



PERFORMANCE PLAN

Entered into by and between

**UGU DISTRICT MUNICIPALITY
AS REPRESENTED BY THE ACTING MUNICIPAL MANAGER**

MR S SITHOLE

THE EMPLOYER

AND

MS PRINCESS NONHLANHLA MSOMI

THE EMPLOYEE OF THE MUNICIPALITY

ACTING GENERAL MANAGER: ECONOMIC DEVELOPMENT AND ENVIRONMENTAL SERVICES

PERIOD: 01 FEBRUARY 2021 – 30 JUNE 2021

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1. PURPOSE

The performance plan defines the Council's expectations of the Acting General manager- Economic Development and Environmental services performance agreement to which this document is attached and Section 57 (5) of the Municipal Systems Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the Municipality's Integrated Development Plan (IDP) and as reviewed annually.

2. KEY RESPONSIBILITIES

The following objectives of local government will inform the Acting General Manager: Economic Development and Environmental services' performance against set performance indicators:

- 2.1 Basic Service Delivery
- 2.2 Municipal Institutional Development and Transformation
- 2.3 Local Economic Development
- 2.4 Municipal Financial Viability and Management
- 2.5 Good Governance and Public Participation
- 2.6 Cross-cutting Intervention

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3. KEY PERFORMANCE AREAS

The following Key Performance Areas (KPA's) as set in consultation with the employee, inform the strategic objectives listed in the table below:

No	Key Performance Area	Weighting	Competency Framework Structure	Weighting
1	Municipal Financial Viability and Management	4	Strategic Direction and leadership	10
2	Municipal Institutional Development and Transformation	6	People management	5
3	Local Economic Development	40	Programme and Project Management	15
4	Basic service delivery	-	Financial Management	10
5	Good Governance and Public Participation	6	Change Leadership	5
6	Cross-cutting Interventions	44	Government leadership	10
			Moral competence	5
			Planning and organising	10
			Analysis And innovation	5
			Knowledge and information management	5
			Communication	10
			Results and quality focus	10
		100%		100%

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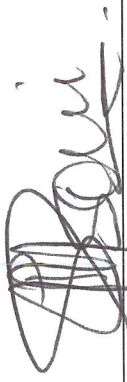
4. KEY PERFORMANCE INDICATORS

The following Key Performance Indicators (KPI's) provide the details of the evidence that must be provided to show that a key objective has been obtained. 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.

(Please refer to the attached performance plan on excel spreadsheet)

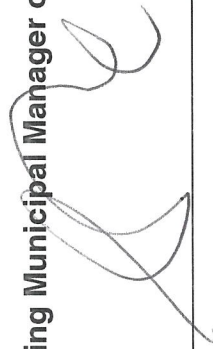
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Signed and accepted by the Employee



Date: 01/02/2021

Signed by the Acting Municipal Manager on behalf of the Municipality



Date: 01/02/2021

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Annexure B



PERSONAL DEVELOPMENT PLAN (PDP)

Entered into by and between

**THE MUNICIPALITY OF UGU
AS REPRESENTED BY THE ACTING MUNICIPAL MANAGER**

MR S SITHOLE

[THE EMPLOYER]

and

MS PRINCESS NONHLANHLA MSOMI

[THE EMPLOYEE]

PERIOD: 1 FEBRUARY 2021 - 30 JUNE 2021

Personal Development Plan

- 1.1.1 UGU District Municipality is committed to –
- (a) the continuous training and development of its employees to achieve its vision, mission and strategic objectives and empower employees; and
 - (b) managing training and development within the ambit of relevant national policies and legislation.
- 1.1.2 The municipality shall follow an integrated approach to Human Resource Management, that is:
- (a) Human resource development forms an integral part of human resource planning and management.
 - (b) In order for training and development strategy and plans to be successful it shall be based on sound Human Resource (HR) practices, such as the (strategic) HR Plan, job descriptions, the result of regular performance appraisals and career pathing.
 - (c) To ensure the necessary linkage with performance management, the Performance Management and Development System provides for the Personal Development Plans of employees to be included in their annual performance agreements. Such approach will also ensure the alignment of individual performance objectives to the municipality's strategic objectives, and that training and development needs can be identified through performance management and appraisal.
 - (d) Career-pathing ensures that employees are placed and developed in jobs according to aptitude and identified potential. Through training and development they can acquire the necessary competencies to prepare them for future positions. A comprehensive competency framework and profile for Municipal Managers are attached and these shall be linked to relevant registered unit standards to specifically assist them in compiling Personal Development Plans in consultation with their managers.
 - (e) Personal Development Plans are compiled for individual employees and the data collated from all employees in the municipality forms the basis for the prescribed Workplace Skills Plan, which municipalities are required to compile as a basis for all training and education activities in the municipality in a specific financial year and report on progress made to the Local Government Sector Education and Training Authority.
- 1.1.3 The aim of the compilation of Personal Development Plans is to identify, prioritise and implement training needs.
- 1.1.4 Compiling the Personal Development Plan attached as Appendix.
- (a) Competency assessment instruments, which are dealt with more specifically in Appendix 1 and 2, shall be established to assist with the objective assessment of employees' actual competencies against their job specific competency profiles and managerial competencies at a given period in time with the purpose of identifying training needs or skills gaps.
 - (b) The competency framework and profiles and relevant competency assessment results will enable a manager, in consultation with his / her employee, to compile a Personal Development Plan. The identified training needs shall be entered into column 1 of Appendix 1, entitled Skills / Performance Gap. The following shall be carefully determined during such a process:
 - (i) Organisational needs, which include the following:
 - o Strategic development priorities and competency requirements, in line with the municipality's strategic objectives.

- The competency requirements of individual jobs. The relevant job requirements (job competency profile) as identified in the job description shall be compared to the current competency profile of the employee to determine the individual's competency gaps.
 - Specific competency gaps as identified during the probation period and performance appraisal of the employee.
- (ii) Individual training needs that are job / career related.
- (c) Next, the prioritisation of the training needs shall be listed since it may not be possible to address all identified training needs in a specific financial year. It is however of critical importance that training needs be addressed on a phased and priority basis. This implies that all these needs shall be prioritized for purposes of accommodating critical / strategic training and development needs in the HR Plan, Personal Development Plans and the Workplace Skills Plan.
- (d) Consideration must then be given to the expected outcomes, to be listed in column 2 of Appendix 1, so that once the intervention is completed the impact it had can be measured against relevant output indicators.
- (d) An appropriate intervention shall be identified to address training needs / skills gaps and the outcome to be achieved but with due regard to cost effectiveness. These shall be listed in column 3 of Appendix 1, entitled: Suggested training and / or development activity in line with the National Qualifications Framework, which could enable the trainee to obtain recognition towards a qualification for training undertaken. It is important to determine through the Training / Human Resource Development / Skills Development Unit within the municipality whether unit standards have been developed and registered with the South African Qualifications Authority that are in line with the skills gap and expected outcomes identified. Unit standards usually have measurable assessment criteria to determine achieved competency.
- (e) Guidelines regarding the number of training days per employee and the nominations of employees: An employee shall on average receive at least five days of training per financial year and not unnecessarily be withdrawn from training interventions.
- (f) Column 4 of Appendix 1: The suggested mode of delivery refers to the chosen methodology that is deemed most relevant to ensure transfer of skills. The training / development activity shall impact on delivery back in the workplace. Mode of delivery consists of, amongst others, self-study [The official takes it upon him / her to read e.g. legislation]; internal or external training provision; coaching and / or mentoring and exchange programmes, etc.
- (g) The suggested time frames (column 5 of Appendix 1) enable managers to effectively plan for the annum e.g. so that not all their employees are away from work within the same period and also ensuring that the PDP is implemented systematically.
- (h) Work opportunity created to practice skill / development areas, in column 6 of Appendix 1, further ensures internalisation of information gained as well as return on investment (not just a nice to have skill but a necessary to have skill that is used in the workplace).

- (i) The final column, column 7 of Appendix 1, provides the employee with a support person that could act as coach or mentor with regard to the area of learning.



Appendix A

Personal Development Plan of: Ms PN MSOMI

Compiled on (Date): 01 FEBRUARY 2021

1. Skills / Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3. Suggested training and / or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to practice skill / development area	7. Support Person

HOD's signature : _____ Acting Municipal Manager's signature: _____

2020-2021 UGU ECONOMIC DEVELOPMENT AND ENVIRONMENTAL SERVICES SDBIP																
SDBIP Ref.	Strategic Goal	Strategic Objective	IDP Ref	Project Name	KPI Measure	Annual Target	Quarterly Target and Actual Achieved						Financial Implication		Location (Ward / LM)	Responsible Department/Unit
							O3	ACTUAL	POE	Q4	ACTUAL	POE	Annual Budget	Budget Spent to DATE		
GENERAL MANAGER: EDES																
MTID 18	Sound and Efficient Municipal Systems and Operations	To optimise systems and operations	MTID 3	Dept Leave Management	% Compliance with leave and sick leave management	75%	75%		Report on Leave Compliance Analysis to Manco/Extended MANCO Minutes	75%		N/A	R0.00	All wards	EDES to request report from CS-HR	
MTID 19				Departmental Overtime	% Compliance on Departmental Overtime	100%	100%		System Report to Manco/ Extended MANCO	100%		N/A	R0.00	All wards	EDES to request report from CS-HR	
MTID 22	Sound Performance, Monitoring and Evaluation Systems	To increase performance, monitoring and evaluation	MTID 4	IPMS Workplans developed	Number of Level 1-6 with workplans developed	17	N/A		N/A	N/A		N/A	R0.00	All wards	EDES Managers/ Supervisors	
MTID 23				IPMS Workplans assessment/ Review	Number of workplan assessments/reviews conducted	4	1		Attendance Register for performance Reviews & PM reports on reviews conducted	1		R20,000.00	R0.00	All wards	EDES Managers/ Supervisors	
MTID 31	Clean and Social Govern and Effective Communication on and stakeholder involvement and ENT	To promote clean and social government		Dept Compliance with Records Management	Number of documents submitted in complying with the Records management policy, file plan and EDMS	200	50		Progress Report per department to Manco/Extended MANCO Minutes	50		N/A	R0.00	All wards	EDES to request report from CS-AS	
MTID 43				Dept Fuel Usage and Management	% of reduction of fuel usage in litres	20%	5%		Report on fuel reduction per department to Manco/ Extended MANCO	5%		N/A	R0.00	ALL LMs	EDES to request report from CS- Fleet	
LED 2	To promote Sectoral development	To promote Sectoral development	LED 3	Sectoral development and support - MANUFACTURING	Number of Manufacturers Supported	5	2		Progress Report submitted to Portfolio Committee	1		R50,000.00	R0.00	All LMs	EDES - LED	
LED 3				Sectoral development and support - MINING	Number of mining development and support initiatives supported	4	1		Progress Report submitted to Portfolio Committee	1		R50,000.00	R0.00	All LMs	EDES - LED	

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2020-2021 LGU ECONOMIC DEVELOPMENT AND ENVIRONMENTAL SERVICES SDBIP																
SDBIP Ref.	Strategic Goal	Strategic Objective	IDP Ref	Project Name	KPI Measure	Annual Target	Quarterly Target and Actual Achieved						Financial Implication	Budget Spent to DATE	Location (Ward / LM)	Responsible Department/Unit
							Q3	ACTUAL	POE	Q4	ACTUAL	POE				
GGPP 2				Risk mitigation implementation	Percentage of risks mitigation recommendations implemented.	80%	80%		Risk Action Plan Report showing departmental percentage implemented	80%		Risk Action Plan Report showing departmental percentage implemented	N/A	R0.00	All Wards/LMs	ALL
GGPP 26		To optimise IGR Coordination for local economic development	3.6	IGR Stakeholder Coordination LED Forum	Number of LED Forums Hosted	4	1		Minutes and attendance registers of LED Forums Meeting	1		Minutes and attendance registers of LED Forums Meeting	N/A	R0.00	All Wards/LMs	LED
GGPP 27	Clean Environment		CC 2.2	Functional Environmental IGR structures Air Quality Management Forum	Number of Air Quality Multi Stakeholder Workshops conducted	2	1 stakeholder engagement forum workshop		Agenda; Attendance registers and Minutes of the workshops	N/A		Agenda; Attendance registers and Minutes of the workshops	R20,000	R0.00	All Wards/LMs	ENV Mngt
GGPP 28		To promote a healthy, safe, and sustainability environment	CC 2.6	Number of Biodiversity multi-stakeholder engagements conducted	Functional Environmental IGR structures Biodiversity Management Forum	2	1 stakeholder engagement forum workshop		Agenda; Attendance registers and Minutes of the workshops	N/A		Agenda; Attendance registers and Minutes of the workshops	N/A	N/A	All Wards/LMs	ENV Mngt
GGPP 29			LED 5.9	Number of Coastal Management Multi-stakeholder workshops conducted	Functional Environmental IGR structures Coastal Management Forum	4	1 stakeholder engagement forum workshop		Agenda; Attendance registers and Minutes of the workshops	1 stakeholder engagement forum workshop		Agenda; Attendance registers and Minutes of the workshops	N/A	N/A	All Wards/LMs	ENV Mngt
GGPP 57				Monitoring of vendor performance	Number of vendor performance reports submitted to SCM	4	1 report		Email showing submission of vendor performance to SCM	1 report		Email showing submission of vendor performance to SCM	N/A	R0.00	All	ALL
GGPP 58				Departmental Policy Adherence, Review and Compliance	Percentage compliance with policy adherence and compliance	100%	N/A	N/A	N/A	100% compliance to policy		Extract and proof of compliance from P&R unit	N/A	R0.00	All	ALL
GGPP 59				Consequence Management	Number of consequence management reports submitted to MANCO	4	1		Monthly reports to MANCO	1		Monthly reports to MANCO	N/A	R0.00	All	ALL

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2020-2021 UGU ECONOMIC DEVELOPMENT AND ENVIRONMENTAL SERVICES SDBIP																
SDBIP Ref.	Strategic Goal	Strategic Objective	IDP Ref	Project Name	KPI Measure	Annual Target	Quarterly Target and Actual Achieved						Financial Implication	Budget Spent to DATE	Location (Ward / LM)	Responsible Department/Unit
							Q3	ACTUAL	POE	Q4	ACTUAL	POE				
GGPP 76				Compliance with Secretariat procedure manuals on the submission of reports to section 79 and 80 committees	% Compliance by departments with the Secretariat Procedure Manual on the timorous submission of reports	60%	60%		Analysis Report to MANCO / Ext MANCO showing dept compliance, Signed Extract	60%		Analysis Report to MANCO / Ext MANCO showing dept compliance, Signed Extract	N/A	R0.00	All	EDES to request report from CS-AS
CCI 19				Implementation of Health & Hygiene Education Strategy (HHES) and Post COVID 19 Protocol(s)	No of Food Handlers awareness sessions	30	5		attendance register	5		attendance register	N/A	N/A	All LMs	EDES - ENVIRO HEALTH
CCI 20				Implementation of Health & Hygiene Education Strategy (HHES) and Post COVID 19 Protocol(s)	No of communicable disease control (CDC) sessions held	600	150		CDC health & hygiene education report	150		CDC health & hygiene education report	N/A	N/A	All LMs	EDES - ENVIRO HEALTH
CCI 21				Chemical Safety	No of chemical safety sessions held	200	50		Chemical safety health & hygiene education report	50		Chemical safety health & hygiene education report	N/A	N/A	All LMs	EDES - ENVIRO HEALTH
CCI 22				Implementation of Health & Hygiene Education Strategy (HHES) and Post COVID 19 Protocol(s)	No of PHAST sessions held	120	30		PHAST education report	30		PHAST education report	N/A	N/A	All LMs	EDES - ENVIRO HEALTH
CCI 23				Implementation of Health & Hygiene Education Strategy (HHES) and Post COVID 19 Protocol(s)	No of water & sanitation awareness sessions held	600	150		Water & sanitation health & hygiene awareness report	150		Water & sanitation health & hygiene awareness report	N/A	N/A	All LMs	EDES - ENVIRO HEALTH
CCI 24	Sustainable Environment	To enhance measures to reduce community exposure to diseases and health risk	CCI 3	Disposal of the dead	Proper handling, storage, transportation & disposal of paupers	100% of requests received	100% of requests received		Invoice/ if requests received for pauper burial	100% of requests received		Invoice/ if requests received for pauper burial	N/A	R76000	All LMs	EDES - ENVIRO HEALTH
CCI 25				Food safety monitoring - inspections	Health inspections conducted	1440	360		inspections reports/COA/Permits	360		inspections reports/COA/Permits	R150,000	0	All LMs	EDES - ENVIRO HEALTH

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2020-2021 LGU ECONOMIC DEVELOPMENT AND ENVIRONMENTAL SERVICES SDBIP																
SDBIP Ref.	Strategic Goal	Strategic Objective	IDP Ref	Project Name	KPI Measure	Annual Target	Quarterly Target and Actual Achieved						Financial Implication		Location (Ward / LM)	Responsible Department/Unit
							Q3	ACTUAL	POE	Q4	ACTUAL	POE	Annual Budget	Budget Spent to DATE		
CCI 26	Sustainable Environment	To enhance measures to reduce community exposure to diseases and	CCI 3	Food safety monitoring - Swabbing samples / Swabbing for microbial detection	Number of food samples / swabbing for microbial detection	144	36		Lab reports	36		Lab reports	R200,000.00	R15,798.00	All LMs	EDES - ENVIRO HEALTH
CCI 27				Premises health surveillance	Number of inspections conducted on non-food establishments	420	105		inspections reports/COCs	105		inspections reports/COCs	N/A	N/A	All LMs	EDES - ENVIRO HEALTH
CCI 28				Premises building surveillance	Percentage of building plans scrutinised for compliance	100%	100%		stamped summary of building plans report scrutinised	100%		stamped summary of building plans report scrutinised	N/A	N/A	All LMs	EDES - ENVIRO HEALTH
CCI 29				Disease surveillance	Percentage of communicable diseases investigated	100%	100%		disease investigation reports	100%		disease investigation reports	N/A	N/A	All LMs	EDES - ENVIRO HEALTH
CCI 30				Environmental Health Risks investigations	Number of Waste water treatment plants inspected	228	57		Inspection reports	57		Inspection reports	N/A	N/A	All LMs	EDES - ENVIRO HEALTH
CCI 31				Environmental Health Risks investigations	Percentage of sanitation complaints investigated	100%	100%		Inspection reports	100%		Inspection reports	N/A	N/A	All LMs	EDES - ENVIRO HEALTH
CCI 32				Sustainable Environment	To enhance measures to reduce community exposure to diseases and	CCI 3	Water quality monitoring - river/lagoon water samples	Number of river / lagoons water samples taken and analysed	500	125		laboratory reports	125		laboratory reports	R100,000
CCI 33	Water quality monitoring - effluent water samples	Number of WWTW / final effluent water samples taken and analysed	228				57		laboratory reports	57		laboratory reports	R50,000	R0	All LMs	EDES - ENVIRO HEALTH
CCI 34	Water quality monitoring - standpipe water sampling	Number of standpipes (regional water) water samples taken and analysed	120				30		laboratory reports	30		laboratory reports	R80,000	R0	All LMs	EDES - ENVIRO HEALTH

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2020-2021 UGU ECONOMIC DEVELOPMENT AND ENVIRONMENTAL SERVICES SDBIP																
SDBIP Ref.	Strategic Goal	Strategic Objective	IDP Ref	Project Name	KPI Measure	Annual Target	Quarterly Target and Actual Achieved						Financial Implication	Budget Spent to DATE	Location (Ward / LM)	Responsible Department/Unit
							Q3	ACTUAL	POE	Q4	ACTUAL	POE				
CCI 35				Water quality monitoring	Number of boreholes (regional water) water samples taken and analysed	120	30		laboratory reports	30		laboratory reports	R50,000	R0	All LMs	EDES - ENVIRO HEALTH
CCI 36				Water quality monitoring - water tanker/static tank sampling	Number of water tankers /static tanks water samples taken and analysed	280	70		laboratory reports	70		laboratory reports	R200,000.00	R0.00	All LMs	EDES - ENVIRO HEALTH
CCI 37				Vector control	Number of premises inspected for vectors	40	10		Inspection reports	10		Inspection reports	N/A	0	All LMs	EDES - ENVIRO HEALTH
CCI 38		To promote a healthy, safe, and sustainability environment	CCI 2	Env Public Awareness Campaigns	Number of environmental public awareness sessions conducted.	4	1		Programme and attendance registers	1		Programme and attendance registers	R200,000	N/A	All LMs	EDES - ENVIRO MNGT
CCI 39				Celebration of international environmental calendar days	Number of Environmental Calendar Days observed	4	1		Attendance register/Correspondence	1		Attendance register/Correspondence	N/A	N/A	All LMs	EDES - ENVIRO MNGT
CCI 40				Eco (Green) Office initiatives	Number of Eco (Green) office sessions/workshops (internal education) conducted	4	1		attendance registers	1		attendance registers	N/A	N/A	All LMs	EDES - ENVIRO MNGT
CCI 41				Community Climate response and EPWP- Env Sector Project	Number of rivers and beneficiaries covered by Shilanzimvelo pilot project (rivers)	5 rivers clean up pilot project with 40 beneficiaries	Monitoring 5 rivers and 40 beneficiaries		Progress report	Complete close out report, 2021/22 Plan		Close out report, 2021/22 Plan	R150,000	R45,871.55	All LMs	EDES - ENVIRO MNGT
CCI 42				Compliance of Ugu projects in accordance to EMP/audits	Number of projects implemented in line with EMPr	16	4		Quarterly Compliance Report	4		Annual Compliance Report	N/A	N/A	All LMs	EDES - ENVIRO MNGT
CCI 43				Air Quality Mngt- AEL Monitoring	Number of AEL monitored per year	20	5 Facilities Monitored		Correspondences	5 Facilities Monitored		Annual Compliance Report	N/A	N/A	All LMs	EDES - ENVIRO MNGT

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2020-2021 UGU ECONOMIC DEVELOPMENT AND ENVIRONMENTAL SERVICES SDBIP																	
SDBIP Ref.	Strategic Goal	Strategic Objective	IDP Ref	Project Name	KPI Measure	Annual Target	Quarterly Target and Actual Achieved						Financial Implication		Budget Spent to DATE	Location (Ward / LM)	Responsible Department/Unit
							Q3	ACTUAL	POE	Q4	ACTUAL	POE	Annual Budget				
CCI 44	Improved Planning and Coordination	To improve planning and coordination	CCI 4	Pollution Management	Number of pollution management reports submitted	8 reports submitted	2		1 report from water services 1 report from env management	2		1 report from water services 1 report from env management	N/A	N/A	All LMs	WS & ENVIRO MANAGT	
END OF EDPS SDBIP																	

END OF EDES SOBIP

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UGU District Municipality



UGU DISTRICT MUNICIPALITY

PERFORMANCE AGREEMENT

Entered into by and between:

**UGU DISTRICT MUNICIPALITY
AS REPRESENTED BY THE ACTING MUNICIPAL MANAGER
MR S SITHOLE**

AND

**THE EMPLOYEE OF THE MUNICIPALITY
MS PRINCESS NONHLANHLA
(ACTING GENERAL MANAGER: EDES)**

FOR THE
FINANCIAL YEAR: 01 FEBRUARY 2021 - 30 JUNE 2021

PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN

UGU District Municipality herein represented by **Mr S Sithole** in his capacity as **Acting Municipal Manager** (hereinafter referred to as the Employer)

And

Ms Princess Nonhlanhla, Acting General Manager: Economic Development and Environmental services of the UGU District 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 as "the Parties".
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance Agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes 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

- 2.1 Comply with the provisions of Section 57(1)(b),(4A) and (5) of the Systems Act as well as 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 Plan (Annexure A);
- 2.4 Monitor and measure performance against set targeted outputs;

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- 2.5 Use the Performance Agreement and Performance Plan as the basis for assessing the suitability of the Employee for permanent employment and/or to assess whether the Employee has met the performance expectations applicable to his/her job;
- 2.6 Appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and
- 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. DELIVERY

- 3.1 This Agreement will commence on the 01 February 2021 and will remain in force until 30 June 2021 where after a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each 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 abovementioned 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.

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- 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; 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.
- 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

- 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 with 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 Key Performance Areas KPA's (including special projects relevant to the employee's responsibilities) within the local government framework.
- 5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
 - 5.5.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and the Core Managerial Competencies (CFS's) respectively.
 - 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.

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5.5.3 KPA's covering the main areas of work will account for 80% and CFS's will account for 20% of the final assessment.

5.6 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% of the overall assessment result as per the weightings agreed to between the Employer and Employee:

No	Key Performance Area	Weight
1	Municipal Financial Viability and Management	4
2	Municipal Institutional Development and Transformation	6
3	Local Economic Development	40
4	Basic service delivery	-
5	Good Governance and Public Participation	6
6	Cross-cutting Intervention	44
Total		100%

5.7 The CFS's will make up the other 20% of the Employee's assessment score. CFS's that are deemed to be most critical for the Employee's specific job are reflected in the list below as agreed to between the Employer and Employee:

CCR No	Competency Framework Structure	Weight
Leadership and core Competencies		
1	Strategic Direction and leadership	10
2	People management	5
3	Programme and Project Management	15
4	Financial Management	10
5	Change Leadership	5
6	Government leadership	10
7	Moral competence	5
8	Planning and organising	10
9	Analysis And innovation	5
10	Knowledge and information management	5
11	Communication	10
12	Results and quality focus	10
Total (Cannot exceed 100%)		100%

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6. PERFORMANCE ASSESSMENTS

- 6.1 The Performance Plan (Annexure A) to this Agreement sets out –
 - 6.1.1 The standards and procedures for evaluating the Employee's performance; and
 - 6.1.2 The intervals for the evaluation of the Employee's performance.
- 6.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force.
- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.
- 6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan (IDP).
- 6.5 The annual performance appraisal will involve:
 - 6.5.1 Assessment of the achievement of results as outlined in the performance plan:
 - 6.5.1.1 Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and due regard to ad hoc tasks that had to be performed under the KPA. with
 - 6.5.1.2 An indicative rating on the five-point scale should be provided for each KPA.
 - 6.5.1.3 The applicable assessment rating calculator (refer to paragraph 7.5.3 below) must then be used to add the scores and calculate a final KPA score.
 - 6.5.2 Assessment of the CFS's

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6.5.2.1. Each CFS should be assessed according to the extent to which the specified standards have been met.

6.5.2.2. An indicative rating on the five-point scale should be provided for each CFS.

6.5.2.3. The applicable assessment rating calculator (refer to paragraph 7.5.1) must then be used to add the score and calculate a final CFS score.

6.5.3 Overall rating

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

6.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CFSs:

Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Superior	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops and applies comprehensive concepts and methods					
4	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analyses					
3	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses					
2	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention					
1	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention					

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6.7 For purposes of evaluating the performance of the Employee, an evaluation panel constituted of the following persons will be established –

6.7.1 Municipal Manager

6.7.2 Chairperson of the Audit Committee in the absence of a performance audit committee;

6.7.3 Member of the Executive committee or in respect of a plenary type municipality, another member of council; and

6.7.4 Municipal manager from another Municipality.

7. SCHEDULE FOR PERFORMANCE REVIEWS

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

First quarter	:	July – September 2020
Second quarter	:	October-December 2020
Third quarter	:	January-March 2021
Fourth quarter	:	April-June 2021

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 Pro Forma Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B. Such Plan may be implemented and/or amended as the case may be after the each assessment. In that case, the Employee will be fully consulted before any such change or plan is made.

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 him/her to meet the performance objectives and targets established in terms of this Agreement; and
- 9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time assisting him/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-
 - 10.1.1 A direct effect on the performance of any of the Employee's functions;
 - 10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and
 - 10.1.3 A substantial financial effect on the Employer.
- 10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in clause

UGU District Municipality

11.1 as soon as is practicable to enable the Employee to take any necessary action with delay.

11. MANAGEMENT OF EVALUATION OUTCOMES

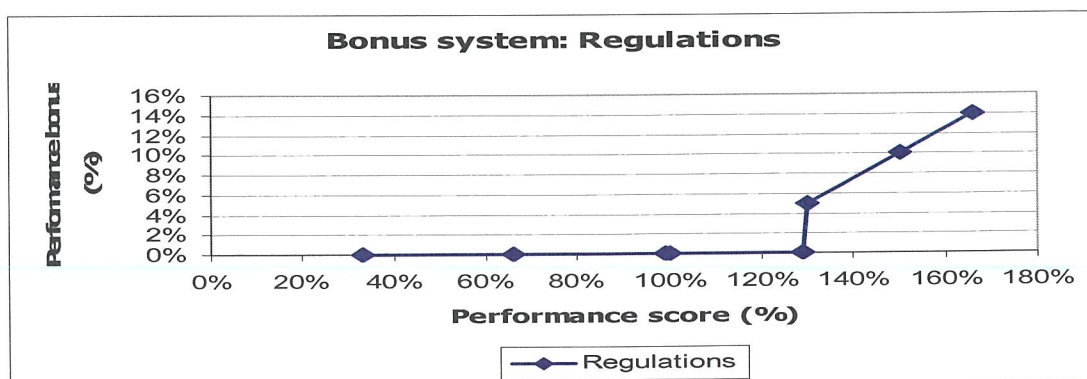
- 11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 11.2 A performance bonus may be paid to the Employee in recognition of outstanding performance. Such bonus will be determined in terms of this agreement.
- 11.3 In the case of unacceptable performance, the Employer shall –
- 11.3.1 Provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and
 - 11.3.2 After appropriate performance counselling and having provided the necessary guidance and/or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

Performance Bonus criteria

The regulations provide that a performance bonus between 5% and 14% of the inclusive annual remuneration package may be paid to the employee after the end of the financial year and only after an evaluation of performance and approval of such evaluation by the Municipal Council, as a reward for excellent performance. In determining the bonus payment, the regulations specify that the relevant percentage depends on the overall rating, calculated by using the applicable assessment rating calculator:

1. A score of 130% - 149% is awarded a performance bonus ranging between 5%-9%.
2. A score of 150% and above is awarded a performance bonus ranging 10% - 14%.

The Performance Bonus shall be paid subject to attainment of the following Audit



Opinions in the following years (1) 2020 – unqualified, (2) 2021 – clean audit.
Performance Agreement- Acting General Manager Economic development and
Environmental Services

12. DISPUTE RESOLUTION

- 12.1 Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/or any other matter provided for, shall be mediated by –

In the case of municipal manager, the MEC for local government in the province within (30) days of receipt of a formal dispute from the employee, or any other person designated by the MEC; and

Whose decision shall be final and binding to both parties.

- 12.2 Any dispute about the employees performance evaluation, must be mediated by-

In the case of the municipal manager, the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the employee, or any other person designated by the MEC; and

Whose decision shall be final and binding to both parties

13. GENERAL

- 13.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer.

- 13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his/her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

Thus done and signed at PORT SHEPSTONE on this the 01 day
FEBRUARY of 2021

UGU District Municipality

AS WITNESSES:

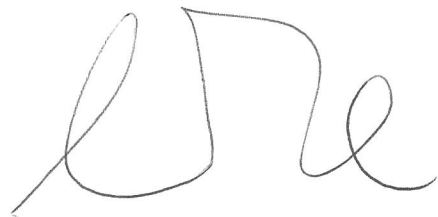
1. 
2. 


EMPLOYEE

Thus done and signed at PORT SHEPSTONE on this the 01st day of FEBRUARY 2021

AS WITNESSES:

1. 
2. 


ACTING MUNICIPAL MANAGER

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