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FOR THE
01 JULY 2018 – 30 JUNE 2019

THE EMPLOYEE OF THE MUNICIPALITY

.....

Sithembile Jeremia Too!

AND

FULL NAMES

.....

Tshemedi Lucas Mkhwane

THE LETSEMENG LOCAL MUNICIPALITY
AS REPRESENTED BY THE MUNICIPAL MANAGER

MADE AND ENTERED INTO BY AND BETWEEN:

PERFORMANCE AGREEMENT

Appendix A



FINANCIAL YEAR: 2018/2019

PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Letsemeng Local Municipality herein represented by *Mr Tshemedi Lucas Mkhwane* (full name) in his capacity as Municipal Manager. (Hereinafter referred to as the **Employer** or Supervisor)

and

Mr Sithembile Jeremia Tool (full name) 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 54A of the Local Government: Municipal Systems Act 32 of 2000 and as amended ("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 -

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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 communicate the employer's performance expectations and accountabilities to the employee, by specifying objectives and targets as defined in the Integrated Development Plan and the Service Delivery and Budget Implementation Plan (SDBIP).

2.3 specify accountabilities as set out in a performance plan, which must be in a format substantially compliant to Appendix "A";

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 the position; and

2.6 appropriately reward the Employee in accordance with the Employer's performance management policy in the event of performance.

3 COMMENCEMENT AND DURATION

3.1 This Agreement will commence on the 01 July 2018 and will remain in force until 30 June 2019 where after a new Performance Agreement, Performance Plan and Personal Development Plan must be concluded between the parties for each of the following financial years or any portion thereof for the duration of the Agreement of Employment

3.2 This Agreement will terminate on the termination of the Employee's employment for any reason whatsoever.

3.3 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.

3.4 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 must immediately be revised.

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3.5 Any significant amendments or deviations must take cognizance of the requirements of section 34 and 42 of the Systems Act, and regulation 4(5) of the Regulations

4 PERFORMANCE OBJECTIVES

4.1 The Performance Plan (Annexure A) must 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 Performance Plan must :

- a) Be set by the Employer in consultation with the Employee;
- b) Be based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and
- c) Include key objectives; key performance indicators; target dates and weightings.

4.3

It is agreed that-

- i. The key objectives describe the main tasks that need to be done.
- ii. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.
- iii. The target dates describe the timeframe in which the work must be achieved.
- iv. The weightings show the relative importance of the key objectives to each other.

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 adopts or introduces to the Municipality and accepts that the purpose of the

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performance management system is to provide a comprehensive system with specific performance standards to assist the **Employer**, management and municipal staff to perform to the standards required.

5.2 The **Employer** must consult the **Employee** about the specific performance standards that are included in the performance management system as applicable to the **Employee**.

5.3 The **Employee** must be assessed on his or her performance in terms of the performance indicators identified in the attached Performance Plan and include =

- a) The Key Performance Areas; and
- b) Core Managerial Competencies

5.4 The Key Performance Areas will make up 80% of the **Employee**'s assessment score, and will contain the following:

Key Performance Areas (80% of Total)		Weighting
Prudent financial management		30%
Financial Sustainability		50%
Ensure effective management of the Department		20%
Total		100%

5.5 The Core Management Criteria (CMC) will make up the other 20% of the **Employee**'s assessment score, and are deemed to be most critical for the **Employee**'s specific job should be selected from the list below as agreed between the **Employer** and **Employee**

CORE COMPETENCY REQUIREMENTS (CCR) FOR EMPLOYEES (20% of Total)		
CORE MANAGERIAL COMPETENCIES (CMC)		
Strategic Direction and Leadership	10%	
Programme and Project Management	10%	
Financial Management	20	compulsory

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6. EVALUATING PERFORMANCE

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

a) the standards and procedures for evaluating the Employees performance; and

b) the intervals for the evaluation of the Employees performance.

6.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employees performance at any stage during the validity of the agreement of Employment

6.3 Personal growth and development needs identified during any performance review discussion, as well as the actions and timeframes agreed to, must be documented in a Personal Development Plan which must be in a format substantially compliant to Annexure "B"

CORE COMPETENCY REQUIREMENTS (CCR) FOR EMPLOYEES (20% of Total)		
CORE MANAGERIAL COMPETENCIES (CMC)		
WEIGHT	✓	
Change Management		
Knowledge Management		
Service Delivery Innovation		
Problem Solving and Analysis		
People Management and Empowerment	compulsory	15%
Client Orientation and Customer Focus	compulsory	15%
Communication		
Accountability and Ethical Conduct	10	10
Policy Conceptualisation and implementation		10
Mediation Skills		
Advanced Negotiation Skills		
Advanced influencing skills		
Partnership and Stakeholder Relations		10
Supply Chain Management		
Total percentage	-	100%

Handwritten notes and signatures:

- Top left: "S.J" and "M.F" with a signature.
- Top center: "L.B" with a signature.
- Top right: "V.J" and "P.F" with a signature.

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:

- i. An assessment of the achievement of results as outlined in the performance plan:
- ii. An assessment of 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
- iii. A rating on the five-point scale for each Key Performance Area; and
- iv. The use of the applicable assessment rating calculator to add the scores and calculate a final core.

6.6 The Core Management Criteria must be assessed –

(a) according to the extent to which the specified standards have been met.

(b) with an indicative rating on the five-point scale for each Criteria; and

(d) using the applicable assessment rating calculator to add the scores and calculate a final score.

6.7 An overall rating is calculated by using the applicable assessment-rating calculator, which represents the outcome of the performance appraisal, provided that the performance assessment of the Employee will be used on the following rating scale for both Key Performance Indicators and Core Management Criteria

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Level	Terminology	Description	Rating
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.	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.	
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 performance criteria and indicators as specified in the PA and Performance Plan.	

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Level	Terminology	Description	Rating
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.	1 2 3 4 5

6.8 The performance of the Employee must be evaluated by an evaluation panel constituted in terms of regulation 27 (4)(d) and (f) of the Regulations.

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of each **Employee** in relation to his / her performance agreement shall be reviewed on any of 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 2018)	:	09 – 12 October 2018
Second quarter (October – December 2018)	:	08 – 11 January 2019
Third quarter (January – March 2019)	:	09 – 12 April 2019
Fourth quarter (April – June 2019)	:	16 – 19 July 2019 (excluding financial information)

Provided that reviews in the first and third quarter may be verbal if performance is satisfactory

7.2 The **Employer** shall keep a record of the mid-year review and annual assessment meetings and feedback must be based on the **Employer's** assessment of the **Employee's** performance.

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7.3 The Employer may amend the provisions of Performance Plan 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. OBLIGATIONS OF THE EMPLOYER

8.1 The Employer must –

8.1.1 create an enabling environment to facilitate effective performance by the employee;

8.1.2 provide access to skills development and capacity building opportunities;

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

8.1.4 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

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

9. CONSULTATION

9.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will –

a. have a direct effect on the performance of any of the Employee's functions;

b. commit the Employee to implement or to give effect to a decision made by the Employer; and

c. have a substantial financial effect on the Employer.

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9.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in sub-clause (1) above as soon as is practicable to enable the Employee to take any necessary action without delay.

10. MANAGEMENT OF EVALUATION OUTCOMES

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

10.2 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, as per regulation 32(2) of the Regulations

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

10.3.1 must provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and

10.3.2 may 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.

11. DISPUTE RESOLUTION

11.1 Any disputes about the nature of the Employee's performance agreement, must be mediated by –

a. the Member of the Executive Council responsible for local government in the province, in case of the Municipal Manager, or any other person appointed by the said Member of the Executive Council; and

b. the Mayor, in the case of Managers directly accountable to the Municipal Manager within thirty days or receipt of a formal dispute from the employee

11.2 Any disputes about the outcome of the Employee's performance evaluation, must be mediated by –

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- a. the Member of the Executive Council responsible for local government in the Province, or any other person appointed by the MEC, in the case of the Municipal Manager, and

- b. a Municipal Councillor, in the case of Managers directly accountable to the Municipal Manager, provided such a Councillor was not part of the evaluation panel contemplated in regulation 27(4)(e) of the Regulations, within thirty days or receipt of a formal dispute from the employee

12. GENERAL

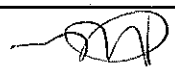
- 12.1 The employer must make the contents of this agreement and the outcome of any review conducted in terms of the Performance Plan available to the public as contemplated in section 46 of the Systems Act.

- 12.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the **Employee** in terms of his/ her Agreement of Employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

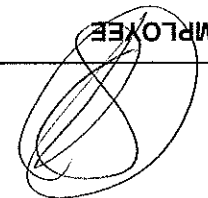
- 12.3 The performance assessment results of the municipal manager must be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.

Thus done and signed at Koffiefontein on this the 3rd of July 2018

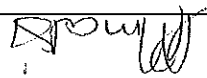
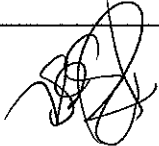
AS WITNESSES:

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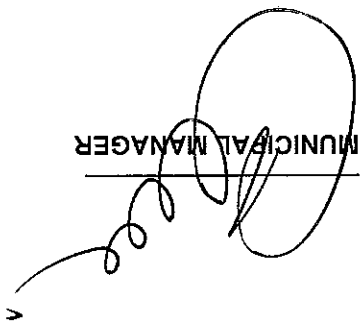
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EMPLOYEE

AS WITNESSES:

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MUNICIPAL MANAGER

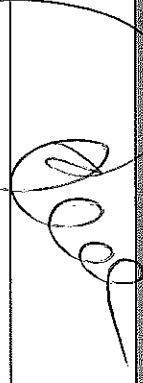


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ANNEXURE A

PERFORMANCE PLAN

PERFORMANCE SCORECARD – SECTION 56 EMPLOYEE

Employee Name:	Sithembile Jeremia Tooi	Employee Number	0138
Job Title:	Chief Financial Officer	Department:	Office of the Municipal Manager
Manager:	Municipal Manager	Date (Financial Year):	2018 – 19 Financial Year
Position Purpose:	To carry out the functions as Accounting officer and head of administration in the Municipality		
The period of this Performance Plan is from 01 July 2018 to 30 June 2019			
Signed and accepted by the Municipal Manager			Date: 31 July 2018

By signing this performance scorecard the manager and employee hereby indicate their full understanding of, and agreement with the contents of the scorecard. The manager and the employee both acknowledge that this is in full compliance with the Municipality's Performance Management Policy.

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1. Purpose

The performance plan defines the council expectation of the Chief Financial Officer's performance agreement to which this document is attached and Section 57 (5) of the Municipal System Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the Municipality's Integrated Development Plan and as reviewed annually.

2. Key responsibilities

The following objects of local government will inform the Chief Financial Officer's performance against set performance indicators:

- 2.1 Provide democratic and accountable government for local communities.
- 2.2 Ensure the provision of services to communities in a sustainable manner.
- 2.3 Promote social and economic development
- 2.4 Promote a safe and healthy environment
- 2.5 Encourage the involvement of communities and community organisation in the matters of local government

3. Key Performance Area

The following Key Performance Area (KPA) as outline in the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers (2006), inform the strategic objective listed in the table below:

- 3.1 Basic Service Delivery.
- 3.2 Municipal Institutional Development and transformation
- 3.3 Local Economic Development (LED)
- 3.4 Municipal Financial Viability and Management
- 3.5 Good Governance and Public Participation

4. Key Performance Objectives and Indicators for the Chief Financial Officer

The provision and statutory time frames contained in the following legislation are required to be reported on and measured:

- 4.1 Local Government Municipal performance Regulations for Municipal Managers and Managers Directly (Regulation No. R805, dated 1 August 2006)

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- 4.2 Regulations No.796 (Local Government: Municipal Planning and Performance Management Regulation, 2001) dated 24 August 2001
- 4.3 Municipal Finance Management Act, 2003, in particular, but not limited to Chapter 8. (*must* include, inter alia, tariff policy, rates policy, credit control and debt collection policy, supply chain management policy and an unqualified Auditor General's report)
- 4.4 Property Rates Act, 2004
- 4.5 Municipal Structures Act, 1998, in particular, but not limited to, Chapter 5 (Powers and functions as determined by legislation or agreement)
- 4.6 Municipal System Act 2000, in particular, but not limited to sections 55 to 57
- 4.7 Any other applicable legislation specific to the Chief Financial Officer

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Municipal Financial Viability and Management											
Legislative KPA		Municipal Financial Viability and Management			IDP KPA	Municipal Financial Viability and Management			KPA No(No in the IDP e.g.3		
KPA	IDP Objective	KPI	Target	1 st Biannual Report	Annual Report Final	Motivation for under performance and exceptional performance	Assessment Score				
							1	2	3	4	5
FM	Increase the collection rate	Collection rate increased from 35% to 70%	3:Collection rate for 2018/2019 is at least 70% 4:Collection rate for 2018/2019 is at least 75% 5:Collection rate for 2018/2019 is at least 80%	50% collection rate	Collection rate for 2018/2019 is at least 70%						
FM	Revenue Enhancement Strategy	Percentage implementation of Revenue Enhancement Strategy	3:75% implementation of Revenue Enhancement Strategy (RES) 4:80% implementation of Revenue Enhancement Strategy (RES) 5:85% implementation of Revenue Enhancement Strategy (RES)	25% implementation of RES	75% implementation of Revenue Enhancement Strategy (RES)						

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Municipal Financial Viability and Management											
Legislative KPA		Municipal Financial Viability and Management			IDP KPA	Municipal Financial Viability and Management			KPA No(No in the IDP e.g.3		
KPA	IDP Objective	KPI	Target	1 st Biannual Report	Annual Report	Motivation for under performance and exceptional performance	Assessment Score				
							1	2	3	4	5
FM	Increasing municipal revenue	Collection rate increased from 35% to 70%	3: 70% collection rate 4: 75% collection rate 5: 80% collection rate	50% collection rate	Collection rate for 2018/2019 is at 70%						
FM	Development of valuation roll	Supplementary Roll prepared	Develop Valuation Roll		Develop Valuation Roll						
FM	Development	Develop Audit Action Plan and present to Management for Action	Develop Audit Action Plan and present to Management for Action	MSCOA Quarterly reports presented to Management	Develop Audit Action Plan and present to Management for Action						
FM	Enhancing accountability and promote effective use of resources	Percentage implementation of mSCOA in line with Treasury Regulations	100% implementation of mSCOA in line with Treasury Regulations	Meter reading gadgets procured for all meter	100% implementation of mSCOA in line with						

Municipal Financial Viability and Management											
Legislative KPA		Municipal Financial Viability and Management			IDP KPA	Municipal Financial Viability and Management			KPA No(No in the IDP e.g.3		
KPA	IDP Objective	KPI	Target	1 st Biannual Report	Annual Report Final	Motivation for under performance and exceptional performance	Assessment Score				
				readers, Training Conducted on how to use the gadgets	Treasury Regulations		1	2	3	4	5
	Increasing municipal revenue	Number of meter reading gadgets procured linked to Financial system for meter readers	Number of meter reading gadgets procured linked to Financial system for meter readers		Number of meter reading gadgets procured linked to Financial system for meter readers						
		Number of indigent households registered for the financial year 2018/19 in all 6 Wards.	50000 indigent households registered for the financial year 2018/19 in all 6 Wards.	2500 indigent households registered for the financial year 2018/19 in all 6 Wards.	50000 indigent households registered for the financial year 2018/19 in all 6 Wards.						

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Municipal Financial Viability and Management												
Legislative KPA		Municipal Financial Viability and Management			IDP KPA	Municipal Financial Viability and Management			KPA No(No in the IDP e.g.3			
KPA	IDP Objective	KPI	Target	1 st Biannual Report	Annual Report Final	Motivation for under performance and exceptional performance	Assessment Score					
	Enhancing accountability and promote effective use of resources	Facilitate the Appointment of Bid committee members at the beginning of financial year	Facilitate the Appointment of Bid committee members at the beginning of financial year		Facilitate the Appointment of Bid committee members at the beginning of financial year		1	2	3	4	5	
	Enhancing accountability and promote effective use of resources	Submit the procurement plan by the start of financial year 2018/19 to and Treasury	Submit the procurement plan by the start of financial year 2018/19 and Treasury	Quarterly asset management reports	Submit the procurement plan by the start of financial year 2018/19 and Treasury							
		100% reviewed Asset Register and ensure compliance with GRAP	100% reviewed Asset Register and ensure compliance with GRAP	Quarterly inventory management reports	100% reviewed Asset Register and ensure compliance with GRAP							
		Implement Inventory Management System and	Implement Inventory Management System and conduct spot checks		Implement Inventory Management System and							

Municipal Financial Viability and Management											
Legislative KPA	Municipal Financial Viability and Management			IDP KPA	Municipal Financial Viability and Management			KPA No(No in the IDP e.g.3			
KPA	IDP Objective	KPI	Target	1 st Biannual Report	Annual Report Final	Motivation for under performance and exceptional performance	Assessment Score				
		conduct spot checks			conduct spot checks		1	2	3	4	5
	Enhancing accountability and promote effective use of resources	Review Budget related policies for the financial year 2019/20 and present to Council for approval	Review Budget related policies for the financial year 2019/20 and present to Council for approval		Review Budget related policies for the financial year 2019/20 and present to Council for approval						
	Enhancing accountability and promote effective use of resources	Develop Financial Management Plan for Financial year 2019/2020 and submit to Council for approval	Develop Financial Management Plan for Financial year 2019/2020 and submit to Council for approval	Quarterly SCM report submitted to Council	Develop Financial Management Plan for Financial year 2019/2020 and submit to Council for approval						

Municipal Financial Viability and Management											
Legislative KPA	Municipal Management	Financial	Viability	and	IDP KPA	Municipal Management	Financial	Viability	and	KPA No(No in the IDP e.g.3	
KPA	IDP Objective	KPI	Target	1 st Biannual Report	Annual Report Final	Motivation for under performance and exceptional performance	Assessment Score				
							1	2	3	4	5
	Enhancing accountability and promote effective use of resources	Number of SCM implementation reports presented SUBMITTED to Council	4 Quarterly SCM reports submitted to Council		4 Quarterly SCM reports submitted to Council						
		Complied 2017/2018 GRAP AFS	2017/2018 GRAP AFS submitted to AGSA (Acknowledgement of receipt from AGSA)	1 st Quarter Report Submitted to council	2017/2018 GRAP AFS submitted to AGSA (Acknowledgement of receipt from AGSA)						
		Number of MFMA s52 reports prepared and submitted to Council	3 Quarterly MFMA s52 reports submitted to Council	50% collection rate	3 Quarterly MFMA s52 reports submitted to Council						
		Salaries are paid Monthly	12 Reports submitted to Accounting officer	1 Quarter report submitted to the	12 Reports submitted to Accounting officer						

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Municipal Financial Viability and Management

Municipal Financial Viability and Management											
Legislative KPA		Municipal Financial Viability and Management	IDP KPA	Municipal Financial Viability and Management	KPA No(No in the IDP e.g.3						
KPA	IDP Objective	KPI	Target	1 st Biannual Report	Annual Report Final	Motivation for under performance and exceptional performance	Assessment Score				
				accounting officer			1	2	3	4	5
		Number of risk management reports	4 Quarterly reports on risk management register submitted to the accounting officer	Quarterly reports on risk management	4 Quarterly reports on risk management register submitted to the accounting officer						
		Bank reconciliation performed on a monthly basis	12 Signed Bank reconciliation	Monthly reconciliations showing that the suspense accounts are cleared	12 Signed Bank reconciliation						

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Municipality Financial Viability and Management											
Legislative KPAs		Municipal Financial Viability and Management		IDP KPA	Municipal Financial Viability and Management		KPA No(No in the IDP e.g.3				
KPA No	IDP Objective	KPI	Target	1 st Biannual Report	Annual Report Final	Motivation for under performance and exceptional performance	Assessment Score				
							1	2	3	4	5
SDID	ensure good governance and effective management of the municipality	95% spent on the municipality capital budget i	3=95% 4=98% 5=100%	50% Capex spent	95% Capex spent						
FM	ensure good governance and effective management of the municipality	% reduction in irregular expenditure	3=2 irregular expenditures 4=1 irregular 5=Zero								
FM	Increasing municipal revenue	% implementation of the revenue enhancement strategy related to the city	3=75% 4=80% 5=85%	50% implementation of the revenue enhancement strategy related	75% implementation of the revenue enhancement						

Legislative KPA		Municipal Financial Viability and Management	IDP KPA	Municipal Financial Viability and Management	KPA no in the IDP e.g.3						
KPA No	IDP Objective	KPI	Target	1 st biannual report	Annual Report Final	Motivation for under performance and exceptional performance	Assessment Score				
							1	2	3	4	5
PPGG	ensure good governance and effective management of the municipality	Provision of inputs into the municipal planning processes (IDP) and risk management within stipulated time frames and in line with quality requirements	3=Stipulated timeframes 4=2 weeks earlier than stipulated timeframes 5=4 weeks earlier than stipulated timeframes	Provision of inputs into the municipality's planning processes and risk management 2 weeks earlier than stipulated time frames and in line with quality requirements	Provision of inputs into the municipality's planning processes and risk management 2 weeks earlier than stipulated time frames and in line with quality requirements						
PPGG	ensure good governance and	% compliance with the municipality's	3=80% 4=90% 5=100%	95% compliance	95% compliance with the						

Legislative KPA												Municipal Financial Viability and Management					IDP KPA	Municipal Financial Viability and Management					KPA no in the IDP e.g.3				
KPA No		IDP Objective		KPI		Target		1 st biannual report		Annual Report Final		Motivation for under performance and exceptional performance		Assessment Score													
		effective management of the municipality		system of delegation policy				with the municipality's system of delegation policy		municipality's system of delegation policy																	
PPGG		ensure good governance and effective management of the municipality		Percentage increase in implementation of the municipality's SDBIP		3=90% 4=95% 5=100%		95% implementation of the municipality's SDBIP		95% implementation of the municipality's SDBIP																	

Signed and accepted by: S. J. T. T. T.

Job title: CEO

Date: 31/07/2018

Signed by the Municipal Manager on behalf of the ~~Assembling~~ Local Municipality Council

Date: 31/03/2025

6. Consolidated Score Sheet

Key Performance Area	Weighting	Municipal Rating	HOD' Rating	Final / Consolidated Score	Reason for Final Score
1					
2					
3					
4					
5					
6					
7					
Total:	100	Final Score			

47
57
100

7. CONTROL SHEET

TO BE UPDATED BY HOD

PLANNING PHASE			
Date of 1 st planning meeting		Date of 2 nd planning meeting	Municipal Manager
Date copy of performance plan handed to HOD			

COACHING PHASE

(Keep a record of meetings held to give feedback to the HOD on performance related issues)	
Date of Feedback Meeting	Performance issue discussed and corrective action to be taken
Date of formal half year review	
REVIEWING PHASE	
Date Municipal Manager notified of formal review meeting	
Date of 1 st review meeting	
Date of 2 nd Review meeting	
Date of 3 rd Review meeting	
Date of 4 th Review meeting	
Municipal Manager	Signature

Annexure B

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PERSONAL DEVELOPMENT PLAN (To be completed by the HOD)

MUNICIPALITY:
INCUBENT:
SALARY:
JOB TITLE:
REPORT TO:

LETSEMONGA
S. J. 1002
CHIEF FINANCIAL OFFICER
Municipal Manager

1.	What are the competencies required for this job (refer to competency profile of job description)?
2.	What are competencies from the above list, does the job holder already possess?
3.	What then are the competency gaps? (if the job holder possesses all the necessary competencies, complete No's 5 and 6).
4.	Actions/Training interventions to address the gaps/needs

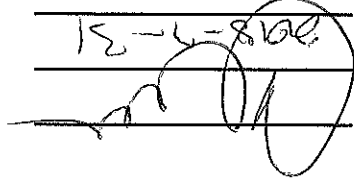
5. Indicate the competencies required for future career progression/development	6. Action/Training interventions to address future progression	7. Comments/Remarks of the Incumbent	8. Comments/Remarks of the supervisor
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Agreed upon

Signature:

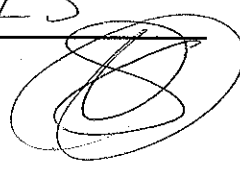
Supervisor:

Date:


 2018-1-31

Signature:

Incumbent:


 S.J. Joo
 31/07/2018