

Handwritten initials and marks: "MB", "mvdw", a large scribble, a signature, and a circled "B".

BERGRIVIER MUNICIPALITY

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

THE BERGRIVIER MUNICIPALITY

HEREIN REPRESENTED BY THE MUNICIPAL MANAGER

ADV HANLIE LINDE

(ID 7004110082083)

(herein and after referred to as Employer)

AND

JACOBUS ALWYN VAN NIEKERK

(ID 5810135099080)

DIRECTOR FINANCIAL SERVICES

(herein and after referred to as Employee)

FOR THE FINANCIAL YEAR

Period 1 July 2016 – 30 June 2017



THE PARTIES HEREBY AGREE 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, requires the parties to conclude an Annual Performance Agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will secure Local Government policy goals.

2. PURPOSE OF THIS AGREEMENT

The purpose of this agreement is to:

- 2.1 Comply with the provisions of Section 57(1)(b), (4B) and (5) of the Systems Act, and the Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers (2006) as amended by the Regulations on Appointment and Conditions of Employment of Senior Managers (2014), as well as the Contract of Employment entered into between the parties;
- 2.2 Specify objectives and targets defined and agreed with the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer;
- 2.3 Specify accountabilities as set out in the Performance Plan which is appended to this agreement as **ANNEXURE A**;
- 2.4 Monitor and measure performance against set targeted outputs;

- 2.5 Use the Performance Agreement and Performance Plan as the basis to assess whether the Employee has met the performance expectations applicable to his job; and
- 2.6 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 2016 and will remain in force until 30 June 2017 where after a new Performance Agreement shall be concluded between the parties for the next financial year.
- 3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement that replaces this Agreement by not later than the 31st July of each successive financial year or any portion thereof.
- 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.

4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan is attached as **ANNEXURE A**, and 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 reflected in **ANNEXURE A** are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include key performance indicators, units of measure, details of evidence that must be provided to show that the indicator has been



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

5. PERFORMANCE MANAGEMENT SYSTEM

5.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer, management and municipal staff of the Employer.

5.2 The Employer 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 on the promotion and implementation of the 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 shall consist of two components, both of which are contained in this Performance Agreement.

5.5.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and Competencies respectively

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

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

5.6 The Employee's assessment will be based on his performance in terms of the outputs/outcomes (performance indicators) identified as per attached

Performance Plan (ANNEXURE A), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee. The competencies will make up the other 20% of the Employee's assessment score.

Key Performance Area	No	%
Basic Service Delivery	0	0%
Municipal Transformation and Organizational Development	6	24%
Local Economic Development	0	0%
Municipal Financial Viability and Management	11	44%
Good Governance, Public Participation	3	12%
Sub total	20	80%
Core competencies	12	20%
Total		100%

5.7

The competency framework as set out in the Regulations on Appointment and Conditions of Employment of Senior Managers (17 January 2014) consists of six leading competencies which comprise twenty driving competencies that communicate what is expected for effective performance in local government, and six core competencies that act as drivers to ensure that the leading competencies are executed at an optimal level.

LEADING COMPETENCIES		DRIVING COMPETENCIES	
1.	Strategic Direction and Leadership	• Impact and Influence	• Institutional Performance Management
		• Strategic Planning and Management	• Organisational Awareness
2.	People Management	• Human Capital Planning and Development	• Diversity Management
		• Employee Relations Management	• Negotiation and Dispute Management
3.	Program and Project Management	• Program and Project Planning and Implementation	• Service Delivery Management
		• Program and Project Monitoring and Evaluation	
4.	Financial Management	• Budget Planning and Execution	• Financial Strategy and Delivery
		• Financial Reporting and Monitoring	
5.	Change Leadership	• Change Vision and Strategy	

Handwritten initials and marks at the top left of the page.

	<ul style="list-style-type: none"> • Process Design and Improvement • Change Impact Monitoring and Evaluation
6.	Governance Leadership <ul style="list-style-type: none"> • Policy Formulation • Risk and Compliance Management • Cooperative Governance
CORE COMPETENCIES	
7.	Moral Competence
8.	Planning and Organising
9.	Analysis and Innovation
10.	Knowledge and Information Management
11.	Communication
12.	Results and Quality Focus

5.8 There is no hierarchical connotation to the competencies and all are essential to the role of a senior manager to influence high performance. All competencies will therefore be considered as measurable and critical in assessing the level of the Employees performance.

6. PERFORMANCE ASSESSMENT

6.1 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan (IDP)

6.2 The Employee will submit his self-assessment to the Employer prior to the formal assessment;

6.3 Performance assessments will entail:

6.3.1 Assessment of the achievement of results as outlined in the performance plan (ANNEXURE A):

6.3.1.1 Each KPI shall be assessed according to the extent to which the specified standards or performance targets have been met and with due regard to ad-hoc tasks that had to be performed under the KPI.

6.3.1.2 The assessment of the performance of the Employee will be based on the following rating scale for KPI's:

Handwritten notes:
 A B
 *
 mtdw
 @

Handwritten initials and a signature in the top left corner.

6.3.1.3 The rating will then be multiplied by the weighting to calculate the final score;
 6.3.1.4 An overall rating will be calculated based on the total of the individual ratings calculated above.

Rating	Terminology	Description
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the 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 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 appraisal 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 Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The appraisal indicates that the Employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the Performance Plan. The Employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

6.3.1.5 In the instance where the employee could not perform due to

reasons outside the control of the employer and employee, the

KPI will not be considered during the evaluation. The employee

should provide sufficient evidence in such instances; and

6.3.2 Assessment of competencies

6.3.2.1 Each competency shall be assessed according to the extent to

which the specified standards for the required proficiency level

have been met;

6.3.2.2 The assessment of the performance of the Employee will be

based on the following rating scale for Competencies:

Rating	Achievement level	Description
2	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention
3	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses
4	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analyses
5	Superior	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops and applies comprehensive concepts and methods

6.3.2.3 The rating will then be multiplied by the weighting to calculate

the final score. Each competency shall carry an equal weighting;

6.3.2.4 A full description of achievement levels per competency is

attached as ANNEXURE B.

6.3.3 Overall rating

Handwritten notes: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, AA, AB, AC, AD, AE, AF, AG, AH, AI, AJ, AK, AL, AM, AN, AO, AP, AQ, AR, AS, AT, AU, AV, AW, AX, AY, AZ, BA, BB, BC, BD, BE, BF, BG, BH, BI, BJ, BK, BL, BM, BN, BO, BP, BQ, BR, BS, BT, BU, BV, BW, BX, BY, BZ, CA, CB, CC, CD, CE, CF, CG, CH, CI, CJ, CK, CL, CM, CN, CO, CP, CQ, CR, CS, CT, CU, CV, CW, CX, CY, CZ, DA, DB, DC, DD, DE, DF, DG, DH, DI, DJ, DK, DL, DM, DN, DO, DP, DQ, DR, DS, DT, DU, DV, DW, DX, DY, DZ, EA, EB, EC, ED, EE, EF, EG, EH, EI, EJ, EK, EL, EM, EN, EO, EP, EQ, ER, ES, ET, EU, EV, EW, EX, EY, EZ, FA, FB, FC, FD, FE, FF, FG, FH, FI, FJ, FK, FL, FM, FN, FO, FP, FQ, FR, FS, FT, FU, FV, FW, FX, FY, FZ, GA, GB, GC, GD, GE, GF, GG, GH, GI, GJ, GK, GL, GM, GN, GO, GP, GQ, GR, GS, GT, GU, GV, GW, GX, GY, GZ, HA, HB, HC, HD, HE, HF, HG, HH, HI, HJ, HK, HL, HM, HN, HO, HP, HQ, HR, HS, HT, HU, HV, HW, HX, HY, HZ, IA, IB, IC, ID, IE, IF, IG, IH, II, IJ, IK, IL, IM, IN, IO, IP, IQ, IR, IS, IT, IU, IV, IW, IX, IY, IZ, JA, JB, JC, JD, JE, JF, JG, JH, JI, JJ, JK, JL, JM, JN, JO, JP, JQ, JR, JS, JT, JU, JV, JW, JX, JY, JZ, KA, KB, KC, KD, KE, KF, KG, KH, KI, KJ, KK, KL, KM, KN, KO, KP, KQ, KR, KS, KT, KU, KV, KW, KX, KY, KZ, LA, LB, LC, LD, LE, LF, LG, LH, LI, LJ, LK, LL, LM, LN, LO, LP, LQ, LR, LS, LT, LU, LV, LW, LX, LY, LZ, MA, MB, MC, MD, ME, MF, MG, MH, MI, MJ, MK, ML, MM, MN, MO, MP, MQ, MR, MS, MT, MU, MV, MW, MX, MY, MZ, NA, NB, NC, ND, NE, NF, NG, NH, NI, NJ, NK, NL, NM, NN, NO, NP, NQ, NR, NS, NT, NU, NV, NW, NX, NY, NZ, OA, OB, OC, OD, OE, OF, OG, OH, OI, OJ, OK, OL, OM, ON, OO, OP, OQ, OR, OS, OT, OU, OV, OW, OX, OY, OZ, PA, PB, PC, PD, PE, PF, PG, PH, PI, PJ, PK, PL, PM, PN, PO, PP, PQ, PR, PS, PT, PU, PV, PW, PX, PY, PZ, QA, QB, QC, QD, QE, QF, QG, QH, QI, QJ, QK, QL, QM, QN, QO, QP, QQ, QR, QS, QT, QU, QV, QW, QX, QY, QZ, RA, RB, RC, RD, RE, RF, RG, RH, RI, RJ, RK, RL, RM, RN, RO, RP, RQ, RR, RS, RT, RU, RV, RW, RX, RY, RZ, SA, SB, SC, SD, SE, SF, SG, SH, SI, SJ, SK, SL, SM, SN, SO, SP, SQ, SR, SS, ST, SU, SV, SW, SX, SY, SZ, TA, TB, TC, TD, TE, TF, TG, TH, TI, TJ, TK, TL, TM, TN, TO, TP, TQ, TR, TS, TT, TU, TV, TW, TX, TY, TZ, UA, UB, UC, UD, UE, UF, UG, UH, UI, UJ, UK, UL, UM, UN, UO, UP, UQ, UR, US, UT, UY, UZ, VA, VB, VC, VD, VE, VF, VG, VH, VI, VJ, VK, VL, VM, VN, VO, VP, VQ, VR, VS, VT, VU, VV, VW, VX, VY, VZ, WA, WB, WC, WD, WE, WF, WG, WH, WI, WJ, WK, WL, WM, WN, WO, WP, WQ, WR, WS, WT, WU, WV, WW, WX, WY, WZ, XA, XB, XC, XD, XE, XF, XG, XH, XI, XJ, XK, XL, XM, XN, XO, XP, XQ, XR, XS, XT, XU, XV, XW, XX, XY, XZ, YA, YB, YC, YD, YE, YF, YG, YH, YI, YJ, YK, YL, YM, YN, YO, YP, YQ, YR, YS, YT, YU, YV, YW, YX, YY, YZ, ZA, ZB, ZC, ZD, ZE, ZF, ZG, ZH, ZI, ZJ, ZK, ZL, ZM, ZN, ZO, ZP, ZQ, ZR, ZS, ZT, ZU, ZV, ZW, ZX, ZY, ZZ.

An overall rating is calculated by combining the rating from 6.3.1 and 6.3.2 above. Such overall rating represents the outcome of the performance appraisal.

6.4 For purposes of appraising the performance of the Employee, an evaluation panel constituted of the following persons will be established, as mutually agreed upon:

- 6.4.1 Municipal Manager;
- 6.4.2 Chairperson of the Performance Audit Committee or the Audit Committee in the absence of an Performance Audit Committee;
- 6.4.3 Municipal Manager from another municipality; and
- 6.4.4 Member of the Mayoral Committee (Portfolio Chairperson).

7 SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of each Employee in relation to his performance agreement shall be reviewed on the following dates:

Quarter	Review Period	Review to be completed by
1	July – September 2016	December 2016 (Informal)
2	October – December 2016	March 2017 (Mid-Year Panel Assessment)
3	January – March 2017	June 2017 (Informal)
4	April – June 2017	September 2017 (Year-end Panel Assessment)

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 Performance reviews in the first and third quarter may be verbal if performance is deemed to be satisfactory by the Municipal Manager. In the event of unsatisfactory performance a panel evaluation shall be convened.

7.4 The Employer shall keep a record of the mid-year, year-end and any other assessment meetings where a panel evaluation is convened;

Handwritten notes:
 MvLW
 [Signature]

- 7.5 Performance feedback shall be based on the Employer's assessment of the Employee's performance;
- 7.6 The Employer will be entitled to review and make reasonable changes to the provisions of **ANNEXURE A** from time to time for operational reasons. The Employee will be fully consulted before any such change is made; and
- 7.7 The Employer may amend the provisions of **ANNEXURE A** whenever the performance management system is adopted, implemented and/or amended as the case may be. In that case, the Employee will be fully consulted before any such change is made.

8 DEVELOPMENTAL REQUIREMENTS

- 8.3 Personal growth and development needs identified during any performance appraisal discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames;
- 8.4 The Personal Development Plan (PDP) for addressing developmental gaps must be developed, if deemed necessary in individual cases in consultation with the employee, the Portfolio Councillor and the Municipal Manager.

9 OBLIGATIONS OF THE EMPLOYER

- 9.3 The Employer shall-
 - 9.3.1 Create an enabling environment to facilitate effective performance by the employee;
 - 9.3.2 Provide access to skills development and capacity building opportunities;
 - 9.3.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
 - 9.3.4 On the request of the Employee delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and
 - 9.3.5 Make available to the Employee such resources as the Employee may reasonable require from time to time assisting him to meet the

Handwritten signature and initials in the top right corner of the page.

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 powers will have amongst others-

10.3.1 A direct effect on the performance of any of the Employee's functions;

10.3.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and

10.3.3 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 clause 10.1 as soon as is practical to enable the Employee to take any necessary action.

11 REWARD

The employer and employee agree that no bonuses will be paid for outstanding performance on condition that market related remuneration packages are paid, which will not be less favorable than the current remuneration.

12 MANAGEMENT OF ASSESSMENT OUTCOMES

12.1 Where the employer is, at any time during the employee's employment, not satisfied with the manager's performance in respect of any matter dealt with in this Agreement, the employer will give notice to the employee to attend a meeting.

12.2 The employee will have the opportunity at the meeting to satisfy the employer in respect of the measures being taken to ensure that his performance becomes satisfactory and any programme, including any dates, for implementing these measures. Where there is a dispute or difference as to the performance of the employee under this Agreement, the parties will confer with a view to resolve the dispute or difference.

12.4 In the case of unacceptable performance, the employer shall –
12.4.1 Provide systematic remedial or developmental support to assist the Employee to improve his performance; and

Handwritten notes and signatures in the top left corner, including the word "mould" and several scribbles.

12.4.2 After appropriate performance counseling 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 duties.

13 DISPUTE RESOLUTION

13.1 Any disputes about the nature of the employees performance agreement, whether it relates to key responsibilities, priorities, methods of assessment must be mediated by the Executive Mayor within 30 days of receipt of a formal dispute from the employee. The Executive Mayors decision shall be final and binding on both parties.

13.2 Any disputes about the outcomes of the employee's performance evaluation must be mediated by a member of the Municipal Council provided that such member was not part of the evaluation panel within 30 days of receipt of a formal dispute from the employee. The Executive Mayors decision shall be final and binding on both parties.

14 GENERAL

14.1 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.

14.2 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 legal instruments.

Thus done and signed at Pieterburg on this the 11 day of July 2016.

Handwritten notes:
*
R
G
M
M

AS WITNESSES:

1.

[Signature]

2.

[Signature]

Thus done and signed at Pikeberg on this the 11th day of July 2016.

AS WITNESSES:

[Signature]

[Signature]

MUNICIPAL MANAGER

[Signature]

PERFORMANCE AGREEMENT: DIRECTOR FINANCIAL SERVICES 2016/17

ANNEXURE A: PERFORMANCE PLAN

- i. The Performance Plan sets out the performance objectives and targets which are based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and includes key performance indicators, units of measure, details of evidence that must be provided to show that the indicator has been achieved, target dates and weightings which show the relative importance of key performance indicators to one another.
- ii. 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.
- iii. The performance management system automatically rates performance in terms of the key performance indicators as follows which correlates with the rating referred to in 6.3.1.

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 they 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 year.
KPI's Extremely Well Met / Outstanding Performance	5	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.

PERFORMANCE AGREEMENT: DIRECTOR FINANCIAL SERVICES 2016/17

KEY PERFORMANCE INDICATORS AND TARGETS

Directorate	Pre-determined Objectives	Strategic Objective	KPI	Unit of Measurement	wards	KPI Owner	Baseline	Source of Evidence	Annual Target	KPI Calculation Type				
										September 16 Target	December 16 Target	March 17 Target	June 17 Target	
Council	A quality living environment that is conducive to development and investment	To provide & maintain bulk & service infrastructure that will address backlogs & provide for future development	Number of formal households that receive piped water (credit & prepaid water) that is connected to the municipal water infrastructure network as at 30 June 2017	Number of households which are billed for water or have prepaid meters as at 30 June 2017 (W/WB/1)	All	Director Finance	8 472	Debtors Accrual Report extracted from Promis Financial System via the Corvu Report Writer (W/WB/1)	8 700	Last Value	0	0	0	8 700
Council	A quality living environment that is conducive to development and investment	To provide & maintain bulk and service infrastructure that will address backlogs & provide for future development	Number of formal households connected to the municipal electrical infrastructure network (credit & prepaid electrical metering) (Excl Eskom areas) at 30 June 2017	Number of households billed for electricity or have prepaid meters (Excl Eskom areas) at 30 June 2017 (E.A1 + Conlog + Active meters)	All	Director Finance	8 485	Debtors Accrual Report from Promis Financial System via Corvu Report Writer & CONLOG pre-paid monthly electricity report (E.A1 + Conlog +	9 200	Last Value	0	0	0	9 200

Muller

PERFORMANCE AGREEMENT: DIRECTOR FINANCIAL SERVICES 2016/17

Directorate	Pre-determined Objectives	Strategic Objective	KPI	Unit of Measurement	Wards	KPI Owner	Base-line	Source of Evidence	Annual Target	KPI Calculation Type	September 16	December 16	March 17	June 17
											Target	Target	Target	Target
								Active meters)						
Council	A quality living environment that is conducive to development & investment	To provide & maintain bulk & service infrastructure to address backlogs & provide for future development	Number of formal households connected to the municipal waste water sanitation /sewerage network for sewerage service, irrespective of number of water closets (toilets) at 30 June 2017	Number of households which are billed for sewerage at 30 June 2017 (S/S/1)	All	Director Finance	6209	Debtors Accrual Report extracted from Promis Financial System via the Corvu Report Writer (S/S/1)	7 000	Last Value	0	0	0	7 000
Council	A quality living environment that is conducive to development & investment	To provide & maintain bulk & service infrastructure to address backlogs & provide for future development	Number of formal households for which refuse is removed once per week at 30 June 2017	Number of households which are billed for refuse removal at 30 June 2017 (R/RD/1)	All	Director Finance	8374	Debtors Accrual Report extracted from Promis Financial System via the Corvu Report Writer	9 200	Last Value	0	0	0	9 200

Handwritten signatures and initials, including a large stylized 'D' and 'M'.

PERFORMANCE AGREEMENT: DIRECTOR FINANCIAL SERVICES 2016/17

Directorate	Pre-determined Objectives	Strategic Objective	KPI	Unit of Measurement	Wards	KPI Owner	Baseline	Source of Evidence	Annual Target	KPI Calculation Type	September 16	December 16	March 17	June 17
											Target	Target	Target	Target
								(R/RD/1)						
Council	A quality living environment that is conducive to development and investment	To provide & maintain bulk & service infrastructure to address backlogs & provide for future development	Provide free basic water to indigent households	Number of households receiving free basic electricity	All	Director Finance	2336	Debtors Accrual Report extracted from Promis Financial System via the Corvu Report Writer	2 245	Last Value	0	0	0	2 245
Council	A quality living environment that is conducive to development and investment	To provide & maintain bulk & service infrastructure to address backlogs & provide for future development	Provide free basic electricity to indigent households	Number of households receiving free basic electricity	All	Director Finance	2000	Debtors Accrual Report extracted from Promis Financial System via the Corvu Report Writer & CONLOG pre-paid monthly electricity	2 000	Last Value	0	0	0	2 000

Handwritten signatures and initials:


mulu

PERFORMANCE AGREEMENT: DIRECTOR FINANCIAL SERVICES 2016/17

Directorate	Pre-determined Objectives	Strategic Objective	KPI	Unit of Measurement	Wards	KPI Owner	Base-line	Source of Evidence	Annual Target	KPI Calculation Type	September 16	December 16	March 17	June 17
											Target	Target	Target	Target
								report						
Council	A quality living environment that is conducive to development & investment	To provide & maintain bulk & service infrastructure to address backlogs & provide for future development	Provide free basic sanitation to indigent households	Number of households receiving free basic sanitation	All	Director Finance	2336	Debtors Accrual Report extracted from Promis Financial System via the Corvu Report Writer	2 000	Last Value	0	0	0	2 000
Council	A quality living environment that is conducive to development and investment	To provide & maintain bulk & service infrastructure to address backlogs & provide for future development	Provide free basic refuse removal to indigent households	Number of households receiving free basic refuse removal	All	Director Finance	2336	Debtors Accrual Report extracted from Promis Financial System via the Corvu Report Writer	2 245	Last Value	0	0	0	2 245

1

1

PERFORMANCE AGREEMENT: DIRECTOR FINANCIAL SERVICES 2016/17

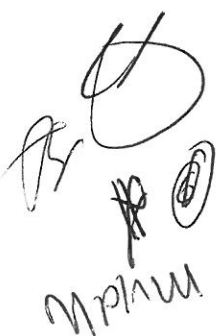
Directorate	Pre-determined Objectives	Strategic Objective	KPI	Unit of Measurement	Weights	KPI Owner	Baseline	Source of Evidence	Annual Target	KPI Calculation Type	September 16	December 16	March 17	June 17
											Target	Target	Target	Target
Council	A financially viable and sustainable Municipality	To budget strategically, grow & diversify our revenue & ensure value for money services	Financial viability measured in terms of municipality's ability to meet its service debt obligations as at 30 June 2017 (Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Borrowing + Long Term Lease) / Total Operating Revenue - Operating Conditional Grant)	Debt to Revenue as at 30 June 2017 (Short Term Borrowing + Bank Over-draft + Short Term Lease + Long Term Borrowing + Long Term Lease) / Total Operating Revenue - Operating Conditional Grant)	All	Director Finance	3	Annual Financial Statement supported by figures as per the Promis financial system	23%	Last Value	0	0	0	23%
Council	A financially viable and sustainable Municipality	To budget strategically, grow and diversify revenue & ensure value for money services	Financial viability measured in terms of outstanding service debtors as at 30 June 2017	Service debtors to revenue as at 30 June 2017 – (Total outstanding service debtors/ revenue	All	Director Finance	32%	Annual Financial Statement supported by figures as per the Promis	35%	Reverse Last Value	0%	0%	0%	35%

Handwritten signatures and initials:




PERFORMANCE AGREEMENT: DIRECTOR FINANCIAL SERVICES 2016/17

Directorate	Pre-determined Objectives	Strategic Objective	KPI	Unit of Measurement	Weights	KPI Owner	Baseline	Source of Evidence	Annual Target	KPI Calculation Type	September 16	December 16	March 17	June 17
											Target	Target	Target	Target
Financial Services	A financially viable and sustainable Municipality	To budget strategically, grow & diversify revenue & ensure value for money services	& Provision for Bad Debts, Impairment & Loss on Disposal of Assets)) Institute legal processes by 30 June 2017 against 95% of non-exchange debtors to improve credit control (Number of rates & availability charges debtors older than 90 days handed over for collection/Total number of rates & availability chargers debtors older than 90 days)x100]	% of non-exchange debtors against whom legal action can be instituted by 30 June 2017	All	Director Finance	95%	NT Age Analysis Report generated from the Promis financial system	95%	Carry Over	0 %	50%	75 %	95%



 mvdw

PERFORMANCE AGREEMENT: DIRECTOR FINANCIAL SERVICES 2016/17

Directorate	Pre-determined Objectives	Strategic Objective	KPI	Unit of Measurement	Weights	KPI Owner	Baseline	Source of Evidence	Annual Target	KPI Calculation Type	September 16	December 16	March 17	June 17
											Target	Target	Target	Target
Financial Services	A financially viable and sustainable Municipality	To budget strategically, grow & diversify revenue & ensure value for money services	Achieve a payment % of 96% as at 30 June 2017 ((Gross Debtors Closing Balance + Billed Revenue - Gross Debtors Opening Balance + Bad Debts Written Off)/Billed Revenue) x 100)	Payment % as at 30 June 2017 ((Gross Debtors Closing Balance + Billed Revenue - Gross Debtors Opening Balance + Bad Debts Written Off)/Billed Revenue) x 100)	All	Director Finance	96%	Monthly Debtors Report submitted to the Finance Portfolio Committee compiled from the Promis Financial System for each month	97%	Last Value	60 %	96%	96 %	97%
Financial Services	A financially viable and sustainable Municipality	To budget strategically, grow & diversify revenue & ensure value for money services	Complete the monthly bank reconciliations within 15 days after month end	Number of bank reconciliations completed monthly within 15 days after month end	All	Director Finance	12	Bank reconciliations signed-off by the Director Finance	12	Accumulative	3	3	3	3
Financial Services	A financially viable and sustainable Municipality	To budget strategically, grow & diversify revenue & ensure value for money services	Submit monthly Section 71 Report to National Treasury i.t.o. MFMA before 10th working	Number of reports submitted	All	Director Finance	12	Acknowledgement of receipt from National Treasury	12	Accumulative	3	3	3	3

M. M. M. M. M.

PERFORMANCE AGREEMENT: DIRECTOR FINANCIAL SERVICES 2016/17

Directorate	Pre-determined Objectives	Strategic Objective	KPI	Unit of Measurement	Weights	KPI Owner	Baseline	Source of Evidence	Annual Target	KPI Calculation Type	September 16	December 16	March 17	June 17
											Target	Target	Target	Target
Financial Services	A financially viable and sustainable Municipality	To budget strategically, grow & diversify revenue & ensure value for money services	Submit monthly VAT 201 returns to SARS by 25th of each month	Number of VAT 201 returns submitted to SARS	All	Director Finance		VAT 201 return and acknowledged receipt from SARS	12	Accumulative	3	3	3	3
Financial Services	A financially viable and sustainable Municipality	To budget strategically, grow & diversify revenue & ensure value for money services	100% of the conditional FMG grant spent by 30 June 2017 [(Total amount spent/Total allocation received)x100]	% of conditional FMG grant spent by 30 June 2017	All	Director Finance		Table SC7(1) of the Monthly Section 71 report	100%	Carry Over	40%	60%	80%	100%

ADDITIONAL PERFORMANCE FOCUS AREAS FOR 2016/2017

As agreed between the Director and the Municipal Manager (and in consultation with the Executive Mayor and Portfolio Chairperson), the following additional performance focus areas were identified for the 2016/2017 financial year.

1. The **filling of vacancies**: It is agreed that the Director will ensure that all vacancies within his directorate will receive urgent attention and the labour requisition form will reach HR within the first month of the vacancy. Even if the director decides not to fill a specific position, the requisition will be submitted to the MM motivating the non-filling of the position. (This focus area will be for all directors and the MM)

PERFORMANCE AGREEMENT: DIRECTOR FINANCIAL SERVICES 2016/17

2. The Director will submit a monthly written report to the Standing Committee on Finance on the development of the **SCOA** implementation and our readiness from 1 July 2016 until 30 June 2017.
3. The Director will further investigate the writing-off of irrecoverable **debt** and the recovering of debt of consumers with no further responsibility before the debt prescribes. This will be done by 30 June 2017 with a monthly progress report to the Standing Committee on Finance.
4. Participate in the development of a GIS system with specific reference to financial reporting on consumer statistics and preparation for the next general valuation process.



Handwritten signature and initials, including the name 'mykdu' written vertically.

**ANNEXURE B: COMPETENCY DESCRIPTIONS
 COMPETENCY DESCRIPTIONS (ANNEXURE B)**

1. Leading Competencies Cluster

Competency Name		Strategic Direction and Leadership	
Competency Definition		Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate	
ACHIEVEMENT LEVELS			
BASIC	<ul style="list-style-type: none"> Understand institutional and departmental strategic objectives, but lacks the ability to inspire others to achieve set mandate Describe how specific tasks link to institutional strategies but has limited influence in directing strategy Has a basic understanding of institutional performance management, but lacks the ability to integrate systems into a collective whole Demonstrate a basic understanding of key decision-makers 	COMPETENT	<ul style="list-style-type: none"> Give direction to a team in realising the institution's strategic mandate and set objectives Has a positive impact and influence on the morale, engagement and participation of team members Develop actions plans to execute and guide strategy Assist in defining performance measures to monitor the progress and effectiveness of the institution Consistently challenge strategic plans to ensure relevance Understand institutional structures and political factors, and the consequences of actions Empower others to follow strategic direction and deal with complex situations Guide the institution through complex and ambiguous concern Use understanding of power relationships and dynamic tensions among key players to frame communications and develop strategies, positions and alliances
SUPERIOR	<ul style="list-style-type: none"> Structure and position the institution to local government priorities Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework Hold self-accountable for strategy execution and results Provide impact and influence through building and maintaining strategic relationships Create an environment that facilitates loyalty and innovation Display a superior level of self-discipline and integrity in actions Integrate various systems into a collective whole to optimise institutional performance management Uses understanding of competing interests to manoeuvre successfully to a win/win outcome 	ADVANCED	<ul style="list-style-type: none"> Evaluate all activities to determine value and alignment to strategic intent Display in-depth knowledge and understanding of strategic planning Align strategy and goals across all functional areas Actively define performance measures to monitor the progress and effectiveness of the institution Consistently challenge strategic plans to ensure relevance Understand institutional structures and political factors, and the consequences of actions Empower others to follow strategic direction and deal with complex situations Guide the institution through complex and ambiguous concern Use understanding of power relationships and dynamic tensions among key players to frame communications and develop strategies, positions and alliances

Handwritten initials and marks:
 A, O, X, @, mp/wm

Competency Name		People Management	
Competency Definition		Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives	
ACHIEVEMENT LEVELS			
BASIC	<ul style="list-style-type: none"> Participate in team goal-setting and problem solving Interact and collaborate with people of diverse backgrounds Aware of guidelines for employee development, but requires support in implementing development initiatives 	COMPETENT	<ul style="list-style-type: none"> Seek opportunities to increase team contribution and responsibility Respect and support the diverse nature of others and be aware of the benefits of a diverse approach Effectively delegate tasks and empower others to increase contribution and execute functions optimally Apply relevant employee legislation fairly and consistently Facilitate team goal-setting and problem-solving Effectively identify capacity requirements to fulfil the strategic mandate
ADVANCED	<ul style="list-style-type: none"> Identify ineffective team and work processes and recommend remedial interventions Recognise and reward effective and desired behaviour Provide mentoring and guidance to others in order to increase personal effectiveness Identify development and learning needs within the team Build a work environment conducive to sharing, innovation, ethical behaviour and professionalism Inspire a culture of performance excellence by giving positive and constructive feedback to the team Achieve agreement or consensus in adversarial environments Lead and unite diverse teams across divisions to achieve institutional objectives 	SUPERIOR	<ul style="list-style-type: none"> Develop and incorporate best practice people management processes, approaches and tools across the institution Foster a culture of discipline, responsibility and accountability Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution Develop comprehensive integrated strategies and approaches to human capital development and management Actively identify trends and predict capacity requirements to facilitate unified transition and performance management

Handwritten initials and scribbles in the top right corner of the page.

Competency Name		Program and Project Management
Competency Definition		Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives
ACHIEVEMENT LEVELS		
BASIC	<ul style="list-style-type: none"> • Initiate projects after approval from higher authorities • Understand procedures of program and project management • Understand methodology, implications and stakeholder involvement • Understand the rational of projects in relation to the institution's strategic objectives • Document and communicate factors and risk associated with own work • Use results and approaches of successful project implementation as guide 	<ul style="list-style-type: none"> • Establish broad stakeholder involvement and communicate the project status and key milestones • Define the roles and responsibilities of the project team and create clarity around expectations • Find a balance between project deadline and the quality of deliverables • Identify appropriate project resources to facilitate the effective completion of the deliverables • Comply with statutory requirements and apply policies in a consistent manner • Monitor progress and use of resources and make needed adjustments to timelines, steps, and resource allocation
COMPETENT	<ul style="list-style-type: none"> • Manage multiple programs and balance priorities and conflicts according to institutional goals • Apply effective risk management strategies through impact assessment and resource requirements • Modify project scope and budget when required without compromising the quality and objectives of the project • Involve top-level authorities and relevant stakeholders in seeking project buy-in • Identify and apply contemporary project management methodology • Influence and motivate project team to deliver exceptional results • Monitor policy implementation and apply procedures to manage risks 	<ul style="list-style-type: none"> • Understand and conceptualise the long-term implications of desired project outcomes • Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realise institutional objectives • Consider and initiate projects that focus on achievement of the long-term objectives • Influence people in positions of authority to implement outcomes of projects • Lead and direct translation of policy into workable actions plans • Ensures that programs are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed
ADVANCED		
SUPERIOR		

Handwritten signature and initials in the top right corner of the page.

Competency Name		Financial Management	
Competency Definition			
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		ACHIEVEMENT LEVELS	
BASIC	<ul style="list-style-type: none"> Understand basic financial concepts and methods as they relate to institutional planning, budgeting, and forecasting and how they interrelate Display awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systems Understand the importance of financial accountability Understand the importance of asset control 	COMPETENT	<ul style="list-style-type: none"> Exhibit knowledge of general financial concepts, planning, budgeting, and forecasting and how they interrelate Assess, identify and manage financial risks Assume a cost-saving approach to financial management Prepare financial reports based on specified formats Consider and understand the financial implications of decisions and suggestions Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget
ADVANCED	<ul style="list-style-type: none"> Take active ownership of forecast processes and provides credible answers to queries within own responsibility Prepare budgets that are aligned to the strategic objectives of the institution Address complex budgeting and financial management concerns Put systems and processes in place to enhance the quality and integrity of financial management Advise on policies and procedures regarding asset control Promote National Treasury's regulatory framework for Financial Management 	SUPERIOR	<ul style="list-style-type: none"> Develop planning tools to assist in evaluating and monitoring future expenditure trends Set budget frameworks for the institution Set strategic direction for the institution on expenditure and other financial processes Build and nurture partnerships to improve financial management and achieve financial savings Actively identify and implement new methods to improve asset control Display professionalism in dealing with financial data and processes

Handwritten initials and a signature in the top right corner of the page.

Competency Name		Change Leadership	
Competency Definition		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	
ACHIEVEMENT LEVELS			
BASIC	<ul style="list-style-type: none"> • Display an awareness of change interventions, and the benefits of transformation initiatives • Able to identify basic needs for change • Identify gaps between the current and desired state • Identify potential risk and challenges to transformation, including resistance to change factors • Participate in change programs and piloting change interventions • Understand the impact of the institution within the broader scope of local government 	COMPETENT	<ul style="list-style-type: none"> • Perform an analysis of the change impact on the social, political and economic environment • Maintain calm and focus during change • Able to assist team members during change and keep them focused on the deliverables • Volunteer to lead change efforts outside of own work team • Able to gain buy-in and approval for change from relevant stakeholders • Identify change readiness levels and assist in resolving resistance to change factors • Design change interventions that are aligned with the institution's strategic objectives and goals
ADVANCED	<ul style="list-style-type: none"> • Actively monitor change impact and results and convey progress to relevant stakeholders • Secure buy-in and sponsorship for change initiatives • Continuously evaluate change strategy and design and introduce new approaches to enhance the institution's effectiveness • Build and nurture relationships with various stakeholders to establish strategic alliance in facilitating change • Take the lead in impactful change programs • Benchmark change interventions against best change practices • Understand the impact and psychology of change, and put remedial interventions in place to facilitate effective transformation • Take calculated risk and seek new ideas from best practice scenarios, and identify the potential for implementation 	SUPERIOR	<ul style="list-style-type: none"> • Sponsor change agents and create a network of change leaders who support the interventions • Actively adapt current structures and processes to incorporate the change interventions • Mentor and guide team members on the effects of change, resistance factors and how to integrate change • Motivate and inspire others around change initiatives

Handwritten notes and signatures in the top right corner of the page.

Competency Name		Governance Leadership	
Competency Definition		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	
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements • Understand the structure of cooperative government but requires guidance on fostering workable relationships between stakeholders • Provide input into policy formulation 	<ul style="list-style-type: none"> • Display a thorough understanding of governance and risk and compliance factors and implement plans to address these • Demonstrate understanding of the techniques and processes for optimising risk taking decisions within the institution • Actively drive policy formulation within the institution to ensure the achievement of objectives 	<ul style="list-style-type: none"> • Able to link risk initiatives into key institutional objectives and drivers • Identify, analyse and measure risk, create valid risk forecasts, and map risk profiles • Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives • Demonstrate a thorough understanding of risk retention plans • Identify and implement comprehensive risk management systems and processes • Implement and monitor the formulation of policies, identify and analyse constraints and challenges with implementation and provide recommendations for improvement 	<ul style="list-style-type: none"> • Demonstrate a high level of commitment in complying with governance requirements and compliance strategy • Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework • Able to advise Local Government on risk management strategies, best practice interventions and compliance management plans • Able to forge positive relationships on cooperative governance level to enhance the effectiveness of local government • Able to shape, direct and drive the formulation of policies on a macro level

Handwritten notes and signatures in the top right corner of the page.

2. Core Competencies Cluster

Competency Name	Moral Competence	Competency Definition
ACHIEVEMENT LEVELS		
BASIC	<ul style="list-style-type: none"> • Conduct self in alignment with the values of Local Government and the institution • Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver • Actively report fraudulent activity and corruption within local government • Understand and honour the confidential nature of matters without seeking personal gain • Able to deal with situations of conflict of interest promptly and in the best interest of local government 	<ul style="list-style-type: none"> • Realise the impact of acting with integrity, but requires guidance and development in implementing principles • Follow the basic rules and regulations of the institution • Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent
COMPETENT	<ul style="list-style-type: none"> • Identify, develop, and apply measures of self-correction • Able to gain trust and respect through aligning actions with commitments • Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders • Present values, beliefs and ideas that are congruent with the institution's rules and regulations • Takes an active stance against corruption and dishonesty when noted • Actively promote the value of the institution to internal and external stakeholders • Able to work in unity with a team and not seek personal gain • Apply universal moral principles consistently to achieve moral decisions 	<ul style="list-style-type: none"> • Actively report fraudulent activity and corruption within local government • Understand and honour the confidential nature of matters without seeking personal gain • Able to deal with situations of conflict of interest promptly and in the best interest of local government
ADVANCED	<ul style="list-style-type: none"> • Create an environment conducive of moral practices • Actively develop and implement measures to combat fraud and corruption • Set integrity standards and shared accountability measures across the institution to support the objectives of local government • Take responsibility for own actions and decisions, even if the consequences are unfavourable 	<ul style="list-style-type: none"> • Actively report fraudulent activity and corruption within local government • Understand and honour the confidential nature of matters without seeking personal gain • Able to deal with situations of conflict of interest promptly and in the best interest of local government
SUPERIOR	<ul style="list-style-type: none"> • Create an environment conducive of moral practices • Actively develop and implement measures to combat fraud and corruption • Set integrity standards and shared accountability measures across the institution to support the objectives of local government • Take responsibility for own actions and decisions, even if the consequences are unfavourable 	<ul style="list-style-type: none"> • Actively report fraudulent activity and corruption within local government • Understand and honour the confidential nature of matters without seeking personal gain • Able to deal with situations of conflict of interest promptly and in the best interest of local government

Handwritten marks and signatures at the top of the page.

Competency Name		Competency Definition	
Planning and Organising		manage risk	
ACHIEVEMENT LEVELS			
BASIC	<ul style="list-style-type: none"> • Able to follow basic plans and organise tasks around set objectives • Understand the process of planning and organising but requires guidance and development in providing detailed and comprehensive plans • Able to follow existing plans • Able to follow existing comprehensive plans and ensure that objectives are met • Focus on short-term objectives in developing plans and actions • Arrange information and resources required for a task, but require further structure and organisation 	COMPETENT	<ul style="list-style-type: none"> • Actively and appropriately organise information and resources required for a task • Recognise the urgency and importance of tasks • Balance short and long-term plans and goals and incorporate into the team's performance objectives • Schedule tasks to ensure they are performed within budget and with efficient use of time and resources • Measures progress and monitor performance results
ADVANCED	<ul style="list-style-type: none"> • Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities, and assign appropriate resources for successful implementation • Identify in advance required stages and actions to complete tasks and projects • Schedule realistic timelines, objectives and milestones for tasks and projects • Produce clear, detailed and comprehensive plans to achieve institutional objectives • Identify possible risk factors and design and implement appropriate contingency plans • Adapt plans in light of changing circumstances • Prioritise tasks and projects according to their relevant urgency and importance 	SUPERIOR	<ul style="list-style-type: none"> • Focus on broad strategies and initiatives when developing plans and actions • Able to project and forecast short, medium and long term requirements of the institution and local government • Translate policy into relevant projects to facilitate the achievement of institutional objectives

Handwritten notes and signatures in the top right corner of the page.

Competency Name		Analysis and Innovation	
Competency Definition		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	
BASIC	<ul style="list-style-type: none"> Understand the basic operation problem solving of analysis, but lack detail and thoroughness Able to balance independent analysis with requesting assistance from others Recommend new ways to perform tasks within own function Propose simple remedial interventions that marginally challenges the status quo Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking 	COMPETENT	<ul style="list-style-type: none"> Demonstrate logical techniques and provide approaches and provide rationale for recommendations Demonstrate objectivity, insight, and thoroughness when analysing problems Able to break down complex problems into manageable parts and identify solutions Consult internal and external stakeholders on opportunities to improve processes and service delivery Clearly communicate the benefits of new opportunities and innovative solutions to stakeholders Continuously identify opportunities to enhance internal processes Identify and analyse opportunities conducive to innovative approaches and propose remedial intervention
ADVANCED	<ul style="list-style-type: none"> Coaches team members on analytical and innovative approaches and techniques Engage with appropriate individuals in analysing and resolving complex problems Identify solutions on various areas in the institution Formulate and implement new ideas throughout the institution Able to gain approval and buy-in for proposed interventions from relevant stakeholders Identify trends and best practices in process and service delivery and propose institutional application Continuously engage in research to identify client needs 	SUPERIOR	<ul style="list-style-type: none"> Demonstrate complex analytical and problem solving approaches and techniques Create an environment conducive to analytical and fact-based problem-solving Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence Create an environment that fosters innovative thinking and follows a learning organisation approach Be a thought leader on innovative customer service delivery, and process optimisation Play an active role in sharing best practice in solutions and engage in national and international local government seminars and conferences

Handwritten signatures and initials at the top of the page.

Competency Name		Knowledge and Information Management	
Competency Definition		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	
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> Collect, categorise and track relevant information required for specific tasks and projects Analyse and interpret information to draw conclusions Seek new sources of information to increase the knowledge base Regularly share information and knowledge with internal stakeholders and team members 	<ul style="list-style-type: none"> Use appropriate information systems and technology to manage institutional knowledge and information sharing Evaluate data from various sources and use information effectively to influence decisions and provide solutions Actively create mechanisms and structures for sharing of information Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency 	<ul style="list-style-type: none"> Effectively predict future information and knowledge management requirements and systems Develop standards and processes to meet future knowledge management needs Share and promote best-practice knowledge Establish accurate measures and monitoring systems for knowledge and information management Create a culture conducive of learning and knowledge sharing Hold regular knowledge sessions to elicit new ideas and share best practice approaches 	<ul style="list-style-type: none"> Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information Establish partnerships across local government to facilitate knowledge management Demonstrate a mature approach to knowledge and information sharing with an abundance and assistance approach Recognise and exploit knowledge points in interactions with internal and external stakeholders

Handwritten notes and signatures at the top of the page, including a large scribble and the word "Mukul" written vertically.

Competency Name	Communication
Competency Definition	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome

ACHIEVEMENT LEVELS	
BASIC	<ul style="list-style-type: none"> • Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilising such tools • Express ideas in a clear and focused manner, but does not always take the needs of the audience into consideration • Disseminate and convey information and knowledge adequately
COMPETENT	<ul style="list-style-type: none"> • Express ideas to individuals and groups in formal and informal settings in a manner that is interesting and motivating • Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs • Adapt communication content and style to suit the audience and facilitate optimal information transfer • Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders • Compile clear, focused, concise and well-structured written documents
ADVANCED	<ul style="list-style-type: none"> • Effectively communicate high-risk and sensitive matters to relevant stakeholders • Develop a well-defined communication strategy • Balance political perspectives with institutional needs when communicating viewpoints • Able to effectively direct negotiations around complex matters and arrive at a win-win situation that promotes Batho Pele principles • Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution • Able to communicate with the media with high levels of moral competence and discipline
SUPERIOR	<ul style="list-style-type: none"> • Regarded as a specialist in negotiations and representing the institution • Able to inspire and motivate others through positive communication that is impactful and relevant • Creates an environment conducive to transparent and productive communication and critical and appreciative conversations • Able to coordinate negotiations at different levels within local government and externally

Handwritten notes and signatures at the top of the page, including a large scribble and the name 'Mkhulu'.

Handwritten notes and signatures in the top right corner of the page.

Competency Name	Results and Quality Focus	Competency Definition
ACHIEVEMENT LEVELS		
	<ul style="list-style-type: none"> 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 	
BASIC	COMPETENT	SUPERIOR
<ul style="list-style-type: none"> Understand quality of work but requires guidance in attending to important matters Show a basic commitment to achieving the correct results Produce the minimum level of results required in the role Produce outcomes that is of a good standard Focus on the quantity of output but requires development in incorporating the quality of work Produce quality work in general circumstances, but fails to meet expectation when under pressure 	<ul style="list-style-type: none"> Focus on high-priority actions and does not become distracted by lower-priority activities Display firm commitment and pride in achieving the correct results Set quality standards and design processes and tasks around achieving set standards Produce output of high quality Able to balance the quantity and quality of results in order to achieve objectives Monitors progress, quality of work, and use of resources; provide status updates, and make adjustments as needed 	<ul style="list-style-type: none"> Consistently verify own standards and outcomes to ensure quality output Focus on the end result and avoids being distracted Demonstrate a determined and committed approach to achieving results and quality standards Follow task and projects through to completion Set challenging goals and objectives to self and team Maintain a focus on quality outputs when placed under pressure Establishing institutional systems for managing and assigning work, defining responsibilities, tracking, monitoring and measuring success, evaluating and valuing the work of the institution
	<ul style="list-style-type: none"> Coach and guide others to exceed quality standards and results Develop challenging, client-focused goals and sets high standards for personal performance Commit to exceed the results and quality standards, monitor own performance and implement remedial interventions when required Work with team to set ambitious and challenging team goals, communicating long-and short-term expectations to accomplish goals Take appropriate risks to overcome setbacks and adjust action plans to realise goals Focus people on critical activities that yield a high impact 	

ANNEXURE C: PERSONAL DEVELOPMENT PLAN: Mr. J A van Niekerk

Background

This Personal Development Plan (PDP) is drafted in terms of Section 8 of the Performance Agreement entered into annually between the Bergvliet Municipality (Employer) and the Chief Financial Officer (Employee)

Application

This is the PDP for the financial year 1 July 2016 to 30 June 2017

Agreement

The Employer acknowledges and agrees that the Employee is fully qualified and skilled to perform the current requirements of employment. But in the spirit of continues learning and building experiences the Employer will support the Employee in the following endeavors during this period: 1. The Employee will further his understanding of and experience in Local Government by participating regularly in SALGA workshops and other educational opportunities provided by National-, Provincial- and Local Government as well as other institutions. The Employer did approve a budget for this purpose and will allow the Employee to partake within the limits of the approved budget.

2. The Employer acknowledges that the Employee is a member of the IMFO (Institute of Municipal Financial Officers) and that the Employee will need time off to attend one annual conference for this institution. Participation will be subject to the approved budget. 3. The employee will be involved in the development of the MSCOA institutional reform process and the employer approve participation in this process provincially and nationally, as provided for in the budget.

4. The Employee wishes to state his interest and willingness to participate in the development of a fully integrated GIS system for Bergvliet Municipality and the employer approve participation in this process in conjunction with the relevant service provider and attendance of all meetings as necessary, as provided for in the budget.