

PERFORMANCE AGREEMENT

BETWEEN

THE MUNICIPALITY OF RAMOTSHERE MOILOA LOCAL,

AS REPRESENTED BY THE ACCOUNTING OFFICER

ERNEST MANGOPE

**(IN HIS CAPACITY AS THE ACTING MUNICIPAL MANAGER OF
RAMOTSHERE MOILOA LOCAL MUNICIPALITY)**

("EMPLOYER")

AND

MOTSUMI MPSHE

**IN HIS CAPACITY AS THE DIRECTOR TECHNICAL SERVICES OF
RAMOTSHERE MOILOA LOCAL MUNICIPALITY**

("EMPLOYEE")

FOR THE

FINANCIAL YEAR: 1 JULY 2020 – 30 JUNE 2021

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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Municipality of Ramotshere Moiloa Local Municipality herein represented by Ernest Mangope in his capacity as the Acting Municipal Manager of Ramotshere Moiloa Local Municipality (hereinafter referred to as the Employer or Accounting Officer)

and

Motsumi Mpshe in his capacity as the Director Technical Services and an Employee of Ramotshere Moiloa Local Municipality (hereinafter referred to as the Employee).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1 The **Employer** has entered into a contract of employment with the Employee in terms of section 57(1) (a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties".
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of **Employment** concluded between 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 Systems Act as well as the Contract of Employment entered into between the parties;
- 2.2 Specify objectives and targets established for the Employee and to communicate to the **Employee** the Employer's expectations of the **Employee's** performance expectations and accountabilities;
- 2.3 Specify accountabilities as set out in the Performance plan (Annexure A);
- 2.4 Monitor and measure performance against set targeted outputs;
- 2.5 Use the **Performance Agreement and Performance Plan** as the basis for assessing the suitability of the Employee for permanent employment and/or to assess whether the **Employee** has met the performance expectations applicable to his/her job;
- 2.6 Appropriately reward the **Employee** in accordance with the **Employer's** performance management policy in the event of outstanding performance; and

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

3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on 1 July 2020 and will remain in force until 30 June 2020 where after a new **Performance Agreement, Performance Plan and Personal Development Plan** shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new **Performance Agreement and Performance Plan** that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.
- 3.3 This Agreement will terminate on the termination of the **Employee's** contract of employment for any reason.
- 3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out
- 4.1.1 The performance objectives and targets that must be met by the **Employee**;
and
- 4.1.2 The time frames within which those performance objectives and targets must be met.
- 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** and the Budget of the Employer, and shall include key objectives; key performance indicators; target dates and weighting.
- 4.3 The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.
- 4.4 The **Employee's** performance will, in addition, be measured in Terms of contributions to the goals and strategies set out in the **Employer's Integrated Development Plan (IDP)**.

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

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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 standard 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 the implementation of the Key Performance Areas (KPA's) (including special projects relevant to the **employee's** responsibilities) within the local government framework;
- 5.5 The criteria upon which the performance of the employee shall be assessed and shall consist of two components, both of which shall be contained in the performance agreement. The employee must be assessed against both components, with a weighing of 80:20 allocated to the **Key Performance Areas (KPA's) and the Core Competency Requirements (CCRs)** respectively. Each area of assessment will be weighted and will contribute a specific part to the total score. KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment;

| Core Competency Requirements (CCR's): | Select applicable | Weighting |
|---|-------------------|-----------|
| Core Managerial Competencies: | | |
| Strategic Capability and Leadership | X | 2 |
| Programme and Project Management | | |
| Financial Management | X | 1 |
| Change Management | X | 1 |
| Knowledge Management | | |
| Service Delivery Innovation | | |
| Problem Solving and Analysis | X | 2 |
| People Management and Empowerment | X | 2 |
| Client Orientation and Customer Focus | X | 2 |
| Communication | X | 2 |
| Honesty and Integrity | | |
| Team building | | |
| Core Occupational Competencies: | | |
| Competence in Self-Management (Setting and agreeing on service delivery standards) | | |
| Interpretation of and implementation within the legislative an national policy frameworks | X | 2 |
| Knowledge of developmental local government | X | 2 |
| Knowledge of Performance Management and Reporting | X | 2 |
| Knowledge of global and South African specific political, social and economic contexts | | |
| Competence in policy conceptualization, analysis and implementation | X | 2 |

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| Knowledge of more than one functional municipal field / discipline | | |
| Negotiation and conflict resolution skills (Mediation and | | |
| Skills in governance, public mobilization and participation | | |
| Competence as required by other national line sector | | |
| Exceptional and dynamic creativity to improve the functioning of the municipality | | |
| Total | | 20% |

CORE COMPETENCY REQUIREMENTS (CCR):

a) Core Managerial Competencies:

The performance of Section 57 Managers should be assessed in terms of Core Competency Requirements (CCRs) as required by the Regulations of Section 57 Managers. These competencies describe general managerial and occupational skills. The assessment of these competencies will account for **(20%) twenty percent** of the total employee assessment score. Three of the CCR"s are compulsory for all managers.

| Competency Area | Indicate choice (Mark with ✓) | Comment | Rating 1 2 3 4 5 | Timeframe to gain targeted competency | Training / program needed to close competency | WEIGHT (in %) |
|---|-------------------------------|---------|---------------------------|---------------------------------------|---|---------------|
| Strategic Capability and Leadership | ✓ | | 2 | June 2021 | Strategic leadership | 10% |
| Change Management | ✓ | | 1 | June 2021 | Continuous professional | 5% |
| Financial Management | ✓ | | 1 | June 2021 | Financial management course | 5% |
| Problem Solving and Analysis | ✓ | | 2 | June 2021 | On the job training | 10% |
| People Management and Empowerment | ✓ | | 2 | June 2021 | On the job training | 10% |
| Client Orientation and Customer | ✓ | | 2 | June 2021 | On the | 10% |
| Communication | ✓ | | 2 | June 2021 | Conti | 10% |
| Interpretation of and implementation within | ✓ | | 2 | June 2021 | Conti nuous | 10% |

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|---|---|--|---|-----------|---------------------|------|
| Knowledge of developmental local | ✓ | | 2 | June 2021 | On the job training | 10% |
| Knowledge of Performance | ✓ | | 2 | June 2021 | On the | 10% |
| Competence in policy conceptualization, | ✓ | | 2 | June 2021 | On the | 10% |
| TOTAL | | | | | | 100% |

- 5.6 The **Employee's** assessment will be based on his performance in terms of outputs (performance targets) reflected on the Performance Plan which are linked to relevant KPAs, key objectives and key performance indicators (KPIs) as agreed to between the Employer and the Employee;

| Key Performance Areas (KPA's) | Weighting |
|--|-------------|
| Basic Service Delivery | 90%- |
| Municipal Institute Development Transformation | - |
| Local Economic Development (LED) | - |
| Municipal Financial Viability and Management | - |
| Good Governance and Public Participation | 10% |
| Local Economic Development and Spatial Rationale | - |
| Community & Social Development Services | - |
| Total | 100% |

- 5.7 The Key Performance Areas (KPAs) relating to the Employee's functional area will make up 80% of the Employee's assessment score, and will contain the following Areas

6. PERFORMANCE OBJECTIVES

- 6.1 The Employee undertakes to actively focus towards the promotion and implementation of KPA's (including special projects relevant to the employee's responsibilities) within the local government framework.
- 6.2 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
- 6.2.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the key Performance Areas (KPA's) and the Core Managerial Competencies (CMC's) respectively.
- 6.2.2 Each area of assessment will be weighted and will contribute a pro rata to the total score.
- 6.2.3 KPAs covering the main areas of work will account for 80% and CMC's will account for 20% of the final assessment.
- 6.3 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 12), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

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- 6.4 The CMC's will make up the other 20% of the Employee's assessment scorecard. CMC's that are deemed to be most critical for the Employee's specific job should be selected (✓) from the list in Annexure A as agreed to between the **Employer and Employee**.

7. EVALUATING PERFORMANCE

- 7.1 The **Performance Plan (Annexure A)** to this Agreement sets out :
- 7.1.1 The standards and procedures for evaluating the Employee's performance; and
 - 7.1.2 The intervals for the evaluation of the Employee's performance.
- 7.2 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.
- 7.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan. Development Plan as well as the actions agreed to and implementation must take place within set time frames.
- 7.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's IDP.
- 7.5 The annual performance appraisal will involve:
- 7.5.1 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.
 - 7.5.2 Assessment of the CMC's
 - a) Each CMC must be assessed according to the extent to which the specified standards have been met.
 - b) An indicative rating on the five-point scale should be provided for each CMC.
 - c) The applicable assessment rating calculator (refer to paragraph 6.5.1) must then be used to add the scores and calculate a final CMC score.
 - 7.5.3 Overall Rating

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

- 7.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA's, CMC's and COC's :

| Level | Terminology | Description | Rating |
|-------|--|--|--------|
| 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 Performance Agreement 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 Performance Agreement 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 Performance Agreement 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 Performance Agreement 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. | |

7.7 For purposes of evaluating the performance of the Employee, an evaluation panel constituted by the following persons will be established:

7.7.1 Executive Mayor/Mayor;

7.7.2 Chairperson of the Audit and Risk Committee;

7.7.3 Ward Committee Member (on a rotational basis), where applicable;

7.7.4 Member of the Mayoral Committee; and

7.7.5 Mayor and/ or Municipal Manager from another Municipality.

8. SCHEDULE FOR PERFORMANCE REVIEWS

8.1 The performance of the 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:

| | | |
|----|---------------|--------------|
| 1. | First quarter | October 2020 |
|----|---------------|--------------|

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|----|----------------|--------------|
| 2. | Second quarter | January 2021 |
| 3. | Third quarter | April 2021 |
| 4. | Fourth quarter | July 2021 |

- 8.2 The Employer shall keep a record of the mid-year review and annual assessment meetings.
- 8.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.
- 8.4 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 must be fully consulted before any such change is made.
- 8.5 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.

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 contribution him/her to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

- 10.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others:
 - 10.1.1 A direct effect on the performance of any of the Employee's functions;
 - 10.1.2 Commit the **Employee** to implement or to give effect to a decision made by the **Employer**; and
 - 10.1.3 A substantial financial effect on the Employer.
- 10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 11.1 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 5% to 14% of inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance.

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11.2.1 In determining the performance bonus the relevant percentage is based on the overall rating, calculated by using the applicable assessment-rating calculator; provided as follows:

- (a) a score of 130% to 149% is awarded a performance bonus of 5% to 9%; and
- (b) a score of 150% and above is awarded a performance bonus of 10% to 14%.

11.3 The **Employee** will be eligible for progression to the next higher remuneration package, within the relevant remuneration band, after completion of least twelve (12) service at current remuneration package 30 June (end of financial year) subject to a fully effective assessment.

11.4 In the case of unacceptable performance, the **Employer** shall:

11.4.1 Provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and

11.4.2 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 and 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.

12.1.3 In the event that the mediation process contemplated above fails, clause 19.3 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.

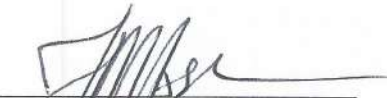
13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

Thus done and signed at ZEERUST on this the 3rd day of August
(Month) 2020 (Year)

AS WITNESSES:

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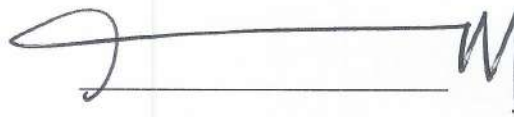
**MR MOTSUMI MPSHE
DIRECTOR TECHNICAL SERVICES
RAMOTSHERE MOILOA LOCAL MUNICIPALITY**

Thus done and signed at ZEERUST on this the 3rd day of August
(Month) 2020 (Year)

AS WITNESSES:

1. 

2. 



**MR ERNEST MANGOPE
ACTING MUNICIPAL MANAGER:
RAMOTSHERE MOILOA LOCAL MUNICIPALITY**

The Performance Plan sets out:

- a) Key Performance Areas that the employee should focus on, performance objectives, key performance indicators and targets that must be met within a specific timeframe;
- b) Core competencies required from employees prescribed in the Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, R805 of 2006.

The employee's assessment will be based on his/her performance in terms of the outputs/outcomes (performance indicators) identified as per the performance plan which are linked to the National KPA's, which constitute 80% of the overall assessment result as per the weightings agreed to between the employer and employee.

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

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

| Category | Colour | Explanation |
|---|--------|---|
| KPI's Not Met/ Unacceptable performance | 1 | 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. |
| KPI's Almost Met / Not fully effective | 2 | 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. |
| KPI's Met / Fully effective | 3 | 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. |
| KPI's Well Met / Performance significantly above expectations | 4 | 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 |

Ramotshere Local Municipality

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| Category | Colour | Explanation |
|--|--------|---|
| KPI's Extremely Well Met / Outstanding Performance | 5 | year. 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. |

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KEY PERFORMANCE INDICATORS

| National KPA | Strategic Objectives | KPI No. | Key Performance Indicator (KPI) | Baseline | Annual Target | Portfolio of evidence | Targets | | | | Weight |
|---|--------------------------|---------|--|---|--|---|----------------------------------|--------------|------------------------------|-------------------------|--------|
| | | | | | | | Q1 | Q2 | Q3 | Q4 | |
| SERVICE DELIVERY | Improved Access to Roads | 45 | Number of Kilometers of roads paved in the municipal area | 5.6km's of roads paved in the municipal area during 2019/2020 (Matlhase =1.8km Mmutshweu =1.2km Driefontein=1.4km) Maramage= 1.2km | 6.7km of roads to be paved in the municipal area (Groot Marico =1.5km, Morulakop=1.4km, Gopane Phase2 = 1.3km Mosweu phase2=1.5km, Gopane Bridges and stormwater Borakalalo internal roads and Bridge=0.9km internal roads) by June 2021 | Advert, appointment letter, Design Report, Progress Report and Completion Certificate | Planning and Procurement process | Design stage | Implementation and Execution | Completion and Handover | 9 |
| Municipal Financial Viability and Management | Improved Access to Roads | 46 | Percentage of sewer connections done vs All paid applications received | NEW | 100% Connections for all paid applications | Job Cards, applications, receipts | 100% | 100% | 100% | 100% | 8 |
| Municipal Financial Viability and Management | Improved Access to Roads | 47 | Percentage of water connections done vs All paid applications received | Water connections not done | 100% Connections for all paid applications | Job Cards, applications, receipts and Council Resolution | 100% | 100% | 100% | 100% | 8 |
| Municipal Financial Viability and Management | Improved Access to Roads | 48 | Number of kilometres of roads bladed | No blading completed | 20km of roads bladed in the municipal area by June 2021 | Job Card and Council Resolution | 5KM | 5KM | 5KM | 5KM | 9 |
| Municipal Financial Viability and Management | Improved Access to Roads | 49 | Number of kilometres of roads re-gravelled | 0 km of road re-gravelled | 4km's of roads re-gravelled in the municipal | Job Card and Council Resolution | 1km | 1km | 1km | 1km | 9 |

Ramotshere Local Municipality

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| National KPA | Strategic Objectives | KPI No. | Key Performance Indicator (KPI) | Baseline | Annual Target | Portfolio of evidence | Targets | | | | Weight |
|---|---|---------|--|--|--|--|---|--------------------|--------------------|--------------------|--------|
| | | | | | | | Q1 | Q2 | Q3 | Q4 | |
| Management | | | | | area by June 2021 | | | | | | |
| Municipal Financial Viability and Management | Improved Access to Roads | 50 | Square meters of roads patched in the municipal area | 0 square meter of road patched | 3000m ² of roads patched in the municipal area by June 2021 | Job Card and Council Resolution | 750m ² | 750m ² | 750m ² | 750m ² | 8 |
| Municipal Financial Viability and Management | Improved Access to Roads | 51 | Square meters of storm-water maintained in the municipal area during 2019/2020 cleaning culverts, de-silting, stone pitching, wing walls, kerbs) | 0 Square meter of storm water maintained | 4 000m ² of storm-water maintained in the municipal area by June 2021 | Job Card and Council Resolution | 1000m ² | 1000m ² | 1000m ² | 1000m ² | 8 |
| Municipal Financial Viability and Management | Improved Access to Electricity | 52 | Percentage of electricity connections done vs All paid applications received | 100 of paid applications connected | 100% Connections for all paid applications | Job Cards, applications, receipts and Council Resolution | 100% | 100% | 100% | 100% | 8 |
| Municipal Financial Viability and Management | Improved Access to Water | 53 | Reviewed Maintenance plan | Maintenance Plan in place | Reviewed Maintenance plan by 30 Sept 2020 | Maintenance plan signed off by the MM | Reviewed Maintenance plan by 30 Sept 2020 | None | None | None | 8 |
| Municipal Financial Viability and Management | Facilitate the provision of Electricity | 54 | Number of reports on repairs and maintenance of electricity | New | 4 reports on repairs and maintenance of electricity by 30 June 2021 | Reports and Council Resolution | 1 Report | 1 Report | 1 Report | 1 Report | 8 |
| Municipal Transformational development | Facilitate the provision of Electricity | 55 | Number of reports on repairs and maintenance Street lights and Highmast lights | New | 4 reports on repairs and maintenance of Street lights and High mast lights by 30 June 2021 | Reports and Council Resolution | 1 Report | 1 Report | 1 Report | 1 Report | 8 |

Ramotshere Local Municipality

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| National KPA | Strategic Objectives | KPI No. | Key Performance Indicator (KPI) | Baseline | Annual Target | Portfolio of evidence | Targets | | | | Weight |
|---|---|---------|--------------------------------------|----------|--|---|----------------------------------|--------------|------------------------------|-------------------------|------------|
| | | | | | | | Q1 | Q2 | Q3 | Q4 | |
| Municipal Transformation and Organisational development | Facilitate the provision of Electricity | 56 | Number of high-mast lights installed | New | 4 high-mast lights installed in Groot Marico by 30 June 2021 | Advert, appointment letter, Design Report, Progress Report and Completion Certificate | Planning and Procurement process | Design stage | Implementation and Execution | Completion and Handover | 9 |
| | | | | | 4 HML in Groot Marico in Welbedacht by 30 June 2021 | | | | | | |
| TOTAL | | | | | | | | | | | 100 |
| PERCENTAGE CONTRIBUTION | | | | | | | | | | | 80% |

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 O.P.
 T.M. M.E.

CORE COMPETENCY FRAMEWORK

The performance of Section 57 Managers should be assessed in terms of Core Competency Requirements (CCRs) as required by the Regulations of Section 57 Managers. These competencies describe general managerial and occupational skills. The assessment of these competencies will account for **twenty percent** of the total employee assessment score. The bold CCR's are compulsory for all managers.

Annexure B describes the different proficiency levels for each Core Competency Requirements (CCRs) and should therefore form part of this section of the Performance Plan.

| Core Managerial Skill | Select prov. level (refer Annexure B) | Definition | Weight |
|---|---------------------------------------|--|--------|
| Strategic Leadership and Management | ✓ | Skills to be able to provide a vision, set the direction for the municipality or department and inspire others in order to deliver on the municipality's mandate | 10 |
| Programme and project management | ✓ | Skills to enable the individual to plan, manage, monitor and evaluate specific activities in order to ensure that policies are implemented and that local government objectives are achieved | 10 |
| Financial Management | ✓ | Skills required managing projects and/or department work within the constraints of a budget. This includes being able to plan a budget at the beginning of the financial year, controlling costs throughout the year by allocating resources appropriately and understanding and anticipating the impact of other departments on own budget and adopting where necessary. | 5 |
| Change Management | ✓ | Skills to initiate and support municipal transformation and change in order to implement new initiatives successfully and deliver on service delivery commitments. | 10 |
| Knowledge management | ✓ | This includes the working knowledge of Council regulations, by-laws and policies, National, Provincial and Local Government structures and applicable legislation. | 10 |
| Problem solving and analytical thinking | ✓ | Be able to systematically identify, analyse and resolve existing and anticipated problems in order to reach optimum solutions in a timely manner | 5 |
| People and diversity management | ✓ | Skills to manage and encourage people optimise their outputs and effectively manage relationships. This includes holding regular meetings with his/ her team so that information can be shared and so that the team is aware of decisions that may affect them. It also involves distributing workloads so that individual skills are used appropriately and so that the work is evenly spread, making sure that the team has the necessary tools and resources in order to do | 10 |

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| Core Managerial Skill | Select prov. level (refer Annexure B) | Definition | Weight |
|---------------------------------------|---------------------------------------|--|------------|
| | | their work and motivating the team so that they are committed to achieving the goals of the department and ultimately the municipality | |
| Client orientation and customer focus | ✓ | Whether providing a service to an internal or external customer this means trying to determine the needs of the customer and then meeting those needs. At a minimum employee are required to react to queries, keeping promises, being honest in all their dealings, adhering to policies, procedures and delegations, keeping the client up to date, being friendly and helpful and solving problems quickly and without argument. Ideally managers are required to be proactive by trying to understand needs of the customer and providing an appropriate service based on these underlying needs | 15 |
| Service delivery innovation | ✓ | This about wanting to work well to achieve a high standard by trying to improve on the way things are done and by working towards achieving the work objectives. It is also about putting plans into action, meeting deadlines, taking initiative and solving problems to make sure that things get done. Employees do not wait to be told to do something but rather are encouraged to use their initiative to make sure that things get done accurately and efficiently. | 15 |
| Communication | ✓ | Skills to be able to exchange information and ideas in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence others to achieve the desired outcomes. | 5 |
| Accountability and ethical conduct | ✓ | Must be able to display and build the highest standards of ethical and moral conduct in order to promote confidence and trust in the municipality | 5 |
| Total | | | 100 |
| PERCENTAGE CONTRIBUTION | | | 20% |

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| <i>The 2020/21 Performance Plan signed and accepted by the Director Technical Services: Mr Motsumi Mpshe</i> |  | Date: 3 August 2020 |
| <i>The 2020/21 Performance Plan signed on behalf of Ramotshere Local Municipality by the Acting Municipal Manager: Mr Ernest Mangope</i> |  | Date: 3 August 2020 |

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