



Mogale City

Local Municipality

PERFORMANCE MANAGEMENT AGREEMENT

ENTERED INTO BY AND BETWEEN:

MOGALE CITY LOCAL MUNICIPALITY

AS REPRESENTED BY THE

MUNICIPAL MANAGER:

MAANDA PRINGLE RAEDANI

AND

EXECUTIVE MANAGER: CORPORATE SUPPORT SERVICES

TREVOR RATHA RAMATLHAPÉ

THE EMPLOYEE OF THE MUNICIPALITY

FOR THE

FINANCIAL YEAR: 01 JULY 2019 TO 30 JUNE 2020

Handwritten initials and signatures in the bottom right corner, including 'AZ', 'TRR', 'K.M.', and a circular stamp with 'APL'.

PERFORMANCE MANAGEMENT AGREEMENT

ENTERED INTO BY AND BETWEEN

MOGALE CITY LOCAL MUNICIPALITY herein represented by **Maanda Pringle Raedani** as the **Municipal Manager** (hereinafter referred to as the Employer or Supervisor)

And

Ratha Ramatlhape as the **Executive Manager: Corporate Support Services** (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 "the Parties".
- 1.2 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals.
- 1.3 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B), 57(C) and 57(5) of the Systems Act, Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Manager, 2006 & Local Government: Competency Framework for Senior Managers, 2014.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to –

- 2.1 Comply with the Contract of Employment entered into between the parties;
- 2.2 Specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance expectations and accountabilities;
- 2.3 Specify accountabilities as set out in the Performance Management Plan (Annexure A);
- 2.4 Monitor and measure performance against set targeted outputs;
- 2.5 Use the Performance Management Agreement and Performance Management Plan as the basis for assessing whether the employee has met the performance expectations applicable to his job;
- 2.6 Appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and

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2.7 Give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **1 JULY 2018** and will remain in force until **30 JUNE 2019**; where after a new Performance Management Agreement, Performance Management 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 the Agreement during February each year. The parties will conclude a new Performance Management Agreement and Performance Management Plan that replaces this Agreement at least once a year by not later 31 July.
- 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 and the Budget of the Employer, and shall include key objectives; key performance indicators; target and weightings.
- 4.3 The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe within which the work must be achieved. The weightings show the relative importance of the key objectives to each other.
- 4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

5 PERFORMANCE MANAGEMENT SYSTEM

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- 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 standards required.
- 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.

6 THE EMPLOYEE AGREES TO PARTICIPATE IN THE PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM THAT THE EMPLOYER ADOPTS

- 6.1 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.
- 6.2 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.
 - 6.2.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Competency Requirements (Leading & Core) (CRs) respectively.
 - 6.2.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
 - 6.2.3 KPAs covering the main areas of work will account for 80 weighting and CRs will account for 20 weighting of the final assessment.
- 6.3 The Employee's assessment will be based on his/her 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 weighting of the overall assessment result as per the weightings agreed to between the employer and Employee:

Key Performance Areas (KPA's)	Weighting %
Municipal Transformation and Organizational Development	55%
Good Governance and Public Participation	35%
Local Economic Development	10%
TOTAL	100%

- 6.4 The Employee's assessment will be based on his/her 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 weighting of the overall assessment result as per the weightings agreed to between the employer and Employee.

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The six (6) core competencies that act as drivers to ensure that the leading competencies are executed at an optimal level.

LEADING COMPETENCY REQUIREMENTS		WEIGHTS %
Strategic Direction and Leadership	<ul style="list-style-type: none"> • Impact and influence • Institutional Performance Management • Strategic Planning and Management • Organizational Awareness 	10
People Management	<ul style="list-style-type: none"> • Human Capital Planning & Development • Diversity Management • Employee Relations Management • Negotiation and Dispute Management 	10
Program & Project Management	<ul style="list-style-type: none"> • Program & Project Planning and Implementation • Service Delivery Management • Program & Project Monitoring & Evaluation 	20
Financial Management	<ul style="list-style-type: none"> • Budget Planning & Execution • Financial Strategy & Delivery • Financial Reporting & Monitoring 	20
Change Leadership	<ul style="list-style-type: none"> • Change Vision & Strategy • Process Design & Improvement • Change Impact Monitoring & Evaluation 	20
Governance Leadership	<ul style="list-style-type: none"> • Policy Formulation • Risk and Compliance Management • Cooperative Governance 	20
CORE COMPETENCIES		-
Moral Competence		
Planning and Organizing		
Analysis and Innovation		
Knowledge and Information Management		
Communication		
Result and Quality Focus		
TOTAL		100 %

7 EVALUATING PERFORMANCE

7.1 The Performance Management Plan (Annexure A) to this Agreement sets out-

7.1.1 The standards and procedures for evaluating the Employee's performance; and

7.1.2 The intervals for the evaluation of the Employee's performance.

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- 7.2 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.'
- 7.3 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 set time frames.
- 7.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's IDP.
- 7.5 The annual performance appraisal will involve:

7.5.1 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 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 must then be used to add the scores and calculate a final KPA score.

7.5.2 Assessment of the CRs

- (a) Each CR 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 CR;
- (c) The applicable assessment rating calculator must then be used to add the scores and calculate a final CR score.

7.5.3 Overall rating

An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.

- 7.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CRs:

OVERALL PERFORMANCE	RATING	PERFORMANCE SCORE
Unacceptable Performance Performance does not meet the standard expected for	1	0% - 59% and below

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OVERALL PERFORMANCE	RATING	PERFORMANCE SCORE
the job. The employee has failed to demonstrate the commitment level expected in the job despite management efforts to encourage improvement.		
Performance 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.	2	60% – 69%
Performance Fully Effective Performance fully meets the standards expected in all areas of the job	3	70% – 79 %
Performance Significantly Above Expectations/ Exceptional Performance Performance is significantly higher than the standard expected in the job.	4	80% – 89 %
Outstanding Performance Performance far exceeds the standard expected of an employee at this level.	5	90% – 100 %

7.7 For purposes of evaluating the performance of the Chief Audit Executive, an evaluation panel constituted by the following persons must be established –

- 7.7.1 Municipal Manager;
- 7.7.2 Chairperson of the Performance Audit Committee or Audit Committee in the absence of a Performance Audit Committee;
- 7.7.3 Member of the Mayoral Committee;
- 7.7.4 Municipal Manager from another Municipality; and

8 SCHEDULES FOR PERFORMANCE REVIEWS

- 8.1 The performance of each Employee in relation to his or her performance agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

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Quarter	Timeline	Date of the Review
First Quarter	July – September 2019	October 2019
Second Quarter	October – December 2019	January 2020
Third Quarter	January – March 2020	April 2020
Fourth Quarter	April – June 2020	n/a

- 8.2 The Employer shall keep a record of all formal and informal reviews, including the mid-year review and annual assessment meetings.
- 8.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.
- 8.4 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.
- 8.5 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.

9 DEVELOPMENTAL REQUIREMENTS

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

10. OBLIGATIONS OF THE EMPLOYER

10.1 The Employer shall:–

- 10.1.1 Create an enabling environment to facilitate effective performance by the Employee;
- 10.1.2 Provide access to skills development and capacity building opportunities;
- 10.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that my impact on the performance of the Employee;
- 10.1.4 On the request of the Employee delegate such powers reasonably required by the Employee to enable him/ her to meet the performance objectives and targets established in terms of this Agreement; and
- 10.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time to assist him/her to meet the performance objectives and targets established in terms of this agreement.

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11 CONSULTATION

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

11.1.1 A direct effect on the performance of any of the Employee's functions;

11.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and

11.1.3 A substantial financial effect on the Employer.

11.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 11.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

12. MANAGEMENT OF EVALUATION OUTCOMES

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

12.2 A performance bonus of 5% to 14% of the inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance.

Performance Rating			Bonus Amount
1.	0% - 59%	Performance Unacceptable	0% of total package
2.	60% - 69%	Performance Not Fully Effective	
3.	70% - 79%	Performance Fully Effective	Remuneration Progression
4.	80% - 89%	Performance Significantly Above Expectations/ Exceptional Performance	<ul style="list-style-type: none"> • Remuneration Progression • 5% - 9% of Total Package
5.	90% - 100%	Outstanding Performance	<ul style="list-style-type: none"> • Remuneration Progression • 10% - 14% of total package

12.3 The Employee will be eligible for progression to the next higher remuneration package, within the relevant remuneration band, after completion of at least twelve months (12) service at the current remuneration package on 30 June (end of financial year) subject to a fully effective performance assessment results and above.

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

12.4.1 Provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and

12.4.2 After appropriate counseling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the employee on grounds of unfitness or incapacity to carry out his or her duties.

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13 DISPUTE RESOLUTION

13.1 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 provide for, shall be mediated by –

13.1.1 The Executive Mayor within thirty (30) days of receipt of a formal dispute from the Employee; or

13.1.2 Any other person appointed by the Executive Mayor.

13.2 In the event that the mediation process contemplated above fails, clause 19.3 of the Contract of Employment shall apply.

14 GENERAL

14.1 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.

14.2 Nothing in this agreement diminished 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.

Thus done and signed at Krugersdorp on this the 31st day of July 2019

AS WITNESSES:

1. [Signature]

[Signature]

EXECUTIVE MANAGER: CORPORATE SUPPORT SERVICES

2. [Signature]

Thus done and signed at KRUGERSDORP on this the 31st day of July 2019

AS WITNESSES:

1. [Signature]

[Signature]
MUNICIPAL MANAGER

2. [Signature]

MOGALE CITY LOCAL MUNICIPALITY PERFORMANCE MANAGEMENT PLAN FOR 2019/2020

INCUMBENT: RATHA RAMATHLHAPHE

POST TITLE: EXECUTIVE MANAGER: CORPORATE SUPPORT SERVICES

DEPARTMENT: CORPORATE SUPPORT SERVICES													
KPA: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT - 55%													
SDBIP REF.NO	PLANNING LEVEL	MSCOA PROJECT	WARD TO BENEFIT	KEY PERFORMANCE INDICATOR	WEIGHTING	UNIT OF MEASURE	BASELINE	ANNUAL TARGET	QUARTER	PROGRAMME/PROJECT MILESTONE	RESPONSIBLE PERSON	TYPE OF EVIDENCE	PERFORMANCE MEASUREMENT
KPI G/301	Executive Manager Output	CSS - Strategic Support EM	All wards	Number of Human Resources process workflows drafted, approved & implemented	15%	Number	New Target	6	Q1	1	Executive Manager: Corporate Support Services	Q1-Q4 Reports on HR process workflow submitted to MM	1= 1 Human Resource process workflow drafted, approved and implemented 2= 3 Human Resource process workflow drafted, approved and implemented 3= Implementation of Human Resource process workflow within target set 4= 6 Human resources process workflows drafted, approved & implemented 30 days prior to target set 5= 6 Human resources process workflows drafted, approved & implemented 20 days prior to target set
									Q2	2			
									Q3	2			
									Q4	1			
KPI G/302	Executive Manager Output	CSS - Strategic Support EM	All wards	Number of SOP on By-law Development Process drafted, approved & implemented	5%	Number	New Target	1	Q1	Drafted	Executive Manager: Corporate Support Services	Q1-Q4 Reports on development of SOP by-laws submitted to MM	1= SOP not developed as per target set 2= SOP not approved within Quarter 2 3= SOP developed and approved by Quarter 3 4= SOP implemented as per set plan. 5= SOP implemented 30 days prior to target set.
									Q2	Approved			
									Q3	Implemented			
									Q4	Implemented			
KPI B/303	Executive Manager Output	CSS - Strategic Support EM	All wards	% Implementation of Litigation strategy and protocol in line with the plan	10%		New Target	100%	Q1	100%	Executive Manager: Corporate Support Services	Q1-Q4 Reports on implementation of litigation strategy submitted to MM	1= 0%-59% implemented in line with the plan 2= 60-69% implemented in line with the plan 3= 70-79% implemented in line with the plan 4= 80-89% implemented in line with the plan 5= 90%-100% implemented in line with the plan
									Q2	100%			
									Q3	100%			
									Q4	100%			
								Q1				1= 100% implementation 6 and more days after the deadline 2= 100% implementation 1-5 days after the deadline	
Q2													

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SDBIP REF. NO	PLANNING LEVEL	MSCOA PROJECT	WARD TO BENEFIT	KEY PERFORMANCE INDICATOR	WEIGHTING	UNIT OF MEASURE	BASELINE	ANNUAL TARGET	QUARTER	PROGRAMME/PROJECT MILESTONE	RESPONSIBLE PERSON	TYPE OF EVIDENCE	PERFORMANCE MEASUREMENT
KPI G/304	Executive Manager Output	Strategic Support EM	All wards	% implementation of the Workplace Skill Plan	5%	%	New Target	100%	Q3	100%	Corporate Support Services	reports	3= 100% implementation on the set timeframes (deadline) 4= 100% implementation 5 days before the deadline 5= 100% implementation 10 days before the deadline
KPI G/305	Executive Manager Output	CSS - Strategic Support EM	All wards	Number of interventions implemented to ensure compliance to the records management policy	10%	Number	New Target	4	Q1 Q2 Q3 Q4	1 1 1 1	Executive Manager: Corporate Support Services	Q1-Q4 Report on intervention programmes implemented to compliance of records management policy	1= 0 intervention programme 2= 1 intervention programme 3= 2 intervention programme 4= 3 intervention programmes 5= 4 intervention programmes

The MSCOA Project refers to the line item as per the approved Budget. The allocated amount include only the Executive Managers office administration and employee related costs.

SDBIP REF. NO	PLANNING LEVEL	MSCOA PROJECT	WARD TO BENEFIT	KEY PERFORMANCE INDICATOR	WEIGHTING	UNIT OF MEASURE	BASELINE	ANNUAL TARGET	QUARTER	PROGRAMME/PROJECT MILESTONE	RESPONSIBLE PERSON	TYPE OF EVIDENCE	PERFORMANCE MEASUREMENT
KPI C/306	Activity	HCA - Leave Provision	All Wards	% completeness of Leave Register	10%	Number	New Target	4	Q1 Q2 Q3 Q4	1 1 1 1	Executive Manager: Corporate Support Services	Q1-Q4 Leave register/report/recon	1= 0-59% completeness of leave register 2= 60%-69% completeness of leave register 3= 70%-79% completeness of leave register 4= 80%-89% completeness of leave register 5= 90% - 100% completeness of leave register

KPA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION - 35%

SDBIP REF. NO	PLANNING LEVEL	MSCOA PROJECT	WARD TO BENEFIT	KEY PERFORMANCE INDICATOR	WEIGHTING	UNIT OF MEASURE	BASELINE	ANNUAL TARGET	QUARTER	PROGRAMME/PROJECT MILESTONE	RESPONSIBLE PERSON	TYPE OF EVIDENCE	PERFORMANCE MEASUREMENT
KPI A/307	Executive Manager Output	CSS - Strategic Support EM	All wards	% implementation of audit action plans	5%	%	New Target	100%	Q1 Q2 Q3 Q4	100%	Executive Manager: Corporate Support Services	Q3-Q4 OPCA progress report	1= 0% - 59% implementation in line with the plan 2= 60% - 69% implemented in line with the plan 3= 70% - 79% implemented in line with the plan 4= 80% to 89% implemented in line with the plan 5= 90% to 100% implemented in line with the plan
KPI B/308	Executive Manager Output	CSS - Strategic Support EM	All wards	Number of Council Resolutions Action Plans developed	10%	Number	New Target	4	Q1 Q2 Q3 Q4	1 1 1 1	Executive Manager: Corporate Support Services	Q1-4 Resolution register/report submitted to EXCO/COUNCIL	1= Register/report submitted within 6 days after the deadline 2= Register/report submitted within 5 days after the deadline 3= Register/report submitted within deadline 4= Register/report submitted 5 days before the deadline 5= Register/report submitted 6 days before deadline

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SDBIP REF. NO	PLANNING LEVEL	MSCOA PROJECT	WARD TO BENEFIT	KEY PERFORMANCE INDICATOR	WEIGHTING	UNIT OF MEASURE	BASELINE	ANNUAL TARGET	QUARTER	PROGRAMME/ PROJECT MILESTONE	RESPONSIBLE PERSON	TYPE OF EVIDENCE	PERFORMANCE MEASUREMENT
KPI B/309	Executive Manager Output	CSS - Strategic Support EM	All wards	Number of the Compliance framework, drafted, approved & implemented	10%	Number	New Target	1	Q1	Draft approved	Executive Manager, Corporate Support Services	Q1-Q4 Report on the compliance framework submitted to the MM for approval	1= Report on the compliance framework submitted to the MM for EXCO after 28 February 2020 2= Report on the compliance framework submitted to the MM for EXCO after 31 January 2020 3= Report on the compliance framework submitted to the MM for EXCO before 31 December 2019 4= Report on the compliance framework submitted to the MM for EXCO before 30 September 2019 5= Report on the compliance framework submitted to the MM for EXCO before 15 September 2019
									Q2	Implemented			
									Q3	Implemented			
									Q4	Implemented			
KPI G/310	Executive Manager Output	CSS - Strategic Support EM	All wards	Number of Labour Relations Management Strategy drafted, approved & implemented	5%	Number	New Target	1	Q1	Draft approved	Executive Manager, Corporate Support Services	Q1-Q4 Report on labour relations management strategy submitted to the MM for approval	1= Report on the compliance framework submitted to the MM for EXCO after 28 February 2020 2= Report on the compliance framework submitted to the MM for EXCO after 31 January 2020 3= Report on the compliance framework submitted to the MM for EXCO before 31 December 2019 4= Report on the compliance framework submitted to the MM for EXCO before 30 September 2019 5= Report on the compliance framework submitted to the MM for EXCO before 15 September 2019
									Q2	Implemented			
									Q3	Implemented			
									Q4	Implemented			
KPI G/311	Executive Manager Output	CSS - Strategic Support EM	All wards	Number of ICT Governance Framework Action Plan Implemented	5%	Number	New Target	1	Q1	Drafted	Executive Manager, Corporate Support Services	Approved ICT Governance Framework and the Progress Report	1 = Submission of the policy 6 and more days after the deadline 2 = Submission of the policy 5 days after the set deadline 3= Submission of the policy on the deadline 4= Submission of the policy within 5 days of the set deadline 5 = Submission of the policy within 15 days of the set deadline
									Q2	Approved			
									Q3	Implemented			
									Q4	Implemented			

KPA: LOCAL ECONOMIC DEVELOPMENT - 10%

SDBIP Ref. No.	PLANNING LEVEL	MSCOA PROJECT	WARDS TO BENEFIT	KEY PERFORMANCE INDICATOR	WEIGHTING	UNIT OF MEASURE	BASELINE	ANNUAL TARGET	QUARTER	PROGRAMME/ PROJECT MILESTONE	RESPONSIBLE PERSON	TYPE OF EVIDENCE	PERFORMANCE MEASUREMENT
									Q1				
									Q2				

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SDBIP REF.NO	PLANNING LEVEL	MSCOA PROJECT	WARD TO BENEFIT	KEY PERFORMANCE INDICATOR	WEIGHTING	UNIT OF MEASURE	BASELINE	ANNUAL TARGET	QUARTER	PROGRAMME/PROJECT MILESTONE	RESPONSIBLE PERSON	TYPE OF EVIDENCE	PERFORMANCE MEASUREMENT
KPI I/312	Executive Manager Output	CSS - Strategic Support EM	All Wards	Number of youth exposed to employment opportunities	5%	Number	New target	12	Q3	12	Executive Manager, Corporate Support Services	Q1-Q4 Report on employment opportunities for youth	1= 06 youth exposed to employment opportunities 2= 09 youth exposed to employment opportunities 3= 12 youth exposed to employment opportunities 4= 15 youth exposed to employment opportunities 5= 18 youth exposed to employment opportunities
									Q4				
KPI K/512	Executive Manager Output	CSS - Strategic Support EM	All Wards	Number of employment opportunities created	5%	No.	40	45	Q1	35	Executive Manager, Corporate Support Services	Q1-Q4 Report on creation of employment opportunities	1= 35 employment opportunities created 2= 40 employment opportunities created 3= 45 employment opportunities created 4= 50 employment opportunities created 5= 55 employment opportunities created
									Q2				
									Q3				
									Q4	45			

Total=100

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SDBIP REF.NO	PLANNING LEVEL	MSCOA PROJECT	WARD TO BENEFIT	KEY PERFORMANCE INDICATOR	WEIGHTING	UNIT OF MEASURE	BASELINE	ANNUAL TARGET	QUARTER	PROGRAMME/ PROJECT MILESTONE	RESPONSIBLE PERSON	TYPE OF EVIDENCE	PERFORMANCE MEASUREMENT	
														PERFORMANCE MEASUREMENT
CORE MANAGERIAL COMPETENCIES														
		Strategic direction & leadership	10	Implementation of planned strategies as per approved IDP	KPI			1= 0%-59% implementation in line with the plan 2= 60% to 69% implementation in line with the plan 3= 70% - 79% implementation in line with the plan 4= 80% - 89% implementation in line with the plan 5= 90% - 100% implementation in line with the plan				EVIDENCE	RESPONSIBLE PERSON	
		People Management and Empowerment	5	No. of Individual Performance Management Agreements signed with Managers by 31 August 2019				1= 4 Performance Management Agreements signed after the 30/09/2019 2= 4 Performance Management Agreements signed after the 15/09/2019 3= 4 Performance Management Agreements signed by the 31/08/2019 4= 4 Performance Management Agreements signed by the 20/08/2019 5= 4 Performance Management Agreements signed by the 10/08/2019		Four (4) 2018/2019 Performance Management Agreements signed with Managers			Executive Manager: Corporate Support Services	
			5	Development of Personal Development Plans (PDPs) for Managers				1=PDPs developed by 30 November 2019 2=PDPs developed by 31 October 2019 3=PDPs developed by 30 September 2019 4=PDPs developed by 15 September 2018 5=PDPs developed by 31 August 2019			Proof on the submission of PDPs for Senior Managers to Learning and Development Sub-division for implementation			Executive Manager: Corporate Support Services
			10	Operational Programs/ Projects Implemented				1= 70-80% and below implementation within set timeframes 2= 71-79% implementation within set timeframes 3= 80% implementation within set timeframes 4= 81-90% implementation within set timeframes 5= 91-100% implementation within set timeframes			Project Plan(s) and Reports on the implementation of Quarterly SDBIP Reports			Executive Manager: Corporate Support Services
			10	Service Delivery Management				1= 80% implementation of the SDBIP 2= 85% implementation of the SDBIP 3= 90% implementation of the SDBIP 4= 92% implementation of the SDBIP 5= 94% implementation of the SDBIP			SDBIP Quarterly Performance Reports from Monitoring and Evaluation Division			Executive Manager: Corporate Support Services
			10	% Reduction of Unauthorized Irregular Fruitless (UIF) expenditure				1= 20% and more increase of UIF 2= 10% increase of UIF 3= 10% reduction of UIF 4= 20% reduction of UIF 5= 30% reduction of UIF			1 July 2018 to 30 June 2019 In year monitoring report			Executive Manager: Corporate Support Services
		Financial Management												

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SDBIP REF.NO	PLANNING LEVEL	MSCOA PROJECT	WARD TO BENEFIT	KEY PERFORMANCE INDICATOR	WEIGHTING	UNIT OF MEASURE	BASELINE	ANNUAL TARGET	QUARTER	PROGRAMME/PROJECT MILESTONE	RESPONSIBLE PERSON	TYPE OF EVIDENCE	PERFORMANCE MEASUREMENT
			10	% of MIG funded capital budget spent at the end of financial year				1= 92% Spent 2= 94% Spent 3= 96% Spent 4= 98% Spent 5= 100% Spent			1 July 2018 to 30 June 2018	In year monitoring report	Executive Manager: Corporate Support Services
		Change Leadership	10	% Change Management Plan implementation				1=59% and Below implementation 2=60-79% implementation 3=80% implementation 4=82% implementation 5=84% implementation			Change Management Plan for the projects to be implemented		Executive Manager: Corporate Support Services
			10	Communication to employees				1= 2 meetings 2= 3 meetings 3= 4 meetings 4= 5 meetings 5= 6 meetings			Agenda and Attendance Register of departmental meetings		Executive Manager: Corporate Support Services
		Governance Leadership	10	Revision and Development of Policies				1=60-79% 2=80% 3=81-90% 4=91-100% 5=91-100%			Revised and Developed Policies vs Policies submitted to Council in the 2018/2019 financial year for Approval		Executive Manager: Corporate Support Services
			10	% Implementation of the annual risk management implementation plan				1=59% and Below 2=60-79% 3=80% 4=82% 5=84%			Dashboard Risk Management Reports from M&E		Executive Manager: Corporate Support Services
Total=100													

Signed and Accepted by the Executive Manager: Corporate Support Services

Ratha Ramathipae



Date: 3/7/2019

Approved by the Municipal Manager

Maanda Pringle Raedani

Date: 3/7/2019

PERSONAL DEVELOPMENT PLAN (PDP)

SURNAME	RAMATLHAPE		NAME	RATHA		
POSITION	EXECUTIVE MANAGER: CSS		REPORT TO	MUNICIPAL MANAGER		
SALARY LEVEL	2		SALARY BAND	S56		
DEPARTMENT	CSS		FINANCIAL YEAR	2019/20		
Competency area to be developed	Specific development objectives (what to achieve)	Competency indicators (evidence of development)	Development activities (self-study, on-the-job, formal-dates and cost)	Support required (e.g. coaching)	Development review and assessment: Training provider	Sign-off review and assessment (Individual, Expert Trainer & Coach)
Change Management	<ul style="list-style-type: none"> • Change Vision & Strategy • Process Design & Improvement • Change Impact Monitoring & Evaluation 	Portfolio of evidence as required by the Training institution.	Accredited course	Training through a service provider	Service provider to be appointed.	Trainer
EMPLOYEE SIGNATURE			MM's SIGNATURE			DATE
						31/7/2019

TRR

