



JOE GQABI
DISTRICT MUNICIPALITY
PERFORMANCE AGREEMENT

Made and entered into by and between

**the Executive Mayor of the
JOE GQABI DISTRICT MUNICIPALITY
("the Municipality")
herein represented by the Executive Mayor
Councillor Zibonele Isaac Dumzela**

and

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

**for the financial year:
1 July 2015 to 30 June 2016**



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 Municipal Manager for a period of 5 years, commencing on **01 JANUARY 2012**
- 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 Municipal Manager 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 Municipal Manager 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 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 Executive Mayor on behalf of the JOE GQABI DISTRICT MUNICIPALITY.

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 Municipal Manager and to communicate to the Executive Mayor the Municipality's expectations of the Municipal Manager's performance and accountability;
- 2.1.3. specify accountabilities as set out in Annexure A;
- 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 Municipal Manager for permanent employment and/or to assess whether the Municipal Manager has met the performance expectations applicable to his/her job;
- 2.1.6. appropriately reward the Municipal Manager 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 Municipal Manager in attaining equitable and improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 Notwithstanding the date of signature this Agreement will commence on the 1st of July 2015 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 Municipal Manager be entitled to a bonus, this will be paid out after approval by Council and not later than sixty (60) days thereafter in the Municipal Manager's salary for a month that shall be applicable.
- 3.4 The payment of a performance bonus for the year in which the Municipal Manager'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 Municipal Manager on the last day of his/her employment or not later than 30 days thereafter.
- 3.5 In the event of the Municipal Manager commencing or terminating his services with the Municipality during the validity period of this Agreement, the Municipal Manager'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.
- 3.8 This Agreement will terminate on the termination of the Municipal Manager'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 Municipal Manager; 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 Municipal Manager's personal developmental requirements in line with the objectives and targets of the Municipality.
- 4.3 The Core Management Competencies reflected as set out those management skills regarded as critical to the position held by the Municipal Manager.
- 4.4 The performance objectives and targets reflected in Annexure A are set by the Municipality in consultation with the Municipal Manager 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 Municipal Manager'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 Municipal Manager 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 Municipal Manager 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 will consult the Municipal Manager about the specific performance standards that will be included in the performance management system as applicable to the Municipal Manager.
- 5.4 The Municipal Manager undertakes to actively focus towards the promotion and implementation of his/her Key Performance Areas as set out in Annexure A including special projects relevant to the Municipal Manager's responsibilities within the local government framework.

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6. PERFORMANCE ASSESSMENT

- 6.1 The performance of the Municipal Manager 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 Municipal Manager's assessment score.
- 6.2 The weightings agreed to in respect of the Municipal Manager's KPAs attached as Annexure A are set out in the table below:

KEY PERFORMANCE AREAS (KPAS)	WEIGHT
• Basic Service Delivery and Infrastructure Provision	30%
• Local Economic Development (LED)	15%
• Municipal Financial Viability and Management	15%
• Municipal Transformation and Institutional Development	10%
• Good Governance and Public Participation	10%
Total	80%

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- 6.3 The weightings agreed to in respect of the CMCs considered most critical for the Municipal Manager's position are set out in the table below:

CORE COMPETENCY REQUIREMENTS - CCRs		
CORE MANAGERIAL COMPETENCIES (CMC)	CHOICE (x)	WEIGHT
Strategic Capability and Leadership	x	3
Programme and Project Management		
Financial Management	compulsory	6
Change Management		
Knowledge Management		
Service Delivery Innovation		
Problem Solving and Analysis		
People Management and Empowerment	compulsory	4
Client Orientation and Customer Focus	compulsory	2
Communication		
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	X	3
Knowledge of Performance Management and Reporting		
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		
Governance Skills	X	2
Competence as required by other national line sector departments		
Exceptional and dynamic creativity to improve the functioning of the Municipality		
TOTAL PERCENTAGE		20%

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 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.

6.5 To determine which rating on the five-point scale did the Manager achieve for each KPA the following criteria should be used:

6.6 Annexure "B" may be used as the basis for progress discussions by the Municipality.

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 Executive Mayor/Mayor
- 7.1.2 Chairperson of the Audit Committee
- 7.1.3 A ward committee member (on a rotational basis) where applicable
- 7.1.4 A member of the Mayoral / Executive Committee
- 7.1.5 The Mayor and/or Municipal Manager of another municipality

7.2 In addition an assessment will also be done by:

- 7.2.1 The Municipal Manager (own assessment)
- 7.2.2 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 CMCs 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 Manager's performance is satisfactory.
- 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 MANAGEMENT OF EVALUATION OUTCOMES

- 8.1 The Municipal Manager will submit quarterly performance reports and a comprehensive annual performance report prior to the performance assessment meetings to the Executive Mayor.
- 8.2 The Municipal Manager will give performance feedback to the Executive Mayor after each quarterly and the annual assessment meetings.
- 8.3 The evaluation of the Municipal Manager'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 Municipal Manager 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 hereto.
- 8.5 The results of the annual assessment and the scoring report of the Manager 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 Municipal Manager eligible to be considered for a performance related increase (pay progression) as envisaged in his/her contract of employment provided the Municipal Manager 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 Executive Mayor may, in addition, review the Municipal Manager's performance at any stage while his/her contract of employment remains in force.
- 8.9 The Executive Mayor will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The Municipal Manager will be fully consulted before any such change is made.

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- 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.
- 8.11 The evaluation of the Municipal Manager's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 8.11.1 A performance bonus ranging from 5% to 14% of the all-inclusive remuneration package may be paid to the Municipal Manager 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 Municipal Manager.
- 9.2 The Municipal Manager will be provided with access to skills development and capacity building opportunities.
- 9.3 The Municipality will work collaboratively with the Municipal Manager to solve problems and generate solutions to common problems that may impact on the performance of the Municipal Manager.
- 9.4 The Municipality will make available to the Municipal Manager such resources including employees as the Municipal Manager 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 Municipal Manager to ensure that he complies with those performance obligations and targets.
- 9.5 The Municipal Manager 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 agrees to consult the Municipal Manager within a reasonable time where the exercising of the Executive Authority's powers will –
- 10.1.1 have a direct effect on the performance of any of the Municipal Manager's functions;
 - 10.1.2 commit the Municipal Manager to implement or to give effect to a decision made by the Executive Authority
 - 10.1.3 have a substantial financial effect on the Municipality.
- 10.2 The Executive Mayor agrees to inform the Municipal Manager of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable, to enable the Municipal Manager to take any necessary action without delay.

11. CONSEQUENCE OF UNACCEPTABLE OR POOR PERFORMANCE


- 11.1 Where the Executive Mayor is, at any time during the Municipal Manager's employment, not satisfied with the Municipal Manager's performance with respect to any matter dealt with in this Agreement, the Executive Mayor will give notice to the Municipal Manager to attend a meeting with the Executive Mayor.
- 11.2 The Municipal Manager will have the opportunity at the meeting to satisfy the Executive Mayor 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 Municipal Manager 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 Executive Mayor holds the view that the performance of the Municipal Manager 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 Municipal Manager's contract of employment.
- 11.5 Where there is a dispute or difference as to the performance of the Municipal Manager 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 Municipal Manager's contract of employment with or without notice for any other breach by the Municipal Manager of his obligations to the Municipality or for any other valid reason in law.

12. DISPUTES

- 12.1 In the event that the Municipal Manager is dissatisfied with any decision or action of the Executive Authority in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Municipal Manager has achieved the performance objectives and targets established in terms of this Agreement, the Executive Mayor may meet with the Municipal Manager with a view to resolving the issue. At the Municipal Manager's request the Executive Mayor will record the outcome of the meeting in writing.
- 12.2 In the event that the Municipal Manager 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 Municipal Manager with an opportunity to state his case orally or in writing before the Executive Mayor. At the Municipal Manager's request the Executive Mayor will record the outcome of the meeting in writing. 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 Municipal Manager'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 Municipal Manager.
- 12.4 In the event that the mediation process contemplated above fails, the relevant arbitration clause of the contract of employment will apply.

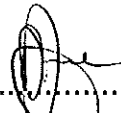

13. GENERAL

- 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 Municipal Manager in terms of his/her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

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Signed at BARKLY EAST on this 03 day of JULY 2015.

As Witnesses:

- 1. 
- 2. 

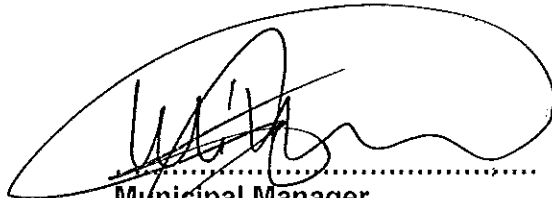


Executive Mayor
JOE GQABI DISTRICT
MUNICIPALITY

Signed at BARKLY EAST on this 03 day of JULY 2015.

As Witnesses:

- 1. 
- 2. 



Municipal Manager
JOE GQABI DISTRICT
MUNICIPALITY



ANNEXURE A

PERFORMANACE PLAN



JOE GQABI
DISTRICT MUNICIPALITY

**2015/2016 FINANCIAL YEAR: PERFORMANCE
PLAN**

MUNICIPAL MANAGER : MR ZA WILLIAMS

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

PART 3: SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS

3.1 KPA 1: Service Delivery and Infrastructure Provision

STRATEGIC OBJECTIVE	PROGRAMME	KEY PERFORMANCE INDICATOR	KPI NUMBER	PAST PERFORMANCE (Baseline)		CURRENT PERIOD	QUARTERLY TARGETS (2015/16 FY)				DIRECTORATE
				2013/14 FY (Actual)	2014/15 FY Target		2015/16 FY Target	Qtr. 1 target	Qtr. 2 target	Qtr. 3 target	
Provide universal access to basic services	SD01: Maintain and rehabilitate all water and sanitation infrastructure	% compliance with SANS 241 for drinking water quality per quarter as per BDS (outcome)	SD01-01	92%	97%	97%	97%	97%	97%	97%	WSP
			SD01-02	2	Unknown	2	N/A	N/A	N/A	2	Technical Services
	SD2: Support municipalities in the provision of municipal services	SD01-04	2016/17 FY WSDP approved by Council (LGTAS) (Output)	Council adopted draft for public comment	Reviewed WSDP approved by Council	2016/17 FY WSDP approved by Council	N/A	N/A	Draft 2016/17 FY WSDP tabled before Council	2016/17 FY WSDP approved by Council	Community Services
				New indicator	Approval of S78 by council	S78 to determine best mechanism for delivering fire services approved by Council	N/A	S78 to determine best mechanism for delivering fire services approved by Council	N/A	N/A	Community Services

SD03: Provide fire, emergency and rescue services	SD03-01	Ratio of fire incidents responded to as a proportion of entries in the Occurrence Book (Outcome)	01:01	01:01	01:01	01:01	01:01	01:01	Community Services	
	SD03-02	Disaster Risk Management Plan approved by Council (Input)	New Indicator	New Indicator	Disaster Risk Management Plan Approved By council	N/A	Draft Disaster Risk Management tabled Before Council	N/A	Disaster Risk Management Plan approved by Council	Community Services
SD04: Create and maintain stakeholder engagement initiatives to deal with service delivery challenges	SD04-01	Number of District Water Forum meetings held (Output)	2 meetings	2 meetings	2 meetings	N/A	1 meeting	N/A	1 meeting	Community Services
	SD05-01	% of households earning less than R1100 per month with access to free basic services (water and sanitation) (NKPI) (Outcome)	100%	100% of registered households (indigents)	100% of registered households (indigents)	N/A	N/A	N/A	100% of registered households (indigents)	Finance
SD05: Expand and fast-track the provision of universal access to water and sanitation	SD05-02	% of households with access to basic level of water (NKPI) (Outcome)	69.3% (67703)	74.5% (72703)	79.4% (77703)	N/A	N/A	N/A	79.4% (77703)	Community
	SD05-03	% of households with access to a basic level of sanitation (NKPI)	55.2% (53897)	60.3% (58897)	65.3% (63897)	N/A	N/A	N/A	65.3% (63897)	Community

			SD05-04	Number of households provided with sanitation service in the current financial year (toilets) (output)	5000	5000	5000	5000	1250	1250	1250	1250	Technical Services
			SD05-05	Number of households provided with portable water service in the current financial year (output)	5000	5000	5000	5000	N/A	N/A	N/A	5000	Technical Services
	SD06: Provide and improve the quality of municipal health services		SD06-01	Number of inspections (visits) per quarter on each of the 13 urban waste sites (Output)	14 inspections	12 inspections per site	12 inspections per site	12 inspections per site	12 inspections per site	12 inspections per site	12 inspections per site	12 inspections per site	Community Services
		SD06-02	Number of inspections in formal food premises undertaken focusing on identified hotspots (Input)	204	204	204	204	51	102 (accumulative)	153 (accumulative)	204 (accumulative)	Community Services	
		SD07-01	Number of kilometres of gravel roads graded per quarter as per the DRPW SLA (Outcome)	3314km	4000km	2800km	700 km	1400 kms (accumulative)	2100 kms (accumulative)	2800 kms (accumulative)	Technical Services		
Facilitate environmental management and conservation		SD08-01	% budget spent of the 2015/16 National FY allocation on implementation of Working for Wetland rehabilitation programme (Output)	100%	100%	100%	N/A	N/A	N/A	100%	Community Services		

LED02: Encourage improvement of access to government services in farming areas	LED02-01	Number of information sessions on government services held with farming communities (Outcome)	1	1	2	N/A	1	N/A	1	1	OMM
LED03: Encourage and support initiatives geared towards mass job creation and sustainable livelihoods	LED03-01	Number of CWP Regional Management Committee stakeholders meetings held (Input)	New indicator	New indicator	4 meetings	1 meeting	1 meeting	1 meeting	1 meeting	1 meeting	OMM
LED04: Support and facilitate rural development and poverty alleviation programmes	LED04-01	Council approved Agri-park concept document submitted to DRDLA (Input)	New indicator	New indicator	Agri-park concept developed and submitted to DRDLA	N/A	N/A	Agri-park concept developed and submitted to DRDLA	N/A	N/A	OMM
LED05: Facilitate and actively participate in youth development programmes	LED05-01	Number of business or support meetings or engagements facilitated for social groups (woman, youth, disabled) (Output)	12	10	4	1	1	1	1	1	OMM
LED06: Identify, support and implement economic development	LED06-01	Number of funding proposals for the Aliwal Spa submitted to potential funders (Output)	New indicator	New indicator	1 funding proposal submitted to potential funders	N/A	N/A	1 funding proposal submitted to potential funders	N/A	N/A	OMM
Facilitate and support regional economic development											

initiatives	flagship and anchor projects	LED06-02	Number of business plans on Elundini Middle Income Housing submitted to potential funders (Output)	New indicator	New indicator	1 business plan submitted to potential funders	N/A	N/A	1 business plan submitted to potential funders	N/A	OMM
		LED06-03	LED Strategy review adopted by Council (Output)	Target not achieved	LED Strategy reviewed and approved by Council	LED Strategy review adopted by Council	Draft LED Strategy review tabled before Council	LED Strategy review adopted by Council	N/A	Draft LED Strategy review tabled before Council	OMM

3.3 KPA 3: Financial Viability and Management

STRATEGIC OBJECTIVE	PROGRAMME	KPI NUMBER	KEY PERFORMANCE INDICATOR	PAST PERFORMANCE		CURRENT PERIOD	QUARTERLY TARGETS (2015/16 FY)				
				2013/14 FY (Actual) Baseline	2014/15 FY Target		2015/16 FY Target	Qtr. 1 target	Qtr. 2 target	Qtr. 3 target	Qtr. 4 target
Ensure effective financial management and reporting	FM01: Comply with all statutory financial reporting and management	FM01-01	% of a municipality's capital budget actually spent on capital projects identified for 2015/16 financial year in terms of the IDP (NKPI) (Outcome)	100%	100%	100%	25%	50% (accumulative)	75% (accumulative)	100% (accumulative)	All Directorates
				100%	100%	100%	25%	50% (accumulative)	75% (accumulative)	100% (accumulative)	Technical

FM04: Implement revenue enhancement strategy	FM04-01	2016/17 MTRF Budget approved by Council (Input)	Council Approved 2014/15 MTRF Budget	Council Approved 2015/16 MTRF Budget	2016/17 MTRF Budget approved by Council	N/A	Draft 2016/17 MTRF Budget tabled before Council	2016/17 MTRF Budget approved by Council	Finance
	FM05: Ensure and maintain clean governance	FM05-01	Attain clean audit outcomes (audit of financial information) (Input)	Unqualified audit	Unqualified audit	Clean Audit	N/A	Clean Audit	All Directorate

3. 4 KPA 4 Institutional Development and Transformation

STRATEGIC OBJECTIVE	PROGRAMME	KPI NUMBER	KEY PERFORMANCE INDICATOR	PAST PERFORMANCE		CURRENT PERIOD	QUARTERLY TARGETS (2015/16 FY)				RESPONSIBLE
				2013/14 FY (Actual) Baseline	2014/15 FY Target		2015/16 FY Target	Qtr. 1 target	Qtr. 2 target	Qtr. 3 target	
Improve human resource capacity	ID01: Effectively empower and develop the Council's workforce	ID01-01	Number of people from employment equity target groups employed in the three highest levels of management in compliance with EEP (NIKPI) (Outcome)	5	5	5	N/A	N/A	N/A	5	Corporate Services
		ID01-02	Number of Councilors actually trained as per the training programme (Output)	New indicator	28	27	N/A	N/A	27	N/A	N/A

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		ID01-03	Number of staff who successfully complete Minimum Competency levels as per MFMA???) (Outcome)	New indicator	New indicator	20	N/A	N/A	20	N/A	Corporate Services
ID03: Attract, retain and encourage skills transfer initiatives		ID03-01	Reviewed staff attraction and retention strategy for middle management approved by Council (Input)	New indicator	Adopted Staff attraction and retention strategy for middle management	Reviewed staff attraction and retention strategy for middle management approved by Council	N/A	Staff attraction and retention strategy tabled before Council	N/A	Reviewed staff attraction and retention strategy for middle management approved by Council	Corporate Services
		ID03-02	Number of external trainee opportunities (internship, Work integrated learning, learnership) created	New indicator	New indicator	53	13	N/A	40	N/A	Corporate Services
		ID03-03	Employee Satisfaction Survey conducted and attain an average score of 2 (using Likert scale) of 1-5)	New indicator	New indicator	Survey conducted and attained an average score of 2 (using Likert scale) of 1-5)	N/A	N/A	Survey conducted and attained an average score of 2 (using Likert scale) of 1-5)	N/A	Corporate Services
ID04: Maintain good working conditions for staff		ID04-01	Number of LLF meetings held (Outcome)	4 Meetings	4 Meetings	12 meetings	3 meetings	3 meetings	3 meetings	3 meetings	Corporate Services

Ensure enhanced service delivery through efficient institutional arrangements	ID06: Ensure that funded vacant posts are filled	Average time taken to fill a vacant post (Output)	3 months	3 months	3 months	3 months	3 months	3 months	Corporate Services
	ID07: Ensure legislative compliance and improved legal capacity of the District	Ratio of legal cases litigated (Outcome)	01:01	01:01	01:01	01:01	01:01	01:01	Corporate Services
Continuously develop and strategically utilise information technology, legal services and other internal services to provide more efficient government	ID08: Strategically utilise ICT to improve government efficiency	IT governance Framework approved by Council (Input)? Annually?	IT Governance Framework developed	IT Governance Framework approved and adopted by council	IT governance Framework approved by Council	N/A	N/A	Draft IT governance Framework tabled before Council	IT governance Framework approved by Council
	ID09: Implement effective planning and reporting mechanisms	Number of Section 56 Managers including the Municipal Manager with signed performance agreements by July 2015 (Outcome)	5	5	5	5	5	N/A	N/A
Ensure integrated planning and performance management	ID09-02	Review performance management policy							Reviewed performance management policy adopted by Council

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3.5 KPA 5: Good Governance and Public Participation

STRATEGIC OBJECTIVE	PROGRAMME	KEY PERFORMANCE INDICATOR	PAST PERFORMANCE		CURRENT PERIOD	QUARTERLY TARGETS (2015/16 FY)				DIRECTORATE
			2013/14 FY Baseline (Actual)	2014/15 FY Planned Target		2015/16 FY Target	Qtr. 1 target	Qtr. 2 target	Qtr. 3 target	
Facilitate intergovernmental cooperation	GG01: Promote intergovernmental cooperation initiative	Number of DIMAFO meetings held (Outcome)	3 meetings	4 meetings	4 meetings	1 meeting	1 meeting	1 meeting	1 meeting	OMM
			Approved 2015/16 FY IDP	IDP reviewed and adopted by council	2016/17 IDP adopted by Council	2016/17 FY IDP Framework and Process Plan developed and approved by Council	Draft 2016/17 FY IDP tabled before Council	2016/17 FY IDP approved by Council	OMM	
	GG01-02	2016/17 FY IDP approved by Council (Input)								
Communicate effectively with communities	GG02: Regular and effective communications with communities	Number of Council meetings held (Outcome)	9 meetings	7 meetings	9 meetings	2 meetings	2 meetings	2 meetings	3 meetings	Corporate Services
			New indicator	New indicator	Community Satisfaction Survey conducted	N/A	Community Satisfaction Survey conducted	N/A	N/A	OMM
			GG02-02	Community satisfaction survey conducted and attain a score of 4 (using Likert scale of 1 -5)						
		Number of service delivery related information sessions to inform the community held in each local	New indicator	New indicator	2 community engagement sessions held	N/A	1 community engagement sessions held	N/A	1 community engagement sessions held	OMM
			GG02-03							

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	GG03: Work closely with traditional leadership structures in the implementation of rural development programmes		municipality (excluding Outreach Programme) Number of traditional leaders forum meetings held	2 meetings	2 meetings	4 meetings	1 meeting	1 meeting	1 meeting		OMM
	GG04: Strengthen internal communications		Review Communications Plan	Communication on plan reviewed and approved by council	Communication on plan	Reviewed Review Communications Plan approved by Council	N/A	Reviewed Review Communications Plan tabled before Council	N/A	Reviewed Review Communications Plan approved by Council	
	GG05: Establish and support municipal oversight systems, mechanisms and processes		Number of Joe Gqabi Municipal Public Accounts Committee (MPAC) meetings held (Output)	4 meetings	4 meetings	4 meetings	1 meeting	1 meeting	1 meeting	1 meeting	OMM
			2014/15 FY Annual Report approved by Council (Input)	Annual Report prepared 2012/2013	Annual Report prepared	2014/15 FY Annual Report approved by Council	N/A	N/A	Draft 2014/15 FY Annual Report tabled before Council	2014/15 FY Annual Report approved by Council	OMM
			Oversight Report on the 2014/15 FY Annual Report adopted by Council	New indicator	New indicator	Oversight Report on the 2014/15 FY Annual Report adopted by Council	N/A	N/A	N/A	Oversight Report on the 2014/15 FY Annual Report adopted by Council	OMM

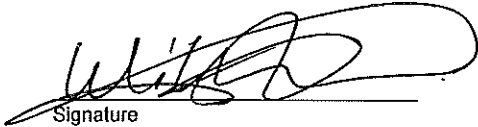
Facilitate the development of a healthy and inclusive society	GG06: Facilitate Implementation of HIV and AIDS programmes	GG06-01	4 meetings	4 meetings	4 meetings	4 meetings	4 meetings	4 meetings	4 meetings	6 meetings	4 meetings	2 meetings	2 meetings	1 meeting	1 meeting	1 meeting	(low level) COO		
		GG06-05	4	4	4	4	4	4	4	4	4	1 quarterly institutional performance reports tabled before Council	1 quarterly institutional performance reports tabled before Council	1 quarterly institutional performance reports tabled before Council	1 quarterly institutional performance reports tabled before Council	1 quarterly institutional performance reports tabled before Council	1 quarterly institutional performance reports tabled before Council	1 quarterly institutional performance reports tabled before Council	
	GG07: Facilitate Implementation of programmes supporting the special groups (SPU)	GG07-01	4 meetings	4 meetings	4 meetings	4 meetings	4 meetings	4 meetings	4 meetings	4 meetings	4 meetings	4 meetings	4 meetings	4 meetings	4 meetings	4 meetings	4 meetings	4 meetings	4 meetings
		GG07-04	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

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JOE GQABI DISTRICT MUNICIPALITY
2015/2016 FINANCIAL YEAR: PERFORMANCE PLAN OF THE MUNICIPAL
MANAGER

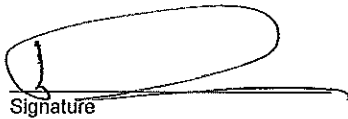
I, Zolile-A. Williams hereby accept this plan as a basis of monitoring my performance during the 2015/2016 financial year. I accept that the indicators and targets as presented in the performance plan are accurate and that I have been given the opportunity to provide inputs in their development.


Signature

03 JULY 2015
Date

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I, Zabonke Dymek the Executive Mayor 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 JULY 2015
Date

ANNEXURE B

PERSONAL DEVELOPMENT

PLAN