



**CHRIS HANI**  
DISTRICT MUNICIPALITY  
SUSTAINING GROWTH  
THROUGH OUR PEOPLE

# ANNUAL PERFORMANCE AGREEMENT

---

**Prepared for and entered into by:**

**Mr Moppo, A. Mene**  
**the Municipal Manager of the**  
**CHRIS HANI DISTRICT MUNICIPALITY**  
**("the Municipal Manager")**

**and**

**Ms Yoliswa Sinyanya**  
**the Director at the**  
**CHRIS HANI DISTRICT MUNICIPALITY**  
**("the Director")**

**for the financial year:**  
**1 July 2013 to 30 June 2014**

11/11  
10/11  
C.S  
W.K. Y.S  
ym

## WHEREBY IT IS AGREED AS FOLLOWS:

### 1. INTRODUCTION

- 1.1 The Municipality has, in terms of Section 57(1)(a) of the Local Government: Municipal Systems Act, No. 32 of 2000 ("the Systems Act") entered into a contract of employment with the Director for a period of 5 years, commencing on 1<sup>st</sup> December 2011
- 1.2 Section 57(1)(b) of the Systems Act, read with the contract of employment concluded between the Parties, require 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 Director 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), (4B) and (5) of the Systems Act.
- 1.5 In this Agreement the following words will have the meaning ascribed thereto:

"this Agreement" - means the performance agreement between the Municipality and the Director and the annexures thereto.

"the Executive Authority" - means the Mayoral Committee of the Municipality constituted in terms of Section 55 of the Local Government: Municipal Structures Act as represented by its chairperson, the Executive Mayor.

"the Director" – means the Director responsible for Health and Community Services who is directly accountable to the Municipal Manager in terms of Section 56(a) of the Systems Act.

the Municipal Manager" – means the Municipal Manager appointed in terms of Section 82 of the Local Government: Municipal Structures Act, No. 117 of 1998.

"the Municipality" – means the CHRIS HANI DISTRICT MUNICIPALITY.

"the Parties" - means the Municipal Manager and the Director.

Handwritten signatures and initials at the bottom right of the page, including "VK Y.S" and "mm".

## 2. PURPOSE OF THIS AGREEMENT

2.1 The Parties agree that the purposes of this Agreement are to:

- 2.1.1. comply with the provisions of Section 57(1)(b), (4A), (4B) and (5) of the Systems Act as well as the contract of employment entered into between the Parties;
- 2.1.2. specify objectives and targets established for the Director and to communicate to the Director the Municipality's expectations of the Director's performance and accountability;
- 2.1.3. specify accountabilities as set out in Annexure A;
- 2.1.4. monitor and measure performance against targeted outputs and outcomes;
- 2.1.5. use Annexures A, B and C, as a basis for assessing the Director for permanent employment and/or to assess whether the Director has met the performance expectations applicable to his/her job;
- 2.1.6. appropriately reward the Director in accordance with the Municipality's performance management policy in the event of outstanding performance;
- 2.1.7. establish a transparent and accountable working relationship; and
- 2.1.8. give effect to the Municipality's commitment to a performance-orientated relationship with its Director in attaining equitable and improved service delivery.

## 3. COMMENCEMENT AND DURATION

- 3.1 Notwithstanding the date of signature this Agreement will commence on the **1<sup>st</sup> of July 2013** and will remain in force until a new performance agreement including a Performance Plan and Personal Development Plan is concluded between the Parties as contemplated in Clause 3.2
- 3.2 The Parties will review the provisions of this Agreement during June each year. The Parties will conclude a new performance agreement including a Performance Plan and Personal Development Plan that replaces this Agreement at least once a year by not later than the 31<sup>st</sup> of July each year.
- 3.3 The payment of the performance bonus is determined by the performance score obtained during the 4<sup>th</sup> quarter annual performance assessment as informed by the quarterly performance assessments. Should the Director be entitled to a bonus, this will be paid out after approval by Council and not later than sixty (60) days thereafter in the Director's salary for a month that shall be applicable.
- 3.4 The payment of a performance bonus for the year in which the Director's contract of employment expires will be done as set out in clause 3.3 and the bonus so determined will be paid to the Director on the last day of his/her employment or not later than 30 days thereafter.
- 3.5 In the event of the Director commencing or terminating his services with the Municipality during the validity period of this Agreement, the Director's performance for the portion of the period referred to in clause 3.1 during which he was employed, will be evaluated and he will be entitled to a pro rata performance bonus based on his evaluated performance and the period of actual service.

Handwritten initials and signatures:   
C.S.   
Y.S.   
VK   
4th



- 3.6 The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon by the Parties.
- 3.7 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.
- 3.8 This Agreement will terminate on the termination of the Director's contract of employment for any reason.

#### 4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan in **Annexure A** sets out:
- 4.1.1 the performance objectives and targets which must be met by the Director; and
  - 4.1.2 the time frames within which those performance objectives and targets must be met.
- 4.2 The Personal Development Plan in **Annexure B** sets out the Director's personal developmental requirements in line with the objectives and targets of the Municipality.
- 4.3 The Core Management Competencies reflected in **Annexure C** set out those management skills regarded as critical to the position held by the Director.
- 4.4 The performance objectives and targets reflected in **Annexure A** are set by the Municipality in consultation with the Director and based on the Integrated Development Plan and the budget of the Municipality, and include key objectives, key performance areas, target dates and weightings.
- 4.5 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 time frame in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.
- 4.6 The Director's performance will, in addition, be measured in terms of contributions to the development objectives and strategies set out in the Municipality's Integrated Development Plan.

C.S.  
NV  
VR  
Y.S  
W.K.  
YM

## 5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Director agrees to participate in the performance management system that the Municipality adopts or introduces for the municipal management and municipal staff of the Municipality.
- 5.2 The Director accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the municipal management and municipal staff to perform to the standards required.
- 5.3 The Executive Authority and/or Municipal Manager will consult the Director about the specific performance standards that will be included in the performance management system as applicable to the Director.
- 5.4 The Director undertakes to actively focus towards the promotion and implementation of his/her Key Performance Areas as set out in **Annexure A** including special projects relevant to the Director's responsibilities within the local government framework.

## 6. PERFORMANCE ASSESSMENT

- 6.1 The performance of the Director will be assessed against the outputs and outcomes achieved in terms of his/her Key Performance Areas (KPA's) as fully described in **Annexure A** and his/her Core Management Competencies (CMCs) determined at the commencement of this Agreement with a weighting of 80:20 allocated to the KPA's and CMCs respectively. Therefore the KPA's that refer to the main tasks of the Director account for 80% of his/her assessment while the CMCs make up the other 20% of the Director's assessment score.
- 6.2 The weightings agreed to in respect of the Director's KPA's attached as **Annexure A** are set out in the table below:

CS  
NW Y.S  
VK Y.M  
W.K.

KEY PERFORMANCE AREAS (KPAS)	WEIGHT
KPA1: Service Delivery and Infrastructure Development	40%
KPA 2: Local Economic Development	5%
KPA 3: Municipal Transformation and Organisational Development	20%
KPA 4: Financial Management and Viability	5%
KPA: 5 Good Governance and Public Participation	30%
Total	100%

C.S  
 NV  
 VR  
 Y.S  
 4M  
 MK

6.3 The weightings agreed to in respect of the CMCs considered most critical for the Director's position and further defined in Annexure C are set out in the table below:

CORE COMPETENCY REQUIREMENTS - CCRs		
CORE MANAGERIAL COMPETENCIES (CMC)	CHOICE (x)	WEIGHT
Strategic Capability and Leadership		
Programme and Project Management		
Financial Management	compulsory	3%
Change Management		
Knowledge Management		
Service Delivery Innovation		
Problem Solving and Analysis		
People Management and Empowerment	compulsory	3%
Client Orientation and Customer Focus	compulsory	4%
Communication		
Honesty and Integrity		2%
CORE OCCUPATIONAL COMPETENCIES (COCs)		
Competence in Self Management		2%
Interpretation of and implementation within the legislative and national policy frameworks		
Knowledge of Developmental Local Government		
Knowledge of Performance Management and Reporting		3%
Knowledge of Global and SA specific political, social and economic contexts		
Competence in Policy Conceptualisation, Analysis and Implementation		
Knowledge of more than one functional municipal field or discipline		
Mediation Skills		
Governance Skills		3%
Competence as required by other national line sector departments		
Exceptional and dynamic creativity to improve the functioning of the Municipality		
<b>TOTAL PERCENTAGE</b>		<b>20%</b>

NV C.S  
 VK Y.S  
 4M



6.4 The assessment of the performance of the Manager will be based on the following levels for KPA's and CMCs:

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

Handwritten notes: C.S., NV, VK, Y.S., Y.M., and a signature.



		key performance criteria and indicators as specified in the PA and Performance Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the 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.

NV  
 Y.S  
 VK  
 UM  
 C.S  
 MA

6.5 To determine which rating on the five-point scale did the Manager achieve for each KPA the following criteria should be used:

Duration of task	- Was the target achieved within the projected time frame?
Level of complexity	- Required problem solving - Reconciling different perceptions - Innovative alternatives used
Cost	- within budget - saving - overspending

6.6 Annexure "B" may be used as the basis for progress discussions by the Municipality.

## 7. PANEL AND SCHEDULE FOR PERFORMANCE ASSESSMENTS

7.1 An assessment panel consisting of the following persons will be established:

- 7.1.1 The Municipal Manager
- 7.1.2 Chairperson of the Audit Committee
- 7.1.3 Member of the Mayoral Committee
- 7.1.4 Municipal Manager from another Municipality

7.2 In addition an assessment will also be done by:

- 7.2.1 The Municipal Manager
- 7.2.2 The Director (own assessment)
- 7.2.3 Fellow Section 57 Managers

7.3 The performance of the Director will be assessed in relation to his/her achievement of:

- 7.3.1 The targets indicated for each KPA in Annexure A;
- 7.3.2 The CCRs as defined in clause 6.3 of this agreement on a date to be determined for each of the following quarterly periods:

- 1<sup>st</sup> Quarter - July to September
- 2<sup>nd</sup> Quarter - October to December

NV C.S Y.S  
VK YM

3<sup>rd</sup> Quarter - January to March

4<sup>th</sup> Quarter - April to June

7.4 Assessments in the first and third quarter may be verbal if the Manager's performance is satisfactory.

7.5 The Municipality will keep a record of the mid-year and annual assessment meetings.

7.6 The Municipality may appoint an external facilitator to assist with the annual assessment.

## 8. EVALUATING PERFORMANCE AND THE MANAGEMENT OF EVALUATION OUTCOMES

8.1 The Manager will submit quarterly performance reports and a comprehensive annual performance report prior to the performance assessment meetings to the Municipal Manager.

8.2 The Municipal Manager will give performance feedback to the Manager after each quarterly and the annual assessment meetings.

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

8.4 At the end of the 4<sup>th</sup> quarter, the Executive Authority will determine if the Manager is eligible for a performance bonus as envisaged in his/her contract of employment based on the bonus allocation set out in clause 8.11 of this agreement.

8.5 The results of the annual assessment and the scoring report of the Manager for the purposes of bonus allocation, if applicable, will be submitted to the Executive Authority for a recommendation to the full Council.

8.6 Personal growth and development needs identified during any performance assessment discussion, must be documented in the Manager's Personal Development Plan as well as the action steps and set time frames agreed to.

8.7 Despite the establishment of agreed intervals for assessment, the Municipal Manager may, in addition, review the Manager's performance at any stage while his/her contract of employment remains in force.

8.8 The Municipal Manager will be entitled to review and make reasonable changes to the provisions of **Annexure "A"** from time to time for operational reasons. The Manager will be fully consulted before any such change is made.

8.9 The provisions of **Annexure "A"** may be amended by the Executive Authority when the Municipality's performance management system is adopted, implemented and/or amended as the case may be subject to clause 5.3.

NV C.S. Y.S. VK Y.M. 10/11/11



- 8.10 The provisions of **Annexure "A"** may be amended by the Executive Authority when the Municipality's performance management system is adopted, implemented and/or amended as the case may be subject to clause 5.3.
- 8.11 The evaluation of the employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 8.11.1 A performance bonus ranging from 5% to 14% of the all-inclusive remuneration package may be paid to an employee in recognition of outstanding performance. In determining the performance bonus the relevant percentage is based on the overall rating, calculated by using the applicable assessment-rating calculator; provided that -
- (a) a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
  - (b) a score of 150% and above is awarded a performance bonus ranging from 10% to 14%.

## 9. OBLIGATIONS OF THE MUNICIPALITY

- 9.1 The Municipality will create an enabling environment to facilitate effective performance by the Director.
- 9.2 The Director will be provided with access to skills development and capacity building opportunities.
- 9.3 The Municipality will work collaboratively with the Director to solve problems and generate solutions to common problems that may impact on the performance of the Director.
- 9.4 The Municipality will make available to the Director such resources including employees as the Director may reasonably require from time to time to assist him/her to meet the performance objectives and targets established in terms of this Agreement; provided that it will at all times remain the responsibility of the Director to ensure that he/she complies with those performance obligations and targets.
- 9.5 The Director will be delegated such powers by the Municipality as may in the discretion of the Municipality be reasonably required from time to time to enable him/her to meet the performance objectives and targets established in terms of this Agreement.

NV Y.S  
VK  
C.S  
mm

## 10. CONSULTATION

10.1 The Executive Authority and / or Municipal Manager agrees to consult the Director within a reasonable time where the exercising of the Executive Authority's and / or Municipal Manager's powers will –

10.1.1 have a direct effect on the performance of any of the Director's functions;

10.1.2 commit the Director to implement or to give effect to a decision made by the

Executive Authority and/or Municipal Manager;

10.1.3 have a substantial financial effect on the Municipality.

10.2 The Municipal Manager agrees to inform the Director 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 Director to take any necessary action without delay.

## 11. CONSEQUENCE OF UNACCEPTABLE OR POOR PERFORMANCE

11.1 Where the Municipal Manager is, at any time during the Director's employment, not satisfied with the Director's performance with respect to any matter dealt with in this Agreement, the Municipal Manager will give notice to the Director to attend a meeting with the Municipal Manager.

11.2 The Director will have the opportunity at the meeting to satisfy the Municipal Manager of the measures being taken to ensure that the Director's performance becomes satisfactory in accordance with a documented programme, including any dates, for implementing these measures.

11.3 The Municipality will provide systematic remedial or developmental support to assist the Director to improve his/her performance.

11.4 If, after appropriate performance counselling and having provided the necessary guidance and/or support as well as reasonable time for improvement in performance, the Municipal Manager holds the view that the performance of the Director is not satisfactory, the Municipal Council will, as per the advice of the Municipal Manager and subject to compliance with applicable labour legislation, be entitled to, by notice in writing to the Director, take steps to terminate the Director's employment in accordance with the notice period set out in the Director's contract of employment.

11.5 Where there is a dispute or difference as to the performance of the Director under this Agreement, the Parties will confer with a view to resolving the dispute or difference.

Handwritten initials and signatures at the bottom right of the page, including "C.S.", "Y.S.", "WV", "VK", and "YM".



- 11.6 Nothing contained in this Agreement in any way limits the right of the Municipality to terminate the Director's contract of employment with or without notice for any other breach by the Director of his obligations to the Municipality or for any other valid reason in law.

## 12. DISPUTES

- 12.1 In the event that the Director is dissatisfied with any decision or action of the Executive Authority and/or Municipal Manager in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Director has achieved the performance objectives and targets established in terms of this Agreement, the Director may meet with the Municipal Manager with a view to resolving the issue. At the Director's request the Municipal Manager will record the outcome of the meeting in writing.
- 12.2 In the event that the Director remains dissatisfied with the outcome of that meeting, he/she may raise the issue in writing with the Executive Mayor. The Executive Mayor will determine a process within 4 (four) weeks for resolving the issue, which will involve at least providing the Director with an opportunity to state his case orally or in writing before the Executive Mayor. At the Director's request, the Executive Mayor will record the outcome of the meeting in writing. The final decision of the Executive Mayor on the issue will be made within 6 (six) weeks of the issue being raised with the latter and will, subject to common law and applicable labour law, be final.
- 12.3 If any dispute about the nature of the Director's performance agreement whether it relates to key responsibilities, priorities, methods of assessment or any other matter provided for cannot be resolved through an internal mechanism as contemplated above, the dispute will be mediated by the MEC for local government in the province or any other person appointed by the MEC within 30 days of receipt of a formal dispute from the Director.
- 12.4 In the event that the mediation process contemplated above fails, the relevant arbitration clause of the contract of employment will apply.

## 13. GENERAL

- 13.1 The contents of this Agreement and the outcome of any review conducted in terms of Annexure "A" will not be confidential, and may be made available to the public by the Municipality, where appropriate.
- 13.2 Nothing in this Agreement diminishes the obligations, duties or accountabilities of the Director in terms of his/her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

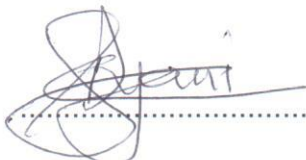
Handwritten notes and signatures at the bottom right of the page:

- Handwritten initials: "NV", "Y.S", "VK", "MM", "C.S", "W.A."



Signed at QUEENSTOWN on this 28 day of JUNE 2013.

As Witnesses:

1. 

2. Natipshwano



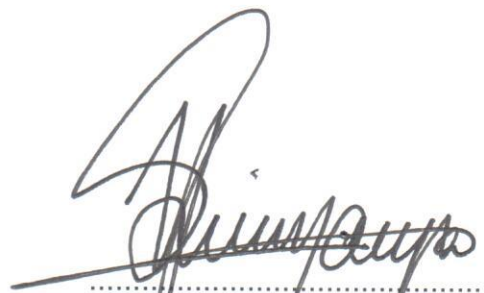
Municipal Manager of the  
CHRIS HANI DISTRICT MUNICIPALITY

Signed at QUEENSTOWN on this 28 day of JUNE 2013.

As Witnesses:

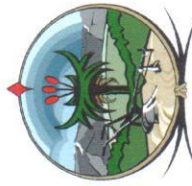
1. 

2. 



Director: Health and Community Services  
of the CHRIS HANI DISTRICT MUNICIPALITY

# ANNEXURE A



**CHRIS HANI**  
DISTRICT MUNICIPALITY  
SUSTAINING GROWTH  
THROUGH OUR PEOPLE

## HEALTH AND COMMUNITY SERVICES SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN 2013 - 2014 FINANCIAL YEAR

KPA 1: BASIC SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT															WEIGHTING: 40%				
Measurable Objective	Priority Area	Programme	Strategy	KPI	Indicator Code	Annual Target	Baseline	Budget	Location/Ward	Quarterly Targets				Evidence	Indicator Custodian				
										Qrt 1	Qrt 2	Qrt 3	Qrt 4						
To provide quality municipal health and environmental management services	Municipal Health Services	Environmental Health	SANS Ensure compliance of drinking water and waste water with relevant SANS	% Compliance to Blue Drop(BD) in terms of SANS 241	SDID - 26	95% Compliance	2400 samples	R 550 000.00		Ensuring 95% compliance through taking 600 drinking water samples	Ensuring 95% compliance through taking 600 drinking water samples	Ensuring 95% compliance through taking 600 drinking water samples	Ensuring 95% compliance through taking 600 drinking water samples	BDS Report	Assistant Director: MHSEMS				
				% Compliance to Green Drop(GD) in terms of SANS 241	SDID - 27	90% Compliance	144 samples	R 150 000.00		Ensuring 90% compliance through taking 36 waste water samples	Ensuring 90% compliance through taking 36 waste water samples	Ensuring 90% compliance through taking 36 waste water samples	Ensuring 90% compliance through taking 36 waste water samples	BDS Report	Assistant Director: MHSEMS				
				No. of food samples taken to ensure compliance with health standards	SDID - 28	600 Food samples	600 food samples	R 300 000.00		150 Food samples taken	150 Food samples taken	150 Food samples taken	150 Food samples taken	Lab results and food sample spreadsheet	Assistant Director: MHSEMS				
				No. of waste sites supported to ensure compliance with permit conditions	SDID - 29	8 waste sites inspected	3 Local municipalities supported			2 waste sites supported	2 waste sites supported	2 waste sites supported	2 waste sites supported	Report to Standing Committee	Assistant Director: MHSEMS				
				Number of hectares cleared of Wattle per ward	SDID - 30	1440 hectares cleared	Working for Water Project implemented by DEA	R 4 989 600.00		Establishment of Project Steering Committee, Training, appointment of beneficiaries & procurement of materials. Clearing of 180 hectares	Project implementation; clearing of 540 hectares	Project implementation; clearing of 540 hectares	Project implementation; clearing of 180 hectares	Service Level Agreements with LMs and proof of transfer	Assistant Director: MHSEMS				
	Environmental Health and Management Services and Climate Change	Environmental Management and Climate Change	Ensure implementation of rural sustainability commons within the villages	Implementation of rural sustainability commons projects	SDID - 31	Implementation of rural sustainability commons projects.	3 Crowns Project	R 2 900 000.00		1. Development of ToR 2. Follow supply chain processes for the roll-out of the 3 Crowns Project.	1. Appointment of a service provider 2. Compilation of an implementation plan	Roll-out of 3 Crowns Project.	Roll-out of 3 Crowns Project.	Appointment letter Project progress report	Assistant Director: MHSEMS				

Y.S  
VK VM

W. hox.

To prevent, mitigate and respond to the effects of disaster and facilitate the post disaster recovery	Disaster Management	Information Technology	Establishment of an integrated information management and communication system	2nd Phase of the Information System developed	SDID - 32	Completion of the 2nd phase of the project	Complete and operational Phase 1 of the project	R	5 000 000.00		Supply chain processes for roll out of phase two followed	Supply chain processes for roll out of phase two followed	Repeaters and acquisition of two-way radio system on high sites installed	Repeaters and acquisition of two-way radio system on high sites installed	Appointment letter Project progress report	Chief Disaster Management
To manage and coordinate implementation of integrated HIV and AIDS programmes	HIV and AIDS Management	External HIV and AIDS Coordination	Reduce the spread and mitigate the impact of HIV and AIDS	No. of HIV and AIDS, STI and TB programmes implemented	SDID - 33	7 Community HIV, STIs and TB programmes conducted and 1 Health Summit	The existing HIV, STIs and TB strategic plan	R	500 000.00		4 community dialogue programmes conducted	District World AIDS Day HIV, STIs and TB awareness programme conducted	STI and Condom week awareness campaign conducted	District Health Summit conducted	Attendance registers Report to the standing committee	Manager HIV and AIDS

KPA 2: LOCAL ECONOMIC DEVELOPMENT												WEIGHTING: 5%			
Measurable Objective	Priority Area	Programme	Strategy	KPI	Indicator Code	Annual Target	Baseline	Budget	Location/Ward	Quarterly Targets				Evidence	Indicator Custodian
To manage and coordinate implementation of integrated HIV and AIDS programmes	Poverty Reduction	Job creation and food security	Reduce the negative effects of Poverty and unemployment through implementation of anti-poverty programmes	105 jobs created and 21 food security gardens maintained at Iniska Yethu LM	LED - 20 - 01	105 jobs created and 21 food security gardens maintained at Iniska Yethu LM	105 identified ground diggers	R 1 382 625.00		1. Recruitment of 105 ground diggers 2. Maintenance of food security gardens 3. Payment of stipends to ground diggers	1. Maintenance of food security gardens 2. Payment of stipends to ground diggers	1. Maintenance of food security gardens 2. Payment of stipends to ground diggers	1. Maintenance of food security gardens 2. Payment of stipends to ground diggers	Proof of payment Report to standing committee	Manager HIV and AIDS

KPA 3: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT												WEIGHTING: 20%			
Measurable Objective	Priority Area	Programme	Strategy	KPI	Indicator Code	Annual Target	Baseline	Budget	Location/Ward	Quarterly Targets				Evidence	Indicator Custodian
To create an environment within which employees can execute their duties and contribute to Councils vision.	Human Resource Management	Personnel Management	Ensure availability of policies and systems that regulate the HR environment	% Compliance with HR procedures	MTOD - 2	100%		N/A		100%	100%	100%	100%	100% HR Report	Director: HSC
To provide quality municipal health and environmental management services	Environmental Health and Management Services and Climate Change		Reduction of carbon emissions of communities	Development of climate change adaptation and mitigation strategy	MTOD - 2 - 01	Adopted Climate Change Adaptation and Mitigation Strategy	Existing Climate change framework	R 500 000.00		1. Development of ToR 2. Follow supply chain processes for development of the strategy	1. Appointment of a service provider 2. Commencement of the strategy development process	First draft of the Climate Change and Adaptation strategy presented to all stakeholders	Final draft of the Climate Change and Adaptation strategy presented to Council structures for adoption	Council resolution adopting Strategy	Assistant Director: MHS/EMS

C-5  
WU WU.

WU WU  
Y.S.



To prevent, mitigate and respond to the effects of disaster and facilitate post disaster recovery	Disaster Management	Strategy/Policy Development	Reduce and mitigate the effects of disasters	Development of a Disaster Risk Management Plan	MTOD - 2 - 02	Adoption of the Disaster risk management plan by council	Adopted scientific risk assessment	Nil			First draft Disaster risk management plan presented to stakeholders	Final draft Disaster risk management plan presented to stakeholders	Final draft Disaster risk management plan presented to Standing committee, Mayoral Committee and Council	Adoption of the Disaster risk management plan by council	Council resolution adopting Plan	Chief Disaster Management
			Review HIV and AIDS workplace policy	Adopted reviewed HIV and AIDS workplace policy	MTOD - 2 - 03	Adopted HIV and AIDS workplace policy	The existing HIV/AIDS Workplace policy	R 30 000.00			Conduct a workshop to review HIV and AIDS workplace policy	Adoption of the reviewed HIV and AIDS workplace policy by Council	Workshop held on HIV/AIDS policy with internal stakeholders	Council resolution adopting Policy	Manager: HIV and AIDS	
			Mainstreaming HIV and AIDS in all municipal programmes	Adopted HIV and AIDS Mainstreaming Policy	MTOD - 2 - 04	Adopted HIV and AIDS Mainstreaming Policy	None	R 150 000.00			Consultation on the first draft HIV and AIDS Mainstreaming Policy with stakeholders	Consolidation of inputs and presentation of final draft to the Standing and Mayoral Committee	Adoption of the HIV and AIDS Mainstreaming Policy by Council	Workshop on adopted policy	Council resolution adopting Policy	Manager: HIV and AIDS
To manage and coordinate implementation of integrated HIV and AIDS programmes	HIV and AIDS in the workplace	Staff Training and capacitation	Improve capacity of stakeholders on HIV and AIDS, STI and TB programmes (internally)	No of training programmes on HIV and AIDS and STI's and TB conducted (internally)	MTOD - 6 - 01	2 Training programmes conducted	two (2) capacity building programmes conducted	R 120 000.00			Training needs analysis	Development of TOR on identified training needs programmes Supply chain processes for training programme followed	one (1) training programme conducted	one (1) training programme conducted	Training report and attendance registers	Manager: HIV and AIDS
			Reduce the spread and mitigate impact of HIV, STIs and TB in the workplace	No of Workplace HIV, STIs & T.B. programmes implemented	MTOD - 6 - 02	4 programmes implemented	Existing action plans from repeat HIV and AIDS prevalence survey and KAPB study results	R 420 000.00			1 Workplace HIV, STIs and TB prevention and advocacy programmes implemented	1 Workplace HIV, STIs and TB Social Protection Programmes implemented	1 Workplace HIV, STIs and TB prevention and advocacy programmes implemented	1 Workplace HIV, STIs Treatment, Care and Support programme implemented for the Infected and Affected	Attendance register and report to standing committee on implemented programmes	Manager: HIV and AIDS

KPA 4: FINANCIAL MANAGEMENT AND VIABILITY										WEIGHTING: 5%					Indicator Custodian
Measurable Objective	Priority Area	Programme	Strategy	KPI	Indicator Code	Annual Target	Baseline	Budget	Location/Ward	Quarterly Targets				Evidence	
										Qrt 1	Qrt 2	Qrt 3	Qrt 4		
To ensure proper expenditure management in terms of approved budget and in line with DORA and National Treasury	Expenditure Management	Budget Management	Perform regular reporting on operational expenditure	% Operational Budget Actually Spent	FMV - 28 - 01	100%	80%		Internal	5%	25%	75%	100%	Income and Expenditure Report	Director: HCS
			Perform regular reporting on capital expenditure	% Capital Budget Actually Spent	FMV - 28 - 02	100%	95%		Internal	5%	25%	75%	100%	Income and Expenditure Report	Director: HCS

C.S

W.S

W.S

W.S



To manage and coordinate implementation of integrated HIV and AIDS programmes	HIV and AIDS Management	Community T	Improve capacity of stakeholders on HIV and AIDS, STI and TB programmes for external stakeholders	No of training programmes on HIV and AIDS and STIs and TB conducted (externally)	GGPP - 9 - 02	3 Training programmes conducted	6 Multi sectoral capacity building programmes	R	450 000.00		Training needs assessment among DAC stakeholders conducted	One training programme	One training programme	One training programme	Attendance register and report to standing committee on trainings conducted	Manager HIV and AIDS
Strengthen institutional performance planning, monitoring and evaluation	Performance Management	Quarterly Reporting	To ensure regular reporting	Number of quarterly performance reports and evidence files submitted	GGPP - 22 - 01	4 Quarterly Reports and 4 evidence files for each quarter					1 Report and 1 evidence file	1 Report and 1 evidence file	1 Report and 1 evidence file	quarterly reports and evidence files	Director: HCS	
To strengthen good governance	Risk Management	Risk Management	To ensure management in departmental risks	% Implementation of risk recommendations as per departmental risk register	GGPP - 11 - 01	100%	Institutional risk register			Internal	20%	50%	80%	100%	Internal Risk report	Director: HCS
To manage and coordinate implementation of integrated HIV and AIDS programmes	HIV and AIDS Management	LM Support	Strengthen functionality of HIV and AIDS Workplace programmes within LM's	No of LM's provided with technical support	GGPP - 18 - 01	4 X LM's Supported	4 X LM's Supported	R	120 000.00		1X LM Supported	1X LM Supported	1X LM Supported	1X LM Supported	Attendance register and report to standing committee on support provided	Manager HIV and AIDS

MA. S  
22

VK  
S  
11/11




# ANNEXURE B



**CHRIS HANI**  
DISTRICT MUNICIPALITY  
SUSTAINING GROWTH  
THROUGH OUR PEOPLE

PERSONAL DEVELOPMENT PLAN OF:  
**Ms YOLISWA SINYANYA: DIRECTOR HEALTH AND COMMUNITY SERVICES**  
**2013 - 2014 FINANCIAL YEAR**

	TRAINING REQUIRED	DEVELOPMENT OPPORTUNITY (SKILL ACQUIRED)	CRITERIA TO JUDGE SUCCESS	METHOD OF DELIVERY	TIMEFRAME	EVIDENCE
PRIORITY 1	Management Advancement Programme (MAP)	Enhanced strategic capabilities	Obtainment of NQF L8	class attendance (blocks)	one year	NQF L8 results
PRIORITY 2						
PRIORITY 3						
PRIORITY 4						
PRIORITY 5						

  
\_\_\_\_\_  
MS Y SINYANYA  
DIRECTOR: HEALTH AND COMMUNITY SERVICES

  
\_\_\_\_\_  
M.M.A. MENE  
MUNICIPAL MANAGER