

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

THE MUNICIPALITY OF NDWEDWE,

AS REPRESENTED BY THE MAYOR (S54)

CLLR N.V. CHILI

NAME OF MAYOR

AND

MR. M.F. HADEBE

MUNICIPAL MANAGER

(EMPLOYEE)

FOR THE FINANCIAL YEAR:

1 JULY 2021 - 30 JUNE 2022

PERFORMANCE AGREEMENT

ENTERED INTO AND BETWEEN:

The Municipality of Ndwedwe herein represented by Cllr Nkosinathi Chili in his capacity as Mayor hereinafter referred to as the Employer or Reporting Officer) and Musawenkosi Hadebe Employee of the Municipality of Ndwedwe Local Municipality (hereinafter referred to as the Employee).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1 The Employer has entered into a contract of employment with the Employee in terms of section 57(1) (a) of the Local Government: Municipal Systems Acts 32 of 2000 ("the System Act"). The Employer and the Employee are hereinafter referred to as "the Parties".
- 1.2 Section 57(1) (b) of the Systems Act, read with the Contract of Employment concluded between the parties to conclude an annual performance Agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

2. PURPOSE OF THIS AGREEMENT

The Purpose of this Agreement is to =

- 2.1 Comply with the provisions of Section 57(1)(b), 4(A), (4B) and (5) of the Systems Acts as well as the Contract of Employment entered into between the parties;
- 2.2 Specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance expectations and accountabilities;

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- 2.3 Specify accountabilities as set out in the Performance Plan;
- 2.4 Monitor and measure performance against set targeted outputs;
- 2.5 Use the Performance Agreement and Performance Plan as the basis for assessing the suitability of the Employee for permanent employment and /or to assess whether the Employee has met the performance expectations applicable to his/her job;
- 2.6 Appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and
- 2.7 Give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the 1 July 2021 and will remain in force until 30 June 2022 where after a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason.
- 3.4 The content of this Agreement may be revised at anytime during the abovementioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

4. PERFORMANCE OBJECTIVES

- 4.1 The Employee Performance Plan (Annexure A) sets out-
- 4.1.1 The performance objectives and targets that must be met the Employee; and
 - 4.1.2 The time frames within which those performance objectives and targets must be met.
- 4.2 The performance objectives and targets reflected in the performance plan (Annexure A) are set by the Employer in consultation with the Employee and based on the Integrated Development Plan and the Budget of the Employer, and shall include key objectives; key performance indicators; target dates and weighting
- 4.3 The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.
- 4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan; and the attainment of the Municipality of an Unqualified Audit Opinion.
- 4.5 In instances where the Municipality attains a negative audit outcome and the Employee is responsible for unauthorised, irregular, fruitless or wasteful expenditure, a performance bonus will not be paid to the Employee.

5 PERFORMANCE MANAGEMENT SYSTEM

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

5.2 The Employee accepts that the purpose of the Performance Management System will be to provide a comprehensive system with specific performance standards to assist the Employer, management, and municipal staff to perform to the standards required.

5.3 The Employer will consult the Employee about the specific performance standard that will be included in the Performance Management System as applicable to the Employee.

6 The Employee agrees to participate in the Performance Management and Development System that the Employer adopts.

6.1 The Employee undertakes to actively focus towards the promotion and implementation of KPA's (including special projects relevant to the employee's responsibilities) within the local government framework.

6.2 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.

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

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

6.2.3 KPA's covering the main areas of work will account for 80% and the Competency Framework (CF) will account 20% of the final assessment.

6.3 The Employee's assessment will be based on his/her performance in terms of the outputs / outcomes (performance indicators) identified as per attached Performance Plan (Annexure 10), 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.

KEY PERFORMANCE AREAS (KPA'S)	WEIGHTING
Basic Service Delivery	10%
Municipal Institutional Development and Transformation	15%
Local Economic Development (LED)	15%
Municipal Financial Viability and Management	10%
Good Governance and Public Participation	50
Total	100%

6.4 The Competency Framework (CF) will make the other 20% of the Employee's assessment score. The Competency Framework as contained in the Local Government Regulations on Appointment and Conditions of Employment of Senior Managers ,2014 must be used for this purpose. The Regulations state there is no hierarchical connotation to the structure and all competencies are essential to the role of a Senior Manager to influence high performance. All competencies must therefore be considered as measurable and critical in assessing the level of a Senior Manager's performance.

6.5 Competency framework structure

The competencies that appear in the competency framework are detailed below:

COMPETENCY FRAMEWORK FOR EMPLOYEE		
LEADING COMPETENCIES	DESCRIPTION	WEIGHT %
1. Strategic direction and Leadership	<ul style="list-style-type: none"> Impact and influence Institutional Performance Management Strategic Planning and Management Organisational Awareness 	20
2. People Management	<ul style="list-style-type: none"> Human Capital Planning and Development Diversity Management Employee Relations Management Negotiation and Dispute Management 	20
3. Financial Management	<ul style="list-style-type: none"> Budget Planning and Execution Financial Strategy and Delivery Financial Reporting and Monitoring 	10
4. Change Leadership	<ul style="list-style-type: none"> Change vision and strategy Process Design and Improvement Change impact monitoring and evaluation 	10

TPK

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5. Governance Leadership	<ul style="list-style-type: none"> • Policy Formulation • Risk and Compliance Management • Cooperative Governance 	15
CORE COMPETENCIES		WEIGHT
1. Moral competencies		5
2. Planning and organising		5
3. Analysis and innovation		5
4. Knowledge and Information Management		5
5. Communication		5
TOTAL		100%

7. EVALUATING PERFORMANCE

7.1 The Performance Plan (Annexure 10) to this Agreement sets out-

7.1.1 The standards and procedures for evaluating Employee's performance; and

7.1.2 The intervals for the evaluation of the Employee's performance.

7.2 Despite the establishment of intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force.

7.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.

7.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's IDP.

7.5 The annual performance appraisal will involve:

7.5.1 Assessment of the achievement of results as outlined in the performance plan:

(a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.

(b) An indicative rating on the five-point scale should be provided for each KPA.

- (c) The applicable assessment rating calculator must then be used to add the scores and calculate a final KPA score.

7.5.2 Assessment of the Competency Framework

- (a) Each Competency should be assessed according to the extent to which the specified standards have been met.
- (b) An indicative rating on the five-point scale should be provided for each competency.
- (c) The applicable assessment rating calculator must then be used to add the scores and calculate a final competency score.

7.5.3 Overall Rating

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

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

LEVEL	TERMINOLOGY	DESCRIPTION	RATING
5	Outstanding Performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicate that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the Performance Agreement and Performance Plan and maintained this in all areas of responsibility throughout the year.	
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.	
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the Performance Agreement and Performance Plan.	
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review / assessment indicate that the employee has achieved below fully effective results against	

LEVEL	TERMINOLOGY	DESCRIPTION	RATING
		more than half the key performance criteria and indicators as specified in the Performance Agreement and Performance Plan.	
1	Unacceptable Performance	Performance does not meet the standard expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the Performance Agreement and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.	

7.7 For purpose of evaluating the performance of the Municipal Manager (Section 54 employees), an evaluation panel constituted by the following persons will be established-

- 7.7.1 Executive Mayor or Mayor;
- 7.7.2 Chairperson of the Performance Audit Committee or the Audit Committee in the absence of a Performance Audit Committee;
- 7.7.3 Member of the Mayoral or Executive Committee or; in respect of a plenary type Municipality, another member of a Council
- 7.7.4 Mayor and/ or Municipal Manager from another Municipality and Member of a ward committee as nominated by the Executive Mayor or Mayor

7.8 For purposes of evaluating the annual performance of Managers directly accountable to the Municipal Manager (Section 56 employees), an evaluation panel constituted by the following persons will be established-

- 7.8.1 Municipal Manager;
- 7.7.2 Chairperson of the Performance Audit Committee or the Audit Committee in the absence of a Performance Audit Committee;
- 7.7.3 Member of the Mayoral or Executive Committee or; in respect of a plenary type Municipality, another member of Council
- 7.7.4 Municipal Manager from another Municipality and

The Manager responsible for Human Resources of the Municipality must provide secretariat services to the Evaluation Panels referred to above.

8. SCHEDULE FOR PERFORMANCE REVIEWS

- 8.1 The performance of each Employee in relation to his/her performance agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

First quarter	: July – September (year)
Second quarter	: October – December (year)
Third quarter	: January – March (year)
Fourth quarter	: April – June (year)

- 8.2 The Employer shall keep a record of the mid-year review and annual assessment meetings.
- 8.3 Performance feedback must be based on the Employer's assessment of the Employee's performance.
- 8.4 The Employer will be entitled to review and make reasonable changes to the provisions of the Performance Plan from time to time for operational reasons on agreement between both parties.
- 8.5 The Employer may amend the provisions of the Performance Plan whenever the Performance Management System is adopted, implemented, and /or amended as the case may be. In that case the Employee will be fully consulted before any such change is made.

9. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing development gaps forms part of the Performance Agreement.

10. OBLIGATIONS OF THE EMPLOYER

10.1 The Employer shall:

- 10.1.1 Create an enabling environment to facilitate effective performance by the Employee;
- 10.1.2 Provide access to skills development and capacity building opportunities;
- 10.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
- 10.1.4 On the request of the Employee delegates such powers reasonably required by the Employee to enable him/ her to meet the performance objectives and targets established in term of this Agreement; and
- 10.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time to assist him/her to meet the performance objectives and targets established in terms of this Agreement.

11. CONSULTATION

11.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others-

- i. A direct effect on the performance of any of the Employee's functions;
- ii. Commit the Employee to implement or to give effect to a decision made by the Employer; and

11.1.4 A substantial financial effect on the Employer.

11.2 The employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 11.1 as soon as is practicable to enable the Employee to take any necessary action without delay.



12 MANAGEMENT OF EVALUATION OUTCOMES

12.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.

12.2 A performance bonus of 5% to 14% of inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance. In determining the performance bonus, the relevant percentage is based on the overall rating, calculated by using the applicable assessment –rating calculator; provided that –

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

12.3 In the case of unacceptable performance, the Employer shall-

12.3.1 Provide systematic remedial of development support to assist the Employee to improve his or her performance; and

12.3.2 After appropriate performance and counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, and performance does not improve, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

13. DISPUTE RESOLUTION

13.1 Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or salary increment in the agreement must be mediated by –

- (a) In the case of the Municipal Manager, the MEC for Local Government in the Province within thirty (30) days of receipt of a formal dispute from the Employee; or any other person designated by the MEC; and
- (b) In the case of the Managers directly accountable to the Municipal Manager, a member of the Municipal Council, provided that such member was not part of the

evaluation panel, within thirty days (30) of receipt of a formal dispute from the employee.

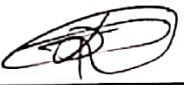
whose decision shall be final and binding on both parties.

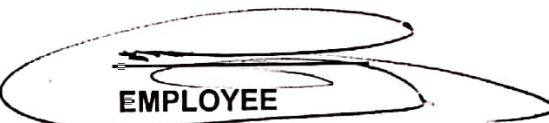
14. GENERAL

- 14.1 The contents of the performance agreement must be made available to the public by the Employer in accordance with the Municipal Finance Management Act, 2003 and Section 46 of the Act.
- 14.2 Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his/ her employment contract, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.
- 14.3 The performance assessment results of the Municipal Manager must be submitted to the MEC responsible for Local Government in the Province as well as the National Minister responsible for Local Government within fourteen days (14) after the conclusion of the assessment.

Thus done and signed at Ndabandwe on this the 01 day of July (Month) 2020 (Year)

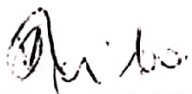
AS WITNESSES:

1. 


EMPLOYEE

2. 

AS WITNESSES:


1. 


EMPLOYER

2. 

ANNEXURE A:

SDBIP - Top Layer (compulsory)
(Attached)

11/11/21 TPK 

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER
MUNICIPAL MANAGER: MR M.F. HADEBE

OUTCOME 9	KZN PGDS	IDP REF NO.	STRATEGIC OBJECTIVE	DEPARTMENTAL OBJECTIVE	KEY PERFORMANCE AREA (KPA)	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE	ANNUAL TARGET	ORIGINAL BUDGET	1ST QUARTER TARGET END SEPT 2021	2ND QUARTER TARGET END DEC 2021	3RD QUARTER TARGET END MARCH 2022	4TH QUARTER TARGET END JUNE 2022	SOURCE OF FUNDING	WARRANT NUMBER	WEIGHTING
TOP LAYER SDBIP SCORECARD 2021-2022																	
MUNICIPAL MANAGER PERFORMANCE PLAN																	
MM-01			To provide independent, objective assurance and consulting services designed to add value and improve the municipality's operations.	To administer the affairs of the municipality in accordance with the relevant legislations and policies.	Submission of Internal Audit Report to Audit Committee	Number of reports submitted to Audit Committee by deadline	Number	Achieved 4 reports submitted	4 Reports submitted to Audit Committee by end of 30 June 2022	R: -	1	1	1	4 Reports submitted to Audit Committee by end of 30 June 2022	N/A	Municipality	1. Quarterly reports submitted to the audit committee per department
MM-02			To provide independent, objective assurance and consulting services designed to add value and improve the municipality's operations.	To administer the affairs of the municipality in accordance with the relevant legislations and policies.	Internal Audit Charter	Number of internal audit reports submitted to Audit Committee for approval by deadline	Number	New Measure	1 Reviewed internal audit report submitted to Audit Committee for approval by end of 30 June 2022	R: -	N/A	N/A	N/A	1 Reviewed internal audit report submitted to Audit Committee for approval by end of 30 June 2022	N/A	Municipality	1 Reviewed internal audit report submitted to Audit Committee
MM-03			To ensure quality, reliable financial statements and performance management information	To ensure quality, reliable financial statements and performance management information	Taking of Annual Report 2020/2021 to Council within 8 months after the end of a financial year	Preparation of 2020/2021 Annual Report and submission to Council for adoption by deadline	Date	Achieved: 2019/20 Annual Report adopted 11 June 2021	2020/21 Annual Report submitted for adoption to Council by end of 31 March 2022	R: 200 000.00	N/A			Mayor tabled AR to Council for adoption by end of 31 March 2022	Equitable share	Municipality	Council Resolution
MM-04			To ensure effective Performance Management	The oversight report is a report of the municipal council and its committees and is a key document for the council report by end of the council	Taking of Oversight report on the AR 2020/2021 to Council no later than 20 days after the date in which the AR was tabled as per MFMA Section 127 (5)	2020/21 Oversight Report submitted to Council for adoption by deadline	Date	Achieved: Oversight report adopted Council on 11 June 2021	2020/21 Oversight Report submitted for adoption to Council by end of 31 March 2022	R: -	N/A			Oversight Report tabled to Council for adoption by end of 31 March 2022	N/A	Municipality	Council Resolution
MM-05			To ensure effective Performance Management	To manage and enhance the performance of the municipality	Performance Reviews	Number of performance reviews of Senior Managers conducted quarterly	Number	New Measure	4 Quarterly Performance reviews of Senior Managers conducted by end of 30 June 2022	R: -	1	1	1	1	N/A	Municipality	Signed performance reviews
MM-06			To ensure effective Performance Management	To manage and enhance the performance of the municipality	Performance Framework	Number of Reviewed Performance Management Framework by deadline	Number	Achieved: Adopted by Council on 11 June 2021	1 Reviewed Performance Management Framework by end of June 2022	R: -	N/A			1 - Reviewed Performance Management Framework	N/A	Municipality	Council Resolution
MM-07			To ensure effective performance	To ensure effective performance management	Annual Municipal Performance Report	Number of AMPR submitted to AG by 31 August 2021	Number	New Measure	1 AMPR submitted to AG by end of 31 August 2021	R: -	N/A			N/A	N/A	Municipality	Council Resolution
MM-08			To improve the quality of the planning and development within the district	To improve the quality of the planning and development within the district	Annual IDP Review 2022/2024	Number of activities conducted to review the 5th IDP by end of 30 June 2022	Number	Achieved: Adopted by Council on 11 June 2022	3 Activities conducted - 2022/2023 IDP adopted by Council by end of 30 June 2022	R: 350 000.00				1 2022/2023 Final IDP submitted to Council for adoption	Equitable share	Municipality	Letter of receipt from COGTA for final IDP & Council Resolution Draft and Final IDP
MM-09			To strengthen partnership with the private sector through communicating municipal business	Effective public involvement on municipal business	Speaker's Committee	Number of Speaker's Committee meetings by deadline	Number	Achieved: 1 Speaker's Committee met	2 Speaker's Committee meetings by end of 30 June 2022	R: 540 000.00	N/A			1	1 Equitable share	All Wards	Attendance Register of Participants

M.F.H. 

A RESPONSIVE, ACCOUNTABLE, EFFECTIVE, AND EFFICIENT LOCAL GOVERNMENT SYSTEM

3: HUMAN AND COMMUNITY DEVELOPMENT & 7: GOVERNANCE AND POLICY

MM-10	To strengthen partnership with various stakeholders through communicating municipal business	Effective public awareness on municipal business through information dissemination	Mayoral/DP Izimbizo	Number of Mayoral Izimbizo's hosted by end of deadline	Number	Achieved: 4 Mayoral DP Izimbizo's held	2 Mayoral DP Izimbizo's by end of 30 June 2022	R 420 000.00	N/A	1 N/A	1 Equitable share	All Wards	Attendance Register	M
MM-11	To strengthen partnership with various stakeholders through communicating municipal business	Effective public awareness on municipal business through information dissemination	Ward Committees Training	Number of Ward Committees meetings held by end of deadline	Number	Achieved: 1 Ward Committee Training conducted	2 Ward Committee meetings by end of 30 June 2022	R 1 950 000.00	N/A	N/A	1 Equitable share	All Wards	Attendance Register	M
MM-12	To strengthen partnership with various stakeholders through communicating municipal business	Effective public awareness on municipal business through information dissemination	Ward Committees Quarterly Meeting	Number of Ward Committees meetings held by deadline	Number	Achieved	4 Ward Committees meetings by end of 30 June 2022	R -	-	1	1 Equitable share	All Wards	Attendance register and Minutes of the meeting	M
MM-13	To strengthen partnership with various stakeholders through communicating municipal business	Effective public awareness on municipal business through information dissemination	Public Participation Strategy	Develop a Public Participation Strategy and submit to Council for adoption by deadline	Date	New measure	Final Public Participation Strategy for adoption by end of Council by end of 30 June 2022	R 150 000.00	N/A	1	1 Equitable share	All Wards	Council resolution	M
MM-14	To strengthen partnership with various stakeholders through communicating municipal business	Effective public awareness on municipal business through information dissemination	Mayoral media slots	Number of Mayoral media slots conducted by deadline	Number	Achieved	7 Mayoral media slots conducted by end of 30 June 2022	R 500 000.00	-	2	2 Equitable share	N/A	Media clips	M
MM-15	To strengthen partnership with various stakeholders through communicating municipal business	Effective public awareness on municipal business through information dissemination	Municipal Newsletters	Number of Municipal newsletters issued to general public by deadline	Number	New Measure	2 Municipal Newsletters issued to general public by end of 30 June 2022	R 300 000.00	N/A	1 N/A	1 Equitable share	N/A	Newsletters	M
MM-16	To strengthen partnership with various stakeholders through communicating municipal business	Effective public awareness on municipal business through information dissemination	Radio and TV transmission	Number of radio and TV transmission conducted by end of deadline	Number	Achieved	4 Radio and TV transmission conducted by end of 30 June 2022	R 500 000.00	1	1	1 Equitable share	N/A	Media clips	M
MM-17	To strengthen partnership with various stakeholders through communicating municipal business	Effective public awareness on municipal business through information dissemination	Special Events for Municipal Units	Number of special events held by deadline	Number	New measure	1 Special events held by end of 31 December 2021	R 150 000.00	N/A	N/A	1 Equitable share	N/A	Media clips	M
MM-18	To implement and maintain compliant, effective and efficient enterprise risk management systems and processes	To ensure effective Enterprise Risk management	Monitoring performance of effective enterprise risk management	Number of risk registers updated by deadline	Number	Not achieved	4 Risk registers updated by end of 30 June 2022	R -	1	1	1 Equitable share	Municipality	Progress report & Risk registers	M
MM-19	To implement and maintain compliant, effective and efficient enterprise risk management systems and processes	To ensure effective Enterprise Risk management	Review performance of effective enterprise risk management	Number of effective enterprise risk management	Number	Not achieved	4 Effective enterprise risk management by end of 30 June 2022	R -	1	1	1 Equitable share	All Wards	Agenda, Minutes & Risk attendance registers	M
MM-20	To implement and maintain compliant, effective and efficient enterprise risk management systems and processes	To ensure effective Enterprise Risk management	Risk Management	Number of Risk assessment process for 2022/2023 by deadline	Number	Not achieved	1 Risk assessment process & develop risk register for 2022/2023 by end of 30 June 2022	R -	N/A	N/A	1 Equitable share	All Wards	Risk assessment & Risk register	M

WFA

MM-21	To implement and maintain compliant, effective and efficient enterprise risk management systems and processes	Enterprise Risk Management Register	Number 2021/2022 Enterprise Risk Management Register submitted to Risk Mngt Committee for approval by deadline	Not achieved	1 2021/2022 Enterprise Risk Management Register submitted to Risk Mngt Committee for approval by end of 30 June 2022	R-	N/A	N/A	N/A	1 2021/2022 Enterprise Risk Management Register submitted to Risk Mngt Committee for approval	Equitable share	All Wards	Enterprise Risk Management Register	M
MM-22	To implement and maintain compliant, effective and efficient enterprise risk management systems and processes	Enterprise Risk Management Framework	Number of Reviewed Enterprise Risk Management Framework and Policy adopted by Council by deadline	Achieved	1 Reviewed Risk Mngt Framework and Policy adopted by Council by end of 30 June 2022	R-	N/A	N/A	N/A	1 Reviewed Risk Mngt Framework and Policy adopted by Council	Equitable share	All Wards	Council Resolution	M
MM-23	To implement and maintain compliant, effective and efficient enterprise risk management systems and processes	Anti-Fraud and Corruption Strategy & Policy	Number of reviewed Anti-Fraud and Corruption Strategy & Policy adopted by Council by deadline	Not Achieved	1 Reviewed Anti-Fraud and Corruption Strategy & Policy adopted by Council by end of 30 June 2022	R-	N/A	N/A	N/A	1 Reviewed Anti-Fraud and Corruption Strategy & Policy adopted by Council	Equitable share	All Wards	Council Resolution	M
MM-24	To promote sports within local communities	Sports development/recreation programmes	Number of Sports development/recreation programmes held by and of 30 June 2022	Achieved	20 Sports development/recreation programmes held by and of 30 June 2022	R	1 300 000.00	5	5	5	Equitable share	All Wards	Attendance registers, medal photos	M
MM-25	To promote sports within local communities	Golden Games (Local, District, Provincial and National)	Number of Golden Games events held by deadline	Achieved	1 Golden Games held by and of 31 March 2022	R	545 000.00	N/A	N/A	N/A	Equitable share	All Wards	Attendance Register	M
MM-26	To promote sports within local communities	Disability Games (Local, District, Provincial and National)	Number of Disability Games held by deadline	Achieved	2 Disability Games held by and of 31 March 2022	R	1 250 000.00	N/A	1	N/A	Equitable share	All Wards	Attendance Register	M
MM-27	To promote sports within local communities	SALGA Games (Local/District and Provincial)	Number of SALGA games held by deadline	Achieved	1 SALGA Game held by and of 31 December 2021	R	550 000.00	N/A	1	N/A	Equitable share	All Wards	Attendance Register	M
MM-28	To promote sports within local communities	Nchwebe Rural Horse Racing	Number of Nchwebe Rural Horse racing held by deadline	New Measure	1 Nchwebe Rural Horse racing held by and of 31 January 2022	R	210 000.00	N/A	1	N/A	Equitable share	All Wards	Attendance Register	M
MM-29	To promote sports within local communities	Sports and Recreation Capacity Building Workshops	Number of capacity building workshops for sports and recreation held by deadline	New measure	1 Sports and Recreation Capacity Building Workshop held by and of 31 December 2021	R	180 000.00	N/A	1	N/A	Equitable share	All Wards	Attendance Register	M
MM-30	To improve the quality of life within the district	Examination Prayer	Number of Examination Prayers held by deadline	Achieved	1 Examination Prayer held by end of 30 November 2021	R	180 000.00	N/A	1	N/A	Equitable share	All Wards	Attendance Register	M
MM-31	To improve the quality of life within the district	Youth Development	Number of Youth development programmes held by deadline	Achieved	18 Youth development programmes held by end of 30 June 2022	R	2 700 000.00	3	4	4	Equitable share	All Wards	Attendance Register	M

NFA  α

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ANNEXURE C:

PERSONAL DEVELOPMENT PLAN

MUNICIPALITY : Nelwade Local Municipality
 INCUMBENT : M.F. HADZIS
 SALARY : 951 779
 JOB TITLE : Municipal Manager
 REPORT TO : Mayor

1. What are the competencies required for this job (refer to competency profile of job description)?
Strategic direction and leadership, Financial management, change leadership, Governance leadership, Service delivery management, Problem Solving and analytical thinking
2. What competencies from the above list, does the job holder already possess?
NONE
3. What then are the competency gaps? (If the job holder possesses all the necessary competencies, complete No's 5 and 6.)
NONE
4. Actions/Training interventions to address the gaps/needs
NONE
5. Indicate the competencies required for future career progression/development
Legal expertise
6. Actions/Training interventions to address future progression
Pursue LLB
7. Comments/Remarks of the Incumbent
N/A

N/A M.F.H. [Signature]

8. Comments/Remarks of the supervisor

N/A

Agreed upon

Employer

Signature :



Supervisor :

N.V. Chuli

Date :

30/07/2021

Employee

Signature :


Incumbent :

M. F. Hadebe

Date :

30/07/2021

Date of next review:



NFH

