ANNEXURE A:

PERFORMANCE PLAN OF THE ACTING MUNICIPAL MANAGER

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 (KPAs) 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.

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3.3 Local Economic Development (LED).

3.4 Municipal Financial Viability and Management.

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	Strategic Objective	Key Performance Indicator	Baseline Information	Target			Progress on date of review
						Time frames	Quality	Quantity	
Municipal Transformation and Institutional Development		1.1(a)	Improve administrative and financial capability.	100% of Post Audit Action Plan matters for 2015/16 relating to leadership, predetermined objectives and other matters addressed by 30 June 2017	2015/16 Audit Action Plan.	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the % of Post Audit Action Plan matters for 2014/15 relating to leadership, predetermined objectives and other matters addressed by the end of each quarter.	4	
Municipal Transformation and Institutional Development		1.1(b)	Improve administrative and financial capability.	Convene 12 monthly departmental meetings by 30 June 2017for continuous strategic alignment of departmental plans and goals	Monthly departmental meetings held in 2014/15	1 July 2016 – 30 June 2017.	Monthly minutes of the departmental meetings that took place for continuous strategic alignment of departmental plans and goals.	12	
Municipal Transformation and Institutional Development		1.1(c)	Improve administrative and financial capability.	Convene 12 monthly Senior Management meetings by 30 June 2017 for continuous strategic alignment of organisational plans and goals	Monthly departmental meetings held in 2014/15	1 July 2016 – 30 June 2017.	Monthly minutes of the Senior Management meetings that took place for continuous strategic alignment of organisational plans and goals.	12	
Municipal Transformation and Institutional		1.1(d)	Improve administrative and financial capability.	Ensure submission of WSP and ATR report for 2017/18 financial year to	2016/17 WSP & ATR reports	30 April 2017	Proof of submission of the WSP and ATR report for 2017/18 financial year to	1	

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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	
Development				LGSETA by 30 April 2017			LGSETA.		
Municipal Transformation and Institutional Development		1.1(e)	Improve administrative and financial capability.	Ensure submission of 12 WSP monthly monitoring and implementation reports to LGSETA within 7 days after the end of each month during 2016/17 financial year	Monthly monitoring and implementation reports submitted to LGSETA in 2014/15 financial year	1 July 2016 – 30 June 2017.	Monthly WSP monthly monitoring and implementation reports together with proof of submission to LGSETA within 7 days after the end of each month during 2016/17 financial year.	12	
Municipal Transformation and Institutional Development		1.1(o)	Improve administrative and financial capability.	Ensure that the 2017/18 Budget is prepared in accordance with Municipal Standard Chart of Accounts (mSCOA) framework and regulations, internally audited and submitted for Council approval by 31 May 2017	2016/17 Annual Budget	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017. 31 May 2017.	Quarterly progress reports on the preparation of the mSCOA budget submitted to Council, Provincial and National Treasury. An internally audited budget submitted to Council for approval.	4 1	
Local Economic Development		3.1(b)	Stimulate local economic growth	Submit a 5 year LED Strategy plan for approval and adoption by Council by 15 March 2017.	2016/17 5 year LED Strategy plan	15 March 2017.	A 5 year LED Strategy plan submitted for approval and adoption by Council.	1	
Financial Management & Viability		4.1(s)	Ensure sound financial management	Nil / Zero amount of unauthorised, irregular and fruitless & wasteful	2015/16 Annual Financial Statements	30 September 2016, 31 December 2016, 31 March 2017,	Quarterly reports on the amount of unauthorised, irregular and fruitless &	4	

Key Performance Area	Weighting	ID	Strategic Objective	Key Performance Indicator	Baseline Information	Target			Progress on date of review
						Time frames	Quality	Quantity	
				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.	disclosure and the Auditor-General's Report	30 June 2017.	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.		
Good Governance & Public Participation		5.1(a)	Ensure Good Governance practices to ensure effective, functioning municipality	Submit 1 draft IDP for the 2017/18 budget year to the council for approval by 1 March 2017.	2016/17 approved IDP	1 March 2017.	A draft IDP for the 2017/18 budget year submitted to the council for approval.	1	
Good Governance & Public Participation		5.1(b)	Ensure Good Governance practices to ensure effective, functioning municipality	Submit 1 draft SDBIP for the 2016/17 to the Mayor for approval by 28 July 2016	2015/16 SDBIP	28 July 2016	A draft SDBIP for the 2016/17 submitted to the Mayor for approval.	1	
Good Governance & Public Participation		5.1(c)	Ensure Good Governance practices to ensure effective, functioning municipality	5 Signed Performance Agreements & Plans for the senior managers including the Municipal Manager for 2016/17 financial year concluded by 31 July 2016.	Five performance plans and agreements for the MM and Senior Managers for the 2015/16	31 July 2016.	Signed Performance Agreements & Plans for the senior managers including the Municipal Manager for 2016/17 financial year to be concluded.	5	
Good Governance & Public Participation		5.1(d)	Ensure Good Governance practices to ensure effective, functioning	4 quarterly performance assessment reports for 5 senior managers	Five performance plans and agreements for the	30 September 2016, 31 December 2016, 31 March 2017,	Quarterly performance assessment reports for 5 senior managers (including	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	
			municipality	(including the Municipal Manager) concluded and signed-off not later than 30 days after the end of each quarter during 2016/17.	MM and Senior Managers for the 2015/16 and annual performance report for 2014/15	30 June 2017.	the Municipal Manager) concluded and signed-off not later than 30 days after the end of each quarter during 2016/17.		
Good Governance & Public Participation		5.1(e)	Ensure Good Governance practices to ensure effective, functioning municipality	Submit 1-signed-off Mid-term budget and performance assessment report for 2016/17 to the Mayor, Provincial & National Treasuries by 25 January 2017	2015/16 Mid-year budget and performance assessment report	25 January 2017.	A signed-off Mid-term budget and performance assessment report for 2016/17 submitted to the Mayor, Provincial & National Treasuries.	1	
Good Governance & Public Participation		5.1(f)	Ensure Good Governance practices to ensure effective, functioning municipality	Submit 1 audited annual report for 2015/16 to Provincial Treasury, CoGTA and National Treasury by 31 December 2016.	Audited Annual Report for 2014/15	31 December 2016.	An audited annual report for 2015/16 submitted to Provincial Treasury, CoGTA and National Treasury.	1	
Good Governance & Public Participation		5.1(g)	Ensure Good Governance practices to ensure effective, functioning municipality	4 quarterly Internal Audit reports on the assessment of the effectiveness of the controls within the municipality submitted to the Audit Committee by 30 June 2017	4 Internal Audit quarterly reports submitted to the Audit-Committee in 2014/15	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly Internal Audit reports on the assessment of the effectiveness of the controls within the municipality submitted to the Audit Committee.	4	
Good Governance &		5.1(h)	Ensure Good Governance	4 quarterly performance	4 Quarterly	30 September 2016,	Quarterly performance	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	
Public Participation			practices to ensure effective, functioning municipality	reports and 1 draft annual report for 2015/16 internally audited and submitted to the Audit Committee & MPAC by 30 June 2017	Performance Reports submitted to Internal Audit in 2015/16	31 December 2016, 31 March 2017, 30 June 2017.	reports and a draft annual report for 2015/16 internally audited and submitted to the Audit Committee & MPAC.	1	
Good Governance & Public Participation		5.1(i)	Ensure Good Governance practices to ensure effective, functioning municipality	4 quarterly risk assessment performed by 30 June 2017 and risk register and risk mitigation plans subsequently updated.	2014/15 Risk Register and Risk Management Plans	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly risk assessment performed and risk register and risk mitigation plans subsequently updated.	4	

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: 2016/06/24

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3. Personal Development Plan

Employee's Name: Tsekedi Pulle Employee Number:

Job Title: Acting Municipal Manager Department: Mayor

Manager: Joey Mucheła Date: 24/06/2016

Development need	Activity	When	Learning Outcome	Impact

Signed and accepted by (Chief Financial Officer): ______ Date: 24/06/2016

Signed and accepted by (Municipal Manager): ______ Date: 2016/06/24

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4. Record of assessment meetings (Control Sheet)

Employee's Name: TSEKEDI PULE Employee Number: ____________

Job Title: ACTING MUNICIPAL MANAGER Department: MAYOR

Manager / Immediate Superior: JOEY MOCHELA 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 PARYS this 24th day of 06 2016

EMPLOYEE:

Signature: ____________ Name Print: Tsekedi. P

WITNESSES

1. Signature: ____________ Name Print: SEABATA RAMOLIKI
2. Signature: ____________ Name Print: N. FLORAH GIBSON

FOR AND ON BEHALF OF NGWATHE LOCAL MUNICIPALITY

Signature: ____________ Name Print: JOHANNA MOCHELA

WITNESSES

1. Signature: ____________ Name Print: Shadhape Morae
2. Signature: ____________ Name Print: Emily Magalefa

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