

**HARRY GWALA DISTRICT MUNICIPALITY
PERFORMANCE AGREEMENT
FOR
YEAR 2022/2023**

MADE AND ENTERED INTO BY AND BETWEEN

Mrs. Thobile Thelma Thiyane-Magaqa

The Acting Municipal Manager of the Harry Gwala District
Municipality
(Hereinafter referred to as the "Acting Municipal Manager")

And

Mr. David Bheki Makwakwa

The Executive Director: Infrastructure Services of the Harry
Gwala District Municipality
(Hereinafter referred to as "Executive Director")

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INTRODUCTION

(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".

(2) Section 57(1)(b) of the Systems Act, read with the Memorandum of Agreement of Employment concluded between the parties, requires the parties to conclude an annual Performance Agreement. The employer must conclude a Performance Agreement within 90 days of assumption of duty and renew it annually within one month of the commencement of the beginning of the financial year.

(3) The parties will 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 as defined in the municipal IDP.

(4) The parties will 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 Memorandum of Agreement of Employment entered into between the parties;

2.2. Comply with the provisions of section 32(1)(b), (c),(d), sub-section (2)(a)(i) and (ii), sub-section (3) and (4)(a),(b), (c)(i) and (ii) of the Municipal Finance Management Act and adhere to the finance policies, laws, procedures and other legal prescripts.

2.3. To ensure that all Heads of Departments implement the Risk Mitigation Plans timely in line with the Risk Management register.

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- 2.4.** To comply with provisions made in regulation 14 subsection (1) (c) (i) and (ii), sub-section (4)(a)(i), (ii), (iii) of the Local Government: Municipal Planning and Performance Management Regulations of 2006, all Head of Department to prioritize the implementation of unresolved audit queries in line with the recommendations made by the Internal Audit Unit
- 2.5.** To ensure that all Heads of Departments prepare the quarterly performance reports and submits to the Performance Management Unit timely with the Portfolio of evidence and the signed Quality Assurance Certificate.
- 2.6.** Communicate to the Employee the Employer's performance expectations and accountabilities by specifying objectives and targets as defined in the IDP;
- 2.7.** Specify accountabilities as set out in the Performance Scorecard/Service Delivery Budget Implementation Plan (SDBIP) marked Annexure "A"
- 2.8.** Monitor and measure performance against set targeted outputs; In terms of the said Performance Scorecard/SDBIP.
- 2.9.** Use the Performance Agreement and Performance Scorecard /SDBIP to assess whether the Employee has met the performance expectations applicable to his/her job;
- 2.10.** Appropriately reward the Employee In accordance with the Employer's performance management policy or Institute sanctions for consistent under-performance.
- 2.11.** 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 the **1 July 2022** and will remain in force until **30 September 2022** where after a new Performance Agreement and new Performance Scorecard/SDBIP 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 and will conclude a new Performance Agreement (and Performance Scorecard/SDBIP) that replaces this Agreement at least once a year but not later than one month after the commencement of the new 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.

3.6. Any significant amendments/ deviations referred to in 3.4 and 3.5 above must take cognisance of, where relevant, the requirements of sections 34 and 42 of the Systems Act, and must be done in terms of regulation 4 (5) of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to the Municipal Manager, 2006 ("the Regulations").

4. PERFORMANCE OBJECTIVES

4.1. The Performance Scorecard /SDBIP 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 Annexures "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 weightings.

4.3. The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative Importance of the key objectives to each other. The Quality Assurance Certificate must be signed by the Executive director Infrastructure Service department to commit that the performance information provided is accurate and reliable.

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4.4. The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

5 PERFORMANCE MANAGEMENT SYSTEM

5.1. The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer itself, 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 of two components, both of which are contained in the Performance Agreement.

5.6. The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Managerial Requirements (CMRs) respectively.

5.7. KPAs covering the main areas of work will account for 80% and CMRs will account for 20% of the final assessment.

5.8. Each area of assessment will be weighted and will contribute a specific part to the total score.

5.9. The Employee's assessment will be based on his performance in terms of the outputs/ outcomes (performance indicators) identified as per attached SDBIP/Performance Scorecard (Annexure "A" and "B"), which are linked to the KPA's,

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and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee:

Responsibilities contained in the employee's Job Description linked to the Key Performance Areas (KPA's) in his/her SDBIP/Performance Plan	Weighting
1. Service Delivery and Infrastructure	70
2. Municipal Transformation and Organisational Development	5
3. Local Economic and Social Development	5
4. Good Governance and Public Participation	10
5. Municipal Financial Viability and Management	5
6. Cross Cutting	5
TOTAL	100%

5.10. The CMRs will make up the other 20% of the Employee's assessment score. CMRs that are deemed to be most critical for the Employee's specific job should be selected (✓) from the list below as agreed to between the Employer and Employee.

Annexure "D" provides the scoring template for the Core Competency requirements identified in the Table hereunder.

Core Competency Assessments will be conducted during quarterly face-to-face Performance Assessments. The Mayor shall conduct Core Competency Assessments for the Municipal Manager. The Municipal Manager shall conduct Core Competency Assessments for Section 57 Managers. Where agreement on the allocation of a score (on the range 1 – 5) cannot be reached, the onus rests with the Employee to provide evidence of their claim to possession of the disputed Core Competency.

Annexure "D" presumes the assessors will refer to the detailed Department of Public Service & Administration Guidelines (SMS Handbook Chapter 5) of what specific components of a Core Competency need to be demonstrated in order to qualify for the score awarded.

CORE MANAGERIAL COMPETENCIES		
LEADERSHIP COMPETENCIES		Weight
1.Strategic Direction & Leadership		20
2. People Management		20
3. Programme & Project Management		20
4.Financial Management		10
5.Change Leadership		10
6. Governance Leadership		20
Total	100%	100%

CORE COMPETENCIES		% Weight
1.Moral Competencies		20
2. Planning & Organizing		20
3. Analysis & Innovation		10
4.Knowledge and Information Management		20
5. Communication		10
6. Results and Quality focus		20
Total	100%	100%

Managers must subscribe to the following Batho Pele principles:

- **Consultation**
- **Setting Service Standards**
- **Increasing access**
- **Ensuring courtesy**
- **Providing Information**
- **Openness and transparency**
- **Redress**
- **Value for money**
- **Encouraging innovation and rewarding excellence**
- **Customer impact**
- **Leadership and Strategic Direction**

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6. EVALUATING PERFORMANCE

6.1. The organisation's PMS Policy and User Manual to be read together with 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 shall be documented up-front in this Performance Agreement and additional needs may be identified during any performance review discussion. Annexure "C" documents in a Personal Development Plan, the Employee's personal growth and development needs at the beginning of the financial year as well as the actions agreed to. Implementation must take place within set time frames, including attendance at, at least 1 week-long training workshop per year – to allow the Employee to remain abreast of the latest developments in his/her field of work for the Employer.

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 SDBIP/Performance Scorecard:

(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 6.5.2. below) must then be used to add the scores and calculate a final aggregate score.

6.5.2. Assessment of the CMCs

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- (a) Each CMC 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 each CMC.
- (c) The applicable assessment rating calculator (refer to paragraph 6.5.1 above) must then be used to add the scores and calculate a final aggregate score.

7. Management of Performance Outcomes

Detail regarding the recognition and commensurate rewards for performance exceeding stipulated targets in the SDBIP are documented in the municipality's PMS Policy and User Manual – according to the August 2006 PMS Regulations.

Annexure "E" provides the process to be followed in the event the Employer fails to meet his/her performance objectives. Poor performance shall be deemed consistent once two consecutive quarterly performance face-to face appraisals reveal declining achievements against set targets.

8. Recognition for Performance of additional tasks

Over and above KPA's where performance will be measured against SDBIP entries, recognition may be given for the performance of additional tasks. Rewards will be at the discretion of the Harry Gwala District Municipality's Executive Committee.

8.1. Complying with section 32(1) (c) (d) of the Municipal Finance Management Act, No 56 of 2003 which states that any official of the municipality who deliberately or negligently committed, made or authorized an irregular expenditure, is liable for that expenditure

8.2. Any official of the municipality who deliberately or negligently committed, made or authorized a fruitless and wasteful expenditure is liable for that expenditure

8.3. Prioritizing the implementation of unresolved audit queries in line with the recommendations made by the Internal Audit Unit in the audit assignment.

8.4. Prioritizing the Risk Mitigation Plans timely in line with the Risk Management register

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8.5. Adhering to all the financial management legal prescripts (policies, laws, resolutions and procedures).

8.6. Comply with regulation 10 of the Local Government: Municipal Planning and Performance Management Regulations (2001) by ensuring provision of work opportunities and income support to poor and unemployed people through labour intensive on capital projects, internship programme, local economic development Initiatives and Expanded Public Works Programme.

8.7. Rewards regarding the above mentioned tasks will be at the discretion of the Harry Gwala District Municipality's Executive Committee.

8.8. The attainment of an unqualified audit outcome is the minimum standard by which the performance of the Accounting Officer and Senior Managers, will be measured in accordance with the Municipality's Management System.

8.9. Municipal Council will not pay future performance bonuses, to the Accounting Officer, Senior Managers and relevant officials who cause the municipality to attain a negative audit outcome and who are responsible for unauthorised, irregular, fruitless or wasteful expenditure.

8.10. Council commits to providing all the tools that will be necessary for the Accounting Officer, Senior Managers to perform their duties effectively, in order to attain an Unqualified Audit Outcome.

9. Performance Reviews

The evaluation of the Executive Director: Infrastructure Services performance will be done by:

1. The Municipal Manager
2. Chairperson of the Performance Audit Committee or the Audit Committee in the absence of the Performance Audit Committee
3. Municipal Manager from another Municipality
4. Human Resource Manager
5. One Executive Committee Member

An audited performance report will be tabled to the Executive Committee.

The performance of the Executive Director: Infrastructure Services shall be reviewed on the following dates:

First Quarter: July-September

Date: 30 November 2022

Second Quarter: October-December Date: 31 March 2023

Third Quarter: January- March Date: 31 May 2023

Fourth Quarter: April-June Date: 31 August 2023

10. Consequences of Substandard Performance

Where the Municipal Manager is, at any time during the Executive Director: Infrastructure Services employment, not satisfied with his performance with respect to any matter dealt with in this Agreement, the Municipal Manager will give three days written notice to the Executive Director to attend a meeting with the Municipal Manager to discuss the Issues contained in the written notice.

The Executive Director: Infrastructure Services will have the opportunity at the meeting to provide the Municipal Manager with reasons for substandard performance and the measures or programs being taken to ensure that the Executive Director's performance becomes satisfactory, including any dates for implementing these measures.

Where there is a dispute or difference as to the performance of the Executive Director under this Agreement, the parties will confer with a view to resolving the dispute or difference.

If at any stage thereafter the Municipal Manager holds the view that the performance of the Executive Director: Infrastructure Services is not satisfactory, the municipality will, subject to compliance with a fair procedure and substantive fair reason contemplated in Schedule 8, namely: Code of Good Practice of the Labour Relations Act, Act 66 of 1995, be entitled by notice in writing to the Executive Director to hold a formal disciplinary hearing; or alternatively in terms of the provisions set out in Section 188 A of the Act, or whichever is applicable with a third party to chair the disciplinary hearing.

Nothing contained in this agreement in any way limits the right of the Municipality to terminate the employment of the Executive Director: Infrastructure Services with or

without notice for any other breach of his obligations to the Municipality or for any other valid reasons in law.

11. RULING LANGUAGE

The contract is made in English, which shall be the ruling language. All correspondences between the parties to this contract and all reports and documentation pertaining to this contract shall be in English.

12. Terms of Contract

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This contract shall be deemed to have been entered into on the **1st of July 2022** and will expire on the **30th of ~~June~~ ^{September} 2023**. The parties will enter into a new performance agreement that replaces this agreement by no later than the **31 of July 2023**.

13. Dispute Resolution

Any disputes about the nature or content of the Employee's Performance agreement, must be mediated by-

The member of the Executive Council responsible for local government in the province, in the case of the Municipal Manager, or other person appointed by the said member of the Executive Council; and

The mayor, in the case of Managers directly accountable to the Municipal Manager, within thirty days of receipt of a formal dispute from the Employee.

Any disputes about the outcome of the performance evaluation, must be mediated by-

The member of the Executive Council for local government in the province or any other person appointed by the MEC, in the case of Manager; and

A municipal councilor, in the case of managers directly accountable to the Municipal Manager, within thirty days of receipt of formal dispute from the Employee.

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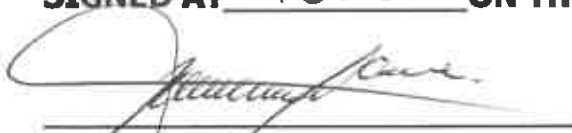
16. General

The Executive Director: Infrastructure Services acknowledges that in terms of Section 53 (3) of the Municipal Finance Management Act, the Mayor of the Municipality has to make public the contents of this agreement and forward a copy hereof to the KwaZulu-Natal MEC for local governance.

The Municipality must make the contents of this Agreement and the outcome of any review conducted in terms of the Performance Plan available to the public as contemplated in section 46 of the Systems Act.

Nothing in this Agreement diminishes the obligations, duties or accountabilities of the Executive Director: Infrastructure Services in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

SIGNED AT IXOPO ON THE 18 DAY OF July 2022



THE MUNICIPALITY

Harry Gwala District Acting Municipal Manager

AS WITNESSES:

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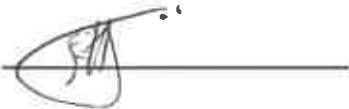
SIGNED AT IXOPO ON THE 21 DAY OF July 2022



The Executive Director (Infrastructure Services)

AS WITNESSES:

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2.  _____

ANNEXURE A:

PERFORMANCE PLAN (compulsory)

ANNEXURE B:

SERVICE DELIVERY BUDGET AND IMPLEMENTATION PLAN (SDBIP)/ PERFORMANCE SCORECARD

ANNEXURE C:

PERSONAL DEVELOPMENT PLAN (PDP)

Competency to be Addressed	Proposed Actions	Responsibility	Time-frame	Expected Outcome

ANNEXURE "E":

CORE COMPETENCY SCORING TEMPLATE

Score on Core Competency	Description
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Assessment	
1 (Not Yet Competent)	Demonstrates none of the guideline's components of the core competency
2. (Basic Competence)	Applies basic concepts and methods but requires supervision and coaching
3. (Competent)	Independently develops and applies more advanced concepts and methods. Plans and guides the work of others. Performs analysis.
4. (Advanced)	Understands and applies more complex concepts and methods. Leads and directs people or groups of recognised specialists. Able to perform in-depth analysis.
5. (Expert)	Sought out for deep, specialised expertise. Leads the direction of the entire organisation. Defines models/theories of best practice.



ANNEXURE A PERFORMANCE PLAN FOR SECTION 57 MANAGERS

The following annual management review on **Key Result Areas (KRA)**, **Core Management Criteria (CMC)** and **Core Occupational Competencies (COC)** agreed to in each manager performance agreement has to be completed.

The annual performance appraisal involves the assessment of the achievement of results of the KRA's, CMC's and COC's in accordance with the five-point scale of (1-5).

RATING	DEFINITION OF SCORE
5	Outstanding performance
4	Performance significantly above expectation
3	Fully effective
2	Performance not fully satisfactory
1	Unacceptable performance

DETAILS OF THE MANAGER UNDER REVIEW

Period Under Review	2022/2023
Surname	Makwaka
Name	David Bheki
Municipality	Harry Gwala
Department	Infrastructure services
Race	African
Gender	Male
Employee Number	615
Date Of Appointment	
Salary Package	

1. MANAGERS OPERATIONAL PLAN FOR THE YEAR UNDER REVIEW

1. BASIC SERVICE DELIVERY 70%

Objective	Strategy	Measurable Output	KPI	UNIT OF MEASURE	QUARTER 1	QUARTER 2	MID-YEAR TARGET (Combination of Q1 & Q2)	QUARTER 3	QUARTER 4	2022-2023 Annual Target	Actual Achievement	Milestones/Comments	Own Rating (1-5)	Rating by the Municipal Manager (1-5)	Rating by the Panel Member (1-5)
To Improve coverage, quality, efficiency and sustainability of water in all urban and rural communities	By ensuring that all water projects are implemented to eradicate water backlog within the stipulated time frames, quality and approved budget.	Increased percentage of Households with access to basic water	Percentage of households with access to basic water for the first time (945 HH)	Percentage	0	0	0	1,3%	0,76%	2,06%					

Objective	Strategy	Measurable Output	KPI	UNIT OF MEASURE	QUARTER 1	QUARTER 2	MID-YEAR TARGET (Combination of Q1 & Q2)	QUARTER 3	QUARTER 4	2022-2023 Annual Target	Actual Achievement	Milestones/Comments	Own Rating (1-5)	Rating by the Municipal Manager (1-5)	Rating by the Panel Member (1-5)
		Increased percentage of expenditure on capital projects	1.1.3.1. Percentage of expenditure spent on capital projects (MIG)	Percentage	30%	60%	60%	80%	100%	100 %					
To improve coverage, quality, efficiency and sustainability of and sanitation in all urban and rural communities	By ensuring that all sanitation projects are implemented to eradicate backlog within the stipulated time frames and approved budget	Increased number Households connected to sewer water borne	Total number of households connected to sewer water borne first time	Number	0	0	0	0	334	334					
To increase work opportunities and income	By creating employment within the District through our	Increased number of jobs created through	Number of jobs created through EPWP Grant	Number	170	0	170	0	0	170					

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Objective	Strategy	Measurable Output	KPI	UNIT OF MEASURE	QUARTER 1	QUARTER 2	MID-YEAR TARGET (Combination of Q1 & Q2)	QUARTER 3	QUARTER 4	2022-2023 Annual Target	Actual Achievement	Milestones/Comments	Own Rating (1-5)	Rating by the Municipal Manager (1-5)	Rating by the Panel Member (1-5)	
support to poor and unemployed through the labour intensive delivery of public, community asset and services.	capital projects and programmes.	EPWP incentive grant														
		Increased number of jobs created through EPWP capital projects	Number of jobs created through capital projects.	Number	25	0	25	10	10	45						
To ensure that municipal buildings are maintained effectively	By measuring the no of complains or requests vs the response pertaining reported cases	Maintain safe working environment for the municipal employees	Percentage of request resolved	Percentage	70%	70%	70%	70%	70%	70%						

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2. PERFORMANCE ASSESSMENT RATING

The assessment rating calculator will be used to add the scores and calculate a final KRA score (80%) and a final CMC & COC's score (20%)

The tables below should be completed by the summarized total of each panel member (*NOTE: Weight should be taken from the signed performance agreement for the year under review*)

KPA	Weight	Rating	Score
1. Basic Service Delivery	70		
2. Municipal Institutional Development and Transformation	5		
3. Local Economic Development	5		
4. Municipal Financial Viability and Management	10		
5. Good Governance and Public Participation	5		
6. Cross Cutting	5		
Total	100%		
x 80%			%

3. EVALUATION ON THE LEADERSHIP COMPETENCIES

Every section 57 managers should be assessed against all those CMC's that are applicable to her/his job. Compulsory CMC's for Managers are highlighted below: *(NOTE: Weight should be taken from the signed performance agreement for the year under review)*

LEADERSHIP COMPETENCIES	WEIGHT %	MILESTONES/COMMENTS	OWN RATING (BY MANAGER) (1-5)	RATING BY PANEL MEMBER (1-5)
1.Strategic Direction & Leadership	20			
2. People Management	20			
3. Programme & Project Management	20			
4.Financial Management	10			
5.Change Leadership	10			
6. Governance Leadership	20			
TOTAL	100%			

4. EVALUATION ON THE CORE COMPETENCY

Every section 57 Manager should be assessed against all those CMC's that are applicable to her/his job.
 (NOTE: Weight should be taken from the signed performance agreement for the year under review)

CORE COMPETENCY	WEIGHT %	MILESTONES/ COMMENTS	OWN RATING (BY MANAGER) (1-5)	RATING BY PANEL MEMBER (1-5)
1. Moral Competencies	20			
2. Planning & Organizing	20			
3. Analysis & Innovation	10			
4. Knowledge and Information Management	20			
5. Communication	10			
6. Results and Quality focus	20			
TOTAL	100%			

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KPA	(A) SUB-TOTAL	(B) % OF ASSESSMENT	(A X B) TOTAL SCORE
KRA (Key Result Area)		80%	
CC (Conduct Criteria)		20%	
(C) FINAL SCORE			
FINAL SCORE IN PERCENTAGE (C / 5 X 100)			%

SIGNED AT 1XOF0 ON THE 12 DAY OF July 2022



THE MUNICIPALITY

Harry Gwala District Acting Municipal Manager

AS WITNESSES:

1. 

2. [Signature]

SIGNED AT 1090 ON THE 21 DAY OF July 2022

[Signature]

The Executive Director (Infrastructure Services)

AS WITNESSES:

1. [Signature]

2. [Signature]

COMMENTS TO THE EVALUATION PANEL

The Municipal Manager must alert the evaluation panel to specific areas of the Section 57 Manager's performance in terms of the performance agreement, which in the Municipal Managers opinion illustrate performance not fully satisfactory or performance significantly above expectations and outstanding.

A brief explanation must be provided by the Municipal Manager for his/her assessment of each identified area.



SECTION 57 MANAGER'S SIGNATURE

DATE: 21 / 07 / 2022

MUNICIPAL MANAGER'S SIGNATURE

DATE:

5. **PERSONAL DEVELOPMENT PLAN**

Area To Be Developed	Action (How And Provided By Whom)	Target Date	Performance Review For PDP		
			Progress	Barriers	Actions To Overcome Barriers

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AGREEMENT TO PERFORMANCE AND DEVELOPMENT PLAN:

I agree with the objectives as set out in the above Performance and Development Plan and undertake to achieve the objectives as agreed on.

I undertake to support
(name of jobholder) with the achievement of the above Performance and Development Plan)

FEEDBACK ON INFORMAL QUARTERLY REVIEW:

FEEDBACK FROM SUPERVISOR:
.....
.....
.....