

TSWELOPELE
LOCAL MUNICIPALITY
A MUNICIPALITY IN PROGRESS

PERFORMANCE AGREEMENT

TSWELOPELE
Local Municipality

Made and entered into by and between:

Mr. T F MATSHOLO (The Mayor)

And

MS. MRE MOGOPODI (The Municipal Manager)

**FOR THE FINANCIAL YEAR:
01 July 2018 TO 30 JUNE 2019**

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ENTERED INTO BY AND BETWEEN

Tswelopele Local Municipality herein represented by **Mr. T F Matsholo – 730812 5588 087** in his capacity as the Mayor (hereinafter referred to as the Employer or Supervisor)

and

Ms. MRE Mogopodi – 680102 0949 082 the Municipal Manager for the Municipality of Tswelopele (herein after 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 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 reporting 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 parties agree that 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 parties;
- 2.2 specify objectives and targets established for the Employee and 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;

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- 2.5 use the Performance Agreement and Performance Plan as the basis for assessing the suitability of the Employee and/or to assess whether the Employee has met the performance expectations applicable to his 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 2018 and will remain in force until 30th June 2019 where-after 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 and will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason.
- 3.4 The content of this Agreement may be revised at any time during the 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.

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- 4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee, and based on the Municipal 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 Municipality'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.
6. The Employee agrees to participate in the performance management and development system that the Employer adopts.
 - 6.1 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.
 - 6.2 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.

6.2.1 The Employee must be assessed against both components, with weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Managerial Competencies (CMCs) respectively.

6.2.2 Each area of assessment will be weighted and will contribute a specific part to the total score.

6.2.3 KPAs covering the main areas of work will account for 80% and CMCs will account for 20% of the final assessment.

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

Key Performance Areas (KPA's)	Weighting
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
Total	100% (80%)

6.4. 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 the Employee:

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CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES		
CORE MANAGERIAL COMPETENCIES		WEIGHT
Strategic Capability & Leadership	-	10
Programme and Project Management	-	10
Financial Management	-	10
Change management		
Knowledge management of developmental local government		
Service delivery innovation		
Problem Solving and Analytical Thinking	-	10
People Empowerment and Diversity Management	-	20
Client orientation and Customer focus	-	20
Communication		
Accountability and Ethical Conduct		
Honesty & Integrity	-	10
Skills in governance		
Policy conceptualization and implementation	-	10
Mediation skills		
Advanced negotiation skills		
Advanced influencing skills		
Partnership and stakeholder Relations		
Supply Chain Management		
TOTAL		100% (20%)

7. EVALUATING PERFORMANCE

7.1 Annexure A to this Agreement sets out:

- 7.1.1 the standards and procedures for evaluating the Employee's performance; and
- 7.1.2 the intervals for the evaluation of the Employee's performance.

7.2 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.

7.3 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.

7.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's IDP.

7.5 The annual performance appraisal will involve:

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7.5.1 Assessment of the achievement of results as outlined in the performance plan:

- (a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to *ad hoc* tasks that had to be performed under the KPA.
- (b) An indicative rating on the five-point scale should be provided for each KPA.
- (c) The applicable assessment rating calculator (refer to paragraph 7.5.3 below) must then be used to add the scores and calculate a final KPA score.

7.5.2 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 (refer to paragraph 7.5.1) must then be used to add the scores and calculate a final CMC score.

7.5.3 Overall rating

An overall rating is calculated by using the applicable assessment-rating Calculator. Such overall rating represents the outcome of the performance Appraisal.

7.6 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 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	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.					

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

6.7.1 Executive Mayor/ Mayor;

6.7.2 Chairperson of the Audit Committee;

6.7.3 Member of the Executive Committee; and

6.7.4 Mayor and/ or Municipal Manager from another Municipality.

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8. SCHEDULE FOR PERFORMANCE REVIEWS

- 8.1 The performance of each Employee in relation to his performance agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

Quarter	Date	Assessment Period
First quarter:	July – September 2018	31 October 2018
Second quarter:	October – December 2018	31 January 2019
Third quarter:	January – March 2019	30 April 2019
Fourth quarter:	April – June 2019	30 July 2019

- 8.2 The Employer shall keep a record of the mid-year review and annual assessment meetings.
- 8.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.
- 8.4 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.
- 8.5 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.

9. DEVELOPMENTAL REQUIREMENTS

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

10. EMPLOYER OBLIGATIONS

10.1 The Employer shall –

- 10.1.1 Create an enabling environment to facilitate effective performance by the employee;
- 10.1.2 Provide access to skills development and capacity building opportunities;

10.1.3 work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;

10.1.4 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; and

10.1.5 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.

11. CONSULTATION

11.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others –

11.1.1 a direct effect on the performance of any of the Employee's functions;

11.1.2 commit the Employee to implement or to give effect to a decision made by the Employer; and

11.1.3 a substantial financial effect on the Employer.

11.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 11.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

12. MANAGEMENT OF EVALUATION OUTCOMES

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

12.2 A performance bonus of 8% to 14% of the inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance as follows:

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% SCORE	% BONUS
A total percentage score of 130% to 135%	6%
A total percentage score of 136% to 140%	8%
A total percentage score of 141% to 145%	10%
A total percentage score of 146% to 150%	12%
A total percentage score of 151% and above	14%

12.3 Any performance bonus that may be payable to the Employee, shall only be paid out after –

- 30 June 2018
- The Employer's Council has approved the Employee's Annual Performance Appraisal as required by section 57 (4b) of the Systems Act and
- The annual report relating to the current financial year has been tabled in the Employer's Council and Council adopted it.

12.4 In the case of unacceptable performance, the Employer shall –

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

12.4.2 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 duties.

13. DISPUTE RESOLUTION

13.1 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 –

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

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13.1.2 any other person appointed by the MEC.

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

14. GENERAL

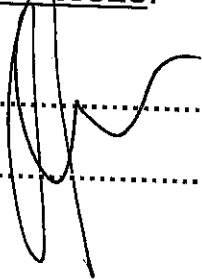
14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer.

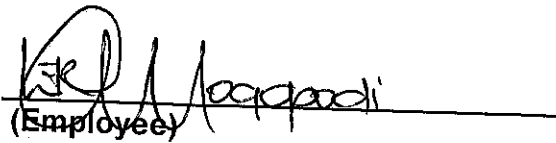
14.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

Thus done and signed at **BULTFONTEIN** on 28 day of July 2018.

AS WITNESSES:

1.
2.

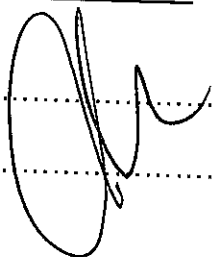


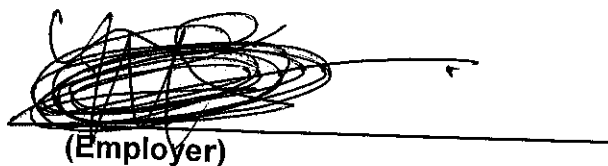

(Employee)

Thus done and signed at **BULTFONTEIN** on 28 day of July 2018.

AS WITNESSES:

1.
2.




(Employer)



TSWELOPELE

LOCAL MUNICIPALITY

A MUNICIPALITY IN PROGRESS

PERFORMANCE PLAN
MUNICIPAL MANAGER
TSWELOPELE LOCAL MUNICIPALITY
2018 - 2019

1. Purpose

The performance plan defines the Council's expectations of the Municipal Manager 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 the Municipal Manager performance against set performance indicators:

- 2.1 Provide democratic and accountable government
- 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

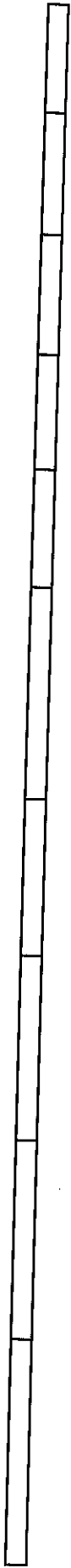
The following Key Performance Areas (KPA's) as outlined in the Local Government: Municipal Planning and Performance Management Regulations (2001) inform the strategic objectives listed in the table below:

- 3.1 Municipal Transformation and Organisational Development.
- 3.2 Basic Service Delivery and Infrastructure Development
- 3.3 Local Economic Development
- 3.4 Municipal Financial Viability and Management.
- 3.5 Good Governance and Public Participation.

To support the district municipality in improving disaster preparedness for extreme climate events.	Number of meetings conducted for Local Disaster Advisory Forum.	Attendance register and minutes	4 quarterly disaster advisory forum conducted	4 quarterly meetings	1 local disaster advisory forum conducted	1 local disaster advisory forum conducted	1 local disaster advisory forum conducted	1%
To ensure proper maintenance and safeguarding of municipal fleet	Number of disaster management awareness conducted by 30 June 2019	Attendance registers and signed reports for disaster management awareness conducted.	16 Awareness Campaigns conducted	16 Awareness campaigns	4 Awareness campaigns conducted	4 Awareness campaigns conducted	4 Awareness campaigns conducted	1%
To assess and review building plans	Perform condition assessment on fleet and community assets and submit a report to the CFO	Signed conditional assessment sheets	Conditional assessment performed on all vehicles and Community assets by 30 June 2019	None	No reports for the quarter	No reports for the quarter	No reports for the quarter	1%
To capacitate communities on building regulations through awareness campaigns	Number of updated building plan register	Completed building plan register	1 Updated register	1 Updated registers	1 awareness campaign conducted	1 awareness campaign conducted	1 awareness campaign conducted	1%
Promote and support integrated, inclusive, sustainable human settlement development.	Number of building regulations awareness conducted by 30 June 2019.	Attendance registers and signed reports for building regulations awareness campaigns	4 building regulations Awareness campaigns conducted	7 Awareness campaigns	1 awareness campaign conducted	1 awareness campaign conducted	1 awareness campaign conducted	1%
	Monthly Updated & reviewed human settlement and even waiting list to assist the provincial department of Human Settlement in allocating housing	Updated human settlement and even waiting list.	12 monthly Updated human settlement and even waiting lists.	12 Updated waiting list	3 monthly Updated human settlement and even waiting lists.	3 monthly Updated human settlement and even waiting lists.	3 monthly Updated human settlement and even waiting lists.	1%
	Review of the Human Settlement Sector Plan	Council resolution approving the human settlement sector plan.	Reviewed and Approved Human Settlement Sector Plan by 30 June 2019	Approved Human Settlement sector plan	No report for the quarter	No report for the quarter	Final Human settlement sector plan tabled to council for approval.	1%
	Awareness campaign pertaining change of ownership processes and land tenure	Attendance registers and signed reports for awareness campaign pertaining change of ownership processes and land tenure	Awareness campaign pertaining change of ownership processes and land tenure conducted by 30 June 2019	1 Awareness campaign conducted per ward	No report for the quarter	No report for the quarter	Awareness campaign conducted per ward.	1%
	Accelerate and streamline township establishment processes and procedures to ensure sustainable settlement.							
				TOTAL				9%

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Create an environment that promotes development of the local economy and facilitate job creation.

Number of LED Forum meetings facilitated at Bultfontein and Hoopstad	8 LED Forum Meetings facilitated (2 per quarter)	8 LED Forum Meetings facilitated (1 per quarter)	2 LED forum meetings facilitated	2 LED forum meetings facilitated	2 LED forum meetings facilitated	3%
Number of Business Forum meetings facilitated at Bultfontein and Hoopstad.	8 Business Forum Meetings facilitated (2 per quarter)	8 Business Forum Meetings facilitated (1 per quarter)	2 Business forum meetings facilitated	2 Business forum meetings facilitated	2 Business forum meetings facilitated	3%
Number of Hawkers Association meetings facilitated at Bultfontein and Hoopstad	4 Hawkers Association Meetings facilitated (2 per quarter)	8 Hawkers Association Meetings facilitated (1 per quarter)	No report for the quarter	No report for the quarter	No report for the quarter	2%
Number of Agri-Forum meetings facilitated at Bultfontein and Hoopstad	4 Agri-Forum Meetings facilitated (2 per quarter)	8 Agri-Forum Meetings facilitated (1 per quarter)	No report for the quarter	2 Agri-Forum meetings facilitated	2 Agri-Forum meetings facilitated	2%
Number of Commonage Committee meetings facilitated at Bultfontein and Hoopstad	2 Commonage Committee Meetings facilitated (Q2 & Q4)	3 Commonage Committee Meetings facilitated (Q2 & Q4)	No report for the quarter	1 commonage committee meetings facilitated	No report for the quarter	3%
Number of site visits conducted at Itshokolele Project	4 Site visits reports and attendance registers	4 Site visits of the project (1 per quarter)	1 site visit to Itshokolele	1 site visit to Itshokolele	1 site visit to Itshokolele	3%
Number of site visits conducted at Tswaraganang Cooperative Project	4 site visit reports.	4 Site visits of the project (1 per quarter)	1 site visit to Tswaraganang	1 site visit to Tswaraganang	1 site visit to Tswaraganang	3%
Issuing of street trading permits	Number of street trading permits issued	40 street trading permits	No report for the quarter	No report for the quarter	40 street trading permits	

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issuing of business licenses	Number of business licenses issued	20 business licenses	N/A	No target for the quarter	No target for the quarter	No target for the quarter	20 business licenses	No target for the quarter	No target for the quarter	10%
Number of LED Summit organised	1 LED Summit held (signed report and attendance registers)	LED Summit held	N/A				LED Summit Held			
Percentage of the capital budget awarded to local service providers	The value of contracts awarded to local service providers divided total capital expenditure multiplied by 100 (appointment letters of sub-contractors)	30% of the 2018/19 capital budget awarded to local service providers	30% allocated to local service providers	30% of capital budget awarded to local service providers	30% of capital budget awarded to local service providers	30% of capital budget awarded to local service providers	30% of capital budget awarded to local service providers	30% of capital budget awarded to local service providers	30% of capital budget awarded to local service providers	10%
			TOTAL							10%
To enhance the revenue base of the municipality, improved audit outcome, promote sound financial governance and management	Maintain unqualified audit opinion on the financial statements	Unqualified audit opinion on the 2017/2018 Financial Statements	Unqualified audit opinion.	No target for the quarter	No target for the quarter	No target for the quarter	Submit the unqualified audit report to council	No target for the quarter	No target for the quarter	4%
	Percentage spent on FMG as per DORA conditions (June 2018) (Amount spent/ budgeted amount * 100)	Percentage on FMG as per DORA conditions (Amount spent/ budgeted amount * 100)	100% of FMG spent	15%	35%	100%	60%	100%	2%	
	Completed MFMA Section 72 Report & submission to National & provincial Treasury (Financial)	Proof of submission to the section 72 report to National & provincial treasury	Section 72 Report submitted to National & Provincial Treasury	100% of FMG spent	No target for the quarter	No target for the quarter	1 Compiled Mid-Year Section 72 Report (January 2019) submitted to National & provincial treasury	1 Compiled Mid-Year Section 72 Report (January 2019) submitted to National & provincial treasury	No target for the quarter	2%

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Completion of the municipal supplementary valuation roll for 2019/2020 financial year	Certified municipal supplementary valuation roll	1 certified supplementary valuation roll by 30 June 2019	Certified municipal valuation roll	1 certified supplementary valuation roll by 30 June 2019	No target for the quarter	1 certified supplementary valuation roll by 30 June 2019	No target for the quarter	2%
Submitted adjustment budget inline with the approved Midyear budget and performance assessment report.	Council resolution approving the adjustment budget	1 Council approved adjustment budget (February 2019)	1 Approved adjustment budget	1 Council approved adjustment budget (February 2019)	No target for the quarter	Adjustment budget submitted to council for consideration by 28 February 2019	No target for the quarter	2%
Compiled, consolidated & approved municipal budget.	Approved municipal budget	Final approved municipal budget (June 2019)	1 Approved budget	1 Final approved municipal budget (June 2019)	No target for the quarter	Table to council the budget for adoption by 30 March 2019	Table to council the budget for approval by 30 June 2019	2%
			TOTAL					14%

Annual calendar developed & approved by Council, EXCO, Sec 80 Comm, Audit Committee, Risk Committee and MFAC	Approved annual calendar	Developed & approved annual calendar of council meetings (July 2018)	Approved annual calendar of council meetings	Development and submission of annual calendar	No target for the quarter	No target for the quarter	1%
Number of ordinary Council meeting coordinated and convened per annum	Council agendas and minutes of the ordinary council meetings	4 ordinary council meeting held per annum	4 ordinary council meetings	1 ordinary council meeting held per quarter	1 ordinary council meeting held per quarter	1 ordinary council meeting held per quarter	1%

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Number of service delivery and budget implementation plans approved by the Mayor	Approved 2018/2019 SDBIP	Approved SDBIP by the Mayor in July 2018	Approved 2017/18 SDBIP	Submission of the SDBIP to the Mayor for approval.	No target for the quarter	No target for the quarter	1%
Table the Annual report of 2017/2018 for adoption by council.	Council resolution adopting the annual report	Tabled 2017/2018 Annual report by January 2019	Draft 2018/2017 Annual Report	No target for the quarter	No target for the quarter	Table to council the 2017/2018 Annual Report	3%
Publish the draft Annual report for 21 days on the municipal website	Publication of the annual report	Publication of the draft Annual report by February 2019	publication of the draft Annual report	No target for the quarter	No target for the quarter	Publicise the Annual Report on the Municipal website and the local newspaper	1%
Convene Oversight Committee to consider the Draft 2017/2018 Annual Report	Attendance register and the oversight committee report	Convene the oversight committee for the evaluation of the annual report by March 2019	1 Oversight Report	No target for the quarter	No target for the quarter	Convene the oversight committee meeting for the evaluation of the Annual Report.	1%
Approved Annual report for 2017/2018	Council resolution approving the oversight committee report and the annual report.	Table to council the oversight committee report for approval of the annual report by 30 March 2018	Approved 2016/2017 Annual report	No target for the quarter	No target for the quarter	Table to council the oversight committee report for approval	3%
Review of the integrated development plan in consultation with the relevant stakeholders.	1 Approved IDP reviewed annually	Reviewed and approved integrated development plan in consultation with the relevant stakeholders by 30 June 2019	Approved 2017/18 IDP	Table to council the IDP process plan and budget time lines for approval to council.	No target for the quarter	Table to council the Draft IDP for adoption	1%

To promote and improve effective linkage between the community, stakeholders and

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the municipality to ensure accountability and responsive governance structures.

Review the 3 year internal audit plan based on the risk assessment and submit to the audit committee for approval by 30 June 2019	Minutes of the audit committee approving the 3 year risk plan	3 year risk based plan approved by 30 June 2019	Approved 3 year risk based plan	Develop and table the three year risk based plan to Audit committee for approval.	1%
Report to the municipal manager and audit committee on the implementation of the annual internal audit plan and internal audit activities.	Quarterly reports on the implementation of the annual internal audit plan	4 quarterly reports submitted to the MM and the Audit committee	4 quarterly reports	1 quarterly reports submitted to the MM and the audit committee. 1 quarterly reports submitted to the MM and the audit committee. 1 quarterly reports submitted to the MM and the audit committee.	1%
Number of Municipal Public Account Committee meetings conducted	Attendance register and minutes of the meetings	Convene 4 Municipal Public Accounts Committee meetings	4 Meetings	1 MPAC meeting held. 2 MPAC meeting held. 1 MPAC meeting held.	1%
Number of audit committee meetings held	Attendance registers and the minutes of the meeting	4 audit committee Meetings (1 per quarter)	5 Meetings	1 Audit Committee held 1 Audit Committee held	1%
Submit quarterly risk management reports to the audit, risk and performance committee on the implementation of measures in the action plans.	Copy of minutes where the reports were discussed.	4 quarterly reports submitted to the audit, risk and performance committee on the implementation of measures in the action plan	None	1 quarterly risk management report submitted to the committees 1 quarterly risk management report submitted to the committees 1 quarterly risk management report submitted to the committees	1%
Updated municipal risk management register	Monthly updated risk register	12 Monthly updated risk management registers	12 Updates of the risk register	3 updated risk management registers 3 updated risk management registers 3 updated risk management registers	1%

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Number of consolidated ward committee reports submitted	Quarterly consolidated reports	4 quarterly consolidated ward committee reports.	Monthly reports have been submitted	Quarterly consolidated ward committee reports	Quarterly consolidated ward committee reports	Quarterly consolidated ward committee reports	Quarterly consolidated ward committee reports	Quarterly consolidated ward committee reports
Number of LLF Meetings conducted	Attendance register and minutes of the LLF meetings	4 LLF Meetings per annum (1 per quarter)	4 Meetings held	1 LLF meeting held.	1 LLF meeting held.	1 LLF meeting held.	1 LLF meeting held.	1 LLF meeting held.
			TOTAL	0	0	0	0	0
								19%

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Municipal Manager

Core Managerial and Occupational Competencies		Weighting	Description/Definition	Comments/Observations				Rating			
				Compulsory Core Competency Requirements				1Q	2Q	3Q	4Q
Financial Management	10	Compiles and manages budgets, controls cash flow, institutes risk management and administers supply chain management processes in accordance with legal prescripts and generally recognised accounting practices in order to ensure the achievement of the Municipality's strategic objectives.									
People Management and Empowerment	20	Manages and encourages people, optimises their outputs and effectively manages relationships in order to achieve the Municipality's Strategic Objectives									
Client Orientation and Customer Focus	20	Willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice.									

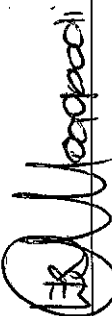
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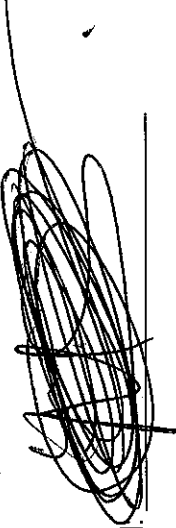
MRE

Core Competency Requirements

Municipal Manager

Core Managerial and Occupational Competencies	Weighting	Description/Definition	Comments/Observations				Rating						
			1 Q	2 Q	3 Q	4 Q	1 Q	2 Q	3 Q	4 Q			
Strategic Capability and Leadership	10	Provides a vision, sets the direction for the administration and inspires others to deliver on the municipality's mandate											
Problem Solving and Analysis	10	Systematically identifies, analyses and resolves existing and anticipated problems in order to reach optimum solutions in a timely manner.											
Programme and Project Management	10	Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes.											
Honesty and Integrity	10	Displays and builds the highest standards of ethical and moral conduct in order to promote confidence and trust in the Municipality.											
Policy conceptualization and implementation	10	Ability to conceptualize policies and ensure policy implementation											

Signed and accepted by (Municipal Manager):  Date: 27 July 2018

Signed and accepted by (Mayor) on behalf of the Council:  Date: 27 July 2018

Municipal Manager

Key Performance Area

	Weighting	Possible Rating	Rating Achieved			
			1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
1 Municipal Transformation and Organisational Development	#REF!	20	#REF!	#REF!	#REF!	#REF!
2 Basic Service Delivery	20	20	0	0	0	0
3 Local Economic Development	20	20	#REF!	#REF!	#REF!	#REF!
4 Municipal Financial Viability and Management	20	20	#REF!	#REF!	#REF!	#REF!
5 Good Governance and Public Participation	20	20				
Total Achieved	#REF!	100	#REF!	#REF!	#REF!	#REF!

100%
80%

Weighted Score

#REF!	#REF!	#REF!	#REF!
#REF!	#REF!	#REF!	#REF!

Core Competency Requirements

	Weighting	Possible Rating	Rating Achieved			
			1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Compulsory						
1 Financial Management	10	10	0	0	0	0
2 People Management and Empowerment	20	20	0	0	0	0
3 Client Orientation and Customer Focus	20	20	0	0	0	0
4 Policy conceptualization & implementation	10	10				
Selected						
1 Strategic Capability and Leadership	10	10	0	0	0	0
2 Problem Solving and Analysis	10	10	0	0	0	0
3 Programme and Project Management	10	10	0	0	0	0
4 Honesty and Integrity	10	10	0	0	0	0
Total Achieved	100	100	0	0	0	0

100%
20%

Weighted Score

0,00%	0,00%	0,00%	0,00%
0,00%	0,00%	0,00%	0,00%

FOT

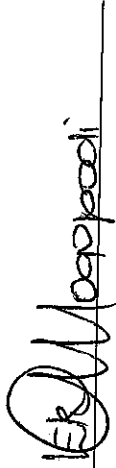
MRE

Municipal Manager

0,00%	Final Weighted Score Achieved	#REF!	#REF!	#REF!	#REF!
0,00%	Final Score Achieved	#REF!	#REF!	#REF!	#REF!

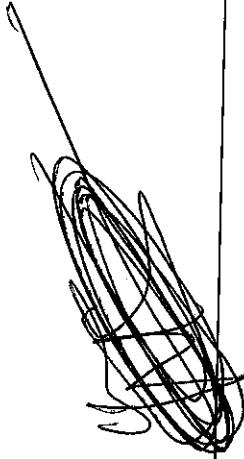
- (a) a score of 130% to 135% is awarded a performance bonus of 6%; and
- (b) a score of 136% to 140% is awarded a performance bonus of 8%; and
- (c) a score of 141% to 145% is awarded a performance bonus of 10%; and
- (d) a score of 146% to 150% is awarded a performance bonus of 12%; and
- (e) a score of 151% and above is awarded a performance bonus of 14%

Signature: Municipal Manager: _____



Date: 27 July 2018


Signature: Mayor: _____

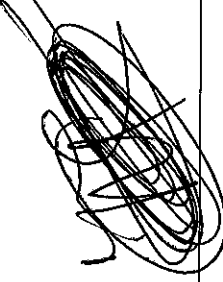


Date: 27 July 2018

Municipal Manager

Masters in business leadership	Buniness Leadership	2019 - 21	Good leadership and management skills	Improved governance

Signature: Municipal Manager:  _____
Date: 27 July 2018

Signature: Mayor:  _____
Date: 27 July 2018