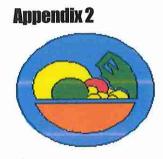


Tropiese Paradys

GROTER TZANEEN MUNISIPALITEIT GREATER TZANEEN MUNICIPALITY

Tel: 015 307 8000 Fax: 015 307 8049 PO Box 24 Tzaneen, 0850



Tropical Paradise

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN

GREATER TZANEEN MUNICIPALITY

AS REPRESENTED BY THE MUNICIPAL MANAGER

BARTHOLOMEW SERAPELO MATLALA

AND

BENJAMIN MAGEZI MATHEBULA

THE EMPLOYEE OF THE MUNICIPALITY

FOR THE

FINANCIAL YEAR: 1 JULY 2021 - 30 JUNE 2022

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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Greater Tzaneen Municipality herein represented by Bartholomew Serapelo Matlala in his capacity as Municipal Manager (hereinafter referred to as the **Employer** or Supervisor)

and

Benjamin Magezi Mathebula 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".
- 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.
- 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.
- 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 July 2021 and will remain in force until 30 June 2022; thereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan (see **Annexure A**) 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**.
- 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.

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- 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**.
- The **Employee** undertakes to actively focus towards the promotion and implementation of the KPA's (including special projects relevant to the employee's responsibilities) within the local government framework.
- 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 (KPA's) 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 KPA's covering the main areas of work will account for 80% and CCR's will account for 20% of the final assessment.
- 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 KPA's, 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	
Basic Service Delivery	
Local Economic Development (LED)	
Municipal Financial Viability and Management	
Good Governance and Public Participation	
Total	100%

- 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 CRs will make up the other 20% of the Employee's assessment score. CRs that are deemed to be most critical for the Employee's specific job should be selected (√) from the list below as agreed to between the Employer and Employee. Three of the CRs are compulsory for Municipal Managers (see Table 2):

LEADING COMPETENCIES	√ WEIGI		
Strategic Direction and Leadership	V		
People Management	√		
Program and Project Management	√		
Financial Management	√		
Change Leadership	√		
Governance Leadership	√		
CORE COMPETENCIES			
Moral Competence	✓		



LEADING COMPETENCIES	✓	WEIGHT
Planning and Organising	✓	
Analysis and Innovation	√	
Knowledge and Information Management	√	
Communication	√	
Results and Quality Focus	√	
Total percentage		100%

6. EVALUATING PERFORMANCE

- 6.1 The Performance Plan (Annexure A) to this Agreement sets out -
 - 6.1.1 The standards and procedures for evaluating the Employee's performance; and
 - 6.1.2 The intervals for the evaluation of the employees 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 (see Table 3)
- (c) This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score.
- (d) The applicable assessment rating calculator (refer to paragraph 6.5.1) must then be used to add the scores and calculate a final CR score.



Competencies	Competencies Basic (2) Competent (3)	Competent (3)	(Advanced) (4)	(Superior) (5)
eading competencies	encies			it is
Strategic Direction	 Understand institutional and 	 Give direction to a team in realising 	 Evaluate all activities to determine value and 	 Structure and position the institution to
and Leadership	departmental strategic objectives, but lacks the ability	the institution's strategic mandate and set objectives	 alignment to strategic intent Display in-depth knowledge and understanding 	 Actively use in-depth knowledge and
	to inspire other to achieve set	 Has a positive impact and influence on 	of strategic planning	understanding to develop and
	mandate	the morale, engagement and	 Align strategy and goals across all functional 	implement a comprehensive institutional
	 Describe how specific tasks 	participation of team members	areas	framework
	link to institutional strategies	 Develop action plans to execute and 	 Actively define performance measures to 	 Hold self-accountable for strategy
	but has limited influence in	guide strategy implementation	monitor the progress and effectiveness of the	execution and results
	directing strategy	 Assist in defining performance 	institution	 Provide impact and influence through
	 Has a basic understanding of 	measures to monitor the progress and	 Consistently challenge strategic plans to ensure 	building and maintaining strategic
	institutional performance	effectiveness of the institution	relevance	*Create an environment that facilitates
	ability to integrate systems	structures and political factors	factors and the consequences of actions	lovalty and innovation. Display a
	into a collective whole	Effectively communicate barriers to	 Empower others to follow strategic direction and 	superior level of self-discipline and
	 Demonstrate a basic 	execution to relevant parties	deal with complex situations	integrity in actions
	understanding of key	 Provide guidance to all stakeholders in 	 Guide the institution through complex situations 	Integrate various systems into a
	decision-makers	the achievement of the strategic	and ambiguous concern	collective whole to optifilise institutional
		 Understand the aim and objectives of 	dynamic tensions among key players to frame	Uses understanding of competing
		the institution and relate it to own work	communications and develop strategies,	interests to manoeuvre successfully to a
			positions and alliances	win/win outcome
People	 Participate in team goal- 	 Seek opportunities to increase team 	 Identify ineffective team and work processes 	Develop and incorporate best practice
Management	setting and problem-solving•	contribution and responsibility. Respect	and recommend remedial interventions.	people management processes,
)	Interact and collaborate with	and support the diverse nature of others	Recognise and reward effective and desired	approaches and tools across the
	people of diverse	and be aware of the benefits of a	behaviour Provide mentoring and guidance to	institution. Foster a culture of discipline,
	backgrounds. Aware of	diverse approach. Effectively delegate	others in order to increase personal	responsibility and
	guidelines for employee	tasks and empower others to increase	effectiveness• Identify development and learning	accountability•Understand the impact of
	development, but requires	contribution and execute functions	needs within the tame Build a work environment	diversity in performance and actively
	support in implementing	opumany. Apply relevant employee	behaviour and professionalisms Inspire a culture	institution Develor comprehensive
	acaciopinone il iliadia acca	Facilitate team goal-setting and	of performance excellence by giving positive and	integrated strategies and approaches to
		problem-solving. Effectively identify	constructive feedback to the team. Achieve	human capital development and
		capacity requirements to fulfil the	agreement or consensus in adversarial	management. Actively identify trends
		strategic mandate	environments. Lead and unite diverse teams	and predict capacity requirements to
			across divisions to achieve institutional objectives	facilitate unified transition and
	Initiate projects offer	Totablish broad atakahaldar	Monogo multiple programmes and halance	e I Inderstand and concentralise the
Project	approval from higher	involvement and communicate the	priorities and conflicts according to institutional	long-term implications of desired project
Management	outhorition g	project status and key milestones	903 6	Outromos



Find a balance between project deadline and the quality of deliverables I Find a balance between project deadline and the quality of deliverables I dentify appropriate project resources to facilitate the effective completion of the deliverables Comply with statutory requirements and apply policies in a consistent manner manner monitor progress and use of resources and make needed adjustments to timelines, steps and resource allocation forecasting and how they interrelate Assess, identify and manage financial concepts, planning, budgeting, and forecasting and how they interrelate 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 I dentify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget Display a thorough understanding of governance and implement plans to address these Demonstrate understanding of the techniques and processes for optimising risk taking decisions within the	Competencies	Competencies Basic (2) Competent (3)	Competent (3)	(Advanced) (4)
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		 Understand the structure of 	risk taking decisions within the	achievement of institutional objectives



Competencies	Competencies Basic (2) Competent (3)	Competent (3)	(Advanced) (4)	(Superior) (5)
or in the second	cooperative government but requires guidance on fostering	institution •Actively drive policy formulation within the institution to ensure the	 Demonstrate a thorough understanding of risk retention plans Identify and implement comprehensive risk 	 Able to advise Local Government on risk management strategies, best practice interventions and compliance
	between stakeholders	achievement of objectives	management systems and processes	management
	 Provide input into policy formulation 	ÿ	 Implement and monitor the formulation of policies, identify and analyse constraints and 	 Able to forge positive relationships on cooperative governance level to
			challenges with implementation and provide recommendations for improvement	enhance the effectiveness of local government
			COMMISSION IN INPROCESSION	Able to shape, direct and drive the formulation of policies on a macro level
Core Competencies	9			
Marel competence	100	· Conduct self in alignment with the	Identify develop and apply measures of self-	 Create an environment conducive of
Moral competence	with integrity, but requires	values of Local Government and the	correction	moral practices
	guidance and development in	institution	Able to gain trust and respect through aligning	 Actively develop and implement
	implementing principles	Able to openly admit own mistakes	Make proposals and recommendations that are	corruption
	regulations of the institution	from others when unable to deliver	transparent and gain the approval of relevant	Set integrity standards and shared
	situations, but requires	corruption within local government	Present values, beliefs and ideas that are	institution to support the objectives of
	guidance and development in	 Understand and honour the confidential nature of matters without 	congruent with the institution's rules and regulations	 Take responsibility for own actions and
	with moral intent	seeking personal gain	 Takes an active stance against corruption and 	decisions, even if the consequences are
		Able to deal with situations of conflict State of the part of the par	Actively promote the value of the institution to	untavourable
		interest of local government	internal and external stakeholders	
			Able to work in unity with a team and not seek	
			 Apply universal moral principles consistently to achieve moral decisions 	
Planning and	Able to follow basic plans	 Actively and appropriately organise 	 Able to define institutional objectives, develop 	 Focus on broad strategies and
Organising	and organise tasks around set	information and resources required for a	comprehensive plans, integrate and coordinate	initiatives when developing plans and
	objectives Inderstand the process of	 Recognise the irraency and importance 	successful implementation	 Able to project and forecast short,
	planning and organising but	of tasks	 Identify in advance required stages and actions 	medium and long term requirements of
	requires guidance and	Balance short and long-term plans and	to complete tasks and projects	Translate policy into relevant projects
	development in providing	goals and incorporate into the team's	milestones for tasks and projects	to facilitate the achievement of the
	plans	Schedule tasks to ensure they are	 Produce clear, detailed and comprehensive 	institutional objectives
	 Able to follow existing plans 	performed within budget and with	plans to achieve institutional objectives	
	and ensure that objectives are	efficient use of time and resources	 Identify possible risk factors and design and 	
	met	Measures progress and monitor		
	Focus on short-term	performance results	Adapt plans in light of changing circumstatices	
	objectives in developing plans			



Compotoncies	Competencies Basic (2) Competent (3)	Competent (3)	(Advanced) (4)	(Superior) (5)
Competencies	and actions • Arrange information and resources required for a task, but require further structure		 Prioritise tasks and projects according to their relevant urgency and importance 	
Analysis and Innovation	 Understand the basic operation of analysis, but lack detail and thoroughness Able to balance independent analysis with requesting assistance from 	 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 	 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 areas in the institution 	 Demonstrate complex analytical and problem solving approaches and techniques Create an environment conducive to analytical and fact-based problemsolving
	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	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	 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 	 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
Knowledge and Information Management	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	 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 	 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 Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches 	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 points in interactions with internal and external stakeholders.
Communication	Demonstrate an understanding for communication levers and tools appropriate for the	 Express ideas to individuals and groups in formal and informal settings in a manner that is interesting and motivating 	 Effectively communicate high-risk and sensitive matters to relevant stakeholders Develop a well-defined communication strategy Balance political perspectives with institutional 	 Regarded as a specialist in negotiations and representing the institution Able to inspire and motivate others

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motencies	Competencies Rasic (2) Competent (3)	Competent (3)	(Advanced) (4)	(Superior) (5)
Composition	audience, but requires	Able to understand, tolerate and	unicating viewpoints on	through positive communication that is
	guidance in utilising such	appreciate diverse perspectives,		impactful and relevant
	tools	attitudes and beliefs	 Able to effectively direct negotiations around 	
	 Express ideas in a clear and 	 Adapt communication content and 	complex matters and arrive at a win-win situation	
	focused manner, but does not	style to suit the audience and facilitate	that promotes Batho Pele principles	*
	always take the needs of the	optimal information transfer	 Market and promote the institution to external 	
	audience into consideration	 Deliver content in a manner that gains 	stakeholders and seek to enhance a positive	
	 Disseminate and convey 	support, commitment and agreement	image of the institution	
	information and knowledge	from relevant stakeholders	 Able to communicate with the media with high 	
	adequately	 Compile clear, focused, concise and 	levels of moral competence and discipline	
		Well-Structured Willtell documents	O i-tthif otomdordo and	· Coach and quide others to exceed
Results and	Officerstatic quality of work	does not become distracted by lower	outcomes to ensure quality output	quality standards and results
Quality Focus	but requires guidance in	priority politicis	Focus on the end result and avoids being	 Develop challenging, client-focused
	attending to important matter	 Display firm commitment and pride in 	distracted	goals and sets high standards for
	to achieving the correct	achieving the correct results	 Demonstrate a determined and committed 	personal performance
	results	 Set quality standards and design 	approach to achieving results and quality	Commit to exceed the results and
	 Produce the minimum level 	processes and tasks around achieving	standards	quality standards, monitor own
	of results required in the role	set standards	 Follow task and projects through to completion 	performance and implement remedial
	 Produce outcomes that is of 	 Produce output of high quality 	V Set challenging goals and objectives to self	interventions when required
	a good standard	 Able to balance the quantity and 	and team and display commitment to achieving	Work with team to set ambitious and
	 Focus on the quantity of 	quality of results in order to achieve	expectations	challenging team goals, communicating
	output but requires	objectives	 Maintain a focus on quality outputs when 	long- and snort-term expectations
	development in incorporating	 Monitors progress, quality of work, 	placed under pressure	Take appropriate risks to accomplish
	the quality of work	and use of resources; provide status	Establishing institutional systems for managing	goals
	 Produce quality work in 	updates, and make adjustments as	and assigning word, defining responsibilities,	Overcome setbacks and adjust action
	general circumstances, but	needed	tracking, monitoring and measuring success,	plans to realise goals
	fails to meet expectation when		evaluating and valuing the work of the institution	Focus people on critical activities triat Focus people on critical activities triat





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.

The assessment of the performance of the **Employee** will be based on the following rating scale for KPA's & CCR's, (see **Table 4**):

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 managers directly accountable to the Municipal Manager, an evaluation panel constituted of the following persons must be established -

6.7.1 Municipal Manager;

6.7.2 Chairperson of the Performance Audit Committee

6.7.3 Member of the Executive Committee;

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- 6.7.4 Municipal Manager from another municipality; and
- 6.7.5 One Manager (head of a Division) from within the department.
- 6.8 The manager responsible for human resources of the Municipality must provide secretariat services to the evaluation panels.

7. SCHEDULE FOR PERFORMANCE REVIEWS

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:

First quarter Second quarter Third quarter July – September 2021 October – December 2021 (October 2021) (February 2022) (April 2022)

Third quarter : Fourth quarter :

January – March 2022 April – June 2022

(August 2022)

- 7.2 The Employer shall keep a record of the mid-year review and annual assessment meetings.
- 7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.
- 7.4 The **Employer** will be entitled to review and make reasonable changes to the provisions of **Annexure "A"** from time to time for operational reasons. The **Employee** will be fully consulted before any such change is made.
- 7.5 The **Employer** may amend the provisions of Annexure A whenever the performance management system is adopted, implemented and / or amended as the case may be. In that case the **Employee** will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

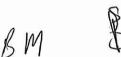
The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B.

9. OBLIGATIONS OF THE EMPLOYER

- 9.1 The Employer shall -
 - 9.1.1 Create an enabling environment to facilitate effective performance by the Employee.
 - 9.1.2 Provide access to skills development and capacity building opportunities.
 - 9.1.3 Work collaboratively with the **Employee** to solve problems and generate solutions to common problems that may impact on the performance of the **Employee**.
 - 9.1.4 On the request of the Employee delegate such powers reasonably required by the Employee to enable 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.

10. CONSULTATION

10.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others –



- The contents of this Agreement and the outcome of any review conducted in terms of Annexure A may be made available 13.1 to the public by the Employer.
- Nothing in this Agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his/ her contract 13.2 of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.
- The performance assessment results of the Municipal Manager must be submitted to the MEC responsible for local 13.3 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.

Zaneen_on this the_ Thus done and signed at

AS WITNESSES:

AS WITNESSES:

EMPLOYER