

# **PERFORMANCE AGREEMENT**

BUSHBUCKRIDGE LOCAL MUNICIPALITY

Represented by

**CANZI LISA**

[HEREINAFTER REFERRED TO AS THE MUNICIPAL MANAGER]

(FOR THE PERIOD 01 JULY 2009 – 30 JUNE 2010)

AND

**FRANK KHULU MNISI**

(HEREINAFTER REFFERED TO AS THE DIRECTOR COMMUNITY SERVICES)

## ***Table of Contents***

1.	<i>JOB DETAILS.....</i>	<i>3</i>
2.	<i>COMMENCE AND DURATION .....</i>	<i>3</i>
3.	<i>JOB PURPOSE.....</i>	<i>3</i>
4.	<i>JOB FUNCTIONS.....</i>	<i>3</i>
5.	<i>REPORTING REQUIREMENTS/LINES AND ASSESSMENT LINES.....</i>	<i>4</i>
6.	<i>PERFORMANCE MANAGEMENT SYSTEM .....</i>	<i>5</i>
7.	<i>EVALUATION PERFORMANCE .....</i>	<i>8</i>
8.	<i>MANAGEMENT OF EVALUATION ON OUTCOMES.....</i>	<i>10</i>
9.	<i>DEVELOPMENTAL REQUIREMENTS.....</i>	<i>12</i>
10.	<i>PERFORMANCE REVIEWS AND APPRAISAL RECORDS.....</i>	<i>13</i>
11.	<i>MANAGEMENT OF PERFORMANCE OUTCOMES.....</i>	<i>13</i>
12.	<i>DISPUTE RESOLUTION .....</i>	<i>13</i>
13.	<i>AMENDMENT TO AGREEMENT.....</i>	<i>13</i>
14.	<i>SIGNATURES OF PARTIES TO THE AGREEMENT.....</i>	<i>14</i>
15.	<i>SIGNING.....</i>	<i>14</i>

## 1. JOB DETAILS

Director Community Services Number	
Location	Bushbuckridge Local Municipality
Total Salary Package	R660 630.00
Occupational Classification	Executive
Designation	Director Community Services

## 2. COMMENCE AND DURATION

The performance agreement shall commence on **[01 July 2009]**, and remain in force until **[30 June 2010]**, or the termination of the employment contract for any reason, whichever comes first.

The parties will review the provisions of this agreement at any time during its operation.

**The parties will conclude a new performance agreement that replaces the previous at least once a year by not later than the 31<sup>th</sup> July 2009 of the succeeding financial year.**

## 3. JOB PURPOSE

The **Director: Community Services** shall strive to progressively provide sustainable Local Government for a better living environment for all in Bushbuckridge Local Municipality.

## 4. JOB FUNCTIONS

The Director shall be directly responsible to the **Municipal Manager** and the **Municipal Council** for the Municipality's performance operations, the realisation of the Performance Agreement and specifically, for regular evaluation and implementation of the Municipality's strategic plan. This task includes but limited to the following:

- 4.1 To ensure sound and effective Municipality
- 4.2 To ensure effective administration and management services to the Municipality;
- 4.3 Provide support to the Municipal Manager;
- 4.4 To ensure proper, efficient and effective financial administrative, orderly and disciplined administration; and
- 4.5 To ensure intergovernmental co-operation and sound relations between Local and District Municipality and other spheres of government.

## **5. REPORTING REQUIREMENTS/LINES AND ASSESSMENT LINES**

The Director Community Services shall report to the ***Municipal Manager*** and the ***Municipal Council*** on all parts of this agreement.

- 5.1 Timeously alert the Municipal Manager and the Municipal Council of any emerging factors that could preclude the achievement of any performance agreement undertakings, including the contingency measures that the Director Community Services proposes to take to ensure the impact of such deviation from the original agreement is minimised.
- 5.2 Facilitate and maintain appropriate internal controls and reporting systems in order to meet performance expectations.
- 5.3 Discuss and thereafter document for the record and future use any revision of targets as necessary as well as progress made towards the achievement of Performance Agreement measures.
- 5.4 Ensure that accurate and timeous information is submitted.

### **In turn, the Municipal Manager shall:**

- 5.5 Create an enabling environment to facilitate effective performance by the Director Community Services.
- 5.6 Provide access to skills development and capacity building opportunities.
- 5.7 Work collaboratively to solve problems and generate solutions to common problems within the Municipality that may be impacting on the performance of the Director: Community Services.

## 6. PERFORMANCE MANAGEMENT SYSTEM

The Director Community Services agrees to participate in the **[Performance Management System]** that the Municipal Manager on behalf of the municipality adopts or introduces for the organisation.

The Director Community Services accepts that the purpose of the **[Performance Management System]** will be to provide a comprehensive system with specific performance standards to assist him to perform to the standards required.

The **Municipal Manager** will consult the **Director Community Services** about the specific performance standards that will be included in the **[Performance Management System]** as applicable to the Director.

The Director Community Services agrees to participate in the Performance Management System, Development, Adherence, Commitment and Implementation that the municipality adopts.

6.1 The **Director Community Services** undertakes to actively focus towards the promotion and implementation of the Key Performance Areas (**KPA's**).

6.2 Special projects that demonstrate outstanding performance by the Director Community **Services**.

6.2.1 Special developmental projects with capacity and skills development impact

6.2.2 Extra financial resources to supplement the adopted budget for the criteria upon which the performance of the Director Community Services shall be assessed shall consist of two components, both of which shall be contained in the performance agreement.

6.2.3 The **Director Community Services** must be assessed against both components, with a weighting of **80:20** allocated to the Key Performance Areas (**KPA's**) and the Core Managerial Competencies (**CMC's**) respectively. Each area of assessment will be weighted and will contribute a specific part to the total score.

**KPA's** covering the main areas of work will account for **[80%]** and CMC's will account for **[20%]** of the final assessment.

6.2.4 The **Director Community Services** assessment will be based on his performance in terms of the outputs/outcomes (performance indicators) identified as per the performance plan which are linked to the **KPA's**, which constitute **80%** of the overall assessment result as per the weightings reflected agreed to between the Municipal Manager and Director.

<b>Number</b>	<b>Key Performance Area</b>	<b>Weight</b>
6.2.4.1	<i>Promotion of Sports, Arts, Culture and Heritage</i>	<b>11%</b>
6.2.4.2	<i>Community Development</i>	<b>5%</b>
6.2.4.3	<i>Traffic Management</i>	<b>5%</b>
6.2.4.4	<i>DLTC Services</i>	<b>10%</b>
6.2.4.5	<i>Security Services</i>	<b>5%</b>
6.2.4.6	<i>Indigent Policy and Register</i>	<b>5%</b>
6.2.4.7	<i>Skill Development</i>	<b>5%</b>
6.2.4.8	<i>Community Bursary</i>	<b>3%</b>
6.2.4.9	<i>HIV AIDS</i>	<b>5%</b>
6.2.4.10	<i>Financial Management</i>	<b>2%</b>
6.2.4.11	<i>Supply Chain Management</i>	<b>4%</b>
6.2.4.12	<i>Council Resolution</i>	<b>5%</b>
6.2.4.13	<i>Risk management</i>	<b>5%</b>
6.2.4.14	<i>Development Review and Implementation of policies,</i>	<b>5%</b>
6.2.4.15	<i>SDBIP Report</i>	<b>20%</b>
6.2.4.16	<i>Financial Management</i>	<b>5%</b>
<b>TOTAL</b>		<b>100%</b>

6.2.5 The **CMC's** will make up the other **20%** of the **Director Community Service's** assessment score.

<b>NUMBER</b>	<b>CORE MANAGERIAL COMPETENCIES</b>	<b>WEIGHT</b>
6.2.5.1	<i>Strategic Capability</i>	5
6.2.5.2	<i>Programme and Project Management</i>	15
6.2.5.3	<i>Financial Management</i>	10
6.2.5.4	<i>Change Management</i>	2
6.2.5.5	<i>Knowledge Management</i>	3
6.2.5.6	<i>Service Delivery Innovation</i>	15
6.2.5.7	<i>Problem Solving and Analytical Thinking</i>	5
6.2.5.8	<i>People and Diversity Management</i>	3
6.2.5.9	<i>Client Orientation and Customer Focus</i>	15
6.2.5.10	<i>Communication</i>	5
6.2.5.11	<i>Accountability and Ethical Conduct</i>	2
6.2.5.12	<i>Policy conceptualisation and implementation</i>	3
6.2.5.13	<i>Mediation skills</i>	2
6.2.5.14	<i>Advanced negotiation skills</i>	2
6.2.5.15	<i>Advanced influencing skills</i>	3
6.2.5.16	<i>Partnership and Stakeholder Relations</i>	5
6.2.5.17	<i>Supply Chain Management</i>	5
<b>TOTAL</b>		<b>100</b>

## 7. EVALUATION PERFORMANCE

### **The performance plan sets out-**

- 7.1 The standards and procedures for evaluating the *Director Community Service's* performance; and
- 7.2 The intervals for the evaluation of the *Director Community Service's* performance.

Despite the establishment of agreed intervals for evaluation, the Municipal Manager may in addition review the *Director Community Services'* performance at any stage while the contract of employment remains in force.

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.

The *Director: Community Services* performance will be measured in terms of contributions to the goals and strategies set out in the municipalities IDP.

### **The annual performance appraisal will involve:**

- 7.3 Assessment of the achievement on results as outlined in the performance plan:
  - 7.3.1 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**.
  - 7.3.2 An indicative rating on the five-point scale should be provided for each **KPA**.
  - 7.3.3 The applicable assessment rating calculator must then be used to add the scores and calculate a final **KPA** score.
  - 7.3.4 **Assessment of the CMC's**

7.3.4.1 Each **CMC** should be assessed according to the extent to which the specified standards have been met.

7.3.4.2 An indicative rating of the five-point scale should be provided for each CMC.

7.3.4.3 This rating should be multiplied by the weighting given to each CMC during the contracting process, to provide a score.

7.3.4.4 The applicable assessment rating calculator must then be used to add the scores and calculate a final CMC score.

### 7.3.5 Overall rating

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

7.3.5.2 The assessment of the performance of the **Director: Community Services** will be based on the following rating scale for **KPA's** and Core Managerial Competencies:

Level	Terminology	Description	Rating				
			1.	2.	3.	4.	5.
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 Compact 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 Compact.					
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the Performance Compact.					
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 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.					

7.3.5.3 For purpose of evaluating the performance of the Director Community Services, an evaluation panel constituted by the following persons will be established-

7.3.5.3.1 Municipal Manager;

7.3.5.3.2 Chairperson of the performance/audit committee

7.3.5.3.3 Ward committee member (on rotational basis), where applicable;

7.3.5.3.4 Member of the mayoral committee; and

7.3.5.3.5 Executive Mayor and/or municipal manager from another municipality.

## **8. MANAGEMENT OF EVALUATION ON OUTCOMES**

8.1 The evaluation of the Director Community Service's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.

8.2 A performance bonus of between **5% - 14%** will be paid to the ***Director Community Services*** in recognition of outstanding performance.

8.3 The ***Director Community Services*** will be eligible for progression to the next higher remuneration level, within the relevant remuneration band after completion of at least twelve months service at the current remuneration package on the beginning of the new financial year, subject to a fully effective assessment.

**8.4 In the case of unacceptable performance, after monthly assessment, the Municipal Manager shall-**

8.4.1 provide systematic remedial or developmental support to assist the Director Community Services to improve his performance; and after appropriate performance counselling and having provided the necessary/guidance and/or support and reasonable time for improvement in performance, the Municipal

Manager may consider steps to terminate the contract of employment of the Director Community Services on the grounds of unfitness or incapacity to carry out his duties.