

ANNEXURE A:

PERFORMANCE PLAN OF THE ACTING DIRECTOR: CORPORATE SERVICES OF NGWATHE LOCAL MUNICIPALITY

1. Purpose

The performance plan defines the Council's expectations of the Employee's performance agreement to which this document is attached and Section 57 (5) of the Municipal Systems 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 (IDP) and as reviewed annually.

2. Key responsibilities

The following objects of local government will inform Employee'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 organisations in the matters of local government.

3. Key Performance Areas

The following Key Performance Areas (KPA's) as outlined in the Local Government: Municipal Planning and Performance Management Regulations (2001) inform the strategic objectives listed in the table below:

- 3.1 Municipal Transformation and Organisational Development.
- 3.2 Infrastructure Development and Service Delivery.
- 3.3 Local Economic Development (LED).
- 3.4 Municipal Financial Viability and Management.

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CP RS

3.5 Good Governance and Public Participation.

This plan consists of the following 4 parts:

- 1) Key Performance Areas (KPAs) schedule, detailing key objectives and their related performance indicators, weightings and target dates
- 2) A Competency Requirements (CR) schedule, setting out selected leading and core competencies
- 3) Personal Development Plan (PDP), for addressing developmental gaps
- 4) Record of assessment meetings (Control Sheet)

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1. Key Performance Areas schedule, detail key objective and their related performance indicators, weightings and target dates

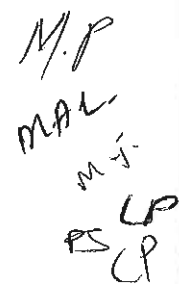
Key Performance Area	Weighting	ID	Strategy & Objective	Key Performance Indicator	Baseline Information	Target			Progress on date of review
						Time frames	Quality	Quantity	
Municipal Transformation and Institutional Development		1.1(f)	Improve administrative and financial capability.	Organise the annual EAP Internal Sports for all municipal employees to participate by 30 June 2017.	2015/16 EAP Internal Sports	1 July 2016 – 30 June 2017.	A report on the number of EAP internal sports event held and the number of municipal employees participated in the sports	1	
Municipal Transformation and Institutional Development		1.1(g)	Improve administrative and financial capability.	Review all 64 existing policies and promulgation of new by-laws by 30 May 2017.	2015/16 Existing municipal policies.	30 May 2017	A report on the number of existing policies reviewed and updated supported with copies of the reviewed and updated policies.	1	
Municipal Transformation and Institutional Development		1.1(h)	Improve administrative and financial capability.	Ensure that the system for leave days is continually updated 100%.	Ngwatho Leave Policy	1 July 2016 – 30 June 2017.	Monthly reports on the number of leave forms received vs the number of leave forms captured onto the Leave days system during the 2016/17 financial year.	12	
Municipal Transformation and Institutional Development		1.1(i)	Improve administrative and financial capability.	Conduct quarterly workshops with all stakeholders regarding all recognised collective bargaining agreements, applicable legislation and policies to be implemented	Approved Employment Equity Plan.	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the number of quarterly workshops conducted with all stakeholders regarding all recognised collective bargaining agreements, applicable legislation and	4	

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Key Performance Areas	Weighting	ID	Strategic Objective	Key Performance Indicators	Baseline Information	Target			Progress on this at review
						Time frames	Quality	Quantity	
				and submit an Employment Equity report to the Department of Labour by 30 June 2017.			policies to be implemented. An Employment Equity reports submitted to the Department of Labour	1	
Municipal Transformation and Institutional Development		1.1(i)	Improve administrative and financial capability.	Development and monthly maintenance of a monthly Legal Administration schedule	2015/16 Legal Administration schedule	1 July 2016 – 30 June 2017.	Monthly maintenance reports regarding the updates completed on the Legal Administration schedule during the 2016/17 financial year.	12	
Municipal Transformation and Institutional Development		1.1(k)	Improve administrative and financial capability.	Develop and effectively implement a Records Management policy by 30 June 2017.	N/A	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the progress of the development and the effective implementation of the Records Management policy by the end of each quarter of the 2016/17 financial year.	4	
Municipal Transformation and Institutional Development		1.1(l)	Improve administrative and financial capability.	Ensure effective record keeping of all mails and correspondence received and distributed by 30 June 2017.	2015/16 Record Management report	1 July 2016 – 30 June 2017.	Monthly reports on the register updates of all mails and correspondence received and distributed during the 2016/17 financial year.	12	
Municipal Transformation and		1.1(m)	Improve administrative and financial capability.	Ensure a secure ICT environment to guarantee	2015/16 Quarterly IT reports	30 September 2016, 31 December 2016,	Quarterly reports on the activities that were	4	

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Key Performance Area	Weighting	ID	Strategic Objective	Key Performance Indicator	Baseline Information	Time frames	Quality	Quantity	Progress on date of review
Institutional Development				functionality and availability to users throughout the 2016/17 financial year.		31 March 2017, 30 June 2017.	completed to ensure functionality and availability of the ICT environment to users throughout the 2016/17 financial year.		
Municipal Transformation and Institutional Development		1.1(n)	Improve administrative and financial capability.	Develop and implement a comprehensive security plan for the institution by 30 June 2017.	2015/16 Security plan	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the progress of the development and implementation of the security plan at the end of each quarter during the 2016/17 financial year.	4	
Financial Management & Viability		4.1(s)	Ensure sound financial management	Nil / Zero amount of unauthorised, irregular and fruitless & wasteful expenditure incurred due to non-compliance to the municipality's Supply Chain Management Policy, Supply Chain Management Regulations, 2005 and the MFMA by 30 June 2017.	2015/16 Annual Financial Statements disclosure and the Auditor-General's Report	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the amount of unauthorised, irregular and fruitless & wasteful expenditure incurred due to non-compliance to the municipality's Supply Chain Management Policy, Supply Chain Management Regulations, 2005 and the MFMA for each quarter.	4	
Good Governance & Public Participation		5.2(f)	Ensure regular engagements with communities	Ensure that council items and agendas delivered to the councillors 7 days	Approved schedule of meetings for Council and	30 September 2016, 31 December 2016, 31 March 2017,	Quarterly reports on the number of days before the scheduled council meeting	4	



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Key Performance Area	Weighting	ID	Strategic Objective	Key Performance Indicator	Baseline Information	Target			Progress on date of review
						Time frames	Quality	Quantity	
				before the date of Council meetings during 2016/17 financial year.	Systems Act Section 80 Committees	30 June 2017.	that the council items were delivered to councillors during the 2016/17 financial year.		
Good Governance & Public Participation		5.2(g)	Ensure regular engagements with communities	Ensure that the Systems Act Section 80 items and agendas are delivered to councillors 7 days before the date of the Committee meeting during 2016/17 financial year.	Approved schedule of meetings for Council and Systems Act Section 80 Committees	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the number of days before the scheduled council committee meetings that the council items were delivered to councillors during the 2016/17 financial year.	4	

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2. Competency Requirements (CR) schedule

Leading and Core Competencies		Weighting	Description/Definition	Comments/Observations		Rating			
Leading Competencies (All compulsory)						1Q	2Q	3Q	4Q
Strategic Direction and Leadership			Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.						
People Management			Effectively manage, inspire and encourage people, respect and diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives						
Program and Project Management			Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives						
Financial Management			Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner						
Change Leadership			Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community						
Governance Leadership			Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualism of relevant policies and enhance cooperative governance relationships						
Core Competencies (All Compulsory)						1Q	2Q	3Q	4Q
Moral Competence			Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence						
Planning and Organising			Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency to plans to manage risk						

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Leading and Core Competencies	Weighting	Description/Definition	Comments/Observations	Rating
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		
Knowledge and Information Management		Able to promote the generation and sharing of knowledge and information through various process and media, in order to enhance the collective knowledge base of local government		
Communication		Able to share information, Knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively		
Resulting and Quality Focus		Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.		

Signed and accepted by (Chief Financial Officer):



Date:

24/06/2016

Signed and accepted by (Municipal Manager) on behalf of Council:



Date:

29/07/2016

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4. Record of assessment meetings (Control Sheet)

Employee's Name: TSEKEDI PULE Employee Number: _____
 Job Title: DIRECTOR CORPORATE SA Department: MM
 Manager / Immediate Superior: MAYOR Date: 24/06/2016

Date of assessment meeting	Employee's views on differences of assessment	Comments of the Employer	Action to be taken if any (feedback to be given to employee)
Q1:			
Q2:			
Q3:			
Q4:			
Additional review:			

Thus done and signed at PAKUS this 24th day of JUNE 2016

EMPLOYEE:

Signature: Tsekedi Pule Name Print: TSEKEDI P

WITNESSES

1. Signature: Phuthi Name Print: PUSELEISO NDIHLOVU

2. Signature: Hlaheng Name Print: Lerato Petunia Hlaheng

FOR AND ON BEHALF OF NGWATHE LOCAL MUNICIPALITY

Signature: J. A. Mochela Name Print: JOHANN A MOCHELA

WITNESSES

1. Signature: Mogantse Lethe Name Print: Mogantse Lethe

2. Signature: M. P. Mule Name Print: M. P. MULE

M.P