Annexure A
Performance Plan 2024/25

Greater Letaba Municipality

NAME: Mr. Phosa ML

POSITION: Senior Manager: Development and Town Planning

ACCOUNTABLE TO: Municipal Manager

PLAN TIMEFRAME: 01/07/2024 – 30/06/2025

The *main parts* to this Performance Plan are:

1. Performance Plan Overview
2. Strategy Objectives
3. Statement about the *Purpose* of the Position;
4. Performance Targets per Key Performance Area
5. Summary Scorecard
6. Rating Scales
7. Assessment Process
8. Approval of Personal Performance Plan

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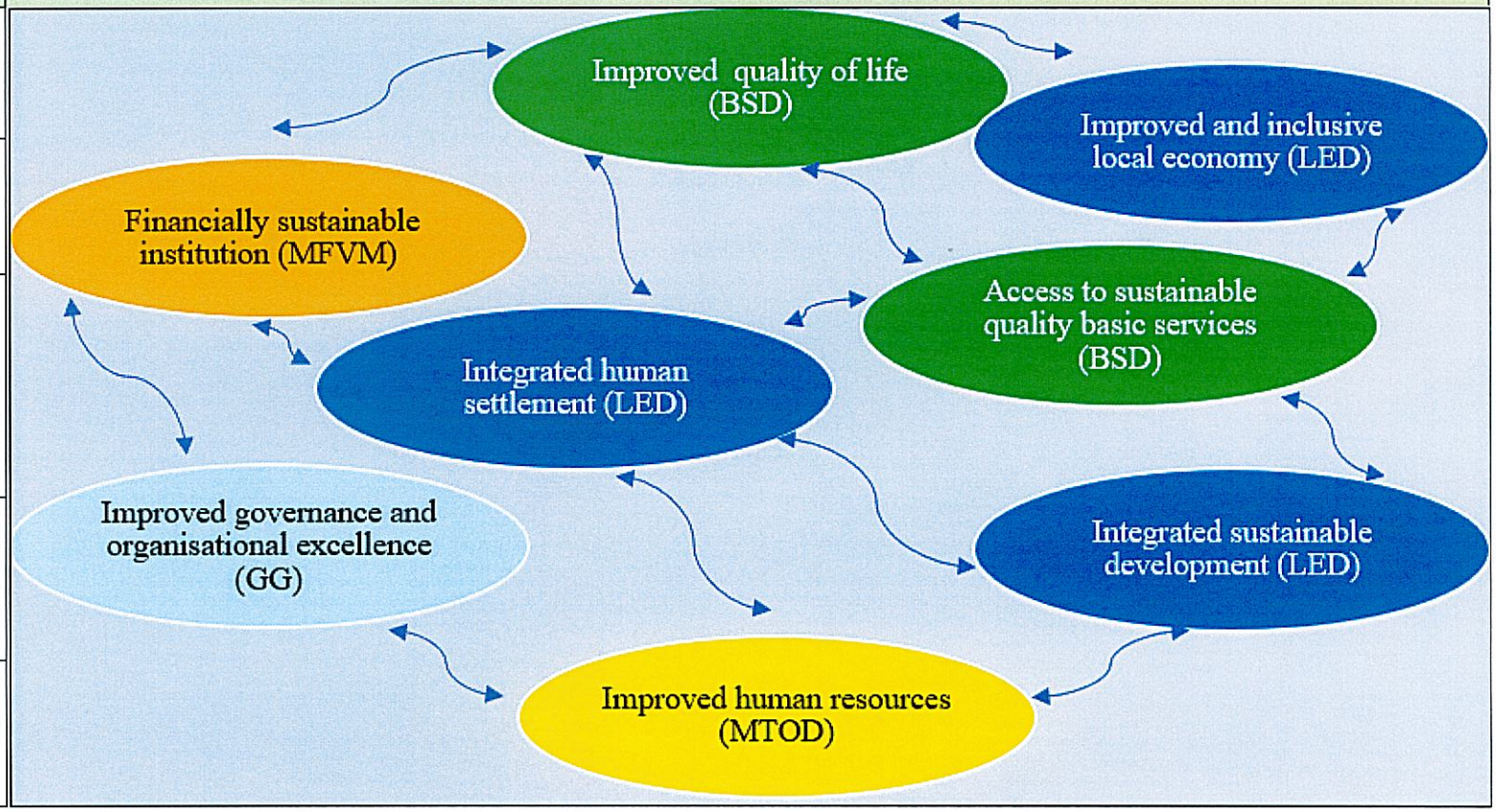
GLM STRATEGY
To be a leading municipality in delivery of quality services for the promotion of socio-economic development
GLM STRATEGIC MISSION
To ensure an effective, efficient and economically viable municipality through: • Provision of accountable, transparent and consultative government • Promotion of local economic development and poverty alleviation • Strengthening cooperative governance • Provision of sustainable and affordable services • Ensuring a safe and healthy environment • Utilization of Smart Technology

KPAs	STRATEGIC OBJECTIVES 2024/25
1. Municipal Transformation and Organisational Development (MTOD)	
2. Basic service Delivery (BSD)	
4. Local Economic Development & Spatial Rational (LED)	
5. Municipal Financial Viability and Management (MFVM)	
6. Good Governance and Public Participation (GG)	



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JOB PURPOSE
Position Goal
To become an employer of choice where best human capital can be attracted for customer orientated developmental local government; where innovative systems, processes, quality services and sound governance are practiced
Position Purpose
To lead and direct the Directorate in Housing, LED, Spartial Planning and IDP, administrative and management of the municipality, efficient, effective and customer orientated services. To ensure that Council, Councillors and Ward Committees are supported in an effective and efficient manner
The Director Planning and Development is accountable and responsible for amongst others: Ø The management of the department in line with the approved budget and SDBIP Ø To oversee the provision of Spatial Planning services Ø To oversee the development and review of the Integrated Development Plan Ø To manage the provision of Housing Ø The promote Local Economic Development

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KPA 1: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT KEY PERFORMANCE INDICATORS (10% WEIGHTING)														
KPI Ref	Strategic Objective	Municipal Programmes	Key Performance Indicator	Unit measure	Measurable Objectives	KPI Weighting	Budget 24/25	Baseline / Status as of 30 June 2024	Annual Target (30/06/2025)	1st Quarter (1 Jul-30 Sept 2024)	2nd Quarter (1 Oct -31 Dec 2024)	~~3rd Quarter (1 Jan-31 Mar 2025)~~	~~4th Quarter (1 Apr-30 Jun 2025)~~	Evidence required
MTOD01	Improved governance and organisational excellence	Performance Management	Number of Departmental performance review meetings held	Number	To ensure Departmental meetings held by the Director with staff to discuss the performance of the Department	2%	Operational	tbd	12	3	3	~~3~~	~~3~~	Agenda, Minutes & Attendance register
MTOD02	Improved Human Resources	Occupational Health and Safety	Percentage of OHS committee recommendations implemented within a financial year	Percentage	To ensure OHS committee recommendations implemented by the department as a percentage of the Total number of OHS committee recommendations referred to the Department	1%	Operational	tbd	100%	100%	100%	~~100%~~	~~100%~~	OHS Recommendation register
MTOD03	Improved governance and organisational excellence	Performance Management	Number of performance reports completed on or before the scheduled Electronic system closure date	Number	To ensure that monthly performance updates for the Department are done on or before the scheduled closing date of the electronic system	2%	Operational	tbd	12	3	3	~~3~~	~~3~~	Action iT System screenshots
MTOD04	Improved governance and organisational excellence	Performance Management	Number of Signed Performance Agreements by the Senior Manager	Number	To ensure that Performance Agreements by the Senior Manager are signed within 30 days after the beginning of the financial year	1%	Operational	tbd	1	1	N/A	~~N/A~~	~~N/A~~	Signed Performance Agreements by the Senior Manager
MTOD05	Improved governance and organisational excellence	Performance Management	Number of Signed Performance Agreements by all Managers	Number	To ensure that Performance Agreements by all Managers are signed within 30 days after the beginning of the financial year	1%	Operational	tbd	3	3	N/A	~~N/A~~	~~N/A~~	Signed Performance Agreements by all Managers
MTOD06	Improved governance and organisational excellence	Performance Management	Number of Performance Assessments conducted for Managers	Number	To ensure quarterly Assessments for Managers are conducted within 30 days after the end of the quarter	1%	Operational	tbd	4	N/A	1	~~1~~	~~1~~	Approved Assessment Report
MTOD07	Improved governance and organisational excellence	Performance Management	Annual Report information	Number	To ensure a comphrehensive Annual Report information is submitted by 31 October 2024	2%	Operational	tbd	1	N/A	1	~~N/A~~	~~N/A~~	Annual Report Information

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KPA 2: MUNICIPAL FINANCIAL VIABILITY KEY PERFORMANCE INDICATORS (5% weight)														
KPI Ref	Strategic Objective	Municipal Programmes	Key Performance Indicator	Unit measure	Measurable Objectives	KPI Weighting	Budget 24/25	Baseline / Status as of 30 June 2024	Annual Target (30/06/2025)	1st Quarter (1 Jul-30 Sept 2024)	2nd Quarter (1 Oct -31 Dec 2024)	~~3rd Quarter (1 Jan-31 Mar 2025)~~	~~4th Quarter (1 Apr-30 Jun 2025)~~	Evidence required
MFMV01	Financially sustainable institution	Expenditure Management	Percentage of overtime funds spent not budgeted for	Percentage	R-value overtime spent not budgeted for as a percentage of the total R-value overtime budget for the department	3%	Operational	tbd	0	0	0	0	0	Finance reports / Payment certificates
MFMV02	Financially sustainable institution	Expenditure Management	Percentage Operational and maintenance budget spent	Percentage	R-value operational expenditure for the department as a percentage of the total R-value operational budget for the department	2%	Operational	tbd	100%	25%	50%	~~75%~~	~~100%~~	Financial reports

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KPA 3: BASIC SERVICE DELIVERY KEY PERFORMANCE INDICATORS (5% weighting)														
KPI Ref	**Strategic Objective**	**Municipal Programmes**	**Key Performance Indicator**	**Unit measure**	**Measurable Objectives**	**KPI Weighting**	**Budget 24/25**	**Baseline / Status as of 30 June 2024**	**Annual Target (30/06/2025)**	**1st Quarter (1 Jul-30 Sept 2024)**	**2nd Quarter (1 Oct -31 Dec 2024)**	**~~3rd Quarter (1 Jan 31 Mar 2025)~~**	**~~4th Quarter (1 Apr- 30 Jun 2025)~~**	**Evidence required**
BSD01	Access to sustainable quality basic services	Customer Relations Management	Percentage of customer complaints resolved and attended to within 7 days of receipt	Percentage	Number of customer complaints resolved by the Department as a percentage of the Total number of customer complaints referred to the department	5%	Operational	100%	100%	100%	100%	100%	100%	Updated Complaints register

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KPA 4: GOOD GOVERNANCE AND PUBLIC PARTICIPATION KEY PERFORMANCE INDICATORS (15% WEIGHTING)

KPI Ref	Strategic Objective	Municipal Programmes	Key Performance Indicator	Unit measure	Measurable Objectives	KPI Weighting	Budget 24/25	Baseline / Status as of 30 June 2024	Annual Target (30/06/2025)	1st Quarter (1 Jul-30 Sept 2024)	2nd Quarter (1 Oct -31 Dec 2024)	~~3rd Quarter (1 Jan-31 Mar 2025)~~	~~4th Quarter (1 Apr-30 Jun 2025)~~	Evidence required
GGPP01	Improved governance and organisational excellence	Council Support	Percentage of Council resolutions implemented	Percentage	Number of Council Resolutions implemented by the Department as a percentage of the Total Number of Council Resolutions allocated to the Department	2%	Operational	tbd	100%	100%	100%	~~100%~~	~~100%~~	Updated Council Resolution Register
GGPP02	Improved governance and organisational excellence	Council Support	Percentage in implementing of LLF resolutions	Percentage	To ensure that LLF resolution are implemented	1%	Operational	tbd	100%	100%	100%	~~100%~~	~~100%~~	Updated Council Resolution Register
GGPP03	Improved governance and organisational excellence	Risk Management	Percentage of Risk Committee recommendations implemented	Percentage	Number of Risk committee recommendations implemented as a percentage of the Total number of Risk committee recommendations for the department	1%	Operational	tbd	100%	100%	100%	~~100%~~	~~100%~~	Risk Committee Recommendation register
GGPP04	Improved governance and organisational excellence	Risk Management	Number of Risk Management Reports submitted to Risk Officer within 10 working days after the end each quarter	Number	Simple Count of the number of quarterly Risk Management Reports submitted to the Risk Officer within 10 working days of the end of the quarter	1%	Operational	4	4	1	1	1	1	Risk Management Report Dated quarterly report submission
GGPP05	Improved governance and organisational excellence	Audit Management	Number of Departmental Reports submitted to Internal Audit within 10 working days for consideration by Audit Committee	Number	Simple count of the number of Departmental Report submitted to Internal Audit within 10 working days for consideration by Audit Committee.	1%	Operational	4	4	1	1	1	1	Proof of Submission of Departmental Report to Internal Audit
GGPP06	Improved governance and organisational excellence	Audit Management	Percentage of internal audit findings resolved	Percentage	Number of Internal audit findings for the department resolved as a percentage of the Total number of Internal audit findings for the department	2%	Operational	tbd	100%	n/a	n/a	~~n/a~~	~~100%~~	Internal Audit Reports
GGPP07	Improved governance and organisational excellence	Audit Management	Percentage of Audit Committee resolutions implemented	Percentage	Number of Audit committee resolutions implemented as a percentage of the Total number of Audit committee resolutions for the department	2%	Operational	tbd	100%	100%	100%	~~100%~~	~~100%~~	Audit Committee Resolution register
GGPP08	Improved governance and organisational excellence	Audit Management	Percentage of RFI responded to within 3 working days	Percentage	To attain clean audit by ensuring compliance to all governance, Financial Management and Reporting and Reporting Requirements within the Financial year	1%	Operational	tbd	100%	100%	100%	~~100%~~	~~100%~~	Dated proof of submission
GGPP09	Improved governance and organisational excellence	Audit Management	Percentage of COMAFresponded to within 3 working days	Percentage	To attain clean audit by ensuring compliance to all governance, Financial Management and Reporting and Reporting Requirements within the Financial year	1%	Operational	tbd	100%	100%	100%	~~100%~~	~~100%~~	Dated proof of submission

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KPA 4: GOOD GOVERNANCE AND PUBLIC PARTICIPATION KEY PERFORMANCE INDICATORS (15% WEIGHTING)														
KPI Ref	**Strategic Objective**	**Municipal Programmes**	**Key Performance Indicator**	**Unit measure**	**Measurable Objectives**	**KPI Weighting**	**Budget 24/25**	**Baseline / Status as of 30 June 2024**	**Annual Target (30/06/2025)**	**1st Quarter (1 Jul-30 Sept 2024)**	**2nd Quarter (1 Oct -31 Dec 2024)**	**~~3rd Quarter (1 Jan 31 Mar 2025)~~**	**~~4th Quarter (1 Apr 30 Jun 2025)~~**	**Evidence required**
GGPP10	Improved governance and organisational excellence	Audit Management	Percentage of AG audit findings (previous year audit) resolved by 30 June annually	Percentage	Number of AG audit findings for the department resolved as a percentage of total number of AG audit findings for the department	3%	Operational	tbd	100%	n/a	n/a	~~n/a~~	~~100%~~	Audit Action Plan Report

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KPA 5 : LOCAL ECONOMIC DEVELOPMENT KEY PERFORMANCE INDICATORS (65% weight)														
KPI Ref	Strategic Objective	Municipal Programmes	Key Performance Indicator	Unit measure	Measurable Objectives	KPI Weighting	Budget 24/25	Baseline / Status as of 30 June 2024	Annual Target (30/06/2025)	1st Quarter (1 Jul-30 Sept 2024)	2nd Quarter (1 Oct - 31 Dec 2024)	~~3rd Quarter (1 Jan-31 Mar 2025)~~	~~4th Quarter (1 Apr-30 Jun 2025)~~	Evidence required
LED01	Integrated human settlement	Spatial Planning	Implementation of Land Invasion Strategy	Percentage	Number of land invasion incidents responded to expressed as a percentage of the total number of land invasion incidents reported	3%	Operational	New KPI	100%	100%	100%	100%	100%	Implementation Plan and Approved Invasion Report
LED02	Integrated human settlement	Property Valuation	Approved compliance Valuation Roll	Number	Approved compliance Valuation Roll	5%	Operational	New KPI	1	N/A	N/A	N/A	~~1~~	Reviewed Valuation Roll
LED03	Integrated human settlement	Housing Support	Number of housing beneficiary policy approved and implemented	Number	The approval of a housing beneficiary policy by Council will count as 1	2%	Operational	New KPI	1	N/A	N/A	N/A	~~1~~	Housing Beneficiary Policy Council Resolution
LED04	Integrated human settlement	Local Economic Development	Number of building plans approved within 30 days	Percentage	Number of building plans received and approved within 30 days	2%	Operational	New KPI	100%	100%	100%	100%	100%	Approved building Plans register
LED05	Integrated human settlement	Spatial Planning	Percentage of land use applications processed within 90 days	Percentage	Number of land use applications processed within 90 days as a percentage of the total number of land use applications received	4%	Operational	100%	100%	100%	100%	~~100%~~	~~100%~~	Dated register recording land use applications and approval dates
LED06	Improved and inclusive local economy	Local Economic Development	# of SMME's training conducted	Number	Simple count of the number of SMME training sessions arranged by GLM	4%	Operational	3	4	1	1	~~1~~	~~1~~	SMME Training session Invitation, Agenda & Attendance Register
LED07	Improved and inclusive local economy	Local Economic Development	Number of LED Forums coordinated	Number	Number of LED Forum meetings coordinated by the GLM	3%	Operational	4	4	1	1	~~1~~	~~1~~	Agenda, Minutes & Attendance register
LED08	Improved and inclusive local economy	Local Economic Development	Number of Marketing initiatives conducted	Number	Number of initiatives undertaken to market the municipality at a formal event	4%	Operational	3	5	1	1	~~2~~	~~1~~	Attendance Register Marketing Material/ Presentation
LED09	Improved and inclusive local economy	Local Economic Development	Number of of jobs created through tourism activities	Number	Simple count of the number of separate individuals employed at Tourism related activities	4%	Operational	New KPI	150	25	50	~~75~~	~~150~~	Project Implementation Reports Job creation register
LED10	Improved and inclusive local economy	Local Economic Development	Number of jobs created through agricultural activities	Number	Simple count of the number of separate individuals employed at Agriculture related activities	4%	Operational	New KPI	300	75	150	~~200~~	~~300~~	Project Implementation Reports Job creation register
LED11	Improved and inclusive local economy	Local Economic Development	Number of jobs created through trade and manufacturing activities	Number	Simple count of the number of separate individuals employed at Trade and Manufacturing activities	4%	Operational	New KPI	100	25	50	~~75~~	~~100~~	Project Implementation Reports Job creation register
LED12	Improved and inclusive local economy	Local Economic Development	% of formalised register of markets	Percentage	% of existing markets, formalised	3%	Operational	New KPI	70%	70%	70%	70%	70%	Business registration Register
LED13	Integrated and sustainable development	Integrated Planning	IDP/Budget/PMS Process Plan to be approved by Council on 31 July annually	Number	The approval of the IDP/Budget /PMS process plan by 31 July will result in a score of 1	3%	Operational	1	1	N/A	N/A	N/A	MM	Council Approved IDP/ Budget/ PMS Process plan, Council Resolution

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KPA 5 : LOCAL ECONOMIC DEVELOPMENT KEY PERFORMANCE INDICATORS (65% weight)														
KPI Ref	Strategic Objective	Municipal Programmes	Key Performance Indicator	Unit measure	Measurable Objectives	KPI Weighting	Budget 24/25	Baseline / Status as of 30 June 2024	Annual Target (30/06/2025)	1st Quarter (1 Jul-30 Sept 2024)	2nd Quarter (1 Oct - 31 Dec 2024)	~~3rd Quarter (1 Jan-31 Mar 2025)~~	~~4th Quarter (1 Apr-30 Jun 2025)~~	Evidence required
LED14	Integrated and sustainable development	Integrated Planning	Draft IDP to be tabled in Council by 30 March annually	Number	The approval of the draft IDP by 30 March will result in a score of 1	3%	Operational	1	1	N/A	1	N/A	MM	Draft IDP Council Resolution
LED15	Integrated and sustainable development	Integrated Planning	Final IDP to be approved by Council by 31 May annually	Number	The approval of the Final IDP by 31 May will result in a score of 1	3%	operational	1	1	N/A	N/A	1	MM	Final IDP Council Resolution
LED16	Integrated and sustainable development	Integrated Planning	Number of IDP/Budget/ PMS REP Forum meetings held	Number	Simple count of the number of quorate meetings of the IDP/ Budget/ PMS Representative forum	2%	Operational	5	2	1	1	1	MM	Agenda, Minutes & attendance register
LED17	Integrated and sustainable development	Integrated Planning	Number of IDP/Budget/ PMS Steering Committee meetings held	Number	Simple count of the number of quorate meetings of the IDP/ Budget/ PMS steering committee	2%	Operational	5	2	1	1	1	MM	Agenda, Minutes & attendance register
LED18	Improved and inclusive local economy	Local Economic Development	Designs for Town Establishment at Ext 4 Modjadjiskloof Vrystaat Farm	Percentage	Designs for Town Establishment at Ext. 4 Modjadjiskloof Vrystaat Farm	5%	R 150 000	New Project	100%	Develop Specifications and submit to SCM - 10%	Tender Advertisement - 5% (15%)	Appointment of service provider - 5% (20%)	completion of Designs at Extention 4.Modjadjiskloof Vrystaat Farm (100%)	Approved Specifications/Tender Advert/ Appointment Letter/ Precinct Plans
LED19	Improved and inclusive local economy	Local Economic Development	Precinct Plans for Gakgapane,Modjadjiskloof and Senwamokgope	Percentage	Precinct Plans for Ga-kgapane,Modjadjiskloof and Senwamokgope	5%	R 1 500 000	New Project	100%	Appointment of service provider - 5% (5%)	Inception Report of the Precinct Plan - 5% (15%)	Draft Report of Precinct Plans- 5% (20%)	Completion of Precinct Plans at Ga-kgapane,Modjadjiskloof andsenwamokgope- 80% (100%)	Appointment Letter/Inception Report/Draft Precinct Plans Report/ Precinct Plans

Summary Scorecard			
Position Outcomes/Outputs			**Weighting**
Key Performance Areas			**80%**
Municipal Institutional Development and Transformation			10
Municipal Financial Viability and Management			5
Basic Service Delivery			5
Good Governance and Public Participation			15
Local Economic Development			65
Competencies			**20%**
Leading competencies	**Components**	**Competency Definition**	
Strategic Direction and Leadership	• Impact and Influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness	Provide and direct a vision for the institution, and inspire and deploy others to delivery on the strategic institutional mandate	15%
People Management	• Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and dispute Management	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives	15%
Programme and Project Management	• Programme and Project Planning and Implementation • Service Delivery Management • Programme and Project Monitoring and Evaluation	Able to understand programme and project management methodology; plan, manage, monitor and evaluate specific activities in order to delivery on set objectives	5%
Financial Management	• Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner	10%
Change Leadership	• Change Vision and Strategy • Process Design and improvement • Change Impact Monitoring and Evaluation	Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community	10%

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Governance Leadership	• Policy Formulation • Risk and Compliance management • Cooperative Governance	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships	10%
Core Competencies			
Moral competence	• Integrity • Transparency • Accountability	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence	5%
Planning and Organising	• Time management • Forward planning • Project Management	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk	5%
Analysis and Innovation	• Objective problem analysis • Innovative thinking • Process optimisation	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	10%
Knowledge and Information Management	• Gain and share knowledge • Data analysis • Employee Empowerment	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	5%
Communication	• Balance diverse perspectives • Communication with stakeholders • Compile clear & concise reports	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	5%
Results and Quality Focus	• Setting high standards • Results orientation • Monitoring & Evaluating progress	Able to maintain high quality standards, focus 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	5%
Total			100%

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RATING SCALE				
5 (167%)	**4 (133-166%)**	**3 (100-132%)**	**2 (67-99%)**	**1 (0-66 %)**
Outstanding Performance (*Above and beyond what was expected*)	**Performance Significantly Above Expectations**	**Fully Effective (*Implemented what was planned*)**	**Not Fully Effective (*Planned targets not fully met*)**	**Unacceptable 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.	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.	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.	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.	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.

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Performance Assessment Process

The following steps will be followed to ensure a fully participative and compliant performance assessment process is adhered to.

1. Performance Assessment:

1.1. Formal assessment between will take place a least twice a year to measure the performance of the employee against the agreed performance targets for the half yearly and yearly assessments respectively.

1.2. Progress against the targets will be captured in preparation for the assessments.

1.3. Scores of 1-5 will be calculated based upon the progress against targets.

1.4. KPI's and targets are audited and copied to the Performance Plans before assessment date.

1.5. The employer must keep a record of the mid-year assessment and annual assessment meetings.

2. The employee being assessed will compile a portfolio of evidence confirming the level of performance achieved for a given assessment period and made available to the Panel on request. One independent person may be assigned to act as an Observer.

3. The process for determining Employee ratings are as follows:

3.1. The employee to motivate for higher ratings where applicable.

3.2. The panel to rate the achievement for the KPI's on a 5 point scale. Decimal places can be used.

3.3. The panel to rate the employee's core competency requirements (CCR) on the 5 point scale. Decimal places can be used.

3.4. The panel scores are averaged to derive at a total score per KPI /CCR. Overall scores are calculated by taking weightings into account where applicable.

3.5. The final KPA's rating will account for 80% of the final assessment total. The CCR's are to account for 20% of the final assessment total.

4. The five point rating scale referred to in regulation 805 correspond as follows:

Rating:	1	2	3	4	5
% Score:	0-66	67-99	100-132	133-166	167

5. The assessment rating calculator is used to calculate the overall % score for performance.

6. The half-year assessment rating can be used in combination with the Annual Performance Assessment to derive at a final Annual rating score.

7. The performance bonus percentages described in the performance agreement will be calculated on a sliding scale of the all inclusive remuneration package as indicated in table below:

% Rating Over Performance	% Bonus
130-149%	5-9%
150% and above	10-14%

8. The Personal Development Plan (PDP) can be reviewed after the performance assessment had been finalised in case where more clarity has been established on what the essential development needs for the relevant person will be.

9. The results of the performance assessment will be submitted to the performance audit committee for final approval of the assessment/s.

10. The performance assessment results of the Municipal Manager will also be submitted to the MEC responsible for Local Government in the relevant Province.

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Approval of the Personal Performance Plan	
The process followed ensures individual alignment to the strategic intent of the institution and give clear direction on what needs to be achieved through a self-directed approach to execute on the objectives, to build sound relationships, to develop human capital and to strengthen the organisation through excellent performance. This plan has derived from intense workshopping to ensure integration, motivation and self-direction. The employer and employee both have responsibilities and accountabilities in getting value from this plan. Neither party can succeed without the support of the other.	
Undertaking of the employer / superior	**Undertaking of the employee**
On behalf of my organisation, I undertake to ensure that a work environment conducive for excellent employee performance is established and maintained. As such, I undertake to lead to the best of my ability, communicate comprehensively, and empower managers and employees. Employees will have access to ongoing learning, will be coached, and will clearly understand what is expected of them. I herewith approve this Performance Plan.	I herewith confirm that I understand the strategic importance of my position within the broader organisation. I furthermore confirm that I understand the purpose of my position, as well as the criteria on which my performance will be evaluated twice annually. As such, I therefore commit to do my utmost to live up to these expectations and to serve the organisation, my superiors, my colleagues and the community with loyalty, integrity and enthusiasm at all times. I herby confirm and accept the conditions to this plan.
Signed and accepted by the Supervisor on behalf of Council:	Signed and accepted by the Employee:
DATE: 29/07/24	***DATE:*** 29/07/2024