



PERFORMANCE AGREEMENT

Made and entered into by and between

THE MHLONTLO LOCAL MUNICIPALITY AS REPRESENTED BY THE MUNICIPAL MANAGER

MR. T. P. MASE

duly authorised by Council Resolution

and

Mr Wavela Zwane

THE EMPLOYEE OF THE MUNICIPALITY

FOR THE FINANCIAL YEAR: 01 July 2021 – 30 June 2022

PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Mhlontlo Local Municipality herein represented by **Thando P. Mase** in his capacity as the Acting Municipal Manager (hereinafter referred to as the **Employer** or Supervisor)

and

Wavela Zwane Employee of the Municipality (hereinafter referred to as the **Employee**).

WHEREBY IT IS AGREED AS FOLLOWS:

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 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.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to -

- 2.1. comply with the provisions of Section 57(1)(b), (4A), (4B) and (5) of the Act as well as the employment contract entered into between the parties;
- 2.2. specify objectives 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, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- 2.3. specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;
- 2.4. monitor and measure performance against set targeted outputs;
- 2.5. use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;
- 2.6. in the event of outstanding performance, to appropriately reward the employee; and
- 2.7. give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **01 July 2021** and will remain in force until **30 June 2022**, 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 review the provisions of this Agreement as per para. 7. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.

- 3.3 This Agreement will terminate on the termination of the **Employee's** contract of employment for any reason.
- 3.4 The content of this Agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

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**; and
 - 4.1.2. The time frames within which those performance objectives and targets must be met.
- 4.2 The performance objectives and targets reflected in 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 key objectives; key performance indicators; target dates and weightings.
 - 4.2.1. The key objectives describe the main tasks that need to be done.
 - 4.2.2. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.
 - 4.2.3. The target dates describe the timeframe in which the work must be achieved.
 - 4.2.4. The weightings show the relative importance of the key objectives to each other.
- 4.3 The **Employee's** performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The **Employee** agrees to participate in the performance management system that the **Employer** adopts or introduces for the **Employer**, management and municipal staff of the **Employer**.
- 5.2 The **Employee** accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the **Employer**, management and municipal staff to perform to the standards required.
- 5.3 The **Employer** will consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the **Employee**.
- 5.4 The **Employee** undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.
- 5.5 The criteria upon which the performance of the **Employee** shall be assessed shall consist of two components, both of which 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 Core Competency Requirements (CCRs) 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 CCRs 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 outputs / outcomes (performance indicators) 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**:

Key Performance Areas (KPA's)	Weighting
Basic Service Delivery	0
Municipal Institutional Development and Transformation	50
Local Economic Development (LED)	0
Municipal Financial Viability and Management	5
Good Governance and Public Participation	45
Total	100%

5.7 The CCRs will make up the other 20% of the **Employee's** assessment score. CCRs that are deemed to be most critical for the **Employee's** specific job should be selected (✓) from the list below as agreed to between the **Employer** and **Employee**.

CORE COMPETENCY REQUIREMENTS	
	WEIGHT
Strategic Capability and Leadership	10
Program and Project Management	10
Financial Management	10
Change Management	10
Governance leadership	10
Core Competencies (Drivers to ensure Execution of Lading Competencies are at Optimal level	
Moral Competence	10
Planning and Organising	10
Analysis and Innovation	5
Knowledge and Information Management	10
Communication	10
Result and Quality Focus	5
Total Percentage	100%

6. EVALUATING PERFORMANCE

6.1 The Performance Plan (Annexure A) to this Agreement sets out -

6.1.1. the standards and procedures for evaluating the **Employee's** performance; and

6.1.2. the intervals for the evaluation of the **Employee's** performance.

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

6.3 Personal growth and development needs 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.

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

6.5 The annual performance appraisal will involve:

6.5.1. 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) An indicative rating on the five-point scale should be provided for each KPA.

c) The applicable assessment rating calculator (refer to paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score.

6.5.2. Assessment of the CCRs

a) Each CCR should be assessed according to the extent to which the specified standards have been met.

b) An indicative rating on the five-point scale should be provided for each CCR.

c) This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score.

d) The applicable assessment rating calculator (refer to paragraph 6.5.1) must then be used to add the scores and calculate a final CCR score.

6.5.3. Overall rating

An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.

6.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CCRs:

Level	Terminology	Description	Rating				
			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.					

Level	Terminology	Description	Rating				
			1	2	3	4	5
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.					
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.					

Level	Terminology	Description	Rating				
			1	2	3	4	5
2	Not fully effective	<p>Performance is below the standard required for the job in key areas.</p> <p>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.</p>					

Level	Terminology	Description	Rating				
			1	2	3	4	5
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 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.					

6.7 For purposes of evaluating the employees' annual performance, an evaluation panel constituted of the following persons must be established -

- 6.7.1. Municipal Manager;
- 6.7.2. Chairperson of the Audit committee or performance audit committee;
- 6.7.3. Member of the Executive Committee
- 6.7.4. Municipal Manager from another municipality.

7. SCHEDULE FOR PERFORMANCE REVIEWS

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

First quarter : July – September 2021

Second quarter : October – December 2021

Third quarter : January – March 2022

Fourth quarter : April – June 2022

- 7.2 The **Employer** shall keep a record of the mid-year review and annual 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.
- 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 B**.

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 / her** 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/her** 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 the 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. 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 10.1 as soon as is practicable to enable the **Employee** to take any necessary action without delay.

11. MANAGEMENT OF EVALUATION OUTCOMES

- 11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 11.2 A performance bonus of between 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:
 - 11.2.1 The first performance bonus (cash rewards) payment band ranges between 5% and 9% of the all-inclusive remuneration package, as follows:
 - I. A score of from 130% to 133.8%, to qualify for a 5% bonus;
 - II. A score of from 133.9% to 137.6%, to qualify for a 6% bonus;
 - III. A score of from 137.7% to 141.1%, to qualify for a 7% bonus;
 - IV. A score of from 141.2% to 145.2%, to qualify for an 8% bonus;
 - V. A score of from 145.3% to 149%, to qualify for a 9% bonus.

11.2.2 The second performance bonus (cash rewards) payment band ranges between 10% and 14% of the all-inclusive remuneration package, as follows:

- I. A score of above 149.1% to 152.9%, to qualify for a 10% bonus;
- II. A score of above 153% to 156.8%, to qualify for a 11% bonus;
- III. A score of above 156.9% to 160.7%, to qualify for a 12% bonus;
- IV. A score of above 160.8% to 164.6%, to qualify for a 13% bonus;

11.2.3 A score of above 164.6%, to qualify for a 14% bonus

11.3 In the case of performance achievement of below 50%, the **Employer** shall –

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

11.3.2 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.

12. DISPUTE RESOLUTION

12.1 Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by –

12.1.1. A member of the municipal council, provided that such member was not part of the evaluation panel provided for in sub-regulation 27(4)(e) of the Municipal Performance Regulations, 2006, within thirty (30) days of receipt of a formal dispute from the employee; whose decision shall be final and binding on both parties.

12.2 In the event that the mediation process contemplated above fails, clause 19.3 of the Contract of Employment shall apply.

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 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 employee must be submitted to the Municipal Manager, within fourteen (14) days after the conclusion of the assessment.

Thus, **done** and **signed** at Chunby on this the 29 day of July 2021

AS WITNESSES:

1. S Adoni

2. [Signature]

[Signature]
EMPLOYEE
MR. W. Zwane

AS WITNESSES:

1. D.D. Mthowu

2. A. Mapeda

[Signature]
MUNICIPAL MANAGER
MR. T.P. MASE

ANNEXURE A TO PERFORMANCE AGREEMENT

SENIOR MANAGER: CORPORATE SERVICES MHLONTLO LOCAL MUNICIPALITY

This Plan defines Council's expectations of the Senior Manager: Corporate Services in accordance with the Performance Agreement and Section 57 of the Municipal Systems Act which provides that performance objectives and targets must be based on key performance indicators set out from time to time in the Integrated Development Plan of the Municipality.

This Plan consists of:

- | | |
|---------------------------------|-----|
| • Performance plan | A.1 |
| • Performance review procedure. | A.2 |
| • Consolidated score sheet. | A.3 |
| • Individual learning plan. | A.4 |
| • Performance control sheet. | A.5 |

The period of this Plan is from 01 July 2021 to 30 June 2022.



CORE COMPETENCIES CONSTITUTE 80%

THE
LAW
OF
THE
STATE

PERFORMANCE REVIEW PROCEDURE

1. The Municipal Manager will hold a performance planning meeting prior to the signing of the agreement and the sessions should be recorded A6.
2. A formal performance review occurs as per para. 7.
3. The Municipal Manager will conduct the first and second quarter assessments. He/ She may request input from customers on the Senior Manager Corporate Services performance throughout the review period. This may be done through discussion or by asking customers to complete a rating form to submit to the Municipal Manager for consideration. Customers are people who are able to comment on the Senior Manager Corporate Services performance since they have worked closely with him on some or all aspects of his job.
4. For mid-term and annual performance assessment the Municipal Manager will constitute a panel as indicated on para 6.7
5. The Municipal Manager to ask the Senior Manager Corporate Services to prepare for formal appraisal by rating himself against the agreed objectives prior to appearing before the panel
6. The panel is to allocate ratings of the Senior Manager Corporate Services performance against agreed objectives as a result of evidence provided.
7. It may be necessary for the panel give Senior Manager Corporate Services scores and allow him time to consider them before final agreement. In the event of a disagreement, the panel has the final say with regard to the final

score that is given.

8. The panel should assign a score in relation to the weighting assigned to a specific objective. E.g. should a specific objective have been assigned a weighting of 20 points and the objective was achieved then the score allocated would be 20. However, should the objective not have been achieved at all or no satisfactory evidence is provided then a score of 0 would be allocated. Should only a portion of the evidence have been provided, or only a portion of the objective have been achieved, with no valid reason for non-achievement, then a part score would be allocated e.g. 12 out of 20. It should be noted that many performance indicators do not allow for a partial score i.e. it either has or has not been achieved.
9. Only those items relevant for the review period in question should be scored.
10. Initially the scoring should be recorded on the scorecard then transferred onto the consolidated score sheet.
11. Key result areas that have been met should be marked alongside with a Y.
12. Key result areas that have not been met should be marked alongside with a N.
13. Performance Indicators that have been supplied as evidence of achieving an objective should be marked alongside with a Y.
14. Performance Indicators that have not been supplied as evidence of achieving an objective should be marked alongside with a N.
15. Any reasons for non-compliance should be recorded during the review session in the column marked a reason for deviation.
16. The Municipal Manager and Senior Manager Corporate Services

Community Services to prepare and agree on Personal Development Plan based on the gaps and development areas identified by the panel.

17. The Municipal Manager and Senior Manager Corporate Services to set new objectives, targets, performance indicators, weightings and dates, etc. for the following financial year.
18. Poor work performance will be dealt with in terms of the incapacity procedure as outlined in the applicable Labor Legislation.

A.3 CONSOLIDATED SCORE SHEET:

Senior Manager: Corporate SERVICES

Key Objective	Weighting	Manager Corporate Service's Rating	Performance Assessment Panel Rating	Final / Consolidated Score	Reason for Final Score
1					
2					
3					
4					
5					
Total:	100		Final Score		

INDIVIDUAL LEARNING PLAN (ILP):
SENIOR MANAGER: Corporate SERVICES

Personal Development Plan of: **GODF**

Appendix

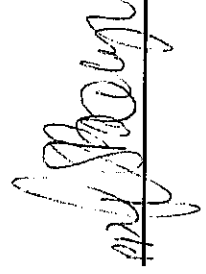
Compiled on (Date): 01 JULY 2021

1. Skills / Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3. Suggested training and / or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to practice skill / development area	7. Support Person
						MM
						MM
						MM

Employee's signature :



Municipal Manager's signature:



PERFORMANCE PLAN CONTROL SHEET FOR SENIOR MANAGER:
 Corporate SERVICES TO BE UPDATED BY SENIOR MANAGER:
 Corporate SERVICES

PLANNING PHASE	
Date of 1 st Planning Meeting:	Date of 2 nd Planning Meeting (if applicable):
Date copy of Performance Plan handed to employee:	Senior Manager Corporate Services name:
COACHING PHASE (Keep a record of meetings held to give feedback to the Municipal Manager on performance related issues)	
REVIEWING PHASE	
Date of Formal half year review:	Date of 1 st review meeting:
Date Senior Manager Corporate Services notified of formal review meeting:	Date of 2 nd Review Meeting (if applicable):
	Senior Manager Corporate Services name:

THE
LAW
OF
THE
STATE

MHLONTLO LOCAL MUNICIPALITY



PERFORMANCE PLAN

KEY PERFORMANCE AREA (KPA) 3: SOUND FINANCIAL MANAGEMENT										
strategic goal 3: To be a financially viable municipality										
Strategic Objective	Priority Area	Indicator	Baseline	Budget	Annual Target	Q 1	Q 2	Q 3	Q 4	Weight
align institutional policies and systems with best practise in local government by 30 June 2022.	Develop, Review and Implement Municipal Policies	Number reviewed and new developed policies and procedure manuals are submitted to council by 30 June 2021.	Systems and policies in place	R 15000 000	Review Ten (10) municipal policies and develop two (2) new policies by 30 June 2022	N/A	N/A	Conduct Policy workshop to align, 10 reviewed and develop two (2) new policies by March 2022	Submit ten (10) reviewed Policy and two (2) new developed policies by 30 June 2022	5
KEY PERFORMANCE AREA (KPA) 2: INSTITUTIONAL CAPACITY BUILDING AND TRANSFORMATION										
strategic goal 2: To build a strong and capable municipal administration										
Strategic Objective	Priority Area	Indicator	Baseline	Budget	Annual Target	Q 1	Q 2	Q 3	Q 4	Weight
					Programme, Reviewed and new developed policies, council resolution	N/A	N/A		List Reviewed and new developed policies, council resolution	

review current, and implement a cascaded municipal-wide performance management system by 30 June 2022 and beyond	Performance Management	Number of Deputy managers conducted performance reviews by 30 June 2022	PMS policy and framework in place	Nil	Implementation of PMS Policy by 30 June 2022	N/a	N/a	Conduct 2021/22 Mid-term Performance Assessments for Managers by 31 March 2021	Conduct annual performance reviews for Managers for 2021/2022 By 30 June 2022	5
review and ensure maintain an P-aligned organisational structure by 30 June 2022 and beyond.	Human resources alignment and development	1 Reviewed organogram for 2022/23 financial year	2021/2022 organogram council approved	1 Reviewed organogram for 2022/23 financial year	Final reviewed organogram for 2022/23 financial year submitted to council for approval by 30 June 2022.	NA	NA	Prepare and submit draft reviewed Municipal organogram for 2022/23 to Corporate Service Standing Committee	Signed attendance Register	5
								Agenda, Attendance register and minutes	Signed attendance Register	
KEY PERFORMANCE AREA (KPA) 4: GOOD GOVERNANCE & PUBLIC PARTICIPATION										
Strategic goal 4: A responsive, accountable, inclusive municipal governance and administrative capacity										
Strategic Objective	Priority Area	Indicator	Baseline	Budget	Annual Target	Q 1	Q 2	Q 3	Q 4	Weight

ensure meaningful and effective stakeholder participation in municipal IDP and budget processes by June 2022.	4 number meetings convened	Conduct public participation meetings Number of public participation meetings conducted by 30 June 2022. Public Participation Policy	R 2 000 000	Attend 4 public participation meetings and by 30 June 2022	Attend one (1) public participation meetings by 30 September 2021	Attend one (1) public participation meetings by 31 December 2021	Attend one (1) public participation meetings by 30 March 2022	Attend one (1) public participation meetings by 30 June 2022	5
POE									
ensure adequate availability of critical ICT infrastructure in line with the ICT strategy and governance policies 30 June 2022	ICT innovation and information management	Number of ICT Steering committee held by the date	R 50 000	Hold one (4) ICT Steering committee meeting by 30 June 2022	Invite, Attendance Registers and Minutes	Hold one (1) ICT Steering committee meeting by 31 December 2020	Hold one (1) ICT Steering committee meeting by 31 March 2020	Hold one (1) ICT Steering committee meeting by 30 June 2020	5
POE									
strengthen and maintain good relations within the workplace by 30 June 2022.	LLF meeting	No of successful LLF meetings convened by 30 June 2022.	Nil	Attend 4 Local labour Forum Meetings by 30 June 2022	Minutes and attendance registers	Attend one (1) LLF Meetings by 31 December 2021	Attend one (1) LLF Meetings by 31 March 2022	Attend One (1) LLF Meetings by 30 June 2022	5
POE									
ensure meaningful and effective stakeholder participation in municipal IDP and budget processes by 30 June 2022.	Public Participation	Number of traditional leader's meetings on initiation conducted by 30 June 2022.	R 100 000	Attend two (2) traditional leaders meetings initiation awareness by 30 June 2022.	Agenda, attendance register	Attend One (1) traditional leaders meeting initiation awareness by 31 December 2021	N/a	Attend two (2) traditional leaders meetings initiation awareness by 30 June 2022.	5

POE				Agenda and attendance register and report of traditional leaders	N/A	Agenda and attendance register and report of traditional leaders	N/A	Agenda and attendance register and report of traditional leaders	Weight	
Review and ensure effective stakeholder participation in municipal IDP and budget processes by June 2022.	Public Participation	Number of moral regeneration movement meeting by 30 June 2022.	Moral regeneration	Attend four (4) moral regeneration movement meeting by 30 June 2022	Attend one (1) moral regeneration movement meeting by 31 March 2022.	Attend one (1) moral regeneration movement meeting by 30 June 2022.	Attend one (1) moral regeneration movement meeting by 31 March 2022.	Attend one (1) moral regeneration movement meeting by 30 June 2022.	5	
POE				Agenda , attendance register and report	Agenda attendance register and report	Agenda attendance register and report	Agenda attendance register and report	Agenda attendance register and report		
KEY PERFORMANCE AREA (KPA) 1: BASIC SERVICES										
Strategic goal 1: To ensure universal access to basic socio-economic services to communities and households.										
Strategic Objective	Priority Area	Indicator	Baseline	Budget	Annual Target	Q 1	Q 2	Q 3	Q 4	Weight
Review and ensure maintain an IDP-aligned organisational structure by 30 June 2022 and beyond	Skills Development	No of successfully completed skills programmes by 30 June 2022	WSP and Training Development Policy	R900 000	Conduct Five (5) training programmes for Councilors by 30 June 2022	Conduct Two (2) training Programmes trained by 30 September 2021	N/A	Conduct Three (3) councilors who training programmes by 31 March 2022	n/a	5
Review and ensure maintain an IDP-aligned organisational structure by 30 June 2022 and beyond	Skills Development	Number of prioritised trainings for the financial year conducted as per the 2020/21 approved WSP by date	8 prioritise d trainings conducted in 2020/21 FY	R 700 000	Conduct 8 Prioritised Trainings programme for Municipal Officials as per the 2020/21 approved WSP by 30 June 2022	Signed attendance registers with names of training and dates. Proof of registration and proof of payment.	N/A	Signed attendance registers with names of training and dates. Proof of registration and proof of payment.	N/A	
						Conduct 2 Prioritised Trainings programme for Municipal Official as per the 2020/21 approved WSP by 30 September 2021	Conduct 2 Prioritised Trainings programme for the financial year as per the 2021/22 approved WSP by 31 March 2022	Conduct 2 Prioritised Trainings programme for the financial year as per the 2021/22 approved WSP by 30 June 2022	Conduct 2 Prioritised Trainings programme for the financial year as per the 2021/22 approved WSP by 30 June 2022	5

POE	Signed attendance registers bearing names of trained Officials.	Signed attendance registers bearing names of trained Officials.	Signed attendance registers bearing names of trained Officials.	Signed attendance registers bearing names of trained Officials.	Signed attendance registers bearing names of trained Officials.	Signed attendance registers bearing names of trained Officials.	Signed attendance registers bearing names of trained Officials.	Signed attendance registers bearing names of trained Officials.	Signed attendance registers bearing names of trained Officials.	Signed attendance registers bearing names of trained Officials.
review and ensure maintain an P-aligned organisational culture by 30 June 2022 and beyond	Skills Development	No of successfully funded employees for formal qualifications by June 2022	WSP and Training Development Policy	R 250 000	Five (5) employees funded for formal qualification by 30 June 2022	N/A	N/A	N/A	N/A	N/A
review and ensure maintain an P-aligned organisational culture by 30 June 2022 and beyond	Institutional Transformation	Reviewed employment plan and submission of the report to Department of Labour by 30 June 2022	Employment Equity Plan	R 10 000	Reviewed and implemented Employment equity plan and submission of the report to the Department of Labour by 30 June 2022.	N/A	N/A	Submit reviewed employment equity plan to Standing Committee CPS by 31 December	N/A	N/A
promote a health and wellness culture among Councilors and municipal employees by 30 June 2022...	OHS and Employee Wellness	Number of OHS Committee.	OHS and wellness policies and plans in place	R 50 000	Review and Implementation of OHS and attend wellness plan by 30 June 2022	N/A	N/A	Attend One (1) wellness programme by 31 December 2021	N/A	N/A

<p>promote a health and wellness culture among Councilors and municipal employees by 30 June 22.</p>	<p>OHS and Employee Wellness</p>	<p>Number of OHS Committee.</p>	<p>OHS and wellness policies and plans in place</p>	<p>R 50 000</p>	<p>Attend Four (4) OHS Committee Meeting by 30 June 2022.</p>	<p>Attend One (1) O.H.S. Committee meeting by 30 September 2021</p>	<p>Attend One (1) O.H.S. Committee meeting by 31 December 2021</p>	<p>Attend One (1) O.H.S. Committee meeting by 31 March 2021</p>	<p>Attend One (1) O.H.S. Committee meeting by 30 June 2021</p>	<p>5</p>
<p>promote a health and wellness culture among Councilors and municipal employees by 30 June 22.</p>	<p>OHS and Employee Wellness</p>	<p>Number of risk assessment report</p>	<p>OHS and wellness policies and plans in place</p>	<p>Nil</p>	<p>Attend Four (4) Risk assessment report of building and worksites to ensure compliance with OHS Act by 30 June 2022.</p>	<p>Attend One (1) Risk assessment report of building and worksites to ensure compliance with OHS Act</p>	<p>Attend One (1) Risk assessment report of building and worksites to ensure compliance with OHS Act</p>	<p>Attend One (1) Risk assessment report of building and worksites to ensure compliance with OHS Act</p>	<p>Attend One (1) Risk assessment report of building and worksites to ensure compliance with OHS Act</p>	<p>5</p>
<p>promote a health and wellness culture among Councilors and municipal employees by 30 June 22.</p>	<p>OHS and Employee Wellness</p>	<p>Number of purchase kit</p>	<p>OHS and wellness policies and plans in place</p>		<p>Attend Four (4) Risk assessment report of building and worksites to ensure compliance with OHS Act by 30 June 2022.</p>	<p>Attend One (1) Risk assessment report of building and worksites to ensure compliance with OHS Act</p>	<p>Attend One (1) Risk assessment report of building and worksites to ensure compliance with OHS Act</p>	<p>Attend One (1) Risk assessment report of building and worksites to ensure compliance with OHS Act</p>	<p>Attend One (1) Risk assessment report of building and worksites to ensure compliance with OHS Act</p>	<p>3</p>
<p>promote a health and wellness culture among Councilors and municipal employees by 30 June 2022.</p>	<p>OHS and Employee Wellness</p>	<p>Number of wellness programmes conducted by 30 June 2022.</p>	<p>OHS and wellness policies and plans in place</p>	<p>Nil</p>	<p>Attend Four (4) Risk assessment report of building and worksites to ensure compliance with OHS Act by 30 June 2022.</p>	<p>Attend One (1) Risk assessment report of building and worksites to ensure compliance with OHS Act</p>	<p>Attend One (1) Risk assessment report of building and worksites to ensure compliance with OHS Act</p>	<p>Attend One (1) Risk assessment report of building and worksites to ensure compliance with OHS Act</p>	<p>Attend One (1) Risk assessment report of building and worksites to ensure compliance with OHS Act</p>	<p>5</p>

Electronic document management and records management	Automation and Centralization of records and improved record management processes and procedures by March 2022	Facilitation of disposal of old records	File Plan and Procedure manual	NIL	Collection of documents from six (6) Section for filing and by 30 June 2022.	Collection of documents from two Sections for filing by 30 September 2021	Collection of documents from two Sections for filing and by 31 December 2021	Collection of documents from two Sections for filing and by 31 March 2022	Collection of documents from two Sections for filing and by 30 June 2022	5
	Automation and Centralization of records and improved record management processes and procedures by March 2022	Facilitation of disposal of old records	File Plan and Procedure manual	NIL	Proof of receipt of documents from six (6) sections, filling checklist signed by responsible official	Proof of receipt of documents from two departments, filling checklist signed by responsible official	Proof of receipt of documents from two departments, filling checklist signed by responsible official	Proof of receipt of documents from one department, filling checklist signed by responsible official	Proof of receipt of documents from one department, filling checklist signed by responsible official	2
Electronic document management and records management	Automation and Centralization of records and improved record management processes and procedures by March 2022	Facilitation of disposal of old records	File Plan and Procedure manual	NIL	One (1) reports on the disposal of old records by 30 June 2022	N/A	N/A	One (1) report on the disposal of old records by 31 March 2022	N/A	5
	To ensure adequate availability of critical ICT Infrastructure	ICT innovation and information management.	To ensure adequate availability of critical ICT Infrastructure in line with	R 1 200 000	Disposal authority and discretion certificate	Project implementation	Complete network infrastructure and equipment project.	Disposal authority and discretion certificate	n/a	5

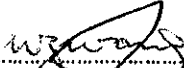
	<p>ure in line with the ICT strategy and governance policies by 30 June 2022 and beyond</p>		<p>the ICT strategy and governance policies by 30 June 2022 and beyond</p>			<p>Completion certificate of the project.</p>	<p>n/a</p>	<p>n/a</p>	
	<p>To ensure adequate availability of critical ICT Infrastructure in line with the ICT strategy and governance policies by 30 June 2022 and beyond</p>	<p>ICT innovation and information management.</p>	<p>To ensure adequate availability of critical ICT Infrastructure in line with the ICT strategy and governance policies by 30 June 2022 and beyond</p>	<p>server room upgrade by 30 June 2022</p>	<p>Project implementation</p>	<p>Complete server room upgrade project</p>	<p>n/a</p>	<p>n/a</p>	<p>5</p>
	<p>To ensure adequate availability of critical ICT Infrastructure in line with the ICT strategy and governance policies by 30 June 2022 and beyond</p>	<p>ICT innovation and information management.</p>	<p>To ensure adequate availability of critical ICT Infrastructure in line with the ICT strategy and governance policies by 30 June 2022 and beyond</p>	<p>Upgrade of switchboard and internet connection by 30 June 2022</p>	<p>Progress report on project implementation.</p>	<p>Signed Project Specification for SCM</p>	<p>n/a</p>	<p>N/a</p>	
	<p>To ensure adequate availability of critical ICT Infrastructure in line with the ICT strategy and governance policies by 30 June 2022 and beyond</p>	<p>ICT innovation and information management.</p>	<p>To ensure adequate availability of critical ICT Infrastructure in line with the ICT strategy and governance policies by 30 June 2022 and beyond</p>	<p>Upgrade of switchboard and internet connection by 30 June 2022</p>	<p>Submission of necessary documentation for project advertisement.</p>	<p>Project implementation</p>	<p>Complete installation of switchboard and internet connection.</p>	<p>N/a</p>	<p>5</p>

PERSONAL DEVELOPMENT PLAN:

NAME & SURNAME: Waveta Zwane

This plan must be completed and reviewed during the planning phase of Employee Performance Management Cycle (July). The purpose is to provide opportunity for the Employee and the immediate supervisor to identify incumbent's strength, skills and competency gap. To complete this plan you need to know and understand your Department objectives, your customer's (Internal and external), requirements and your key performance indicators. The information provided should be considered in relation to the critical nature of the current position and your future career goals

KPA CONFIRMATION	COMPETENCY IDENTIFICATION	DEVELOPMENT ACTION PLAN		TIME FRAMES	
		Proposed Solutions (short term)	Proposed Solutions (Long term)	Start	End
Key Performance areas	Competencies/Skills required to achieve KPA's performance outputs				
OCRs	People management	People management training		Oct 2021	Dec 2021
	Records Management	Records management Training		Jan 2021	March 2022
	Contract Management	Contract Management		April 2021	June 2022


Signature (Mr. W. Zwane)

29/07/2021
Date


Signature (Mr. TP Mase)
Municipal Manager

29/07/2021
Date