remuneration package, as follows:**

- (i) A score of 150% - 155% to qualify for 10% bonus;
- (ii) A score of above 155% - 160% to qualify for 13% bonus;
- (iii) A score of above 160% to qualify for 14% bonus.

**11.3** The performance achievement ranging between 100% and 129% shall be regarded as performance that 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. This will imply that 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. **This category of performance shall not be rewarded.**

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

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

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

## **12. DISPUTE RESOLUTION**

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

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

12.1.2 any other person appointed by the MEC.

12.2 In the event that the mediation process contemplated above fails, clause 19.3 of the Contract of Employment shall apply.

### **13. GENERAL**

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

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

Thus done and signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2016

#### **EMPLOYEE:**

Signature: \_\_\_\_\_ Name Print: \_\_\_\_\_

#### **WITNESSES**

1. Signature: \_\_\_\_\_ Name Print: \_\_\_\_\_

2. Signature: \_\_\_\_\_ Name Print: \_\_\_\_\_

#### **FOR AND ON BEHALF OF FEZILE DABI DISTRICT MUNICIPALITY**

Signature: \_\_\_\_\_ Name Print: \_\_\_\_\_

#### **WITNESSES**

1. Signature: \_\_\_\_\_ Name Print: \_\_\_\_\_

2. Signature: \_\_\_\_\_ Name Print: \_\_\_\_\_

## **ANNEXURE A:**

### **PERFORMANCE PLAN OF THE MUNICIPAL MANAGER OF FEZILE DABI DISRICT MUNICIPALITY**

#### **1. Purpose**

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

#### **2. Key responsibilities**

The following objects of local government will inform Employee's performance against set performance indicators:

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

#### **3. Key Performance Areas**

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

3.1 Municipal Transformation and Organisational Development.

3.2 Infrastructure Development and Service Delivery.

3.3 Local Economic Development (LED).

3.4 Municipal Financial Viability and Management.

3.5 Good Governance and Public Participation.

This plan consists of the following 4 parts:

- 1) Key Performance Areas (KPAs) schedule, detailing key objectives and their related performance indicators, weightings and target dates
- 2) A Competency Requirements (CR) schedule, setting out selected leading and core competencies
- 3) Personal Development Plan (PDP), for addressing developmental gaps
- 4) Record of assessment meetings (Control Sheet)

# 1. Key Performance Areas schedule, detail key objective and their related performance indicators, weightings and target dates

Key Performance Area	Weighting	ID	Strategic Objective	Key Performance Indicator	Baseline Information	Target			Progress on date of review
						Time frames	Quality	Quantity	
Municipal Transformation and Organisational Development		1.1(a)	To maintaining adequate levels of experience and institutional memory	Nil voluntary termination of employment at Senior Management by 30 June 2017.	Nil voluntary resignations at Senior Management level registered during 2015/16	1 July 2016 - 30 June 2017	Quarterly reports on the number of voluntary termination of employment at Senior Management .	4	
		1.3(a)	Improve administrative and financial capability of the municipality	4 quarterly Internal Audit Reports and related Management Action Plans with specific focus on Risk Management, Internal Controls, and Performance Management by 30 June 2017	20 SLA's were concluded, Twelve (12) Monthly and four (4) quarterly reports submitted in the in the financial year 2015/16	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly Internal Audit Reports and related Management Action Plans with specific focus on Risk Management, Internal Controls and Performance Management	4	
		1.3(b)	Improve administrative and financial capability of the municipality	100% of Post Audit Action Plan matters for 2015/16 relating to leadership, predetermined objectives and other matters addressed by 30 June 2017	2015/16 Audit Action Plan.	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the % of Post Audit Action Plan matters for 2013/14 relating to leadership, predetermined objectives and other matters addressed.	4	
		1.3(d)	Improve administrative and financial capability of the municipality	Within 5 calendar days of receiving confirmation of appointment of service provider /supplier for the	2015/16 signed SLAs.	1 July 2016 – 30 June 2017.	Monthly reports on the number of calendar days of receiving confirmation of appointment of service	12	

Key Performance Area	Weighting	ID	Strategic Objective	Key Performance Indicator	Baseline Information	Target			Progress on date of review
						Time frames	Quality	Quantity	
				department from the SCM, issue a written instruction together with supporting documents relating to the appointment to the Legal Services division for drafting of Service Level Agreement for the period ending 30 June 2017			provider /supplier for the department from SCM it took to issue a written instruction together with supporting documents informing contract to the Legal Services division for drafting of Service Level Agreement for the period ending 30 June 2017		
		1.4	Improve administrative and financial capability of the municipality.	4 quarterly Internal Audit Reports and related Management Action Plans with specific focus on ICT systems and infrastructure by 30 June 2017	4 Internal Audit reports submitted to the Audit Committee in 2015/16	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly Internal Audit Reports and related Management Action Plans with specific focus on ICT systems and infrastructure by 30 June 2017	4	
		1.5	Improve administrative and financial capability of the municipality.	4 quarterly internal (SHREQ) compliance reports with indicators of highest level of compliance with all applicable SHREQ legislation by 30 June 2017	four (4) quarterly reports submitted to management for consideration and noting during 2015/16	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly internal (SHREQ) compliance reports with indicators of highest level of compliance with all applicable SHREQ legislation by 30 June 2017.	4	
		1.6(b)		Ensure submission of WSP, ATR and PIVOTAL	2016/17 WSP, ATR & PIVOTAL reports	30 April 2017.	Report and proof of the date of submission WSP,	1	



Key Performance Area	Weighting	ID	Strategic Objective	Key Performance Indicator	Baseline Information	Target			Progress on date of review
						Time frames	Quality	Quantity	
				report for 2017/18 financial year to LGSETA by 30 April 2017			ATR and PIVOTAL Report for 2017/18 financial year to LGSETA		
		1.7(b)	Improve administrative and financial capability of the municipality.	Ensure submission of 12 WSP monthly monitoring and implementation reports to LGSETA within 7 days after the end of each month during 2016/17 financial year	Monthly monitoring and implementation reports submitted to LGSETA in 2014/15 financial year	1 July 2016 – 30 June 2017.	Monthly WSP monitoring and implementation reports submitted to LGSETA within 7 days after the end of each month during 2016/17 financial year.	12	
		1.8(a)		Conduct 12 monthly inspections of all electronic security systems and access control registers, prepare and submit reports in relation thereto by 30 Jun 2017	N/A	1 July 2016 – 30 June 2017.	Monthly inspections of all electronic security systems and access control registers conducted and reported on by 30 Jun 2017	12	
		1.8(b)		Conduct 4 quarterly vetting, screening and suitability checks of employees and contractors to the municipality by 30 June 2017.	N/A	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017	Quarterly reports on the vetting, screening and suitability checks of employees and contractors to the municipality conducted by 30 June 2017.		
		1.8(c)		Conduct 1 awareness programs to employees on	N/A	30 September 2016, 31 December 2016,	Quarterly reports on the awareness programs to	4	

Key Performance Area	Weighting	ID	Strategic Objective	Key Performance Indicator	Baseline Information	Target			Progress on date of review
						Time frames	Quality	Quantity	
				classification of information and handling of request of information by 30 June 2017		31 March 2017, 30 June 2017	employees on classification of information and handling of request of information that were held by 30 June 2017		
		1.8(d)	Improve administrative and financial capability of the municipality.	Investigate all reported cases of loss, security breaches, fraud, corruption and improper application of security measures and report in relation thereto by 30 June 2017	N/A	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017	Quarterly reports on the number of cases of loss, security breaches, fraud, corruption and improper application of security measures reported against number of cases actually investigated by 30 June 2017	4	
		1.8(e)		Conduct 12 monthly inspections of firearms register and provide 1 shooting exercise to identified security officers by 30 Jun 2017.	N/A	1 July 2016 – 30 June 2017.	Monthly reports on the inspections of firearms register and the number of shooting exercise provided to identified security officers conducted by 30 Jun 2017.	12	
		1.9		Convene 12 monthly departmental meetings by 30 June 2017 for continuous strategic alignment of departmental plans and goals	Monthly departmental meetings held in 2014/15	1 July 2016 – 30 June 2017.	Monthly minutes of the departmental meetings convened for continuous strategic alignment of departmental plans and goals	12	

Key Performance Area	Weighting	ID	Strategic Objective	Key Performance Indicator	Baseline Information	Target			Progress on date of review
						Time frames	Quality	Quantity	
		1.10	Improve administrative and financial capability of the municipality.	Convene 12 monthly Senior Management meetings by 30 June 2017 for continuous strategic alignment of organisational plans and goals.	Monthly departmental meetings held in 2014/15	1 July 2016 – 30 June 2017.	Monthly minutes of the Senior Management meetings convened by for continuous strategic alignment of organisational plans and goals.	12	
		1.13		Prepare and submit the departmental annual leave plan for 2016/17 to Human Resource Management unit by 30 September 2016	N/A	30 September 2016	Signed-off departmental annual leave plan	1	
Basic Service Delivery and Infrastructure Development		2.3	To provide for and support integrated, efficient and sustainable settlements in the district.	Reviewed SDF of the municipality for 2017/18 financial year and submitted for approval by Council by 30 June 2017	Reviewed SDF for FDDM, Metsimaholo LM, and Ngwathe LM in 2014/15.	1 July 2016 – 30 June 2017.	Reviewed SDF document of the municipality for 2017/18 financial year and Council resolution for approval by 30 June 2017	1	
Financial Management & Viability		4.1(j)	To ensure financial management practices that enhance viability & compliance with the requirements of MFMA & other relevant legislation	Nil / Zero amount of unauthorised, irregular and fruitless & wasteful expenditure incurred due to non-compliance to the municipality's Supply Chain Management Policy, Supply Chain Management Regulations,	2015/16 Annual Financial Statements disclosure and the Auditor-General's Report	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017	Quarterly reports on the amount of unauthorised, irregular and fruitless & wasteful expenditure incurred due to non-compliance to the company's Supply Chain Management Policy, Supply Chain Management	4	

Key Performance Area	Weighting	ID	Strategic Objective	Key Performance Indicator	Baseline Information	Target			Progress on date of review
						Time frames	Quality	Quantity	
				2005 and the MFMA by 30 June 2017			Regulations, 2005 and the MFMA by 30 June 2017		
		4.1(n)	To ensure financial management practices that enhance viability & compliance with the requirements of MFMA & other relevant legislation	2017/18 Budget prepared in accordance with Municipal Standard Chart of Accounts (mSCOA) framework and regulations, internally audited and submitted for Council approval by 31 May 2017	2016/17 Annual Budget	31 May 2017	Signed-off Internal Audit report on the compliance of 2017/18 budget with framework and regulations by 31 May 2017	1	
Good Governance & Public Participation		5.1	To ensure development of legally compliant and credible IDPs in the district & local municipalities within the district	4 District IDP Managers Forums Meetings held, 4 IDP Public Participation Meetings, 1 IDP Steering Committee Meeting and 1 IDP Rep Forum Meeting by 30 June 2017 for the 2017/18 -2022/23 IDP compilation.	2015/16 Approved IDP	1 July 2016 – 30 June 2017.	Quarterly reports on the IDP related meetings held with the attached minutes of the meetings as required by the Key Performance Indicators.	4	
		5.2(a)	To ensure development of legally compliant and credible IDPs in the district & local municipalities within the district	Submit 1 draft SDBIP for the 2016/17 budget year and 6 drafts of the annual performance agreements for the same period to the Executive Mayor by 14	2015/16 SDBIP and Performance 5 Agreements.	14 July 2016	Number of draft SDBIP for the 2016/17 budget year and number of drafts of the annual performance agreements for the same period submitted to the	1 draft SDBIP, 6 draft performance agreements	

Key Performance Area	Weighting	ID	Strategic Objective	Key Performance Indicator	Baseline Information	Target			Progress on date of review
						Time frames	Quality	Quantity	
				July 2016			Executive Mayor.		
		5.2(b)		6 Signed Performance Agreements & Plans for the senior managers including the Municipal Manager for 2016/17 financial year concluded by 31 July 2016.	5 performance plans and agreements for the MM and Senior Managers for the 2015/16	31 July 2016	Signed Performance Agreements & Plans for the senior managers including the Municipal Manager for 2016/17 financial year concluded by 31 July 2016.	6	
		5.2(c)	To ensure Good Governance practices to ensure effective, functioning municipality	4 quarterly performance assessment reports for 6 senior managers (including the Municipal Manager) concluded and signed-off not later than 30 days after the end of each quarter during 2016/17 and 1 annual performance report for 2015/16 signed-off and submitted to the Auditor-General by 31 August 2016		31 August 2016, 31 October 2016, 31 January 2017, 30 April 2017.	Quarterly performance assessment reports not later than 30 days after the end of each quarter. An annual performance reports by 31 August 2015 for 2014/15	4 1	
		5.2(d)		Submit 1-signed-off Mid-term budget and performance assessment report for 2016/17 to the Executive Mayor,	2015/16 Mid-year budget and performance assessment report	25 January 2017.	Signed-off mid-term budget and performance assessment report for 2016/17 submitted to the Executive Mayor, Provincial	1	

Key Performance Area	Weighting	ID	Strategic Objective	Key Performance Indicator	Baseline Information	Target			Progress on date of review
						Time frames	Quality	Quantity	
				Provincial & National Treasuries by 25 January 2017			& National Treasuries by 25 January 2017		
		5.2(e)	To ensure Good Governance practices to ensure effective, functioning municipality	Submit 1 audited annual report for 2015/16 to Provincial Treasury, CoGTA and National Treasury by 31 December 2016.	Audited Annual Report for 2014/15	31 December 2016.	An audited annual report for 2015/16 submitted to Provincial Treasury, CoGTA and National Treasury.	1	
		5.4	To promote effective communication & coordination of communication structures and systems	6 Publications of Fezile Dabi Newsletter issued by 30 June 2017	3 Publication in 2014/15	1 July 2016 – 30 June 2017.	Publicized Fezile Dabi Newsletter issued by 30 June 2017	6	
		5.7(b)	To promote and facilitate Intergovernmental Relations amongst stakeholders in the district.	2 Technical IGR meetings held by 30 Jun 2017.	Technical IGR meetings held in 2015/16	1 July 2016 – 30 June 2017.	Bi-annual reports on the technical IGR meetings that were held during the time period, including the minutes of the meetings.	2	
		5.7(c)		4 Municipal Manager's Forum meetings held by 30 June 2017	Municipal Manger's Forum meetings held in 2014/15	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017	Quarterly reports on the Municipal Manager's Forum meetings that took place during the quarter, including the minutes of the meeting.	4	
		5.7(f)		4 Communications Forum meetings held by 30 June	N/A	30 September 2016, 31 December 2016,	Quarterly reports on the Communications Forum	4	

Key Performance Area	Weighting	ID	Strategic Objective	Key Performance Indicator	Baseline Information	Target			Progress on date of review
						Time frames	Quality	Quantity	
				2017		31 March 2017, 30 June 2017	meetings that took place during the quarter, including the minutes of the meeting		
		5.7(i)		2 Water Sector Forum meetings held by 30 June 2017	N/A	1 July 2016 – 30 June 2017	Bi-annual reports on the Water Sector Forum meetings that took place during the year, including the minutes of the meeting	2	
		5.8(a)	To ensure oversight over the affairs of the municipality	4 quarterly Internal Audit reports on the assessment of the effectiveness of the controls within the municipality submitted to the Audit –Committee by 30 June 2017	4 Internal Audit quarterly reports submitted to the Audit-Committee in 2014/15	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017	Quarterly Internal Audit reports on the assessment of the effectiveness of the controls within the municipality submitted to the Audit –Committee	4	
		5.8(b)		4 quarterly performance report internally audited and 1 annual report submitted to the Audit Committee & MPAC by 30 June 2017	4 Quarterly Performance Reports submitted to Internal Audit in 2015/16	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017	Quarterly performance reports internally audited	4	
						30 June 2017	A submitted annual report to the Audit Committee and MPAC	1	
		5.9	To build a risk conscious culture within the organisation.	4 quarterly risk assessment performed by 30 June 2017 and risk register and risk mitigation	2014/15 Risk Register and Risk Management Plans	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017	Quarterly submissions of risk assessment performed, risk register and risk mitigation plans	4	

Key Performance Area	Weighting	ID	Strategic Objective	Key Performance Indicator	Baseline Information	Target			Progress on date of review
						Time frames	Quality	Quantity	
				plans subsequently updated.			subsequently updated.		
		5.11		Execute risk preventive actions for the threats and enhancement actions assigned as per the risk management plan and submit 4 quarterly reports in relation thereto by 30 June 2017.	N/A	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017	Signed-off quarterly reports	4	

## 2. Competency Requirements (CR) schedule



Leading and Core Competencies	Weighting	Description/Definition	Comments/Observations	Rating			
<b>Leading Competencies (All compulsory)</b>				<b>1Q</b>	<b>2Q</b>	<b>3Q</b>	<b>4Q</b>
Strategic Direction and Leadership		Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.					
People Management		Effectively manage, inspire and encourage people, respect and diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives					
Program and Project Management		Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives					
Financial Management		Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner					
Change Leadership		Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community					
Governance Leadership		Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualism of relevant policies and enhance cooperative governance relationships					
<b>Core Competencies (All Compulsory)</b>				<b>1Q</b>	<b>2Q</b>	<b>3Q</b>	<b>4Q</b>
Moral Competence		Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence					
Planning and Organising		Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency to plans to manage risk					
Analysis and Innovation		Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives					
Knowledge and Information Management		Able to promote the generation and sharing of knowledge and information through various process and media, in order to enhance the collective knowledge base of local government					

Leading and Core Competencies	Weighting	Description/Definition	Comments/Observations	Rating			
Communication		Able to share information, Knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively					
Resulting and Quality Focus		Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.					

Signed and accepted by (Municipal Manager): \_\_\_\_\_ Date: \_\_\_\_\_

Signed and accepted by (Executive Mayor) on behalf of Council: \_\_\_\_\_ Date: \_\_\_\_\_

### 3. Personal Development Plan

Employee's Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Development need	Activity	When	Learning Outcome	Impact

Signed and accepted by (Municipal Manager): \_\_\_\_\_ Date: \_\_\_\_\_

Signed and accepted by (Executive Mayor) on behalf of Council: \_\_\_\_\_ Date: \_\_\_\_\_

#### 4. Record of assessment meetings (Control Sheet)

Employee's Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

Manager / Immediate Superior: \_\_\_\_\_ Date: \_\_\_\_\_

Date of assessment meeting	Employee's views on differences of assessment	Comments of the Employer	Action to be taken if any (feedback to be given to employee )
Q1:			
Q2:			
Q3:			
Q4:			
<b>Additional review:</b>			

Thus done and signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2016

#### EMPLOYEE:

Signature: \_\_\_\_\_ Name Print: \_\_\_\_\_

#### WITNESSES

1. Signature: \_\_\_\_\_ Name Print: \_\_\_\_\_

2. Signature: \_\_\_\_\_ Name Print: \_\_\_\_\_

#### FOR AND ON BEHALF OF FEZILE DABI DISTRICT MUNICIPALITY

Signature: \_\_\_\_\_ Name Print: \_\_\_\_\_

#### WITNESSES

1. Signature: \_\_\_\_\_ Name Print: \_\_\_\_\_

2. Signature: \_\_\_\_\_ Name Print: \_\_\_\_\_