

PERFORMANCE AGREEMENT

Made and entered into by and between

**Mr Zolile Albert Williams
the Municipal Manager of the
JOE GQABI DISTRICT MUNICIPALITY
("the Municipal Manager")**

and

**Miss Nandipha Mshumi
the Chief Operations Officer of the
JOE GQABI DISTRICT MUNICIPALITY
("the Director")**

**for the financial year:
1 July 2014 to 30 June 2015**

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WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1 The Municipality has, in terms of Section 57(1)(a) of the Local Government: Municipal Systems Act, No. 32 of 2000 ("the Systems Act") entered into a contract of employment with the Director for a period of 5 years, commencing on **01 June 2010**
- 1.2 Section 57(1) (b) of the Systems Act, read with the contract of employment concluded between the Parties, require 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 Director 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), (4B) and (5) of the Systems Act.
- 1.5 In this Agreement the following words will have the meaning ascribed thereto:

"this Agreement" - means the performance agreement between the Municipality and the Director and the annexures thereto.

"the Executive Authority" - means the Mayoral Committee of the Municipality constituted in terms of Section 55 of the Local Government: Municipal Structures Act as represented by its chairperson, the Executive Mayor.

"the Director" – means the Chief Operations Officer directly accountable to the Municipal Manager in terms of Section 56(a) of the Systems Act.

"the Municipal Manager" – means the Municipal Manager appointed in terms of Section 54A of the Local Government: Municipal Systems Act, No. 32 of 2000 as amended .

"the Municipality" – means the JOE GQABI DISTRICT MUNICIPALITY.

"the Parties" - means the Municipal Manager and the Director.

2. PURPOSE OF THIS AGREEMENT

- 2.1 The Parties agree that the purposes of this Agreement are to:
- 2.1.1. comply with the provisions of Section 57(1)(b), (4A), (4B) and (5) of the Systems Act as well as the contract of employment entered into between the Parties;
- 2.1.2. specify objectives and targets established for the Director and to communicate to the Director the Municipality's expectations of the Director's performance and accountability;
- 2.1.3. specify accountabilities as set out in Annexure A;

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- 2.1.4. monitor and measure performance against targeted outputs and outcomes;
- 2.1.5. use Annexures A and B as a basis for assessing the Director for permanent employment and/or to assess whether the Director has met the performance expectations applicable to his/her job;
- 2.1.6. appropriately reward the Director in accordance with the Municipality's performance management policy in the event of outstanding performance;
- 2.1.7. establish a transparent and accountable working relationship; and
- 2.1.8. give effect to the Municipality's commitment to a performance-orientated relationship with its Director in attaining equitable and improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 Notwithstanding the date of signature this Agreement will commence on the 01 July 2014 and will remain in force until a new performance agreement including a Performance Plan and Personal Development Plan is concluded between the Parties as contemplated in Clause 3.2
- 3.2 The Parties will review the provisions of this Agreement during June each year. The Parties will conclude a new performance agreement including a Performance Plan and Personal Development Plan that replaces this Agreement at least once a year by not later than the 31st of July each year.
- 3.3 The payment of the performance bonus is determined by the performance score obtained during the 4th quarter annual performance assessment as informed by the quarterly performance assessments. Should the Director be entitled to a bonus, this will be paid out after approval by Council and not later than sixty (60) days thereafter in the Director's salary for a month that shall be applicable.
- 3.4 The payment of a performance bonus for the year in which the Director's contract of employment expires will be done as set out in clause 3.3 and the bonus so determined will be paid to the Director on the last day of his/her employment or not later than 30 days thereafter.
- 3.5 In the event of the Director commencing or terminating his services with the Municipality during the validity period of this Agreement, the Director's performance for the portion of the period referred to in clause 3.1 during which he was employed, will be evaluated and he will be entitled to a pro rata performance bonus based on his evaluated performance and the period of actual service.
- 3.6 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 by the Parties.
- 3.7 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.

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- 3.8 This Agreement will terminate on the termination of the Director's contract of employment for any reason.

4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan in **Annexure A** sets out:

- 4.1.1 the performance objectives and targets which must be met by the Director; and
- 4.1.2 the time frames within which those performance objectives and targets must be met.

- 4.2 The Personal Development Plan in **Annexure B** sets out the Director's personal developmental requirements in line with the objectives and targets of the Municipality.

- 4.3 The Core Management Competencies reflected sets out those management skills regarded as critical to the position held by the Director.

- 4.4 The performance objectives and targets reflected in **Annexure A** are set by the Municipality in consultation with the Director and based on the Integrated Development Plan and the budget of the Municipality, and include key objectives, key performance areas, target dates and weightings.

- 4.5 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 time frame in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.

- 4.6 The Director's performance will, in addition, be measured in terms of contributions to the development objectives and strategies set out in the Municipality's Integrated Development Plan.


5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Director agrees to participate in the performance management system that the Municipality adopts or introduces for the municipal management and municipal staff of the Municipality.

- 5.2 The Director accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the municipal management and municipal staff to perform to the standards required.

- 5.3 The Executive Authority and/or Municipal Manager will consult the Director about the specific performance standards that will be included in the performance management system as applicable to the Director.

- 5.4 The Director undertakes to actively focus towards the promotion and implementation of his/her Key Performance Areas as set out in **Annexure A**


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including special projects relevant to the Director's responsibilities within the local government framework.

6. PERFORMANCE ASSESSMENT

- 6.1 The performance of the Director will be assessed against the outputs and outcomes achieved in terms of his/her Key Performance Areas (KPAs) as fully described in Annexure A and his/her Core Management Competencies (CMCs) determined at the commencement of this Agreement with a weighting of 80:20 allocated to the KPAs and CMCs respectively. Therefore the KPAs that refer to the main tasks of the Manager account for 80% of his/her assessment while the CMCs make up the other 20% of the Director's assessment score.
- 6.2 The weightings agreed to in respect of the Director's KPAs attached as Annexure A are set out in the table below:

KEY PERFORMANCE AREAS (KPAS)	WEIGHT
• Service Delivery and Infrastructure Provision	5%
• Local Economic Development	25%
• Financial Viability and Management	5%
• Institutional Development and Transformation	5%
• Good Governance and Public Participation	40%
Total	80%

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- 6.3 The weightings agreed to in respect of the CMCs considered most critical for the Director's position and further defined in Annexure C are set out in the table below:

CORE COMPETENCY REQUIREMENTS - CCRs		
CORE MANAGERIAL COMPETENCIES (CMC)	CHOICE (x)	WEIGHT
Strategic Capability and Leadership		2%
Programme and Project Management		
Financial Management	compulsory	2%
Change Management		
Knowledge Management	X	2%
Service Delivery Innovation		
Problem Solving and Analysis	X	2%
People Management and Empowerment	compulsory	2%
Client Orientation and Customer Focus	compulsory	2%
Communication	X	2%
Honesty and Integrity		
CORE OCCUPATIONAL COMPETENCIES (COCs)		
Competence in Self-Management		
Interpretation of and implementation within the legislative and national policy frameworks		
Knowledge of Developmental Local Government		
Knowledge of Performance Management and Reporting	X	4%
Knowledge of Global and SA specific political, social and economic contexts		
Competence in Policy Conceptualisation, Analysis and Implementation		
Knowledge of more than one functional municipal field or discipline		
Mediation Skills	X	2%
Governance Skills		
Competence as required by other national line sector departments		
Exceptional and dynamic creativity to improve the functioning of the Municipality		
TOTAL PERCENTAGE		20%


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6.4 The assessment of the performance of the Manager will be based on the following levels for KPAs and CMCs:

LEVEL	TERMINOLOGY	DESCRIPTION
5	Outstanding Performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance Plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above Expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and

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		indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.
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- 6.5 To determine which rating on the five-point scale did the Manager achieve for each KPA the following criteria should be used:

Duration of task	- Was the target achieved within the projected time frame?
Level of complexity	- Required problem solving - Reconciling different perceptions - Innovative alternatives used
Cost	- within budget - saving - overspending
Constraints	- Did envisaged constraints materialise? - If so, were steps taken to manage/reduce the effect of the constraint? - If not, did it beneficially affect the completion of the target? - Any innovative/pro-active steps to manage the constraint

7. PANEL AND SCHEDULE FOR PERFORMANCE ASSESSMENTS

- 7.1 An assessment panel consisting of the following persons will be established:

- 7.1.1.1 The Municipal Manager
- 7.1.1.2 Chairperson of the Audit Committee
- 7.1.1.3 Member of the Mayoral Committee, another member of Council
- 7.1.1.4 Municipal Manager from another Municipality

- 7.2 In addition an assessment will also be done by:

- 7.2.1 The Municipal Manager
- 7.2.2 The Director (own assessment)
- 7.2.3 Fellow section 57 managers.

- 7.3 The performance of the Manager will be assessed in relation to his/her achievement of:

- 7.3.1 the targets indicated for each KPA in Annexure A;
- 7.3.2 the CCRs as defined in clause 6.3 of this agreement on a date to be determined for each of the following quarterly periods:

- 1st Quarter - July to September
- 2nd Quarter - October to December
- 3rd Quarter - January to March
- 4th Quarter - April to June


- 7.4 Assessments in the first and third quarter may be verbal if the Director's performance is satisfactory.

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- 7.5 The Municipality will keep a record of the mid-year and annual assessment meetings.
- 7.6 The Municipality may appoint an external facilitator to assist with the annual assessment.

8. EVALUATING PERFORMANCE AND THE MANAGEMENT OF EVALUATION OUTCOMES

- 8.1 The Director will submit quarterly performance reports and a comprehensive annual performance report prior to the performance assessment meetings to the Municipal Manager.
- 8.2 The Municipal Manager will give performance feedback to the Director after each quarterly and the annual assessment meetings.
- 8.3 The evaluation of the Director's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 8.4 At the end of the 4th quarter, the Executive Authority will determine if the Director is eligible for a performance bonus as envisaged in his/her contract of employment based on the bonus allocation set out in clause 8.11 of this agreement.
- 8.5 The results of the annual assessment and the scoring report of the Director for the purposes of bonus allocation, if applicable, will be submitted to the Executive Authority for a recommendation to the full Council.
- 8.6 A fully effective assessment score will render the Director eligible to be considered for a performance related increase (pay progression) as envisaged in his/her contract of employment provided the Director has completed at least 12 months continuous service with the Municipality at his/her current remuneration package on the 30th of June.
- 8.7 Personal growth and development needs identified during any performance assessment discussion, must be documented in the Manager's Personal Development Plan as well as the action steps and set time frames agreed to.
- 8.8 Despite the establishment of agreed intervals for assessment, the Municipal Manager may, in addition, review the Manager's performance at any stage while his/her contract of employment remains in force.
- 8.9 The Municipal Manager will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The Director will be fully consulted before any such change is made.
- 8.10 The provisions of Annexure "A" may be amended by the Executive Authority when the Municipality's performance management system is adopted, implemented and/or amended as the case may be subject to clause 5.3.

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- 8.11 The evaluation of the employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 8.12 A performance bonus ranging from 5% to 14% of the all-inclusive remuneration package may be paid to an employee in recognition of outstanding performance. In determining the performance bonus the relevant percentage is based on the overall rating, calculated by using the applicable assessment-rating calculator; provided that -
- (a) a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
- (b) a score of 150% and above is awarded a performance bonus ranging from 10% to 14%.

9. OBLIGATIONS OF THE MUNICIPALITY

- 9.1 The Municipality will create an enabling environment to facilitate effective performance by the Director.
- 9.2 The Director will be provided with access to skills development and capacity building opportunities.
- 9.3 The Municipality will work collaboratively with the Director to solve problems and generate solutions to common problems that may impact on the performance of the Manager.
- 9.4 The Municipality will make available to the Director such resources including employees as the Director may reasonably require from time to time to assist him to meet the performance objectives and targets established in terms of this Agreement; provided that it will at all times remain the responsibility of the Director to ensure that he complies with those performance obligations and targets.
- 9.5 The Director will, at his request, be delegated such powers by the Municipality as may in the discretion of the Municipality be reasonably required from time to time to enable him to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

- 10.1 The Executive Authority and / or Municipal Manager agrees to consult the Director within a reasonable time where the exercising of the Executive Authority's and / or Municipal Manager's powers will -
- 10.1.2 have a direct effect on the performance of any of the Director's functions;
- 10.1.2 commit the Director to implement or to give effect to a decision made by the Executive Authority and/or Municipal Manager;
- 10.1.3 have a substantial financial effect on the Municipality.
- 10.2 The Municipal Manager agrees to inform the Director of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon

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as is practicable, to enable the Manager to take any necessary action without delay.

11. CONSEQUENCE OF UNACCEPTABLE OR POOR PERFORMANCE

- 11.1 Where the Municipal Manager is, at any time during the Director's employment, not satisfied with the Manager's performance with respect to any matter dealt with in this Agreement, the Municipal Manager will give notice to the Director to attend a meeting with the Municipal Manager.
- 11.2 The Director will have the opportunity at the meeting to satisfy the Municipal Manager of the measures being taken to ensure that the Manager's performance becomes satisfactory in accordance with a documented programme, including any dates, for implementing these measures.
- 11.3 The Municipality will provide systematic remedial or developmental support to assist the Director to improve his/her performance.
- 11.4 If, after appropriate performance counseling and having provided the necessary guidance and/or support as well as reasonable time for improvement in performance, the Municipal Manager holds the view that the performance of the Director is not satisfactory, the Municipal Council will, subject to compliance with applicable labour legislation, be entitled by notice in writing to the Manager, to terminate the Manager's employment in accordance with the notice period set out in the Director's contract of employment.
- 11.5 Where there is a dispute or difference as to the performance of the Director under this Agreement, the Parties will confer with a view to resolving the dispute or difference.
- 11.6 Nothing contained in this Agreement in any way limits the right of the Municipality to terminate the Director's contract of employment with or without notice for any other breach by the Director of his obligations to the Municipality or for any other valid reason in law.

12. DISPUTES

- 12.1 In the event that the Director is dissatisfied with any decision or action of the Executive Authority and/or Municipal Manager in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Director has achieved the performance objectives and targets established in terms of this Agreement, the Director may meet with the Municipal Manager with a view to resolving the issue. At the Director's request the Municipal Manager will record the outcome of the meeting in writing.
- 12.2 In the event that the Director remains dissatisfied with the outcome of that meeting, he may raise the issue in writing with the Executive Mayor. The Executive Mayor will determine a process within 4 (four) weeks for resolving the issue, which will involve at least providing the Director with an opportunity to state his case orally or in writing before the Executive Mayor. At the Director's request the Executive Mayor will record the outcome of the meeting in writing.

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The final decision of the Executive Mayor on the issue will be made within 6 (six) weeks of the issue being raised with the latter and will, subject to common law and applicable labour law, be final.

12.3 If any dispute about the nature of the Director's performance agreement whether it relates to key responsibilities, priorities, methods of assessment or any other matter provided for cannot be resolved through an internal mechanism as contemplated above, the dispute will be mediated by the MEC for local government in the province or any other person appointed by the MEC within 30 days of receipt of a formal dispute from the Director.

12.4 In the event that the mediation process contemplated above fails, the relevant arbitration clause of the contract of employment will apply.


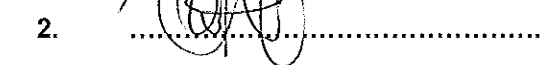
13. GENERAL

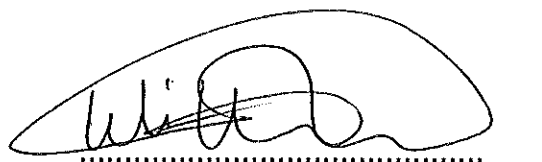
13.1 The contents of this Agreement and the outcome of any review conducted in terms of Annexure "A" will not be confidential, and may be made available to the public by the Municipality, where appropriate.

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

Signed at Barkly East on this 03 day of July 2014.


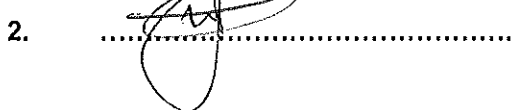
As Witnesses:

1. 
2. 


Municipal Manager of the
JOE GQABI DISTRICT
MUNICIPALITY

Signed at Barkly East on this 03 day of July 2014.

As Witnesses:

1. 
2. 


Chief Operations Officer of
the JOE GQABI DISTRICT
MUNICIPALITY

ANNEXURE A

PERFORMANCE PLAN



SIYA PHAMBILI - ASIJKI

**JOE GQABI
DISTRICT MUNICIPALITY**

**2014/2015 FINANCIAL YEAR: PERFORMANCE
PLAN**

CHIEF OPERATIONS OFFICER: MISS N. MSHUMI

**OFFICE OF THE MUNICIPAL MANAGER:
JOE GQABI DISTRICT MUNICIPALITY**

**JOE GQABI DISTRICT MUNICIPALITY
2014/2015 FINANCIAL YEAR: PERFORMANCE PLAN OF THE CHIEF OPERATIONS OFFICER**

KPA 1: SERVICE DELIVERY AND INFRASTRUCTURE PROVISION										KPA WEIGHT: 5%	
STRATEGIC OBJECTIVE	PROGRAMME	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE (JUNE 2014)	ANNUAL TARGET	QUARTERLY TARGETS				Audit Evidence	Responsible Person
						QRT 1	QRT 2	QRT 3	QRT 4		
Provide universal access to basic services	SD8: Facilitate improvement of network and communications towers throughout the District	SD08-01	Number of engagement sessions held leading to installation/upgrading of communication towers (Outcome)	1	1	N/A	N/A	N/A	1	Minutes of meetings or proof of engagements	COO
KPA 2: LOCAL ECONOMIC DEVELOPMENT										KPA WEIGHT: 25%	
STRATEGIC OBJECTIVE	PROGRAMME	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE (JUNE 2014)	ANNUAL TARGET	QUARTERLY TARGETS				Audit Evidence	Responsible Person
						QRT 1	QRT 2	QRT 3	QRT 4		
	LED02: Encourage improvement of access to government services in farming areas	LED02-01	Number of information sessions held with farming communities (Outcome)	1	1	N/A	N/A	N/A	1	Minutes of meetings and attendance registers / proof of engagement	COO

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LED03: Encourage and support initiatives geared towards mass job creation and sustainable livelihoods	LED03-01	Number of reports on job opportunities created through CWP (Input)	3 reports	2 reports	1 report	N/A	1 report	N/A	1 report	Report to Mayco and mayco resolutions	COO
LED04: : Support and facilitate rural development and poverty alleviation programmes	LED04-01	Number of reports on the implementation of Rural development programme and anti-poverty strategy (Input)	2 reports	3 reports	1 report	N/A	1 report	1 report	1 report	Report to Mayco and mayco resolutions	COO
		Number of funding applications submitted for cooperatives and SMMEs to potential funders (Outcome)	3	3	N/A	N/A	N/A	3	3	Proof of submission of applications	COO
LED05: Facilitate and actively participate in youth development programmes	LED05-01	Number of business support initiatives facilitated for social groups (Outcome)	10	10	2	3	3	3	2	Report to Mayco and mayco resolutions	COO
		JoGEDA: Number of Status Quo reports on Gariep middle income housing, Elundini middle income housing, Senqu Plastic, Business Incubation Hubs and Senqu Commercial Property Development presented to mayoral committee (Output)	Feasibility study, Business Plan 2007	4	1	1	1	1	1	1	Reports to Council

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Facilitate and support int development	LED 09-02	Number of Tourism exhibition shows attended, brochures developed aimed at promoting and marketing the district (Outcome)	1	1	N/A	N/A	N/A	N/A	1	Report to Mayco and mayco resolutions	COO
KPA 3: FINANCIAL VIABILITY AND MANAGEMENT											
KPA WEIGHT: 5%										5%	
STRATEGIC OBJECTIVE	PROGRAMME	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE (JUNE 2014)	ANNUAL TARGET	QUARTERLY TARGETS				Audit Evidence	Responsible Person
						QRT 1	QRT 2	QRT 3	QRT 4		
Ensure effective financial management and reporting	FM02: Improve financial administrative capacity of the District	FM02-04	% of departmental operational budget actually spent (input)	100%	100%	25%	25%	25%	25%	Income and expenditure report	COO
	FM03: Implement anti-fraud and anti-corruption measures	FM03-01	Number of reports on the implementation of Anti-Fraud and anti-corruption strategy (Input)	Strategy	4 reports	1 report	1 report	1 report	1 report	Mayco reports	COO

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KPA 4: INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION										KPA WEIGHT: 5%	
STRATEGIC OBJECTIVE	PROGRAMME	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE (JUNE 2014)	ANNUAL TARGET	QUARTERLY TARGETS				Audit Evidence	Responsible Person
						QRT 1	QRT 2	QRT 3	QRT 4		
Improve human resource capacity	ID05: Implement shared services on governance issues within the District	ID05-02	Conduct Study on the possible implementation of a Shared Services on IDP and PMS within the District (Input)	New indicator	1 report compiled	1 report compiled	N/A	N/A	N/A	N/A	COO
	strategically utilise information technology, legal services and other internal services to provide more	ID07-05	Number of Council resolutions whereby action has been taken	01:01	01:01	01:01	01:01	01:01	01:01	Report to Mayor/Top Management	COO

KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION										KPA WEIGHT: 40%		
STRATEGIC OBJECTIVE	PROGRAMME	KPI NUMBER	KEY PERFORMANCE INDICATOR	BASELINE (JUNE 2014)	ANNUAL TARGET	QUARTERLY TARGETS				Audit Evidence	Responsible Person	
						QRT 1	QRT 2	QRT 3	QRT 4			
mental		GG01-01	Number of DIMAFO meetings (Outcome)	4 meetings	4 meetings	1 meeting	1 meeting	1 meeting	1 meeting	1 meeting	Minutes and attendance registers	COO



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Facilitate Intergovernmental cooperation	GG01: Promote intergovernmental cooperation initiatives	GG02: Regular and effective communications with communities	GG03: Work closely with traditional leadership structures in the implementation of rural development programmes	GG04: Strengthen internal communications	GG05: Promote performance management among councillors and officials				
GG01-02	Review of the IDP (Input)	Approved 2012/2013 IDP	IDP REVIEWED	Framework and Process plan	N/A	Draft to Council	Approval	Copy of the framework and Process Plan Council resolutions	COO
GG01-03	Number of IDP and Budget Representative Forum meetings (Outcome)	4 meetings	4 meetings	1 meeting	1 meeting	1 meeting	1 meeting	Minutes and attendance registers	COO
GG02-01	Number of newsletters published (Output)	4	4	1	1	1	1	Newsletter and distribution list	COO
GG02-02	Number of Community Outreach meetings held and reports on issues raised (Outcome)	2 meetings and a report on each meeting prepared	1 meetings and 1 report for each meeting	N/A	N/A	N/A	1 meetings and 1 report for each meeting	Outreach report and attendance register	COO
GG03-01	Number of Traditional leaders forum (Outcome)	2	2	N/A	1	N/A	1	Attendance register and minutes	COO
GG04-01	Review Communication Plan (Input)	Communication plan	Communication Plan implemented	N/A	N/A	Communication Plan adopted by Council	N/A	Council resolutions	COO
GG04-02	Monthly reports on the implementation of communication plan (Customer Care, website, Presidential hotline) (Input)	Communication plan	12 Monthly reports	3	3	3	3	Reports to Mayco	COO
GG05-01	Performance Management Policy reviewed and adopted (Input)	PMS Policy	Performance Management Policy reviewed and adopted	N/A	N/A	Draft Reviewed PMS Policy adopted	Final Reviewed PMS Policy adopted	Council resolutions	COO





	GG06-01	Performance agreements signed by Section 56 Managers within 14 days after the approval of SDBIP (Outcome)	5	5	5	N/A	N/A	N/A	N/A	5 signed performance agreements and proof of submission to province	COO
	GG06-02	Number of signed performance obligations of middle management (Outcome)	18	16	16	N/A	N/A	N/A	N/A	16 Signed Performance Obligations	COO
GG06: Implement effective planning and reporting mechanisms	GG06-04	Number of Quarterly performance reports prepared (Input)	4 annually	4	1	1	1	1	1	Council minutes	COO
		Number of departmental Quarterly performance reports prepared (Input)	4	4	1	1	1	1	1	Proof of submission to PMS Unit	COO
	GG08-05	Mid-year report compiled (Input)	1	1	N/A	N/A	N/A	1 Mid-year report prepared	N/A	Council resolutions	COO
	GG08-06	Annual Report prepared (Input)	Annual Report prepared	Annual Report prepared	N/A	N/A	N/A	Draft Annual Report prepared	Final Annual Report prepared	Council resolutions	COO
GG07: Establish and support municipal oversight systems, mechanisms and processes	GG07-01	Number of Joe Qqabi Municipal Public Accounts Committee meetings (Outcome)	2 meetings	4	1	1	1	1	1	Minutes and attendance registers	COO
	GG07-02	Number of Audit and Performance Committee meetings (Outcome)	4 meetings	4	1	1	1	1	1	Minutes and attendance registers	COO

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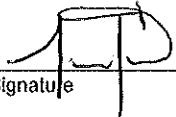
		Facilitate the development of a healthy and inclusive society										
GG08: Ensure and maintain clean governance	GG08-01	Attain clean audit outcomes (Input)	Unqualified Audit opinion	Clean Audit	N/A	Clean Audit	N/A	Clean Audit	N/A	N/A	Audit report	COO
	GG08-02	% of previous year's audit queries addressed (Output)	100%	100%	100%	100%	100%	100%	100%	100%	Audit action plan and report	COO
	GG08-03	Number of risk reports submitted (Input)	Strategic risk register	4 reports	1 report	1 report	1 report	1 report	1 report	1 report	Proof of submission to MM	COO
GG09: Facilitate Implementation of HIV and AIDS programmes.	GG09-01	Number of reports on the Implementation of the HIV and AIDS Strategy (Input)	4 Reports	4 Reports	1	1	1	1	1	1	Reports to Mayo and Mayo resolutions	COO
	GG09-02	Number of District AIDS Council meetings held (Input)	4	4 meetings	1 meeting	1 meeting	1 meeting	1 meeting	1 meeting	1 meeting	Minutes and attendance registers	COO
GG10: Facilitate Implementation of programmes targeting the special groups (SPU).	GG10-01	Number of reports on the Implementation of the SPU Mainstreaming Strategy (Input)	4 Reports	4 Reports	1	1	1	1	1	1	Reports to Mayo and Mayo resolutions	COO
	GG10-02	Hosting of District Mayoral Cup (Outcome)	1	1	N/A	N/A	N/A	N/A	N/A	1	Reports to Mayo and Mayo resolutions	COO
	GG10-03	Report on the facilitation of the hosting of the District Sondela Youth Festival (Input)	1	1	N/A	N/A	N/A	N/A	N/A	N/A	Reports to Mayo and Mayo resolutions	COO

③ NM

JOE GQABI DISTRICT MUNICIPALITY

2014/2015 FINANCIAL YEAR: PERFORMANCE PLAN OF THE COO

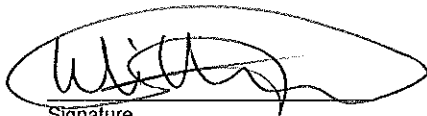
I, NANAPHA Mshumi hereby accept this plan as a basis of monitoring my performance during the 2014/2015 financial year. I accept that the indicators and targets as presented in the performance plan are accurate and that I have been given the opportunity to provide inputs in their development.


Signature

03 July 2014
Date

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I, Zolile A. Williams the Municipal Manager of the Joe Gqabi District Municipality approve this performance plan in terms of the requirements of the Local Government: Municipal Systems Act of 2000 and amendments thereof.


Signature

03/07/2014
Date

ANNEXURE B

PERSONAL

DEVELOPMENT PLAN

Personal Development Plan of: N Mshumi
2014/2015

Compiled on 27 June 2014

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
Risk Management	Play Oversight	Treasury/ Office of the Premier	Short Courses	September		Skills Dev Manager Head Internal Audit
MPAC	Support Oversight	Office of the Premier	Short Courses	October		Head Internal Audit Skills Dev Manager
Investment Attraction	Attract investment in the area	Stellenbosch course /UCT course	Short Courses	November		Skills Dev Manager
MIR + Training protocol	Establish training agreement	MIR protocol training/ course	Short Courses	December		Dept of International Relations
Sustainable Development	Implement sustainable development	Stellenbosch Sustainability Institute	Short Courses	November		Skills Dev Manager

Employee's signature: _____

Manager's signature: 