

**LANGEBERG MUNICIPALITY**

**Performance Agreement  
for the financial year 1 July 2019 – 30 June 2020**

**DIRECTOR: STRATEGIC AND SOCIAL DEVELOPMENT**

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Performance **agreement** made and entered into by and **between**

The **Langeberg** Municipality and represented by the **Municipal Manager** (*herein and after referred as Employer*)

and

Celeste **Matthys**, the Director: Strategic and Social Development (*herein and after referred as Employee*) for the period 1 July 2019 to 30 June 2020

Where **as**

- a. The Employer has entered into a contract of employment with the Employee in terms of section 57(1)(a) of the Local Government: **Municipal Systems Act 32 of 2000** ("the Systems Act"). The Employer and the Employee are hereinafter referred as "**the Parties**";
- b. 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;
- c. 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 promote local government goals; and
- d. The Parties wish to ensure that there is compliance with Sections 57(4B) and 57(5) of the Systems Act.

## 1. **INTERPRETATION**

- 1.1 In this Agreement the followings terms will have the meaning ascribed thereto:
  - 1.1.1 "this Agreement" – means the performance agreement between the Employer and the employee and the Annexures thereto;
  - 1.1.2 "the Executive Authority" – means the Mayoral Committee of the Municipality constituted in terms of Section 60 of the Local Government: **Municipal Structures Act 117 of 1998** ("the Structures Act") as represented by its chairperson, the Executive Mayor;
  - 1.1.3 "the **Employee**" means the Director appointed in terms of Section 56 of the Systems Act;
  - 1.1.4 "the Employer" means the Municipality; and
  - 1.1.5 "the Parties" means the Employer and Employee.



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## 2. PURPOSE OF THIS AGREEMENT

- 2.1 To comply with the provisions of Section 57(1)(b),(4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the Parties;
- 2.2 To specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance targets and **accountabilities**;
- 2.3 To specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 To monitor and measure performance **against** set targeted outputs and outcomes;
- 2.5 To establish a transparent and accountable working relationship;
- 2.6 To appropriately reward the employee in accordance with section 11 of this agreement; and
- 2.7 To give effect to the Employer's commitment to a **performance-orientated** relationship with the Employee in attaining improved service delivery.

## 3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on 01 July 2019 and will remain in force until 30 June 2020 where-after a new Performance Agreement 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;
- 3.4 If at any time during the validity of the agreement the work environment alters to the extent that the **contents** of the agreement are no longer appropriate, the contents must by mutual agreement between the parties, immediately be revised; and
- 3.5 Any significant amendments or deviations must take cognizance of the requirements of sections 34 and 42 of the **Municipal Systems** Act and Regulation 4(5) of the Regulations.



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#### 4. PERFORMANCE OBJECTIVES

- 4.1 The **Performance** Plan (Annexure A) sets out –
  - 4.1.1 The performance objectives and targets that must be met by the Employee;
  - 4.1.2 The timeframes within which those performance objectives and targets must be met; and
  - 4.1.3 The competencies (Annexure B – definitions in terms of **Regulation** 21 of 17 January 2014) required to operate effectively as senior managers in the local **government environment**.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the **Employee** and based on the Integrated Development Plan, **Service** Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include:
  - 4.2.1 Key objectives that describe the main tasks that need to be done;
  - 4.2.2 Key performance indicators that **provide** the details of the **evidence** that must be provided to show that a key objective has been achieved by the employee;
  - 4.2.3 Target dates that describe the timeframe 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 C) 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.

#### 5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer adopted for the employees of the Employer;
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the employees and service providers to perform to the standards required;



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- 5.3 The Employer must consult the Employee about the specific **performance** standards and targets that will be included in the performance management system applicable to the Employee;
- 5.4 The Employee undertakes to actively focus on the promotion and implementation of the key performance indicators (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 and Competencies both of which shall be contained in the **Performance** Agreement;
- 5.6 The Employee's assessment will be based on his performance in terms of the **outputs/outcomes** (performance indicators) identified as per attached Performance Plan, which are linked to the KPAs, and will **constitute** 80% of the overall assessment result as per the weightings **agreed** to between the Employer and Employee;
- 5.7 The Competencies will make up the other 20% of the Employee's assessment score. The **Competencies** are spilt into two **groups**, leading competencies (**indicated** in blue on the graph below) that drive strategic intent and direction and core **competencies** (indicated in green on the graph below), which drive the execution of the leading competencies.

## 6. PERFORMANCE ASSESSMENT

- 6.1 The Performance Plan (Annexure A) to this Agreement sets out key performance indicators and competencies that needs to be **evaluated** in terms of –
- 6.1.1 The standards and procedures for **evaluating** the **Employee's** performance; and
- 6.1.2 During the intervals for the evaluation of the Employee's performance.
- 6.2 Despite the **establishment** of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force;
- 6.3 Personal growth and development needs 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;



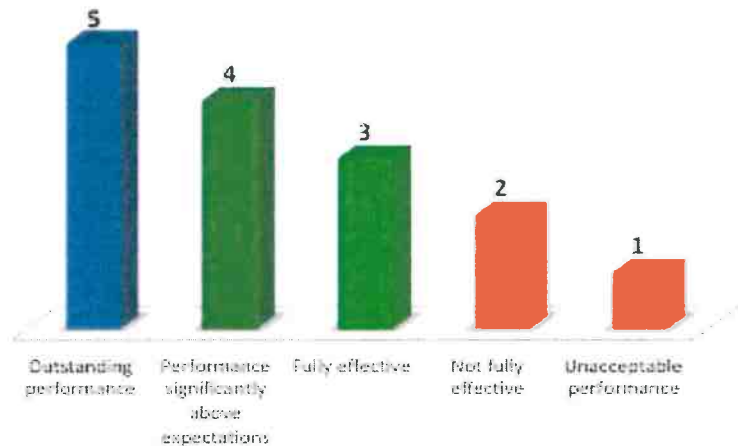


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- 6.4 The **Employee's** performance will also be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan (IDP) as described in 6.6 – 6.13 **below**;
- 6.5 The Employee will **submit** quarterly performance reports (SDBIP) and a comprehensive annual performance report at least one week prior to the performance assessment meetings to the Evaluation Panel Chair**person** for distribution to the panel members for preparation purposes;
- 6.6 **Assessment** of the achievement of results as outlined in the **performance** plan:
- 6.6.1 Each KPI or group of KPIs shall be assessed according to the extent to which the specified standards or **performance** targets have been met (qualitative and quantitative) and with due regard to ad-hoc tasks that had to be performed under the KPI;
- 6.6.2 A rating on the five-point scale described in 6.9 below shall be provided for each KPI or group of KPIs which will then be multiplied by the weighting to calculate the final score;
- 6.6.3 The Employee will submit his self-evaluation to the Employer prior to the formal assessment;
- 6.6.4 In the instance where the employee could not perform due to reasons outside the control of the employer and employee, the KPI will not be considered during the evaluation. The employee should provide sufficient evidence in such instances; and
- 6.6.5 An overall score will be calculated based on the total of the individual scores calculated above.
- 6.7 Assessment of the Competencies:
- 6.7.1 Each Competency will be assessed in terms of the descriptions provided (Annexure B) during the mid-year and **year-end** reviews;
- 6.7.2 A rating on the five-point scale described in 6.10 below shall be provided for each Competency which will then be multiplied by the weighting to calculate the final score; and
- 6.7.3 An overall score will be calculated based on the total of the individual scores calculated above.
- 6.8 Overall rating
- 6.8.1 An overall rating is calculated by adding the overall scores as calculated in 6.6.5 and 6.7.3 above; and



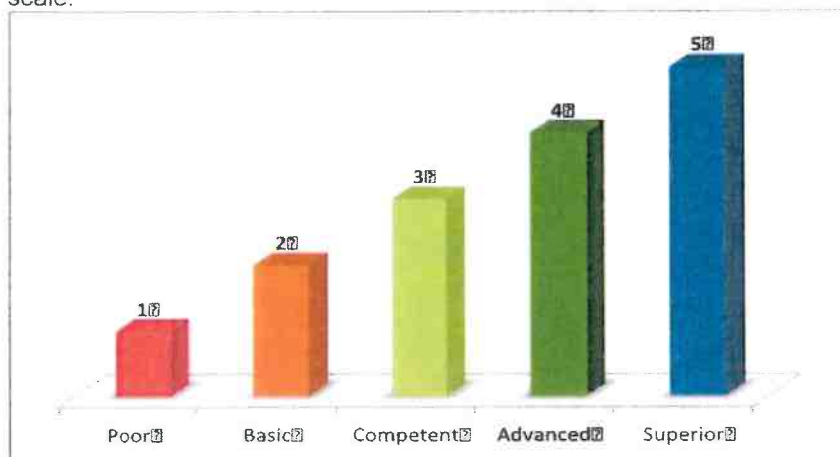
6.8.2 Such overall rating represents the outcome of the **performance** appraisal.

6.9 The assessment of the performance of the Employee will be based on the following rating scale for KPIs:



Terminology	Description
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.
Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.
Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.
Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that they employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

- 6.10 The assessment of the competencies will be based on the following rating scale:



Achievement Level	Description
Poor	Do not apply the basic concepts and methods to proof a basic <b>understanding</b> of local government <b>operations</b> and requires extensive supervision and development interventions.
Basic	Applies basic concepts, <b>methods</b> , and understanding of local government operations, but requires supervision and development intervention.
Competent	Develops and applies more progressive concepts, <b>methods</b> and understanding. Plans and guides the work of others and executes progressive analysis.
Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analysis.
Superior	Has a comprehensive <b>understanding</b> of local government operations, critical in strategic shaping strategic direction and change, develops and applies comprehensive <b>concepts</b> and methods.

- 6.11 For purposes of evaluating the annual performance of the Employee, an evaluation panel constituted of the following persons will be established –

6.11.1 **Municipal Manager;**

6.11.2 Municipal Manager from another municipality;

6.11.3 Chairperson of the Performance Audit Committee or in his/her absence thereof, the Chairperson of the Audit Committee; and

6.11.4 The Member of the Mayoral Committee (Portfolio Chairperson).



- 6.12 The **Municipal Manager** will evaluate the **performance** of the Employee as at the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarters and **document** a summary of the discussions; and
- 6.13 The Municipal Manager will give **performance** feedback to the Employee within five (5) working days after each quarterly and annual assessment meetings.

## 7. SCHEDULE FOR PERFORMANCE REVIEWS

- 7.1 The **performance** of the **Employee** in relation to his performance agreement shall be reviewed for the following quarters with the understanding that the reviews in the first and the third quarter may be verbal if **performance** is satisfactory:

Quarter	Months	Evaluation
1	July - September	
2	October - December	March 2020
3	January - March	
4	April - June	October 2020

- 7.2 The Employer shall keep a record of the year-end assessment meetings;
- 7.3 Performance **feedback** shall be based on the Employer's assessment of the Employee's performance;
- 7.4 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; and
- 7.5 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.

## 8. DEVELOPMENTAL REQUIREMENTS

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

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## 9. OBLIGATIONS OF THE EMPLOYER

### 9.1 The Employer shall-

- 9.1.1 Create an enabling environment to facilitate effective performance by the employee;
- 9.1.2 Provide access to skills development and **capacity** building opportunities;
- 9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common **problems** that may impact on the performance of the Employee;
- 9.1.4 On the request of the Employee delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets **established** in terms of this Agreement; and
- 9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time assisting him to meet the performance objectives and targets established in terms of this Agreement.

## 10. CONSULTATION

- 10.1 The Employer agrees to consult the Employee timeously where the exercising of its powers will have amongst others-
  - 10.1.1 A direct effect on the performance of any of the Employee's functions;
  - 10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and
  - 10.1.3 A substantial financial effect on the Employer.
- 10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in clause 12.1 as soon as is practicable to enable the Employee to take any necessary action with delay.

## 11. REWARD

- 11.1 The evaluation of the Employee's performance will form the basis for acknowledging outstanding performance or correcting unacceptable performance;



11.2 The payment of the performance bonus is **determined** by the performance score obtained during the 4<sup>th</sup> quarter;

11.3 The performance bonus will be awarded pro-rata according to the period of this agreement based on the following **scheme**:

Performance Rating		Bonus Calculation
0% - 64%	Poor Performance	0% of total package
65% - 69%	Average Performance	2% of total package
70% - 74%	Fair Performance	3% of total package
75% - 79%	Good Performance	4% of total package
80% - 100%	Excellent Performance	5% of total package

11.4 In the event of the **Employee** terminating his services during the validity period of this Agreement, but only after three months after the start of this agreement's inception date, the Employee's performance will be evaluated for the period during which he/she was employed and he/she will be entitled to a pro-rata performance bonus based on his/her **evaluated performance** for the period of actual service; and

11.5 The Employer will submit the total score of the annual assessment and of the Employee, to full Council for **purposes** of recommending the bonus allocation.

## 12. MANAGEMENT OF EVALUATION OUTCOMES

12.1 Where the Employer is, any time during the Employee's employment, not satisfied with the Employee's performance with respect to any matter dealt with in this Agreement, the Employer will give notice to the Employee to attend a meeting;

12.2 The Employee will have the opportunity at the meeting to satisfy the Employer of the measures being taken to ensure that his performance becomes satisfactory and any programme, including any dates, for **implementing** these measures;

12.3 Where there is a dispute or difference as to the **performance** of the Employee under this Agreement, the Parties will confer with a view to resolving the dispute or difference; and

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

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

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12.4.2 After **appropriate** performance counselling and having provided the **necessary** guidance and/or support as well as reasonable time for improvement in **performance**, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

### 13. DISPUTE RESOLUTION



- 13.1 Disputes will be dealt with in terms of Section 33 of the Local Government: Municipal Performance **Regulations** for Municipal Managers and managers directly accountable to **Municipal Managers** (Regulation 805 of August 2006).
- 13.2 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 the executive mayor or mayor within thirty (30) days of receipt of a formal dispute from the employee whose decision shall be final and binding on both parties.
- 13.3 Any disputes about the outcome of the employee's performance evaluation, must be mediated by a member of the municipal council, provided that such member was not part of the evaluation panel, within thirty (30) days of **receipt** of a formal dispute from the employee **whose** decision shall be final and **binding** on both parties.

### 14. GENERAL

- 14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer; and
- 14.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

Thus done and signed at ASHTON on the 12 day of June of 2019.

**AS WITNESSES:**

1.   
2. 

  
MUNICIPAL MANAGER

Thus done and signed at ASHTON on the 12 day of June of 2019

**AS WITNESSES:**

1.   
2. 

  
DIRECTOR

Dir.:  MM: 





## Performance Plan

Director: Strategic and Social Development

**The Performance Plan sets out:**

- a) Key Performance Areas that the employee should focus on, performance **objectives**, key **performance** indicators and targets that must be met within a specific timeframe; and
- b) The Competencies required from employees **prescribed** in the Regulations **on** the appointment and conditions of **employment** of senior managers, R21 of 2014.

**Performance should be evaluated:**

- a) Quarterly of which the annual evaluation must be done by the panel as constituted in paragraph 6.11 of the agreement;
- b) Performance should be assessed on a scale of 1 – 5 as **outlined** in paragraphs 6.9 – 6.10 of the agreement;
- c) In the instance where an indicator do not have a target or is not applicable due to valid reason or where the performance could not be delivered for a valid reason outside of the control of employee, the indicator will not be evaluated, the weighting will be cancelled and the score total will be re-calculated to calculate the final score;
- d) The employee must submit his/her assessment of his/her own performance to the employer three days prior to the assessment date.



## KEY PERFORMANCE INDICATORS

The key performance areas, the performance objectives, key performance indicators and targets that must be met within the agreed timeframe are described below. The assessment of these performance indicators will account for **eighty percent** of the total employee assessment score.

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets				Weight
						Q1	Q2	Q3	Q4	
SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Special Projects	90% of the KPI's of the sub-directorate have been met as per Ignite Dashboard report	90%	Updated SDBIP and report	90%	90%	90%	90%	2
SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: IDP	90% of the KPI's of the sub-directorate have been met as per Ignite Dashboard report	90%	Updated SDBIP and report	90%	90%	90%	90%	2
SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: LED	90% of the KPI's of the sub-directorate have been met as per Ignite Dashboard report	90%	Updated SDBIP and report	90%	90%	90%	90%	2
SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: IT	90% of the KPI's of the sub-directorate have been met as per Ignite Dashboard report	90%	Updated SDBIP and report	90%	90%	90%	90%	2
SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Communications	90% of the KPI's of the sub-directorate have been met as per Ignite Dashboard report	90%	Updated SDBIP and report	90%	90%	90%	90%	2
SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Performance Management	90% of the KPI's of the sub-directorate have been met as per Ignite Dashboard report	90%	Updated SDBIP and report	90%	90%	90%	90%	2
T5	Local Economic Development	Create job opportunities through the Expanded Public Works Programme (EPWP) by 30 June 2020	Number of job opportunities created through EPWP by 30 June 2020	160 (Actual 2017/18)	Signed appointment contracts	50	100	150	100	4

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets				Weight
						Q1	Q2	Q3	Q4	
T6	Good Governance and Public Participation	Submit the final reviewed IDP to Council by 31 May 2020	Final IDP submitted to Council by 31 May 2020	1	Minutes of council meeting during which reviewed IDP was discussed	0	0	0	1	5
T7	Good Governance and Public Participation	Submit the Mid-Year Performance Report in terms of Sect 72 of the MFMA to Council by 31 January 2020	Mid-Year Performance Report submitted to Council by 31 January 2020	1	Report and minutes of Council meetings during which the report was discussed	0	0	1	0	5
T8	Good Governance and Public Participation	Submit the draft Annual Report to Council by 31 January 2020	Draft Annual Report submitted to Council by 31 January 2020	1	Draft Annual Report document and Minutes of council meeting during which report was discussed	0	0	1	0	5
T9	Good Governance and Public Participation	Submit the Oversight Report on the Annual Report to Council by 31 March 2020	Oversight Report on the Annual Report submitted to Council by 31 March 2020	1	Oversight Report document and Minutes of council meeting during which report was discussed	0	0	1	0	5
T10	Local Economic Development	Spend 95% of the total amount budgeted for the Neighbourhood development Partnership (Business Hub) by June 2020 {(Actual expenditure / approved budget allocation) x 100}	% of budget spent by 30 June 2020	New capital project for 2019/20	Monthly section 71 reports submitted and annual financial statements	0	20%	60%	95%	3
T11	Good Governance and Public Participation	Submit the Top Layer SDBIP to the Mayor for approval within 14 days after the annual budget has been approved	Top Layer SDBIP submitted to the Mayor for approval within 14 days after the annual budget has been approved	1	Acknowledgement of receipt from the Mayor and approved Top layer SDBIP	0	0	0	1	5
T12	Municipal Transformation and Institutional Development	Spend 95% of the total amount budgeted to upgrade ICT Infrastructure by June 2020 {(Actual expenditure / by approved budget allocation) x 100}	% of budget spent by 30 June 2020	New capital project for 2019/20	Monthly section 71 reports submitted and annual financial statements	0	20%	60%	95%	3



Annexure A 2019/20

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets				Weight
						Q1	Q2	Q3	Q4	
D22	Good Governance and Public Participation	Attend to all internal audit queries within 10 working days	% of Internal Audit queries attended to within 10 working days	90%	Proof of submission	90%	90%	90%	90%	2
D23	Good Governance and Public Participation	Report quarterly on progress made with the implementation council resolutions applicable to the directorate to the Office of the MM	Number of reports submitted	4	Proof of submission	1	1	1	1	3
D24	Municipal Financial Viability and Management	95% of the capital budget for the directorate spent by 30 June	% of capital budget spent by 30 June	90%	CAPEX Report from finance	0	20%	60%	95%	3
D25	Good Governance and Public Participation	Respond to all external COMAF's received within 5 working days after receipt	% of external COMAF's responded to within 5 working days	1	Proof of submission	100%	100%	0	0	2
D26	Municipal Financial Viability and Management	Compile a tender plan of all projects and submit to SCM and the CFO by 31 July	Tender plan completed and submitted by 31 July	1	Proof of submission	1	0	0	0	2
D27	Municipal Financial Viability and Management	Compile a report on the performance of service providers applicable to the directorate and submit to SCM monthly	Number of reports submitted	Revised KPI	Proof of submission	3	3	3	3	2
D28	Good Governance and Public Participation	Submit monthly reports to Internal Audit from February to June on the progress made with the implementation with Audit Action plan	Number of reports submitted	5	Proof of submission	0	3	2	3	2
D29	Good Governance and Public Participation	Submit quarterly organisational performance reports to Council, Provincial & National departments	Number of performance reports submitted to Council, Provincial & National departments	4	Council minutes and emails	1	1	1	1	4
D30	Good Governance and Public Participation	Facilitate the formal evaluation of the performance of directors in terms of their signed agreements	Number of formal evaluations facilitated	2	Evaluation report and signed scoring sheets	0	1	1	0	4



Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets				Weight
						Q1	Q2	Q3	Q4	
D31	Good Governance and Public Participation	Submit the budget and IDP process plan to Council by 31 August	Process plan submitted to Council	1	Proof of submission	0	0	0	1	3
D33	Municipal Transformation and Institutional Development	Conduct at least 2 formal evaluations of the performance of identified personnel and submit a report with the outcomes to the Municipal Manager	Number of formal evaluations conducted	New KPI	Signed-off evaluation sheets	1	0	1	0	3
D34	Good Governance and Public Participation	Attend to media and press enquiries within 3 days	% of media and press enquiries attended to within 3 days	New KPI	Proof of date of receipt and date of submission	100%	100%	100%	100%	3
TOTAL										

## COMPETENCIES

The competencies required from employees prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014. The assessment of these competencies will account for **twenty percent** of the total employee assessment score.

Annexure B describes the different achievement levels for each Competency and should therefore form part of this section of the Performance Plan.

Competency	Definition	Weight
<b>LEADING COPETENCIES</b>		
Strategic <b>direction</b> and leadership	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate. It includes: <ul style="list-style-type: none"> <li>• Impact and influence</li> <li>• Institutional <b>performance</b> management</li> <li>• Strategic planning and <b>management</b></li> <li>• Organisational awareness</li> </ul>	1.67
People management	Effectively manage, inspire and <b>encourage</b> people, respect <b>diversity</b> , optimise talent and build and nurture relationships in order to achieve institutional objectives. It includes: <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>	1.67
Programme and project <b>management</b>	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives. It includes: <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>	1.67
Financial management	Able to compile, plan and manage <b>budgets</b> , control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that <b>all financial transactions</b> are managed in an ethical manner. It includes: <ul style="list-style-type: none"> <li>• Budget planning and execution</li> <li>• Financial strategy and delivery</li> <li>• Financial reporting and delivery</li> </ul>	1.67
Change leadership	Able to direct and initiate transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community. It includes: <ul style="list-style-type: none"> <li>• Change vision and strategy</li> </ul>	1.67

Competency	Definition	Weight
	<ul style="list-style-type: none"> <li>Process design and improvement</li> <li>Change impact monitoring and evaluation</li> </ul>	
Governance leadership	<p>Able to promote, direct and apply professionalism in managing risk and compliance <b>requirements</b> and apply a thorough <b>understanding</b> of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships. It includes:</p> <ul style="list-style-type: none"> <li>Policy formulation</li> <li>Risk and <b>compliance</b> management</li> <li>Cooperative governance</li> </ul>	1.67
<b>CORE COMPETENCIES</b>		
Moral competence	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and display behaviour that reflects moral competence.	1.67
Planning and organising	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk.	1.67
Analysis and innovation	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.	1.67
Knowledge and information management	Able to promote the generation and sharing of <b>knowledge</b> and information through <b>various</b> processes and media, in order to enhance the collective knowledge base of local government	1.67
Communication	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.	1.67
Results and quality focus	Able to maintain high quality standards, focus on achieving results and objectives while consistency striving to exceed expectations and <b>encourage</b> others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.	1.67
<b>TOTAL</b>		<b>20</b>