



PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

**THE CITY OF TSHWANE
AS REPRESENTED BY THE
CITY MANAGER**

DR. MOEKETSI MOSOLA

AND

**MS. LORETTE TREDOUX
GOVERNANCE AND SUPPORT OFFICER**

FOR THE

FINANCIAL YEAR: 1 JULY 2018
- 30 JUNE 2019

M.E.
USP

PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The City of Tshwane (CoT) herein represented by Dr. **Moeketsi Mosola** in his capacity as **City Manager** (hereinafter referred to as the **Employer** or Supervisor)

And

Ms. Lorette Tredoux, employee of the Municipality (hereinafter referred to as the **Employee**).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1 The **Employer** has entered into a contract of employment with the **Employee** in terms of section 56 of the Local Government: Municipal Systems Act 32 of 2000, as amended, ("the Systems Act"). The **Employer** and the **Employee** are hereinafter referred to as "the Parties".
- 1.2 Section 56 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 the relevant Sections of the Systems Act.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to -

- 2.1 comply with the provisions of the Systems Act as well as the employment contract entered into between the parties;
- 2.2 specify national and municipal key performance areas (KPA's), key performance indicators (KPI's) and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- 2.3 specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;
- 2.4 specify and plan for competency gaps as set out in a personal development plan (PDP), which forms an annexure to the performance agreement (a PDP for addressing developmental gaps which have been identified during the previous financial year must form part of the annual revised performance agreement);
- 2.5 monitor and measure performance against set targeted outputs;
- 2.6 use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;
- 2.7 In the event of outstanding performance, to appropriately reward the employee; and

M.E
NB

- 2.8 give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on 1 July 2018 and will remain in force until 30 June 2019. 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 to July each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year not later than 31 July of each successive financial year for the next financial year.
- 3.3 This Agreement will terminate on the termination of the **Employee's** contract of employment for any reason.
- 3.4 The content of this Agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon. The **Employee** will be fully consulted before any such change is made.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

4 KEY PERFORMANCE AREAS (KPA's)

- 4.1 The Performance Plan (Annexure A) sets out-
- 4.1.1 the KPA's, KPI's and targets that must be met by the **Employee**; and
 - 4.1.2 the time frames within which those KPA's, KPI's and targets must be met.
- 4.2 The KPA's, KPI's 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 KPA's, KPI's and targets, target dates and weightings.
- 4.2.1 The KPA's describe the main tasks that need to be done.
 - 4.2.2 The KPI's provide the details of the evidence that must be provided to show that a KPA has been achieved.
 - 4.2.3 The target dates describe the timeframe in which the work must be achieved.
 - 4.2.4 The weightings show the relative importance of the KPA's to each other.

5 PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The **Employee** agrees to participate in the performance management system that the **Employer** adopts or introduces for the **Employer**, management and municipal staff of the **Employer**.
- 5.2 The **Employee** accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the **Employer**, management and municipal staff to perform to the standards required.
- 5.3 The **Employer** will consult the **Employee** about the specific performance standards that will be included in the performance management system as applicable to the **Employee**.



- 5.4 The **Employee** undertakes to actively focus towards the promotion and implementation of the KPA's (including special projects relevant to the employee's responsibilities) within the local government framework.
- 5.5 The criteria upon which the performance of the **Employee** shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
- 5.5.1 The **Employee** must be assessed against both components, with a weighting of 80:20 allocated to the KPA's and the Core Managerial Competencies (CMCs) respectively.
- 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.3 KPA's covering the main areas of work will account for 80% and CMCs will account for 20% of the final assessment.
- 5.6 The **Employee's** assessment will be based on his/her performance in terms of the outputs/outcomes (performance indicators) identified as per the 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**.
- 5.7 The CCR's will make up the other 20% of the **Employee's** assessment score. The CMCs of the Acting Governance and Support Officer are in Annexure A to this agreement.

CORE MANAGERIAL COMPETENCIES (CMC)	WEIGHT
Financial Management (compulsory)	4
Service Delivery Innovation	10
Governance Leadership	2
Client Orientation and Customer focus (compulsory)	2
People Management and Empowerment (Compulsory)	2
Total weight	20

6. EVALUATING PERFORMANCE

- 6.1 The Performance Plan (Annexure A) to this Agreement sets out -
- 6.1.1 the standards and procedures for evaluating the **Employee's** performance; and
- 6.1.2 the intervals for the evaluation of the **Employee's** performance.
- 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 be measured in terms of contributions to the goals and strategies set out in the **Employer's** IDP.
- 6.5 The annual performance appraisal will involve:
- 6.5.1 **Assessment of the achievement of results as outlined in the performance plan:**
- (a) Each KPA and its indicator(s) will be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.

M.E.
M.B.
M.F.

- (b) An indicative rating on the five-point scale will be used for each KPA and indicator (see paragraph 6.6).

6.5.2 Assessment of the CCR's

- (a) Each applicable CCR and its indicator(s) will be assessed according to the extent to which the performance indicators and standards have been met.
- (b) An indicative rating on the five-point scale will be provided for each CCR and indicator (see paragraph 6.6).
- (c) This rating will be multiplied by the weighting given to each CCR during the contracting process, to provide a score.

6.5.3 Overall rating

An overall rating will be calculated. Such overall rating represents the outcome of the performance appraisal.

- 6.6 The assessment of the performance of the **Employee** will be based on the following rating scale for KPA's and CCRs:

Description		Rating
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.	5
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.	4
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.	3
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.	2
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.	1

- 6.7 Each KPI (outputs and CCR's) will be rated according to the abovementioned five-point scale. The score of each KPI is calculated as follows:

$$\text{Weight per indicator} \times \text{rate}$$

M.G.
MS

The sum of respectively all the output KPI scores and all the CC KPI scores is converted to 80% and 20%. The sum of these two scores is used for calculating performance bonuses (see paragraph 11.2)

- 6.8 For purposes of evaluating the annual performance of the Acting Governance and Support Officer an evaluation panel constituted of the following persons must be established -
- 6.8.1 City Manager;
 - 6.8.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
 - 6.8.3 Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council; and
 - 6.8.4 City Manager from another municipality.

7. SCHEDULE FOR PERFORMANCE COACHING

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

First quarter (July to September)	:	October 2018
Second quarter (October to December)	:	January 2019
Third quarter (January to March)	:	April 2019
Fourth quarter (April to June)	:	July 2019

- 7.2 The responsibility for rescheduling a canceled coaching session will be with the individual who requested the rescheduling.
- 7.3 The fourth quarter coaching is followed up by a review which may be conducted concurrently with the coaching session.
- 7.4 The **Employer** shall keep a record of the mid-year coaching and annual assessment meetings.
- 7.5 Performance feedback shall be based on the **Employer's** assessment of the **Employee's** performance.
- 7.6 The **Employer** will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The **Employee** will be fully consulted before any such change is made.
- 7.7 The **Employer** may amend the provisions of Annexure A whenever the performance management system is adopted, implemented and/or amended as the case may be. In that case the **Employee** will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps will be provided when required.

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**;

M.E
M.B

- 9.1.4 on the request of the **Employee** delegate such powers reasonably required by the **Employee** to enable him / her 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 to assist him/her 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 the powers will have amongst others –
 - 10.1.1 a direct effect on the performance of any of the **Employee's** functions;
 - 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 10.1 as soon as is practicable to enable the **Employee** to take any necessary action without delay.

11. MANAGEMENT OF EVALUATION OUTCOMES

- 11.1 The evaluation of the **Employee's** performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 11.2 A performance bonus of between 5% and 14% of the all-inclusive annual remuneration package may be paid to the **Employee** in recognition of outstanding performance to be constituted as follows:

Score	Performance Rating		Bonus Amount
5	Score Above 150%	Outstanding Performance	10%-14% of Total Package
4	Score of 130% - 149%	Significantly above Expectation	5% - 9% of Total Package
3	Score of 100% - 129%	Fully effective	0%
2	Below 100%	Not fully Effective and Unacceptable Performance	No Bonus but Remedial Action is required

- 11.3 In the case of unacceptable performance, the **Employer** shall –
 - 11.3.1 provide systematic remedial or developmental support to assist the **Employee** to improve his or her performance; and
 - 11.3.2 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.

12. DISPUTE RESOLUTION

- 12.1 Any disputes about the nature of the employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or salary increment in the agreement, must be mediated by -
 (a) In the case of the municipal manager, the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the employee, or any other person designated by the MEC; and
 (b) In case of managers directly accountable to the municipal manager, a member of the municipal council, provided that such member was not part of the evaluation panel provided for in sub-regulation 27(4)(e) within thirty (30) days of receipt of a formal dispute from the employee
- 12.2 Any disputes about the outcome of the employee's performance evaluation, must be mediated by-
 (a) In the case of the municipal manager, the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the employee, or any other person designated by the MEC; and
 (b) In the case of managers directly accountable to the municipal manager, a member of the municipal council, provided that such member was not part of the evaluation panel provided for in sub-regulation 27 (4)(e), within thirty (30) days of receipt of a formal dispute from the employee whose decision shall be final and binding on both parties.
- 12.3 In the event that the mediation processes contemplated above fails, clause 22 of the Contract of Employment shall apply.


13. GENERAL

- 13.1 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.
- 13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his/her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.
- 13.3 The performance assessment results must be submitted to the Mayoral Committee of the CoT within thirty (30) days after conclusion of the assessment.

Thus done and signed at Ishwane.....on this the 27th day of July..... 2018

AS WITNESSES:

1. _____




 EMPLOYEE

2. _____

AS WITNESSES:

1.  _____



 EMPLOYER

2. _____



CITY OF
TSHWANE
IGNITING EXCELLENCE

ANNEXURE A PERFORMANCE PLAN

FOR

**MS. LORETTE TREDoux
GOVERNANCE AND SUPPORT OFFICER**

*M.E
NB*

Contents

1. PURPOSE3

2. OBJECTIVES OF LOCAL GOVERNMENT3

3. SCORECARD OF THE GOVERNANCE AND SUPPORT OFFICER3

 3.2 CORE MANAGERIAL COMPETENCIES OF THE GOVERNANCE AND SUPPORT OFFICER.....4

 3.3 DETAILED SCORECARD OF THE GOVERNANCE AND SUPPORT OFFICER11

4. ACCEPTANCE OF PLAN21

M.E
3-21
AB
B

1. PURPOSE

The performance plan defines the Council's expectations of the Governance and Support Officer's, 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 as set in the Municipality's Integrated Development Plan (IDP) and SDBIP, as reviewed annually.

2. OBJECTIVES OF LOCAL GOVERNMENT

The following objectives of local government informed the IDP of the CoT and will inform the Governance and Support Officer's performance against set performance indicators:

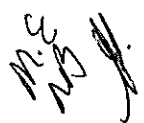
- 2.1 Provide democratic and accountable government for local communities.
- 2.2 Ensure the provision of services to communities in a sustainable manner.
- 2.3 Promote social and economic development.
- 2.4 Promote a safe and healthy environment.
- 2.5 Encourage the involvement of communities and community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

3. SCORECARD OF THE GOVERNANCE AND SUPPORT OFFICER

- 3.1 The City of Tshwane developed the 2018/19 SDBIP responding to the 2017/21 IDP development, which anchored on the 5 strategic pillars of the vision 2030. The targets to achieve the objectives for the FY2018/19 are defined in the EM approved SDBIP of FY2018/19. The Governance and Support Officer is to ensure that commitments made by the City Manager are achieved.

The scorecard of the Governance and Support Officer is made up of the following:

- Core managerial competencies of the Governance and Support Officer (3.2 below)
- Core service delivery targets of the Governance and Support Officer (3.3 below)



3.2 CORE MANAGERIAL COMPETENCIES OF THE GOVERNANCE AND SUPPORT OFFICER

The core managerial competencies form 20% of the Governance and Support Officer's total score. The core managerial competencies consist of the following and are scored as follows:

CORE MANAGERIAL COMPETENCIES (CMC)	CoT STRATEGIC PILLARS	INTENTION OF STRATEGIC PILLARS	DESCRIPTION OF WHAT IS REQUIRED OF THE Governance and Support Officer	WEIGHT	TARGET	FREQUENCY	EVIDENCE
Financial Management (Compulsory)	5 A city that is open, honest and responsive	<ul style="list-style-type: none"> Ensuring financial synergy (balance between where to invest, where to harvest, how to balance risk and how to ensure customers pay) Ensure financial liquidity (ability to be in a positive cash flow position, to be able to pay our short term financial obligations) Effective and efficient revenue, debtor and credit rating system. The system must ensure financial synergies that will ensure the optimum receipt of 	<p>Expenditure Management Programme</p> <p>% of creditors paid within 30 days</p>	4	100%	Quarterly	*SAP Quarterly report and signed quarterly excel spreadsheet that outlines: Name of the service provider, vendor number, date of receipt of invoice, date of payment and the days taken to pay the service provider.
			Number of purchase orders issued prior to work being performed.		0	Quarterly	Quarterly report from expenditure management on PO's issued after invoice date
			Supply Chain Management		90 days	Quarterly	* Monthly SCM report indicating reasons for exceeding the 90 days

M. G. M.

CORE MANAGERIAL COMPETENCIES (CMC)	CoT STRATEGIC PILLARS	INTENTION OF STRATEGIC PILLARS	DESCRIPTION OF WHAT IS REQUIRED OF THE Governance and Support Officer	WEIGHT	TARGET	FREQUENCY	EVIDENCE
		<p>payment for services provided.</p> <ul style="list-style-type: none"> • Re-evaluation of the financial management system. • An improved credit rating to; negotiate better terms with regards external funding and loans, increase the level of public private partnership interventions and funding from both Provincial and National Government. 	<p>Number of procurement plan submitted as per SCM policy</p>		1 consolidated plan	Quarter 1	*Status Report from GFS indicating the date of submission of procurement plans
			<p>Grant and subsidies management</p> <p>% of external grant funding spent in line with quarterly plans.</p>		100%	Quarterly	* Report on grant received and the expenditure in line with donors' requirements.
			<p>Risk Management</p> <p>% of risk management Plan implemented</p>		100%	Quarterly	Quarterly report

Handwritten signature

CORE MANAGERIAL COMPETENCIES (CMC)	CoT STRATEGIC PILLARS	INTENTION OF STRATEGIC PILLARS	DESCRIPTION OF WHAT IS REQUIRED OF THE Governance and Support Officer	WEIGHT	TARGET	FREQUENCY	EVIDENCE
Service Delivery Innovation	5 A city that is open, honest and responsive	<ul style="list-style-type: none"> Internal control system encompassing legislation, policies, procedures and people. Directing and control management activities with good systems and processes. Focus on the integration of systems and processes. 	<p>Asset management programme % compliance with requirements of the asset management policy, MFMA and Standards of GRAP</p> <p>Minimum Competency Levels % of minimum competency certificate or progress reports. Regulations, R493 of 2007 by the GSO/COO and his/her direct reports his/her direct reports</p>	10	100%	Quarterly	*Certificate from Group Finance on Asset register
			<p>Corporate Portfolio Management Programme Number of project plan compiled % achievement of targets on the business plans</p>		100% (aligned to number of direct reports including the incumbent)	Quarter 1 and 4	*Assessment or certificate of acquired competence *Progress report *Proof of Competency Level NB: (18 months extension granted for the new appointees)
			% achievement of executive commitments against the plan		1 consolidated plan	Quarterly	*Consolidated project plan for cluster/ Departments/Regions *QPR Report /Circular 1 Report indicating % of achievement
					100%	Quarterly	* Status Report from OEM

Handwritten signature and initials

CORE MANAGERIAL COMPETENCIES (CMC)	CoT STRATEGIC PILLARS	INTENTION OF STRATEGIC PILLARS	DESCRIPTION OF WHAT IS REQUIRED OF THE Governance and Support Officer	WEIGHT	TARGET	FREQUENCY	EVIDENCE
Governance Leadership	5 A City that is open, honest and responsive	<ul style="list-style-type: none"> Managing our processes to achieve economies of scale or value chain integration. Establishment of entities in line with Section 93(F) of the Local Government Municipal Systems Act 					
			<ul style="list-style-type: none"> Able to promote, direct and apply professionalism in managing risk and compliance requirements of the Division and apply a thorough understanding of governance practices and obligations. 	<p>Governance Leadership</p> <p>% of all legislated meetings (MAYCO, EXCO, APC and Council) attended</p> <p>% of MAYCO, EXCO, APC, and Council commitments /resolutions implemented</p> <p>Audit programme</p> <p>% of AG issues related to the department resolved.</p> <p>% of qualified Audit opinions achieved</p>	2	100%	Quarterly
					100%	Quarterly	*Quarterly Progress report
					100%	Quarterly	*MCAM/MLOG progress report from Internal audit indicating % of AG findings resolved
					0%	Annually	*AG report

Handwritten signature and initials in the top right corner.

CORE MANAGERIAL COMPETENCIES (CMC)	CoT STRATEGIC PILLARS	INTENTION OF STRATEGIC PILLARS	DESCRIPTION OF WHAT IS REQUIRED OF THE Governance and Support Officer	WEIGHT	TARGET	FREQUENCY	EVIDENCE
Human Capital Management			% of Internal audit findings resolved		100%	Quarterly	*MCAM/MLOG progress report from Internal audit showing % of resolved internal audit findings
			% of repeat findings (both internal and external audit)		0%	Quarterly for internal audit and Annually for external audit	*MCAM/MLOG progress report from Internal audit showing % of resolved internal audit findings
	5 A City that is open, honest and responsive	<ul style="list-style-type: none"> Capacitate people on business processes to be effective leaders. Putting in place processes and steps to create entrepreneurship, ownership and instill a sense of pride in achieving the vision and mission of CoT. Effective decision-making through empowered leaders. Building continuity and sustainability of institutional arrangements. 	Optimised human capital programme	2	1 consolidated plan per Cluster/department	Quarter 1	* Approved Workplace Skills Plan
			Number of workplace Skills Plan developed		100% against the plan	Quarterly	* Training report from Departments against approved workplace Skills Plan and proof of attendance from TLMA
			% of staff sent for training courses		100%	Quarterly	* Status report of grievances from Group Human Capital Management
			% of step 1 and 2 grievances addressed within the policy and regulations and corporate timelines		100%	Quarterly	* Report/ Declaration letter from Group Legal and Secretariat on the litigation and prosecution matters within (against the department
			% of litigations matters handled within the courts prescribed time-frame		100%	Quarterly	* EE Plan & Status Report from EE Section (Group Human

CORE MANAGERIAL COMPETENCIES (CMC)	CoT STRATEGIC PILLARS	INTENTION OF STRATEGIC PILLARS	DESCRIPTION OF WHAT IS REQUIRED OF THE Governance and Support Officer	WEIGHT	TARGET	FREQUENCY	EVIDENCE
		<ul style="list-style-type: none"> Leadership taking ownership of decision and results. Building a centre of excellence through research and development. The implementation of the Tshwane Service Excellence awards is an initiative in this strategic objective 	<p>% compliance to the approved EE Plan target within Departments Cluster/Regions</p> <p>Occupational Health & Safety (OHS):</p> <p>% compliance to Occupational Health and Safety (OHS) requirements/procedures within each Dept./Division/Section within the Financial year</p> <p>Individual Performance Management</p> <p>% of quarterly coaching sessions of subordinates takes place against approved performance agreements</p> <p>% of employees (direct reports) signed Performance Agreement with plan for the FY 2018/19</p> <p>% implementation of change management action plans</p> <p>Staff meetings</p> <p>Number of staff meetings with all levels of staff addressed by the GSO</p>		100%	Quarterly	Capital) indicating % of achievement 100% Compliance to OHS *Status Report from Group Human Capital
					100%	Quarterly	Attendance register and coaching minutes/instruction, rating sheet signed by the incumbent and the supervisor
					100%	Quarter 1 and 3	Signed Performance Agreements with performance plan
					100%	Quarterly	Status Report from Group Human Capital indicating the implementation status on each change management action plan
					2	Quarter 1 and 4	Attendance Register and Minutes

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

CORE MANAGERIAL COMPETENCIES (CMC)	CoT STRATEGIC PILLARS	INTENTION OF STRATEGIC PILLARS	DESCRIPTION OF WHAT IS REQUIRED OF THE Governance and Support Officer	WEIGHT	TARGET	FREQUENCY	EVIDENCE
Client Orientation and Customer Focus (Compulsory)	5 A City that is open, honest and responsive	<ul style="list-style-type: none"> Having satisfied customers. Positive customer relationships. Implement Batho Pele to ensure an accessible and accountable service. 	Employee satisfaction survey	2	100%	Quarterly	Status report on the implementation of Employee Satisfaction survey from Group Human Capital
			% implementation of Employee Satisfaction results against the implementation plan		100%	Quarterly	*Certificate of compliance from Office of Speaker on the petitions resolved
			Customer relationship management programme		100%	Quarterly	*Status report from office OCM on public protector cases responded to.
			Petitions		100%	Quarterly	*Status report from Office of the OCM Human rights commission responded to.
			% responses to petitions within the stipulated timelines		100%	Quarterly	*Status report from Office of the OCM Human rights commission responded to.
			% of public protector cases responded to within the stipulated timelines		100%	Quarterly	*Status report from Office of the OCM Human rights commission responded to.
			% of Human Rights Commission cases responded to within stipulated timelines		100%	Quarterly	*Status report from Office of the City Manager on PAIA responses
			% of Promotion of Access to information (PAIA) requests processed within the stipulated timelines		100%	Quarterly	* Quarterly Status Reports from OEM on presidential hotline responses.
% of Presidential Hotline cases responded to within the stipulated timelines	100%	Quarterly	*Quarterly status report from OEM on Gauteng Premier Hotline responses				
% of Gauteng Premier Hotline cases responded to within the stipulated timelines	100%	Quarterly					

Handwritten initials/signature

CORE MANAGERIAL COMPETENCIES (CMC)	CoT STRATEGIC PILLARS	INTENTION OF STRATEGIC PILLARS	DESCRIPTION OF WHAT IS REQUIRED OF THE Governance and Support Officer	WEIGHT	TARGET	FREQUENCY	EVIDENCE
			% of National Consumer Commission cases responded to within the stipulated timelines		100%	Quarterly	Status report from Office of the City Manager national consumer commission responding to compliance
			% compliance to EIA requirements		100%	Quarterly	*Status report on EIA compliance from Environmental Management
SUB TOTAL				20			

3.3 DETAILED SCORECARD OF THE GOVERNANCE AND SUPPORT OFFICER

The following KPAs totalling a minimum of 80 points of the Governance and Support Officer's scorecard apply.

The following dependencies apply:

- 1 Timorous approvals of relevant authorities
- 2 Cooperation to all communicated requirements by relevant stakeholders
- 3 Provision of required resources (human and financial) as requested
- 4 Timorous resolution of escalated risks by relevant decision makers

Handwritten signature/initials

KPA	Performance Indicator	Weight	Cumulative Program Baseline (with effect from 01.07 2018)	Year-end Target	5-Year Target (2017/2021)	Quarterly Roll Out of year-end target				Evidence Reference
						Q1	Q2	Q3	Q4	
Information, Communication and Technology (ICT)	Nr of ICT strategy with implementation plan developed	2	Draft ICT strategy	1	1	1	N/A	N/A	N/A	ICT strategy approved by Mayco
Implementation of Pillar 4: IT Business Continuity	% implementation of ICT strategy against implementation plans ¹	10	New KPI	100%	100%	100%	100%	100%	100%	Approved implementation plans for ICT strategy (Pillar4 to Pillar7) and Quarterly status report
Effective Fleet Management	% development and implementation of the fleet strategy	2	25%	100%	Ensuring fleet management strategy is implemented	25% (Approval turnaround strategy plan)	(50%) (Workshop upgrade at 9 Bosman Workshop)	(75%) (Implementation of VEM replacement plan)	(100%) (Implementation of technical cost reduction strategies)	Q1 - Approved turnaround strategy plan Q2 - Progress reports on each workshop upgraded Q3 - Report of VEM plan implemented Q4 - Report of implementation of technical cost reduction

¹ Implementation plans refers to implementation of pillar4 to pillar7

KPA	Performance Indicator	Weight	Cumulative Program Baseline (with effect from 01.07 2018)	Year-end Target	5-Year Target (2017/2021)	Quarterly Roll Out of year-end target				Evidence Reference
						Q1	Q2	Q3	Q4	
To ensure the delivery of the corporate service delivery programmes on the SDBIP for the cluster: * Group Economic Development and Spatial Planning (2)	% of quarterly planned Corporate Service Delivery Targets reached for programmes on the approved adjusted Corporate 2018/19 SDBIP	10	92%	100%	100%	N/A	100%	100%	100%	Quarterly performance report
	% of development applications processed within 90-120 days	2	90%	90%	90%	90%	90%	90%	90%	Development applications STATS register
Economic Development and Spatial Planning	Number of Job Opportunities facilitated through Investments	2	0	4000	16000	N/A	1000	1000	2000	Status reports with Proof of Appointments
	% development of a Municipal Development Framework (MSDF)	2	Draft MSDF	100% (Approved MSDF)	100% (Approved MSDF)	15% (Infrastructure Planning)	40% (1 st draft MSDF to CM)	60% (Draft MSDF to EXCO)	100% (Approved MSDF by MAYCO)	Q1 - Quarterly status report on infrastructure planning Q2 - Draft MSDF submitted to CM Q3 - MSDF submitted to EXCO

Letter from developer confirming number of jobs created

[Handwritten signature]

3/11/21

KPA	Performance Indicator	Weight	Cumulative Program Baseline (with effect from 01.07 2018)	Year-end Target	5-Year Target (2017/2021)	Quarterly Roll Out of year-end target				Evidence Reference
						Q1	Q2	Q3	Q4	
										Q4 - Approved MSDF by MAYCO
	Nr of LED strategy developed	6	Draft LED Strategy	1 (Approved LED strategy)	1 (Approved LED strategy)	1 (Approved LED strategy)	N/A	N/A	N/A	LED Strategy approved by MAYCO
Group Property Management	Nr of property management strategies/policies developed	6	New KPI	4	4	N/A	1 (asset disposal policy approved by Council)	1 (office Optimisation strategy approved by MAYCO)	2 (facilities management strategy and land management strategy)	Q2 - Approved property asset disposal policy by Council Q3 - Approved Office Optimisation strategy by MAYCO Q4 - Approved Facilities Management Strategy and Land Management by Council
Group Legal and Secretariat Services	% of Litigations matters handled within the courts prescribed timeframe (merit of the case)	2	70%	70%	100%	70%	70%	70%	70%	Signed quarterly report.

KPA	Performance Indicator	Weight	Cumulative Program Baseline (with effect from 01.07 2018)	Year-end Target	5-Year Target (2017/2021)	Quarterly Roll Out of year-end target				Evidence Reference
						Q1	Q2	Q3	Q4	
Human Capital Management	% implementation of the Placement of staff	2	80%	100%	100%	90%	100%	N/A	N/A ²	Migration and Placement of Staff report submitted to MAYCO
	% development of an individual performance management policy (Implementation from GH and DH)	2	New KPI	(100%) Approved Performance Management Policy	(100%) Approved Performance Management Policy	(25%) Draft Performance Management Policy	(50%) Consultation with Labour	(100%) Report to MAYCO Performance Management Policy	N/A	Q1 - Draft Performance Management Policy Q2 – status report on the consultation (with minutes and registers) Q3 - Approved Performance Management Policy by Mayco
Oversee the monitoring and evaluation of performance of all Councillors in line with council policies (Councillor Performance Management System)	Number of quarterly report on performance of Councillors	2	4 report	4 reports	19 reports	1 report	1 report	1 report	1 report	Quarterly reports signed off by the Chief Whip Attendance registers of forum (Multiparty) where the report was discussed.

² 100% refers to 100% of employees placed

Handwritten initials/signature

KPA	Performance Indicator	Weight	Cumulative Program Baseline (with effect from 01.07 2018)	Year-end Target	5-Year Target (2017/2021)	Quarterly Roll Out of year-end target				Evidence Reference
						Q1	Q2	Q3	Q4	
Effective Petitions tracking	% Implementation of petitions resolutions	2	New KPI	80%	100%	80%	80%	80%	80%	Resolutions Tracking Register
						80%	80%	80%	80%	Quarterly status report on petitions resolutions implemented
Governance Framework	Nr of Governance Framework developed	2	0	1	Approved Governance Framework	Draft Governance Framework to work to EXCO	1 (Approved Governance Framework by MAYCO)	N/A	N/A	Q1 - Draft Governance Framework Q2 - Approved Governance Framework by MAYCO
						N/A	1	N/A	N/A	Approved Public Participation strategy by MAYCO
Financial Management	% revenue collected based on YTD projections	2	95%	95%	95%	95%	95%	95%	95%	Quarterly performance report
To ensure the delivery the financial management programmes	% of revenue billed against YTD projections	2	98%	98%	98%	98%	98%	98%	98%	Quarterly Mayo report on Opex and revenue target/ SAP extract report

KPA	Performance Indicator	Weight	Cumulative Program Baseline (with effect from 01.07 2018)	Year-end Target	5-Year Target (2017/2021)	Quarterly Roll Out of year-end target				Evidence Reference
						Q1	Q2	Q3	Q4	
	% of overall Opex budget vs Opex targets achieved for the department.	2	98%	98%	98%	98%	98%	98%	98%	Quarterly Mayco report on Opex and revenue target/ SAP extract report
Ensure efficacy departmental budgeting in line with relevant legislative prescripts	Value of unauthorised, irregular, fruitless and wasteful expenditure incurred	2	R 57 445 288.55	0	0	0	0	0	0	Section 71 report from GFS, SCM Performance report and Human Capital and Governance report (GFS evidence to all departments)
To ensure the delivery the corporate service delivery programmes	% of overall capital budget spent for the department against YTD projections.	2	30%	98%	98%	98%	98%	98%	98%	Quarterly Mayco report on capital budget spent against expenditure / SAP extract report
To ensure the delivery the corporate service delivery programmes	% of quarterly planned capital projects milestones reached on the approved corporate 2017/18 SDBIP	2	30%	100%	100%	100%	100%	100%	100%	Quarterly capital programme reports listing actual v/s planned milestones as per the quarterly performance report signed by the direct report

KPA	Performance Indicator	Weight	Cumulative Program Baseline (with effect from 01.07 2018)	Year-end Target	5-Year Target (2017/2021)	Quarterly Roll Out of year-end target				Evidence Reference
						Q1	Q2	Q3	Q4	
Implementation of mSCOA	% of mSCOA implemented as per implementation plan	2	80%	100%	100%	100%	100%	100%	100%	Monthly approved mSCOA project plan.
Build a good image of the City and manage reputational risk	Nr of Articles produced/contributed by the department to profiling the good stories and promoting the image of the City	2	3	12	50	3	3	3	3	Proof of published articles (Publication on intranet, internet and /or newspapers)
To ensure the delivery the corporate service delivery programmes	% timeous response to media queries within 3 days from receipt	1	100%	100%	100%	100%	100%	100%	100%	Certification from GH: Group Communications and Marketing
Revenue enhancement	Nr of tenders cancelled	2	0	0	0	0	0	0	0	*Monthly SCM report
Job inclusive economic growth	% achievement on departmental financial recovery plan against approved plans	2	100%	100%	100%	100%	100%	100%	100%	*Approved citywide implementation plan and quarterly status report from GFS for 2018/19 FY
	Nr of new income earning opportunities facilitated by the City	2	238	1420	7300	0	500	500	420	Quarterly EPWP status report from Community and Social Development

Handwritten signature and initials

KPA	Performance Indicator	Weight	Cumulative Program Baseline (with effect from 01.07 2018)	Year-end Target	5-Year Target (2017/2021)	Quarterly Roll Out of year-end target				Evidence Reference
						Q1	Q2	Q3	Q4	
Customer satisfaction	% of resolved issues emanating from 2018 customer satisfaction survey within offices/Departments/Regions	1	100%	100%	100%	100%	100%	100%	100%	Services Department Approved action plan for the Cluster/Departments / Region Status report on the resolved issues emanating from 2018 customer satisfaction from CRM
SUB-TOTAL FOR CORE DELIVERY PROGRAMMES		80								
SUB TOTAL FOR CORE MANAGEMENT COMPETENCIES		20								
TOTAL		100								

M. M. M. M. M.
[Signature]

ANNEXURE B PERSONAL DEVELOPMENT PLAN

Learning and Development Need	Type of Development	Time-frame	Who is responsible	Further comments
<i>Provide a specific description of the desired change(e.g. skills to be gained, knowledge acquired, topics themes/content covered</i>	<i>E.g. Course, workshop, conference, self-development (researcher, reading, etc.)</i>	<i>E.g. Within a specific performance cycle. (July – June)</i>	<i>E.g. Incumbent or his/her Manager. Also specify the accredited Service Provider</i>	<i>E.g. Resource requirements, additional notes.</i>
Financial Management	MFIMA Programme	July 2018 –June 2019	Lorette Tredoux (incumbent). TLMA	
National Treasury Support Programme	Top Management Coaching Programme	January 2018 – June 2019	Lorette Tredoux (incumbent). Pam Yako	

Handwritten signature and initials

4 ACCEPTANCE OF THE PLAN

ADJUSTED PERFORMANCE PLAN FOR MS LORETTE TREDoux for the Period: 01 July 2018 to 30 June 2019

Signed and accepted by
Ms Lorette Tredoux



Date:

27/7/2018

Signed by the incumbent's immediate supervisor:
Dr Moeketsi Mosola



Date:

27/7/18