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HARRY GWALA DISTRICT MUNICIPALITY
PERFORMANCE AGREEMENT
FOR
YEAR 2022/2023
MADE AND ENTERED INTO BY AND BETWEEN
Mrs. Thobile Thelma Thiyane-Magaga
The Acting Municipal Manager of the Harry Gwala District Municipality
(Hereinafter referred to as the "Acting Municipal Manager")
And
Mr. Mthethunzima Mathew Mkatu
The Chief Financial Officer: Financial Services of the Harry Gwala
District Municipality
(Hereinafter referred to as "Chief Financial Officer")

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INTRODUCTION

(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".

(2) Section 57(1) (b) of the Systems Act, read with the Memorandum of Agreement of Employment concluded between the parties, requires the parties to conclude an annual Performance Agreement. The employer must conclude a Performance Agreement within 90 days of assumption of duty and renew it annually within one month of the commencement of the beginning of the financial year.

(3) The parties will 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 as defined in the municipal IDP.

(4) The parties will 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 Systems Act as well as the Memorandum of Agreement of Employment entered into between the parties;

2.2. Comply with the provisions of section 32(1)(b), (c),(d), sub-section (2)(a)(i) and (ii), sub-section (3) and (4)(a),(b), (c)(i) and (ii) of the Municipal Finance Management Act and adhere to the finance policies, laws, procedures and other legal prescripts.

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2.3. To ensure that all Heads of Departments implement the Risk Mitigation Plans timely in line with the Risk Management register.

2.4. To comply with provisions made in regulation 14 subsection (1) (c) (i) and (ii), sub-section (4)(a)(i), (ii), (iii) of the Local Government: Municipal Planning and Performance Management Regulations of 2006, all Head of Department to prioritize the implementation of unresolved audit queries in line with the recommendations made by the Internal Audit Unit

2.5. To ensure that the Chief Financial Officer complies with provisions made in regulation 10 subsection (g) of the Local Government: Municipal Planning and Performance Management Regulations of 2006 by providing information on a quarterly basis on the municipal financial viability as expressed in terms of the following ratios:

(i) "A" representing debt coverage, "B" representing total operating revenue received, "C" representing operating grants and "D" representing debt service payment (i.e. interest + redemption) due within the financial year. Formula (A=B-C/D)

(ii) "A" representing outstanding service debtors to revenue, "B" representing total outstanding service debtors, "C" representing annual revenue actually received for services. Formula (A=B/C)

(iii) "A" cost coverage, "B" representing all available cash at a particular time, "C" representing investments and "D" representing monthly fixed operating expenditure. Formula (A=B+C/D)

2.6. Communicate to the Employee the Employer's performance expectations and accountabilities by specifying objectives and targets as defined in the IDP;

2.7. Specify accountabilities as set out in the Performance Scorecard/Service Delivery Budget Implementation Plan (SDBIP) marked Annexure "A"

2.8. Monitor and measure performance against set targeted outputs; in terms of the said Performance Scorecard/SDBIP.

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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.

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.

3.3. This Agreement will terminate on the termination of the Employee's contract of employment for any reason.

3.2. The parties will review the provisions of this Agreement during June each year and will conclude a new Performance Agreement (and Performance Scorecard/SDBIP) that replaces this Agreement at least once a year but not later than one month after the commencement of the new financial year.

3.1. This Agreement will commence on the 1 July 2022 and will remain in force until 30 June 2023 where after a new Performance Agreement and new Performance Scorecard/SDBIP shall be concluded between the parties for the next financial year or any portion thereof.

3. COMMENCEMENT AND DURATION

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

2.10. Appropriately reward the Employee in accordance with the Employer's performance management policy or institute sanctions for consistent under-performance.

2.9. Use the Performance Agreement and Performance Scorecard /SDBIP to assess whether the Employee has met the performance expectations applicable to his/her job;

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4.1. The Performance Scorecard/SDBIP 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 Annexures "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 dates 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 in which the work must be achieved. The weightings show the relative importance of the key objectives to each other. The Quality Assurance Certificate must be signed by the Chief Finance Officer to commit that the performance information provided is accurate and reliable.
 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.

4. PERFORMANCE OBJECTIVES

3.6. Any significant amendments/ deviations referred to in 3.4 and 3.5 above must take cognisance of, where relevant, the requirements of sections 34 and 42 of the Systems Act, and must be done in terms of regulation 4 (5) of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to the Municipal Manager, 2006 ("the Regulations").

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5. PERFORMANCE MANAGEMENT SYSTEMS

5.1. The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer itself, 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.

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 are contained in the Performance Agreement.

5.6. The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Managerial Competencies (CMCs) respectively.

5.7. KPAs covering the main areas of work will account for 80% and CMCs will account for 20% of the final assessment.

5.8. Each area of assessment will be weighted and will contribute a specific part to the total score.

5.9. The Employee's assessment will be based on his performance in terms of the outputs/ outcomes (performance indicators) identified as per attached SDBIP/Performance Scorecard (Annexure "A" and "B"), 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:

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Core Competency Assessments will be conducted during quarterly face-to-face Performance Assessments. The Mayor shall conduct Core Competency Assessments for the Municipal Manager. The Municipal Manager shall conduct Core Competency Assessments for Section 57 Managers. Where agreement on the allocation of a score (on the range 1 – 5) cannot be reached, the onus rests with the Employee to provide evidence of their claim to possession of the disputed Core Competency.

Annexure "D" provides the scoring template for the Core Competency requirements identified in the Table hereunder.

5.10 The CMCs will make up the other 20% of the Employee's assessment score. CMCs 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.

Responsibilities contained in the employee's Job Description linked to the Key Performance Areas (KPA's) in his/her SDBIP/Performance Plan		Weighting
1	Service Delivery and Infrastructure	10
2	Municipal Transformation and Organisational Development	5
3	Local Economic and Social Development	5
4	Municipal Financial Viability and Management	70
5	Good Governance and Public Participation	5
6	Cross cutting	5
TOTAL		100%

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- Consultation
- Setting Service Standards
- Increasing access
- Ensuring courtesy

Managers must subscribe to the following Batho Pele principles:

CORE COMPETENCIES		
1.Moral Competencies	20	100%
2. Planning & Organizing	20	
3. Analysis & Innovation	10	
4.Knowledge and Information Management	20	
5. Communication	10	
6. Results and Quality focus	20	
Total	100%	100%
Weight		

CORE MANAGERIAL COMPETENCIES		
1.Strategic Direction & Leadership	20	100%
2. People Management	20	
3. Programme & Project Management	20	
4.Financial Management	10	
5.Change Leadership	10	
6. Governance Leadership	20	
Total	100%	100%
Weight		

Annexure "D" presumes the assessors will refer to the detailed Department of Public Service & Administration Guidelines (SMS Handbook Chapter 5) of what specific components of a Core Competency need to be demonstrated in order to qualify for the score awarded.

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6.1. The organisation's performance as set out in the PMS Policy and User Manual 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 shall be documented up-front in this Performance Agreement and additional needs may be identified during any performance review discussion. Annexure "C" documents in a Personal Development Plan, the Employee's personal growth and development needs at the beginning of the financial year as well as the actions agreed to. Implementation must take place within set time frames, including attendance at, at least 1 week-long training workshop per year – to allow the Employee to remain abreast of the latest developments in his/her field of work for the Employer.

6.4. The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's IDP.

6. EVALUATING PERFORMANCE

- Providing information
- Openness and transparency
- Redress
- Value for money
- Encouraging innovation and rewarding excellence
- Customer impact
- Leadership and Strategic Direction

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Over and above KPA's where performance will be measured against SDBIP entries, recognition may be given for the performance of additional tasks.

8. Recognition for Performance of additional tasks

Annexure "E" provides the process to be followed in the event the Employer fails to meet his/her performance objectives. Poor performance shall be deemed consistent once two consecutive quarterly performance face-to-face appraisals reveal declining achievements against set targets.

Detail regarding the recognition and commensurate rewards for performance exceeding stipulated targets in the SDBIP are documented in the municipality's PMS Policy and User Manual – according to the August 2006 PMS Regulations.

7. Management of Performance Outcomes

(a) Each CMC 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 CMC.
(c) The applicable assessment rating calculator (refer to paragraph 6.5.1 above) must then be used to add the scores and calculate a final aggregate score.

6.5.2. Assessment of the CMCs

(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 6.5.2 below) must then be used to add the scores and calculate a final aggregate score.

SDBIP/Performance Scorecard:

6.5.1. Assessment of the achievement of results as outlined in the

6.5. The annual performance appraisal will involve:

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Rewards will be at the discretion of the Harry Gwala District Municipality's Executive Committee.

8.1. Complying with section 32(1) (c) (d) of the Municipal Finance Management Act, No 56 of 2003 which states that any official of the municipality who deliberately or negligently committed, made or authorized an irregular expenditure, is liable for that expenditure

8.2. Any official of the municipality who deliberately or negligently committed, made or authorized a fruitless and wasteful expenditure is liable for that expenditure

8.3. Prioritizing the implementation of unresolved audit queries in line with the recommendations made by the Internal Audit Unit in the audit assignment.

8.4. Prioritizing the Risk Mitigation Plans timely in line with the Risk Management register

8.5. Adhering to all the financial management legal prescripts (policies, laws, resolutions and procedures).

8.6. Comply with regulation 10 of the Local Government: Municipal Planning and Performance Management Regulations (2001) by ensuring provision of work opportunities and income support to poor and unemployed people through labour intensive on capital projects, internship programme, local economic development initiatives and Expanded Public Works Programme.

8.6. Rewards regarding the above mentioned tasks will be at the discretion of the Harry Gwala District Municipality's Executive Committee.

8.7. Rewards regarding the above mentioned tasks will be at the discretion of the Harry Gwala District Municipality's Executive Committee.

8.8. The attainment of an unqualified audit outcome is the minimum standard by which the performance of the Accounting Officer and Senior Managers, will be measured in accordance with the Municipality's Management System.

8.9. Municipal Council will not pay future performance bonuses, to the Accounting Officer, Senior Managers and relevant officials who cause the

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Where the Municipal Manager is, at any time during the Chief Financial Officer: Financial Services employment, not satisfied with his performance with respect to any matter dealt with in this Agreement, the Municipal Manager will give three days written notice to the Chief Financial Officer to attend a meeting with the Municipal Manager to discuss the issues contained in the written notice.

10. Consequences of Substandard Performance

First Quarter: July-September	Date: 30 November 2022
Second Quarter: October-December	Date: 31 March 2023
Third Quarter: January-March	Date: 31 May 2023
Fourth Quarter: April-June	Date: 31 August 2023

on the following dates:
An audited performance report will be tabled to the Executive Committee. The performance of the Chief Financial Officer: Financial Services shall be reviewed

1. The Municipal Manager
2. Chairperson of the Performance Audit Committee or the Audit Committee
3. One Executive Committee Member
4. Municipal Manager from another municipality
5. Human Resources Manager

The evaluation of the Chief Financial Officer: Financial Services performance will be done by:

9. Performance Reviews

municipality to attain a negative audit outcome and who are responsible for unauthorised, irregular, fruitless or wasteful expenditure.
8.10. Council commits to providing all the tools that will be necessary for the Accounting Officer, Senior Managers to perform their duties effectively, in order to attain an Unqualified Audit Outcome.

The contract is made in English, which shall be the ruling language. All correspondences between the parties to this contract and all reports and documentation pertaining to this contract shall be in English.

11. RULING LANGUAGE

Nothing contained in this agreement in any way limits the right of the Municipality to terminate the employment of the Chief Financial Officer: Financial Services with or without notice for any other breach of his obligations to the Municipality or for any other valid reasons in law.

If at any stage thereafter the Municipal Manager holds the view that the performance of the Chief Financial Officer: Financial Services is not satisfactory, the municipality will, subject to compliance with a fair procedure and substantive fair reason contemplated in Schedule 8, namely: Code of Good Practice of the Labour Relations Act, Act 66 of 1995, be entitled by notice in writing to the Chief Financial Officer to hold a formal disciplinary hearing; or alternatively in terms of the provisions set out in Section 188 A of the Act, or whichever is applicable with a third party to chair the disciplinary hearing.

Where there is a dispute or difference as to the performance of the Chief Financial Officer under this Agreement, the parties will confer with a view to resolving the dispute or difference.

The Chief Financial Officer: Financial Services will have the opportunity at the meeting to provide the Municipal Manager with reasons for standard performance and the measures or programs being taken to ensure that the Chief Financial Officer's performance becomes satisfactory, including any dates for implementing these measures.

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This performance agreement is between the Municipal Manager and the Chief Financial Officer: Financial Services on the expected performance during the

14. Limitations of this Contract

and binding on both parties.

The decision of the Mediator contemplated in sub-clauses (1) and (2) will be final Employee.

A municipal councillor, in the case of managers directly accountable to the Municipal Manager, within thirty days of receipt of formal dispute from the other person appointed by the MEC, in the case of Manager; and

The member of the Executive Council for local government in the province or any mediated by-

Any disputes about the outcome of the performance evaluation, must be

Manager, within thirty days of receipt of a formal dispute from the Employee.

The mayor, in the case of Managers' directly accountable to the Municipal said member of the Executive Council; and

The member of the Executive Council responsible for local government in the province, in the case of the Municipal Manager, or other person appointed by the

agreement, must be mediated by-

Any disputes about the nature or content of the Employee's Performance

13. Dispute Resolution

31 of July 2023.

This contract shall be deemed to have been entered into on the **1st of July 2022** and will expire on the **30th of June 2023**. The parties will enter into a new performance agreement that replaces this agreement by no later than the

12. Terms of Contract

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The Chief Financial Officer: Financial Services acknowledges that in terms of Section 53 (3) of the Municipal Finance Management Act, the Mayor of the Municipality has to make public the contents of this agreement and forward a copy hereof to the KwaZulu-Natal MEC for local governance.

16. General

15.5 make available to the **Employee** such resources as the **Employee** may reasonably require from time to time assisting him to meet the performance objectives and targets established in terms of this Agreement.

15.4 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; and

Employee;

15.3 work collaboratively with the **Employee** to solve problems and generate solutions to common problems that may impact on the performance of the

15.2 provide access to skills development and capacity building opportunities;

Employee;

15.1 create an enabling environment to facilitate effective performance by the

The Employer shall-

15. Obligation of the employer

In case of ambiguity, the employment contract shall prevail over this performance agreement.

Legislative Framework.

The performance agreement shall therefore be within the South African African Legislative Framework and the employment contract entered into by and between Municipal Manager and the Chief Financial Officer: Financial Services.

2022/2023 financial year. The performance agreement is subject to the South

The Municipality must make the contents of this Agreement and the outcome of any review conducted in terms of the Performance Plan available to the public as contemplated in section 46 of the Systems Act.

Nothing in this Agreement diminishes the obligations, duties or accountabilitys of the Chief Financial Officer: Financial Services in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

SIGNED AT Ixopo ON THE 18 DAY OF July 2022

THE MUNICIPALITY

Harry Gwala District Acting Municipal Manager

AS WITNESSES:
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2. 

SIGNED AT Ixopo ON THE 18 DAY OF July 2022

The Chief Financial Officer (Financial Services)

AS WITNESSES:
1. 
2. 

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Score on Core Competency	Description
1 (Not Yet Competent)	Demonstrates none of the guideline's components of the core competency
2. (Basic Competence)	Applies basic concepts and methods but requires supervision and coaching
3. (Competent)	Independently develops and applies more advanced concepts and methods.

CORE COMPETENCY SCORING TEMPLATE

ANNEXURE C:

Competency to be Addressed	Proposed Actions	Responsibility	Time-frame	Expected Outcome

PERSONAL DEVELOPMENT PLAN (PDP)

ANNEXURE C:

SERVICE DELIVERY BUDGET AND IMPLEMENTATION PLAN (SDBIP)

ANNEXURE B:

PERFORMANCE PLAN (compulsory)

ANNEXURE A:

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<p>Plans and guides the work of others. Performs analysis.</p>	
<p>Understands and applies more complex concepts and methods. Leads and directs people or groups of recognised specialists. Able to perform in-depth analysis.</p>	<p>4. (Advanced)</p>
<p>Sought out for deep, specialised expertise. Leads the direction of the entire organisation. Defines models/theories of best practice.</p>	<p>5. (Expert)</p>



ANNEXURE A: PERFORMANCE PLAN FOR SECTION 57 MANAGERS

The following midyear management review on **Key Result Areas (KRA)**, **Core Management Criteria (CMC)** and **Core Occupational Competencies (COC)** agreed to in each manager performance agreement has to be completed.

The annual performance appraisal involves the assessment of the achievement of results of the KRA's, CMC's and COC's in accordance with the five-point scale of (1-5).

RATING	DEFINITION OF SCORE
5	Outstanding performance
4	Performance significantly above expectation
3	Fully effective
2	Performance not fully satisfactory
1	Unacceptable performance

DETAILS OF THE MANAGER UNDER REVIEW

Period Under Review	2022/2023
Surname	Mikatu
Name	Mithethunzima Mathew
Municipality	Harry Gwala District Municipality
Department	Finance
Race	African
Gender	Male
Employee Number	388

Date Of Appointment	
Salary Package	

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1. MANAGERS OPERATIONAL PLAN FOR THE YEAR UNDER REVIEW

MUNICIPAL FINANCIAL VIABILITY 70%

Objective	Strategy	Measurable Output	KPI	UNIT OF MEASURE	QUARTER R 1	QUARTER R 2	MID-YEAR TARGET (Combination of Q1 & Q2)	QUARTER R 3	QUARTER R 4	2022-2023 Annual Target	Actual Achievement	Milestones/Comments	Own Rating (1-5)	Rating by the Municipal Manager (1-5)	Rating by the Panel Member (1-5)
To ensure improved revenue collection	Enforce credit control and debt management policy	Total amount collected from customers per month	Percentage of Collection from the billed consumers	percentage	60%	60%	60%	60%	60%	60%					
To ensure updated and reliable debtor information	Enforce the indigent management policy	Updated indigent register	Number of existing households with access to free basic services in terms of the indigent register	Number	3000	3000	3000	3000	3000	3000					
To ensure updated and reliable indigent debtor information	Enforce the indigent management policy	Approved Indigent register	Date in which indigent register is approved by Council	Date	0	0	0	0	30-Jun-23	30-Jun-23					

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Objective	Strategy	Measurable Output	KPI	UNIT OF MEASURE	QUARTER R 1	QUARTER R 2	MD-YEAR TARGET (Combination of Q1 & Q2)	QUARTER R 3	QUARTER R 4	2022-2023 Annual Target	Actual Achievement	Milestones/Comments	Own Rating (1-5)	Rating by the Municipal Manager	Rating by the Panel Member (1-5)
To ensure updated and reliable debtor information	Update the consumer database	Updated data	Number of consumers added to database	Number	12000	12000	12000	12000	12000	12000 Target					
To ensure compliance with the MFMA and improve budgeting reporting processes	Coordinate the budget preparation process in line with approved schedule of key deadlines	Budget approved in compliance with MFMA	Date in which the 2023/2024 final budget was approved by Council	Date	0	0	0	0	31-May-23	31-May-23					
To ensure the municipality prepares GRAP compliant annual financial statements for the year ending June 2020 and submit to the Auditor General on time	Prepare monthly control account reconciliations to ensure reliable financial information is reported throughout the year	Interim Financial Statements (IFS) submitted to Internal Auditors	Date in which the Interim Financial Statements are submitted to Internal Audit	Date	0	0	0	31-Mar-23	0	31-Mar-23					
To ensure the municipality prepares GRAP compliant annual financial statements	Prepare monthly control account reconciliations to ensure reliable financial information	Annual Financial Statements (AFS) submitted on time	Date in which AFS are submitted to the Auditor General	Date	31-Aug-22	0	31-Aug-22	0	0	31-Aug-22					

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Objective	Strategy	Measurable Output	KPI	UNIT OF MEASURE	QUARTER R 1	QUARTER R 2	MID-YEAR TARGET (Combination of Q1 & Q2)	QUARTER R 3	QUARTER R 4	2022-2023 Annual Target	Actual Achievement	Milestones/Comments	Own Rating (1-5)	Rating by the Municipal Manager	Rating by the Panel Member (1-5)
To ensure updated fixed asset register for the year ending June 2020 and submit to the Auditor General on time	Is reported throughout the year	Updated fixed asset register	Date in which fixed asset register was updated	Date	31-Aug-22	0	31-Aug-22	0	0	31-Aug-22					

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2. PERFORMANCE ASSESSMENT RATING

The assessment rating calculator will be used to add the scores and calculate a final KRA score (80%) and a final CMC & COC's score (20%)

The tables below should be completed by the summarized total of each panel member (NOTE: Weight should be taken from the signed performance agreement for the year under review)

KPA	Weight	Rating	Score
1. Basic Service Delivery	10		
2. Municipal Institutional Development and Transformation	5		
3. Local Economic Development	5		
4. Municipal Financial Viability and Management	70		
5. Good Governance and Public Participation	5		
6. Cross Cutting	5		
Total	100%		
x 80%			%

3. EVALUATION ON THE LEADERSHIP COMPETENCIES

Every section 57 managers should be assessed against all those CMC's that are applicable to her/his job. Compulsory CMC's for Managers are highlighted below. (NOTE: Weight should be taken from the signed performance agreement for the year under review)

LEADERSHIP COMPETENCIES	WEIGHT %	MILESTONES/COMMENTS	OWN RATING (BY MANAGER) (1-5)	RATING BY PANEL MEMBER (1-5)
1.Strategic Direction & Leadership	20			
2. People Management	20			
3. Programme & Project Management	20			
4.Financial Management	10			
5.Change Leadership	10			
6. Governance Leadership	20			
TOTAL	100%			

4. EVALUATION ON THE CORE COMPETENCY

Every section 57 Manager should be assessed against all those CMC's that are applicable to her/his job.
 (NOTE: Weight should be taken from the signed performance agreement for the year under review)

CORE COMPETENCY	WEIGHT %	MILESTONES/ COMMENTS	OWN RATING (BY MANAGER) (1-5)	RATING BY PANEL MEMBER (1-5)
1. Moral Competencies	20			
2. Planning & Organizing	20			
3. Analysis & Innovation	10			
4. Knowledge and Information Management	20			
5. Communication	10			
6. Results and Quality focus	20			
TOTAL	100%			

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KPA	(A) SUB-TOTAL	(B) % OF ASSESSMENT	(A X B) TOTAL SCORE
KRA (Key Result Area)		80%	
CC (Conduct Criteria)		20%	
(C) FINAL SCORE			
FINAL SCORE IN PERCENTAGE (C / 5 X 100)			%

SIGNED AT 1XOPD ON THE 18 DAY OF July 2022



 THE MUNICIPALITY

Harry Gwala District Acting Municipal Manager

AS WITNESSES:

1. 

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SIGNED AT 1XOPD ON THE 18 DAY OF July 2022

[Handwritten Signature]

The Chief Financial Officer (Financial Services)

AS WITNESSES:

1. *[Handwritten Signature]*

2. *[Handwritten Signature]*

COMMENTS TO THE EVALUATION PANEL

The Municipal Manager must alert the evaluation panel to specific areas of the Section 57 Manager's performance in terms of the performance agreement, which in the Municipal Managers opinion illustrate **performance not fully satisfactory or performance significantly above expectations and outstanding.**

A brief explanation must be provided by the Municipal Manager for his/her assessment of each identified area.



SECTION 57 MANAGER'S SIGNATURE

DATE:

MUNICIPAL MANAGER'S SIGNATURE

DATE:

5. **PERSONAL DEVELOPMENT PLAN**

Area To Be Developed	Action (How And Provided By Whom)	Target Date	Performance Review For PDP		
			Progress	Barriers	Actions To Overcome Barriers
GRAP Training	Attend training	December 2022	None	Shortage of funds	
Advanced Excel Spreadsheet	Attend training	December 2022	None	Shortage of funds	

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AGREEMENT TO PERFORMANCE AND DEVELOPMENT PLAN:

I agree with the objectives as set out in the above Performance and Development Plan and undertake to achieve the objectives as agreed on.

SIGNATURE: (name of



jobholder) Date: _____

I undertake to support _____ (name of jobholder) with the achievement of the above Performance and Development Plan

SIGNATURE: (name of

supervisor) Date: _____

FEEDBACK ON INFORMAL QUARTERLY REVIEW:

FEEDBACK FROM SUPERVISOR:

.....
.....

Signature of Supervisor

Date:

Signature of Jobholder

Date: