

BELA-BELA LOCAL MUNICIPALITY



2019/2020

PERFORMANCE AGREEMENT

FOR

HB MASWANGANYI

MANAGER TECHNICAL SERVICES

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PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

THE BELA-BELA LOCAL MUNICIPALITY

AS REPRESENTED BY THE MUNICIPAL MANAGER

SM MAKHUBELA

(Herein and after referred to as the Employer)

AND

HB MASWANGANYI

(Herein and after referred to as the Employee)

FOR THE PERIOD

01 JULY 2019 TO 30 JUNE 2020 FINANCIAL YEAR

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 Manager Technical Services appointed in terms of Section 56 (1) (a) (ii) of the Local Government Municipal Systems Act No 32 of 2000
- 1.5.6 "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;
 - 2.1.7 Reward the **Employee** appropriately, in the event of outstanding performance;

2. PURPOSE OF THE PERFORMANCE AGREEMENT

- 1.5.7 Regulations
- 1.5.7.1 Local Government: Municipal Planning and Performance Management regulations, 2001
- 1.5.7.2 Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly Accountable to Municipal Managers, 2006
- 1.5.7.3 Local Government: Regulations on appointment and conditions of employment of senior managers. (17 January 2014)
- 1.5.7.4 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
- 1.5.8 "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.
- 1.5.9 "Evaluation Panel"- means the committee constituted for the purpose of evaluating performance of the Municipal Manager and Managers directly accountable to the Municipal Manager.

2.1.8 Give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

3 COMMENCEMENT AND DURATION

3.1 This Agreement will commence on **01 July 2019**, irrespective of the date on which it was signed by both Parties, and will remain in force until **30 June 2020** thereafter, a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the Parties for the next financial year or any portion thereof;

3.2 The Parties will conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than 31st of July of the succeeding financial year;

3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason; and

3.4 The Parties agree to review the provisions of this agreement during **June** each year

3.5 If at any time during the validity of this Agreement the work environment alters to the extent that the contents of this Agreement are no longer appropriate, the contents must, by mutual agreement between the Parties, immediately be revised.

4 PERFORMANCE OBJECTIVES

4.1 The Performance Plan (Annexure A) sets out-

4.1.1 The performance objectives, and targets that must be met by the employee

4.1.2 The time frames within which those performance objectives and targets must be met;

4.1.3 The Competencies comprising of the Leading Competencies and the Core and

Competencies

4.2 The performance objectives, and targets reflected in Performance Plan are set by the Employer in consultation with the Employee and based on the Approved 2019/2020 Integrated Development Plan, Approved 2019/2020 Service Delivery and Budget Implementation Plan (SDBIP) and the Approved 2019/2020 Annual Budget of the

Employer, and shall include:

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4.2.1 Key objectives: that describes the main tasks that need to be done;

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;

4.2.3 Target dates: that describes the time frame in which the targets must be achieved; and

4.2.4 Weightings: showing the relative importance of the key objectives to each other;

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

4.4 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.

4.5 Disclosure of Financial Interests (Annexure C) set out the financial interests of the employee

5 PERFORMANCE MANAGEMENT SYSTEM

5.1 The **Employee** agrees to participate in the performance management system that the **Employer** adopts or introduces for the municipality;

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

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

5.4 The **Employee** undertakes to actively focus towards the promotion and implementation of the (KPA)s, including special projects relevant to the employee's responsibilities, within the local government framework;

5.5 The criteria upon which the performance of the **Employee** shall be assessed shall consist of two components, Operational Performance in the form of key performance indicators (KPIs) under specific Key Performance Areas (KPAs) and Competencies: Leading- and Core Competencies, both of which shall be contained in the Performance Agreement.

5.5.1 The **Employee** must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Competencies: Leading- and Core Competencies respectively.

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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	84%
2	Municipal Institutional Development and Transformation	0%
3	Local Economic Development (LED)	0%
4	Municipal Financial Viability and Management	2%
5	Good Governance and Public Participation	14%
6	Spatial Rationale	0%
Total		100%
The KPA must constitute 100% and be converted to 80%		

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

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	• Impact and Influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness
People Management	• Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and Dispute Management
Program and Project Management	• Program and Project Planning and Implementation • Service Delivery Management • Program and Project Monitoring and Evaluation
Financial Management	• Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring
Change Management	• Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation
Governance Leadership	• 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 KPPI's and Activities under each KPA as part of the Institutional Assessment. Based on the Target for an activity or KPI, over or under performance are calculated and converted to the 1-5 point scale 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; must be documented in a Personal Development Plan as well as the actions agreed to and

7.3 Personal growth and development needs identified during any performance review discussion

review the Employee's performance at any stage while the contract of employment remains in force;

7.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition

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	• 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	
Twenty (20) driving competencies	

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.
Advanced 3	Plans and guides the work of others and executes progressive analyses 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.

7.5.4 Competency Description: LEADING COMPETENCIES

Cluster	Competency	Name	Competency	Definition	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.
Leading Competencies	Strategic Direction and Leadership	15%	Weight		
ACHIEVEMENT LEVELS					
BASIC					
- 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 strategies but has limited influence in directing strategy - Has a basic understanding of institutional performance - performance management, but lacks the ability to integrate systems into a collective whole - Demonstrate a basic understanding of key decision makers					
COMPETENT					
- 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 implementation - 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 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					
ADVANCED					
- Evaluate all activities to determine value and alignment to strategic intent - Display in-depth knowledge and understanding of strategic planning - Align strategy and goals across all functional areas - Actively define 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 to empower others to follow strategic direction and deal with complex situations - 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					
SUPERIOR					
- 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 an innovation display a superior level of self-discipline and integrity in actions - Integrate various systems into a collective whole to optimise institutional performance - Uses understanding of competing interests to manoeuvre successfully to a win/win outcome					

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Cluster	Leading Competencies	Competency Name	Competency Definition
ACHIEVEMENT LEVELS	Weight	10%	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build nature relationships in order to achieve institutional objectives
BASIC	COMPETENT	ADVANCED	SUPERIOR
- Participate in team goal setting and problem solving - Interact and collaborate with people of diverse backgrounds - Aware of guidelines for employee development, but requires support in implementing development initiatives	- 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 goal-setting and problem solving - Effectively identify capacity requirements to fulfil the strategic mandate	- 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 positive and constructive feedback to the team - Achieve agreement or consensus in adversarial environments - Lead and unite diverse teams across divisions to achieve institutional objectives	- 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 capacity requirements to facilitate unified transition and performance management

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Cluster	Leading Competencies	Competency Name	Program and Project Management ³	Weight
		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	COMPETENT	ADVANCED	SUPERIOR	
• Initiate projects after approval from higher authorities • Understand procedures of program and project management • Understand project methodology, implications and stakeholder involvement • Understand the rational of projects in relation to the institution's strategic objectives and • Document and communicate factors and risk associated with own work • Use results and approaches of successful project implementation as guide	• Establish broad stakeholder involvement and communicate 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 project 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 resources and make needed adjustments to timelines, steps, and resource allocation	• 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 and influence project team to deliver exceptional results • Monitor policy implementation and apply procedures to manage risks	• Understand and conceptualise the long-term implications of desired project outcomes • Direct a comprehensive strategic macro and micro analysis and scope projects to realise institutional objectives and consider and initiate projects that focus on the 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 resource utilisation, and that adjustments are made as needed	

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Cluster	Competency	Name	Competency	Definition	ACHIEVEMENT LEVELS	Weight
Leading Competencies	Financial Management ⁴	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		
BASIC	Understand basic financial concepts and methods as they relate to institutional processes and activities	Display awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systems	Understand the importance of financial accountability	Understand the importance of financial accountability	• Understand basic financial concepts and methods as they relate to institutional processes and activities • Display awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systems • Understand the importance of financial accountability • Understand the importance of financial accountability	• 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
			Understand the importance of financial accountability	Understand the importance of financial accountability		
			Understand the importance of financial accountability	Understand the importance of financial accountability		
			Understand the importance of financial accountability	Understand the importance of financial accountability		
COMPETENT	Exhibit knowledge of general financial concepts, planning, budgeting, and forecasting and how they interrelate	Assess, identify and manage financial risks	Assume a cost saving approach to financial management	Assume a cost saving approach to financial management	• Take active ownership of planning, budgeting, and forecasting processes and provides credible answers to queries within own responsibility • Prepare budgets that are aligned to the strategic objectives of the institution • Address complex financial budgeting and 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 regulatory framework for Financial Management	• 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
			Assume a cost saving approach to financial management	Assume a cost saving approach to financial management		
ADVANCED	Exhibit knowledge of general financial concepts, planning, budgeting, and forecasting and how they interrelate	Assess, identify and manage financial risks	Assume a cost saving approach to financial management	Assume a cost saving approach to financial management	• Take active ownership of planning, budgeting, and forecasting processes and provides credible answers to queries within own responsibility • Prepare budgets that are aligned to the strategic objectives of the institution • Address complex financial budgeting and 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 regulatory framework for Financial Management	• 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
			Assume a cost saving approach to financial management	Assume a cost saving approach to financial management		
SUPERIOR	Exhibit knowledge of general financial concepts, planning, budgeting, and forecasting and how they interrelate	Assess, identify and manage financial risks	Assume a cost saving approach to financial management	Assume a cost saving approach to financial management	• Take active ownership of planning, budgeting, and forecasting processes and provides credible answers to queries within own responsibility • Prepare budgets that are aligned to the strategic objectives of the institution • Address complex financial budgeting and 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 regulatory framework for Financial Management	• 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
			Assume a cost saving approach to financial management	Assume a cost saving approach to financial management		

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Cluster	Competency Name	Competency Definition	ACHIEVEMENT LEVELS			
Leading Competencies	Change Leadership ⁵	5%				
BASIC	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	ADVANCED	SUPERIOR	• Display an awareness of change interventions, and the benefits of transformation initiatives • Able to identify basic needs for change • Identify gaps between the current and desired state • Identify risk and challenges to transformation, including resistance to change factors • Participate in change programs and pilot change interventions • Understand the impact of change interventions on the institution within the broader scope of Local Government
						• 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 stakeholders • Identify change readiness levels and assist in resolving resistance to change factors • Design interventions that are aligned with the institution's strategic objectives and goals
						• Actively monitor change impact and results and convey progress to relevant stakeholders • Secure buy-in and sponsorship for change initiatives • Continuously evaluate and change strategy and design and introduce new approaches to enhance the institution's effectiveness • Build and nurture relationships with various stakeholders to establish strategic alliance in facilitating change • Take the lead in impactful change programs • Benchmark change interventions against best change practices • Understand the impact 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 implementation
						• Sponsor change agents and create a network of change leaders who support the interventions • Actively adapt current structures and processes to incorporate the change interventions • Mentor and guide team members on the effect of change, resistance and how factors and integrate change, motivate and inspire others around change initiatives

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Cluster	Competency Name	Competency Definition	ACHIEVEMENT LEVELS			
Leading Competencies	Governance Leadership ⁶	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				
			BASIC	COMPETENT	ADVANCED	SUPERIOR
• Display a basic awareness of risk, compliance factors and governance factors but require guidance and development in implementing such requirements to understand the structure of cooperative but government but requires guidance on workable relationships between stakeholders • Provide input into policy formulation • 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 • 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 formulation of policies, identify and analyse constraints and challenges with implementations and provide recommendations for improvement • Demonstrate a high level of commitment in complying with governance requirements • Implement governance 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 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						

Weight

15%

7.5.5 Competency Description: CORE COMPETENCIES

Cluster	Core Competencies	Weight
Competency Name	Moral Competence ¹	5%
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	ADVANCED	SUPERIOR
- Realise the impact of acting with integrity, but requires guidance and development in implementing principles - Follow basic rules and regulations of the institution - Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent.	- 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 - 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	- 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 institution to internal and external stakeholders - Able to work in unity with a team and not seek personal gain - Apply universal moral principles consistently to achieve moral decisions	- 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

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Cluster	Core Competencies	Weight	Competency Name	Competency Definition	ACHIEVEMENT LEVELS			
BASIC	• Able to follow basic plans and organise tasks around set objectives	5%	Planning and Organising ²	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	• Understand the process of planning and organising but requires guidance and detailed 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
	• Actively and				• Organise information and resources required for a task	• Recognise the urgency and importance of tasks	• Balance short and long-term plans 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				• Identify in advance stages and actions to complete tasks and projects	• Schedule realistic timelines, objectives and milestones for tasks and projects	• Produce clear, detailed plans to achieve institutional objectives	• Identify possible risk factors and design and implement appropriate contingency plans
COMPETENT	• Able to define institutional objectives, develop comprehensive, plans, integrate and coordinate activities, and assign appropriate resources for successful implementation				• Identify in advance stages and actions to complete tasks and projects	• Schedule realistic timelines, objectives and milestones for tasks and projects	• Translate policy into relevant projects to facilitate the achievement of institutional objective	• Adapt plans in light of changing circumstances and prioritise tasks according to their relevant urgency and importance
ADVANCED					• 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		
SUPERIOR								

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Cluster	Core Competencies	Weight	Competency Name	Competency	Definition
ACHIEVEMENT LEVELS					
BASIC	- 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 innovative thinking				
COMPETENT	- Demonstrate logical problem solving and analytical and innovative approaches and techniques - provide rationale for recommendation - Demonstrate objectivity, insight, and thoroughness when analysing problems - Able to break down complex problems into manageable parts and identify solutions and internal and external stakeholders to on opportunities to improve processes - Consult internal and external stakeholders to enhance internal processes - Identify and analyse opportunities to conduct innovative approaches and propose remedial intervention				
ADVANCED	- Coaches team 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 needs				
SUPERIOR	- Demonstrate complex analytical and problem solving approaches and 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 government seminars and conferences				

Cluster	Competency	Name	Competency	Definition	Achievement Levels
Core Competencies	Knowledge and Information Management ⁴	5%	Weight	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	Collect, categorise and track relevant information required for specific tasks and projects	Analyse and interpret information to draw conclusions	Seek new sources of information to increase the knowledge base	Regularly share information and knowledge with internal stakeholders and team members	Use appropriate information systems and technology to manage institutional knowledge and information sharing practice
COMPETENT	Use appropriate information systems and technology to manage institutional knowledge and information sharing practice	Evaluate date from various sources and use information effectively to influence decisions and provide solutions	Actively create mechanisms for sharing of information and structures and cutting-edge knowledge to enhance institutional effectiveness and efficiency	Effectively predict future information and knowledge management requirements and systems and Develop standards and processes to meet future knowledge management needs	Share and promote best-practice knowledge across management various institutions
ADVANCED				Establish accurate measures and monitoring systems for knowledge and information management	Create a culture conducive of learning and knowledge sharing
SUPERIOR				Recognise and exploit knowledge points in interactions with internal and external stakeholders	Effectively predict future information and knowledge management requirements and systems and Develop standards and processes to meet future knowledge management needs

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Cluster	Competency Name	Competency Definition	ACHIEVEMENT LEVELS		
Core Competencies	Communication ⁵	5%			
		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			
BASIC			COMPETENT	ADVANCED	SUPERIOR
• Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilising such tools • Express ideas in a clear and focused manner, but does not always take the needs of the audience into consideration and disseminate and convey information and knowledge adequately	• Express ideas to individuals and groups in formal and informal settings in a 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-structured written documents	• Effectively communicate high-risk and sensitive matters to relevant stakeholders and develop a well-defined communication strategy • Value political perspectives with institutional needs when communicating viewpoints on complex issues • Able to effectively direct negotiations around complex matters and arrive at a win-win situation that promotes Batho Pele principles • Market and promote the institution to eternal stakeholders and seek to enhance a positive image of the institution • Able to communicate with the media with high levels of moral competence and discipline	• Regarded as a specialist in negotiations and representing the institution and 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 conversations and appreciative • Able to coordinate negotiations at different levels within local government and externally		

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:

Cluster	Competency Name	Competency Definition
Core Competencies	Results and Quality Focus ⁶	5%
ACHIEVEMENT LEVELS		
BASIC	- Understand quality of work but requires guidance in attending to important matters - Show a basic commitment to achieving the correct results - 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	- 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 and tasks around achieving set standards - 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 - Consistently verify own standards and outcomes to ensure quality output and focus on the end result and avoids being distracted - 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 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 - Coach and guide others to exceed quality standards and results - Develop challenging, client-focused goals and sets high standards for personal performance - Commit to exceed the results and quality standards, monitor own performance and implement remedial interventions when required - Work with team to set ambitious and challenging team goals, long-term and short-term expectations - 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
ADVANCED		
SUPERIOR		

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the absence of a performance audit committee

8.1.2. Chairperson of the Performance Audit Committee (PAC) or the Audit Committee (AC) in

8.1.1 Municipal Manager

8.1. 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:

Level	Rating	Terminology	Description
5	1 2 3 4 5	Outstanding	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 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 the 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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The Employee will be fully consulted before any such change or plan is made. Such Plan may be implemented and/or amended as the case may be after each assessment. In that case, The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B.

10. DEVELOPMENTAL REQUIREMENTS

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

9.5 The Employer will be fully consulted before any such change is made; Annexure "A" from time to time for operational reasons. The Employee will be fully consulted before 9.4 The Employer will be entitled to review and make reasonable changes to the provisions of performance;

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

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

Quarter	Review Period	Anticipated Review Dates
1	01 July 2019 – 30 September 2019	31 October 2019
2	01 October 2019 – 31 December 2019	31 January 2020
3	01 January 2020 – 31 March 2020	30 April 2020
4	01 April 2020 – 30 June 2020	31 July 2020

9.1 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:

9. SCHEDULE FOR PERFORMANCE REVIEWS

- 8.1.3 Member of the Mayoral or Executive Committee or in respect of a plenary type municipality, another member of Council.
- 8.1.4 Municipal Manager from another municipality; and
- 8.1.5 The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels.

11. OBLIGATIONS OF THE EMPLOYER

11.1 The Employer shall:

11.1.1 Create an enabling environment to facilitate effective performance by the Employee;

11.1.2 Provide access to skills development and capacity building opportunities;

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

11.1.4 On the request of the Employee, delegate such powers reasonably required by the Employee to enable him / her to meet the performance objectives and targets established in terms of this Agreement; and

11.1.5 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.

12. CONSULTATION

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

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

12.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer

12.1.3 A substantial financial effect on the Employer

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

12.3 MANAGEMENT OF EVALUATION OUTCOMES

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

12.3.2 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:

12.3.3 A score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%;

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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.
- ii. Any disputes about the outcome of the **Employee's** performance evaluation must be mediated by-
- 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**.

12.4 DISPUTE RESOLUTION

- Employer** may consider steps to terminate the contract of employment of the **Employee** on grounds of unfitness or incapacity to carry out his or her duties.
- 12.3.4 A score of 150% and above is awarded a performance bonus ranging from 10% to 14%.
- 12.3.5 In the case of unacceptable performance, the **Employer** shall:
- 12.3.6 Provide systematic remedial or developmental support to assist the **Employee** to improve his or her performance;
- 12.3.7 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.

13. GENERAL

13.1 The contents of this agreement and the outcome of any review conducted in terms of

Annexure A may be made available to the public by the Employer;

13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the

Employee in terms of his/her contract of employment, or the effects of existing or new regulations,

circulants, policies, directives or other instruments.

Thus done and signed at Bela Bela on this the 24 day of June 2019

AS WITNESSES:

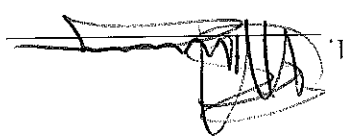
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2. _____

Manager Technical Services

Thus done and signed at BEA - BEA on this the 24 day of June 2019

AS WITNESSES:

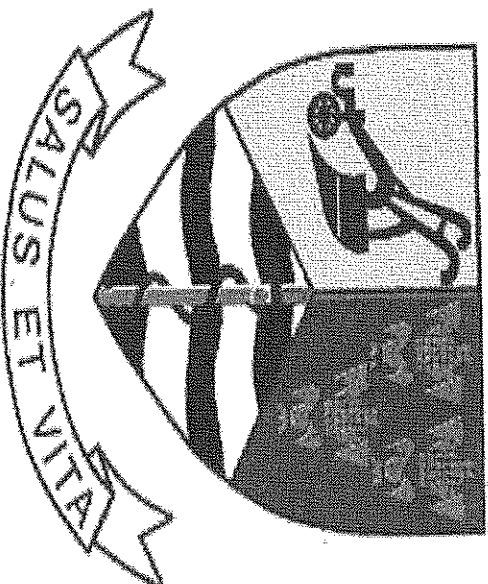
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Municipal Manager

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2019/2020 PERFORMANCE PLAN



NAME	HB MASWANGANYI
POSITION	MANAGER TECHNICAL SERVICES
SUPERVISOR	MUNICIPAL MANAGER
INSTITUTION	BELA-BELA LOCAL MUNICIPALITY
PERIOD	01 JULY 2019 TO 30 JUNE 2020

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COMPONENTS OF THE PERFORMANCE PLAN

1. PURPOSE

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 2019/2020 Integrated Plan (IDP) and the Key Performance Indicators and targets in the Municipal Approved 2019/2020 Service Delivery and Budget Implementation Plan (SDBIP) are achieved through operational initiatives.

2. KEY PERFORMANCE AREAS

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)

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

3. STRATEGIC INTENT

Vision:

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

Mission:

Our mission is to constantly strive towards the achievement of:

- 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.

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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

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

Key Performance Area	Strategic Objectives	Project/Programme	Key Performance Indicator (KPI)	Weight	Unit of measure (UoM)	KPI Code	Baseline 2018/2019	Annual Targets 2019/2020	Quarterly Targets				Evidence Required	Department	
									1 st Quarter Targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets			
Basic Services Delivery 84%															
Priority Area: Water															
Basic Service Delivery and Infrastructure Development	Resource Management of Infrastructure and Services	Bela Bela: Refurbishment of the old section of the Water Treatment Works (WTTW)	The Bela Bela: Refurbishment of the old section of the Water Treatment Works (WTTW) completed as measured according to the PPII by 30 June 2020.	3%	%	KPI 1	The existing Water Treatment Works has sections that have deteriorated and are non-functional. The Works are also under capacitated.	100% of work completed for the Bela Bela: Refurbishment of the old section of the Water Treatment Works (WTTW) by 30 June 2020.	20% (Approved Designs)	40% (Appointment of the Contractor)	62% (Construction Stage at 40 - 50%)	100% (Construction Completion Stage)	Designs approval Letter, Contract or's appointment Letter, Quarterly progress report and Completion Certificate.	Technical Services	
				3%	%	KPI 2	The quality of the water from the water from boreholes supplying the community does not comply with SANS 241 standards, due to the high Fluoride content. Therefore there is a	80% of work completed for the Bela Bela: Refurbishment of the old section of the Water Treatment Works (WTTW) by 30 June 2020.	20% (Approved Designs)	40% (Appointment of the Contractor)	62% (Construction Stage at 40 - 50%)	80% (Construction Completion Stage at 80 - 90%)	Designs approval Letter, Contract or's appointment Letter, Quarterly progress report.		

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Key Performance Area	Strategic Objectives	Project/Programme	Key Performance Indicator (KPI)	Weight	Unit of measure (UoM)	KPI Code	Baseline 2018/2019	Annual Targets 2019/2020	Quarterly Targets				Evidence Required	Department
									1 st Quarter Targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets		
Basic Service Delivery and Infrastructure Development	Resource Management of Infrastructure and Services	Supply and install new and faulty water meters	The number of new and faulty water meters installed by 30 June 2020.	3%	%	KPI 3	A list of the non-functional and faulty meters exists, and there is also a need to install new meters for 900 households in Bela Bela X9	800 faulty and non-functional water meters replaced and 900 new meters installed in Bela Bela Ext 9 by 30 June 2020.	400 faulty and non-functional water meters replaced.	400 faulty and non-functional water meters replaced.	450 new water meters installed in Bela Bela X9	450 new water meters installed in Bela X9	Completed and signed Job Cards	Technical Services
Basic Service Delivery and Infrastructure Development	Resource Management of Infrastructure and Services	Water	Number of formal households provided with access to basic level of water by 30 June 2020	5%	#	KPI 4	9 501 Number of formal households were provided with basic level of water	9 501 Number of formal households to be provided with basic level of water by 30 June 2020.	9 501 Number of formal households	9 501 Number of formal households	9 501 Number of formal households	9 501 Number of formal households	Billing Report	Technical Services
Basic Service Delivery and Infrastructure Development	Resource Management of Infrastructure and Services	Water	Number of informal households provided with access to basic level of water by 30 June 2020	5%	#	KPI 5	4 269 Number of informal HH were provided with relief level of water	4 269 Number of informal HH to be provided with relief level of water by 30 June 2020.	4 269 Number of informal households	4 269 Number of informal households	4 269 Number of informal households	4 269 Number of informal households	Monthly Water and sanitation services reports	Technical Services
Basic Service Delivery and Infrastructure Development	Resource Management of Infrastructure and Services	Water	Number of non-residential properties (business, schools & hospitals) provided with	5%	#	KPI 6	421 Number of non-residential properties (business, churches, schools & hospitals)	421 Number of non-residential properties (business, churches, schools & hospitals) to be provided with	421 Number of non-residential properties (business, churches, schools, churches,	421 Number of non-residential properties (business, churches, schools,	421 Number of non-residential properties (business, churches,	421 Number of non-residential properties (business, churches,	Billing Report	Technical Services

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Key Performance Area	Strategic Objectives	Project/Programme	Key Performance Indicator (KPI)	Weight	Unit of measure (UoM)	KPI Code	Baseline 2018/2019	Annual Targets 2019/2020	Quarterly Targets				Evidence Required	Department
									1 st Quarter Targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets		
Basic Service Delivery and Infrastructure Development	Resource Management of Infrastructure and Services	Water	Number of monthly drinking water quality assessments done to monitor compliance with the acceptable limits in terms of the standards (SANS 241) by 30 June 2020	5%	#	KPI 7	12x monthly drinking water quality assessments are done monthly to monitor compliance with standards (SANS 241) by 30 June 2019	access to basic level of water by 30 June 2018	3x monthly drinking water quality assessment done	3x monthly drinking water quality assessment done	3x monthly drinking water quality assessment done	3x monthly drinking water quality assessment done	Water quality Laboratory reports	Technical Services
Priority Area: Sanitation														
Basic Service Delivery and Infrastructure Development	Resource Management of Infrastructure and Services	Bela Bela: Waste Water Treatment Works (WWTW) recycling of treated effluent	The Bela Bela: Waste Water Treatment Works (WWTW) recycling of treated effluent completed as measured according to the PPII by 30 June 2020.	3%	%	KPI 8	There is a need to reduce the use of potable water for irrigation purposes in order to enhance/ protect the water revenue for the Municipality. Recycled water is aimed	100% of work completed for the Bela Bela: Waste Water Treatment Works (WWTW) recycling of treated effluent by 30 June 2020.	20% (Approved Designs)	53% (Construction Stage at 20 - 30%)	71% (Construction Stage at 60 - 70%)	100% (Construction Stage)	Designs approval Letter, Contract of's appointment Letter, Quarterly progress report and Completion	Technical Services

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Key Performance Area	Strategic Objectives	Project/Programme	Key Performance Indicator (KPI)	Weight	Unit of measure (UoM)	KPI Code	Baseline 2018/2019	Annual Targets 2019/2020	Quarterly Targets				Evidence Required	Department
									1 st Quarter Targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets		
Basic Service Delivery and Infrastructure Development	Resource Management of Infrastructure and Services	Bela Bela Ext 8 & Future: Bulk sewer Outfall	The Bela Bela Ext 8 & Future: Bulk sewer Outfall completed as measured according to the PPII by 30 June 2020.	3%	%	KPI 9	Bulk sewer capacity constraint in Ext 8&9 due to the newly connected households.	100% of work completed for the Bela Bela Ext 8 & Future: Bulk sewer Outfall by 30 June 2020.	20% (Approved Designs)	40% (Appointment of the Contractor)	62% (Construction Stage at 40 - 50%)	100% (Construction Completion Stage)	Designs approval Letter, Contractor's appointment Letter, Quarterly progress report and Completion Certificate.	Technical Services
Basic Service Delivery and Infrastructure Development	Resource Management of Infrastructure and Services	Bela Bela: Upgrading of the Aventura sewer Pump Station	The Bela Bela: Upgrading of the Aventura sewer Pump Station storm water completed as measured according to the PPII by 30 June 2020.	3%	%	KPI 10	The Aventura Pump Station is undercapitalised and also takes in a lot of stormwater ingress. Therefore there is a need to upgrade it.	100% of work completed for the Bela Bela: Upgrading of the Aventura sewer Pump Station by 30 June 2020.	20% (Approved Designs)	40% (Appointment of the Contractor)	62% (Construction Stage at 40 - 50%)	100% (Construction Completion Stage)	Designs approval Letter, Contractor's appointment Letter, Quarterly progress report and Completion Certificate.	Technical Services

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Key Performance Area	Strategic Objectives	Project/Programme	Key Performance Indicator (KPI)	Weight	Unit of measure (UoM)	KPI Code	Baseline 2018/2019	Annual Targets 2019/2020	Quarterly Targets				Evidence Required	Department
									1 st Quarter Targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets		
Basic Service Delivery and Infrastructure Development	Resource Management of Infrastructure and Services	Sanitation	Number of formal households with access to basic level of Sanitation by 30 June 2020	5%	#	KPI 11	9 548 formal HH were provided with access to basic level of Sanitation	9 463 formal HH to be provided with access to basic level of Sanitation by 30 June 2020	9 463 formal HH	9 463 formal HH	9 463 formal HH	9 463 formal HH	Billing report	Technical Services
Basic Service Delivery and Infrastructure Development	Resource Management of Infrastructure and Services	Sanitation	Number of non-residential properties (business, churches, schools & hospitals) with access to basic level of sanitation by 30 June 2020	5%	#	KPI 12	747 Number of non-residential properties (business, churches, schools & hospitals) were provided with access to basic level of sanitation	747 Number of non-residential properties (business, churches, schools & hospitals) to be provided with access to basic level of sanitation by 30 June 2020.	747 Number of non-residential properties (business, churches, schools & hospitals)	747 Number of non-residential properties (business, churches, schools & hospitals)	747 Number of non-residential properties (business, churches, schools & hospitals)	747 Number of non-residential properties (business, churches, schools & hospitals)	Billing report	Technical Services
Basic Service Delivery and Infrastructure Development	Resource Management of Infrastructure and Services	Sanitation	Number of monthly treated waste water/ effluent water quality assessments done to monitor compliance with the acceptable limits in terms of the standards (SANS 241)	5%	#	KPI 13	12x monthly treated waste water/ effluent water quality assessments are done monthly to monitor compliance with standards (SANS 241).	12x monthly treated waste water/ effluent water quality assessments will be done to monitor compliance with standards (SANS 241) by 30 June 2020	3x monthly treated waste water/ effluent water quality assessment done	3x monthly treated waste water/ effluent water quality assessment done	3x monthly treated waste water/ effluent water quality assessment done	3x monthly treated waste water/ effluent water quality assessment done	Treated Waste Water/ Effluent Water quality Laboratory reports	Technical Services

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Key Performance Area	Strategic Objectives	Project/Programme	Key Performance Indicator (KPI)	Weight	Unit of measure (UoM)	KPI Code	Baseline 2018/2019	Annual Targets 2019/2020	Quarterly Targets				Evidence Required	Department
			by 30 June 2020											
Priority Area: Roads and Storm Water														
Basic Service Delivery and Infrastructure Development	Resource Management of Infrastructure and Services	Bela Bela Ext 4, 6, 7 & 8: Road Paving and storm water	The Bela Bela Ext 4, 6, 7 & 8: Road Paving and storm water completed as measured according to the PPII by 30 June 2020.	4%	%	KPI 14	A backlog of 108km of roads exists	100% of work completed for the Bela Bela Ext 4, 6, 7 & 8: Road Paving and storm water by 30 June 2020.	44% (Construction Stage at 0 - 10%)	58% (Construction Stage at 30 - 40%)	76% (Construction Stage at 70 - 80%)	100% (Construction Completion Stage)	Quarterly progress report and Completion Certificate.	A backlog of 108km of roads exists
Basic Service Delivery and Infrastructure Development	Resource Management of Infrastructure and Services	Bela Bela Spa Park: Stormwater	The Bela Bela Spa Park: Stormwater completed as measured according to the PPII by 30 June 2020.	3%	%	KPI 15	Undercapacity of stormwater drainage system in Spa Park.	44% of work completed for the Bela Bela Spa Park: Stormwater by 30 June 2020.	N/A	20% (Approved Designs)	40% (Appointment of the Contractor)	40% (Appointment of the Contractor)	Designs approval Letter, Contract or's appointment Letter and Quarterly progress report.	Undercapacity of stormwater drainage system in Spa Park.
Basic Service Delivery and Infrastructure Development	Resource Management of Infrastructure and Services	Bela Bela Ext 5 & Hostel view: Road paving & storm water	The Bela Bela Ext 5 & Hostel view: Road paving & storm water completed as measured according to the PPII by 30 June 2020.	3%	%	KPI 16	A backlog of 108km of roads exists	100% of work completed for the Bela Bela Ext 5 & Hostel view: Road paving & storm water by 30 June 2020.	20% (Approved Designs)	40% (Appointment of the Contractor)	62% (Construction Stage at 40 - 50%)	100% (Construction Completion Stage)	Designs approval Letter, Contract or's appointment Letter, Quarterly progress report.	A backlog of 108km of roads exists

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Key Performance Area	Strategic Objectives	Project/Programme	Key Performance Indicator (KPI)	Weight	Unit of measure (UoM)	KPI Code	Baseline 2018/2019	Annual Targets 2019/2020	Quarterly Targets				Evidence Required	Department
									1 st Quarter Targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets		
Priority Area: Electricity														
Basic Service Delivery and Infrastructure Development	Resource Management of Infrastructure and Services	Bela Bela: 132/ 11kVA 2 x 20MVA Sub-Station	The Bela Bela: 132/ 11kVA 2 x 20MVA Sub-Station completed as measured according to the PPII by 30 June 2020.	3%	%	KPI 17	Incomplete Roll-over project.	100% of work completed for the Bela Bela: 132/ 11kVA 2 x 20MVA Sub-Station by 30 June 2020.	67% (Construction Stage at 50 - 60%)	76% (Construction Stage at 70 - 80%)	80% (Construction Stage at 80 - 90%)	100% (Construction Complete on Stage)	Quarterly progress report and Completion Certificate.	Technical Services
Basic Service Delivery and Infrastructure Development	Resource Management of Infrastructure and Services	Bela Bela Ext 9: Electrification of Households	Number of households connected with electrical supply in Bela Bela Ext 9.	2%	#	KPI 18	Newly developed X9 lacks electricity supply.	200 Households connected with electricity supply	0 Households connected with electricity supply	0 Households connected with electricity supply	200 Households connected with electricity supply	N/A	Completion Certificate	Technical Services
Basic Service Delivery and Infrastructure Development	Resource Management of Infrastructure and Services	Electricity	Number of households provided with access to basic level of electricity by 30 June 2020.	4%	#	KPI 19	10 466 households were provided with access to basic level of Electricity	10 466 households will be provided with access to basic level of Electricity by 30 June 2020.	10 466 households	10 466 households	10 466 households	10 466 households	Billing Report for conventional meters and Prepaid reports	Technical Services

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Key Performance Area	Strategic Objectives	Project/Programme	Key Performance Indicator (KPI)	Weight	Unit of measure (UoM)	KPI Code	Baseline 2018/2019	Annual Targets 2019/2020	Quarterly Targets				Evidence Required	Department
									1 st Quarter Targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets		
Basic Service Delivery and Infrastructure Development	Resource Management of Infrastructure and Services	Electricity	Number of non-residential properties provided with access to basic level of electricity by 30 June 2020.	4%	#	KPI 20	941 non-residential properties provided with access to electricity	941 non-residential properties will be provided with access to electricity by 30 June 2019.	941 non-residential properties	941 non-residential properties	941 non-residential properties	941 non-residential properties	Billing Report for conversion of meters and Prepaid reports	Technical Services
Basic Service Delivery and Infrastructure Development	Resource Management of Infrastructure and Services	Electricity	Number of Electricity Meter Audit conducted by 30 June 2020.	2%	#	KPI 21	Electrical Meter Audits are conducted annually for revenue protection.	240 Electrical meters to be audited by 30 June 2020	60 Electrical meters audited	60 Electrical meters audited	60 Electrical meters audited	60 Electrical meters audited	Quarterly Report and job card	Technical Services
Priority Area: Sport, Arts, Culture, Recreational and Amenities														
Basic Service Delivery and Infrastructure Development	Promote the welfare of the community	The Bela Bela: Extension of existing grave yard	The Bela Bela: Extension of existing grave yard completed as measured according to the PPII by 30 June 2020.	2%	%	KPI 22	Current gravesite reaching full capacity	40% of work completed for the extension of the existing Bela-Bela grave yard (Ward 2) by 30 June 2020.	N/A	N/A	20% (Approved Designs)	40% (Appointment of the Contract or)	Designs approval Letter, Contract or's appointment Letter and Quarterly progress report.	Technical Services

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Key Performance Area	Strategic Objectives	Project/Programme	Key Performance Indicator (KPI)	Weight	Unit of measure (UoM)	KPI Code	Baseline 2018/2019	Annual Targets 2019/2020	Quarterly Targets				Evidence Required	Department
							1 st Quarter Targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets				
Basic Service Delivery and Infrastructure Development	Promote the welfare of the community	Parks and Community facilities	The Bela Bela Spa Park: Development of sports facilities completed as measured according to the PPII by 30 June 2020.	2%	%	KPI 23	Insufficient Sporting facility in Spa Park	100% of work completed for the Bela Bela: Spa Park (Ward 9) Development of sports facilities by 30 June 2020.	20% (Approved Designs)	40% (Appointment of the Contractor)	62% (Construction Stage at 40 - 50%)	100% (Construction Completion Stage)	Designs approval Letter, Contract or's appointment Letter, Quarterly progress report and Completion Certificate.	Technical Services
Basic Service Delivery and Infrastructure Development	Promote the welfare of the community	Parks and Community facilities	The Masakhane: Development of sports facilities completed as measured according to the PPII by 30 June 2020.	2%	%	KPI 24	Insufficient Sporting facility in Masakhane	49% of work completed for the Masakhane (Ward 9) Development of sports facilities by 30 June 2020.	N/A	20% (Approved Designs)	40% (Appointment of the Contractor)	49% (Construction Stage at 10 -20%)	Designs approval Letter, Contract or's appointment Letter and Quarterly progress report.	Technical Services
Priority Area: Good Governance and Public Participation 14%														
Good Governance and Public Participation	To Improve Administrative and Governance Capacity	Corporate Governance	Number of Council meetings attended as per invitation by 30 June 2020	3%	#	KPI 26	7 X Council meetings	4 X Council meetings	1 X Council Meeting	1 X Council Meeting	1 X Council Meeting	1 X Council Meeting	Signed Attendance Registers	Technical Services
Municipal Transformation and Institutional Development	To Improve Administrative and Governance Capacity	Council Administration	Number of Section 79 Committee meetings to be attended as per invitation	3%	#	KPI 27	12 X Section 79 Committee meetings convened	3 X Section 79 Committee meetings to be convened	3 X Section 79 Committee meetings	3 X Section 79 Committee meetings	3 X Section 79 Committee meetings	3 X Section 79 Committee meetings	Signed Attendance Registers	Technical Services

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Key Performance Area	Strategic Objectives	Project/Programme	Key Performance Indicator (KPI)	Weight	Unit of measure (UoM)	KPI Code	Baseline 2018/2019	Annual Targets 2019/2020	Quarterly Targets				Evidence Required	Department
									1 st Quarter Targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets		
	Capacity		by 30 June 2020									see meetings		
Priority Focus Area: Municipal Financial Viability 2%														
Municipal Financial Viability and Management	To improve financial viability	Corporate Governance	Percentage of AG queries resolved as per the Action Plan by 30 June 2020	2%	Number	KPI 28	90 % of AG findings resolved for 2018/2019	95% of AG queries to be resolved	N/A	N/A	70% of queries resolved	95% of queries resolved	Progress Report on the implementation of the Action Plan	Technical Services

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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
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 P A and Performance Plan and maintained this in all areas of responsibility throughout the year.	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.	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.	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.	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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7. PERFORMANCE ASSESSMENT PROCESS

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

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.

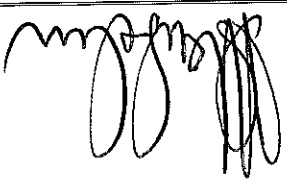
4. The five point rating scale referred to in regulation 805 correspond as follows:

Rating	1	2	3	4	5
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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.

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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 by 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.	
Signed and accepted by the Supervisor on behalf of Council:	
	
Date: 24/06/2019	
Signed and accepted by the employee:	
	
Date: 24/06/2019	

7-8-2019

6-8-20
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9. PERSONAL DEVELOPMENT ACTION PLAN: ANNEXURE B

Skills Performance Gap	Outcomes Expected	Suggested Training / Development	Suggested Mode of Delivery	Suggested Time Frames	Support Person
					

Manager Technical Services



Date

24/06/2019

Municipal Manager



Date

24/06/2019

DISCLOSURE OF FINANCIAL INTERESTS FORM: ANNEXURE C

5-12-23
J

Hereby certify that the following information is complete and correct to the best of my knowledge:

Telephone Number (014) 736 8041
Fax Number

Name of Municipality
BELA BELA LOCAL MUNICIPALITY

Position held
MANAGER: TECHNICAL SERVICES

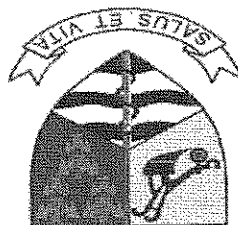
Residential Address
19 BUTTERMERE DRIVE, BENDOR, POLOKwane, 0699

Postal Address
P.O BOX 11914, Bendor Park, 0713

Signature
MASWANGANYI H.B
I, the undersigned (surname and initials)

FINANCIAL DISCLOSURE FORM FOR 2019/2020 FINANCIAL YEAR

CONFIDENTIAL



BELA-BELA LOCAL MUNICIPALITY

1. Shares and other financial interests (Not bank accounts with financial institutions.)

See information sheet: note (1)

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

2. Interest in a Trust

Name of Trust	Amount of Remuneration / Income
~~N/A~~	

3. Directorships and partnerships

See information sheet: note (3)

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

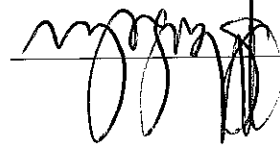
4. Remunerated work outside the Municipality

Must be sanctioned by Council. See information sheet: note (4)

Name of Employer	Type of Work	Amount of Remuneration/Income
~~NONE~~		

Council

Signature by Council



Date

24/06/2019

5. Consultants and retainerships

See information sheet: note (5)

Name of client	Nature	Type of business activity	Value of any benefits received
~~NONE~~			

6. Sponsorships

See information sheet: note (6)

Source of assistance/sponsorship	Description of assistance/sponsorship	Value of assistance/sponsorship
~~NONE~~		

7. Gifts and hospitality from a source other than a family member

See information sheet: note (7)

Description	Value	Source
~~NONE~~		

8. Land and Property

See information sheet: note (8)

Description	Extent	Area	Value
~~NONE~~			

SIGNATURE OF EMPLOYEE



DATE:

20/06/2019

PLACE: BELA BELA

I. 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:

Answer

Answer

ANSWER

Commissioner of Oath / Justice of the Peace

Handwritten text (mirrored bleed-through):

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Plaats: [Location]
Datum: [Date]
Handtekening: [Signature]
Plaats: [Location]
Datum: [Date]

Designation (rank)	SVP, TRAFALC	Ex Officio Republic of South Africa
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CONTENTS NOTED: HB MASWANGANYI

MANAGER TECHNICAL SERVICES

DATE: 24/06/2019

INFORMATION SHEET FOR THE FINANCIAL DISCLOSURE FORM

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

NOTE 1

SHARES AND OTHER FINANCIAL INTERESTS

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:

- 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.

NOTE 2

DIRECTORSHIPS AND PARTNERSHIPS

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

- 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.

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

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

NOTE 3

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

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

- 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.