



PERFORMANCE AGREEMENT

CHIEF EXECUTIVE OFFICER
(Accounting Officer) - HGDA

ABSTRACT

The signature of the Performance Agreement serves as compliance with the provisions of Sections 57(1)(b), 4(A), 4(B) and (5) of the Systems Act as well as the Contract of Employment entered into between the parties.



HARRY GWALA DEVELOPMENT AGENCY (HGDA) (PTY) LTD

Harry Gwala Farmers Market, Erf 2226
Portion 27 of the Farm Ellerton, IXOPO 3276

PERFORMANCE AGREEMENT

made and entered into by and between the

HARRY GWALA DEVELOPMENT AGENCY (PTY) LTD

as represented by

CHAIRPERSON OF THE BOARD – MR SITHOLE

(Herein and after referred to as Employer)

AND

THE CHIEF EXECUTIVE OFFICER – MS ACR WHYTE

(Herein and after referred to as Employee)

FOR THE FINANCIAL YEAR 01 JULY 2022 – 30 JUNE 2023

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN

HARRY GWALA DEVELOPMENT AGENCY (PTY) LTD

Herein represented by **MR SITHOLE** in his capacity as the **CHAIRPERSON** (hereinafter referred to as the Employer)

and

MS ACR WHYTE (hereinafter referred to as the Employee) employed as the **CHIEF EXECUTIVE OFFICER** for the Harry Gwala Development Agency (Pty) Ltd.

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1. The Employer, **Harry Gwala Development Agency (Pty) Ltd**, has entered into contract of Employment with the Employee, **Ms ACR Whyte**, in terms of section 57(1) (a) of the Local Government Municipal Systems Act 32 of 2000("the System Act"). The Employer and the Employee are hereinafter referred to as the "the Parties".
- 1.2. Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an Annual Performance Agreement.
- 1.3. The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will secure Local Government policy goals.
- 1.4. The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Municipal Systems Act. In the Agreement the following terms will have the meaning ascribed thereto:
 - 1.4.1. "this Agreement" means the Performance Agreement between the Employer and the Employee and the Annexures thereto;
 - 1.4.2. "the Chief Executive Officer" means the Chief Executive Officer of the Agency appointed in terms of Section 54A of the Local Government: Municipal Systems Act;

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- 1.4.3. "the Employee" means the Chief Executive Officer appointed in terms of Section 57 of the Act;
- 1.4.4. "the Employer" means Harry Gwala Development Agency; and
- 1.4.5. "the Parties" means the Employer and Employee.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to –

- 2.1. Comply with the provisions of Sections 57(1)(b), 4(A), 4(B) and (5) of the Systems Act 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.
- 2.3. Specify accountabilities as set out in the Performance Plan (Annexure A);
- 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 Employers 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 **01 July 2022** and will remain in force until **30 June 2023**; thereafter 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.



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- 3.3. This Agreement will terminate on the termination of the Employee's contract of employment or any reason.
- 3.4. The content of this Agreement may be revised at any time during the above-mentioned 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, council or agency 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 Performance Plan (Annexure A) sets out –

- 4.1.1. The performance objectives and targets that must be met by the Employee; and
- 4.1.2. The time frames within which those performance objectives and targets must be met.

4.2. The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Business Plan of the Agency as well as the Growth and Development Strategy 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 contribution to the goals and strategies set out in the Employer's Business Plan.

5. PERFORMANCE MANAGEMENT SYSTEM

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

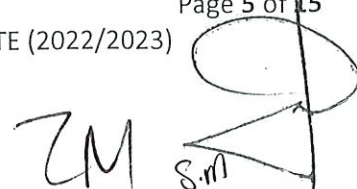
5.2. The Employee accepts that the purpose of the Performance Management System will be to provide a comprehensive system with specific performance standards to assist the Employer, Management, and officials to perform to the standards required.

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- 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. INDIVIDUAL PERFORMANCE CONTRACT SIGNING AND REPORTING

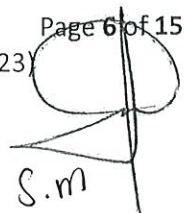
- 6.1. The performance contract shall be concluded between each employee within 30 calendar days reckoned from the first day of the new financial year or 60 calendar days upon commencement of employment in respect of all officials appointed and entered into a performance management system. This is in line with section 57(2) of the Municipal Systems Act of 2000. Failure to comply with this deadline means an employee is not eligible for a performance bonus or pay progression for the performance cycle in question, unless proof of compliance can be provided to the Accounting Officer and may result in the employee and his Supervisor being subjected to disciplinary action.
- 6.1.1. The employee who incurred Unauthorised, Irregular, Fruitless and Wasteful (UIFW) expenditure, will not receive performance bonuses for the year under review.
- 6.1.2. The Chairperson shall ensure inclusion of the attainment of Unqualified Audit Opinion as a minimum in the Performance Agreement of Chief Executive Officer.
- 6.2. The Chief Executive Officer shall choose all Six (6) National KPAs, with a total weight of 100%.
- 6.3. The employee other than Chief Executive Officer and Section 56 Managers, will choose a maximum of ten (10) core competency requirements (CCRs) including compulsory core managerial requirements (CMRs) with a total weight of 100%, whilst Chief Executive Officer and Section 56 Managers are required to choose all CCRs.
- 6.4. Employees who are on performance contract shall report their performance in a prescribed tool in all performance review intervals which may be reviewed from time to time **(Annexure A)**
- 6.5. All individual quarterly performance reports shall be due for submission to the immediate superiors **on or before the 15th or should the 15th fall on the weekend, they will be due on a Monday following the 15th** after the end of each quarter. Failure to comply with this deadline means an employee is not eligible for a performance bonus or pay progression for the performance cycle in question, unless proof of compliance can be provided to the Accounting Officer, and may result in the employee and his Supervisor being subjected to disciplinary action.



- 6.6. Quarterly, Mid-year and annual performance reports will be due for submission to the IPMS unit **on or before the 20th** after the end of each quarter, first six month-period and financial year respectively. **And thereafter submitted by IPMS to Internal Audit on or before the 30th after the end of each quarter.** Failure to comply with this deadline means an employee is not eligible for a performance bonus or pay progression for the performance cycle in question, unless proof of compliance can be provided to the Accounting Officer and may result in the employee and his supervisor being subjected to disciplinary action.
- 6.7. Each employee will be responsible for keeping his or her personal copies of the performance contract and individual performance reports in a safe place for reference purposes.
- 6.8. An employee who fails to sign a performance contract within 30 calendar days, shall be considered as not eligible for a performance bonus or pay progression for the performance cycle in question, unless proof of compliance can be provided to the Accounting Officer, and may result in the employee and his Supervisor being subjected to disciplinary action.
- 6.9. Signed copies of the Performance Contracts of the Accounting Officer and Section 56 Managers will be presented to the Audit Committee as evidence of compliance as a matter of due diligence on the part of the Agency.

7. THE EMPLOYEE AGREES TO PARTICIPATE IN THE PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM THAT THE EMPLOYER ADOPTS

- 7.1. The Employee undertakes to actively focus on the promotion and implementation of KPA's (including special projects relevant to the employee's responsibilities) within the Local Government Framework.
- 7.2. 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.
- 7.2.1. The Employee must be assessed against both components and each area of assessment will be weighted and will contribute a specific part to the total score.
- 7.2.2. A weighting for the KPA's that cover the main areas of work will account for 80% of the final assessment and CF will account for 20% of the final assessment.
- 7.3. The Employee's assessment will be based on his performance in terms of the outputs/outcomes (performance indicators) identified as per attached Performance Plan (Annexure A), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.



Number	Key Performance Areas (80% of Total)	Weighting
1	Municipal Institutional Development and Transformation	15%
2	Basic Service Delivery	15%
3	Local Economic Development	30%
4	Municipal Financial Viability and Management	20%
5	Good Governance and Public Participation	10%
6	Cross Cutting Interventions	10%
	Total	100%

7.4. The Competency Framework CF will make the other 20% of the Employee's assessment score. The Competency Framework (CF) as contained in the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers must be used for this purpose. The said Regulations state that there is no hierarchical connotation to the structure and all competencies must therefore be considered as measurable and critical in assessing the level of a Chief Executive Officer's performance.

7.5. Competency framework structure:

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

LEADING COMPETENCIES	
Strategic Direction and Leadership	<ul style="list-style-type: none"> • Impact and influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness
People Management	<ul style="list-style-type: none"> • Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and Dispute Management
Program and Project Management	<ul style="list-style-type: none"> • Program and Project Planning and Implementation • Service Delivery Management • Program and Project Monitoring and Evaluation
Financial Management	<ul style="list-style-type: none"> • Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring
Change Leadership	<ul style="list-style-type: none"> • Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation
Governance Leadership	<ul style="list-style-type: none"> • Policy Formulation • Risk and Compliance Management • Cooperative Governance

CORE COMPETENCIES
Moral Competencies
Planning and Organising
Analysis and Innovation
Knowledge and Information Management
Communication
Result and Quality Focus

COMPETENCY FRAMEWORK STRUCTURE			
Number	CRITICAL LEADING COMPETENCIES	√	WEIGHT
1	Strategic Direction and Leadership		10%
2	People Management		8%
3	Program and Project Management		10%
4	Financial Management		10%
5	Change Leadership		10%
6	Governance Leadership		10%
Number	CORE COMPETENCIES		
1	Moral Competence		7%
2	Planning and Organising		7%
3	Analysis and Innovation		7%
4	Knowledge and Information Management		7%
5	Communication		7%
6	Results and Quality Focus		7%
	Total percentage		100%

Managers must subscribe to the following Batho Pele principles.

- Consultation
- Setting service standards
- Increasing access
- Ensuring courtesy
- Providing information
- Openness and transparency

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- Redress
- Value for money
- Encouraging Innovation and Rewarding excellence
- Customer Impact
- Leadership and Strategic Direction

8. EVALUATING PERFORMANCE

8.1. The Performance Plan (Annexure A) to this Agreement sets out-

8.1.1. The Standards and procedures for evaluating the Employee's performance; and

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

8.2. 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.

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

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

8.5. The annual performance appraisal will involve:

8.5.1. *Assessment of the achievement of results as outlined in the performance plan;*

- Each Key Performance Area should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to adhoc tasks that had to be performed under the KPA.
- An indicative rating on the five-point scale should be provided for each KPA.
- The applicable assessment rating calculator (refer to Paragraph 7.5.3 below) must then be used to add the scores and calculate a final KPA score.

8.5.2. *Assessment of the CMC's*

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- a. Each leading and core competency contained in the Competency Framework must 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 (refer to Paragraph 7.5.1) must then be used to add the scores and calculating a final CF score.

8.5.3. Overall Rating

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

- 8.6. The assessment of the performance of the Employee will be based on the following Rating scale for KPA's.

Level	Terminology	Description Rating	Rating
5	Superior	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 Annual Work Plan and maintained this in all areas of responsibility throughout the year.	
4	Advanced	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	Competent	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 Annual Work Plan.	
2	Basic	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 Annual Work Plan.	
1	Basic	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 Annual Work Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.	

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The achievement levels indicated in the table below serve as a benchmark leading and core competencies.

ACHIEVEMENT LEVEL	DESCRIPTION
Basic (rating =1-2)	Applies basic concepts, methods and understanding of local government operations, but requires supervision and development intervention.
Competent (rating= 3)	Develops and applies more progressive concepts, method and understanding, plans and guides the work of others and executes progressive analyses.
Advanced (rating =4)	Develops and applies complex concepts, methods and understanding. Effectively directs and leads group and executes in-depth analyses.
Superior (rating =5)	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops and applies comprehensive concepts and methods.

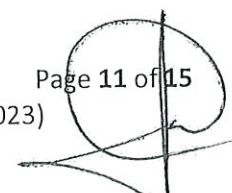
8.7. For the purpose of evaluating the performance of the Employee for the **Mid-Year** and **Year-End reviews**, an evaluation panel constituted by the following persons will be established-

- 8.7.1. The Chairperson of the Board
- 8.7.2. The Mayor of Harry Gwala District Municipality
- 8.7.3. Member of the Executive Committee
- 8.7.4. Chairperson of the Audit /Performance Audit Committee.
- 8.7.5. Municipal Manager from another Municipality
- 8.7.6. Human Resource Official - HGDA: Secretariat

9. SCHEDULE FOR PERFORMANCE REVIEWS

9.1. 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:

QUARTER	REVIEW PERIOD	REVIEWS TO BE COMPLETED BY
First Quarter	July to September 2022	31 October 2022
Second Term	October to December 2022	28 February 2023
Mid-term	July to December 2022	28 February 2023
Third Quarter	January to March 2023	30 April 2023
Fourth Quarter	April to June 2023	30 September 2023
Annual	July 2022 to June 2023	30 March 2024


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- 9.2. The Employer shall keep a record of the mid-year review and annual assessment meetings.
- 9.3. Performance feedback shall be based on the Employer's assessment of the Employee's Performance.
- 9.4. 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.
- 9.5. The Employer may amend the provisions of Annexure A whenever the Performance Management System is adopted, implemented, and/or amended. In that case the Employee will be fully consulted before any such change is made.

10. DEVELOPMENTAL REQUIREMENTS

- 10.1. The Personal Development Plan (PDP) (Annexure C) for addressing development gaps is attached as Annexure A. 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 change is made.

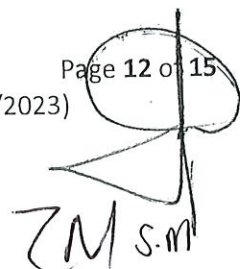
11. OBLIGATIONS OF THE EMPLOYER

11.1. The Employer shall:

- 11.1.1. Create an enabling environment to facilitate effective performance by the Employee;
- 11.1.2. Provide access to skills development and capacity building opportunities;
- 11.1.3. Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
- 11.1.4. On the request of the Employee delegate such powers reasonably required by the Employee to enable him or her to meet the performance objectives and targets established in terms of this Agreement; and
- 11.1.5. Make available to the Employee such resources as the Employee may reasonably require from time to time assisting him or her to meet the performance objectives and targets established in terms of this Agreement.

12. CONSULTATION

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

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- 12.1.1. A direct effect on the performance of any of the Employee's functions;
- 12.1.2. Commit the Employee to implement or to give effect to a decision made by the Employer; and
- 12.1.3. A substantial financial effect on the Employer.

12.2. 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.

13. PERFORMANCE BONUS

13.1. In accordance with regulation 32, a performance bonus, based on affordability may be paid to the Employee after –

- 13.1.1. The Annual Report for the financial year under review has been tabled and adopted by the Agency.

13.2. An evaluation of performance in accordance with the provisions of regulation.

13.3. Approval of such evaluation by the Agency as a reward for outstanding performance.

13.4. The employee who incurred Unauthorised, Irregular, Fruitless and Wasteful (UIFW) expenditure, will not receive performance bonuses for the year under review.

14. AWARDING PERFORMANCE BONUS

14.1. The following table will be used to determine the payment of performance bonus to a Performance contract employee:

FINAL SCORE	BONUS/REWARD
150% and above	10% to 14% of the annual total remuneration package
130% to 149%	5% to 9% of the annual total remuneration package
99% and below	Compulsory performance counselling

15. MANAGEMENT OF EVALUATION OUTCOMES

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

15.2. A performance bonus of 5% to 14% of inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance.

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16.2. In the case of Chief Executive Officer, 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 whose decision shall be final and binding on both parties.

16.3. If the mediation process contemplated above fails, clause 19.3 of the contract of employment shall apply.



17. GENERAL

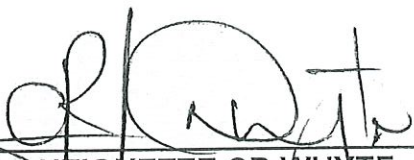
17.1. The contents of this Agreement and the outcome of any review conducted in terms of Annexure A may be available to the public by the Employer.

17.2. Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his or her contract of employment or the effects of existing or new regulations, circulars, directives or other instruments.


This done and signed at IXOPO on this the 30 day of AUGUST 2022

AS WITNESSES:

1. 
2. 


MS ANTIONETTE CR WHYTE
EMPLOYEE

AS WITNESSES:

1. 
2. _____


MR E SITHOLE
EMPLOYER



COMPETENCY FRAMEWORK

The competencies that appear in the competency framework are detailed below

LEADING COMPETENCIES	
Strategic Direction and Leadership	<ul style="list-style-type: none"> • Impact and influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness
People Management	<ul style="list-style-type: none"> • Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and Dispute Management
Program and Project Management	<ul style="list-style-type: none"> • Program and Project Planning and Implementation • Service Delivery Management • Program and Project Monitoring and Evaluation
Financial Management	<ul style="list-style-type: none"> • Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring
Change Leadership	<ul style="list-style-type: none"> • Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation
Governance Leadership	<ul style="list-style-type: none"> • Policy Formulation • Risk and Compliance Management • Cooperative Governance
CORE COMPETENCIES	
Moral Competencies	
Planning and Organising	
Analysis and Innovation	
Knowledge and Information Management	
Communication	
Result and Quality Focus	

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COMMENTS TO THE EVALUATION PANEL

The Chairperson must alert the evaluation panel to specific areas of the Chief Executive Officer's performance in terms of the performance agreement, which in the Chairperson's opinion illustrate **performance not full satisfactory or performance significantly above expectations and outstanding**.

A brief explanation must be provided by the Municipal Manager for his/her assessment of each identified area.


CHAIRPERSON'S SIGNATURE
DATE: 31/08/2022


CHIEF EXECUTIVE OFFICER'S SIGNATURE
DATE: 30.08.2022

The employee's assessment will be based on his/her performance in terms of the outputs/ outcomes (performance indicators) identified a per the performance plan which are linked to the KPA's which constitute 100%/80% of the overall assessment results as per the weightings agreed to between the employer and employee.

KEY PERFORMANCE AREAS	WEIGHTING %	1 ST Score	2 nd Score	3 rd Score	4 th Score
Municipal Transformation and institutional Development.	15%				
Basic Service Delivery	15%				
Local Economic Development (LED)	30%				
Municipal Financial Viability and Management	20%				
Good Governance and Public Participation	10%				
Cross Cutting Interventions	10%				
TOTAL	100%				

EVALUATION ON THE COMPETENCES SET OUT IN THE COMPETENCY FRAMEWORK

The regulations state that there is no hierarchical connotation to the structure and all competences are essential to the role of a Senior Manager to influence high performance. All competences must therefore be considered as measurable and critical in assessing the level of a Chief Executive Officer's performance.

CORE MANAGEMENT CRITERIA (CMC)		WEIGHT	MILESTONES/ COMMENTS	OWN RATING (BY MANAGER) (1-5)	RATING BY PANEL MEMBER (1-6)
CRITERIA LEADING COMPETENCIES					
1	Strategic Direction and Leadership	10%			
2	People Management	8%			
3	Program and Project Management	10%			
4	Financial Management	10%			
5	Change Leadership	10%			
6	Governance Leadership	10%			
CORE COMPETENCIES					
1	Moral Competence	7%			
2	Planning and Organising	7%			
3	Analysis and Innovation	7%			
4	Knowledge and Information Management	7%			
5	Communication	7%			
6	Results Quality Focus	7%			
Total percentage		100%			




PERFORMANCE PLAN

Period Under Review	2022/2023 FINANCIAL YEAR
Surname	Whyte
Name	Antionette CR
Institution	Harry Gwala Development Agency
Designation	Chief Executive Officer
Race	Coloured
Gender	Female
Employee Number	
Date of Appointment	01 July 2022

KEY PERFORMANCE AREAS	WEIGHTING %
Municipal Transformation and Institutional Development	15%
Basic Service Delivery	15%
Local Economic Development (LED) & Social Development	30%
Municipal Financial Viability and Management	20%
Good Governance and Public Participation	10%
Cross Cutting Interventions	10%
TOTAL	100%

This plan defines the Agency's expectations of the Chief Executive Officer in accordance with the performance agreement to which this document is attached and Section 57(5) of the Municipal Systems Act, which provides that performance objectives and targets must be based on the key performance indicators.

HARRY GWALA DEVELOPMENT AGENCY (PTY) LTD

Antionette CR

The **main parts** to this performance plan are:

1. A statement about the purpose of the position;
2. A performance scorecard *key performance area (KPA)s*, *performance indicators (KPI)s*, *weightings*, *target*, *target dates* (i.e. *annual and quarterly*) *and evidence required*;
3. *Brief individual Learning Plan (ILP)*.
4. Evaluation Sheet

The period of this plan is from **01 July 2022 to 30 June 2023**

Signed and accepted by the: Chairperson on behalf of the Agency	
Signed by the Chief Executive Officer:	
Date:	


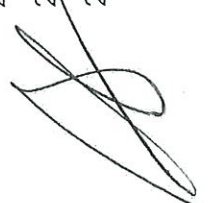
1. Purpose

The performance plan defines the Agency's expectations of the CHIEF EXECUTIVE OFFICER's Performance agreement to which this document is attached and section 57 (5) of the Municipal System Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the Agency's Business Plan and reviewed annually.

2. Key responsibilities

The following objects of local government will inform the MUNICIPAL MANAGER performance against set performance indicators:

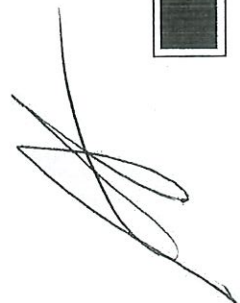
- 2.1 Provide democratic and accountable government for local communities.
- 2.2 Ensure the provision of services to communities in a suitable manner.
- 2.3 Promote social and economic development.
- 2.4 Promote a safe and healthy environment.
- 2.5 Encourage the involvement of communities and community organisations in the matters of local government.



3. Key performance Areas

The following Key performance Areas (KPA's) as outlined in the Local Government: Municipal Planning and Performance Management Regulations (2001) inform the strategic objectives listed in the table below:

- 3.1 Municipal Transformation and institutional Development.
- 3.2 Basic Service Delivery
- 3.3 Local Economic Development (LED)
- 3.4 Municipal Financial Viability and Management
- 3.5 Good Governance and Public Participation
- 3.6 Cross Cutting Interventions



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ANNEXURE C

PERSONAL DEVELOPMENT PLAN

AREA TO BE DEVELOPED	TYPE OF INTERVENTION	TARGET DATE	PERFORMANCE REVIEW FOR IDP		
			PROGRESS	BARRIERS	ACTION TO OVERCOME BARRIERS

I agree with the objectives as set out in the above Performance and Development Plan and undertake to achieve the objectives as agreed on.

SIGNATURE  NAME OF CHIEF EXECUTIVE OFFICER MS A. WHITE DATE 30.8.2022

I undertake to support _____ with the achievement of the above Performance and Development Plan.

SIGNATURE  NAME OF CHAIRPERSON Erik Sthle DATE 31/08/2022



 SM ZN

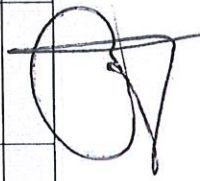
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PERFORMANCE ASSESSMENT RATING

The assessment rating calculator will be used to add the scores and calculate a final KPA score (80%) and a final score for the competencies as contained in the Competency Framework (20%)

APPRAISAL USING THE RATING CALCULATOR

	KPA	WEIGHT	RATING	SCORE	CF	WEIGHT	RATING	SCORE
Municipal Transformation and institutional Development.	1	15%			Strategic Direction and Leadership	10%		
Basic Service Delivery	2	15%			People Management	8%		
Local Economic Development (LED)	3	30%			Program and Project Management	10%		
Municipal Financial Viability and Management	4	20%			Financial Management	10%		
Good Governance and Public Participation	5	10%			Change Leadership	10%		
Cross Cutting Interventions	6	10%			Governance Leadership	10%		
					Moral Competence	7%		
					Planning and Organising	7%		
					Analysis and Innovation	7%		
					Knowledge and Information Management	7%		
					Communication	7%		
					Results Quality Focus	7%		
KPA WEIGHT				80%	CF WEIGHT			20%
KPA SCORE				%	CF SCORE			%
FINAL SCORE		100%				100%		%


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SIGNATURE OF MEMBERS OF EVALUATION PANEL

Chairperson: _____

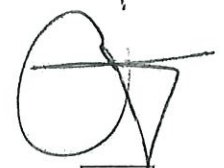
Member: _____

Member: _____

Member: _____

Member: _____

Signed in _____ on _____ day of _____ 2022


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FEEDBACK FROM INFORMAL QUARTERLY REVIEW

	QUARTER 1	QUARTER 3
FEEDBACK FROM REPORTING OFFICER		
SIGNATURE OF REPORTING OFFICER		
SIGNATURE OF MANAGER		
DATE		

