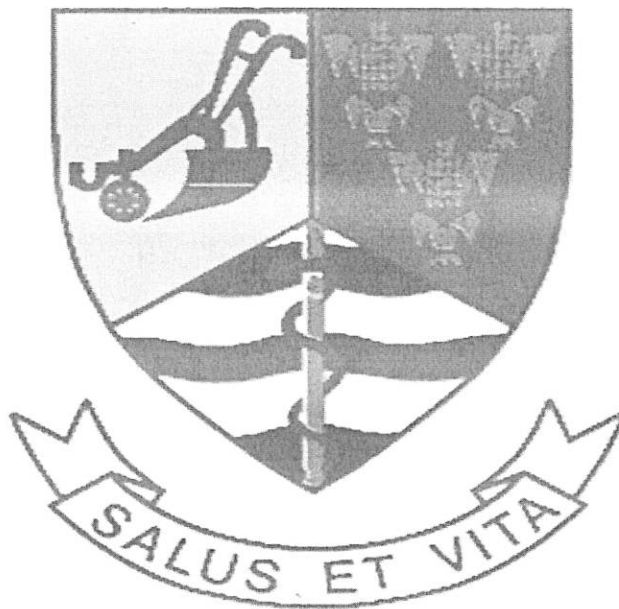


# BELA - BELA LOCAL MUNICIPALITY



2023/2024

REVISED ANNUAL PERFORMANCE AGREEMENT

FOR

TG RAMAGAGA

MUNICIPAL MANAGER

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**PERFORMANCE AGREEMENT**

**MADE AND ENTERED INTO BY AND BETWEEN**

**THE BELA-BELA LOCAL MUNICIPALITY**

**AS REPRESENTED BY THE MAYOR**

**COUNCILLOR GM SELEKA**

(Herein and after referred to as the Employer)

**AND**

**MUNICIPAL MANAGER**

**TG RAMAGAGA**

(Herein and after referred to as the Employee)

**FOR THE PERIOD**

**01 MARCH 2024 TO 30 JUNE 2024 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 **Municipal Manager** appointed in terms of Section 54A of the Local Government: Municipal Systems Act No. 32 of 2003.
  - 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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## 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 “**Municipal Manager**” – means a Municipal Manager appointed in terms of section 54A of the Local Government: Municipal Systems Act No. 32 of 2003.
- 1.5.10 “**Senior Manager**” – means a Manager directly accountable to Municipal Manager, appointed in terms of section 56 of the Local Government: Municipal Systems Act No. 32 of 2003.
- 1.5.11 “**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. PURPOSE OF THE PERFORMANCE AGREEMENT

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;
- 2.1.8 Give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.
- 2.1.9 Consign the fiduciary responsibilities of the Municipal Manager or Accounting Officer as outlined in Sections 61, 62, 63, 64, 65 and 66 of the Local Government Municipal Finance Management Act No 56 of 2003.

### 3 COMMENCEMENT AND DURATION

- 3.1. This Agreement will commence on **01 March 2024**, irrespective of the date on which it was signed by both **Parties** and will remain in force until **30 June 2024** 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 31<sup>st</sup> 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,
  - 4.1.2 The time frames within which those performance objectives and targets must be met; and
  - 4.1.3 The Competencies comprising of the Leading Competencies and the Core Competencies

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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 Revised 2023/2024 Integrated Development Plan, 2023/2024 Service Delivery and Budget Implementation Plan (SDBIP) and the Revised 2023/2024 Annual Budget of the **Employer**, and shall include:

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 on 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 (KPA's) 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.

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 KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee

	<b>Key Performance Areas</b>	<b>Weighting</b>
1	Service Delivery and Infrastructure Development	<b>20%</b>
2	Municipal Institutional Development and Transformation	<b>10%</b>
3	Local Economic Development (LED)	<b>20%</b>
4	Municipal Financial Viability and Management	<b>20%</b>
5	Good Governance and Public Participation	<b>20%</b>
6	Spatial Rationale	<b>10%</b>
	<b>Total</b>	<b>100%</b>
<b>The KPA must constitute 100% and be converted to 80%</b>		

## 6. COMPETENCY FRAMEWORK<sup>1</sup>

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.

<sup>1</sup> 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) 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:

<b>CRITICAL LEADING COMPETENCIES</b>	
<b>Six (6) Leading Competencies</b>	<b>Twenty (20) driving competencies</b>
Strategic Direction and Leadership	<ul style="list-style-type: none"> <li>• Impact and Influence</li> <li>• Institutional Performance Management</li> <li>• Strategic Planning and Management</li> <li>• Organisational Awareness</li> </ul>
People Management	<ul style="list-style-type: none"> <li>• Human Capital Planning and Development</li> <li>• Diversity Management</li> <li>• Employee Relations Management</li> <li>• Negotiation and Dispute Management</li> </ul>
Program and Project Management	<ul style="list-style-type: none"> <li>• Program and Project Planning and Implementation</li> <li>• Service Delivery Management</li> <li>• Program and Project Monitoring and Evaluation</li> </ul>
Financial Management	<ul style="list-style-type: none"> <li>• Budget Planning and Execution</li> <li>• Financial Strategy and Delivery</li> <li>• Financial Reporting and Monitoring</li> </ul>
Change Management	<ul style="list-style-type: none"> <li>• Change Vision and Strategy</li> <li>• Process Design and Improvement</li> <li>• Change Impact Monitoring and Evaluation</li> </ul>
Governance Leadership	<ul style="list-style-type: none"> <li>• Policy Formulation</li> <li>• Risk and Compliance Management</li> <li>• Cooperative Governance</li> </ul>
<b>SIX (6) CORE COMPETENCIES</b>	
Moral Competence	
Planning and Organising	
Analysis and Innovation	
Knowledge and Information Management	
Communication	
Results and Quality Focus	

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## 7. PERFORMANCE ASSESSMENT

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

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

7.1.2 The intervals for the evaluation of the Employee's performance.

7.2 Despite the establishment of agreed intervals for evaluation, the **Employer** may in addition review the **Employee's** performance at any stage while the contract of employment remains in force.

7.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.

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

7.5 The Annual performance appraisal will involve:

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

(a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to *ad-hoc* tasks that had to be performed under the KPA

(b) Values are supplied for KPI'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 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.

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.

7.5.4 COMPETENCY DESCRIPTION: LEADING COMPETENCIES

Cluster	Leading Competencies			Weight
Competency Name	Strategic Direction and Leadership <sup>1</sup>			15%
Competency Definition	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate			
<b>ACHIEVEMENT LEVELS</b>				
<b>BASIC</b>	<b>COMPETENT</b>	<b>ADVANCED</b>	<b>SUPERIOR</b>	

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<ul style="list-style-type: none"> <li>• Understand the institutional and departmental strategic objectives, but lacks ability to inspire others to achieve set mandate</li> <li>• Describe how specific tasks link to the institutional strategies but has limited influence in directing strategy</li> <li>• Has a basic understanding of institutional performance management, but lacks the ability to integrate systems into a collective whole</li> <li>• Demonstrate a basic understanding of key decision makers</li> </ul>	<ul style="list-style-type: none"> <li>• Give direction to a team in realising the institution's strategic mandate and set objectives</li> <li>• Has a positive impact and influence on the morale, engagement and participation of team members</li> <li>• Develop actions plans to execute and guide strategy implementation</li> <li>• Assist in defining performance measures to monitor the progress and effectiveness of the institution</li> <li>• Displays and awareness of institutional structures and political factors</li> <li>• Effectively communicate barriers to execution to relevant parties</li> <li>• Provide guidance to all stakeholders in the achievement of the strategic mandate</li> <li>• Understand the aim and objectives of the institution and relate it to own work</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluate all activities to determine value and alignment to strategic intent</li> <li>• Display in-depth knowledge and understanding of strategic planning</li> <li>• Align strategy and goals across all functional areas</li> <li>• Actively define performance measures to monitor the progress and effectiveness of the institution</li> <li>• Consistently challenge strategic plans to ensure relevance</li> <li>• Understand institutional structures and political factors, and the consequences of actions</li> <li>• Empower others to follow strategic direction and deal with complex situations</li> <li>• Guide the institution through complex and ambiguous concern</li> <li>• Use understanding of power relationships and dynamic tensions among key players to frame communications and develop strategies, positions and alliances</li> </ul>	<ul style="list-style-type: none"> <li>• Structure and position the institution to local government priorities</li> <li>• Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework</li> <li>• Hold self-accountable for strategy execution and results</li> <li>• Provide impact and influence through building and maintaining strategic relationships</li> <li>• Create an environment that facilitates loyalty an innovation displays a superior level of self-discipline and integrity in actions</li> <li>• Integrate various systems into a collective whole to optimise institutional performance management</li> <li>• Uses understanding of competing interests to manoeuvre successfully to a win/win outcome</li> </ul>	
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<b>Cluster</b>	Leading Competencies			<b>Weight</b>
<b>Competency Name</b>	People Management <sup>2</sup>			10%
<b>Competency Definition</b>	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build nature relationships in order to achieve institutional objectives			
<b>ACHIEVEMENT LEVELS</b>				
<b>BASIC</b>	<b>COMPETENT</b>	<b>ADVANCED</b>	<b>SUPERIOR</b>	
<ul style="list-style-type: none"> <li>• Participate in team goal setting and problem solving</li> <li>• Interact and collaborate with people of diverse backgrounds</li> <li>• Aware of guidelines for employee development, but requires support in implementing development initiatives</li> </ul>	<ul style="list-style-type: none"> <li>• Seek opportunities to increase team contribution and responsibility</li> <li>• Respect and support the diverse nature of others and be aware of the benefits of a diverse approach</li> <li>• Effectively delegate tasks and empower others to increase contribution and execute functions optimally</li> <li>• Apply relevant employee legislation fairly and consistently</li> <li>• Facilitate team goal setting and problem solving</li> <li>• Effectively identify capacity requirements to fulfil the strategic mandate</li> </ul>	<ul style="list-style-type: none"> <li>• Identify ineffective team and work processes and recommend remedial interventions</li> <li>• Recognise and reward effective and desired behaviour</li> <li>• Provide mentoring and guidance to others in order to increase personal effectiveness</li> <li>• Identify development and learning needs within the team</li> <li>• Build a work environment conducive to sharing, innovation, ethical behaviour and professionalism</li> <li>• Inspire a culture of performance excellence by giving positive and constructive feedback to the team</li> <li>• Achieve agreement or consensus in adversarial environments</li> <li>• Lead and unite diverse teams across divisions to achieve institutional objectives</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and incorporate best practice people management processes, approaches and tools across the institution</li> <li>• Foster a culture of discipline, responsibility and accountability</li> <li>• Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution</li> <li>• Develop comprehensive integrated strategies and approaches to human capital development and management</li> <li>• Actively identify trends and predict capacity requirements to facilitate unified transition and performance management</li> </ul>	

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<b>Cluster</b>	Leading Competencies			<b>Weight</b>
<b>Competency Name</b>	program and Project Management <sup>3</sup>			5%
<b>Competency Definition</b>	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives			
<b>ACHIEVEMENT LEVELS</b>				
<b>BASIC</b>	<b>COMPETENT</b>	<b>ADVANCED</b>	<b>SUPERIOR</b>	
<ul style="list-style-type: none"> <li>• Initiate projects after approval from higher authorities</li> <li>• Understand procedures of program and project management methodology, implications and stakeholder involvement</li> <li>• Understand the rational of projects in relation to the institution's strategic objectives</li> <li>• Document and communicate factors and risk associated with own work</li> <li>• Use results and approaches of successful project implementation as guide</li> </ul>	<ul style="list-style-type: none"> <li>• Establish broad stakeholder involvement and communicate the project status and key milestones</li> <li>• Define the roles and responsibilities of the project team and create clarity around expectations</li> <li>• Find a balance between project deadline and the quality of deliverables</li> <li>• Identify appropriate project resources to facilitate the effective completion of the deliverables</li> <li>• Comply with statutory requirements and apply policies in a consistent manner</li> <li>• Monitor progress and use of resources and make needed adjustments to timelines, steps, and resource allocation</li> </ul>	<ul style="list-style-type: none"> <li>• Manage multiple programs and balance priorities and conflicts according to institutional goals</li> <li>• Apply effective risk management strategies through impact assessment and resource requirements</li> <li>• Modify project scope and budget when required without compromising the quality and objectives of the project</li> <li>• Involve top-level authorities and relevant stakeholders in seeking project buy-in</li> <li>• Identify and apply contemporary project management methodology</li> <li>• Influence and motivate project team to deliver exceptional results</li> <li>• Monitor policy implementation and apply procedures to manage risks</li> </ul>	<ul style="list-style-type: none"> <li>• Understand and conceptualise the long-term implications of desired project outcomes</li> <li>• Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realise institutional objectives</li> <li>• Consider and initiate projects that focus on achievement of the long-term objectives</li> <li>• Influence people in positions of authority to implement outcomes of projects</li> <li>• Lead and direct translation of policy into workable action plans</li> <li>• Ensures that programs are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed</li> </ul>	

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<b>Cluster</b>	Leading Competencies			<b>Weight</b>
<b>Competency Name</b>	Financial Management <sup>4</sup>			15%
<b>Competency Definition</b>	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			
<b>ACHIEVEMENT LEVELS</b>				
<b>BASIC</b>	<b>COMPETENT</b>	<b>ADVANCED</b>	<b>SUPERIOR</b>	
<ul style="list-style-type: none"> <li>• Understand basic financial concepts and methods as they relate to institutional processes and activities</li> <li>• Display awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systems</li> <li>• Understand the importance of financial accountability</li> <li>• Understand the importance of asset control</li> </ul>	<ul style="list-style-type: none"> <li>• Exhibit knowledge of general financial concepts, planning, budgeting, and forecasting and how they interrelate</li> <li>• Assess, identify and manage financial risks</li> <li>• Assume a cost saving approach to financial management</li> <li>• Prepare financial reports based on specified formats</li> <li>• Consider and understand the financial implications of decisions and suggestions</li> <li>• Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated</li> <li>• Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget</li> </ul>	<ul style="list-style-type: none"> <li>• Take active ownership of planning, budgeting, and forecast processes and provides credible answers to queries within own responsibility</li> <li>• Prepare budgets that are aligned to the strategic objectives of the institution</li> <li>• Address complex budgeting and financial management concerns</li> <li>• Put systems and processes in place to enhance the quality and integrity of financial management practices</li> <li>• Advise on policies and procedures regarding asset control</li> <li>• Promote National Treasury's regulatory framework for Financial Management</li> </ul>	<ul style="list-style-type: none"> <li>• Develop planning tools to assist in evaluating and monitoring future expenditure trends</li> <li>• Set budget frameworks for the institution</li> <li>• Set strategic direction for the institution on expenditure and other financial processes</li> <li>• Build and nurture partnerships to improve financial management and achieve financial savings</li> <li>• Actively identify and implement new methods to improve asset control</li> <li>• Display professionalism in dealing with financial data and processes</li> </ul>	

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<b>Cluster</b>	Leading Competencies			<b>Weight</b>
<b>Competency Name</b>	Change Leadership <sup>5</sup>			10%
<b>Competency Definition</b>	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			
<b>ACHIEVEMENT LEVELS</b>				
<b>BASIC</b>	<b>COMPETENT</b>	<b>ADVANCED</b>	<b>SUPERIOR</b>	
<ul style="list-style-type: none"> <li>• Display an awareness of change interventions, and the benefits of transformation initiatives</li> <li>• Able to identify basic needs for change</li> <li>• Identify gaps between the current and desired state</li> <li>• Identify potential risk and challenges to transformation, including resistance to change factors</li> <li>• Participate in change programs and piloting change interventions</li> <li>• Understand the impact of change interventions on the institution within the broader scope of Local Government</li> </ul>	<ul style="list-style-type: none"> <li>• Perform an analysis of the change, impact on the social, political and economic environment</li> <li>• Maintain calm and focus during change</li> <li>• Able to assist team members during change and keep them focused on the deliverables</li> <li>• Volunteer to lead change efforts outside of own work team</li> <li>• Able to gain buy-in and approval for change from relevant stakeholders</li> <li>• Identify change readiness levels and assist in resolving resistance to change factors</li> <li>• Design change interventions that are aligned with the institution's strategic objectives and goals</li> </ul>	<ul style="list-style-type: none"> <li>• Actively monitor change impact and results and convey progress to relevant stakeholders</li> <li>• Secure buy-in and sponsorship for change initiatives</li> <li>• Continuously evaluate change strategy and design and introduce new approaches to enhance the institution's effectiveness</li> <li>• Build and nurture relationships with various stakeholders to establish strategic alliance in facilitating change</li> <li>• Take the lead in impactful change programs</li> <li>• Benchmark change interventions against best change practices</li> <li>• Understand the impact and psychology of change, and put remedial interventions in place to facilitate effective transformation</li> <li>• Take calculated risk and seek new ideas from best practice scenarios, and identify the potential for implementation</li> </ul>	<ul style="list-style-type: none"> <li>• Sponsor change agents and create a network of change leaders who support the interventions</li> <li>• Actively adapt current structures and processes to incorporate the change interventions</li> <li>• Mentor and guide team members on the effect of change, resistance factors and how to integrate change.</li> <li>• Motivate and inspire others around change initiatives</li> </ul>	

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<b>Cluster</b>	Leading Competencies			<b>Weight</b>
<b>Competency Name</b>	Governance Leadership <sup>6</sup>			10%
<b>Competency Definition</b>	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			
<b>ACHIEVEMENT LEVELS</b>				
<b>BASIC</b>	<b>COMPETENT</b>	<b>ADVANCED</b>	<b>SUPERIOR</b>	
<ul style="list-style-type: none"> <li>• Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements</li> <li>• Understand the structure of cooperative government but requires guidance on fostering workable relationships between stakeholders</li> <li>• Provide input into policy formulation</li> </ul>	<ul style="list-style-type: none"> <li>• Display a thorough understanding of governance and risk and compliance factors and implement plans to address these</li> <li>• Demonstrate understanding of the techniques and processes for optimising risk-taking decisions within the institution</li> <li>• Actively drive policy formulation within the institution to ensure the achievement of objectives</li> </ul>	<ul style="list-style-type: none"> <li>• Able to link risk initiatives into key institutional objectives and drivers</li> <li>• Identify, analyse and measure risk, create valid risk forecast, and map risk profiles</li> <li>• Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives</li> <li>• Demonstrate a thorough understanding of risk retention plans</li> <li>• Identify an implement comprehensive risk management systems and processes</li> <li>• Implement and monitor and formulation of policies, identify and analyse constraints and challenges with implementations and provide recommendations for improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate a high level of commitment in complying with governance requirements</li> <li>• Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework</li> <li>• Able to advise Local Government on risk management strategies, best practice interventions and compliance management</li> <li>• Able to forge positive relationships on governance level to enhance the effectiveness of Local Government</li> <li>• Able to shape, direct and drive the formulation of policies on a macro level</li> </ul>	

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7.5.5 COMPETENCY DESCRIPTION: CORE COMPETENCIES

<b>Cluster</b>	Core Competencies			<b>Weight</b>
<b>Competency Name</b>	Moral Competence <sup>1</sup>			5%
<b>Competency Definition</b>	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence			
<b>ACHIEVEMENT LEVELS</b>				
<b>BASIC</b>	<b>COMPETENT</b>	<b>ADVANCED</b>	<b>SUPERIOR</b>	
<ul style="list-style-type: none"> <li>Realise the impact of acting with integrity, but requires guidance and development in implementing principles</li> <li>Follow basic rules and regulations of the institution</li> <li>Able to identify basic moral situations that requires guidance and development in understanding and reasoning with moral intent.</li> </ul>	<ul style="list-style-type: none"> <li>Conduct self in alignment with values of Local Government and the institution</li> <li>Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver</li> <li>Actively report fraudulent and activity of corruption within local government</li> <li>Understand and honour the confidential nature of matters without seeking personal gain</li> <li>Able to deal with situations of conflict of interest promptly and in the best interest of local government</li> </ul>	<ul style="list-style-type: none"> <li>Identify, develop, and apply measures of self-correction</li> <li>Able to gain trust and respect through aligning actions with commitments</li> <li>Make proposals and recommendation that are transparent and gain the approval of relevant stakeholders</li> <li>Present values, beliefs and ideas that are congruent with the institution's rules and regulations</li> <li>Take an active stance against corruption and dishonesty when noted</li> <li>Actively promote the value of the institution to internal and external stakeholders</li> <li>Able to work in unity with a team and not seek personal gain</li> <li>Apply universal moral principles consistently to achieve moral decisions</li> </ul>	<ul style="list-style-type: none"> <li>Create an environment conducive of moral practices</li> <li>Actively develop and implement measures to combat fraud and corruption</li> <li>Set integrity standards and shared accountability measures across the institution to support the objectives of local government</li> <li>Take responsibility for own actions and decisions, even if the consequences are unfavourable</li> </ul>	

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<b>Cluster</b>	Core Competencies			Weight
<b>Competency Name</b>	Planning and Organising <sup>2</sup>			10%
<b>Competency Definition</b>	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			
<b>ACHIEVEMENT LEVELS</b>				
<b>BASIC</b>	<b>COMPETENT</b>	<b>ADVANCED</b>	<b>SUPERIOR</b>	
<ul style="list-style-type: none"> <li>• Able to follow basic plans and organise tasks around set objectives</li> <li>• Understand the process of planning and organising but requires guidance and development in providing detailed and comprehensive plans</li> <li>• Able to follow existing plans and ensure that objectives are met</li> <li>• Focus on short term objectives in developing plans and actions</li> <li>• Arrange information and resources required for a task, but require further structure and organisation</li> </ul>	<ul style="list-style-type: none"> <li>• Actively and appropriately organise information and resources required for a task</li> <li>• Recognise the urgency and importance of tasks</li> <li>• Balance short and long-term plans and goals and incorporate into the team's performance objectives</li> <li>• Schedule tasks to ensure they are performed within budget and with efficient use of time and resources</li> <li>• Measure progress and monitor performance results</li> </ul>	<ul style="list-style-type: none"> <li>• Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities, and assign appropriate resources for successful implementation</li> <li>• Identify in advance stages and actions to complete tasks and projects</li> <li>• Schedule realistic timelines, objectives and milestones for tasks and projects</li> <li>• Produce clear, detailed and comprehensive plans to achieve institutional objectives</li> <li>• Identify possible risk factors and design and implement appropriate contingency plans</li> <li>• Adapt plans in light of changing circumstances</li> <li>• Prioritise tasks and projects according to their relevant urgency and importance</li> </ul>	<ul style="list-style-type: none"> <li>• Focus on broad strategies and initiative when developing plans and actions</li> <li>• Able to project and forecast short, medium and long term requirements of the institution and local government</li> <li>• Translate policy into relevant projects to facilitate the achievement of institutional objective</li> </ul>	

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<b>Cluster</b>	Core Competencies			Weight
<b>Competency Name</b>	Analysis and Innovation <sup>3</sup>			5%
<b>Competency Definition</b>	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			
<b>ACHIEVEMENT LEVELS</b>				
<b>BASIC</b>	<b>COMPETENT</b>	<b>ADVANCED</b>	<b>SUPERIOR</b>	
<ul style="list-style-type: none"> <li>Understand the basic operation of analysis, but lack detail and thoroughness</li> <li>Able to balance independent analysis with requesting assistance from others</li> <li>Recommend new ways to perform tasks within own function</li> <li>Propose simple remedial interventions that marginally challenges the status quo</li> <li>Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate logical problem-solving techniques and approaches and provide rationale for recommendation</li> <li>Demonstrate objectivity, insight, and thoroughness when analysing problems</li> <li>Able to break down complex problems into manageable parts and identify solutions</li> <li>Consult internal and external stakeholders on opportunities to improve processes and service delivery</li> <li>Clearly communicate the benefits of new opportunities and innovative solutions to stakeholders</li> <li>Continuously identify opportunities to enhance internal processes</li> <li>Identify and analyse opportunities conducive to innovative approaches and propose remedial intervention</li> </ul>	<ul style="list-style-type: none"> <li>Coaches team members on analytical and innovative approaches and techniques</li> <li>Engage with appropriate individuals in analysing and resolving complex problems</li> <li>Identify solutions on various areas in the institution</li> <li>Formulate and implement new ideas throughout the institution</li> <li>Able to gain approval and buy in for proposed interventions from relevant stakeholders</li> <li>Identify trends and best practices in process and service delivery and propose institutional application</li> <li>Continuously engage in research to identify client needs</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate complex analytical and problem-solving approaches and techniques</li> <li>Create an environment conducive to analytical and fact-based problem-solving</li> <li>Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence</li> <li>Create an environment that fosters innovative thinking and follows a learning organisation approach</li> <li>Be a thought leader on innovative customer service delivery, and process optimisation</li> <li>Plan an active role in sharing best practice solutions and engage in national and international local government seminars and conferences</li> </ul>	

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<b>Cluster</b>	Core Competencies			<b>Weight</b>
<b>Competency Name</b>	Knowledge and Information Management <sup>4</sup>			5%
<b>Competency Definition</b>	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			
<b>ACHIEVEMENT LEVELS</b>				
<b>BASIC</b>	<b>COMPETENT</b>	<b>ADVANCED</b>	<b>SUPERIOR</b>	
<ul style="list-style-type: none"> <li>• Collect, categorise and track relevant information required for specific tasks and projects</li> <li>• Analyse and interpret information to draw conclusions</li> <li>• Seek new sources of information to increase the knowledge base</li> <li>• Regularly share information and knowledge with internal stakeholders and team members</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate information systems and technology to manage institutional knowledge and information sharing</li> <li>• Evaluate data from various sources and use information effectively to influence decisions and provide solutions</li> <li>• Actively create mechanisms and structures for sharing of information</li> <li>• Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency</li> </ul>	<ul style="list-style-type: none"> <li>• Effectively predict future information and knowledge management requirements and systems</li> <li>• Develop standards and processes to meet future knowledge management needs</li> <li>• Share and promote best-practice knowledge management across various institutions</li> <li>• Establish accurate measures and monitoring systems for knowledge and information management</li> <li>• Create a culture conducive of learning and knowledge sharing</li> <li>• Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches</li> </ul>	<ul style="list-style-type: none"> <li>• Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information</li> <li>• Establish partnerships across local government to facilitate knowledge management</li> <li>• Demonstrate a mature approach to knowledge and information sharing with an abundance and assistance approach</li> <li>• Recognise and exploit knowledge points in interactions with internal and external stakeholders</li> </ul>	

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

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

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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 al 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.

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:

- 8.1.1 Executive Mayor or Mayor
- 8.1.2 Chairperson of the Performance Audit Committee (PAC) or the Audit Committee (AC) in the absence of a performance audit committee
- 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 Mayor/ Municipal Manager from another municipality; and
- 8.1.5 Member of a Ward Committee as nominated by the Executive Mayor or Mayor.
- 8.1.6 The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels.

## 9. SCHEDULE FOR PERFORMANCE REVIEWS

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:

Quarter	Review Period	Anticipated Review Dates
1	01 July 2023 – 30 September 2023	31 October 2023
2	01 October 2023 – 31 December 2023	31 January 2024
3	01 January 2024 – 31 March 2024	30 April 2024
4	01 April 2024 – 30 June 2024	31 July 2024

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

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

9.4 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.

9.5 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.

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## 10. 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.

## 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%;  
and

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.

#### 12.3.2 DISPUTE RESOLUTION

- 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 case the Municipal Manager the MEC for local government in the province within 30 (Thirty) days of receipt of a formal dispute from the **Employee**, or any person designated by the MEC.
- ii. Any disputes about the outcome of the **Employee's** performance evaluation must be mediated by-
  - b) In the case of the case the Municipal Manager the MEC for local government in the province within 30 (Thirty) days of receipt of a formal dispute from the **Employee**, or any person designated by the MEC.
  - c) Whose decision shall be final and binding on both **Parties**.

**13. GENERAL**

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

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

13.3 The performance assessment results of the Municipal Manager must be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.

Thus, **done** and **signed** at Bela-Bela on this the 1<sup>st</sup> day of March 2024

**AS WITNESSES:**

1.  \_\_\_\_\_

  
\_\_\_\_\_  
**MUNICIPAL MANAGER**

2. \_\_\_\_\_

Thus, **done** and **signed** at.....on the.....day of .....2024

**AS WITNESSES:**

1. \_\_\_\_\_

  
\_\_\_\_\_  
**MAYOR**

2. \_\_\_\_\_

2023/2024 ANNUAL PERFORMANCE PLAN



NAME TG RAMAGAGA  
POSITION MUNICIPAL MANAGER  
SUPERVISOR MAYOR  
INSTITUTION BELA-BELA LOCAL MUNICIPALITY  
PERIOD 01 MARCH 2024 TO 30 JUNE 2024

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## COMPONENTS OF THE PERFORMANCE PLAN

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

### 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 Revised 2023/2024 Integrated Plan (IDP) and the Key Performance Indicators and targets in the Municipal Revised 2023/2024 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

### 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

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- Stakeholder driven economic development and growth that fosters
- Sustainable job creation opportunities of communities within
- A safe, healthy and prosperous environment.

Values:

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

- Accountability
- Fairness
- Effectiveness
- Commitment
- Honesty and Sincerity

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

Key Performance Area	Strategic Objectives	Project/ Programme	Key Performance Indicator (KPI)	Revised Key Performance Indicator (KPI)	Weight	Unit of measure (UoM)	KPI Code	Baseline 2022/2023	Annual Targets 2023/2024	Revised Annual Targets 2023/2024	2023/2024 QUARTERLY PERFORMANCE TARGETS				Evidence Required	Department	
											1st Quarter Targets	2nd Quarter Targets	3rd Quarter Targets	4th Quarter Targets			Budget
<b>PRIORITY AREA: BASIC SERVICE DELIVERY 20%</b>																	
<b>PRIORITY AREA: SANITATION SERVICES</b>																	
Basic Service Delivery and Infrastructure Development	To improve infrastructure services management	Refurbishment of the sewer network and yard connections in Bela-Bela Ext 9 (ward 4)	Percentage of the work completed as measured according to the PPII (Appendix D) for the Refurbishment of the sewer network and yard connections in Bela-Bela Ext 9 (ward 4) by 30 June 2024		2%	%	KPI 1	The procurement process for appointing the Contractor for the refurbishment of the sewer network and yard connections in Bela-Bela Ext 9 (ward 4) project was concluded in the previous 2022/23 financial year.	100% of the work completed as measured according to the PPII (Appendix D) for the Refurbishment of the sewer network and yard connections in Bela-Bela Ext 9 (ward 4).		52% (Construction Stage at 11 - 20%)	67% (Construction Stage at 41 - 50%)	76% (Construction Stage at 61 - 70%)	100% (Completion of the Works)	WSIG	<p><b>Q1:</b> Construction Quarterly progress report</p> <p><b>Q2:</b> Construction Quarterly progress report</p> <p><b>Q3:</b> Construction Quarterly progress report</p> <p><b>Q4:</b> Construction Quarterly progress report and Completion Certificate</p>	Technical Services
Basic Service Delivery and Infrastructure Development	To improve infrastructure services management	Refurbishment and Automation of the Bela-Bela Wastewater Treatment Works - Phase 1C (ward 2)	Percentage of the work completed as measured according to the PPII (Appendix D) for the refurbishment and automation of the Bela-Bela Wastewater Treatment Works - Phase 1C (ward 2) by 30 June 2024		2%	%	KPI 2	Construction work for the refurbishment and automation of the Bela-Bela Wastewater Treatment Works - Phase 1C (ward 2) commenced in the previous 2022/23 financial year and projected was at 76% as per the PPII (Appendix D) by financial year end.	100% of the work completed as measured according to the PPII (Appendix D) for the Refurbishment and Automation of the Bela-Bela Wastewater Treatment Works - Phase 1C project. (ward 2)		86% (Construction Stage at 81 - 90%)	100% (Completion of the Works)	100% (Completion of the Works)	N/A	WSIG	<p><b>Q1:</b> Construction Quarterly progress report</p> <p><b>Q2:</b> Construction Quarterly progress report and Completion Certificate</p> <p><b>Q3:</b> Construction Quarterly progress report and Completion Certificate</p> <p><b>Q4:</b> N/A</p>	Technical Services

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Key Performance Area	Strategic Objectives	Project/ Programme	Key Performance Indicator (KPI)	Revised Key Performance Indicator (KPI)	Weight	Unit of measure (UoM)	KPI Code	Baseline 2022/2023	Annual Targets 2023/2024	Revised Annual Targets 2023/2024	2023/2024 QUARTERLY PERFORMANCE TARGETS					Evidence Required	Department
											1st Quarter Targets	2nd Quarter Targets	3rd Quarter Targets	4th Quarter Targets	Budget		
Basic Service Delivery and Infrastructure Development	To improve infrastructure services management	Upgrading of the Ext 6 Sewer Pump Station (ward 6)	Percentage of the work completed as measured according to the PPII (Appendix D) for the upgrading of the Ext 6 Sewer Pump Station (ward 6) by 30 June 2024.		1%	%	KPI 3	The procurement process for appointing the Contractor for the upgrading of the Ext 6 Sewer Pump Station project (ward 6) was concluded in the previous 2022/23 financial year.	100% of the work completed as measured according to the PPII (Appendix D) for the upgrading of the Ext 6 Sewer Pump Station project (ward 6).		52% (Construction Stage at 11 - 20%)	67% (Construction Stage at 41 - 50%)	71% (Construction Stage at 51 - 60%)	100% (Completion of the Works)	WSIG	Q1: Construction Quarterly progress report Q2: Construction Quarterly progress report Q3: Construction Quarterly progress report Q4: Construction Quarterly progress report and Completion Certificate	Technical Services
Basic Service Delivery and Infrastructure Development	To improve infrastructure services management	Upgrading of the Sewer Rising Main from the Ext 6 Pump Station to the WWTW (ward 2&6)	Percentage of the work completed as measured according to the PPII (Appendix D) for the Upgrading of the Sewer Rising Main from the Ext 6 Pump Station to the WWTW (ward 2&6) by 30 June 2024.		1%	%	KPI 4	The procurement process for appointing the Contractor for the upgrading of the Sewer Rising Main from the Ext 6 Pump Station to the WWTW project (ward 2&6) was concluded in the previous 2022/23 financial year.	100% of the work completed as measured according to the PPII (Appendix D) for the Upgrading of the Sewer Rising Main from the Ext 6 Pump Station to the WWTW (ward 2&6).		52% (Construction Stage at 11 - 20%)	67% (Construction Stage at 50%)	81% (Construction Stage at 71 - 80%)	100% (Completion of the Works)	WSIG	Q1: Construction Quarterly Progress Report Q2: Construction Quarterly progress report Q3: Construction Quarterly progress report Q4: Construction Quarterly progress report and Completion Certificate	Technical Services

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Key Performance Area	Strategic Objectives	Project/ Programme	Key Performance Indicator (KPI)	Revised Key Performance Indicator (KPI)	Weight	Unit of measure (UoM)	KPI Code	Baseline 2022/2023	Annual Targets 2023/2024	Revised Annual Targets 2023/2024	2023/2024 QUARTERLY PERFORMANCE TARGETS					Evidence Required	Department
											1st Quarter Targets	2nd Quarter Targets	3rd Quarter Targets	4th Quarter Targets	Budget		
Basic Service Delivery and Infrastructure Development	To improve infrastructure services management	Upgrading of the Leseding Sewer Pump Station (ward 6)	Percentage of the work completed as measured according to the PPII (Appendix D) for the Upgrading of the Leseding Sewer Pump Station (ward 6) by 30 June 2024.		1%	%	KPI 5	The Designs for the upgrading of the Leseding Sewer Pump Station project (ward 6) were completed in the previous 2022/23 financial year. The project has a multi-year budget.	71% of the work completed as measured according to the PPII (Appendix D) for the Upgrading of the Leseding Sewer Pump Station (ward 6).	29% of the work completed as measured according to the PPII (Appendix D) for the Upgrading of the Sewer Rising Main from the Leseding Pump Station to the WWTW (ward 2&6)	29% (Tender Advertised)	43% (Appointment of the Contractor)	57% (Construction Stage at 21 - 30%)	71% (Construction Stage at 51 - 60%)	WSIG	Q1: Tender advertisement Q2: Contractor's appointment letter Q3: Construction Quarterly progress report Q4: Construction Quarterly progress report	Technical Services
Basic Service Delivery and Infrastructure Development	To improve infrastructure services management	Upgrading of the Sewer Rising Main from the Leseding Pump Station to the WWTW (ward 2&6)	Percentage of the work completed as measured according to the PPII (Appendix D) for the Upgrading of the Sewer Rising Main from the Leseding Pump Station to the WWTW (ward 2&6) by 30 June 2024.		1%	%	KPI 6	The Designs for the upgrading of the Sewer Rising Main from the Leseding Pump Station project were completed in the previous 2022/23 financial year. The project has a multi-year budget.	71% of the work completed as measured according to the PPII (Appendix D) for the Upgrading of the Sewer Rising Main from the Leseding Pump Station to the WWTW (ward 2&6)	29% of the work completed as measured according to the PPII (Appendix D) for the Upgrading of the Sewer Rising Main from the Leseding Pump Station to the WWTW (ward 2&6)	29% (Tender Advertised)	43% (Appointment of the Contractor)	N/A	29% (Tender Advertised)	WSIG	Q1: Tender advertisement Q2: Contractor's appointment letter Q3: N/A Q4: Tender advertisement	Technical Services

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Key Performance Area	Strategic Objectives	Project/ Programme	Key Performance Indicator (KPI)	Revised Key Performance Indicator (KPI)	Weight	Unit of measure (UoM)	KPI Code	Baseline 2022/2023	Annual Targets 2023/2024	Revised Annual Targets 2023/2024	2023/2024 QUARTERLY PERFORMANCE TARGETS					Evidence Required	Department
											1st Quarter Targets	2nd Quarter Targets	3rd Quarter Targets	4th Quarter Targets	Budget		
Basic Service Delivery and Infrastructure Development	To improve infrastructure services management	Upgrading of the Settlers Sewer Pump Station (ward 2)	Percentage of the work completed as measured according to the PPII (Appendix D) for the Upgrading of the Settlers Sewer Pump Station (ward 2) by 30 June 2024.	Percentage of the work completed as measured according to the PPII (Appendix D) for the Upgrading of the Settlers Sewer Pump Station (ward 2)	1%	%	KPI 7	The Settlers Sewer Pump Station is under capacitated. The Consulting Engineers are already appointed.	43% of the work completed as measured according to the PPII (Appendix D) for the Upgrading of the Settlers Sewer Pump Station (ward 2)	19% of the work completed as measured according to the PPII (Appendix D) for the Upgrading of the Settlers Sewer Pump Station (ward 2)	10% (Scoping Report completed and approved)	19% (Detailed Design Report and Drawings approved)	14% (Preliminary Designs completed and approved)	19% (Detailed Design Report and Drawings approved)	WSIG	Q1: Approved Scoping report Q2: Detailed Design Report and approval letter. Q3 Approved Preliminary Designs Report Q4: Detailed Design Report and approval letter.	Technical Services
Basic Service Delivery and Infrastructure Development	To improve infrastructure services management	Upgrading of the Industrial outfall sewer line (Ward 2)	Percentage of the work completed as measured according to the PPII (Appendix D) for the Upgrading of the Industrial outfall sewer line by (ward 2) 30 June 2024.	Percentage of the work completed as measured according to the PPII (Appendix D) for the Upgrading of the Industrial outfall sewer line (ward 2)	1%	%	KPI 8	The Industrial outfall sewer is under capacitated. The Consulting Engineers are already appointed.	43% of the work completed as measured according to the PPII (Appendix D) for the Upgrading of the Industrial outfall sewer line (ward 2)	19% of the work completed as measured according to the PPII (Appendix D) for the Upgrading of the Industrial outfall sewer line (ward 2)	10% (Scoping Report completed and approved)	19% (Detailed Design Report and Drawings approved)	14% (Preliminary Designs completed and approved)	19% (Detailed Design Report and Drawings approved)	WSIG	Q1: Approved Scoping report Q2: Detailed Design Report and approval letter. Q3- Approved Preliminary Designs Report Q4: Detailed Design Report and approval letter.	Technical Services
<b>PRIORITY AREA: SANITATION SERVICES</b>																	
Basic Service Delivery and Infrastructure Development	To improve infrastructure services management	Replacement of the 2ML steel elevated water tank in Piensaarsrivier (Ward 8)	Percentage of the work completed as measured according to the PPII (Appendix D) for the Replacement of the 2ML steel elevated	100% of the work completed as measured according to the PPII (Appendix D) for the Replacement of the 2ML steel		%	KPI 9	<b>Project rolled over from the previous 2022/23 financial year</b>	100% of the work completed as measured according to the PPII (Appendix D) for the Replacement of the 2ML steel		N/A	N/A	81% (Construction Stage at 71 - 80%)	100% (Completion of the Works)	WSIG	Q1: N/A Q2: N/A Q3: Construction Quarterly progress report Q4: Construction Quarterly progress report and	Technical Services

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Key Performance Area	Strategic Objectives	Project/ Programme	Key Performance Indicator (KPI)	Revised Key Performance Indicator (KPI)	Weight	Unit of measure (UoM)	KPI Code	Baseline 2022/2023	Annual Targets 2023/2024	Revised Annual Targets 2023/2024	2023/2024 QUARTERLY PERFORMANCE TARGETS					Evidence Required	Department	
											1st Quarter Targets	2nd Quarter Targets	3rd Quarter Targets	4th Quarter Targets	Budget			
Basic Service Delivery and Infrastructure Development	To improve infrastructure services management	Replacement of the 1ML steel elevated water tank in Rapotokwane (Ward 8)	water tank in Pienaarsrivier (Ward 8) by 30 June 2024.	Percentage of the work completed as measured according to the PPII (Appendix D) for the Replacement of the 1ML steel elevated water tank in Rapotokwane (Ward 8) by 30 June 2024.		%	KPI 10	<b>Project rolled over from the previous 2022/23 financial year</b>	100% of the work completed as measured according to the PPII (Appendix D) for the Replacement of the 1ML steel elevated water tank in Rapotokwane (Ward 8).			N/A	N/A	100% (Completion of the Works)	N/A	WSIG	Q1: N/A Q2: N/A Q3: Construction Quarterly progress report and Completion Certificate Q4: N/A	Technical Services
Basic Service Delivery and Infrastructure Development	To improve infrastructure services management	Supply and installation of 8 X Diesel operated 3-phase back-up generators for Lapa Raw Water Pump Station, Bela-Bela Water Treatment Works, Renaissance Reservoir Water Pump Station, Settlers Pump Station, Ext 6 Pump Station and Bospoort Pump Station (Ward 1, 2, 6, 9).	Percentage of the work completed as measured according to the PPII (Appendix D) for the Supply and installation of 8 X Diesel operated 3-phase back-up generators for Lapa Raw Water Pump Station, Bela-Bela Water Treatment Works, Renaissance Reservoir Water Pump Station, Aventura Pump Station, Leseding Pump Station, Settlers Pump Station, Leseding Pump Station, Settlers Pump			%	KPI 11	<b>Project rolled over from the previous 2022/23 financial year</b>	100% of the work completed as measured according to the PPII (Appendix D) for the Supply and installation of 8 X Diesel operated 3-phase back-up generators for Lapa Raw Water Pump Station, Bela-Bela Water Treatment Works, Renaissance Reservoir Water Pump Station, Aventura Pump Station, Leseding Pump Station, Settlers Pump			N/A	N/A	100% (Completion of the Works)	N/A	WSIG	Q1: N/A Q2: N/A Q3: Construction Quarterly progress report and Completion Certificate Q4: N/A	Technical Services

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Key Performance Area	Strategic Objectives	Project/ Programme	Key Performance Indicator (KPI)	Revised Key Performance Indicator (KPI)	Weight	Unit of measure (UoM)	KPI Code	Baseline 2022/2023	Annual Targets 2023/2024	Revised Annual Targets 2023/2024	2023/2024 QUARTERLY PERFORMANCE TARGETS					Evidence Required	Department
											1st Quarter Targets	2nd Quarter Targets	3rd Quarter Targets	4th Quarter Targets	Budget		
			Station, Ext 6 Pump Station and Bospoort Pump Station (Ward 1, 2, 6, 9) by 30 June 2024.						Pump Station, Leseding Pump Station, Settlers Pump Station, Ext 6 Pump Station, and Bospoort Pump Station (Ward 1, 2, 6, 9)								
<b>PRIORITY AREA: ROADS AND STORM WATER</b>																	
Basic Service Delivery and Infrastructure Development	To improve infrastructure services management	Construction of Road Paving and Stormwater in Bela-Bela X6 - Phase 2 (ward 7)	Percentage of the work completed as measured according to the PPII (Appendix D) for the Construction of Road Paving and Stormwater in Bela-Bela X6 - Phase 2 (ward 7) by 30 June 2024.		1%	%	KPI 12	Construction work for the Road Paving and Stormwater in Bela-Bela X6 - Phase 2 project commenced in the previous financial year 2022/23 and projected was at 81% as per the PPII (Appendix D) by financial year end.	100% of the work completed as measured according to the PPII (Appendix D) for the Construction of Road Paving and Stormwater in Bela-Bela X6 - Phase 2 (ward 7)		86% (Construction Stage at 81 - 90%)	100% (Completion of the Works)	N/A	N/A	MIG	Q1: Construction Quarterly progress report Q2: Construction Quarterly progress report and Completion Certificate Q3: N/A Q4: N/A	Technical Services
Basic Service Delivery and Infrastructure Development	To improve infrastructure services management	Construction of Road Paving and Stormwater in Bela-Bela X6 - Phase 3 (ward 7)	Percentage of the work completed as measured according to the PPII (Appendix D) for the Construction of Road Paving and		1%	%	KPI 13	Construction work for the Road Paving and Stormwater in Bela-Bela X6 - Phase 3 project commenced in the previous 2022/23	100% of the work completed as measured according to the PPII (Appendix D) for the Construction of Road		86% (Construction Stage at 81 - 90%)	100% (Completion of the Works)	N/A	N/A	MIG	Q1: Construction Quarterly progress report Q2: Construction Quarterly progress report and Completion Certificate	Technical Services

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Key Performance Area	Strategic Objectives	Project/ Programme	Key Performance Indicator (KPI)	Revised Key Performance Indicator (KPI)	Weight	Unit of measure (UoM)	KPI Code	Baseline 2022/2023	Annual Targets 2023/2024	Revised Annual Targets 2023/2024	2023/2024 QUARTERLY PERFORMANCE TARGETS					Evidence Required	Department
											1st Quarter Targets	2nd Quarter Targets	3rd Quarter Targets	4th Quarter Targets	Budget		
Basic Service Delivery and Infrastructure Development	To improve infrastructure services management	Construction of Road Paving and Stormwater in Bela-Bela X8 - Phase 3 (ward 4)	Stormwater in Bela-Bela X6 - Phase 3 (ward 7) by 30 June 2024.	Stormwater in Bela-Bela X6 - Phase 3 (ward 7) by 30 June 2024.	1%	%	KPI 14	financial year and projected was at 67% as per the PPII (Appendix D) by financial year end.	Paving and Stormwater in Bela-Bela X6 - Phase 3 (ward 7)								Technical Services
		Construction of Road Paving and Stormwater in Bela-Bela X8 - Phase 3 (ward 4)	Percentage of the work completed as measured according to the PPII (Appendix D) for the Construction of Road Paving and Stormwater in Bela-Bela X8 - Phase 3 (ward 4) by 30 June 2024.	Percentage of the work completed as measured according to the PPII (Appendix D) for the Construction of Road Paving and Stormwater in Bela-Bela X8 - Phase 3 (ward 4) by 30 June 2024.	1%	%	KPI 14	Construction work for the Road Paving and Stormwater in Bela-Bela X8 - Phase 3 project commenced in the previous financial year 2022/23 and projected was at 76% as per the PPII (Appendix D) by financial year end.	100% of the work completed as measured according to the PPII (Appendix D) for the Construction of Road Paving and Stormwater in Bela-Bela X8 - Phase 3 (ward 4)								Technical Services

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Key Performance Area	Strategic Objectives	Project/ Programme	Key Performance Indicator (KPI)	Revised Key Performance Indicator (KPI)	Weight	Unit of measure (UoM)	KPI Code	Baseline 2022/2023	Annual Targets 2023/2024	Revised Annual Targets 2023/2024	2023/2024 QUARTERLY PERFORMANCE TARGETS					Evidence Required	Department
											1st Quarter Targets	2nd Quarter Targets	3rd Quarter Targets	4th Quarter Targets	Budget		
Basic Service Delivery and Infrastructure Development	To improve infrastructure services management	Construction of Road Paving and Bulk stormwater in Bela-Bela X8 - Phase 4 (ward 4)	Percentage of the work completed as measured according to the PPI (Appendix D) for the Construction of Road Paving and Bulk stormwater in Bela-Bela X8 - Phase 4 (ward 4) by 30 June 2024.	Withdrawn	-	%	KPI 15	The condition of roads in Bela-Bela X8 are in a bad condition and there is a lack of sufficient stormwater drainage. The Consulting Engineers are already appointed.	43% of the work completed as measured according to the PPI (Appendix D) for the Construction of Road Paving and Bulk stormwater in Bela-Bela X8 - Phase 4 (ward 4).	Withdrawn	Withdrawn	Withdrawn	Withdrawn	Withdrawn	Withdrawn	Technical Services	
Basic Service Delivery and Infrastructure Development	To improve infrastructure services management	Construction of Road Paving and Stormwater in Bela-Bela X5 - Phase 1 (ward 3)	Percentage of the work completed as measured according to the PPI (Appendix D) for the Construction of Road Paving and Stormwater in Bela-Bela X5 - Phase 1 (ward 3) by 30 June 2024	Withdrawn	-	%	KPI 16	The condition of roads in Bela-Bela X5 are in a bad condition and there is a lack of sufficient stormwater drainage. The Consulting Engineers are already appointed.	43% of the work completed as measured according to the PPI (Appendix D) for the Construction of Road Paving and Stormwater in Bela-Bela X5 - Phase 1 (ward 3).	Withdrawn	Withdrawn	Withdrawn	Withdrawn	Withdrawn	Withdrawn	Technical Services	

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Key Performance Area	Strategic Objectives	Project/ Programme	Key Performance Indicator (KPI)	Revised Key Performance Indicator (KPI)	Weight	Unit of measure (UoM)	KPI Code	Baseline 2022/2023	Annual Targets 2023/2024	Revised Annual Targets 2023/2024	2023/2024 QUARTERLY PERFORMANCE TARGETS					Evidence Required	Department
											1st Quarter Targets	2nd Quarter Targets	3rd Quarter Targets	4th Quarter Targets	Budget		
Basic Service Delivery and Infrastructure Development	To improve infrastructure services management	Construction of Road Paving and Stormwater in Rapotokwane -Phase 1 (ward 8)	Percentage of the work completed as measured according to the PPII (Appendix D) for the Construction of Road Paving and Stormwater in Rapotokwane -Phase 1 (ward 8) by 30 June 2024	Withdrawn	-	%	KPI 17	The condition of roads in Rapotokwane are in a bad condition and there is a lack of sufficient stormwater drainage. The Consulting Engineers are already appointed.	43% of the work completed as measured according to the PPII (Appendix D) for the Construction of Road Paving and Stormwater in Rapotokwane -Phase 1 (ward 8)	Withdrawn	Withdrawn	Withdrawn	Withdrawn	-	Withdrawn	Technical Services	
Basic Service Delivery and Infrastructure Development	To improve infrastructure services management	Construction of Road Paving and Stormwater in Bela-Bela X6 -Phase 2 (ward 7)	Percentage of the work completed as measured according to the PPII (Appendix D) for the Construction of Road Paving and Stormwater in Bela-Bela X6 -Phase 2 (ward 7) by 30 June 2024.		1%	%	KPI 18	Construction work for the Road Paving and Stormwater in Bela-Bela X6 -Phase 2 project commenced in the previous 2022/23 financial year and projected was at 81% as per the PPII (Appendix D) by financial year end.	100% of the work completed as measured according to the PPII (Appendix D) for the Construction of Road Paving and Stormwater in Bela-Bela X6 -Phase 2 (ward 7)	86% (Construction Stage at 81 - 90%)	100% (Completion of the Works)	N/A	N/A	MIG	Q1: Construction quarterly progress report Q2: Construction quarterly progress report and Completion Certificate Q3: N/A Q4: N/A	Technical Services	

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Key Performance Area	Strategic Objectives	Project/ Programme	Key Performance Indicator (KPI)	Revised Key Performance Indicator (KPI)	Weight	Unit of measure (UoM)	KPI Code	Baseline 2022//2023	Annual Targets 2023/2024	Revised Annual Targets 2023/2024	2023/2024 QUARTERLY PERFORMANCE TARGETS					Evidence Required	Department
											1st Quarter Targets	2nd Quarter Targets	3rd Quarter Targets	4th Quarter Targets	Budget		
Basic Service Delivery and Infrastructure Development	To improve infrastructure services management	Construction of Road Paving and Stormwater in Bela-Bela X6 - Phase 3 (ward 7)	Percentage of the work completed as measured according to the PPII (Appendix D) for the Construction of Road Paving and Stormwater in Bela-Bela X6 - Phase 3 (ward 7) by 30 June 2024.		1%	%	KPI 19	Construction work for the Road Paving and Stormwater in Bela-Bela X6 - Phase 3 project commenced in the previous 2022/23 financial year and projected was at 67% as per the PPII (Appendix D) by financial year end.	100% of the work completed as measured according to the PPII (Appendix D) for the Construction of Road Paving and Stormwater in Bela-Bela X6 - Phase 3 (ward 7)		86% (Construction Stage at 81 - 90%)	100% (Completion of the Works)	N/A	N/A	MIG	Q1: Construction Quarterly progress report Q2: Construction Quarterly progress report and Completion Certificate Q3: N/A Q4: N/A	Technical Services
Basic Service Delivery and Infrastructure Development	To improve infrastructure services management	Construction of Road Paving and Stormwater in Bela-Bela X8 - Phase 3 (ward 4)	Percentage of the work completed as measured according to the PPII (Appendix D) for the Construction of Road Paving and Stormwater in Bela-Bela X8 - Phase 3 (ward 4) by 30 June 2024.		1%	%	KPI 20	Construction work for the Road Paving and Stormwater in Bela-Bela X8 - Phase 3 project commenced in the previous 2022/23 financial year and projected was at 76% as per the PPII (Appendix D) by financial year end.	100% of the work completed as measured according to the PPII (Appendix D) for the Construction of Road Paving and Stormwater in Bela-Bela X8 - Phase 3 (ward 4)		86% (Construction Stage at 81 - 90%)	100% (Completion of the Works)	N/A	N/A	MIG	Q1: Construction Quarterly progress report Q2: Construction Quarterly progress report and Completion Certificate Q3: Construction Quarterly progress report and Completion Certificate Q4: N/A	Technical Services

PRIORITY AREA: ELECTRICITY

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Key Performance Area	Strategic Objectives	Project/ Programme	Key Performance Indicator (KPI)	Revised Key Performance Indicator (KPI)	Weight	Unit of measure (UoM)	KPI Code	Baseline 2022/2023	Annual Targets 2023/2024	Revised Annual Targets 2023/2024	2023/2024 QUARTERLY PERFORMANCE TARGETS					Evidence Required	Department
											1st Quarter Targets	2nd Quarter Targets	3rd Quarter Targets	4th Quarter Targets	Budget		
Basic Service Delivery and Infrastructure Development	To improve infrastructure services management	Construction of the Bela-Bela 132/11kVA 2 X 20MVA Sub-Station (ward 2)	Percentage of the work completed as measured according to the PPII (Appendix D) for the Construction of the Bela-Bela 132/11kVA 2 X 20MVA Sub-Station (ward 2) by 30 June 2024.		1%	%	KPI 21	The Substation project is incomplete from the 2019/20 financial year, and subsequently both contracts of the Consultant and Contractor have been terminated. A new Service Provider has been appointed to complete a Technical Assessment, a new Business Plan to request INEP funding and other activities to ensure full completion of the project. The project is at Preliminary Design stage pending final budget quote expected from Eskom by the end of June 2023.	43% of the work completed as measured according to the PPII (Appendix D) for the Construction of the Bela-Bela 132/11kVA 2 X 20MVA Sub-Station (ward 2)	19% of the work completed as measured according to the PPII (Appendix D) for the Construction of the Bela-Bela 132/11kVA 2 X 20MVA Sub-Station (ward 2)	14% (Preliminary Design Report completed and approved)	19% (Detailed Design Report and Drawings approved)	N/A	19% (Detailed Design Report and Drawings approved)	Own Source	Q1: Approved Preliminary Design Report Q2: Detailed Design Report and approval letter. Q3: N/A Q4: Detailed Design Report and approval letter.	Technical Services
<b>PRIORITY AREA: WASTE MANAGEMENT</b>																	
Basic Service Delivery and Infrastructure Development	To promote the welfare of the community	Construction of the Bela-Bela Municipal landfill site - Phase 1 (ward 2)	Percentage of the work completed as measured according to the PPII (Appendix D)		1%	%	KPI 21	The Designs for the project were completed in the previous 2022/23 financial year.	81% of the work completed as measured according to the PPII (Appendix D)	71% of the work completed as measured according to the PPII (Appendix D) for the construction of	43% (Appointment of the Contractor)	52% (Construction Stage at 11 - 20%)	62% (Construction Stage at 31 - 40%)	71% (Construction Stage at 51 - 60%)	MIG	Q1: Contractor's appointment letter Q2: Construction	Technical Services

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Key Performance Area	Strategic Objectives	Project/ Programme	Key Performance Indicator (KPI)	Revised Key Performance Indicator (KPI)	Weight	Unit of measure (UoM)	KPI Code	Baseline 2022/2023	Annual Targets 2023/2024	Revised Annual Targets 2023/2024	2023/2024 QUARTERLY PERFORMANCE TARGETS				Evidence Required	Department	
											1st Quarter Targets	2nd Quarter Targets	3rd Quarter Targets	4th Quarter Targets			Budget
			for the Construction of the Bela-Bela Municipal landfill site - Phase 1 (ward 2) by 30 June 2024.					The project has a multi-year budget.	D) for the construction of the Bela-Bela Municipal landfill site - Phase 1 (ward 2)	the Bela-Bela Municipal landfill site - Phase 1 (ward 2)					Quarterly progress report <b>Q3:</b> Construction Quarterly progress report <b>Q4:</b> Construction Quarterly progress report		
<b>PRIORITY AREA: SPORT, ARTS, CULTURE, RECREATIONAL AND CEMETERIES</b>																	
Basic Service Delivery and Infrastructure Development	Promote the welfare of the community	Development of new Cemetery – Piensaarsrivier (Ward 8)	Percentage of the work completed as measured according to the PPII (Appendix D) for the Development of a new Cemetery – Piensaarsrivier (Ward 8) by 30 June 2024	Withdrawn	1%	%	KPI 22	There is no Cemetery at Piensaarsrivier, and the process to acquire suitable land to develop a new one is underway.	19% of the work completed as measured according to the PPII (Appendix D) for the Development of new Cemetery – Piensaarsrivier (Ward 8)	Withdrawn	Withdrawn	Withdrawn	Withdrawn	Withdrawn	Withdrawn	Technical Services	
Basic Service Delivery and Infrastructure Development	Promote the welfare of the community	Development of sports facilities in Masakhane (Ward 9)	Percentage of the work completed as measured according to the PPII (Appendix D) for the Construction for the Development of sports facilities in Masakhane (Ward 9) by 30 June 2024		1%	%	KPI 23	Lack of sports facilities in Masakhane.	100% of the work completed as measured according to the PPII (Appendix D) for the Development of sports facilities in Masakhane (Ward 9)	62% of the work completed as measured according to the PPII (Appendix D) for the Development of sports facilities in Masakhane (Ward 9)	29% (Tender Advertised)	43% (Appointment of the Contractor)	48% (Construction Stage at 1 - 10%)	62% (Construction Stage at 31 - 40%)	MIG	Q1: Tender advertisement Q2: Contractor's appointment letter Q3: Construction Quarterly progress report Q4: Construction Quarterly progress report	Technical Services
<b>PRIORITY AREA: INSTITUTIONAL DEVELOPMENT &amp; TRANSFORMATION 10%</b>																	

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Key Performance Area	Strategic Objectives	Project/ Programme	Key Performance Indicator (KPI)	Revised Key Performance Indicator (KPI)	Weight	Unit of measure (UoM)	KPI Code	Baseline 2022/2023	Annual Targets 2023/2024	Revised Annual Targets 2023/2024	2023/2024 QUARTERLY PERFORMANCE TARGETS				Evidence Required	Department
											1st Quarter Targets	2nd Quarter Targets	3rd Quarter Targets	4th Quarter Targets		
Good Governance and Public Participation	To Improve Administrative and Governance Capacity	Council Administration	Number of Council meetings convened by 30 June 2024	Number of Council meetings convened by 30 June 2024	5%	#	KPI 24	4x Ordinary Council meetings convened	6x Ordinary Council meetings to be convened	1x Ordinary Council meeting to be convened	1x Ordinary Council meeting to be convened	2x Ordinary Council meeting to be convened	Opex	Notice of Council meetings	Corporate Services	
Municipal Transformation and Institutional Development	To Improve Administrative and Governance Capacity	Council Administration	Number of Section 79 Committee meetings convened by 30 June 2024	44x Section 79 Committee meetings to be convened	5%	#	KPI 25	39x Section 79 Committee meetings convened	44x Section 79 Committee meetings to be convened	12x Section 79 Committee meetings to be convened	8x Section 79 Committee meetings to be convened	12x Section 79 Committee meetings to be convened	Opex	Notice of Section 79 committee meetings	Corporate Service	
<b>PRIORITY AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION 20%</b>																
<b>PRIORITY AREA: INTEGRATED DEVELOPMENT PLANNING</b>																
Good Governance and Public Participation	To Plan for the Future	Integrated Development Planning	Number of IDP/Budget/MS Process Plan approved by Council by 31 August 2023	Number of IDP/Budget/MS process plan reviewed and approved	2%	#	KPI 26	2023/2024 IDP/Budget/MS Process Plan Approved	1x 2024/2025 IDP/Budget/MS process plan to be approved	1x 2024/2025 IDP/Budget/MS process plan reviewed and approved	N/A	N/A	Opex	Council Approved 2023/2024 Process Plan and Council Resolution	Office of the Municipal Manager	
Good Governance and Public Participation	To Plan for the Future	Integrated Development Planning	Number of IDP Representative Forums held by 30 June 2024	4x IDP Representative Forums to be held	1%	#	KPI 27	4x IDP Representative Forums held	4x IDP Representative Forums to be held	1x IDP Representative Forum to be held	1x IDP Representative Forum to be held	1x IDP Representative Forum to be held	Opex	Signed attendance register, agenda, presentation & minutes	Office of the Municipal Manager	
Good Governance and Public Participation	To Plan for the Future	Integrated Development Planning	Number of 2023/2024 IDP reviewed and approved by Council by 31 May 2024	1x 2024/2025 IDP to be reviewed and approved	1%	#	KPI 28	1x 2023/2024 IDP reviewed and approved	1x 2024/2025 IDP to be reviewed and approved	N/A	N/A	1x 2024/2025 IDP reviewed and approved	Opex	Council approved IDP and the Council Resolution	Office of the Municipal Manager	
<b>PRIORITY AREA: PERFORMANCE MANAGEMENT SYSTEM</b>																
Good Governance and Public Participation	Clean Governance	Performance Management	Number of SDBIP approved by the Mayor within 28 days after the approval of the	Number of SDBIP approved by the Mayor within 28 days after the approval of the	1%	#	KPI 29	1x Approved SDBIP Approved	1x 2024/2025 SDBIP to be Approved within 28 days after budget approval	N/A	N/A	1x 2024/2025 Approved SDBIP within 28 days after	Opex	2024/2025 Approved SDBIP and Letter of Acknowledgement from Mayor's office	Office of the Municipal Manager	

*R. V. W. gny*

Key Performance Area	Strategic Objectives	Project/ Programme	Key Performance Indicator (KPI)	Revised Key Performance Indicator (KPI)	Weight	Unit of measure (UoM)	KPI Code	Baseline 2022/2023	Annual Targets 2023/2024	Revised Annual Targets 2023/2024	2023/2024 QUARTERLY PERFORMANCE TARGETS					Evidence Required	Department
											1st Quarter Targets	2nd Quarter Targets	3rd Quarter Targets	4th Quarter Targets	Budget		
			budget by 30 June 2024														
Good Governance and Public Participation	Clean Governance	Corporate Governance	Number of Annual reports compiled and tabled to Council for approval by 31 March 2024	1%	#	KPI 30	2021/2022 Annual Report compiled and approved by council	1x 2022/2023 Annual Report to be compiled and approved	N/A	N/A	1x 2022/2023 Annual Report to be compiled and approved by Council	N/A	Opex	Council Approved 2022/2023 Annual Report with Council Resolution	Office of the Municipal Manager		
Good Governance and Public Participation	Clean Governance	Corporate Governance	Number of Oversight reports compiled and tabled to Council for approval by 31 March 2024	1%	#	KPI 31	2021/2022 Oversight Report compiled and approved	1x 2022/2023 Oversight Report to be compiled and approved	N/A	N/A	1x 2022/2023 Oversight Report to be compiled and approved by Council	N/A	Opex	Council Approved Oversight Report with Council Resolution	Office of the Municipal Manager		
Good Governance and Public Participation	Clean Governance	Performance Management System	Number of MFMA Section 52d reports compiled and submitted to Council for approval by 30 June 2024	1%	#	KPI 32	4x Quarterly performance reports	4x Quarterly performance reports	N/A	N/A	1x Quarterly performance report	1x Quarterly performance report	Opex	4x sets of Quarterly performance reports and council resolutions	Office of the Municipal Manager		
Good Governance and Public Participation	Clean Governance	Corporate Governance	Number of MFMA Section 72 Mid-Year report compiled and submitted to Mayor for approval by 25 January 2023 and Council for approval by 31 January 2024	1%	#	KPI 33	1 X 2022/2023 Section 72 MFMA Report compiled and submitted to Mayor for approval and Council for noting	1 X 2023/2024 Section 72 MFMA Report to be compiled, submitted, and approved by the Mayor and Council	N/A	N/A	1x 2023/2024 Section 72 MFMA Report to be compiled and submitted to Mayor for approval by 25 January 2023 and Council for noting by 31 January 2024	N/A	Opex	Approval correspondence of the 2023/2024 Section 72 Mid-Year Report form the Mayor and Council Resolution	Office of the Municipal Manager		
Good Governance and Public Participation	Clean Governance	Performance Management System	Number of Performance Agreements	1%	#	KPI 34	6x Signed Performance Agreements signed	6x Signed Performance Agreements to be signed	N/A	N/A	6x Signed Performance Agreements to be signed	N/A	Opex	Signed Performance Agreements	Office of the Municipal Manager		

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Key Performance Area	Strategic Objectives	Project/ Programme	Key Performance Indicator (KPI)	Revised Key Performance Indicator (KPI)	Weight	Unit of measure (UoM)	KPI Code	Baseline 2022/2023	Annual Targets 2023/2024	Revised Annual Targets 2023/2024	2023/2024 QUARTERLY PERFORMANCE TARGETS				Evidence Required	Department	
											1st Quarter Targets	2nd Quarter Targets	3rd Quarter Targets	4th Quarter Targets			Budget
<b>PRIORITY AREA: COMMUNICATION</b>																	
Good Governance and Public Participation	To improve administrative and governance capacity	Corporate Governance	Number of Ward Committees reports submitted to the Office of the Speaker by 30 June 2024	signed by 30 July 2023	1%	#	KPI 35	4x Ward Committees reports	4 x Ward Committees report to be submitted to the Office of the Speaker		1x Ward Committees report to be submitted to the Office of the Speaker	1x Ward Committees report to be submitted to the Office of the Speaker	1x Ward Committees report to be submitted to the Office of the Speaker	1x Ward Committee to be submitted to the Office of the Speaker	Opex	4x Ward committee Reports	Office of the Municipal Manager
Good Governance and Public Participation	To improve administrative and governance capacity	Corporate Governance	Number of Communication Strategy reviewed and approved by Council by 30 June 2024		1%	#	KPI 36	1x Communication Strategy Approved	1x 2024/2025 Communication Strategy to be reviewed and approved		N/A	N/A	N/A	1x 2024/2025 Communication Strategy to be reviewed and approved by council	Opex	Approved Communication Strategy with Council Resolution	Office of the Municipal Manager
<b>PRIORITY AREA: RISK AND INTERNAL AUDITOR</b>																	
Good Governance and Public Participation	To improve administrative and governance capacity	Corporate Governance	Number of Audit and Performance Committee Charter reviewed by 30 September 2024		1%	#	KPI 37	1x Audit and Performance Committee Charter approved by council	1x Audit and Performance Committee Charter to be reviewed and approved by council		1x Audit and Performance Committee Charter to be reviewed and approved by council	N/A	N/A	N/A	Opex	Copy of Audit and Performance committee charter, minutes, and council resolution	Office of the Municipal Manager
Good Governance and Public Participation	To improve administrative and governance capacity	Corporate Governance	Number of Internal Audit Charter reviewed by 30 June 2024		1%	#	KPI 38	1x Internal Audit Charter Reviewed	1x Internal Audit Charter to be reviewed		1x internal Audit Charter to be reviewed	N/A	N/A	1x Internal Audit Charter reviewed	Opex	Copy of Internal Audit Charter and minutes	Office of the Municipal Manager
Good Governance and Public Participation	To improve administrative and governance capacity	Corporate Governance	1x Approved Internal Audit strategic 3 year rolling plan by 30 June 2024		1%	#	KPI 39	1x Approved Internal Audit strategic 3 year rolling plan	1x internal Audit strategic 3 year rolling plan to be approved		N/A	N/A	N/A	1x Internal Audit strategic 3 year rolling plan to be approved	Opex	Internal Audit strategic 3 year rolling plan and minutes of Audit Committee	Office of the Municipal Manager

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Key Performance Area	Strategic Objectives	Project/ Programme	Key Performance Indicator (KPI)	Revised Key Performance Indicator (KPI)	Weight	Unit of measure (UoM)	KPI Code	Baseline 2022/2023	Annual Targets 2023/2024	Revised Annual Targets 2023/2024	2023/2024 QUARTERLY PERFORMANCE TARGETS				Evidence Required	Department
											1st Quarter Targets	2nd Quarter Targets	3rd Quarter Targets	4th Quarter Targets		
Good Governance and Public Participation	To improve administrative and governance capacity	Corporate Governance	Number of Audit Committee meetings held by 30 June 2024	Number of Performance and Audit Committee meetings held by 30 June 2024	1%	#	KPI 40	4x Audit Committee Meetings held	4x Audit Committee meetings to be held	4x Performance and Audit Committee meetings to be held	1x Audit Committee meetings to be held	1x Audit Committee meetings to be held	1x Performance and Audit Committee meeting to be held	1x Performance and Audit Committee meeting to be held	Signed Attendance and minutes	Office of the Municipal Manager
Withdrawn Good Governance and Public Participation	To improve administrative and governance capacity	Corporate Governance	Number of Audit Committee Reports tabled to Council by 30 June 2024	Number of Performance and Audit Reports tabled to Council by 30 June 2024	1%	#	KPI 41	4x Audit Committee Reports	4x Audit Reports to be tabled to Council	4x Performance and Audit Reports tabled to Council	1x Audit Committee Report to be tabled to Council	1x Audit Committee Report to be tabled to Council	1x Performance and Audit Reports tabled to Council	1x Performance and Audit Reports tabled to Council	Performance and Audit Committee Reports with Council Resolution	Office of the Municipal Manager
Withdrawn Good Governance and Public Participation	To improve administrative and governance capacity	Corporate Governance	Number of Performance Audit Committee meetings held by 30 June 2024	Withdrawn	-	#	KPI 42	2x Performance Audit Committee meetings held	2x Performance Audit Committee meetings to be held	Withdrawn	Withdrawn	Withdrawn	Withdrawn	Withdrawn	Withdrawn	Office of the Municipal Manager
Good Governance and Public Participation	To improve administrative and governance capacity	Corporate Governance	Number of Strategic Risk Management Registers Reviewed by 30 June 2024	Number of Strategic Risk Management Registers Reviewed by 30 June 2024	1%	#	KPI 43	1x 2022/2023 Strategic Risk Register reviewed	1x 2023/2024 Strategic Risk Register to be reviewed		N/A	N/A	1x 2023/2024 Strategic Risk Register to be reviewed	2023/2024 Reviewed Strategic Register, Signed Attendance Registers	Office of the Municipal Manager	
Good Governance and Public Participation	To improve administrative and governance capacity	Corporate Governance	Number of Risk Management meetings held by 30 June 2024	Number of Risk Management meetings held by 30 June 2024	1%	#	KPI 44	4x Risk Management meetings held	4x Risk Management Meetings to be held		1x Risk Management Meeting to be held	1x Risk Management Meeting to be held	1x Risk Management Meeting to be held	Signed Attendance Registers and minutes	Office of the Municipal Manager	
Good Governance and Public Participation	To improve administrative and governance capacity	Council Administration	Number of MPAC meetings held by 30 June 2024	Number of MPAC meetings held by 30 June 2024	1%	#	KPI 45	4x MPAC meetings held	4x MPAC meetings to be held		1x MPAC meeting to be held	1x MPAC meeting to be held	1x MPAC meeting to be held	Signed Attendance Registers and Reports	Office of the Municipal Manager	

PRIORITY AREA: LOCAL ECONOMIC DEVELOPMENT 20%

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*FW*

Key Performance Area	Strategic Objectives	Project/ Programme	Key Performance Indicator (KPI)	Revised Key Performance Indicator (KPI)	Weight	Unit of measure (UoM)	KPI Code	Baseline 2022/2023	Annual Targets 2023/2024	Revised Annual Targets 2023/2024	2023/2024 QUARTERLY PERFORMANCE TARGETS					Evidence Required	Department
											1st Quarter Targets	2nd Quarter Targets	3rd Quarter Targets	4th Quarter Targets	Budget		
Local Economic Development	Promote and Encourage Sustainable Economic Environment	Stakeholder Management and Participation	Number of LED Forums facilitated by 30 June 2024	Number of LED Forums facilitated	10%	#	KPI 46	4x LED Forums facilitated	4x LED Forums facilitated		1x LED Forum facilitated	1x LED Forum facilitated	1x LED Forum facilitated	1x LED Forum facilitated	Opex	Signed Attendance	Planning & Economic Development
Local Economic Development	Promote and Encourage Sustainable Economic Environment	Job Creation	Number of jobs created through Municipality's LED initiatives including capital projects (EPWP, CWP) by 30 June 2024	120x jobs created through Municipality's LED initiatives including capital projects (EPWP, CWP)	10%	#	KPI 47	120	120x jobs created through Municipality's LED initiatives including capital projects (EPWP, CWP)		30x jobs created through Municipality's LED initiatives including capital projects (EPWP, CWP)	30x jobs created through Municipality's LED initiatives including capital projects (EPWP, CWP)	30x jobs created through Municipality's LED initiatives including capital projects (EPWP, CWP)	30x jobs created through Municipality's LED initiatives including capital projects (EPWP, CWP)	Opex	Report on Jobs created	Planning & Economic Development
<b>PRIORITY AREA: SPATIAL RATIONAL 10%</b>																	
Spatial Planning and Rationale	Liveable and Integrated Communities	Land Use Management	Number of Council Owned properties rezoned and subdivided by 30 June 2024	13x Council Owned properties to be rezoned and subdivided in Bela-Bela Ext 9	-	#	KPI 48	5	13x Council Owned properties to be rezoned and subdivided in Bela-Bela Ext 9	Withdrawn	Withdrawn	Withdrawn	Withdrawn	Withdrawn	-	Withdrawn	Planning & Economic Development
Spatial Planning and Rationale	Liveable and Integrated Communities	Land Use Management	Number of Council owned properties registered at June 2024	100x Council owned properties in Bela-Bela Ext 9 registered at SGs	-	#	KPI 49	40	100x Council owned properties in Bela-Bela Ext 9 registered at SGs	Withdrawn	Withdrawn	Withdrawn	Withdrawn	Withdrawn	-	Withdrawn	Planning & Economic Development
Spatial Planning and Rationale	Liveable and Integrated Communities	Servitude Registrations	Number of registered servitudes in-favour of public by 30 June 2024	4 x registered servitudes in-favour of BBLM in Bela-Bela Ext 9	-	#	KPI 50	2	4 x registered servitudes in-favour of BBLM in Bela-Bela Ext 9	Withdrawn	Withdrawn	Withdrawn	Withdrawn	Withdrawn	-	Withdrawn	Planning & Economic Development

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Key Performance Area	Strategic Objectives	Project/ Programme	Key Performance Indicator (KPI)	Revised Key Performance Indicator (KPI)	Weight	Unit of measure (UoM)	KPI Code	Baseline 2022/2023	Annual Targets 2023/2024	Revised Annual Targets 2023/2024	2023/2024 QUARTERLY PERFORMANCE TARGETS					Evidence Required	Department
											1st Quarter Targets	2nd Quarter Targets	3rd Quarter Targets	4th Quarter Targets	Budget		
Spatial Planning and Rationale	Liveable and Integrated Communities	Spatial Planning	Number of Bela-Bela Commercial Park to be approved 30 June 2024		10%	#	KPI 51	0	1x Bela-Bela Commercial Park to be approved		2x professional reports completed	2x professional reports completed	Public participation process for Bela-Bela Commercial Park to be completed	1x Bela-Bela Commercial Township Application Submission	Opex	Q1: Copy of approval letter and approved layout plan. Q2: Copy of approval letter and approved layout plan. Q3: Public Participation Notices Q4: Township Application Submission to the Municipality	Planning & Economic Development
<b>PRIORITY AREA: FINANCIAL VIABILITY 20%</b>																	
Municipal Financial Viability and Management	To improve financial viability	Budget and Reporting	Number of Annual Financial Statements compiled and submitted to the Auditor General by 31 August 2023		5%	#	KPI 52	1x 2021/2022 AFS compiled and submitted to the Auditor General	1x 2022/2023 AFS to be compiled and submitted to the Auditor General		1x 2022/2023 AFS to be compiled and submitted to the Auditor General	N/A	N/A	N/A	Opex	2022/2023 AFS and Proof of Submissions to the Auditor General	Budget & Treasury
Good Governance and Public Participation	To improve administrative and governance capacity	Budget and Reporting	Obtain Unqualified Audit Report for 2022/2023 by 30 November 2023		10%	#	KPI 53	Obtained Qualified Audit Report for 2021/2022	Obtain Unqualified Audit Report for 2022/2023		Obtain Unqualified Audit Report for 2022/2023	N/A	N/A	N/A	Opex	Auditor General's Report	Budget & Treasury
Municipal Financial Viability and Management	To improve financial viability	Budget and Reporting	Percentage of AG queries resolved as per the Action Plan by 30 June 2024		5%	%	KPI 54	75% of AG findings resolved for 2021/2022	90% of AG queries to be resolved for 2022/2023		N/A	N/A	50% of AG queries to be resolved	90% of AG queries to be resolved	Opex	Progress Report on the implementation of the Action Plan for 2022/2023	Budget & Treasury

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**5. ASSESSMENT RATING SCALE**

5 Outstanding Performance	4 Performance Significantly Above Expectations	3 Fully Effective	2 Not Fully Effective	1 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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TG, VM

## 6. PERFORMANCE ASSESSMENT PROCESS

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

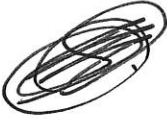

1. Performance Assessments
  - 1.1 Formal assessments between employee and employer will take place twice a year to measure the performance of the employee against the agreed performance targets.
  - 1.2 Progress against the targets will be captured in preparation for the assessments.
  - 1.3 Scores 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
--------	---	---	---	---	---
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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7. 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 of the Employee
<p>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.</p>	<p>I herewith conform 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.</p>
<p>Signed and accepted by the Supervisor on behalf of Council:</p>	<p>Signed and accepted by the employee:</p>
	
<p>Date: 07/03/2024</p>	<p>Date: 01/03/2024</p>

8. PERSONAL DEVELOPMENT ACTION PLAN: ANNEXURE B

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

Municipal Manager



Date:

07/03/2024

Mayor



Date:

01/03/2024

*DISCLOSURE OF FINANCIAL INTERESTS FORM: ANNEXURE C*

**BELA - BELA LOCAL MUNICIPALITY**



**CONFIDENTIAL**

**FINANCIAL DISCLOSURE FORM FOR 2023/2024 FINANCIAL YEAR**

I, the undersigned (surname and initials)

---

Postal Address

---

---

---

Residential Address

---

---

Position held

---

Name of Municipality

---

Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

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

**54 | REVISED 2023 / 2024 ANNUAL PERFORMANCE AGREEMENT:  
MUNICIPAL MANAGER**

**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 (2)**

Name of Trust	Amount of Remuneration / Income

**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

Council \_\_\_\_\_

Signature by Council \_\_\_\_\_

Date \_\_\_\_\_

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

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

**6. Sponsorships**  
 See information sheet: note (6)

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

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

Description	Value	Source

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

Description	Extent	Area	Value

**SIGNATURE OF EMPLOYEE**

**DATE:** \_\_\_\_\_

**PLACE:** \_\_\_\_\_

**OATH/AFFIRMATION**

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:

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

Answer  
\_\_\_\_\_

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

Answer  
\_\_\_\_\_

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

Answer  
\_\_\_\_\_

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 declaration in my presence.

\_\_\_\_\_  
**Commissioner of Oath /Justice of the Peace**

**Full first names and surname:**  
\_\_\_\_\_

(Block letters)

Designation (rank) \_\_\_\_\_ Ex Officio Republic of South Africa

Street address of institution  
\_\_\_\_\_  
\_\_\_\_\_



Ek sertifiseer dat hierdie dokument 'n ware afdruk/afskrif van die oorspronklike dokument is, wat deur my persoonlik besigtig is, en sertifiseer dat volgens my waarnemings die oorspronklike dokument nie op enige wyse gewysig/verander is nie.

I certify that this document is a true reproduction/copy of the original document which was handed to me for authentication. I further certify that from my observations, an amendment or a change was not made to the original document.

Handtekening: *[Signature]* Naam in drukskrif: *Sally*  
Signature: \_\_\_\_\_ Name in print: \_\_\_\_\_  
Rang: *T.O* Infrastruktuur no: *439108WE*  
Rank: \_\_\_\_\_ Infrastructure no: \_\_\_\_\_

Date 01/03/2024

Place Belar Belg

**CONTENTS NOTED: TG RAMAGAGA**

**MUNICIPAL MANAGER**

DATE: 01/03/2024

**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 retainership 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 retainerships.

#### **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.