



PERFORMANCE PLAN  
OF  
PUMZILE NHLAPO  
CHIEF EXECUTIVE OFFICER

2016/2017

# KEY PERFORMANCE AREA'S (KPS's) SCHEDULE

## PERFORMANCE PLAN

JOB TITLE: CHIEF EXECUTIVE OFFICER

LEJWE LE PUTSWA DEVELOPMENT AGENCY

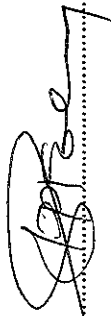
This plan defines the Council's expectations of the Chief Executive Officer in accordance with Manager's performance agreement, to which this document is attached. Section 57 (5) of the Local Government: Municipal Systems Act which provides that key objectives and targets must be based on the Key Performance Indicators set out from time to time as the municipal council reviews the Integrated Development Plan. This Performance Plan must, in terms of the Municipal Performance Regulations, also include time frames and weightings.

There are six parts to this Plan:

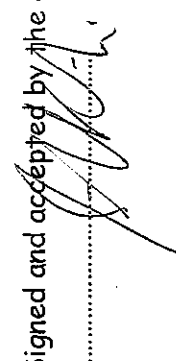
1. Key Performance areas (KPA's) schedule, detailing key objectives and their related Performance Indicators, Weightings and Target Dates
2. A Core Competency Requirements (CCR) schedule, setting out selected Core Management and Occupational Competencies
3. Performance Review Procedure i.e. information on how to review (or evaluate) performance and information on specific accountabilities
4. Consolidated Score Card, with Assessment Rating Calculator
5. Personal Development Plan (PDP), for addressing developmental gaps
6. Record of assessment meetings (Control Sheet)

The period for this plan is 01 July 2016 to 30<sup>th</sup> June 2017

Signed and accepted by the Chief Executive Officer .....



Signed and accepted by the Chairperson of the Board on behalf of Lejwe Le Putswa Development Agency



## KEY PERFORMANCE AREA'S (KPS's) SCHEDULE

### CHIEF EXECUTIVE OFFICER

2016 - 2017

#### LEJWE LE PUTSWA DEVELOPMENT AGENCY

This KPA Schedule sets Key Performance Objectives which must be achieved, time frames, as well as the Key Performance Targets (Standards) which will be used to measure whether or not the Chief Executive Officer has adequately performed her functions.

#### POSITION PURPOSE

To lead, direct and take full responsibility for the Lejwe Le Putswa Development Agency's Good Governance, Financial Management, Local Economic Development and Stakeholder Management

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## KEY PERFORMANCE AREA'S (KPS's) SCHEDULE

KEY PERFORMANCE AREA	OBJECTIVE	BASELINE	PERFORMANCE INDICATOR	ANNUAL TARGET	TARGET DATES	COMMENTS
<b>(1) Good Governance</b>	Improve performance of the Agency on an annual basis	Legislative guidelines	Timeous submission of quarterly reports to relevant stakeholders	4	Quarterly	Compile quarterly performance assessment reports
			Timeous submission of Section 87 reports to relevant stakeholders	4	Quarterly	Compile Section 87 report and table to the Board on a quarterly basis
			MSA and MFMA compliant - Annual report tabled to Board and Council by 31 <sup>st</sup> January annually	1	20 January 2017	Monitor policy compliance and compile annual report
			Board sittings	4	Quarterly	Arrange board meeting quarterly
			LDM - Council, Mayco and LED Committee	12	As per the invitation	Attend Shareholder meeting as per the invite
			Audit and Risk Committee meetings	8	Quarterly	Attend Audit and Risk Committee

## KEY PERFORMANCE AREA'S (KPS's) SCHEDULE

				meetings
LDA Committee sittings(Project Committee, HR and Finance and Exco)	12	Quarterly	Arrange LDA Committee meeting on a quarterly basis	
Timeous submission of LDA budgets - main budget and adjusted	2	31 January 2017 and 28 May 2017	Adjust the 2016/2017 budget and compile 2017/2018 budget	
Compile with IDC milestone audit	1	28 April 2017	Prepare for IDC milestone audit	
Performance contracts for senior managers	1	31 August 2017	CEO signed performance contract	
Build employee capacity	8	30 June 2017	Number of employees attending skills development courses	
LDA policy development	5	31 December 2017	Number of policies developed and tabled to the board for approval	

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## KEY PERFORMANCE AREA'S (KPS's) SCHEDULE

<b>(2) Finance viability and mangement</b>	Annual Financial Statements	Timeous completion of AFS 2016/2017	Annual Financial Statement completed on time	1	31 July 2016 and 31 August 2016	Timeous submission of AFS to Audit Committee and AG
	Conduct quarterly risk assessment as per risk management	Compile risk register and monitor identified risks	# number of risk assessment done	4	quarterly	Number of risk assessment done on a quarterly basis
	Internal Audit	Facilitate clean audit of the Agency	Minutes and reports	4	30 June 2017	Update audit action plan regularly
	LDA website maintenance	To have a fully functioning website as per section 75 of MFMA	Frequency of updating and maintaining LDA website - internally or externally	4	Quarterly	Maintain and update LDA website
<b>(3) Local Economic Development</b>	Facilitate project funding	Apply for Project funding	Number of project funded	100%	30 June 2017	Apply for project funding



## KEY PERFORMANCE AREA'S (KPS's) SCHEDULE

	Develop or review Strategic business plan, and feasibility study	#Number of document developed or reviewed	#Number of documents developed or reviewed	2	30 June 2017	Review the strategic business plan and develop business plan for feasibility study conducted and completed
	Attend or Partner with Municipalities and other stakeholders on implementations of the tourism development	Tourism support - Advertising, Logistics and marketing	#of tourism events	4	30 June 2017	Attend or assist District Municipalities with their tourism needs or partner with relevant stakeholders on tourism events
	Develop SMME's in Lejweleputswa	SMME's development	#Number of SMME's developed	12	30 June 2017	Number of SMMEs support and develop SMME,s in the District - Financially or Non-Financially
<b>(4) Stakeholder engagement</b>	Partnering with stakeholders on economic development initiatives	#economic development initiatives supported	Supporting economic development initiatives	2	30 June 2017	Support economic development initiative for the purpose of leaving a foot print of Agency



## KEY PERFORMANCE AREA'S (KPS's) SCHEDULE

### PERSONAL DEVELOPMENT PLAN

(To be used for addressing Performance gaps)

Manager's Name

Date

Job Title: Chief Executive Officer

Skills / Performance Gap (identified at Performance Evaluation)	Outcomes expected	Suggested activity (e.g. training, counselling, additional resources etc.)	Time frames to meet Performance Standards	Comments
1. MFMP	<i>The CEO will comply with the minimum competency levels required for higher education qualification, work related experience, core managerial and occupational competencies and be competent in the unit standards prescribed for financial management competency areas and meet treasury Regulations</i>	A course containing theoretical and practical application with coaching in the workplace following relevant unit standards	April 2016 - November 2016 [8 months course]	The manager will have the skills, experience and capacity to assume and fulfill the responsibilities and exercise the functions and powers assigned in terms of the MFMA

Signed by the Chief Executive Officer 

Signed by the Chairperson of the Board 