

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

THE UMZINYATHI DISTRICT MUNICIPALITY
AS REPRESENTED BY THE ACTING MUNICIPAL
MANAGER

THAMSANQA RICHARD MALUNGA

.....

AND


LANGELIHLE ZULU

.....

EXECUTIVE MANAGER: COMMUNITY SERVICES
THE EMPLOYEE OF THE MUNICIPALITY

FOR THE

FINANCIAL YEAR: 1 JULY 2014 - 30 JUNE 2015

Handwritten signature and initials in the bottom right corner.

PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Umzinyathi District Municipality, herein represented by Thamsanqa Richard Malunga in his capacity as the Acting Municipal Manager (hereinafter referred to as the **Employer**)

and

Langelihle Zulu - Employee of the 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") as amended. The **Employer** and the **Employee** are hereinafter referred to 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

The purpose of this Agreement is to -

- 2.1 Comply with the provisions of Section 57(1)(b),(4A),(4B) and (5) of the Act as well as the employment contract entered into between the parties;
- 2.2 Specify objectives and targets defined and agreed with the employee and to communicate to the Employee the Employer's expectations of the Employee's performance and accountabilities in alignment with the Integrated Development Plan (IDP), Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Municipality;
- 2.3 Specify accountabilities as set out in a Performance Plan, which forms an annexure to the performance agreement;
- 2.4 Monitor and measure performance against set targeted outputs;
- 2.5 Use the Performance Agreement as the basis for assessing whether the Employee has met the performance expectations applicable to his or her job;

SE

Amun

Thamsanqa

Malunga

LZ

LZ

- 2.6 In the event of outstanding performance, to appropriately reward the Employee; and
- 2.7 give effect to the employer's commitment to a performance - orientated relationship with its Employee in attaining equitable and improved service delivery.

3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **01 November 2014** and will remain in force until **30 June 2015** thereafter 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 above-mentioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

4 PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (**Annexure A**) sets out-
 - 4.1.1 The performance objectives and targets that must be met by the **Employee**; and
 - 4.1.2 The time frames within which those performance objectives and targets must be met.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the **Employer** in consultation with the **Employee** and based on the Integrated Development Plan, 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.
 - 4.2.1 The Key Objectives describe the main tasks that need to be done.
 - 4.2.2 The Key Performance Indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.
 - 4.2.3 The Target Dates describe the timeframe in which the work must be achieved.
 - 4.2.4 The Weightings show the relative importance of the key objectives to each other.

SE

Handwritten signatures and initials: "Ding", "Mum", "L3Z", and a large signature.

- 4.3 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.

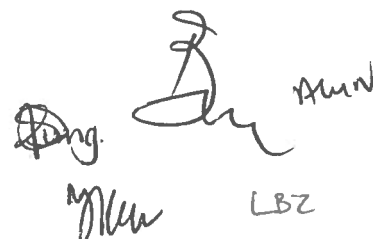
5 PERFORMANCE MANAGEMENT SYSTEM

- 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 the **Employee** about the specific performance standards that will be included in the Performance Management System as applicable to the **Employee**.
- 5.4 The **Employee** undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.
- 5.5 The criteria upon which the performance of the **Employee** shall be assessed shall consist on components contained in this 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 (KPAs) and the Leading and Core Competencies.
- 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.3 KPAs covering the main areas of work will account for 80% and Leading and Core Competencies 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 100% of the overall assessment result as per the weightings agreed to between the **Employer** and **Employee**:

Key Performance Areas (KPA's)	Weighting
Municipal Institutional Development and Transformation	20
Good Governance and Public Participation	58
Cross Cutting	22
Total	100

- 5.7 In the case of managers directly accountable to the Municipal Manager, Key Performance Areas related to the functional area of the relevant manager, must be subject to negotiation between the Municipal Manager and the relevant manager.

SE



 [Signature] [Signature] [Signature]

 [Signature] [Signature]

 [Signature] [Signature]

5.8 The Leading and Core Competencies will make up the other 20% of the **Employee's** assessment, and are indicated on **Annexure A** of the attached Performance Plan.

6. EVALUATING PERFORMANCE

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** IDP.

6.5 The Annual Performance Appraisal will involve:

6.5.1 Assessment of the achievement of results as outlined in the Performance Plan:

- (a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.
- (b) An indicative rating on the five-point scale should be provided for each KPA.
- (c) The applicable assessment rating calculator (refer to paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score.

6.5.2 Assessment of the Leading and Core Competencies

- (a) The leading and core competencies should be assessed according to the extent to which the specified standards have been met.
- (b) An indicative rating on the five-point scale should be provided for the leading and core competencies.
- (c) This rating should be multiplied by the weighting given to each leading and core competencies during the contracting process, to provide a score.
- (d) The applicable assessment rating calculator (refer to paragraph 6.5.1) must then be used to add the scores and calculate the leading and core competencies final score

6.5.3 Overall rating

Se

Aun

DM

Ding

Man




LBZ

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.

Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Meet & exceed all standards	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	Meet all & exceed some standards	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	Meet all the standards	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	Meet some of the standards	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.					

SE

Ann



 LBZ

Level	Terminology	Description	Rating				
			1	2	3	4	5
1	Not meeting the standards	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.					

6.7 For purposes of evaluating the annual performance of the Municipal Manager, an evaluation panel constituted of the following persons must be established -

- 6.7.1 Mayor;
- 6.7.2 Chairperson of the Performance Audit Committee or 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;
- 6.7.4 Mayor and/or Municipal Manager from another Municipality; and
- 6.7.5 Member of a ward committee as nominated by the Mayor.

6.8 For purposes of evaluating the annual performance of managers directly accountable to the Municipal Managers, an evaluation panel constituted of the following persons must be established -

- 6.8.1 Municipal Manager;
- 6.8.2 Chairperson of the Performance Audit Committee or the Audit Committee in the absence of a Performance Audit Committee;
- 6.8.3 Member of the Executive Committee or in respect of a plenary type Municipality, another member of council; and
- 6.8.4 Municipal Manager from another Municipality.

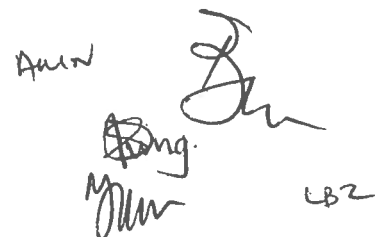
6.9 The Manager responsible for Human Resources of the Municipality must provide secretariat services to the evaluation panels referred to in sub-regulations (d) and (e).

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 that reviews in the first and third quarter may be verbal if performance is satisfactory:

First quarter	:	July – September 2014
Second quarter	:	October – December 2014
Third quarter	:	January – March 2015

SE

Amw

 LBZ

Fourth quarter

: April – June 2015

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

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 to assist 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**.

SE

Amw
Ding
Alan
LBZ

- 10.2 The **Employer** agrees to inform the **Employee** 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 **Employee** to take any necessary action without 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 of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the **Employee** in recognition of outstanding performance to be constituted as follows:
- 11.2.1 A score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
- 11.2.2 A score of 150% and above is awarded a performance bonus ranging from 10% to 14%.
- 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.

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 –
- 12.1.1 The MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the **Employee**; or
- 12.1.2 Any other person appointed by the MEC.
- 12.2 In the event that the mediation process contemplated above fails, clause 20.3 of the Contract of Employment shall apply.

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.

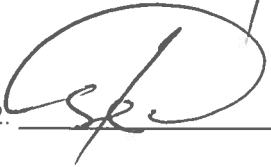
SE

Amn
Jhu
Lbz

Thus done and signed at DUNDEE.....on this the 10 day of DECEMBER 2014

AS WITNESSES:

1.  _____

2.  _____


EXECUTIVE MANAGER: COMMUNITY SERVICES

AS WITNESSES:

1.  _____

2.  _____


ACTING MUNICIPAL MANAGER



UMZINYATHI DISTRICT
MUNICIPALITY



www.umzinyathi.gov.za

PRINCESS MAGOGO BUILDING, 39 Victoria Street, Dundee 3000, Tel: 034 219 1500, Fax: 034 218 1940
e-mail:rc3@umzinyathi.gov.za

PERFORMANCE PLAN / SCORECARD - 2014/15

ANNEXURE A

EXECUTIVE MANAGER: COMMUNITY SERVICES

NAME:	LANGELIHLE ZULU	LINE MANAGER:	TR MALUNGA
EMPLOYEE NO.	108034	JOB TITLE:	ACTING MUNICIPAL MANAGER
JOB TITLE:	EXECUTIVE MANAGER: COMMUNITY SERVICES	BUSINESS UNIT/SITE:	
DIVISION / BUSINESS UNIT:	COMMUNITY SERVICES	PERIOD:	1 NOVEMBER 2014 – 30 JUNE 2015
SITE:		REVIEW DATE:	
RATING SCALE:	1 = Not meeting the standards 2 = Meet some of the standards 3 = Meet all the standards 4 = Meet all & exceed some standards 5 = Meet & exceed all standards		

Key Performance Area's (KPA's)

Weight =100%

Leading and Core Competencies

Weight = 100%

Handwritten signatures and initials:
 Hum
 Bong.
 yJum
 LB7

Handwritten initials: KC.

Handwritten initials: SE

No	Weight (%)	Strategic Objective	Baseline	Key Performance Indicator	Target	Target Date	Method of Verification
1.		KEY PERFORMANCE AREA (KPA): MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION					
1.1	2	Preparation and submission of quarterly performance reports to the Acting Municipal Manager	Four reports submitted	No of the performance reports submitted	Four reports submitted Acting Municipal Manager	10 October 2014 10 January 2015 10 April 2015 10 July 2015	Email and actual reports Acknowledge of receipt from the Acting Municipal Manager
1.2	2	Preparation and submission of quarterly Performance reports submitted to the Community Services Portfolio Committee	Four reports submitted	No of the performance reports	Four reports submitted	30 October 2014 31 January 2015 30 April 2015 31 July 2015	Minutes of the Community Services Portfolio Committee
1.3	2	Reports of the Community Services Portfolio Committee submitted to ExCo	Four reports submitted	No of the reports submitted	Four reports submitted	30 October 2014 31 January 2015 30 April 2015 31 July 2015	Executive Committee Minutes

Handwritten notes:
 SE K.C.
~~DMG~~
 mg
 Mum
 L32

No	Weight (%)	Strategic Objective	Baseline	Key Performance Indicator	Target	Target Date	Method of Verification
1.4	2	Co-ordination of the Community Services Portfolio Committee Meetings	Four meetings held	No of meetings held	Four meetings to be held	30 September 2014 31 December 2014 31 March 2015 30 June 2015	Minutes of the Portfolio Committee Attendance Register
1.5	2	Provide support to the Chairperson for the functioning of the Community Services Portfolio Committee	2012/13 Annual Report	No of meetings held	Four quarterly Community Services Portfolio Committee meetings	30 September 2014 31 December 2014 31 March 2015 30 June 2015	Minutes of the Portfolio Committee Attendance Registers Reports of the Portfolio Committee to ExCo
1.6	2	Preparation and submission of departmental monthly reports to the Acting Municipal Manager	None	No of reports submitted	Twelve (12) monthly reports submitted to the Acting Municipal Manager	Ten days after the end of each month	Emails Acknowledgement of receipt from the Acting Municipal Manager



SE K-C.

Aun ~~Dang~~ nglun LBZ

No	Weight (%)	Strategic Objective	Baseline	Key Performance Indicator	Target	Target Date	Method of Verification
2.1	2	Implementation of the Poverty Alleviation Plan	None	No of projects supported through the implementation of the poverty alleviation plan	<p>Projects to be supported will be on the following sectors:</p> <ul style="list-style-type: none"> • Agriculture • Tourism / Arts and Culture • Manufacturing <p>Preference in terms of supported will be given to:</p> <ul style="list-style-type: none"> • Women • Youth • Disadvantaged communities • Disabled people <p>Budget: R 1,000,000.00</p>	30 June 2015	<p>Copies of project proposals supported</p> <p>ExCo resolution approving the support of the projects</p>

SE

K-C.

Amv

 mylan

 Waz

No	Weight (%)	Strategic Objective	Baseline	Key Performance Indicator	Target	Target Date	Method of Verification
2.2	2	Co-ordinate preparation of the District Task Team Report and its submission to Community Services Portfolio Committee	Four reports submitted	No of District Task Team Reports submitted	Four reports to be submitted	10 October 2014 10 January 2015 10 April 2015 10 July 2015	Minutes Attendance Register
2.3	2	Co-ordinate participation of the various stakeholders in Dundee July Rural Horse Riding Event	2013 Dundee Rural Horse Riding	No of stakeholders participated in Dundee July Rural Horse Riding Event	Thirty stakeholders to participate in the 2014 Dundee July Rural Horse Riding Event	19 July 2014	Purchase Order
2.4	2	Co-ordination of the maidens and transport to participate in the District Cultural Event	Maidens and transport to participate in the District Cultural Event 2013 in the District Cultural Event	No of participants to participate in the District Cultural Event	1625 to participate in the District Cultural Event	30 August 2014	Purchase Order Transport Assessment Report

SE K.C.

Handwritten signatures and initials: "my", "Ang.", "mylen", "L.S.Z."

No	Weight (%)	Strategic Objective	Baseline	Key Performance Indicator	Target	Target Date	Method of Verification
2.5	2	Out of school youth programme	Nil	No of out of school youth to participate in the exhibition	400 participants, 100 per local municipality	31 March 2015	Advertisements Notices Attendance Registers
2.6	2	Co-ordination of the youth development games through SALGA Games	380 participants	No of participant to participate in the Mayoral Sports Tournament	420 participants to participate in the youth development programmes	14 December 2014	Purchase Order Team List
2.7	2	Co-ordination of the Indigenous Games through provision of transport	150 participants	No of participants to participate in the Indigenous Games	150 participants	30 September 2014	Purchase Order Team List
2.8	2	Co-ordination of the Golden Games through provision of transport	130 participants	No of participants to participate in the Golden Games	130 participants	30 September 2014	Purchase Order Team List
2.9	2	Disability Sport Programme through provision and meals	52 participants	No of participants to participate in the disability sport programme	52 participants to participate in the disability sport programme	28 February 2015	Purchase Order Team List

No	Weight (%)	Strategic Objective	Baseline	Key Performance Indicator	Target	Target Date	Method of Verification
2.15	2	Coordination of district aids council meetings	1 district aids council	No of meetings	4 district aids council meetings	30 September 2014 31 December 2014 31 March 2015 30 June 2015	Minutes Attendance Registers Reports submitted to PCA (Emails) Reports received from LAC
2.16	2	Education awareness and prevention	1 awareness campaign	No of awareness campaigns	2 awareness campaigns Budget: R 300,000.00	01 December 2014	Purchase order Attendance Register
2.17	2	Monitoring of the funding for primary health care programmes	4 reports	No of reports	4 reports Budget: R 700,000.00	Quarterly	Actual Reports Emails
2.18	2	Coordination of women and gender forums	1 Forum	No of forums	4 forums Budget: R 300,000.00	Quarterly	Minutes Attendance Register
2.19	2	Coordination of campaigns for 16 days of activism	1 campaign	No of campaigns	1 campaign Budget: R 150,000.00	30 November 2014	Attendance Register Purchase Order

SE
K.C.
mylen
W.C.
Dang.

No	Weight (%)	Strategic Objective	Baseline	Key Performance Indicator	Target	Target Date	Method of Verification
2.20	2	Advocating Children's Rights	Two structures have been established and functional	No of structures functional	Facilitate the establishment of the three structures	30 June 2015	Minutes Attendance Registers
2.21	2	Taking of water samples from sources used for human consumption	240 water samples taken	No of water samples	240 samples per annum (20 samples per month)	20 samples taken monthly	Water samples results
2.22	2	Inspection of food outlets (both formal and informal)	220 outlets visited	No of outlets visited	220 outlets to be visited per annum	18 outlets visited on monthly basis	Certificate issued Health Inspection Report
2.23	2	Taking food samples from food outlets (both formal and informal)	Four runs (one per quarter)	No of runs	Four runs per annum (one per quarter)	30 September 2014 31 December 2014 31 March 2015 30 June 2015	Food samples results
2.24	2	Investigate a notifiable medical condition	48	No of cases investigated	12	30 June 2015	Investigation Report
2.25	2	Identification of the areas infested with vector diseases	100	No of cases attended to	25	30 June 2015	Investigation Report Health Inspection Report

SE K.C.

Am
Ding. LSZ
Mun

No	Weight (%)	Strategic Objective	Baseline	Key Performance Indicator	Target	Target Date	Method of Verification
3.1	2	Fire services support to the local municipalities - training	None	No of volunteers, disaster practitioners and fire fighters trained	70 people to be trained	31 December 2014	Attendance Register Certificates Report
3.2	2	Fire services support to the local municipalities - co-planning, ordination and regulation of fire services	None	No of fire services bylaws prepared	4 by-laws prepared	30 June 2015	Copies of the bylaws Council Resolutions
3.3	2	Fire services support to the local municipalities - Co-ordination on the standardization of infrastructure, vehicles, equipment and procedures	None	Value of equipment for fire services deployed at local municipalities	Fire services equipment to the value R 500,000.00 to be deployed at local municipalities	31 March 2015	Purchase Orders Asset Register

SC K-C.

AW mJlm 42

No	Weight (%)	Strategic Objective	Baseline	Key Performance Indicator	Target	Target Date	Method of Verification
3.4	2	Fire services support to the local municipalities – specialised fire fighting services such as mountain, veld and chemical fire services	Nil	Response time	Within five minutes	30 June 2015	Incident Report Quarterly Fire Services Report
3.5	1	Institutional Arrangements	None	Disaster Management Centre Site transferred	1 site transferred	30 June 2014	Title Deed
3.6	1	Institutional Arrangements	None	Project Manager / Contractor appointed	1 Project Manager / Contractor appointed	31 December 2014	Appointment letter
3.7	1	Institutional Arrangements	None	Business Plan approved	Business Plan approved by Council	31 March 2014	Council Resolution Copy of the business plan

SE K-C.

Am  15/2

No	Weight (%)	Strategic Objective	Baseline	Key Performance Indicator	Target	Target Date	Method of Verification
3.8	1	Institutional Arrangements	Four Disaster Management Advisory Forum meetings held	No of Disaster Management Advisory Forum meetings	4	30 September 2014 31 December 2014 31 March 2015 30 June 2015	Minutes Attendance Registers
3.9	2	Institutional Arrangements	Four Disaster Management Practitioners meetings held	No of Disaster Management Practitioners meetings	4	30 September 2014 31 December 2014 31 March 2015 30 June 2015	Minutes Attendance Registers
3.10	2	Undertaking of Disaster Risk Assessment	Disaster Risk Assessment 2012	No of Disaster Risk Assessment	4 (one per local municipality)	31 March 2015	Actual Reports Council Resolution
3.11	2	Undertaking of Disaster Risk Reduction Projects and Programmes	Twenty awareness Campaigns undertaken	No of awareness campaigns	Twenty awareness campaigns undertaken (five per quarter)	30 June 2015	Awareness campaign Form Photographs
3.12	2	Undertaking of Disaster Risk Reduction Projects and Programmes	Two thousand lighting conductors installed	No of lighting conductors installed	Forty lightning conductors installed	30 June 2015	Lightning conductors beneficiary form Photographs

SE K.C.

Handwritten signatures and initials

LSZ

No	Weight (%)	Strategic Objective	Baseline	Key Performance Indicator	Target	Target Date	Method of Verification
3.13	2	Response and recovery	666 incidents reported	Response time Damage assessment time	Response time within 24 hours Damage assessment and distribution of disaster relief stock to the victims within 72 hours	30 June 2015	Disaster Management Report Beneficiary Forms Photographs
CROSS CUTTING - FINAL SCORE							/ 22

SE K.C.

[Handwritten signatures and initials]
 King. LBZ
 Mylan
 Beyin

COMPETENCY FRAMEWORK

Leading and Core Competencies Weight = 100%

Weight (%)	LEADING COMPETENCIES (70%)		Progress on date of review	Score
15	<ul style="list-style-type: none"> • Strategic Direction and Leadership 	<ul style="list-style-type: none"> • Impact and Influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness 		
15	<ul style="list-style-type: none"> • People Management 	<ul style="list-style-type: none"> • Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and Dispute Management 		
25	<ul style="list-style-type: none"> • Programme and Project Management 	<ul style="list-style-type: none"> • Programme and Project Planning and Implementation • Service Delivery Management • Programme and Project Monitoring and Evaluation 		
5	<ul style="list-style-type: none"> • Financial Management 	<ul style="list-style-type: none"> • Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring 		
5	<ul style="list-style-type: none"> • Change Leadership 	<ul style="list-style-type: none"> • Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation 		

SEE K.C.

Ann ~~Day~~ Mylan LBZ

Weight (%)	LEADING COMPETENCIES (70%)		Progress on date of review	Score
5	<ul style="list-style-type: none"> • Governance Leadership 	<ul style="list-style-type: none"> • Policy Formulation • Risk and Compliance Management • Cooperative Governance 		
LEADING COMPETENCIES FINAL SCORE				
				/70

Weight (%)	CORE COMPETENCIES (30%)		Progress on date of review	Score
5	<ul style="list-style-type: none"> • Moral Competency 	<ul style="list-style-type: none"> • Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competency. 		
5	<ul style="list-style-type: none"> • Planning and Organising 	<ul style="list-style-type: none"> • Able to plan, prioritize and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manager risk. 		
5	<ul style="list-style-type: none"> • Analysis and Innovation 	<ul style="list-style-type: none"> • Able to critically analyse information, challenges and trends to establish and implement fact based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives 		
5	<ul style="list-style-type: none"> • Knowledge and Information Management 	<ul style="list-style-type: none"> • Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government 		

SE K.C.

Am

 mylan
 LEZ

Weight (%)	CORE COMPETENCIES (30%)		Progress on date of review	Score
5	<ul style="list-style-type: none"> Communication 	<ul style="list-style-type: none"> Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome. 		
5	<ul style="list-style-type: none"> Results and Quality Focus 	<ul style="list-style-type: none"> Able to maintain high quality standards, focused on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives. 		
CORE COMPETENCIES FINAL SCORE				/30

The assessment of the Manager on the performance of the competencies will be based on the following rating scale:

Achievement Levels	Description	Scoring
Basic	Applies basic concepts, methods and understanding of local government operations, but requires supervision and development intervention	1-2
Competent	Develops and applies more progressive concepts, methods and understanding, plans and guides the work of others and executes progressive analysis	3
Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in depth analyses	4

SE K.C.

Amin

my Man  LBZ

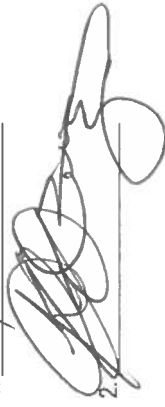
Superior	Has a comprehensive understanding of local government operations, critical in shaping strategic directions and change, develops and applies comprehensive concepts and methods	5
----------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---

AW
~~Dong~~
 mylan
 LBR

SE



Thus done and signed at HAUDEE on this the 10 day of DECEMBER 2014.

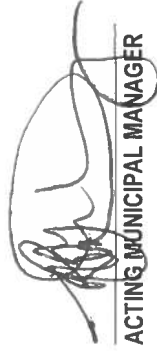
AS WITNESSES:

1. 
2. 


EXECUTIVE MANAGER: COMMUNITY SERVICES

AS WITNESSES:

1. 
2. 


ACTING MUNICIPAL MANAGER