

BEAUFORT WEST MUNICIPALITY

Performance Agreement for the financial year 1 September 2025 – 30 June 2026

DIRECTOR: FINANCIAL SERVICES



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Performance Agreement

Performance agreement made and entered into by and between

The Beaufort West Municipality and represented by the Municipal Manager (*herein and after referred as Employer*)

and

Bradley Stefan Jacobs, the Director: Financial Services (*herein and after referred as Employee*) for the period 1 July 2025 to 30 June 2026

Where as

- a. 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 as "the Parties";
- b. 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;
- c. 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 promote local government goals; and
- d. The Parties wish to ensure that there is compliance with Sections 57(4B) and 57(5) of the Systems Act.

1. INTERPRETATION

- 1.1 In this Agreement the followings terms will have the meaning ascribed thereto:
 - 1.1.1 "this Agreement" – means the performance agreement between the Employer and the employee and the Annexures thereto;
 - 1.1.2 "the Executive Authority" – means the Mayoral Committee of the Municipality constituted in terms of Section 60 of the Local Government: Municipal Structures Act 117 of 1998 ("the Structures Act") as represented by its chairperson, the Executive Mayor;
 - 1.1.3 "the Employee" means the Director appointed in terms of Section 56 of the Systems Act;
 - 1.1.4 "the Employer" means the Municipality; and

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1.1.5 “the Parties” means the Employer and Employee.

2. PURPOSE OF THIS AGREEMENT

- 2.1 To comply with the provisions of Section 57(1)(b),(4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the Parties;
- 2.2 To specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance targets and accountabilities;
- 2.3 To specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 To monitor and measure performance against set targeted outputs and outcomes;
- 2.5 To establish a transparent and accountable working relationship;
- 2.6 To appropriately reward the employee in accordance with section 11 of this agreement; and
- 2.7 To give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on 1 September 2025 and will remain in force until 30 June 2026 where-after a new Performance Agreement shall be concluded between the parties for the next financial year or any portion thereof;
- 3.2 The Parties will conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than 31st of July of the succeeding financial year;
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason;
- 3.4 If at any time during the validity of the agreement the work environment alters to the extent that the contents of the agreement are no longer appropriate, the contents must by mutual agreement between the parties, immediately be revised; and

- 3.5 Any significant amendments or deviations must take cognizance of the requirements of sections 34 and 42 of the Municipal Systems Act and Regulation 4(5) of the Regulations.

4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out –
- 4.1.1 The performance objectives and targets that must be met by the Employee;
 - 4.1.2 The timeframes within which those performance objectives and targets must be met; and
 - 4.1.3 The competencies (Annexure B – definitions in terms of Regulation 21 of 17 January 2014) required to operate effectively as senior managers in the local government environment.
- 4.2 The performance objectives and targets 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:
- 4.2.1 Key objectives that describe the main tasks that need to be done;
 - 4.2.2 Key performance indicators that provide the details of the evidence that must be provided to show that a key objective has been achieved by the employee;
 - 4.2.3 Target dates that describe the timeframe in which the targets must be achieved; and
 - 4.2.4 Weightings showing the relative importance of the key objectives to each other.
- 4.3 The Personal Development Plan (Annexure C) sets out the Employee's personal development requirements in line with the objectives and targets of the Employer; and
- 4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.



5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer adopted for the employees 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 employees and service providers to perform to the standards required;
- 5.3 The Employer must consult the Employee about the specific performance standards and targets that will be included in the performance management system applicable to the Employee;
- 5.4 The Employee undertakes to actively focus on the promotion and implementation of the key performance indicators (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, Operational Performance and Competencies both of which shall be contained in the Performance Agreement;
- 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, which are linked to the KPAs, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee;
- 5.7 The Competencies will make up the other 20% of the Employee's assessment score. The Competencies are split into two groups, leading competencies (indicated in blue on the graph below) that drive strategic intent and direction and core competencies (indicated in green on the graph below), which drive the execution of the leading competencies.

6. PERFORMANCE ASSESSMENT

- 6.1 The Performance Plan (Annexure A) to this Agreement sets out key performance indicators and competencies that needs to be evaluated in terms of –
 - 6.1.1 The standards and procedures for evaluating the Employee's performance; and
 - 6.1.2 During the intervals for the evaluation of the Employee's performance.



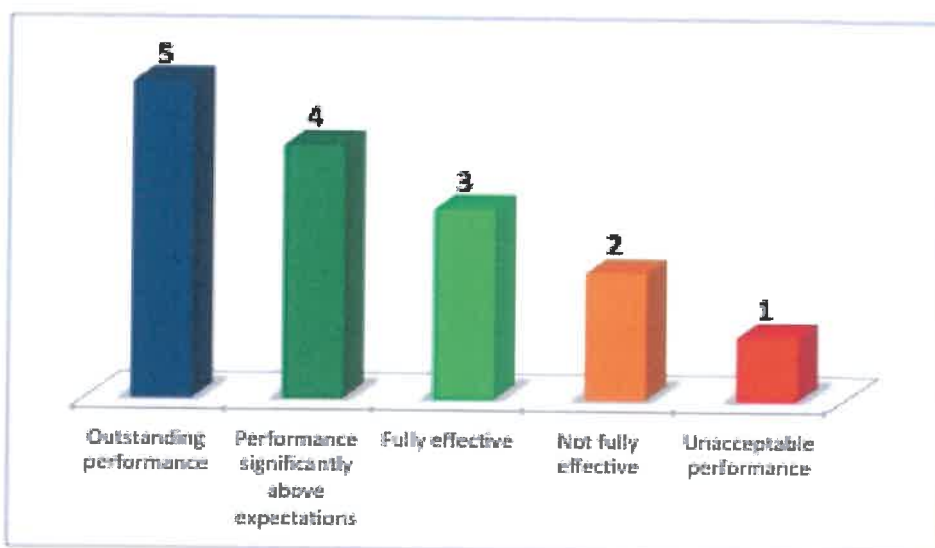
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- 6.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force;
- 6.3 Personal growth and development needs identified 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;
- 6.4 The Employee's performance will also be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan (IDP) as described in 6.6 – 6.13 below;
- 6.5 The Employee will submit quarterly performance reports (SDBIP) and a comprehensive annual performance report at least one week prior to the performance assessment meetings to the Evaluation Panel Chairperson for distribution to the panel members for preparation purposes;
- 6.6 Assessment of the achievement of results as outlined in the performance plan:
 - 6.6.1 Each KPI or group of KPIs shall be assessed according to the extent to which the specified standards or performance targets have been met (qualitative and quantitative) and with due regard to ad-hoc tasks that had to be performed under the KPI;
 - 6.6.2 A rating on the five-point scale described in 6.9 below shall be provided for each KPI or group of KPIs which will then be multiplied by the weighting to calculate the final score;
 - 6.6.3 The Employee will submit his self-evaluation to the Employer prior to the formal assessment;
 - 6.6.4 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
 - 6.6.5 An overall score will be calculated based on the total of the individual scores calculated above.
- 6.7 Assessment of the Competencies:
 - 6.7.1 Each Competency will be assessed in terms of the descriptions provided (Annexure B) during the mid-year and year-end reviews;



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- 6.7.2 A rating on the five-point scale described in 6.10 below shall be provided for each Competency which will then be multiplied by the weighting to calculate the final score; and
- 6.7.3 An overall score will be calculated based on the total of the individual scores calculated above.
- 6.8 Overall rating
- 6.8.1 An overall rating is calculated by adding the overall scores as calculated in 6.6.5 and 6.7.3 above; and
- 6.8.2 Such overall rating represents the outcome of the performance appraisal.
- 6.9 The assessment of the performance of the Employee will be based on the following rating scale for KPIs:



Terminology	Description
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 PA and Performance plan and maintained this in all areas of responsibility throughout the year.
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.

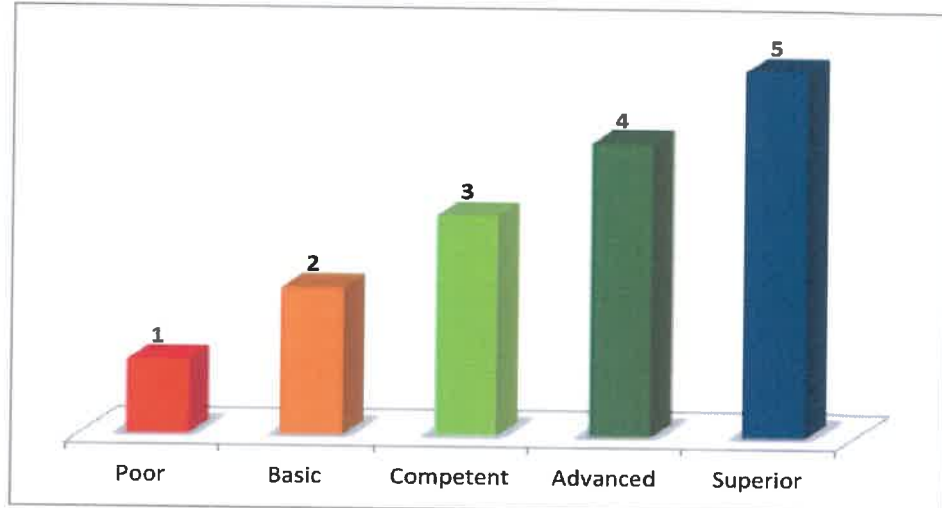
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Terminology	Description
Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.
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 PA and Performance Plan.
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.

6.10 The assessment of the competencies will be based on the following rating scale:



Achievement Level	Description
Poor	Do not apply the basic concepts and methods to proof a basic understanding of local government operations and requires extensive supervision and development interventions.
Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention.
Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analysis.
Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analysis.

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Achievement Level	Description
Superior	Has a comprehensive understanding of local government operations, critical in strategic shaping strategic direction and change, develops and applies comprehensive concepts and methods.

- 6.11 For purposes of evaluating the annual performance of the Employee, an evaluation panel constituted of the following persons will be established –
- 6.11.1 Municipal Manager;
 - 6.11.2 Municipal Manager from another municipality;
 - 6.11.3 Chairperson of the Performance Audit Committee or in his/her absence thereof, the Chairperson of the Audit Committee; and
 - 6.11.4 The Member of the Mayoral Committee (Portfolio Chairperson).
- 6.12 The Municipal Manager will evaluate the performance of the Employee as at the end of the 1st and 3rd quarters and document a summary of the discussions; and
- 6.13 The Municipal Manager will give performance feedback to the Employee within five (5) working days after each quarterly and annual assessment meetings.

7. SCHEDULE FOR PERFORMANCE REVIEWS

- 7.1 The performance of the Employee in relation to his performance agreement shall be reviewed for the following quarters with the understanding that the reviews in the first and the third quarter may be verbal if performance is satisfactory:

Quarter	Months	Evaluation
1	July - September	
2	October - December	March 2026
3	January – March	
4	April - June	November 2027

- 7.2 The Employer shall keep a record of the year-end assessment meetings;
- 7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance;



- 7.4 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
- 7.5 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

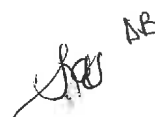
The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure C. Such Plan may be implemented and/or amended as the case may be after each assessment. In that case, the Employee will be fully consulted before any such change or plan is made.

9. OBLIGATIONS OF THE EMPLOYER

- 9.1 The Employer shall-
- 9.1.1 Create an enabling environment to facilitate effective performance by the employee;
 - 9.1.2 Provide access to skills development and capacity building opportunities;
 - 9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
 - 9.1.4 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
 - 9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time assisting him to meet the 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 its powers will have amongst others-
- 10.1.1 A direct effect on the performance of any of the Employee's functions;



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- 10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and
- 10.1.3 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 12.1 as soon as is practicable to enable the Employee to take any necessary action with delay.

11. REWARD

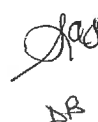
- 11.1 The evaluation of the Employee's performance will form the basis for acknowledging outstanding performance or correcting unacceptable performance;
- 11.2 The payment of the performance bonus is determined by the performance score obtained during the 4th quarter;
- 11.3 The performance bonus will be awarded pro-rata according to the period of this agreement based on the following scheme:

Performance Rating		Bonus Calculation
0% - 64%	Poor Performance	0% of total package
65% - 69%	Average Performance	5% of total package
70% - 74%	Fair Performance	9% of total package
75% - 79%	Good Performance	11% of total package
80% - 100%	Excellent Performance	14% of total package

- 11.4 In the event of the Employee terminating his services during the validity period of this Agreement, but only after three months after the start of this agreement's inception date, the Employee's performance will be evaluated for the period during which he/she was employed and he/she will be entitled to a pro-rata performance bonus based on his/her evaluated performance for the period of actual service; and
- 11.5 The Employer will submit the total score of the annual assessment and of the Employee, to full Council for purposes of recommending the bonus allocation.

12. MANAGEMENT OF EVALUATION OUTCOMES

- 12.1 Where the Employer is, any time during the Employee's employment, not satisfied with the Employee's performance with respect to any matter dealt with in this Agreement, the Employer will give notice to the Employee to attend a meeting;


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- 12.2 The Employee will have the opportunity at the meeting to satisfy the Employer of the measures being taken to ensure that his performance becomes satisfactory and any programme, including any dates, for implementing these measures;
- 12.3 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 resolving the dispute or difference; and
- 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
 - 12.4.2 After appropriate performance counselling 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 or her duties.

13. DISPUTE RESOLUTION

- 13.1 Disputes will be dealt with in terms of Section 33 of the Local Government: Municipal Performance Regulations for Municipal Managers and managers directly accountable to Municipal Managers (Regulation 805 of August 2006).
- 13.2 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 the executive mayor or mayor within thirty (30) days of receipt of a formal dispute from the employee whose decision shall be final and binding on both parties.
- 13.3 Any disputes about the outcome 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 thirty (30) days of receipt of a formal dispute from the employee whose decision shall be final and binding on both parties.

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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; and
- 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 instruments.

Thus done and signed at BEAUFORT WEST on the 23RD day of OCTOBER of 2025.

AS WITNESSES:

1. 

2. 

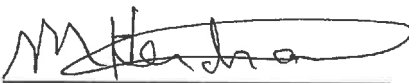


MUNICIPAL MANAGER

Thus done and signed at BEAUFORT WEST on the 23RD day of OCTOBER of 2025.

AS WITNESSES:

1. 

2. 



DIRECTOR

Dir.:  MM: 



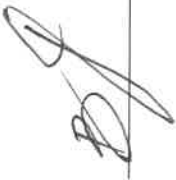
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Performance Plan

Director: Financial Services

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The Performance Plan sets out:

- a) Key Performance Areas that the employee should focus on, performance objectives, key performance indicators and targets that must be met within a specific timeframe; and
- b) The Competencies required from employees prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014.

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KEY PERFORMANCE INDICATORS

The key performance areas, the performance objectives, key performance indicators and targets that must be met within the agreed timeframe are described below. The assessment of these performance indicators will account for **eighty percent** of the total employee assessment score.

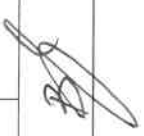
Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Targets				Weight
					Q1	Q2	Q3	Q4	
SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Expenditure	90% of the KPI's of the sub-directorate have been met as per Ignite Dashboard report	N/A	90%	90%	90%	90%	
SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Income	90% of the KPI's of the sub-directorate have been met as per Ignite Dashboard report	N/A	90%	90%	90%	90%	
SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Supply Chain Management	90% of the KPI's of the sub-directorate have been met as per Ignite Dashboard report	N/A	90%	90%	90%	90%	
SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Financial Administration	90% of the KPI's of the sub-directorate have been met as per Ignite Dashboard report	N/A	90%	90%	90%	90%	
SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Deputy Chief Financial Officer	90% of the KPI's of the sub-directorate have been met as per Ignite Dashboard report	N/A	90%	90%	90%	90%	

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Targets				Weight
					Q1	Q2	Q3	Q4	
TL5	Basic Service Delivery	Number of formal residential properties that receive piped water (credit and prepaid water) that is connected to the municipal water infrastructure network and which are billed for water or have pre-paid meters as at 30 June 2026	Number of residential properties which are billed for water or have pre-paid meters as at 30 June 2026	15	6 700	6 700	6 700	6 700	
TL6	Basic Service Delivery	Number of formal residential properties connected to the municipal electrical infrastructure network (credit and prepaid electrical metering)(Excluding Eskom areas) and which are billed for electricity or have pre-paid meters (Excluding Eskom areas) as at 30 June 2026	Number of residential properties which are billed for electricity or have pre-paid meters (Excluding Eskom areas) as at 30 June 2026	11	11 350	11 350	11 350	11 350	
TL7	Basic Service Delivery	Number of formal residential properties connected to the municipal waste water sanitation/sewerage network for sewerage service, irrespective of the number of water closets (toilets) which are billed for sewerage as at 30 June 2026	Number of residential properties which are billed for sewerage as at 30 June 2026	12	11 600	11 600	11 600	11 600	
TL8	Basic Service Delivery	Number of formal residential properties for which refuse is removed once per week and which are billed for refuse removal as at 30 June 2026	Number of residential properties which are billed for refuse removal as at 30 June 2026	11	11 700	11 700	11 700	11 700	
TL9	Basic Service Delivery	Provide free basic water to active indigent households as defined in paragraph 9(1) of the Municipality's Indigent Policy as at 30 June 2026	Number of active indigent households receiving free basic water as at 30 June 2026	6	4 500	4 500	4 500	4 500	

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Targets				Weight
					Q1	Q2	Q3	Q4	
TL10	Basic Service Delivery	Provide free basic electricity to active indigent households as defined in paragraph 9(1) of the Municipality's Indigent Policy as at 30 June 2026	Number of active indigent households receiving free basic electricity as at 30 June 2026	4	6 000	6 000	6 000	6 000	
TL11	Basic Service Delivery	Provide free basic sanitation to active indigent households as defined in paragraph 9(1) of the Municipality's Indigent Policy as at 30 June 2026	Number of active indigent households receiving free basic sanitation as at 30 June 2026	3	5 500	5 500	5 500	5 500	
TL12	Basic Service Delivery	Provide free basic refuse removal to active indigent households as defined in paragraph 9(1) of the Municipality's Indigent Policy as at 30 June 2026	Number of active indigent households receiving free basic refuse removal as at 30 June 2026	3	5 500	5 500	5 500	5 500	
TL13	Basic Service Delivery	The percentage of the municipal capital budget spent by 30 June 2026 [(Actual amount spent / Total amount budgeted for capital projects)X100]	% of capital budget spent by 30 June 2026	94%	10%	40%	60%	95%	

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Targets				Weight
					Q1	Q2	Q3	Q4	
TL14	Municipal Financial Viability and Management	Financial viability measured in terms of the municipality's ability to meet its service debt obligations at 30 June 2026 [(Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Borrowing + Long Term Lease) / (Total Operating Revenue - Operating Conditional Grant) x 100]	Debt to Revenue as at 30 June 2026	1%	0%	0%	0%	45%	
TL15	Municipal Financial Viability and Management	Financial viability measured in % in terms of the total amount of outstanding service debtors in comparison with total revenue received for services at 30 June 2026 [(Total outstanding service debtors/annual revenue received for services)x 100]	Service debtors to revenue as at 30 June 2026	81.26%	0%	0%	0%	35%	
TL16	Municipal Financial Viability and Management	Financial viability measured in terms of the available cash to cover fixed operating expenditure at 30 June 2026 [(Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment / Monthly Fixed Operational Expenditure excluding (Depreciation, Amortisation, and Provision for Bad Debts, Impairment and Loss on Disposal of Assets)]	Cost coverage as at 30 June 2026	0	0	0	0	1	

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Targets				Weight
					Q1	Q2	Q3	Q4	
TL17	Municipal Financial Viability and Management	Achieve a payment percentage of 90% by 30 June 2026 [(Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100]	Payment % achieved by 30 June 2026	81.26%	85%	85%	85%	90%	
TL18	Municipal Financial Viability and Management	Limit unaccounted for water quarterly to less than 25% during 2025/26 [(Number of Kilolitres Water Purchased or Purified - Number of Kilolitres Water Sold (including free basic water) / (Number of Kilolitres Water Purchased or Purified x 100)]	% unaccounted water	63.66%	0%	0%	0%	25%	
TL19	Municipal Financial Viability and Management	Limit unaccounted for electricity to less than 10% quarterly during the 2025/26 financial year [(Number of Electricity Units Purchased - Number of Electricity Units Sold) / Number of Electricity Units Purchased] x 100]	% unaccounted electricity	14.18%	0%	0%	0%	10%	
D77	Good Governance and Public Participation	Implement Council resolutions within the required timeframes [(Number of Council resolutions implemented within the required timeframes/Number of Council resolutions) x 100]	% of Council resolutions implemented	0.90%	90%	90%	90%	90%	

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Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Targets				Weight
					Q1	Q2	Q3	Q4	
D78	Good Governance and Public Participation	Implement correctives measures within due dates as identified in the Auditor-General (AG) Management letter [(Number of corrective measures implemented within the due dates as identified by the AG management letter/Number of corrective measures as identified by the AG management letter) x 100]	% of corrective measures implemented within due dates	0.90%	0%	0%	90%	90%	
D79	Good Governance and Public Participation	Respond with action plan to all correspondence received from internal audit within 7 working days	% of Internal Audit correspondence attended to within 10 working days	0.90%	90%	90%	90%	90%	
D80	Good Governance and Public Participation	Submit a progress report on projects on a monthly basis to Mayoral Committee	Number of reports submitted	12	3	3	3	3	
D81	Good Governance and Public Participation	Support the user departments with the submission of funding applications to external sources	Number of user departments supported	4	1	1	1	1	
D82	Good Governance and Public Participation	Respond to complaints received within 24 hours [(Number of complaints responded to within 24 hours/Number of complaints received) x 100]	% of complaints responded to within 24 hours	0.90%	90%	90%	90%	90%	
D83	Good Governance and Public Participation	Follow up on departmental disciplinary hearings on a quarterly basis and submit a progress report to Human Resources Division	Number of reports submitted	12	1	1	1	1	
D84	Good Governance and Public Participation	Attend 5 Community meetings per annum	Number of community meetings attended	7	1	1	1	2	

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Targets				Weight
					Q1	Q2	Q3	Q4	
D85	Good Governance and Public Participation	Respond to all correspondence received within the Directorate within 72 hours of receipt	% of correspondence responded to within 72 hours	0.90%	90%	90%	90%	90%	
D86	Good Governance and Public Participation	Facilitate monthly meetings with line managers (except December and January)	Number of meetings with line managers	10	3	2	2	3	
D87	Good Governance and Public Participation	Report quarterly to SCM on Service Level Agreements (SLA's) with service providers in line with relevant legislation i.e. Section 116 of the MFMA	Number of reports submitted	12	3	3	3	3	
D88	Municipal Financial Viability and Management	Spend all conditional grant funding as per the signed MOU and transfer payment agreement pertaining to Finance Department	% of grant funding spent (total expenditure on relevant grant/budgeted allocation of grant)	1%	0%	0%	0%	100%	
D89	Municipal Financial Viability and Management	Review the Budget related policies and submit to Council by 31 March	Number of budget related policies submitted by 31 March	9	0	0	9	0	
D90	Municipal Financial Viability and Management	Submit the monthly report to National Treasury and Provincial Treasury on the municipal debt relief	Number of reports submitted	0	3	3	3	3	
D91	Good Governance and Public Participation	Submit a report to Internal Audit on the progress of the mitigation of Top risks and FRP Risks of the Department on a monthly basis by the 15th of each month	Number of reports submitted	0	1	1	1	1	
TOTAL									80

COMPETENCIES

The competencies required from employees prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014. The assessment of these competencies will account for **twenty percent** of the total employee assessment score.

Annexure B describes the different achievement levels for each Competency and should therefore form part of this section of the Performance Plan.

Competency	Definition	Weight
LEADING COPETENCIES		
Strategic direction and leadership	Provide and direct a vision for the institution and inspire and deploy others to deliver on the strategic institutional mandate. It includes: • Impact and influence • Institutional performance management • Strategic planning and management • Organisational awareness	1.67
People management	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives. It includes: • Human capital planning and development • Diversity management • Employee relations management • Negotiation and dispute management	1.67
Programme and project management	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives. It includes: • Program and project planning and implementation • Service delivery management • Program and project monitoring and evaluation	1.67

Competency	Definition	Weight
Financial management	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. It includes: • Budget planning and execution • Financial strategy and delivery • Financial reporting and delivery	1.67
Change leadership	Able to direct and initiate transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community. It includes: • Change vision and strategy • Process design and improvement • Change impact monitoring and evaluation	1.67
Governance leadership	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. It includes: • Policy formulation • Risk and compliance management • Cooperative governance	1.67
CORE COMPETENCIES		
Moral competence	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and display behaviour that reflects moral competence.	1.67
Planning and organising	Able to plan, prioritise and organise information and resources effectively to ensure the quality-of-service delivery and build efficient contingency plans to manage risk.	1.67
Analysis and innovation	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.	1.67
Knowledge and information management	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	1.67
Communication	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.	1.67
Results and quality focus	Able to maintain high quality standards, focus on achieving results and objectives while consistency striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.	1.67

Competency	Definition	Weight	
		TOTAL	20

DIR:  MM: 

Competency Framework

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CLUSTER:		LEADING COMPETENCIES		
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		COMPETENT	ADVANCED	SUPERIOR
- 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 a strategy - Has a basic understanding of institutional performance management, but lacks the ability to integrate systems into a collective whole - Demonstrate basic understanding of key decision makers	- 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 action plans to execute and guide strategy - Assist in defining performance measures to monitor the progress and effectiveness of the institution - Displays an awareness of institutional structures and political factors - Effectively communicate barriers to execution to relevant parties - Provide guidance to all stakeholders in the achievement of the strategic mandate - Understand the aim and objectives of the institution and relate it to own work	- 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 the strategic direction and deal with complex situations - Guide the institution through complex and ambiguous concern	- 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 maneuver successfully to a win/win outcome	



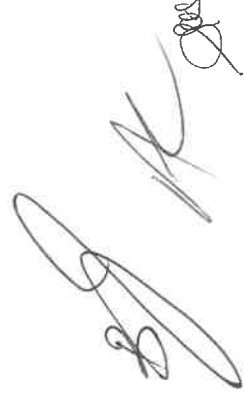
CLUSTER:	LEADING COMPETENCIES		
COMPETENCY NAME :	Strategic Direction and Leadership		
COMPETENCY DEFINITION :	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate		
BASIC	ACHIEVEMENT LEVELS		
	COMPETENT	ADVANCED	SUPERIOR
		• Use understanding of power relationships and dynamic tensions among key players to frame communications and develop strategies, positions and alliances	

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CLUSTER:		LEADING COMPETENCIES		
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		COMPETENT	ADVANCED	SUPERIOR
- Participate in team goalsetting and problem solving - Interact and collaborate with people of diverse backgrounds - Aware of guidelines for employee development, but requires support in implementing development initiatives		Seek opportunities to increase team contribution and responsibility	Identify ineffective team and work processes and recommend remedial interventions	Develop and incorporate best practice people management processes, approaches and tools across the institution
		Respect and support the diverse nature of others and be aware of the benefits of a diverse approach	Recognise and reward effective and desired behavior	Foster a culture of discipline, responsibility and accountability
		Effectively delegate tasks and empower others to increase contribution and execute functions optimally	Provide mentoring and guidance to others in order to increase personal effectiveness	Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution
		Apply relevant employee legislation fairly and consistently	Identify development and learning needs within the team	Develop comprehensive integrated strategies and approaches to human capital development and management
		Effectively identify capacity requirements to fulfill the strategic mandate	Inspire a culture of performance excellence by giving positive and constructive feedback to the team	Actively identify trends and predict capacity requirements to facilitate unified transition and performance management
			Achieve agreement or consensus in adversarial environments	
			Lead and unite diverse teams across divisions to achieve institutional objectives	



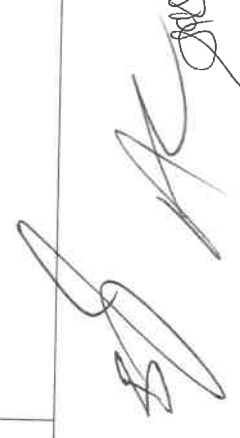
CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Program and Project Management			
COMPETENCY DEFINITION :	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives			
	ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR	
Initiate projects after approval from higher authorities	Establish broad stakeholder involvement and communicate the project status and key milestones	Manage multiple programs and balance priorities and conflicts according to institutional goals	Understand and conceptualise the long-term implications of desired project outcomes	
Understand procedures of program and project management methodology, implications and stakeholder involvement	Define the roles and responsibilities of the project team and create clarity around expectations	Apply effective risk management strategies through impact assessment and resource requirements	Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realise institutional objectives	
Understand the rational of projects in relation to the institution's strategic objectives	Find a balance between project deadline and the quality of deliverables	Modify project scope and budget when required without compromising the quality and objectives of the project	Influence people in positions of authority to implement outcomes of projects	
Document and communicate factors and risk associated with own work	Identify appropriate project resources to facilitate the effective completion of the deliverables	Involve top-level authorities and relevant stakeholders in seeking project buy-in	Lead and direct translation of policy into workable action plans	
Use results and approaches of successful project implementation as guide	Comply with statutory requirements and apply policies in a consistent manner	Identify and apply contemporary project management methodology	Ensures that programs are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed	
	Monitor progress and use of resources and make needed adjustments to timelines, steps and resource allocation	Influence and motivate project team to deliver exceptional results		
		Monitor policy implementation and apply procedures to manage risks		



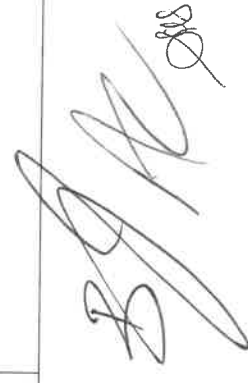
CLUSTER :		LEADING COMPETENCIES		
COMPETENCY NAME :		Financial Management		
COMPETENCY DEFINITION :		Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner		
		ACHIEVEMENT LEVELS		
BASIC	COMPETENT		ADVANCED	SUPERIOR
	Understand basic financial concepts and methods as they relate to institutional processes and activities	Exhibit knowledge of general financial concepts, planning, budgeting and forecasting and how they interrelate	Take active ownership of planning, budgeting and forecasting processes and provides credible answers to queries within own responsibility	Develop planning tools to assist in evaluating and monitoring future expenditure trends
	Display awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systems	Assess, identify and manage financial risks	Prepare budgets that are aligned to the strategic objectives of the institution	Set budget frameworks for the institution
	Understand the importance of financial accountability	Assume a cost-saving approach to financial management	Address complex budgeting and financial management concerns	Set strategic direction for the institution on expenditure and other financial processes
	Understand the importance of asset control	Prepare financial reports based on specified formats	Put systems and processes in place to enhance the quality and integrity of financial management practices	Build and nurture partnerships to improve financial management and achieve financial savings
		Consider and understand the financial implications of decisions and suggestions	Advise on policies and procedures regarding asset control	Actively identify and implement new methods to improve asset control
		Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated	Promote National Treasury's regulatory framework for Financial Management	Display professionalism in dealing with financial data and processes
		Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget		




CLUSTER :		LEADING COMPETENCIES		
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	COMPETENT	ADVANCED	SUPERIOR	
- 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 change interventions on the institution within the broader scope of local government	- 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	- 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	- 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	

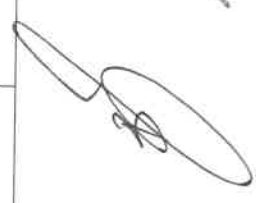


CLUSTER :		LEADING COMPETENCIES		
COMPETENCY NAME :		Governance Leadership		
COMPETENCY DEFINITION :		Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships		
		ACHIEVEMENT LEVELS		
BASIC		COMPETENT	ADVANCED	SUPERIOR
- 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		- 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	- 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	- Demonstrate a high level of commitment in complying with governance requirements - Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework - Able to advise local government on risk management, best practice interventions and compliance management - 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

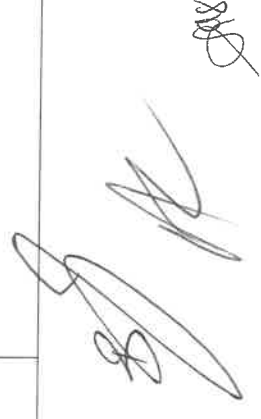


CLUSTER :		CORE COMPETENCIES		
COMPETENCY NAME :		Moral Competence		
COMPETENCY DEFINITION :		Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behavior that reflects moral competence		
BASIC		ACHIEVEMENT LEVELS		
		COMPETENT	ADVANCED	SUPERIOR
- Realise the impact of acting with integrity, but requires guidance and development in implementing principles - Follow 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		Conduct self in alignment with the values of local government and the institution	Identify, develop and apply measures of self-correction	Create an environment conducive of moral practices
		Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver	Able to gain trust and respect through aligning actions with commitments	Actively develop and implement measures to combat fraud and corruption
		Actively report fraudulent activity and corruption with local government	Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders	Set integrity standards and shared accountability measures across the institution to support the objectives of local government
		Understand and honor the confidential nature of matters without seeking personal gain	Present values, beliefs and ideas that are congruent with the institution's rules and regulations	Take responsibility for own actions and decisions, even if the consequences are unfavorable
		Able to deal with situations of conflict of interest promptly and in the best interest of local government	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	

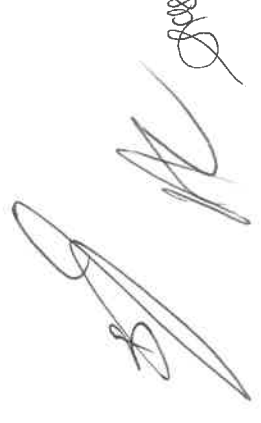
CLUSTER :		CORE COMPETENCIES		
COMPETENCY NAME :		Planning and Organising		
COMPETENCY DEFINITION :		Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk		
BASIC		ACHIEVEMENT LEVELS		
		COMPETENT	ADVANCED	SUPERIOR
- 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 and ensure that objectives are met		- 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	- 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 - Schedule realistic timelines, objectives and milestones for tasks and projects	- Focus on broad strategies and initiatives when developing plans and actions - Able to protect 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
	Focus on short-term objectives in developing plans and actions	Schedule tasks to ensure they are performed within budget and with efficient use of time and resources	Produce clear, detailed and comprehensive plans to achieve institutional objectives	
	Arrange information and resources required for a task, but require further structure and organisation	Measures progress and monitor performance results	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	




CLUSTER :		CORE COMPETENCIES		
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		
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
	Understand the basic operation of analysis, but lack detail and thoroughness	Demonstrate logical problem solving techniques and approaches and provide rationale for recommendations	Coaches team members on analytical and innovative approaches and techniques	Demonstrate complex analytical and problem solving approaches and techniques
	Able to balance independent analysis with requesting assistance from others	Demonstrate objectivity, insight and thoroughness when analysing problems	Engage with appropriate individuals in analysing and resolving complex problems	Create an environment conducive to analytical and fact-based problem solving
	Recommend new ways to perform tasks within own function	Able to break down complex problems into manageable parts and identify solutions	Identify solutions on various areas in the institution	Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence
	Propose simple remedial interventions that marginally challenges the status quo	Consult internal and external stakeholders on opportunities to improve processes and service delivery	Formulate and implement new ideas throughout the institution	Create an environment that fosters innovative thinking and follows a learning organisation approach
	Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking	Clearly communicate the benefits of new opportunities and innovative solutions and stakeholders	Able to gain approval and buy-in for proposed interventions from relevant stakeholders	Be a thought leader on innovative customer service delivery and process optimisation
		Continuously identify opportunities to enhance internal processes	Identify trends and best practices in process and service delivery and propose institutional application	Play an active role in sharing best practice solutions and engage in national and international local government seminars and conferences
	Identify and analyse opportunities conducive to innovative approaches and propose remedial intervention	Continuously engage in research to identify client needs		



CLUSTER :		CORE COMPETENCIES		
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	
Collect, categorise and track relevant information required for specific tasks and projects	Use appropriate information systems and technology to manage institutional knowledge and information sharing	Effectively predict future information and knowledge management requirements and systems	Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information	
Analyse and interpret information to draw conclusions	Evaluate data from various sources and use information effectively to influence decisions and provide solutions	Develop standards and processes to meet future knowledge management needs	Establish partnerships across local government to facilitate knowledge management	
Seek new sources of information to increase the knowledge base	Actively create mechanisms and structures for sharing information	Share and promote best-practice knowledge management across various institutions	Demonstrate a mature approach	
Regularly share information and knowledge with internal stakeholders and team members	Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency	Establish accurate measures and monitoring systems for knowledge and information management	Recognise and exploit knowledge points in interactions with internal and external stakeholders	
		Create a culture conducive of learning and knowledge sharing		
		Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches		



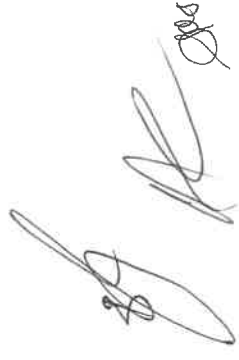
CLUSTER :		CORE COMPETENCIES		
COMPETENCY NAME :		Communication		
COMPETENCY DEFINITION :		Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome		
		ACHIEVEMENT LEVELS		
BASIC		COMPETENT	ADVANCED	SUPERIOR
		Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilising such tools	Express ideas to individuals and groups in formal and informal settings in a manner that is interesting and motivating	Effectively communicate high-risk and sensitive matters to relevant stakeholders
		Express ideas in a clear and focused manner, but does not always take the audience into consideration	Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs	Regarded as a specialist in negotiations and representing the institution
		Disseminate and convey information and knowledge adequately	Adapt communication content and style to suit the audience and facilitate optimal information transfer	Able to inspire and motivate others through positive communication that is impactful and relevant
			Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders	Creates an environment conducive to transparent and productive communication and critical appreciate conversations
		Compile clear, focused, concise and well-structured written documents	Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution	Able to coordinate negotiations at different levels within local government and externally
			Able to communicate with the media with high levels of moral competence and discipline	




CORE COMPETENCIES		ACHIEVEMENT LEVELS		
CLUSTER :	COMPETENCY NAME :	COMPETENT	ADVANCED	SUPERIOR
	Results and Quality Focus			
	COMPETENCY DEFINITION :	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	ADVANCED	SUPERIOR
• Understand quality of work but requires guidance in attending to important matters	• Focus on high-priority actions and does not become distracted by lower-priority activities	• Consistently verify own standards and outcomes to ensure quality output	• Coach and guide others to exceed quality standards and results	
• Show a basic commitment to achieving the correct results	• Display firm commitment and pride in achieving the correct results	• Focus on the end result and avoids being distracted	• Develop challenging, client-focused goals and sets high standards for personal performance	
• Produce the minimum level of results required in the role	• Set quality standards and design processes and tasks around achieving set standards	• Demonstrate a determined and committed approach to achieving results and quality standards	• Commit to exceed the results and quality standards, monitor own remedial interventions when required	
• Produce outcomes that is of a good standard	• Produce output of high quality	• Follow task and projects through to completion	• Work with team to set ambitious and challenging team goals, communicating long- and short term expectations	
• Focus on the quantity of output but requires development in incorporating the quality of work	• Able to balance the quantity and quality and quality of results in order to achieve objectives	• Set challenging goals and objectives to self and team and display commitment to achieving expectations	• Take appropriate risks to accomplish goals	
• Produce quality work in general circumstances, but fails to meet expectation when under pressure	• Monitors progress, quality of work and use of resources; provide status updates and make adjustments as needed	• Maintain a focus on quality outputs when placed under pressure	• Overcome setbacks and adjust action plans to realise goals	
		• Establishing institutional systems for managing and assigning work, defining responsibilities, tracking, monitoring and measuring success, evaluating and valuing the work of the institution	• Focus people on critical activities that yield a high impact	



Personal Development Plan

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Skills Performance Gap	Outcomes Expected	Suggested training and /or development activity	Suggested mode of delivery	Suggested Time Frames	Work opportunity created to practice skill/development area	Support Person
1. Municipal Training	Completion of unit standards	MMC	Service Provider	With 18 months of Employment Contract	Day 2. Day ops	Service Provider
2.						
3.						

Signed and accepted by the Employee



Date:

23/10/2025

Signed by the Municipal Manager on behalf of the Municipality



Date:

23/10/2025