

ACTING MANAGER COMMUNITY & SOCIAL SERVICES

TJ MOTHAPU

FOR

PERFORMANCE AGREEMENT

2015/2016



BELA-BELA LOCAL MUNICIPALITY

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2015/2016 FINANCIAL YEAR

01 JULY 2015 TO 30 JUNE 2016

FOR THE PERIOD

(Herein and after referred to as the Employee)

TJ MOTHAPO

AND

(Herein and after referred to as the Employer)

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AS REPRESENTED BY THE MUNICIPAL MANAGER

THE BELA-BELA LOCAL MUNICIPALITY

MADE AND ENTERED INTO BY AND BETWEEN:

PERFORMANCE AGREEMENT

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 No. 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;
- 1.5 In this Agreement, the following terms will have the meaning ascribed thereto:
- 1.5.1 "**Core competencies**" - means competencies that cut across all levels of work in a municipality and enhance contextualized leadership that guarantees service delivery impact;
- 1.5.2 "**Leading competencies**" - means competencies that are required to develop clear institutional strategy, initiate, drive and implement programs to achieve long-term sustainable and measurable service delivery performance results;
- 1.5.3 "**this Agreement**" - means the performance Agreement between the Employer and the Employee and the Annexures thereto;
- 1.5.4 "**the Mayor**" - means the Mayor of council appointed in terms of the Local Government: Municipal Structures Act No. 117 of 1998;
- 1.5.5 "**the Employee**" - means the **Acting Manager for Community & Social Services Development** appointed in terms of Section 56 (1) (a) (ii) of the Local Government Municipal Systems Act No 32 of 2000
- 1.5.6 "**the Employer**" - means Bela-Bela Municipal Council; and
- 1.5.7 "**the Parties**" means the Employer and the Employee

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- 2.1 The purpose of this Agreement is to:
- 2.1.1 Comply with the provisions of Section 57(1) (b), (4A), (4B) and (5) of the Act as well as the employment contract entered into between the parties;
 - 2.1.2 Specify objectives in terms of the key performance indicators and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan (IDP), Service Delivery and Budget implementation Plan (SDBIP) and the Budget of the municipality;
 - 2.1.3 Give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.
 - 2.1.4 Specify accountabilities as set out in a Performance Plan, which forms an Annexure to the Performance Agreement;
 - 2.1.5 Monitor and measure performance against set targeted outputs;
 - 2.1.6 Use the Performance Agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;

2. PURPOSE OF THE PERFORMANCE AGREEMENT

- 1.5.8 Regulations

 - 1.5.8.1 Local Government: Municipal Planning and Performance Management regulations, 2001
 - 1.5.8.2 Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly Accountable to Municipal Managers, 2006
 - 1.5.8.3 Local Government: Regulations on appointment and conditions of employment of senior managers. (17 January 2014)
 - 1.5.8.4 Local Government: Municipal Regulations on minimum Competency Levels, 2007, issued in terms of the Municipal Finance Management Act, No. 56 of 2003, as published under Government Notice No. 493 in Government Gazette No. 29967 of 15 June 2007
 - 1.5.9 "Senior Manager" – means a municipal manager or acting municipal manager, appointed in terms of section 54A of the Act, and includes a manager directly accountable to a municipal manager appointed in terms of section 56 of the Act.
 - 1.5.10 "Evaluation Panel" - means the committee constituted for the purpose of evaluating performance of the Municipal Manager and Managers directly accountable to the Municipal Manager.

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- and the 2015/2016 approved Annual Budget of the **Employer**, and shall include:
 Development Plan, approved 2015/2016 Service Delivery and Budget Implementation Plan (SDBIP)
Employer in consultation with the **Employee** and based on the approved 2015/2016 Integrated
 4.2 The performance objectives, and targets reflected in Performance Plan are set by the
 Competencies
 4.1.3 The Competencies comprising of the Leading Competencies and the Core
 and
 4.1.2 The time frames within which those performance objectives and targets must be met;
 4.1.1 The performance objectives, and targets that must be met by the employee
 4.1 The Performance Plan (Annexure A) sets out-

4 PERFORMANCE OBJECTIVES

- between the **Parties**, immediately be revised.
 that the contents of this Agreement are no longer appropriate, the contents must, by mutual agreement
 3.5 If at any time during the validity of this Agreement the work environment alters to the extent
 3.4 The Parties agree to review the provisions of this agreement during **June** each year
 for any reason; and
 3.3 This Agreement will terminate on the termination of the **Employee's** contract of employment
 least once a year by not later than 31st of July of the succeeding financial year;
 3.2 The **Parties** will conclude a new Performance Agreement that replaces this Agreement at
 thereof;
 Development Plan shall be concluded between the **Parties** for the next financial year or any portion
30 June 2016 thereafter, a new Performance Agreement, Performance Plan and Personal
 signed by both **Parties**, and will remain in force until
 3.1 This Agreement will commence on **1 July 2015**, irrespective of the date on which it was
 3 COMMENCEMENT AND DURATION

- with its employee in attaining equitable and improved service delivery.
 2.1.8 Give effect to the employer's commitment to a performance-orientated relationship
 2.1.7 Reward the **Employee** appropriately, in the event of outstanding performance;

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- 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score. Competencies respectively.
- 5.5.1 The **Employee** must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and the Competencies: Leading- and Core
- 5.5 The criteria upon which the performance of the **Employee** shall be assessed shall consist of two components, Operational Performance in the form of key performance indicators (KPIs) under specific Key Performance Areas (KPA's) and Competencies: Leading- and Core Competencies, both of which shall be contained in the Performance Agreement.
- 5.4 The **Employee** undertakes to actively focus towards the promotion and implementation of the (KPA's), including special projects relevant to the employee's responsibilities, within the local government framework;
- 5.3 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**;
- 5.2 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;
- 5.1 The **Employee** agrees to participate in the performance management system that the **Employer** adopts or introduces for the municipality;

5 PERFORMANCE MANAGEMENT SYSTEM

- 4.5 Disclosure of Financial Interests (Annexure C) set out the financial interests of the employee
- 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.
- 4.3 The Personal Development Plan (Annexure B) sets out the **Employee's** personal development requirements in line with the objectives and targets of the **Employer**; and
- 4.2.4 Weightings: showing the relative importance of the key objectives to each other;
- 4.2.3 Target dates: that describes the time frame in which the targets must be achieved; and
- 4.2.2 Key performance indicators: that provides the details of the evidence that must be provided to show that a key objective has been achieved;
- 4.2.1 Key objectives: that describes the main tasks that need to be done;

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5.7 In the case of managers directly accountable to the municipal manager, KPAs related to the functional area of the relevant manager, must be subject to negotiation between the municipal manager and the relevant manager.

Key Performance Areas		Weighting
1	Basic Service and Infrastructure Development	70%
2	Municipal Institutional Development and Transformation	5%
3	Local Economic Development (LED)	5%
4	Municipal Financial Viability and Management	5%
5	Good Governance and Public Participation	15%
6	Spatial Rationale	0%
Total		100%

The KPA must constitute 100% and be converted to 80%

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

5.5.3 KPAs covering the main areas of work will account for 80% and Competencies: Leading – and Core Competencies will account for 20% of the final assessment.

6. COMPETENCY FRAMEWORK¹

6.1 A person appointed as a senior manager must have the competencies as set out in this framework. Focus must also be placed on the following key factors:

- (a) Critical leading competencies that drive the strategic intent and direction of local government;
- (b) Core competencies which senior managers are expected to possess, and which drive the execution of the leading competencies; and
- (c) The eight Batho Pele principles.

6.2 The competency framework consists of **six leading competencies** which comprise of twenty (20) driving competencies that communicate what is expected for effective performance in local government.

6.3 The competency framework further involves **six core competencies** that act as drivers to ensure that the leading competencies are executed at an optimal level.

6.4 Competency Framework Structure

6.4.1 The competencies that appear in the competency framework are detailed below:

CRITICAL LEADING COMPETENCIES	
Six (6) Leading Competencies	Twenty (20) driving competencies
Strategic Direction and Leadership	<ul style="list-style-type: none"> • Impact and Influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness
People Management	<ul style="list-style-type: none"> • Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and Dispute Management
Program and Project Management	<ul style="list-style-type: none"> • Program and Project Planning and Implementation • Service Delivery Management • Program and Project Monitoring and Evaluation
Financial Management	<ul style="list-style-type: none"> • Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring
Change Management	<ul style="list-style-type: none"> • Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation
Governance Leadership	<ul style="list-style-type: none"> • Policy Formulation

¹ This competency Framework replaces regulation 26 (8) of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, (Government Notice No. 805) as published in Government Gazette No. 29089 of 1 August 2006.

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(b) Values are supplied for KP1's and Activities under each KPA as part of the Institutional Assessment. Based on the Target for an activity or KP1, over or under performance are calculated and converted to the 1-5 point scale automatically. These scores are carried over to the applicable under the KPA

(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

7.5.1 Assessment of the achievement of results as outlined in the Performance Plan

7.5 The Annual performance appraisal will involve:

objectives and strategies set out in the **Employer's** IDP.

7.4 The **Employee's** performance will be measured in terms of contributions to the strategic implementation must take place within set time frames;

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

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;

7.1.2 The intervals for the evaluation of the **Employee's** performance;

7.1.1 The standards and procedures for evaluating the **Employee's** performance; and

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

7. PERFORMANCE ASSESSMENT

CRITICAL LEADING COMPETENCIES	
Six (6) Leading Competencies	Twenty (20) driving competencies
<ul style="list-style-type: none"> • Risk and Compliance Management • Cooperative Governance 	
SIX (6) CORE COMPETENCIES	
Moral Competence	
Planning and Organising	
Analysis and Innovation	
Knowledge and Information Management	
Communication	
Results and Quality Focus	

employee's performance plan. During assessment, the employee has a chance to submit evidence of performance where a disagreement

(c) The Employee will submit his self-evaluation to the Employer prior to the formal assessment; and

(d) An overall score will be calculated based on the total of the individual scores calculated above.

7.5.2 Assessment of the Leading Competencies and Core Competencies:

(a) There is no hierarchical connotation to the structure and all competencies are essential to the role of a senior manager to influence high performance.

(b) All competencies must therefore be considered as measurable and critical in assessing the level of a senior manager's performance.

(c) The competency framework is underscored by four (4) achievement levels that act as benchmark and minimum requirements for other human capital interventions, which are, recruitment and selection, learning and development, succession and planning, and promotion.

7.5.3 Achievement Levels

7.5.3.1 The achievement levels indicated in the table below serves as a benchmark for the appointments, succession planning and development interventions.

7.5.3.2 Individuals falling within the Basic range are deemed unsuitable for the role of senior manager, and caution should be applied in promoting and appointing such persons.

7.5.3.3 Individuals that operate in the Superior range are deemed highly competent and demonstrate an exceptional level of practical knowledge, attitude and quality. These individuals should be considered for higher positions, and should be earmarked for leadership programs and succession planning.



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Achievement Levels	Description
Basic 1	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention
Competent 2	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses
Advanced 3	Develops and applies complex concepts, methods and understanding. Effectively directs and leads group and executes in-depth analyses
Superior 4	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops and applies comprehensive concepts and methods.

Cluster	Leading Competencies	Weight
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Competency Name	Strategic Direction and Leadership	12
Competency	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate	
Definition		

ACHIEVEMENT LEVELS

BASIC	COMPETENT	ADVANCED	SUPERIOR
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<ul style="list-style-type: none"> Understand the institutional and departmental strategic objectives, but lacks ability to inspire others to achieve set mandate Describe how specific tasks link to the institutional and strategic objectives but has limited influence in directing strategy Has a basic understanding of institutional performance Assist in defining performance measures to monitor the progress and effectiveness of the institution Displays and awareness of institutional structures and political factors Effectively communicate barriers to execution to relevant parties Provide 	<ul style="list-style-type: none"> Give direction to a team in realising the institution's strategic mandate and set objectives Has a positive impact and influence on the morale, engagement and participation of team members Develop actions plans to execute and guide strategy Align strategy and goals across all functional areas Actively implement Assist in defining performance measures to monitor the progress and effectiveness of the institution Consistently challenge strategic plans to ensure relevance Understand institutional structures and political factors, and the consequences of actions 	<ul style="list-style-type: none"> Evaluate all activities to determine value and alignment to strategic intent Display in-depth knowledge and understanding Hold self-accountable for strategy execution and results Provide impact and influence through building and maintaining strategic relationships Create an environment that facilitates loyalty and innovation display a superior level of self-discipline and integrity in actions Integrate various systems into a collective whole to optimise institutional performance Consistently challenge strategic plans to ensure relevance Understand institutional structures and political factors, and the consequences of actions 	<ul style="list-style-type: none"> Structure and position the institution to local government priorities Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework Hold self-accountable for strategy execution and results Provide impact and influence through building and maintaining strategic relationships Create an environment that facilitates loyalty and innovation display a superior level of self-discipline and integrity in actions Integrate various systems into a collective whole to optimise institutional performance Consistently challenge strategic plans to ensure relevance Understand institutional structures and political factors, and the consequences of actions Use understanding of competing interests to manoeuvre successfully to a win/win outcome
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Cluster	Leading Competencies	Weight	Competency Name	Competency	Definition
					Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate
ACHIEVEMENT LEVELS					
BASIC	COMPETENT	ADVANCED	SUPERIOR		
	<ul style="list-style-type: none"> Empower others to follow strategic direction and deal with complex situations and Guide the institution through complex and ambiguous concern Use understanding of power relationships and dynamic tensions among key players to frame communications and develop strategies, positions and alliances 				
	<ul style="list-style-type: none"> guidance to all stakeholders in the achievement of the strategic mandate Understand the aim and objectives of the institution and relate it to own work 				

Cluster	Leading Competencies	Weight	Competency Name	Competency Definition	ACHIEVEMENT LEVELS		
BASIC	COMPETENT	ADVANCED	SUPERIOR	<ul style="list-style-type: none"> Participate in team goal setting and problem solving Interact and collaborate with people of diverse backgrounds Aware of benefits of diverse approach employee guidelines for development, but requires support in implementing development initiatives 	<ul style="list-style-type: none"> Seek opportunities to increase team contribution and responsibility Respect and support the diverse nature of others and be aware of the benefits of a diverse approach Effectively delegate tasks and empower others to increase contribution and execute functions optimally Apply relevant employee legislation fairly and consistently Facilitate team development and learning goal-setting and problem solving Effectively identify capacity requirements to fulfil the strategic mandate 	<ul style="list-style-type: none"> Identify ineffective team and work processes and recommend remedial interventions Recognise and reward effective and desired behaviour Provide mentoring and guidance to others in order to increase personal effectiveness Identify development and learning needs within the team Build a work environment conducive to sharing, innovation, ethical behaviour and professionalism Inspire a culture of performance excellence by giving 	<ul style="list-style-type: none"> Develop and incorporate best practice people management processes, approaches and tools across the institution Foster a culture of discipline, responsibility and accountability Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution Develop comprehensive integrated strategies and approaches to human capital development and management Actively identify trends and predict capacity requirements to facilitate unified transition and performance management
				<ul style="list-style-type: none"> Identify ineffective team and work processes and recommend remedial interventions Recognise and reward effective and desired behaviour Provide mentoring and guidance to others in order to increase personal effectiveness Identify development and learning needs within the team Build a work environment conducive to sharing, innovation, ethical behaviour and professionalism Inspire a culture of performance excellence by giving 			
				<ul style="list-style-type: none"> Identify ineffective team and work processes and recommend remedial interventions Recognise and reward effective and desired behaviour Provide mentoring and guidance to others in order to increase personal effectiveness Identify development and learning needs within the team Build a work environment conducive to sharing, innovation, ethical behaviour and professionalism Inspire a culture of performance excellence by giving 			

Weight

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Competency

People Management?

Name

Effectively manage, inspire and encourage people, respect diversity, optimise talent and build nature relationships in order to achieve institutional objectives

Definition

ACHIEVEMENT LEVELS

BASIC

COMPETENT

ADVANCED

SUPERIOR

Cluster	Leading Competencies	Weight	Competency Name	Competency Definition	ACHIEVEMENT LEVELS
	Program and Project Management	5	Name	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives	BASIC
					COMPETENT
					ADVANCED
					SUPERIOR
					<ul style="list-style-type: none"> • Initiate projects after approval from higher authorities • Understand and procedures of program and project management methodology, implications and stakeholder involvement • Understand the rational of projects in relation to the institution's strategic objectives • Document and communicate factors and risk associated with own work • Use results and approaches of successful project implementation as guide
					<ul style="list-style-type: none"> • Establish broad stakeholder involvement and communication the project status and key milestones • Define the roles and responsibilities of the project team and create clarity around expectations • Find a balance between project deadline and the quality of deliverables • Identify appropriate resources to facilitate the effective completion of the deliverables • Comply with statutory requirements and apply policies in a consistent manner • Monitor progress and use of progress and
					<ul style="list-style-type: none"> • Manage multiple programs and balance priorities and conflicts according to institutional goals • Apply effective risk management strategies through impact assessment and resource requirements • Modify project scope and budget when required without compromising the quality and objectives of the project • Involve top-level authorities and relevant stakeholders in seeking project buy-in • Identify and apply contemporary project management methodology • Influence and motivate project team to deliver
					<ul style="list-style-type: none"> • Understand and conceptualise the long-term implications of desired project outcomes • Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realise institutional objectives • Consider and initiate projects that focus on achievement of the long-term objectives • Influence people in positions of authority to implement outcomes of projects • Lead and direct translation of policy into workable action plans • Ensures that programs are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed

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Cluster	Leading Competencies	Weight
Competency Name	program and Project Management	
Competency Definition	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives	
ACHIEVEMENT LEVELS		
BASIC	<p>resources and make needed adjustments to timelines, steps, and resource allocation</p> <ul style="list-style-type: none"> • Monitor results <p>exceptional</p>	
COMPETENT	<p>on and apply procedures to manage risks</p>	
ADVANCED		
SUPERIOR		

Cluster	Leading Competencies	Competency Name	Competency	Definition	ACHIEVEMENT LEVELS			
Weight	Financial Management	10	Able to compile, 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	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	BASIC	COMPETENT	ADVANCED	SUPERIOR
					<ul style="list-style-type: none"> • Understand basic financial concepts and methods as they relate to institutional processes and activities • Display awareness into the various sources of financial data, reporting mechanism, financial governance, processes and systems • Understand the importance of financial accountability and the importance of asset control 	<ul style="list-style-type: none"> • Exhibit knowledge of general financial concepts, planning, budgeting, and forecast processes and provides credible answers to queries and how they interrelate • Assess, identify and manage financial risks • Assume a cost saving approach to financial management • Prepare financial reports based on specified formats • Consider the understand and the financial implications of decisions and suggestions that delegation 	<ul style="list-style-type: none"> • Take active ownership of planning, budgeting, and forecast processes and provides credible answers to queries and how they interrelate • Prepare budgets that are aligned to the strategic objectives of the institution • Address complex budgeting and financial management concerns • Put systems and processes in place to enhance the quality and integrity of financial management practices • Advise on policies and procedures regarding asset control • Promote National Treasury's 	<ul style="list-style-type: none"> • Develop planning tools to assist in evaluating and monitoring future expenditure trends • Set budget frameworks for the institution • Set strategic direction for the institution on expenditure and other financial processes • Build and nurture partnerships to improve financial management and achieve financial savings • Actively identify and implement new methods to improve asset control • Display professionalism in dealing with financial data and processes
					<ul style="list-style-type: none"> • Understand basic financial concepts and methods as they relate to institutional processes and activities • Display awareness into the various sources of financial data, reporting mechanism, financial governance, processes and systems • Understand the importance of financial accountability and the importance of asset control 	<ul style="list-style-type: none"> • Exhibit knowledge of general financial concepts, planning, budgeting, and forecast processes and provides credible answers to queries and how they interrelate • Assess, identify and manage financial risks • Assume a cost saving approach to financial management • Prepare financial reports based on specified formats • Consider the understand and the financial implications of decisions and suggestions that delegation 	<ul style="list-style-type: none"> • Take active ownership of planning, budgeting, and forecast processes and provides credible answers to queries and how they interrelate • Prepare budgets that are aligned to the strategic objectives of the institution • Address complex budgeting and financial management concerns • Put systems and processes in place to enhance the quality and integrity of financial management practices • Advise on policies and procedures regarding asset control • Promote National Treasury's 	<ul style="list-style-type: none"> • Develop planning tools to assist in evaluating and monitoring future expenditure trends • Set budget frameworks for the institution • Set strategic direction for the institution on expenditure and other financial processes • Build and nurture partnerships to improve financial management and achieve financial savings • Actively identify and implement new methods to improve asset control • Display professionalism in dealing with financial data and processes
					<ul style="list-style-type: none"> • Understand basic financial concepts and methods as they relate to institutional processes and activities • Display awareness into the various sources of financial data, reporting mechanism, financial governance, processes and systems • Understand the importance of financial accountability and the importance of asset control 	<ul style="list-style-type: none"> • Exhibit knowledge of general financial concepts, planning, budgeting, and forecast processes and provides credible answers to queries and how they interrelate • Assess, identify and manage financial risks • Assume a cost saving approach to financial management • Prepare financial reports based on specified formats • Consider the understand and the financial implications of decisions and suggestions that delegation 	<ul style="list-style-type: none"> • Take active ownership of planning, budgeting, and forecast processes and provides credible answers to queries and how they interrelate • Prepare budgets that are aligned to the strategic objectives of the institution • Address complex budgeting and financial management concerns • Put systems and processes in place to enhance the quality and integrity of financial management practices • Advise on policies and procedures regarding asset control • Promote National Treasury's 	<ul style="list-style-type: none"> • Develop planning tools to assist in evaluating and monitoring future expenditure trends • Set budget frameworks for the institution • Set strategic direction for the institution on expenditure and other financial processes • Build and nurture partnerships to improve financial management and achieve financial savings • Actively identify and implement new methods to improve asset control • Display professionalism in dealing with financial data and processes
<ul style="list-style-type: none"> • Understand basic financial concepts and methods as they relate to institutional processes and activities • Display awareness into the various sources of financial data, reporting mechanism, financial governance, processes and systems • Understand the importance of financial accountability and the importance of asset control 	<ul style="list-style-type: none"> • Exhibit knowledge of general financial concepts, planning, budgeting, and forecast processes and provides credible answers to queries and how they interrelate • Assess, identify and manage financial risks • Assume a cost saving approach to financial management • Prepare financial reports based on specified formats • Consider the understand and the financial implications of decisions and suggestions that delegation 	<ul style="list-style-type: none"> • Take active ownership of planning, budgeting, and forecast processes and provides credible answers to queries and how they interrelate • Prepare budgets that are aligned to the strategic objectives of the institution • Address complex budgeting and financial management concerns • Put systems and processes in place to enhance the quality and integrity of financial management practices • Advise on policies and procedures regarding asset control • Promote National Treasury's 	<ul style="list-style-type: none"> • Develop planning tools to assist in evaluating and monitoring future expenditure trends • Set budget frameworks for the institution • Set strategic direction for the institution on expenditure and other financial processes • Build and nurture partnerships to improve financial management and achieve financial savings • Actively identify and implement new methods to improve asset control • Display professionalism in dealing with financial data and processes 					

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Cluster	Leading Competencies	Weight	Competency Name	Competency Definition	ACHIEVEMENT LEVELS		
	Financial Management ⁴			Able to compile, 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			
BASIC	COMPETENT	ADVANCED	SUPERIOR				
	and instructions as required by National Treasury guidelines are reviewed and updated	regulatory framework for Financial Management					
	<ul style="list-style-type: none"> Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget 						

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Cluster	Leading Competencies	Weight	Competency Name	Competency	Definition	ACHIEVEMENT LEVELS			
			Change Leadership ⁵	6	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	BASIC	COMPETENT	ADVANCED	SUPERIOR
						<ul style="list-style-type: none"> • Display an awareness of the change interventions, and the benefits of transformational initiatives • Able to identify basic needs for change • Identify gaps between the current and desired state • Identify on the deliverables on the change focused them • Identify potential risk and challenges to transformation, including resistance to change • Participate in change programs and piloting change interventions • Understand the impact of change on the institution within the broader scope of Local Government 	<ul style="list-style-type: none"> • Perform an analysis of the change, impact on the social, political and economic environment • Maintain calm and focus during change • Able to assist team members during change and keep them focused on the deliverables • Volunteer to lead change efforts outside of own work team • Able to gain buy-in and approval for change from relevant stakeholders • Identify change readiness levels and assist in resolving resistance to change factors • Design change interventions that are aligned with the 	<ul style="list-style-type: none"> • Actively monitor change impact and results and convey progress to relevant stakeholders • Secure buy-in from change initiators • Continuously evaluate change • Actively adapt current structures and processes to incorporate the change interventions • Mentor and guide team members on the effect of change, resistance factors and how to integrate change. • Motivate and inspire others around change initiatives 	

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Cluster	Leading Competencies	Weight
Competency	Change Leadership ⁵	
Competency Name		
Competency Definition	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	
ACHIEVEMENT LEVELS		
BASIC	<p>institution's strategic objectives and goals</p> <ul style="list-style-type: none"> Understand the impact and psychology of change, and put remedial interventions in place to facilitate effective transformation Take calculated risk and seek new ideas from best practice scenarios, and identify the potential for implementation 	SUPERIOR
COMPETENT		
ADVANCED		

Cluster	Leading Competencies	Competency	Name	Weight
		Governance Leadership	8	
		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 conceptualisation of relevant policies and enhance cooperative governance relationships		
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	<ul style="list-style-type: none"> • Display a thorough understanding of governance and risk and compliance factors and implement plans to address these • Demonstrate understanding of the techniques and processes for optimising risk taking decisions within the institution • Actively drive policy formulation within the institution to ensure the achievement of objectives 	<ul style="list-style-type: none"> • Understand the structure of cooperative government but requires guidance on fostering relationship between stakeholder • Provide input into policy formulation 	
ADVANCED		<ul style="list-style-type: none"> • Able to link risk initiatives into key institutional objectives and drivers • Identify, analyse and measure risk, create valid risk forecast, and map risk profiles • Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives • Demonstrate a thorough understanding of risk retention plans • Identify an implement comprehensive risk management systems and processes • Implement and monitor the formulation of and policies, identify and analyse constraints and challenges with implementations and provide recommendations for improvement 		
SUPERIOR		<ul style="list-style-type: none"> • Demonstrate a high level of commitment in complying with governance requirements and compliance strategy to ensure achievement of institutional objectives within the legislative framework • Able to advise Local Government on risk management strategies, best practice interventions and compliance management • Able to forge positive relationships on governance level to enhance the effectiveness of Local Government • Able to shape, direct and drive the formulation of policies on a macro level 		

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Cluster	Competency	Competency Name	Competency Definition	ACHIEVEMENT LEVELS			
Core Competencies	Moral Competence	10	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence	BASIC	COMPETENT	ADVANCED	SUPERIOR
				<ul style="list-style-type: none"> Realise the impact of acting with integrity, but requires guidance and development in implementing principles and basic rules and regulations of the institution to deliver moral identify basic Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent. 	<ul style="list-style-type: none"> Conduct self in alignment with values of Local Government and the institution Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver Actively report fraudulent and activity of corruption within local government and understand the honour the confidential nature of matters without seeking personal gain Able to deal with situations of conflict of interest promptly and in the best interest of local government 	<ul style="list-style-type: none"> Identify, develop, and apply measures of self-correction Able to gain trust and respect through aligning actions with commitments Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders Present values, beliefs and ideas that are congruent with the institution's rules and regulations Take an active stance against corruption and dishonesty when noted Actively promote the value of the 	<ul style="list-style-type: none"> Create an environment conducive of moral practices Actively develop and implement measures to combat fraud and corruption Set integrity standards and shared accountability measures across the institution to support the objectives of local government Take responsibility for own actions and decisions, even if the consequences are unfavourable

7.5.5 Competency Description: CORE COMPETENCIES

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Cluster	Core Competencies	Weight
Competency Name	Moral Competence ¹	
Competency Definition	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence	
ACHIEVEMENT LEVELS		
BASIC	COMPETENT	SUPERIOR
	<ul style="list-style-type: none"> • Able to work in unity with a team and not seek personal gain • Apply universal moral principles consistently to achieve moral decisions 	

Cluster	Core Competencies	Weight	Competency Name	Competency	Definition
		10	Planning and Organising?		Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk
ACHIEVEMENT LEVELS					
BASIC	COMPETENT	ADVANCED	SUPERIOR		
<ul style="list-style-type: none"> • Able to follow basic plans and organise tasks around objectives • Understand the process of planning and organising but requires guidance in providing detailed and comprehensive plans • Able to follow existing plans and ensure that objectives are met • Focus on short term objectives in developing plans and actions • Arrange information and resources required for a task, but require further structure and organisation 	<ul style="list-style-type: none"> • Actively and appropriately organise information and resources required for a task • Recognise the urgency and importance of tasks and long-term plans and goals and incorporate into the team's performance objectives • Schedule tasks to ensure they are performed within budget and with efficient use of time and resources • Measure progress and monitor performance results 	<ul style="list-style-type: none"> • Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities, and assign appropriate resources for successful implementation in advance stages to complete tasks and actions to facilitate the achievement of broad strategies and initiatives when developing plans and actions • Able to project and forecast short, medium and long term requirements of the institution and local government • Translate policy into relevant projects to facilitate the achievement of institutional objective 	<ul style="list-style-type: none"> • Identify stages to advance tasks and projects • Identify stages to complete tasks and projects • Schedule realistic timelines, milestones and objectives for tasks and projects • Produce clear, detailed and comprehensive plans to achieve institutional objectives • Identify possible risk factors and design and implement appropriate contingency plans • Adapt plans in light of changing circumstances • Prioritise tasks and projects according to their relevant urgency and importance 		

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Cluster	Competency	Competency Name	Definition	ACHIEVEMENT LEVELS							
Core Competencies	Analysis and Innovation?	8	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	BASIC	<ul style="list-style-type: none"> Understand the basic operation of analysis, but lack detail and thoroughness Able to balance independent analysis with requesting assistance from others Recommend new ways to perform tasks within own function Propose simple remedial interventions that marginally challenges the status quo Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking 	COMPETENT	<ul style="list-style-type: none"> Demonstrate logical problem solving techniques and approaches and provide rationale for recommendations Demonstrate objectivity, insight, and thoroughness when analysing problems Able to break down complex problems into manageable parts and identify solutions throughout the institution Consult internal and external stakeholders on opportunities to improve processes and service delivery Clearly communicate the benefits of new opportunities and innovative solutions to stakeholders Continuously identify opportunities to enhance internal processes and identify and 	ADVANCED	<ul style="list-style-type: none"> Coaches members on analytical and innovative approaches and techniques Engage with appropriate individuals in analysing and resolving complex problems Identify solutions on various areas in the institution Formulate and implement new ideas throughout the institution Able to gain approval and buy in for proposed interventions from relevant stakeholders Identify trends and best practices in process and service delivery and propose institutional application Continuously engage in research to identify client 	SUPERIOR	<ul style="list-style-type: none"> Demonstrate complex analytical and problem solving techniques Create an environment conducive to analytical and fact-based problem-solving Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence Create an environment that fosters innovative thinking and follows a learning organisation approach Be a thought leader on innovative customer service delivery, and process optimisation Plan an active role in sharing best practice solutions and engage in national and international local government seminars and conferences

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Cluster	Core Competencies	Weight
Competency Name	Analysis and Innovation?	
Competency Definition	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	
ACHIEVEMENT LEVELS		
BASIC	COMPETENT	ADVANCED
		SUPERIOR
	analyse opportunities to conduct innovative approaches and propose remedial intervention	needs

Cluster	Core Competencies	Weight	Competency Name	Competency Definition	ACHIEVEMENT LEVELS		
		6	Knowledge and Information Management ⁴	Able to Promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government			
					BASIC	COMPETENT	ADVANCED
							SUPERIOR

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Cluster	Core Competencies	Competency Name	Competency	Definition	ACHIEVEMENT LEVELS							
Core Competencies	Communication ⁵	10	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome	<p>Definition</p> <p>Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome</p>	BASIC	<ul style="list-style-type: none"> • Demonstrate an understanding for communication levels and tools appropriate for the audience, but requires guidance in utilizing such tools • Express ideas in a clear and focused manner, but does not always take the needs of the audience into consideration and disseminate information and convey knowledge adequately 	COMPETENT	<ul style="list-style-type: none"> • Express ideas in a clear and focused manner that is interesting and motivating • Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs • Adapts communication content and style to suit the audience and facilitate optimal information transfer • Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders • Compile clear, focused, concise and well-structures written documents 	ADVANCED	<ul style="list-style-type: none"> • Effectively communicate high-risk and sensitive matters to relevant stakeholders • Develop a well-defined communication strategy • Value on strategy • Political perspectives with institutional needs when communicating • Able to address complex issues on complex issues • Able to effectively direct negotiations around complex matters and arrive at a win-win situation that promotes Bartho Pele principles • Market and promote the institution to external stakeholders and seek to enhance a positive image of the 	SUPERIOR	<ul style="list-style-type: none"> • Regarded as a specialist in negotiations and representing the institution • Able to inspire and motivate others through positive communication that is impactful and relevant • Creates an environment conducive to transparent and productive communication and critical and appreciative conversations • Able to coordinate negotiations at different levels within local government and externally

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Cluster	Core Competencies	Weight
Competency Name	Communication ⁵	
Competency Definition	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome	
ACHIEVEMENT LEVELS		
BASIC	COMPETENT	SUPERIOR
	<ul style="list-style-type: none"> institution to communicate with the media with high levels of moral competence and discipline 	

Cluster	Competency	Competency Name	Competency	Definition	ACHIEVEMENT LEVELS							
Core Competencies	Results and Quality Focus ⁶	5		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	BASIC	<ul style="list-style-type: none"> • Understand quality of work but requires guidance in attending to important matters • Show a basic commitment to achieving the correct results • Set quality standards and design processes around achieving set standards • Produce the minimum level of results required in the role • Produce outcomes that is of a good standards • Focus on the quantity of output but requires development in incorporating the quality of work • Produce quality work in general circumstances, but fails to meet expectation when under pressure 	COMPETENT	<ul style="list-style-type: none"> • Focus on high priority actions and does not become distracted by lower-priority activities • Display firm commitment and price in achieving the correct results • Set quality standards and design processes around achieving set standards • Produce output of high quality • Able to balance the quantity and quality of results in order to achieve objectives • Monitors progress, achieving expectations • Maintain a focus on quality outputs when placed under pressure • Establishing institutional systems for managing and assigning work, defining responsibilities, tracking, monitoring and measuring success, evaluating and valuing the work of the institution 	ADVANCED	<ul style="list-style-type: none"> • Consistently verify own standards and outcomes to ensure quality output • Focus on the end result and avoids being distracted a • Demonstrate a determined and committed approach to achieving results and quality standards • Follow task and projects through to completion • Set challenging goals and objectives to self and team and display commitment to achieving progress, expectations • Work with team to set ambitious and challenging team goals, communicating long-and short term risks to accomplish goals • Overcome setbacks and adjust action plans to realise goals • Focus people on critical activities that yield a high impact 	SUPERIOR	<ul style="list-style-type: none"> • Coach and guide others to exceed quality standards and results • Develop and results focused goals and challenging, client-performance, client-quality standards, monitor own performance and implement remedial interventions when required • Work with team to set ambitious and challenging team goals, communicating long-and short term risks to accomplish goals • Take appropriate risks to accomplish goals • Overcome setbacks and adjust action plans to realise goals • Focus people on critical activities that yield a high impact

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8. The assessment of the performance of the Employee will be based on the following rating scale for KPIs and Leading Competencies and Core Competencies:

Level	Rating	Terminology	Description
	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 Performance Agreements 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 performances criteria and indicators as specified in the Performance Agreements 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 Performance Agreements 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.

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

10.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance;

10.4 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;

Quarter	Review Period	Anticipated Review Dates
1	July 2015 – September 2015	30 October 2015
2	October 2015 – December 2015	30 January 2016
3	January 2015 – March 2016	30 April 2016
4	April 2015 – June 2016	30 July 2016

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

10. SCHEDULE FOR PERFORMANCE REVIEWS

- 9.1.1 Municipal Manager
- 9.1.2 Chairperson of the Performance Audit Committee (PAC) or the Audit Committee (AC) in the absence of a performance audit committee
- 9.1.3 Member of the Mayoral or Executive Committee or in respect of a plenary type municipality, another member of Council.
- 9.1.4 Municipal Manager from another municipality and
- 9.1.5 The manager responsible for human resources of the municipality must provide secretarial services to the evaluation panels.
9. For purpose of evaluating the performance of the **Employee** for the mid-year and year-end reviews, an evaluation panel constituted of the following persons will be established:

10.5 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.

11. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B. Such Plan may be implemented and/or amended as the case may be after each assessment. In that case, the Employee will be fully consulted before any such change or plan is made.

12. OBLIGATIONS OF THE EMPLOYER

12.1 The Employer shall:

12.1.1 Create an enabling environment to facilitate effective performance by the Employee

12.2 Provide access to skills development and capacity building opportunities;

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

12.4 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

12.5 Make available to the Employee such resources as the Employee may reasonably require from time to time assisting him/her to meet the performance objectives and targets established in terms of this Agreement.

13. CONSULTATION

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

13.1.1 A direct effect on the performance of any of the Employee's functions

13.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer a substantial financial effect on the Employer

13.1.3 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.

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- i. Any disputes about the nature of the **Employee's** performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/or salary increment in the agreement must be mediated by-
 - a) In the case of the Managers directly accountable to the Municipal Manager the Executive Mayor or Mayor within 30 days of receipt of a formal dispute from the employee, whose decision shall be final and binding on both parties.
 - b) In the case of the Managers directly accountable to the Municipal Manager a member of the municipal council, provided that such member was not part of the evaluation panel provided for in sub regulation 27 (4) (e), within 30 (Thirty) days of receipt of a formal dispute from the **Employee**, whose decision shall be final and binding on both Parties.

15. DISPUTE RESOLUTION

- 14.1 The evaluation of the **Employee's** performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 14.2 A performance bonus of 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:
 - 14.3 A score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
 - 14.4 A score of 150% and above is awarded a performance bonus ranging from 10% to 14%.
 - 14.5 In the case of unacceptable performance, the **Employer** shall:
 - 14.6 Provide systematic remedial or developmental support to assist the **Employee** to improve his or her performance;
 - 14.7 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.

14. MANAGEMENT OF EVALUATION OUTCOMES


16. GENERAL

16.1 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**;

16.2 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 Bela-Bela on this the 02 day of July 2015

AS WITNESSES:

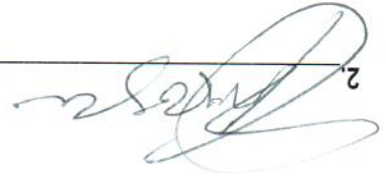
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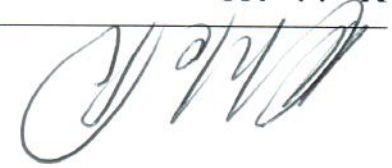
Thus done and signed at Bela-Bela on this the 02 day of July 2015

AS WITNESSES:

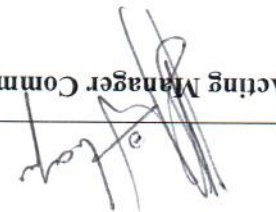
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Municipal Manager



Acting Manager Community & Social Services



15/11/15

2015/2016 PERFORMANCE PLAN



NAME T.MOTHAPO
POSITION ACTING MANAGER COMMUNITY & SOCIAL SERVICES
SUPERVISOR MUNICIPAL MANAGER
INSTITUTION BELA-BELA LOCAL MUNICIPALITY
PERIOD 01 JULY 2015 TO 30/JUNE 2016

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T.M.
01/07/15



- An effective and efficient service delivery underpinned by
- Stakeholder driven economic development and growth that fosters
- Sustainable job creation opportunities of communities within
- A safe, healthy and prosperous environment.

Our mission is to constantly strive towards the achievement of:

Mission:

“We are the prime agricultural hub and eco-tourism destination of choice”

Vision:

3. STRATEGIC INTENT

- 2.6 Spatial Rationale (Added)
- 2.5 Good Governance and Public Participation
- 2.4 Municipal Institutional Development & Transformation
- 2.3 Municipal Financial Viability
- 2.2 Local Economic Development
- 2.1 Basic Service Delivery and Infrastructure Development

The strategic Objectives of the Municipality are informed by the following Key Performance Areas as outlined in the Local Government: Municipal Planning and Performance Management Regulations (2001)

2. KEY PERFORMANCE AREAS

The performance plan outlines the Council's performance expectations of the employee and the is a strategic intent to ensure that the development priorities and objectives as set in the Municipal Approved 2015/2016 Integrated Plan (IDP) and the Key Performance Indicators and targets in the Municipal Approved 2015/2016 Service Delivery and Budget Implementation Plan (SDBIP) are achieved through operational initiatives.

1. PURPOSE

1. Purpose
2. Key Performance Areas
3. Strategic Intent
4. Key Performance Indicators
5. Assessment Rating Scales
6. Performance Assessment Process
7. Approval of the Performance Plan

COMPONENTS OF THE PERFORMANCE PLAN

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Bela-Bela municipality commits itself to adhere to the municipal core policies and values which are:

Values:

- Accountability
- Fairness
- Effectiveness
- Commitment
- Honesty and sincerity

4. KEY PERFORMANCE INDICATORS AND SERVICE DELIVERY TARGETS: ANNEXURE A

Strategic Goal	Programme	Performance Indicator	KPI Code	Unit of Measure	Weight	Baseline	Annual Target 2015/16	1 st Quarter Target	2 nd Quarter Target	3 rd Quarter Target	4 th Quarter Target	Evidence Required
Key Performance Area: Basic Service Delivery (70%)												
Promote the welfare of the community	Waste Management and Cleansing	Number of Integrated Waste Management Plan recommendations implemented through establishment of Waste minimization initiative by 30 June 2016	KPI 1	#	4%	2 (Eco-Schools)	2	Not applicable	1X project initiative	Not applicable	1X project initiative	Registers Reports with Council Resolutions
Promote the welfare of the community	Waste Management and Cleansing	Number of households with access to basic level of solid waste removal (kerbside collection once a week)	KPI 2	#	5%	16 000	16 000	16 000	16 000	16 000	16 000	Report and Council Approved Schedule of Collection
Promote the welfare of the community	Waste Management and Cleansing	Number of waste awareness campaigns held by 30 June 2016	KPI 3	#	4%	0	10	1	3	3	3	Schedule of campaigns, Attendance Registers, Reports with Council Resolutions
Promote the welfare of the community	Waste Management and Cleansing	Number of clean-up campaigns held by 30 June	KPI 4	#	4%	0	4	1	1	1	1	Schedule of campaigns, Attendance Registers,

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Strategic Goal	Programme	Performance Indicator	KPI Code	Unit of Measure	Weight	Baseline	Annual Target 2015/16	1 st Quarter Target	2 nd Quarter Target	3 rd Quarter Target	4 th Quarter Target	Evidence Required
Promote the welfare of the community	Waste Management and Cleansing	Number of illegal dumping areas cleaned by 30 June 2016	KPI 5	#	5%	0	15	15	15	15	15	Reports with Council Resolutions Staff signed Register, Photographs, and Cleansing Schedule
Promote the welfare of the community	Waste Management and Cleansing	Percentage of complaints related to waste management attended to within 48 hours by 30 June 2016	KPI 6	%	4%	0%	100%	100%	100%	100%	100%	Complaints Register
Promote the welfare of the community	Waste Management and Cleansing	Number of reports on the maintenance of the land field site compiled and tabled to Council by 30 June 2016	KPI 7	#	4%	0	4	1	1	1	1	4 set of reports and Council resolutions
Promote the welfare of the community	Protection and Emergency Services	Number of fire prevention awareness campaigns held by 30 June 2016	KPI 8	#	4%	0	2	1	Not applicable	Not applicable	1	Attendance Registers and Reports with Council Resolutions
Promote the welfare of the community	Community & Social Services	Percentage maintenance of road traffic signs and markings as per the planned schedule by 30 June 2016	KPI 9	%	5%	100%	100%	100%	100%	100%	100%	Planned Schedule, Report

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Strategic Goal	Programme	Performance Indicator	KPI Code	Unit of Measure	Weight	Baseline	Annual Target 2015/16	1 st Quarter Target	2 nd Quarter Target	3 rd Quarter Target	4 th Quarter Target	Evidence Required
Promote the welfare of the community	Protection and Emergency Services	Number of road blocks held by 30 June 2016	KPI 10	#	6%	96	96	24	24	24	24	Staff signed attendance registers and Reports
Promote the welfare of the community	Protection and Emergency Services	Number of operations for the executions of warrants of arrest held by 30 June 2016	KPI 11	#	4%	0	4	1	1	1	1	Staff attendance registers, reports
Promote the welfare of the community	Protection and Emergency Services	Number of reports on activities of the division sent to Department of Transport before 7th day of every month	KPI 12	#	5%	36	36	12	12	12	12	Reports and proof of submission
Promote the welfare of the community	Community Facilities (Halls)	Number of new Community Halls maintained by 30 June 2016	KPI 13	#	4%	4	4	4	4	4	4	Maintenance Register/Schedule
Promote the welfare of the community	Community Facilities (Sports Grounds & Courts)	Number of Sports & Recreational facilities maintained by 30 June 2016	KPI 14	#	4%	10	14	14	14	14	14	Maintenance Register/Schedule
Promote the welfare of the community	Community Facilities (Parks & Gardens)	Number of municipal parks and gardens maintained by 30 June 2016	KPI 15	#	4%	4	7	7	7	7	7	Maintenance Register/Schedule
Promote the welfare of the community	Community Facilities (Cemeteries)	Number of Cemeteries maintained by	KPI 16	#	4%	3	3	3	3	3	3	Maintenance Schedule /Register

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Strategic Goal	Programme	Performance Indicator	KPI Code	Unit of Measure	Weight	Baseline	Annual Target 2015/16	1 st Quarter Target	2 nd Quarter Target	3 rd Quarter Target	4 th Quarter Target	Evidence Required
		30 June 2016										
Key Performance Area: Municipal Financial Viability and Management (5%)												
Improve Financial Viability	Expenditure Management	Percentage capital budget actually spent on budgeted capital projects (Social Services) identified for 2015/2016 financial year i.o. IDP	KPI 17	%	5%	0%	100%	25%	50%	75%	100%	Quarterly Reports
Key Performance Area: Local Economic Development (5%)												
Promote and encourage sustainable economic environment	Job Creation	Number of reports on number of jobs created through EPWP by 30 June 2016	KPI 18	#	5%	2	2	Not applicable	1x Report	Not applicable	1x Report	Bi-Annual reports with Council Resolutions
Key Performance Area: Good Governance and Public Participation (15%)												
Improve administrative and governance capacity	Local Labour Forum	Number of LLF meetings attended to as per the invitation by 30 June 2016	KPI 19	#	1%	4 LLF Meetings	1 LLF Meetings attended as per the invitation	1 LLF Meetings attended as per the invitation	1 LLF Meetings attended as per the invitation	1 LLF Meetings attended as per the invitation	1 LLF Meetings attended as per the invitation	Signed Attendance Registers
Improve administrative and governance capacity	Accounting & Reporting	Number of ICT Steering Committee Meetings attended as per the invitation by 30 June 2016	KPI 20	#	1%	4x ICT Steering Committee	1x ICT Steering Committee meeting attended as per the invitation	1x ICT Steering Committee meeting attended as per the invitation	1x ICT Steering Committee meeting attended as per the invitation	1x ICT Steering Committee meeting attended as per the invitation	Signed Attendance Register	Good Governance and Public Participation

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Strategic Goal	Programme	Performance Indicator	KPI Code	Unit of Measure	Weight	Baseline	Annual Target 2015/16	1 st Quarter Target	2 nd Quarter Target	3 rd Quarter Target	4 th Quarter Target	Evidence Required
Improve administrative and governance capacity	Accounting & Reporting	Number of Audit Committee meetings attended as per the invitation by 30 June 2016	KPI 21	#	2%	4x Audit Committee Meetings	1x Audit Committee meeting attended to as per the invitation	1x Audit Committee meeting attended to as per the invitation	1x Audit Committee meeting attended to as per the invitation	1x Audit Committee meeting attended to as per the invitation	Signed Attendance Register	Good Governance and Public Participation
Improve administrative and governance capacity	Accounting & Reporting	Number of Risk Committee meetings attended as per the invitation by 30 June 2016	KPI 22	#	1%	4x Risk Management Committee Meetings	1x Risk Management Committee Meeting attended as per the invitation	1x Risk Management Committee Meeting attended as per the invitation	1x Risk Management Committee Meeting attended as per the invitation	1x Risk Management Committee Meeting attended as per the invitation	Signed Attendance Register	Good Governance and Public Participation
Improve administrative and governance capacity	Reporting	Percentage implementation of Council Resolutions related to Community & Social Services by 30 June 2016	KPI 23	%	3%	0	100%	100%	100%	100%	100%	Resolutions Register
Improve administrative and governance capacity	Council Administration	Number of scheduled Council meetings attended by 30 June 2016	KPI 24	#	2%	4 Ordinary Council & 9 sittings attended	4x Council Meeting	1x Council attended Meeting	1x Council attended	1x Council attended	1x Council attended	Attendance registers and Council Minutes
Improve administrative and governance capacity	Council Administration	Number of Section 79 meetings attended (Community & Social services) by 30 June 2016	KPI 25	#	2%	12 subcommittee meetings attended	12 subcommittee meetings attended	3 subcommittee Meetings attended	3 subcommittee Meetings attended	3 subcommittee Meetings attended	3 subcommittee Meetings attended	Attendance Registers and minutes

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Strategic Goal	Programme	Performance Indicator	KPI Code	Unit of Measure	Weight	Baseline	Annual Target 2015/16	1 st Quarter Target	2 nd Quarter Target	3 rd Quarter Target	4 th Quarter Target	Evidence Required
Improve administrative and governance capacity	Good Governance and Accountability	Percentage of Auditor General queries related to Community & Social Services resolved by 30 June 2016	KPI 26	%	2%	0%	100%	25%	50%	75%	100%	Departmental Action Plan
Improve administrative and governance capacity	Performance Management	Number of days taken (turnaround time) to submit performance information for reporting	KPI 27	#	1%	0	3 days	3 days	3days	3days	3days	Proof of Submission of Information (email)
Municipal Institutional Development and Transformation (5%)												
Improve, Attract, Develop and Retain Human Capital	Occupational Health & Safety (OHS) Compliance	Percentage Compliance with OHS by 30 June 106	KPI 28	%	5%	0%	100%	100%	100%	100%	100%	Quarterly Reports

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6. ASSESSMENT RATING SCALE

5	4	3	2	1
Outstanding Performance	Performance Significantly Above Expectations	Fully Effective	Not Fully Effective	Unacceptable Performance
<p>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.</p>	<p>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.</p>	<p>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 Performance Agreements and Performance Plan.</p>	<p>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 performances criteria and indicators as specified in the Performance Agreements and Performance Plan.</p>	<p>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 Performance Agreements 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.</p>

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The following steps will be followed to ensure a fully participative and complaint performance assessment process is adhered to:



7. PERFORMANCE ASSESSMENT PROCESS

1. Performance Assessments
 - 1.1 Formal assessments between employee and employer will take place twice a year to measure the performance of the employee against the agreed performance targets.
 - 1.2 Progress against the targets will be captured in preparation for the assessments.
 - 1.3 Scores of 1-5 will be calculated based upon the progress against targets.
 - 1.4 Key Performance Indicators (KPI's) and targets are audited and copied to the performance plan before the assessment date.
 - 1.5 The employer must keep records of the assessment meetings.
2. The employee being assessed will compile a portfolio of evidence confirming the level of performance achieved for a given assessment period and made available to the panel on request.
3. The process determining employee rating is as follows:
 - 3.1 The employee to motivate for a higher rating where applicable
 - 3.2 The panel to rate the achievements for the KPI are on a 5 point scale. Decimal places can be used.
 - 3.3 The panel to rate the employee's core competency requirements (CCR) on the 5 point scale. Decimal places can be used.
 - 3.4 The panel scores are averaged to arrive at a total score per KPI / CCR. Overall scores are calculated by taking weights into account where applicable.
 - 3.5 The final KPA's rating will account for 80% of the final assessment total. The CCR are to account for 20% of the final assessment total.
4. The five point rating scale referred to in regulation 805 correspond as follows:

Rating	1	2	3	4	5
5. The assessment rating calculator is used to calculate the overall % for performance.
6. The personal development plan can be (PDP) can be reviewed after the performance assessments had been finalised in case where more clarity has been established on what the essential development needs for the relevant employee will be.

8. APPROVAL OF THE PERFORMANCE PLAN

This serves as a commitment between the employer and the employee that they will work together and support each other while struggling to achieve the goals of the Municipality as well as the personnel growth and development of the employee.

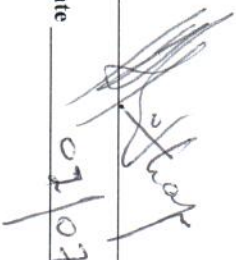
Undertaking of the Employer/ Supervisor	Undertaking by the Employee
On behalf of the Municipality, I undertake to ensure that a work environment conducive for excellent employee performance is established and maintained. As such, I undertake to lead to the best of my ability, communicate comprehensively, and empower managers and employees. Employees will have access to ongoing learning, will be coached, and will be assisted to clearly understand what is expected of them, and herewith approve this performance plan.	I herewith confirm that I understand the strategic importance of my position within the broader organisation. I furthermore confirm that I understand the purpose of my position, as well as the criteria on which my performance will be evaluated at least twice per annum. As such I therefore commit to do my utmost to work up to these expectations. I hereby accept this plan.
Signed and accepted by the Supervisor on behalf of Council:	Signed and accepted by the employee:
	
Date: 02/7/15	Date: 02/07/2015



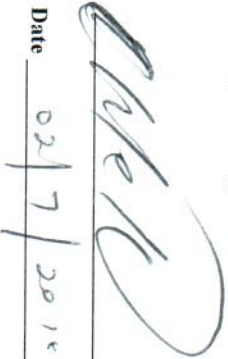
9. PERSONAL DEVELOPMENT ACTION PLAN: ANNEXURE B

Skills Gap	Performance	Outcomes Expected	Suggested Development	Training	Suggested Mode of Delivery	Suggested Frames	Time	Support Person
	<i>Project management</i>	<i>Efficiency in mangning projects</i>	<i>Project management</i>		<i>Block release</i>	<i>12 months</i>		<i>Municipal manager</i>

Acting Manager Community & Social Services


 Date 02/07/2016

Municipal Manager


 Date 02/7/2016

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DISCLOSURE OF FINANCIAL INTERESTS FORM: ANNEXURE C

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my

Name of Municipality

Bela - Bela local Municipality

Position held

Acting Manager, Social & Community Services

Residential Address

243/6 Venter Street
Modimolle 0510

Postal Address

P O Box 126
Bela - Bela
0780

I, the undersigned (surname and initials)

Mo THAPo
TJ

FINANCIAL DISCLOSURE FORM

CONFIDENTIAL



BELA-BELA LOCAL MUNICIPALITY

15/11/15

Signature by Council _____
 Council _____
 Date _____

Name of Employer	Type of Work	Amount of Remuneration/ Income
	NA	
	NA	

4. Remunerated work outside the Municipality
 Must be sanctioned by Council. See information sheet: note (4)

Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/ Income
	NA	
	NA	

3. Directorships and partnerships
 See information sheet: note (3)

Name of Trust	Amount of Remuneration / Income
	NA

2. Interest in a Trust

Number of shares/Extent of financial interests	Nature	Nominal Value	Name of Company/Entity
	NA		
	NA		

See information sheet: note (1)

1. Shares and other financial interests (Not bank accounts with financial institutions).
 hereby certify that the following information is complete and correct to the best of my knowledge:

Telephone Number 014 736 8600 Fax Number 014 736 3288

Description	Extent	Area	Value

8. Land and Property
See information sheet: note (8)

Description	Value	Source	

7. Gifts and hospitality from a source other than a family member
See information sheet: note (7)

Source of assistance/sponsorship	Description of assistance/ Sponsorship	Value of assistance/sponsorship	

6. Sponsorships
See information sheet: note (6)

Name of client	Nature	Type of business activity	Value of any benefits received

5. Consultancies and retainerships
See information sheet: note (5)

11 pages

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Bela - Bela

49 Van-DeR Mearns Street

Street address of institution

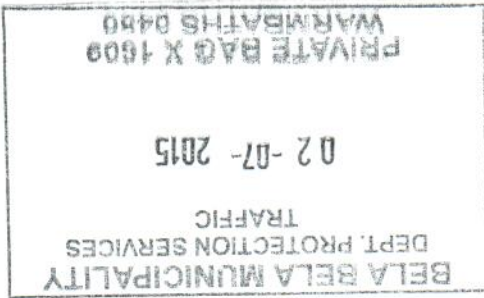
Designation (rank) SEN-5UP-TRAFFIC Ex Officio Republic of South Africa

(Block letters)

7 P SGLORANG

Full first names and surname:

7 P SGLORANG
SUP-TRAFFIC
00009417
Commissioner of Oath/Justice of the Peace



declaration in my presence.

2. I certify that the deponent has acknowledged that she/he knows and understands the contents of this declaration. The deponent utters the following words: "I swear that the contents of this declaration are true, so help me God" / "I truly affirm that the contents of the declaration are true". The signature/mark of the deponent is affixed to the

Answer

Yes

(iii) Do you consider the prescribed oath or affirmation to be binding on your conscience?

Answer

No

(ii) Do you have any objection to taking the prescribed oath or affirmation?

Answer

Yes

(i) Do you know and understand the contents of the declaration?

1. I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down her/his answers in his/her presence:

OATH/AFFIRMATION

PLACE:

Bela - Bela

DATE:

SIGNATURE OF EMPLOYEE

02/07/2015
[Signature]

Designated employees are required to disclose the following details with regard to remunerated work outside the public service.

REMUNERATED WORK OUTSIDE THE PUBLIC SERVICE (ALL REMUNERATED EMPLOYMENT MUST BE SANCTIONED PRIOR TO THE WORK BEING DONE.)

NOTE 3

Partnership is a legal relationship arising out of a contract between two or more persons with the object of making and sharing profits.

Directorship includes any occupied position of director or alternative director, or by whatever name the position is designated.

- The name and type of business activity of the corporate entity or partnership/s; and
- The amount of any remuneration received for such directorship or partnership/s.

Designated employees are required to disclose the following details with regard to directorships and partnerships:

DIRECTORSHIPS AND PARTNERSHIPS

NOTE 2

- The number, nature and nominal value of shares of any type;
- The nature and value of any other financial interests held in any private or public company or any other corporate entity; and
- The name of that entity.

Designated employees are required to disclose the following details with regard to shares and other financial interests held in any private or public company or any other corporate entity recognized by law:

SHARES AND OTHER FINANCIAL INTERESTS

NOTE 1

The following notes is a guide to assist with completing the attached Financial Disclosure Form (Annexure C):

INFORMATION SHEET FOR THE FINANCIAL DISCLOSURE FORM

DATE: 02/07/2015

ACTING MANAGER COMMUNITY & SOCIAL SERVICES

CONTENTS NOTED: TJ MOTHAPU

Date 02-30-2015 Place Rana-Rana

- The type of work;
- The name and type of business activity of the employer; and
- The amount of the remuneration received for such work.

Remuneration means the receipt of benefits in cash or kind.

Work means rendering a service for which the person receives remuneration.

NOTE 4

CONSULTANCIES AND RETAINERSHIPS

Designated employees are required to disclose the following details with regard to consultancies and retainerships:

- The nature of the consultancy or retainerhip of any kind;
- The name and type of business activity, of the client concerned; and
- The value of any benefits received for such consultancy or retainerhips.

NOTE 5

SPONSORSHIPS

Designated employees are required to disclose the following details with regard to sponsorships:

- The source and description of direct financial sponsorship or assistance; and
- The value of the sponsorship or assistance.

NOTE 6

GIFTS AND HOSPITALITY FROM A SOURCE OTHER THAN A FAMILY MEMBER

Designated employees are required to disclose the following details with regard to gifts and hospitality:

- A description and the value and source of a gift with a value in excess of R350;
 - A description and the value of gifts from a single source which cumulatively exceed the value of R350 in the relevant 12 month period; and
 - Hospitality intended as a gift in kind.
- Designated employees must disclose any material advantage that they received from any source e.g. any discount prices or rates that are not available to the general public.

All personal gifts within the family and hospitality of a traditional or cultural nature need not be disclosed.

NOTE 7

LAND AND PROPERTY

Designated employees are required to disclose the following details with regard to their ownership and other interests in land and property (residential or otherwise both inside and outside the Republic):

- A description and extent of the land or property;
- The area in which it is situated; and
- The value of the interest.