

M.A.
D.S.M
V
M.A.
N.M.H.
M.R.C.

FINANCIAL YEAR: 1 SEPTEMBER 2015 - 30 JUNE 2016

FOR THE

THE EMPLOYEE OF THE MUNICIPALITY

Selemo Republic Monakedi

AND

DIKELEDI JOSEPHINE MMETLE

AS REPRESENTED BY THE MAYOR

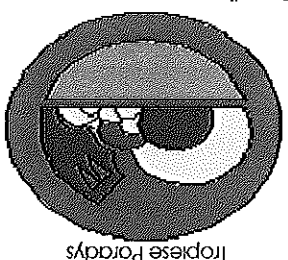
GREATER TZANEEN MUNICIPALITY

MADE AND ENTERED INTO BY AND BETWEEN

PERFORMANCE AGREEMENT

APPENDIX 2

Tropical Paradise



Tropiese Paradijs

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GREATER TZANEEN MUNICIPALITY
GREATER TZANEEN MUNICIPALITY



PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Greater Tzaneen Municipality herein represented by Dikeledi Josephine Mmetle in her capacity as the Mayor (hereinafter referred to as the Employer or Supervisor)

and

Selomo Republic Monakedi as the 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 and outputs 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), the Departmental Business Plan 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 job.

2.6 In the event of outstanding performance, to appropriately reward the employee.

2.7 Give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery

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3 COMMENCEMENT AND DURATION

3.1 This Agreement will commence on the 1 August 2015 and will remain in force until 30 June 2016; 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 during June each year. 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 the first month of the 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; targets that may include 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 performance areas, key objectives and key performance indicators to each other in terms of the position.

4.3 The Employee's performance will, in addition, be measured in terms of contributions to the strategic objectives and strategies set out in the Employer's Integrated Development Plan as developed per the Balanced Scorecard methodology.

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 required standards.

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 (CCR's) 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 CCR's will account for 20% of the final assessment.

5.6 The Employee's assessment will be based on his performance in terms of the outputs / outcomes (performance indicators) identified as per attached Performance Plan (Annexure A), which are linked to the KPAs, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee:

Table 1: Weightings for Key Performance Areas (KPAs)	
Key Performance Areas	Weighting
Municipal Institutional Development and Transformation	20
Basic Service Delivery	30
Local Economic Development (LED)	10
Municipal Financial Viability and Management	15
Good Governance and Public Participation	25
Total	100%

5.7 In the case of managers directly accountable to the Municipal Manager, key performance areas related to the functional area of the relevant manager must be subject to negotiation between the Municipal Manager and the relevant manager.

5.8 The CCR's will constitute the other 20% of the Employee's assessment score. CCR's contained in the table below are in accordance with Regulation 9 of the Local Government Regulations on appointment and conditions of employment of Senior Managers (Regulation no 21 of 2014). In accordance with this regulation all these competencies are essential and all these competencies must be considered measurable and critical in assessing the performance of the Employee.

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Table 2. REGULATORY COMPETENCY REQUIREMENTS

Competencies	Components	Competency Definition	Weighting % (total 100%)
Leading competencies			
Strategic Direction and Leadership	<ul style="list-style-type: none"> • Impact and Influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness 	Provide and direct a vision for the institution, and inspire and deploy others to delivery on the strategic institutional mandate	10%
People Management	<ul style="list-style-type: none"> • Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and dispute Management 	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives	10%
Programme and Project Management	<ul style="list-style-type: none"> • Programme and Project Planning and Implementation • Service Delivery Management • Programme and Project Monitoring and Evaluation 	Able to understand programme and project management methodology, plan, manage, monitor and evaluate specific activities in order to delivery on set objectives	10%
Financial Management	<ul style="list-style-type: none"> • Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring 	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	10%
Change Leadership	<ul style="list-style-type: none"> • Change Vision and Strategy • Process Design and improvement • Change Impact Monitoring and Evaluation 	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	10%
Governance Leadership	<ul style="list-style-type: none"> • Policy Formulation • Risk and Compliance management • Cooperative Governance 	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 conceptualisation of relevant policies and enhance cooperative governance relationships	10%

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Competencies	Components	Competency Definition	Weighting % (total 100%)
Core Competencies			
Moral competence	<ul style="list-style-type: none"> • Integrity • Transparency • Accountability 	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence	5%
Planning and Organising	<ul style="list-style-type: none"> • Time management • Forward planning • Project Management 	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk	10%
Analysis and Innovation	<ul style="list-style-type: none"> • Objective problem analysis • Innovative thinking • Process optimisation 	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	5%
Knowledge and Information Management	<ul style="list-style-type: none"> • Gain and share knowledge • Data analysis • Employee Empowerment 	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government	5%
Communication	<ul style="list-style-type: none"> • Balance diverse perspectives • Communication with stakeholders • Compile clear & concise reports 	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders	10%
Results and Quality Focus	<ul style="list-style-type: none"> • Setting high standards • Results orientation • Monitoring & Evaluating progress 	Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage other to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives	5%
			100%

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- 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 agreed time frames in the Personal Development.
- 6.4 The Employee's performance will be measured in terms of contributions to the strategic objectives and strategies set out in the Employer's IDP.
- 6.5 The bi-annual and 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 achievement levels for CCRs as provided for in Annexure A of Regulation 21 of 2014 and presented in Table 3 below, must be utilised

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Table 3: Achievement levels for Competency requirements¹

Competencies	Basic (2)	Competent (3)	Advanced (4)	Superior (5)
<p>Programme and Project Management</p> <ul style="list-style-type: none"> Initiate projects after approval from higher authorities Understand procedures of programme and project management methodology, implications and stakeholder involvement Understand the rational of projects in relation to the institution's strategic objectives Document and communicate factors and risk associated with own work Use results and approaches of successful project implementation as guide 	<ul style="list-style-type: none"> Establish broad stakeholder involvement and communicate the project status and key milestones Define the roles and responsibilities of the project team and create clarity around expectations Find a balance between project deadline and the quality of deliverables Identify appropriate project resources to facilitate the effective completion of the deliverables Comply with statutory requirements and apply policies in a consistent manner Monitor progress and use of resources and make needed adjustments to timelines, steps and resource allocation 	<ul style="list-style-type: none"> Manage multiple programmes and balance priorities and conflicts according to institutional goals Apply effective risk management strategies through impact assessment and resource requirements Modify project scope and budget when required without compromising the quality and objectives of the project Involve top-level authorities and relevant stakeholders in seeking project buy-in Identify and apply contemporary project management methodology Influence and motivate project team to deliver exceptional results Monitor policy implementation and apply procedures to manage risks 	<ul style="list-style-type: none"> Understand and conceptualise the long-term implications of desired project outcomes Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realise institutional objectives Consider and initiate projects that focus on achievement of the long-term objectives Influence people in positions of authority to implement outcomes of projects Lead and direct translation of policy into workable action plans Ensure that programmes are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed 	
<p>Financial Management</p> <ul style="list-style-type: none"> Understand basic financial concepts and methods as they relate to institutional processes and activities display awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systems Understand the importance of financial accountability Understand the importance of asset control 	<ul style="list-style-type: none"> Exhibit knowledge of general financial concepts, planning, budgeting, and forecasting and how they interrelate Assess, identify and manage financial risks Assume a cost-saving approval to financial management Prepare financial reports based on specified formats Consider and understand the financial implications of decisions and suggestions Ensure that delegation and instructions are required by National Treasury guidelines are reviewed and updated Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget 	<ul style="list-style-type: none"> Take active ownership of planning, budgeting, and forecast processes and provides credible answers to queries within own responsibility Prepare budgets that are aligned to the strategic objectives of the institution Address complex budgeting and financial management concerns Put systems and processes in place to enhance the quality and integrity of financial management practices Advise on policies and procedures regarding asset control Promote National Treasury's regulatory framework for Financial Management 	<ul style="list-style-type: none"> Develop planning tools to assist in evaluating and monitoring future expenditure trends Set budget frameworks for the institution Set strategic direction for the institution on expenditure and other financial processes Build and nurture partnerships to improve financial management and achieve financial savings Actively identify and implement new methods to improve asset control Display professionalism in dealing with financial data and processes 	
<p>Governance Leadership</p> <ul style="list-style-type: none"> Display a basic awareness of risk, compliance and governance factors but require guidance and development in 	<ul style="list-style-type: none"> Display a thorough understanding of governance and risk and compliance factors and implement plans to address these 	<p>Able to link risk initiative into key institutional objectives and drivers</p> <ul style="list-style-type: none"> Identify, analyse and measure risk, create valid risk forecasts, and map risk profiles 	<ul style="list-style-type: none"> Demonstrate a high level of commitment in complying with governance requirements Implement governance and 	

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Table 3: Achievement levels for Competency Requirements¹

Competencies	Basic (2)	Competent (3)	(Advanced) (4)	(Superior) (5)
Moral competence	<ul style="list-style-type: none"> Realise the impact of acting with integrity, but requires guidance and development in implementing principles Follow the basic rules and regulations of the institution Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent 	<ul style="list-style-type: none"> Conduct self in alignment with the values of Local Government and the institution Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver Actively report fraudulent activity and corruption within local government Understand and honour the confidential nature of matters without seeking personal gain Able to deal with situations of conflict of interest promptly and in the best interest of local government 	<ul style="list-style-type: none"> Identify, develop, and apply measures of self-correction Able to gain trust and respect through aligning actions with commitments Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders Present values, beliefs and ideas that are congruent with the institution's rules and regulations Takes an active stance against corruption and dishonesty when noted Actively promote the value of the institution to internal and external stakeholders Able to work in unity with a team and not seek personal gain Apply universal moral principles consistently to achieve moral decisions 	<ul style="list-style-type: none"> Create an environment conducive of moral practices Actively develop and implement measures to combat fraud and corruption Set integrity standards and shared accountability measures across the institution to support the objectives of local government Take responsibility for own actions and decisions, even if the consequences are unfavourable
Planning and Organising	<ul style="list-style-type: none"> Able to follow basic plans and organise tasks around set objectives Understand the process of planning and organising but requires guidance and development in providing detailed and comprehensive plans 	<ul style="list-style-type: none"> Actively and appropriately organise information and resources required for a task Recognise the urgency and importance of tasks Balance short and long-term plans and goals and incorporate into the team's performance objectives Schedule tasks to ensure they are 	<ul style="list-style-type: none"> Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities, and assign appropriate resources for successful implementation Identify in advance required stages and actions to complete tasks and projects Schedule realistic timelines, objectives and milestones for tasks and projects Produce clear, detailed and comprehensive 	<ul style="list-style-type: none"> Focus on broad strategies and initiatives when developing plans and actions Able to project and forecast short, medium and long term requirements of the institution and local government Translate policy into relevant projects to facilitate the achievement of the institutional objectives

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Table 3: Achievement levels for Competency requirements¹

Competencies	Basic (2)	Competent (3)	Advanced (4)	Superior (5)
<p>Analysis and Innovation</p> <ul style="list-style-type: none"> • Understand the basic operation of analysis, but lack detail and thoroughness • Able to balance independent analysis with requesting assistance from others • Recommend new ways to perform tasks within own function • Propose simple remedial interventions that marginally challenges the status quo • Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking 	<ul style="list-style-type: none"> • Able to follow existing plans and ensure that objectives are met • Focus on short-term objectives in developing plans and actions • Arrange information and resources required for a task, but require further structure and organisation 	<ul style="list-style-type: none"> • Demonstrate logical problem solving techniques and approaches and provide rationale for recommendations • Demonstrate objectivity, insight and thoroughness when analysing problems • Able to break down complex problems into manageable parts and identify solutions • Consult internal and external stakeholders on opportunities to improve processes and service delivery • Clearly communicate the benefits of new opportunities and innovative solutions to stakeholders • Continuously identify opportunities to enhance internal processes • Identify and analyse opportunities conducive to innovative approaches and propose remedial intervention 	<ul style="list-style-type: none"> • Coaches team members on analytical and innovative approaches and techniques • Engage with appropriate individuals in analysing and resolving complex problems • Identify solutions on various areas in the institution • Formulate and implement new ideas throughout the institution • Able to gain approval and buy-in for proposed interventions from relevant stakeholders • Identify trends and best practices in process and service delivery and propose institutional application • Continuously engage in research to identify client needs 	<ul style="list-style-type: none"> • Demonstrate complex analytical and problem solving approaches and techniques • Create an environment conducive to analytical and fact-based problem-solving • Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence • Create an environment that fosters innovative thinking and follows a learning organisation approach • Be a thought leader on innovative customer service delivery, and process optimisation • Play an active role in sharing best practice solutions and engage in national and international local government seminars and conferences
<p>Knowledge and Information Management</p> <ul style="list-style-type: none"> • Collect, categorise and track relevant information required for specific tasks and projects • Analyse and interpret information to draw conclusions • Seek new sources of information to increase the knowledge base • Regularly share information and knowledge with internal stakeholders and team members 	<ul style="list-style-type: none"> • Use appropriate information systems and technology to manage institutional knowledge and information sharing • Evaluate data from various sources and use information effectively to influence decisions and provide solutions • Actively create mechanisms and structures for sharing of information • Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency 	<ul style="list-style-type: none"> • Effectively predict future information and knowledge management requirements and systems • Develop standards and processes to meet future knowledge management needs • Share and promote best-practice knowledge management across various institutions • Establish accurate measures and monitoring systems for knowledge and information management • Create a culture conducive of learning and knowledge sharing 	<ul style="list-style-type: none"> • Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information • Establish partnerships across local government to facilitate knowledge management • demonstrate a mature approach to knowledge and information sharing with an abundance and assistance approach • Recognise and exploit knowledge 	

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Table 3: Achievement levels for Competency Requirements¹

Competencies	Basic (2)	Competent (3)	(Advanced) (4)	(Superior) (5)
Communication	<ul style="list-style-type: none"> Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilizing such tools Express ideas in a clear and focused manner, but does not always take the needs of the audience into consideration Disseminate and convey information and knowledge adequately 	<ul style="list-style-type: none"> Express ideas to individuals and groups in formal and informal settings in a manner that is interesting and motivating Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs Adapt communication content and style to suit the audience and facilitate optimal information transfer Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders Compile clear, focused, concise and well-structured written documents 	<ul style="list-style-type: none"> Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches Effectively communicate high-risk and sensitive matters to relevant stakeholders Develop a well-defined communication strategy Balance political perspectives with institutional needs when communicating viewpoints on complex issues Able to effectively direct negotiations around complex matters and arrive at a win-win situation that promotes Batho Pele principles Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution Able to communicate with the media with high levels of moral competence and discipline 	<ul style="list-style-type: none"> Regarded as a specialist in negotiations and representing the institution Able to inspire and motivate others through positive communication that is impactful and relevant
Results and Quality Focus	<ul style="list-style-type: none"> Understand quality of work but requires guidance in attending to important matters Show a basic commitment to achieving the correct results Produce the minimum level of results required in the role Produce outcomes that is of a good standard Focus on the quantity of output but requires development in incorporating the quality of work Produce quality work in general circumstances, but fails to meet expectation when under pressure 	<ul style="list-style-type: none"> Focus on high-priority actions and does not become distracted by lower-priority activities Display firm commitment and pride in achieving the correct results Set quality standards and design processes and tasks around achieving set standards Produce output of high quality Able to balance the quantity and quality of results in order to achieve objectives Monitors progress, quality of work, and use of resources; provide status updates, and make adjustments as needed 	<ul style="list-style-type: none"> Consistently verify own standards and outcomes to ensure quality output Focus on the end result and avoids being distracted Demonstrate a determined and committed approach to achieving results and quality standards Follow task and projects through to completion Set challenging goals and objectives to self and team and display commitment to achieving expectations Maintain a focus on quality outputs when placed under pressure Establishing institutional systems for managing and assigning word, defining responsibilities, tracking, monitoring and measuring success, evaluating and valuing the work of the institution 	<ul style="list-style-type: none"> Coach and guide others to exceed quality standards and results Develop challenging, client-focused goals and sets high standards for personal performance Commit to exceed the results and quality standards, monitor own performance and implement remedial interventions when required Work with team to set ambitious and challenging team goals, communicating long- and short-term expectations Take appropriate risks to accomplish goals Overcome setbacks and adjust action plans to realise goals Focus people on critical activities that yield a high impact

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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 KPAs & CCRs, (see Table 4):

Table 4: Rating Scale

Rating	Terminology	Description	% Score
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.	167%
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.	(133-166%)
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.	(100-132%)
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.	(67-99%)
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.	(0-66%)

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

- 6.7.1 The Mayor;
- 6.7.2 Chairperson of the Performance Audit Committee

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 M.A. (Municipal Manager)
 D.S.M. (Chairperson of the Performance Audit Committee)
 M.M. (Mayor)

- 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 her to meet the performance objectives and targets established in terms of this Agreement.
- 9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time to assist her to meet the performance objectives and targets established in terms of this Agreement.

9. OBLIGATIONS OF THE EMPLOYER

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B.

8. DEVELOPMENTAL REQUIREMENTS

- 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.

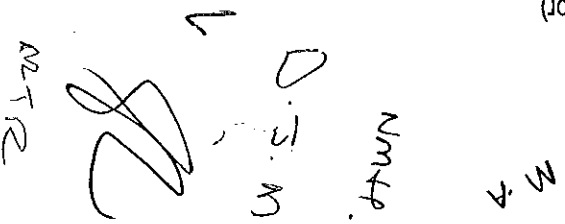
First quarter	:	July – September 2015	:	(October 2015)
Second quarter	:	October – December 2015	:	(January 2016)
Third quarter	:	January – March 2016	:	(April 2016)
Fourth quarter	:	April – June 2016	:	(July 2016)

7.1 The performance of the Employee in relation to her performance agreement shall be reviewed within the month following the quarters as indicated with the understanding that reviews in the first and third quarter may be informal if performance is satisfactory.

7. SCHEDULE FOR PERFORMANCE REVIEWS

6.8 The manager responsible for human resources of the Municipality must provide secretariat services to the evaluation panels.

- 6.7.3 Member of the Executive Committee;
- 6.7.4 Municipal Manager from another municipality;
- 6.7.5 A member of a Ward Committee as nominated by the Mayor
- 6.7.6 A Manager reporting directly to the Municipal Manager (Director)

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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.

10.1.3 A substantial financial effect on the Employer.

10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 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 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 A score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%.

11.2.2 A score of 150% and above is awarded a performance bonus ranging from 10% to 14%.

11.2.3 Specific bonus percentages will be determined on a sliding scale (as contained in the PMS Policy of Council), proportionately to the points scored, rounded up to the next 0.25 percentage. eg. 136% score = 6.678% = 6.75% bonus.

11.3 In the case of unacceptable performance, the Employer shall -

11.3.1 Provide systematic remedial or developmental support to assist the Employee to improve her performance

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 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 The MEC for local government in the Province within thirty (30) days of receipt of a formal dispute from the Employee

12.1.2 Any other person appointed by the MEC

12.1.3 In the case of managers directly accountable to the Municipal Manager, 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, the dispute procedures as per the Contract of Employment shall apply.


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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/her 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 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 OTD, Tzaneen on this the 07th day of September 2015

AS WITNESSES:

1. M. M. M. M.

2. [Signature]

EMPLOYEE

[Signature]

EMPLOYER

[Signature]

AS WITNESSES:

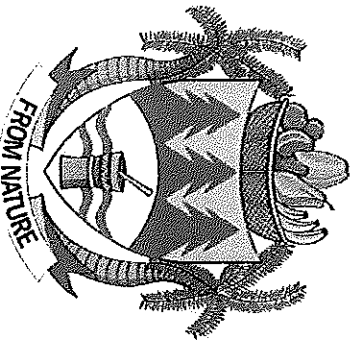
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GREATER TZANEEN MUNICIPALITY

Annexure A

Performance Plan 2015/16 MUNICIPAL MANAGER



Employee Details

Name: Selemo Republic Monakedi
Position: Municipal Manager
Accountable to: Mayor
Period: 1 July '15 - 30 June '16

Content:

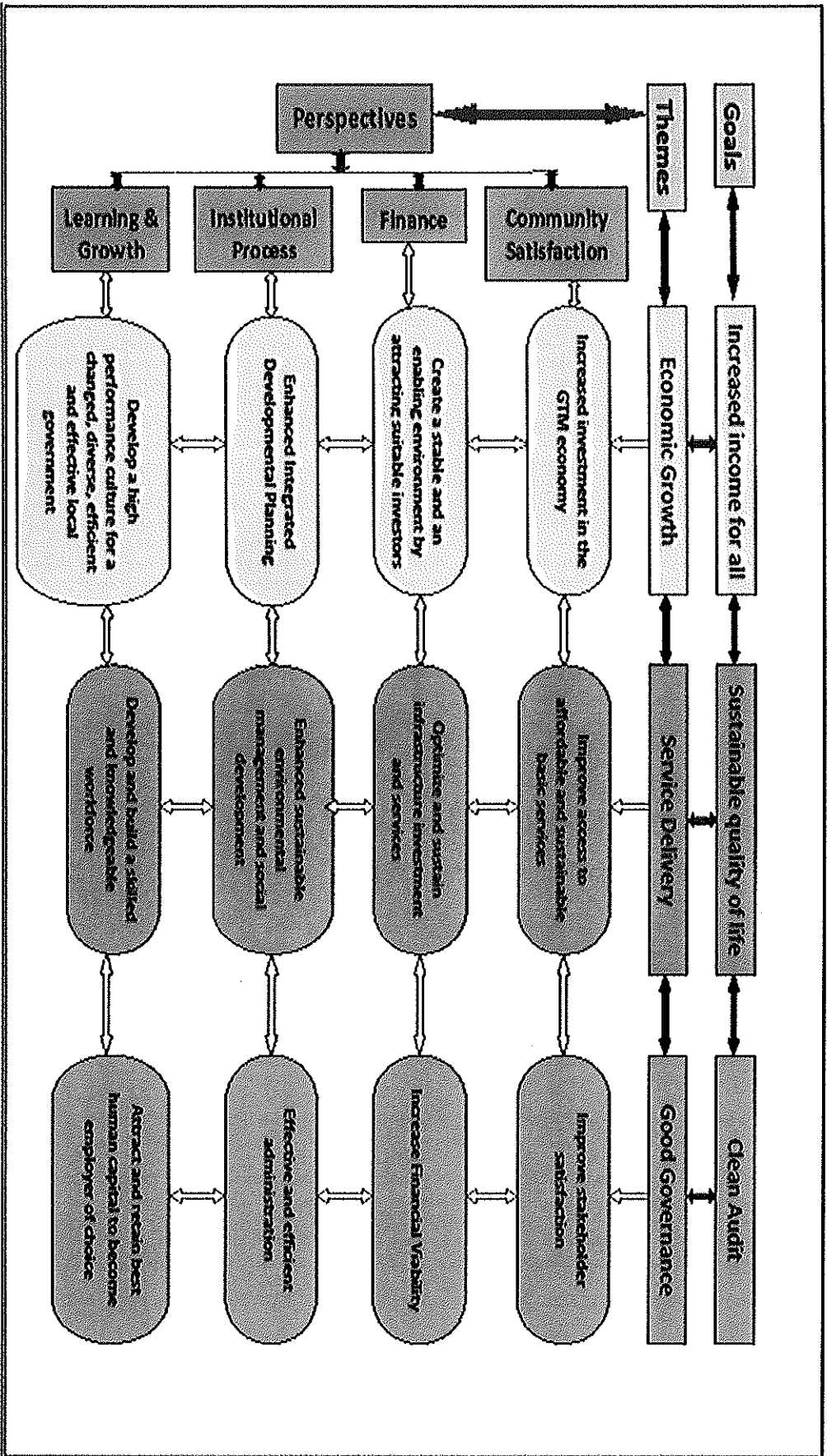
1. Strategy Map
2. Position Vision & Mission
3. Key Performance Areas: Position Weighting
4. Key Performance Indicators
5. Projects
6. Competencies
7. Performance Assessment Process
8. Rating Scale
9. Approval of Personal Performance Plan

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2. Position Vision & Mission

Municipal Vision	
To be the most prosperous economy in the country where communities are integrated and have access to sustainable basic services	
Municipal Mission	
To stimulate economic growth and improve the quality of life through sustainable, integrated service delivery and partnerships	

Position Vision	
To be a champion of a productive and professional team that delivers quality of service to all our communities.	
Position Mission	
To use the position as a platform to stimulate economic development and quality of life through an integrated approach by using all available financial and human resources.	

3. Key Performance Areas: Position Weighting

KPA/ THEME*	% Weight
Basic Service Delivery	30
Local Economic Development	10
Good Governance and Public Participation	60
Weighted Total	80%
Competencies (Weighted Total)	20%
Grand Total	100%

* As contained in the GTM Strategy Map

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4. Key deliverables - Key Performance Indicator's

Thrust/ KPA	Strategic Objective	Programme	Key Performance Indicator	KPI weight (%)	Baseline (Actual 2014/15)	Target Sept '15	Target Dec '15	Target Mar '16	Target Jun '16	Means of Verification
BSD	Enhance sustainable environmental management and social development	Disaster management	# of disaster awareness campaigns conducted at schools	25%	14	2	4	6	7	Programme & Awareness campaign Attendance register
BSD	Enhance sustainable environmental management and social development	Disaster management	Annual Disaster Management report submitted to MDM within legislated timeframes	15%	3 September '15	31 July '15	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Annual Report Acknowledgement of receipt from MDM
BSD	Enhance sustainable environmental management and social development	Disaster management	Annual Disaster Management report submitted to Council within legislated timeframes	15%	28-Aug	31 July '15	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Disaster Management Report Council Resolution
BSD	Enhance sustainable environmental management and social development	Disaster management	% disaster incidences responded to (relieved) within 72-hours	25%	100%	100%	100%	100%	100%	Relief reports

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4. Key deliverables - Key Performance Indicators

Thrust/ KPA	Strategic Objective	Programme	Key Performance Indicator	KPI weight (%)	Baseline (Actual 2014/15)	Target Sept '15	Target Dec '15	Target Mar '16	Target Jun '16	Means of Verification
BSD	Enhance sustainable environmental management and social development	Disaster management	# of Event Disaster Risk and Contingency Plans developed for stakeholders	15%	3	3	6	9	12	Event Disaster Risk and Contingency Plans d
BSD	Enhance sustainable environmental management and social development	Disaster management	# of Technical Disaster Forum committee quarterly meetings attended	5%		1	2	3	4	Minutes & Attendance register
GG	Effective and Efficient administration	Council Support	% of GTM Council resolutions implemented vs number passed	5%	100%	100%	100%	100%	100%	Council annual program Resolution register
GG	Effective and Efficient administration	Management and Administration	# Management meetings	2%	21	13	26	39	52	Invitations Minutes & Attendance Registers
GG	Effective and Efficient administration	Performance monitoring and reporting	# of MM Departmental monthly reports submitted on time	2%	12	3	6	9	12	Monthly reports Council Minutes
GG	Effective and Efficient administration	Performance monitoring and reporting	# of SDBIP PoE's submitted to Internal Audit within 10 working days of close of quarter	2%	0	1	2	3	4	Acknowledgement of receipt from Internal Audit

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4. Key deliverables - Key Performance Indicator's

Thrust/ KPA	Strategic Objective	Programme	Key Performance Indicator	KPI weight (%)	Baseline (Actual 2014/15)	Target Sept '15	Target Dec '15	Target Mar '16	Target Jun '16	Means of Verification
GG	Effective and Efficient administration	Performance monitoring and reporting	Mid-year performance report submitted to PT, COGHSTA, and AG by 25 Jan	5%	24-Jan	Not applicable this quarter	Not applicable this quarter	25-Jan	Not applicable this quarter	Mid-year Performance Report Acknowledgement of Receipt
GG	Effective and Efficient administration	Performance monitoring and reporting	Draft Annual Report considered by Council by 31 Jan	2%	31-Jan	Not applicable this quarter	Not applicable this quarter	31-Jan	Not applicable this quarter	Draft Annual Report Council Minutes
GG	Effective and Efficient administration	Performance monitoring and reporting	Draft Annual Report advertised for public comments by 5 Feb	2%	7-Feb	Not applicable this quarter	Not applicable this quarter	5-Feb	Not applicable this quarter	Newspaper Adverts Website printscreen
GG	Effective and Efficient administration	Performance monitoring and reporting	Final Annual Report approved by Council by 31 March	5%	31-Mar	Not applicable this quarter	Not applicable this quarter	31-Mar	Not applicable this quarter	Final Annual Report Council Minutes
GG	Effective and Efficient administration	Performance monitoring and reporting	# of Quarterly SDBIP reports submitted to Council	5%	3	1	2	3	4	Quarterly Performance Reports Council Minutes
GG	Effective and Efficient administration	Performance monitoring and reporting	# of Back to Basics statistical reports submitted to CoGTA by the 10th of each month	5%	4	3	6	9	12	B2B Reports, Acknowledgement of receipt
GG	Effective and Efficient administration	Performance monitoring and reporting	Draft Annual Performance Report submitted to the AG, AC and Mayor by 31 August	2%	31-Aug	31-Aug	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Acknowledgement of Receipt from AG, AC & Mayor

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4. Key deliverables - Key Performance Indicator's

Thrust/ KPA	Strategic Objective	Programme	Key Performance Indicator	KPI weight (%)	Baseline (Actual 2014/15)	Target Sept '15	Target Dec '15	Target Mar '16	Target Jun '16	Means of Verification
GG	Effective and Efficient administration	Performance monitoring and reporting	# of days taken to submit the SDBIP to the Mayor following budget approval	2%	20 days	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	28 days	Acknowledgement of receipt - Mayor
GG	Effective and Efficient administration	Performance monitoring and reporting	# of performance reports audited prior to submission to Council	2%	0	1	2	3	4	Quarterly SDBIP Audit reports
GG	Effective and Efficient administration	Performance monitoring and reporting	# of MM Departmental monthly reports submitted on time	2%	12	3	6	9	12	Monthly Reports Proof of submission
GG	Effective and Efficient administration	Performance monitoring and reporting	# of SDBIP PoEs submitted to Internal Audit within 10 working days of close of quarter	2%	0	1	2	3	4	Acknowledgement of receipt from Internal Audit
GG	Effective and Efficient administration	Sound Governance	# of quarterly internal audit reports submitted to audit committee	2%	4	1	2	3	4	Quarterly Audit reports AC minutes
GG	Effective and Efficient administration	Sound Governance	# of Audit committee packs submitted 7 days before meeting	2%	0	1	2	3	4	Invitation Acknowledgement of receipt & schedule of meetings
GG	Effective and Efficient administration	Sound Governance	# of audit queries from AG	5%	6	Not applicable this quarter	0	Not applicable this quarter	Not applicable this quarter	Audit Report
GG	Effective and Efficient administration	Sound Governance	Audit opinion	7%	Qualified	Not applicable this quarter	Clean Audit	Not applicable this quarter	Not applicable this quarter	Audit Report

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4. Key deliverables - Key Performance Indicator's

Thrust/ KPA	Strategic Objective	Programme	Key Performance Indicator	KPI weight (%)	Baseline (Actual 2014/15)	Target Sept '15	Target Dec '15	Target Mar '16	Target Jun '16	Means of Verification
GG	Effective and Efficient administration	Sound Governance	# audit committee meetings held	5%	1	1	2	3	4	Agendas, Attendance register
GG / MFVM	Increase financial viability	Budget management	% of municipal employees claiming paid overtime (3 month average)	2%	65%	55%	50%	35%	15%	HR Monthly reports
GG / MFVM	Increase financial viability	Budget management	% of capital spent on projects as prioritised in IDP for specific year	2%	50%	100%	100%	100%	100%	Expenditure report
GG / MFVM	Increase financial viability	Budget management	% of MM departmental budget spent	5%	80%	25%	50%	75%	100%	Monthly budget reports
GG / MFVM	Increase financial viability	Expenditure Management	% Capital expenditure	5%	54%	0%	50%	75%	100%	Budget Reports
GG / MFVM	Increase financial viability	Expenditure Management	% Operational expenditure	5%	101%	0%	50%	75%	100%	Budget Reports
GG / MFVM	Increase financial viability	Supply chain management	% of bids approved by MM within 60 days after close of tender	5%	60%	100%	100%	100%	100%	Bids approval SCM process checklist
GG / MFVM	Increase financial viability	Supply chain management	# of Tenders awarded that deviated from the adjudication committee recommendations	5%	0	0	0	0	0	Monthly SCM report

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4. Key deliverables - Key Performance Indicator's

Thrust/ KPA	Strategic Objective	Programme	Key Performance Indicator	KPI weight (%)	Baseline (Actual 2014/15)	Target Sept '15	Target Dec '15	Target Mar '16	Target Jun '16	Means of Verification
GG / MF/M	Increase financial viability	Supply chain management	% of Bids awarded within 2 weeks after adjudication committee resolution	5%	20%	100%	100%	100%	100%	SCM Submission register Bids approval by M/M
LED	Enhanced Integrated developmental planning	Integrated development planning	IDP credibility rating	5%	High	High	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	COGSTA report
LED	Enhanced Integrated developmental planning	Integrated development planning	IDP training for Directors & Managers conducted by 30 Sept	10%	None	30-Sep	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Invitations Programme Attendance Register
LED	Enhanced Integrated developmental planning	Integrated development planning	IDP strategic session conducted by 30 October annually	10%	4-Dec	Not applicable this quarter	30-Oct	Not applicable this quarter	Not applicable this quarter	Invitations Agenda Attendance Register Strategic Session Report
LED	Enhanced Integrated developmental planning	Integrated Development Planning	# of IDP Steering Committee meetings	5%	4	2	4	5	6	Invitations Minutes & attendance registers
LED	Enhanced Integrated developmental planning	Integrated Development Planning	# of IDP Rep forum meetings	5%	4	1	3	4	5	Invitations Minutes & attendance registers
LED	Enhanced Integrated developmental planning	Integrated Development Planning	Draft IDP approved by Council by 31 March annually	10%	29-Mar	Not applicable this quarter	Not applicable this quarter	31-Mar	Not applicable this quarter	Draft IDP Council Minutes

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4. Key deliverables - Key Performance Indicator's

Thrust/ KPA	Strategic Objective	Programme	Key Performance Indicator	KPI weight (%)	Baseline (Actual 2014/15)	Target Sept '15	Target Dec '15	Target Mar '16	Target Jun '16	Means of Verification
LED	Enhanced Integrated developmental planning	Integrated Development Planning	Final IDP approved by Council by 31 May annually	10%	31-May	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	31-May	Final IDP Council Minutes
LED	Enhanced Integrated developmental planning	Integrated Development Planning	# of working days taken to submit draft IDP to COGHSTA & Treasury after approval by Council	10%	6	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	10 days	Acknowledgement of Receipt by COGHSTA & PT
LED	Enhanced Integrated developmental planning	Integrated Development Planning	# of working days taken to submit Final IDP to COGHSTA & Treasury after approval by Council	10%	8	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	10 days	Acknowledgement of Receipt by COGHSTA & PT
LED	Enhanced Integrated developmental planning	Integrated Development Planning	# of days taken to place the Final IDP on the website after approval	5%	Not done	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	14 days	IT website printout
LED	Enhanced Integrated developmental planning	Integrated Development Planning	# of days taken to advertise the draft IDP in the media for public comments after approval by Council	5%	13	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	14 days	IT website printout
LED/MTOD	Develop a high performance culture for a changed, diverse, efficient and effective local government	Employee Performance Management	# of formal employee performance reviews for Sect 57	10%	0	1	Not applicable this quarter	2	Not applicable this quarter	Mid-year and Annual Assessment reports

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4. Key deliverables - Key Performance Indicator's

Thrust/ KPA	Strategic Objective	Programme	Key Performance Indicator	KPI weight (%)	Baseline (Actual 2014/15)	Target Sept '15	Target Dec '15	Target Mar '16	Target Jun '16	Means of Verification
LED/ MTOD	Develop a high performance culture for a changed, diverse, efficient and effective local government	Employee Performance Management	# of critical posts with signed performance agreements (MM, CFO, Engineer, Town Planner, CORP, Communications)	5%	4	6	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Signed Performance Agreements
LED/ MTOD	Develop a high performance culture for a changed, diverse, efficient and effective local government	Employee Performance Management	# Section 56/57 Managers with signed Performance Agreements/ within legislated timeframes	10%	6	7	7	7	7	Performance Agreements for Sect 56/57 Managers
LED/ MTOD	Enhanced Integrated developmental planning	Integrated development planning	IDP, Budget and PMS process plan approved by Council on 30 Aug	5%	2-Oct	30-Aug	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Process Plan Council Minutes

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5. Key deliverables - Projects

Thrust/ KPA	Strategic Objective	Programme	Project / Initiative	Project Weight	Target date	Opex Budget 2015/16	Capex Budget 2015/16	Qtr target Sept '15	Qtr target Dec '15	Qtr target Mar '16	Qtr target Jun '16	Means of Verification
BSD	Enhance sustainable environmental management and social development	Disaster management	Integrated Corporate Disaster Management and Emergency Planning	50%	30/06/2016			Liaise with Mopani District Municipality to assist with the drafting of an Integrated Corporate Disaster Management and Plan	Drafting of the Integrated Corporate Disaster Management Plan	Drafting of the Integrated Corporate Disaster Management Plan	Integrated Corporate Disaster Management Plan approved by Council by 30 June	Correspondence with MDM Corporate Disaster Management Plan Council Resolution
BSD	Enhance sustainable environmental management and social development	Disaster management	Disaster response and recovery	50%	30/06/2016			Develop a response and recovery plan for GTM based on the district plan	Submit GTM response and recovery plan to Council for approval. Develop training programme	Train departments on the implementation of the Response and recovery plan	Train departments on the implementation of the Response and recovery plan	GTM Response & Recovery plan Council minutes Training Programme Training attendance register
GG/ M/FVM	Increase Financial Viability	Asset Management	Asset management	50%	30/06/2016			Manage Departmental Assets ensure that Asset register are kept up to date	Manage Departmental Assets ensure that Asset register are kept up to date and conduct mid-year asset verification	Manage Departmental Assets ensure that Asset register are kept up to date	Manage Departmental Assets ensure that Asset register are kept up to date and cooperate with asset verification	Bi-Annual Departmental Asset verification reports
GG/MTO	Effective and Efficient administration	Performance Monitoring and Reporting	Performance Management System	50%	30/06/2016	R 300,000		Manage the roll-out of the Electronic PMS. Ensure that all Directors & Managers are trained in the use of the system and provide continuous support	Monitor the roll-out of the electronic PMS ensure that all performance reports are submitted to council within the required timeframes	Monitor the roll-out of the electronic PMS ensure that all performance reports are submitted to council within the required timeframes	Monitor the roll-out of the electronic PMS ensure that all performance reports are submitted to council within the required timeframes	E-PMS training schedule Training Attendance Registers Service Provider progress reports Council Resolutions

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5. Key deliverables - Projects

Thrust/ KPA	Strategic Objective	Programme	Project / Initiative	Project Weight	Target date	Opex Budget 2015/16	Capex Budget 2015/16	Qtr target Sept 15	Qtr target Dec 15	Qtr target Mar 16	Qtr target Jun 16	Means of Verification
LED/SR	Integrated Developmental Planning	Integrated Development Planning	IDP review	50%	30/06/2016			Draft Process plan and submit to Council by 30 July. Circulate community needs to departments and facilitate analysis phase review through the Representative Forum.	Conduct Strategic planning session and prioritise projects for next financial year by end November. Submit project requests to Sector Departments.	Conclude Integration Phase by end Feb and submit Draft IDP to Council by end March. Submit draft IDP to COGHSTA within legislated timeframes	Advertise IDP for public input within 10 working days of approval, consolidate inputs and present to Council by end May. Submit final IDP to COGHSTA within legislated timeframes.	Council Minutes on Process Plan Progress report per phase Correspondence with Departments Council Minutes for IDP adoption
LED/SR	Integrated Developmental Planning	Integrated Development Planning	IDP, Budget & PMS alignment	50%	30/06/2016			Monitor compliance to the IDP, Budget and PMS process plan and report progress to Council	Monitor compliance to the IDP, Budget and PMS process plan and report progress to Council	Monitor compliance to the IDP, Budget and PMS process plan and report progress to Council. Ensure alignment between budget and IDP on Capital & Operational projects	Monitor compliance to the IDP, Budget and PMS process plan and report progress to Council	Process Plan Correspondence IDP, budget and PMS progress reports

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6. COMPETENCY REQUIREMENTS

Competencies	Components	Competency Definition	Weighting %
Leading competencies			
Strategic Direction and Leadership	<ul style="list-style-type: none"> • Impact and Influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness 	Provide and direct a vision for the institution, and inspire and deploy others to delivery on the strategic institutional mandate	10%
People Management	<ul style="list-style-type: none"> • Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and dispute Management 	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives	10%
Programme and Project Management	<ul style="list-style-type: none"> • Programme and Project Planning and Implementation • Service Delivery Management • Programme and Project Monitoring and Evaluation 	Able to understand programme and project management methodology; plan, manage, monitor and evaluate specific activities in order to delivery on set objectives	10%
Financial Management	<ul style="list-style-type: none"> • Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring 	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	10%
Change Leadership	<ul style="list-style-type: none"> • Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation 	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	10%
Governance Leadership	<ul style="list-style-type: none"> • Policy Formulation • Risk and Compliance management • Cooperative Governance 	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 conceptualisation of relevant policies and enhance cooperative governance relationships	10%

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6. COMPETENCY REQUIREMENTS

Competencies	Components	Competency Definition	Weighting %
Core Competencies			
Moral competence	<ul style="list-style-type: none"> • Integrity • Transparency • Accountability 	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence	5%
Planning and Organising	<ul style="list-style-type: none"> • Time management • Forward planning • Project Management 	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk	10%
Analysis and Innovation	<ul style="list-style-type: none"> • Objective problem analysis • Innovative thinking • Process optimisation 	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	5%
Knowledge and Information Management	<ul style="list-style-type: none"> • Gain and share knowledge • Data analysis • Employee Empowerment 	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government	5%
Communication	<ul style="list-style-type: none"> • Balance diverse perspectives • Communication with stakeholders • Compile clear & concise reports 	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders	10%
Results and Quality Focus	<ul style="list-style-type: none"> • Setting high standards • Results orientation • Monitoring & Evaluating progress 	Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage other to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives	5%
Total			100%



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7. Performance Assessment Process

The following steps will be followed to ensure a fully participative and compliant performance assessment process is adhered to.

1. Performance Assessment:
 - 1.1. Formal assessment between employee and employer will take place twice a year to measure the performance of the employee against the agreed Progress against the KPI's and Targets will be captured in preparation for the review.
 - 1.2. Scores of 1-5 will be calculated based upon the progress against targets.
 - 1.3. KPI's and activities are audited and copied to the Performance Plans before assessment date.
 - 1.4. The employer must keep a record of the mid-year review and annual assessment meetings.
 - 1.5. The employee being assessed will compile a portfolio of evidence confirming the level of performance achieved for a given assessment period and made available to the Panel on request. One independent person may be assigned to act as an Observer.
2. The process for determining Employee ratings are as follows:
 - 3.1. The employee to motivate for higher ratings where applicable.
 - 3.2. The panel to rate the achievement for the KPI's on a 5 point scale. Decimal places can be used.
 - 3.3. The panel to rate the employee's core competency requirements (CCR) on the 5 point scale. Decimal places can be used.
 - 3.4. The panel scores are averaged to derive at a total score per KPI / Activity / CCR. Overall scores are calculated by taking weightings into account where applicable.
 - 3.5. The final KPI's rating will account for 80% of the final assessment total. The CCR's are to account for 20% of the final assessment total.
4. The five point rating scale referred to in regulation 805 correspond as follows:

Rating:	1	2	3	4	5
% Score:	0-66	67-99	100-132	133-166	167
5. The assessment rating calculator is used to calculate the overall % score for performance.
6. The half-year review rating can be used in combination with the Annual Performance Assessment to derive at a final Annual rating score.
7. The performance bonus percentages described in the performance agreement will be calculated on a sliding scale of the all inclusive remuneration package as indicated in table below:

% Rating Over Performance		% Bonus	
130-149%		5-9%	
150% and above		10-14%	
8. The Personal Development Plan (PDP) can be reviewed after the performance review had been finalised in case where more clarity has been established on what the essential development needs for the relevant person will be.
9. The results of the performance and development review (PDR) will be submitted to the performance audit committee for final approval of the
10. The performance assessment results of the Municipal Manager will also be submitted to the MEC responsible for Local Government in the relevant Province.

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8. Rating Scale

		Score				
		5 (167%)	4 (133-166%)	3 (100-132%)	2 (67-99%)	1 (0-66%)
Outstanding Performance	Performance Significantly Above Expectations	Fully Effective	Not Fully Effective	Unacceptable Performance		
Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.	Performance 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.	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.	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.	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.		

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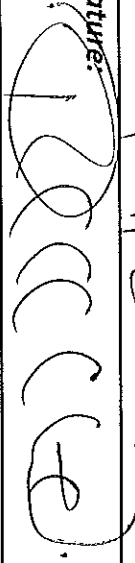

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9. Approval of the Personal Performance Plan

The process followed ensures individual alignment to the strategic intent of the institution and give clear direction on what needs to be achieved through a self-directed approach to execute on the objectives, to build sound relationships, to develop human capital and to strengthen the organisation through excellent performance. This plan has derived from intense workshopping to ensure integration, motivation and self-direction. The employer and employee both have responsibilities and accountabilities in getting value from this plan. Neither party can succeed without the support of the other.

Undertaking of the employer / superior	Undertaking of the employee
<p>On behalf of my organisation, I undertake to ensure that a work environment conducive for excellent employee performance is established and maintained. As such, I undertake to lead to the best of my ability, communicate comprehensively, and empower managers and employees. Employees will have access to ongoing learning, will be coached, and will clearly understand what is expected of them. I herewith approve this Performance Plan.</p>	<p>I herewith confirm that I understand the strategic importance of my position within the broader organisation. I furthermore confirm that I understand the purpose of my position, as well as the criteria on which my performance will be evaluated twice annually. As such, I therefore commit to do my utmost to live up to these expectations and to serve the organisation, my superiors, my colleagues and the community with loyalty, integrity and enthusiasm at all times. I hereby confirm and accept</p>
Signed and accepted by the Supervisor on behalf of Council:	Signed and accepted by the Employee:
<p>Name: <i>Therette D.S.</i></p>	<p>Name: <i>S. K. Monaldi</i></p>
<p>Date: <i>07/09/2015</i></p>	<p>Date: <i>07 September 2015</i></p>
<p>Signature: </p>	<p>Signature: </p>

(Mr. Selemo Republic
Monakedi)

AND

Cllr DJ Mmetle

AS REPRESENTED BY THE
MAYOR

GREATER TZANEEN
MUNICIPALITY

MADE AND ENTERED INTO BY
AND BETWEEN:

2015/16
PERSONAL
DEVELOPMENT PLAN
(PDP)

Annexure B



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*M.A.
D.S.M.
V*

*M-12
N.M.H.*

THE COMPILING PERSONAL DEVELOPMENT PLAN

A manager, in consultation with his / her employee is to compile a Personal Development Plan. The PDP has 7 columns that need to be completed. An example is attached as Appendix A.

Column 1: Skills/Performance GAP

1. Skills / Performance Gap (in order of priority)	E.g. The manager will be able to enter info performance Appraisal
2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	The manager will be able to enter info performance Appraisal
3. Suggested training and / or development activity	A course containing theoretical
4. Suggested mode of delivery	External provider, in line
5. Suggested Time Frames	March 200...
6. Work opportunity created to practice skill / development area	Appraisal of managers reporting to him / her
7. Support Person	Senior Manager / Training / HR

(a) The identified training needs should be entered into column one. The following should be taken into consideration:

Organisational needs
 Strategic development priorities and competency requirements, in line with the municipality's strategic objectives.
 The competency requirements of individual jobs. The relevant job requirements (job competency profile) as identified in the job description should be compared to the current competency profile of the employee to determine the individual's competency gaps.
 Specific competency gaps as identified during the probation period and performance appraisal of the employee.
 Individual training needs that are job / career related.

Prioritisation of the training needs [1 to ...] in column 1 should also be determined since it may not be possible to address all identified training needs in a specific financial year. It is however of critical importance that training needs be addressed on a phased and priority basis. This implies that all these needs should be prioritized for purposes of accommodating critical / strategic training and development needs in the HR Plan, Personal Development Plans and the Workplace Skills Plan.

Column 2: Outcomes Expected

1. Skills / Performance Gap (in order of priority)	E.g. The manager will be able to enter info performance Appraisal
2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	The manager will be able to enter info performance Appraisal
3. Suggested training and / or development activity	A course containing theoretical
4. Suggested mode of delivery	External provider, in line
5. Suggested Time Frames	March 200...
6. Work opportunity created to practice skill / development area	Appraisal of managers reporting to him / her
7. Support Person	Senior Manager / Training / HR

M-12

D.S.M V

M.A

Nmkx

M.A

V
DJM

M.K.R

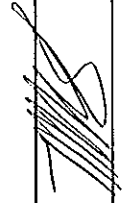
M.M.H

<p>Performance of all managers reporting to him / her, appraise them against set criteria, within relevant time frames</p> <p>and practical application with identified unit standard and not exceeding R 6 000 following workplace relevant unit standard?</p>	<p>with identified unit standard and not exceeding R 6 000 following workplace relevant unit standard?</p>	<p>reporting to him / her</p>	<p>Training/ HR</p>
<p>Consideration must be given to the outcomes expected in column 2 so that once the intervention is completed the impact it had can be measured against relevant output indicators.</p>			
<p>3. Column 3: Suggested Training</p> <p>Training needs must be identified with due regard to cost effectiveness and listed in column 3.</p>			
<p>4. Column 4 : Suggested mode of delivery</p> <p>The suggested mode of delivery refers to the chosen methodology that is deemed most relevant to ensure transfer of skills. Mode of delivery consists of, amongst others, self-study, internal or external training provision; coaching and / or mentoring and exchange programmes. Training must be conducted either in line with a recognised qualification from a tertiary institution or unit standards registered on the National Qualifications Framework (South African Qualifications Authority), which could enable the trainee to obtain recognition towards a qualification for training undertaken. It is important to determine within the municipality whether unit standards have been developed with regard to a specific outcome (and registered with the South African Qualifications Authority). Unit standards usually have measurable assessment criteria to determine achieved competency.</p>			
<p>5. Column 5: Suggested Time Lines</p> <p>An employee should on average receive at least five days of training per financial year and not unnecessarily be withdrawn from training interventions. The suggested time frames enable managers to effectively plan for the annum e.g. so that not all their employees are away from work within the same period and also ensuring that the PDP is implemented systematically.</p> <p>6. Column 6: Work opportunity created to practice skill / development area</p> <p>This further ensures internalisation of information gained as well as return on investment (not just a nice to have skill but a necessary to have skill that is used in the workplace).</p>			
<p>7. Column 7: Support Person</p> <p>This identifies a support person that could act as coach or mentor with regard to the area of learning for the employee.</p>			

Personal Development Action Plan 2015/16

Skills Performance Gap (in order of priority)	Outcomes Expected	Suggested Training/ Development Activity	Suggested Mode of Delivery	Suggested Time Frames	Work opportunity created to practice skill / development area	Support Person
Advanced Financial Management	<ul style="list-style-type: none"> Analysis of this level financial reports Financial report Computer Skills 	<ul style="list-style-type: none"> Financial Management course Mentoring 	<ul style="list-style-type: none"> External training Internal training 	<ul style="list-style-type: none"> By 31 March 2016 	<ul style="list-style-type: none"> Managing Municipal projects & programmes 	Mayor
Advanced Project Management	<ul style="list-style-type: none"> Advanced Project Management 	<ul style="list-style-type: none"> Project Management course Mentoring 	<ul style="list-style-type: none"> External training Internal training 	<ul style="list-style-type: none"> By 31 December 2016 	<ul style="list-style-type: none"> Managing Municipal projects & programmes 	Mayor

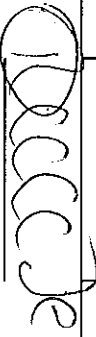
Employee's signature:



Date:

15/09/2015

Mayor's signature:



Date:

01/09/2015

MMH M.V. MTR DSM

3. Membership, directorships and partnerships	Name of corporate entity, partnership or firm	Amount of Remuneration/Income
	Limpopo Housing Advisory Panel	None
	Government	None
	SEE ANNEXURE A FOR DETAILS	

2. Interest in a trust	Name of trust	Amount of Remuneration/Income
		None

1. Shares, securities and other financial interests (Not bank accounts with financial institutions)	Number of shares/Extent of financial interest	Nature	Nominal Value	Name of Company/Entity
				None

Hereby certify that the following information is complete and correct to the best of my knowledge.

I, the undersigned (Surname and Initials) **MONAKEDI, S.R.**
 (Postal Address) **P.O. Box 15367**
Flora Park 0699
65 Springbok Street
Fairview Park 0699
 Residential Address
 Tel: **015 2954315** Fax: **0862250571**

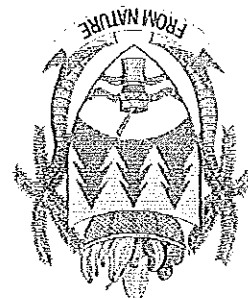
DISCLOSURE FORM FOR BENEFITS AND INTERESTS

www.tzaneen.gov.za

TEL: 015 307 8384
 FAX: 015 307 8049

P.O. BOX 24
 TZANEEN
 0850

GREATER TZANEEN MUNICIPALITY
GROTER TZANEEN MUNISIPALITEIT
MASIPALA WA TZANEEN
MASEPALA WA TZANEEN



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To stimulate economic growth and improve the quality of life.

MTR
DSM
M.A
V
MNH
S

SIGNATURE OF CANDIDATE: [Signature]

DATE: 07 September 2015

PLACE: Tzaneen

Description	Extent	Area	Value
Residential property	1200 m ²	Fauna Park Polo Ground	R 2.6 Million
Residential property	450 m ²	Marble Hall	R 550 000
Stand	890 m ²	Savannah Estate Pretoria	R 320 000

Description	Value	Member
NONE		

Source of assistance	Descriptions of assistance	Value of assistance
NONE		

Name of Client	Nature	Type of business activity	Value of any benefits received
NONE			

Name of Employer	Type of business	Amount of remuneration/income
NONE		

4. Remunerated work outside the Municipality (Must be sanctioned by Council)

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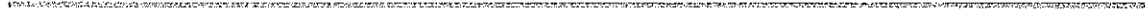
NINA

M.A

V

Mrs. Dora

To stimulate economic growth and improve the quality of life.



ID: 8005140326084

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2015/08/08

Ms. HELEN AGINA Corporate Director
Municipality of Oshana
P.O. Box 1000, Windhoek, Namibia
Tel: +264 61 202 8049

Date 2015/08/08 Place (ZANEN)

Street address of institution 1 ACATUA STREET

Designation (rank) Acting Corporate Director
Office of the Republic of South Africa

(Block letters)

Full first names and surname: NTERABE MACH HELEN MACHE


Commissioner of Oath / Justice of the Peace

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2015/09/08

CONFIDENTIAL
Council
Signature by Mayor or Designate: _____
Date: _____

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3. Membership, directors and partnerships		
Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/Income
Dalse Trading	Private	None
Kodimela Management Consulting	Private	None
Monakedi Trading	Private	None
Semonye Investment	Private	None
Tsendze Investments	Private	None

ANNEXURE A

