PERFORMANCE AGREEMENT FOR YEAR 2017/2018

MADE AND ENTERED INTO BY AND BETWEEN Mrs. Adelaide Nomnandi Dlamini

The Municipal Manager of the Harry Gwala District Municipality (Hereinafter referred to as the "Municipal Manager")

And Ms. Nokubonga Caroline James

The Executive Director: Social Services and Development Planning of the Harry Gwala District Municipality (Hereinafter referred to as "Executive Director")

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INTRODUCTION

- (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".
- (2) Section 57(1)(b) of the Systems Act, read with the Memorandum of Agreement of Employment concluded between the parties, requires the parties to conclude an annual Performance Agreement. The employer must conclude a Performance Agreement within 90 days of assumption of duty and renew it annually within one month of the commencement of the beginning of the financial year.
- (3) The parties will 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 as defined in the municipal IDP.
- (4) The parties will 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 Memorandum of Agreement of Employment entered into between the parties;
- **2.2**. Comply with the provisions of section 32(1)(b), (c),(d), sub-section (2)(a)(i) and (ii), sub-section (3) and (4)(a),(b), (c)(i) and (ii) of the Municipal Finance Management Act and adhere to the finance policies, laws, procedures and other legal prescripts.

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- 2.3. To ensure that all Heads of Departments implement the Risk Mitigation Plans timely in line with the Risk Management register.
- 2.4. To comply with provisions made in regulation 14 subsection (1) (c) (i) and (ii), sub-section (4)(a)(i), (ii), (iii) of the Local Government: Municipal Planning and Performance Management Regulations of 2006, all Head of Department to prioritize the implementation of unresolved audit queries in line with the recommendations made by the Internal Audit Unit
- 2.5. To ensure that all Heads of Departments prepare the quarterly performance reports and submits to the Performance Management Unit timely with the Portfolio of evidence and the signed Quality Assurance Certificate.
- 2.6. Communicate to the Employee the Employer's performance expectations and accountabilities by specifying objectives and targets as defined in the IDP;
- 2.7. Specify accountabilities as set out in the Performance Scorecard/Service Delivery Budget Implementation Plan (SDBIP) marked Annexure "A"
- 2.8. Monitor and measure performance against set targeted outputs; in terms of the said Performance Scorecard/SDBIP.
- 2.9. Use the Performance Agreement and Performance Scorecard /SDBIP to assess whether the Employee has met the performance expectations applicable to his/her job;
- 2.10. Appropriately reward the Employee in accordance with the Employer's performance management policy or institute sanctions for consistent underperformance.
- 2.11. Give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

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3. COMMENCEMENT AND DURATION

- **3.1.** This Agreement will commence on the 1st July 2017 and will remain in force until 30 June 2018 where after a new Performance Agreement and new Performance Scorecard/SDBIP 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 Scorecard/SDBIP) that replaces this Agreement at least once a year but not later than one month after the commencement of the new financial year.
- **3.3.** This Agreement will terminate on the termination of the Employee's contract of employment for any reason.
- **3.4.** The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon.
- **3.5.** If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.
- **3.6.** Any significant amendments/ deviations referred to in 3.4 and 3.5 above must take cognisance of, where relevant, the requirements of sections 34 and 42 of the Systems Act, and must be done in terms of regulation 4 (5) of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to the Municipal Manager, 2006 ("the Regulations").

4. PERFORMANCE OBJECTIVES

- 4.1. The Performance Scorecard /SDBIP sets out-
- **4.1.1.** The performance objectives and targets that must be met by the Employee; and

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- 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 Annexures "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. The Quality Assurance Certificate must be signed by the Executive Director Social Services and Development Planning Department to commit that the performance information provided is accurate and reliable.
- 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 itself, 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.

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- **5.4.** The Employee undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.
- **5.5.** The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which are contained in the Performance Agreement.
- **5.6.** 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.
- **5.7.** KPAs covering the main areas of work will account for 80% and CMCs will account for 20% of the final assessment.
- **5.8.** Each area of assessment will be weighted and will contribute a specific part to the total score.
- **5.9.** The Employee's assessment will be based on his performance in terms of the outputs/ outcomes (performance indicators) identified as per attached SDBIP/Performance Scorecard (Annexure "A" and "B"), 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:

Responsibilities contained in the employee's Job Description linked to the Key Performance Areas (KPA's) in his/her SDBIP/Performance Plan	
Infrastructure and Services	0
2. Socio and Development planning	70
3. Institutional Arrangement	10
4. Good Governance	10
5. Financial Viability	10
TOTAL	100%

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5.10. 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 ($\sqrt{}$) from the list below as agreed to between the Employer and Employee.

Annexure "D" provides the scoring template for the Core Competency requirements identified in the Table hereunder.

Core Competency Assessments will be conducted during quarterly face-to-face Performance Assessments. The Mayor shall conduct Core Competency Assessments for the Municipal Manager. The Municipal Manager shall conduct Core Competency Assessments for Section 57 Managers. Where agreement on the allocation of a score (on the range 1-5) cannot be reached, the onus rests with the Employee to provide evidence of their claim to possession of the disputed Core Competency.

Annexure "D" presumes the assessors will refer to the detailed Department of Public Service & Administration Guidelines (SMS Handbook Chapter 5) of what specific components of a Core Competency need to be demonstrated in order to qualify for the score awarded.

CORE MANAGERIAL COMPETENCI	ES	
LEADERSHIP COMPETENCIES		Weight
1.Strategic Direction & Leadership		20
2. People Management		15
3. Programme & Project Management		15
4.Financial Management		20
5.Change Leadership		15
6. Governance Leadership		15
Total	100%	100%

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CORE COMPETENCIES		Weight
1.Moral Competencies		15
2. Planning & Organizing		20
3. Analysis & Innovation		15
4.Knowledge and Information		20
Management		
5. Communication		15
6. Results and Quality focus		15
Total	100%	100%

6. EVALUATING PERFORMANCE

- **6.1.** The organisation's PMS Policy and User Manual to be read together with this Agreement sets out:
- **6.1.1.** The standards and procedures for evaluating the Employee's performance; and
- **6.1.2.** The intervals for the evaluation of the Employee's performance.
- **6.2.** Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force.
- **6.3.** Personal growth and development needs shall be documented up-front in this Performance Agreement and additional needs may be identified during any performance review discussion. Annexure "D" documents in a Personal Development Plan, the Employee's personal growth and development needs at the beginning of the financial year as well as the actions agreed to. Implementation must take place within set time frames, including attendance at, at least 1 week-long training workshop per year to allow the Employee to remain abreast of the latest developments in his/her field of work for the Employer.

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- **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 Employee's performance will also be measured based on the performance of the people below him/her as set out in the individual score card which contributes to the goals and the strategic objectives set out in the IDP.
- **6.6.** The annual performance appraisal will involve:
- **6.6.1.** Assessment of the achievement of results for all the managers below section 54/57 managers as outlined in their individual scorecards.
- (a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.
- (b) An indicative rating on the five-point scale should be provided for each KPA.
- **(c)** The applicable assessment rating calculator (refer to paragraph 6.6.2 below) must then be used to add the scores and calculate a final aggregate score.

6.6.2. 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 6.6.1 above) must then be used to add the scores and calculate a final aggregate score.

7. Management of Performance Outcomes

Detail regarding the recognition and commensurate rewards for performance exceeding stipulated targets in the SDBIP are documented in the municipality's PMS Policy and User Manual – according to the August 2006 PMS Regulations.

Annexure "D" provides the process to be followed in the event the Employer fails to meet his/her performance objectives. Poor performance shall be deemed consistent once two consecutive quarterly performance face-to face appraisals reveal declining achievements against set targets.

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8. Recognition for Performance of additional tasks

Over and above KPA's where performance will be measured against SDBIP entries, recognition may be given for the performance of additional tasks. Rewards will be at the discretion of the Harry Gwala District Municipality's Executive Committee.

- **8.1.**Complying with section 32(1) (c) (d) of the Municipal Finance Management Act, No 56 of 2003 which states that any official of the municipality who deliberately or negligently committed, made or authorized an irregular expenditure, is liable for that expenditure
- **8.2.** Any official of the municipality who deliberately or negligently committed, made or authorized a fruitless and wasteful expenditure is liable for that expenditure
- **8.3.** Prioritizing the implementation of unresolved audit queries in line with the recommendations made by the Internal Audit Unit in the audit assignment.
- **8.4.** Prioritizing the Risk Mitigation Plans timely in line with the Risk Management register
- **8.5.** Adhering to all the financial management legal prescripts (policies, laws, resolutions and procedures).
- **8.6.** Rewards regarding the above mentioned tasks will be at the discretion of the Harry Gwala District Municipality's Executive Committee.

9. Performance Reviews

The evaluation of the Executive Director: Social and Development planning performance will be done by:

- 1. The Municipal Manager
- 2. Chairperson of the Performance Audit Committee or the Audit Committee in the absence of the Performance Audit Committee

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3. One Executive Committee Member

4. Municipal Manager from another municipality

5. Human Resource Manage

6. An audited performance report will be tabled to the Executive Committee.

The performance of the Executive Director: Social Services and Development Planning shall be reviewed on the following dates:

First Quarter: July-September Date: 30 October 2017

Second Quarter: October-December Date: 25 January 2018

Third Quarter: January- March Date: 30 April 2018

Fourth Quarter: April-June Date: 31 July 2018

10. Consequences of Substandard Performance

Where the Municipal Manager is, at any time during the Executive Director: Social Services and Development Planning employee, not satisfied with her performance with respect to any matter dealt with in this Agreement, the Municipal Manager will give three days written notice to the Executive Director to attend a meeting with the Municipal Manager to discuss the issues contained in the written notice.

The Executive Director: Social Services and Development Planning will have the opportunity at the meeting to provide the Municipal Manager with reasons for substandard performance and the measures or programs being taken to ensure that the Executive Director's performance becomes satisfactory, including any dates for implementing these measures.

Where there is a dispute or difference as to the performance of the Executive Director under this Agreement, the parties will confer with a view to resolving the dispute or difference.

If at any stage thereafter the Municipal Manager holds the view that the performance of the Executive Director: Social Services and Development Planning is not satisfactory, the municipality will, subject to compliance with a

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fair procedure and substantive fair reason contemplated in Schedule 8, namely: Code of Good Practice of the Labour Relations Act, Act 66 of 1995, be entitled by notice in writing to the Executive Director to hold a formal disciplinary hearing; or alternatively in terms of the provisions set out in Section 188 A of the Act, or whichever is applicable with a third party to chair the disciplinary hearing.

Nothing contained in this agreement in any way limits the right of the Municipality to terminate the employment of the Executive Director: Social Services and Development Planning with or without notice for any other breach of his obligations to the Municipality or for any other valid reasons in law.

11. RULING LANGUAGE

The contract is made in English, which shall be the ruling language. All correspondences between the parties to this contract and all reports and documentation pertaining to this contract shall be in English.

12. Terms of Contract

This contract shall be deemed to have been entered into on the 1st of July 2017 and will expire on the 30th of June 2018. The parties will enter into a new performance agreement that replaces this agreement by no later than the 31 of July 2018.

13. Dispute Resolution

Any disputes about the nature or content of the Employee's Performance agreement, must be mediated by-

The member of the Executive Council responsible for local government in the province, in the case of the Municipal Manager, or other person appointed by the said member of the Executive Council; and

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The mayor, in the case of Managers' directly accountable to the Municipal Manager, within thirty days of receipt of a formal dispute from the Employee.

Any disputes about the outcome of the performance evaluation, must be mediated by-

> The member of the Executive Council for local government in the province or any other person appointed by the MEC, in the case of Manager; and

> A municipal councilor, in the case of managers directly accountable to the Municipal Manager, within thirty days of receipt of formal dispute from the Employee.

The decision of the Mediator contemplated in sub-clauses (1) and (2) will be final and binding on both parties.

14. Limitations of this Contract

This performance agreement is between the Municipal Manager and the Executive Director: Social Services and Development Planning on the expected performance during the 2017/2018 financial year. The performance agreement is subject to the South African Legislative Framework and the employment contract entered into by and between Municipal Manager and the Executive Director: Social Services and Development Planning. The performance agreement shall therefore be within the South African Legislative Framework.

In case of ambiguity, the employment contract shall prevail over this performance agreement.

15. Obligation of the employer

The Employer shall-

15.1 create an enabling environment to facilitate effective performance by the

Employee;

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15.2 provide access to skills development and capacity building opportunities;

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

15.4 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

15.5 make available to the Employee such resources as the Employee may reasonably require from time to time, assist him to meet the performance objectives and targets established in terms of this Agreement.

16. General

Executive Director: Social and Development Planning Services acknowledges that in terms of Section 53 (3) of the Municipal Finance Management Act, the Mayor of the Municipality has to make public the contents of this agreement and forward a copy hereof to the KwaZulu-Natal MEC for local governance.

The Municipality must make the contents of this Agreement and the outcome of any review conducted in terms of the Performance Plan available to the public as contemplated in section 46 of the Systems Act.

Nothing in this Agreement diminishes the obligations, duties or accountabilities of the Executive Director: Social Services and Development Planning in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

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	Meurs MW		_ 2017							
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THE MU	JNICIF	PALITY								
Harry	Gwala	District	Municipal	Manage	r					
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ANNEXURE A:

PERFORMANCE PLAN (compulsory)

ANNEXURE B:

SERVICE DELIVERY BUDGET AND IMPLEMENTATION PLAN (SDBIP)

ANNEXURE C:

PERSONAL DEVELOPMENT PLAN (PDP)

Competency	Proposed	Responsibility	Time-frame	Expected
to be	Actions			Outcome
Addressed				

ANNEXURE D:

CORE COMPETENCY SCORING TEMPLATE

Score on Core Competency	Description
Assessment	
1 (Not Yet Competent)	Demonstrates none of the guideline's components of the core competency
2. (Basic Competence)	Applies basic concepts and methods but requires supervision and coaching
3. (Competent)	Independently develops and applies more advanced concepts and methods. Plans and guides the work of others. Performs analysis.
4. (Advanced)	Understands and applies more complex concepts and methods.

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	Leads	and	directs	people	or	groups	of
	recogni	sed sp	ecialists.				
	Able to	perfo	rm in-dep	th analys	is.		
5. (Expert)	Sought	out fo	r deep, s	pecialised	d exp	ertise.	
	Leads t	he dire	ection of	the entire	e org	anisation.	
	Defines	mode	els/theorie	es of best	prac	ctice.	

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ANNEXURE A: ANNUAL PERFORMANCE PLAN ASSESSMENT FOR SECTION 57 MANAGERS

The following annual management review on Key Performance Areas (KPA), Core Management Criteria (CMC) and Core Occupational Competencies (COC) agreed to in each manager performance agreement has to be completed.

The annual performance appraisal involves the assessment of the achievement of results of the KRA's, CMC's and COC's in accordance with the five-point scale of (1-5).

Rating	Definition Of Score
ည	Outstanding performance
4	Performance significantly above expectation
ဇ	Fully effective
2	Performance not fully satisfactory
_	Unacceptable performance

DETAILS OF THE MANAGER UNDER REVIEW

Period Under Review	2017-2018
Surname	JAMES
Name	NOKUBONGA CAROLINE
Municipality	HARRY GWALA DISTRICT
Department	SOCIAL SERVICES AND DEVELOPMENT PLANNING
Race	AFRICAN
Gender	FEMALE
Employee Number	10009
Date Of Appointment	04 JANUARY 2016
Salary Package	

PULCY CONTACTORY

KPA 1: Social Development planning - 60% 7

RATING BY PANEL MEMBER (1-5)		
OWN RATING (1-5)		
RATING BY MUNICIPAL MANAGER		
POE REF.		
MILESTONES/ COMMENTS		
TARGET ACTUAL ACHIEVEMENTS		
TAR 2017/2018 ANNUAL TARGET	3.1.5.1. 200 fire beaters procure 3.1.5.2. 60 knapsack procured 3.1.5.3. 1 Fire and rescue vehicle procured.	3.2.5. Amended Municipal Health By-
PERFORMANCE MEASURES //INDICATOR	3.1.1. Number of fire beaters procured procure distributed to relevant stakeholders 3.1.2. Number of knapsack procure distributed to relevant stakeholders	3.2. Date in which the Municipal Health By-laws were gazetted
MEASURABLE OUTPUT	Fully equipped	Gazetted municipal health by-laws
STRATEGIC OBJECTIVES	To improve the social well -being through awareness on health issues and developing mitigating strategies to cope with changing environmental patterns that results to disaster.	To amend and gazette municipal health by-laws
NATIONAL KEY PERFOMANCE AREA	Local Economic and Social Development	Good Governance and Public Participation

RATING	OWN BY RATING PANEL (1-5) MEMBER (1-5)			
	MUNICIPAL ON MANAGER RAT			
	POE REF.			
	MILESTONES/ COMMENTS			
)ET	ACTUAL			
TARGET	2017/2018 ANNUAL TARGET	3.3.5. Programmes coordinated	3.4.5. 200 water samples taken for analysis	3.5.5.1. 4 Disaster
	PERFORMANCE MEASURES //INDICATOR	3.3.1. Number of inspections conducted 3.3.2. Number of street traders training conducted and food handlers 3.3.3. % of Communicable diseases cases received. 3.3.4. % of exhumations and destitute reburial attended to.	3.4. Number of water samples taken for analysis and communicate the results to water services	3.5.1. Number of Disaster
	MEASURABLE OUTPUT	Safe and healthy environment	Potable water	Meeting convened
	STRATEGIC OBJECTIVES	To coordinate vector and food handling programme, destitute, exhumations and reburials	To Monitor water quality to ensure safety for human consumption and communicate the results to water services	To advise the stakeholders on ice ice relevant to
NATIONAL KEY	PERFOMANCE AREA	Local Economic and Social Development	Local Economic and Social Development	Cross Cutting

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				TARGET	367			RATING BY	ē	RATING
STE	STRATEGIC	MEASURABLE	PERFORMANCE MEASURES //INDICATOR	2017/2018 ANNUAL TARGET	ACTUAL ACHIEVEMENTS	MILESTONES/ COMMENTS	POE REF.	MUNICIPAL	OWN RATING (1-5)	PANEL MEMBER (1-5)
the se Disast	the services of Disaster and		Municipal Health Advisory forum	Municipal Health						
	יומוויכולימו ונפשונו		Disaster Manager	forum held						-,
			Management Practitioners	5.5.5.2. 4 Disaster						
			Forum meeting	Management						
				Forum						
				meeting held						
	Add And And And And And And And And And	PARAMATA A CANADA		3.6.5.1.						
			3.6.1. Number of	65 learners						
음	To promote the culture of learning	Increased	learners supported with	supported with learning						
and	and award good	school enrolment	learning aids	aids 3.6.5.2.						
-))			schools awarded	23 schools awarded						
To e	To empower and promote healthy		And the second s							
<u>. :</u>	living, awareness		3.7. Number of	3.7.5. 4 Special						
and	and moral		programmes	programmes						
rege and a	regeneration amondst the		conducted	conducted			• • • •			
<u> </u>	vulnerable and									

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RATING	BY PANEL MEMBER (1-5)					****	-										
	OWN RATING (1-5)																
RATING BY	MUNICIPAL																
	POE REF.											\					
	MILESTONES/ COMMENTS													**************************************			
E	ACTUAL ACHIEVEMENTS		THE PROPERTY OF THE PROPERTY O						of the artificial and the second seco								
TARGET	2017/2018 ANNUAL TARGET		3.8.5.1. Umkhosi womhlanda	held in	August 2017 3.8.5.2.	1 cultural	festival held	December 2018		3.9.5.	20 special	programmes forum		3.10.5.1.	HGDM	participated	in the Dundee July
	PERFORMANCE MEASURES //INDICATOR		3.8.1. Date in which HGDM	Umkhosi	womhlanga 3.8.2. Date in	which the	Cultural festival	was hosted by HGDM.		- :	3.9. Number of	meetings held		3.10.1. Date in	which HGDM	hosted the Rural	horse riding
	MEASURABLE		Professional players								Meeting	convened					
	STRATEGIC	communities							To ensure that	special	forums are	convened to deliberate on	issues facing them				
NATIONAL KEY	PERFOMANCE AREA		Local Economic	and Social	Development				Local	Economic	and Social	Development		Local	Economic	7	and Social

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		PERFORMANCE	TAR	TARGET			RATING BY	NMO	RATING
	MEASURABLE OUTPUT	MEASURES	2017/2018 ANNUAL TARGET	ACTUAL ACHIEVEMENTS	MILESTONES/ COMMENTS	POE REF.	MANAGER	RATING (1-5)	PANEL MEMBER (1-5)
		3.10.2. Date in	by 2017						
		which HGDM	3.10.5.2.						
		participated in	HGDM						
		the Dundee July	hosted the						
			Rural horse						
		3.10.3. Date in	riding by						
		which HGDM	December						
		hosted the	2017			,			
		marathon	3,10.5.3,						
			HGDM						
		3.10.4. Date in	participated						
		which HGDM	in the						
		participated in	Provincial						
		the Provincial	SALGA					·	
		SALGA games by	games by						
		December 2017	December						
			2017						
			3.10.5.4.						
			HGDM						
			hosted the						
			marathon by						
			March 2017						
\dashv									
	Renewed	3.12. Date in	3.12.5.		-				
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NATIONAL KEY				TARGET	3ET			RATING BY		RATING
PERFOMANCE AREA	STRATEGIC OBJECTIVES	MEASURABLE OUTPUT	PERFORMANCE MEASURES //INDICATOR	2017/2018 ANNUAL TARGET	ACTUAL	MILESTONES/ COMMENTS	POE REF.	MUNICIPAL	OWN RATING (1-5)	BY PANEL MEMBER (1-5)
Cutting Issues	that is performance orientated for the economic growth of the District whilst ensuring sustainable environment management	Information System(GIS) operating licence	operating lisences and Geographical Information System(GIS) data was renewed	lisences and Geographical Information System(GIS) data renewed by June 2018						
Good Governance and Public Participation		Adopted IDP and SDF documents	3.13.1. Number of strategic planning documents developed 3.13.2. Number of IDP/ SDF roadshows conducted	3.13.5.1. 2 Strategic planning documents reviewed (IDP and SDF) 3.13.5.2. 16 IDP/SDF Roadshows held						
Cutting		Minimised global warming	3.14. Engaging in Municipal greening activities and	3.14.5. Hosting Municipal greening						

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RATING	BY PANEL MEMBER (1-5)		
	OWN RATING (1-5) N		
RATING BY	MUNICIPAL		
	POE REF.		
	MILESTONES/ COMMENTS		
GET	ACTUAL ACHIEVEMENTS		
TARGET	2017/2018 ANNUAL TARGET	competition by February 2018	3.15.5 Annual report to Council, AG, National Treasury and to COGTA submitted by March 2018 3.15.5. 4 Quarterly performance reports submitted to the internal audit unit
	PERFORMANCE MEASURES //INDICATOR	hosting the greenest Municipal competition	3.15. Submission of the Annual report to Council, AG, National Treasury and to COGTA by March 2017 3.15. Number of quarterly performance reports submitted to the internal audit unit for review and provide recommendations on corrective
	MEASURABLE OUTPUT		Adopted Annual Report Submitted quarterly performance reports
	STRATEGIC OBJECTIVES		
NATIONAL KEY	PERFOMANGE	Issues	Good Governance and Public Participation

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RATING	BY		MEMBER (1-5)																					
	OWN	<u> </u>	<u>(</u>																				,	
RATING BY	MUNICIPAL	NITOUNIUM			***************************************																			
	POE	REF.																						
	MILESTONES/	COMMENTS																						
ET	ACTITAL	ACUEVENES.	AURVEMENIO																					
TARGET	2017/2018	ANNUAL	TARGET			3.16.5.	4 LED	tourism	forum	meetings	3.17,5.4	SMME	Seminar	3,18,5.	50 Emerging	Contractors	trained	3.19.5. 25 SMMEs	and	Cooperatives	מוווכם	3.20.5. 8 SMMEs	Cooperatives	nanioddns
	PERFORMANCE	MEASONES	INDICATOR				3.16. Number of	LED Forum	meetings held		3.17. Number of	Sivilale di id	Cooperatives Seminars held.	3.18. Number of	Emerging	Contractors	trained	3.19. Number of	SIMIMIES and	cooperatives trained		3.20. Number of SMMEs and	Cooperatives supported	
	MEASURABLE	OUTPUT																						A VARIATION .
	STRATEGIC	OBJECTIVES																			Series			**************************************
NATIONAL KEY	PERFOMANCE																							

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RATING	BY PANEL MEMBER (1-5)																						
	OWN RATING (1-5)																						
RATING BY	MUNICIPAL																						
	POE REF.																						
	MILESTONES/ COMMENTS																						
GET	ACTUAL ACHIEVEMENTS			-																			
TARGET	2017/2018 ANNUAL TARGET	3.21.5. 200	households	supported with inputs	at a small	scale	3.22.5.	15 Bee	keeping	farmers	trained and	supported	3.23.5.	1 District	calendar	brochure	developed	3.24.5.	Refurbished	Marutswa	Forest	boal uwain	2018
	PERFORMANCE MEASURES //INDICATOR	3.21. Number of	households	supported with	scale		Wykielikowe initial revisit de de die de de descriptor de versitor de versitor de d	3.22. Number of	Bee keeping	farmers trained	and supported		3.23. Date in	which the District	Events Calendar	brochure was	developed	3.24. Date in	which the	Marutswa Forest	Boardwalk	Business Plan is	developed
	MEASURABLE OUTPUT																	men men er et er en fryt his is skriveren het et som Adelmin et von er front er from					
	STRATEGIC OBJECTIVES																						
NATIONAL KEY	PERFOMANCE AREA																						

RATING	BY PANEL MEMBER (1-5)					
	OWN RATING (1-5)					
RATING BY	MUNICIPAL					
	POE REF.					
	MILESTONES/ COMMENTS					
SET	ACTUAL ACHIEVEMENTS					
TARGET	2017/2018 ANNUAL TARGET	3.25.5. 4 District Tourism Forums held	3.26.5. 4 Rural Tourism Enterprises supported by June 2018	3.27.5. 4 railway bikes developed by June 2018	3.28.5. 4 Local Tourism Events	3.29.5. Tourism Month Event
	PERFORMANCE MEASURES //INDICATOR	3.25. Number of District tourism Forums held	3.26. Number of rural tourism enterprises supported	3.27. Number of railway bikes Developed	3.28. Number of Local Tourism events supported	3.29. Date in which Tourism Month Event held
	MEASURABLE OUTPUT					
	STRATEGIC OBJECTIVES					
NATIONAL KEY	PERFOMANCE AREA					

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RATING	BY PANEL MEMBER (1-5)				
	OWN RATING (1-5)				
RATING BY	MUNICIPAL				
	POE REF.	-			
	MILESTONES/ COMMENTS				
GET	ACTUAL ACHIEVEMENTS				
TARGET	2017/2018 ANNUAL TARGET	September 2017	3.30.5. 4 Tourism Awareness Campaigns conducted	3.31.5. Marketing Material Developed by June 2018	3.32.5. 4 Tourism Shows attended
	PERFORMANCE MEASURES //INDICATOR		3.30. Number of Tourism Awareness Campaigns held	3.31. Date in which Marketing Brand developed	3.32. Number of Tourism exhibition Shows attended
	MEASURABLE OUTPUT				
	STRATEGIC OBJECTIVES				
NATIONAL KEY	PERFOMANCE AREA				

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PERFORMANCE ASSESSMENT RATING

The assessment rating calculator will be used to add the scores and calculate a final KRA score (80%) and a final CMC & COC's score (20%). The tables below should be completed by the summarized total of each panel member (NOTE: Weight should be taken from the signed performance agreement for the year under review)

KPA	Weight	Rating Score	Score
1. Basic Service Delivery	5		
2. Municipal Institutional Development and Transformation	20		
3. Local Economic Development	2		
4. Municipal Financial Viability and Management	10		
5. Good Governance and Public Participation	09		
Total	100%		
x 80%			%

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EVALUATION ON THE LEADERSHIP COMPETENCIES 1.2

Every section 57 managers should be assessed against all those CMC's that are applicable to her/his job. Compulsory CMC's for Managers are highlighted below: (NOTE: Weight should be taken from the signed performance agreement for the year under review)

LEADERSHIP COPETENCIES	WEIGHT %	MILESTONES/COMMENTS	OWN RATING (BY MANAGER) (1-5)	RATING BY PANEL MEMBER (4-5)
1.Strategic Direction & Leadership	20			
2. People Management	20			TOTAL
3. Programme & Project Management	20			
4.Financial Management	10		PT TO THE PARTY OF	
5.Change Leadership	20	THE REAL PROPERTY OF THE PROPE		
6. Governance Leadership		T TOTAL CONTRACTOR OF THE CONT		
TOTAL	100%			
				からしょう こうりょう かいかい さいずんなない ないできない

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EVALUATION ON THE CORE COMPETENCY

Every section 57 Manager should be assessed against all those CMC's that are applicable to her/his job. (NOTE: Weight should be taken from the signed performance agreement for the year under review)

CORE COMPETENCY	WEIGHT	MILESTONES/	OWN RATING	RATING BY PANEL
	%	COMMENTS	(BY MANAGER) (1-5)	MEMBER (1-5)
1.Moral Competencies	20			
2. Planning & Organizing	20	THE STATE OF THE S		THE COLUMN TO TH
3. Analysis & Innovation	10	- Table	And the state of t	THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SE
4.Knowledge and Information Management	20			TOTAL STATE OF THE
5. Communication	10	THE PARTY NAMED IN COLUMN TO THE PARTY NAMED		
6. Results and Quality focus	10	The state of the s		7000
TOTAL	400%			

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SUB-TOTAL (B) (A X B) (A X B) TOTAL SCORE	%08	20%		%
KPA	KRA (Key Result Area)	CC (Conduct Criteria)	(C) FINAL SCORE	FINAL SCORE IN PERCENTAGE (C / 5 X 100)

SIGNATURES OF MEMBERS OF THE EVALUATION PANEL

Chairperson	
Member	
Member	
Member	
Member	
Signed in	

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COMMENTS TO THE EVALUATION PANEL

The Municipal Manager must alert the evaluation panel to specific areas of the Section 57 Manager's performance in terms of the performance agreement, which in the Municipal Managers opinion illustrate performance not fully satisfactory or performance significantly above expectations and outstanding.

A brief explanation must be provided by the Municipal Manager for his/her assessment of each identified area.

SECTION 57 MANAGER'S SIGNATURE

DATE:

MUNICIPAL MANAGER'S SIGNATURE

DATE:

riew For PDP	Actions To Overcome Barriers	TO THE PROPERTY OF THE PROPERT		
Performance Review For PDP	Barriers			The state of the s
	Progress			
	Target Date	The state of the s		
	Action (How And Provided By Whom)	7.77		
	Area To Be Developed			

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AGREEMENT TO PERFORMANCE AND

agree with the objectives as set out in the above
י מפוכל אוווו וווכ סקוללוו וכל מפו ספר מון ווו מוכל מספר
Performance and Development
Plan and undertake to achieve the objectives as
agreed on.

SIGNATURE

4

I undertake to support	_(name of jobholder) with
the achievement of the above Performance and	oove Performance and
Development Plan	

SIGNATURE:

(name of

FEEDBACK ON INFORMAL QUARTERLY

FEEDBACK FROM SUPERVISOR:	

Signature of Supervisor	Signature of Jobholder
Date:	Date:

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