



PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

**ABAQULUSI LOCAL MUNICIPALITY
(EMPLOYER)**

AS REPRESENTED BY THE ACTING MAYOR:

MNCEDISI CYRIL MAPHISA
(ID NUMBER: 900128 5304 084)

AND

SIBONGOKUHLE PRECIOUS DLAMINI
(ID NUMBER: 7701010569081)
(EMPLOYEE)

HEREIN REFERRED TO AS THE DIRECTOR:
CORPORATE SERVICES

FINANCIAL YEAR: 01 JULY 2019 – 30 JUNE 2020

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1. Introduction

- a. The Employer has entered into a contract of employment with the Employee in terms of section 57(1) (a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The Employer and Employee are herein referred to as "the Parties".
- b. Section 57(1) (b) of the Systems Act, read with the Contract of Employment requires the parties to conclude an Annual Performance Agreement.
- c. The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals.
- d. The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

2. Purpose of the Agreement

The purpose of this Agreement is to -

- a. 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;
- b. 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;
- c. Specify accountabilities as set out in the Performance Plan (**Annexure A**);
- d. Monitor and measure performance against set targeted outputs;
- e. 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;
- f. Appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and

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- g. Give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved qualitative and quantitative service delivery.

3. Commencement and duration

- a. This Agreement will commence on 01 July 2019 and will remain in force until 30 June 2020 where after 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.
- b. 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 within one month after the beginning of each financial year.
- c. This Agreement will terminate on the termination of the Employees contract of employment for any reason.
- d. The contents of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon subject to both parties reaching an agreement.
- e. 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. Performance objectives

- a. The Performance Plan (**Annexure A**) sets out:
- The Performance objective and targets that must be met by the Employee; and
 - The time frames within which those performance objectives and targets must be met.
- b. The performance objectives and targets reflected in **Annexure A** are set by the Employer in consultation with the Employee and based on the Integrated Development Plan and the Budget of the Employer, and shall include key objectives; key performance indicators; target dates and weighting.

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- c. 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 objective to each other.
- d. The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

5. Performance Management System.

- a. The Employee agrees to participate in the Performance Management System that the Employer adopts or introduces for the Municipality, Management and Municipal Staff.
- b. 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.
- c. 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.

6. The Employee agrees to participate in the Performance Management System that the Employer Adopts

- a. The Employee undertakes to actively focus towards the promotion and implementation of Key Performance Area (including special projects relevant to the Employees responsibilities) within the local government framework
- b. The criteria upon which the performance of the Employees shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
 - I. The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and the Core Managerial Competencies (CMC's) respectively.

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- II. Each area of assessment will be weighted and will contribute a specific part to the total score.
- III. KPA's covering the main areas of work will account for 80% and CMC's will account for 20% of the final assessment.
- c. The Employees assessment will be based on his/hers 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.

Key Performance Area (KPA)	Weighting (%)
Good Governance and Community Participation	10%
Service Delivery and Infrastructure Development	0%
Local Economic and Social Development	0%
Municipal Transformation and Institutional Development	90%
Financial Viability and Management	0%
Cross-Cutting (Spatial, Environmental and Disaster)	0%
Total	100%

- d. The CMC's will make the other 20% of the Employees assessment score. CMC's that are deemed to be most critical for the Employees specific job should be selected from the list below as agreed to between the Employer and Employee:

CRITICAL LEADING COMPETENCIES		WEIGHTING
Strategic Direction and Leadership	<ul style="list-style-type: none"> • Impact and Influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness 	30%
People Management	<ul style="list-style-type: none"> • Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and Dispute Management 	20%
Program and Project Management	<ul style="list-style-type: none"> • Program and Project Planning and Implementation • Service Delivery Management 	10%

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CRITICAL LEADING COMPETENCIES		WEIGHTING
	<ul style="list-style-type: none"> • 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 	10%
Change Leadership	<ul style="list-style-type: none"> • Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation 	10%
Governance Leadership	<ul style="list-style-type: none"> • Policy Formulation • Risk and Compliance Management • Cooperative Governance 	20%
CORE COMPETENCIES		WEIGHTING
Moral Competence		10%
Planning and Organising		20%
Analysis and Innovation		10%
Knowledge and Information Management		20%
Communication		20%
Results and Quality Focus		20%
Total		100%

7. Evaluating performance

- a. The Performance Plan/Scorecard (**Annexure A**) to this agreement sets out:
 - I. the standards and procedures for evaluating performance; and
 - II. the intervals for the evaluation of the Employees performance
- b. Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employees performance at any stage while the contract of employment is still in force.
- c. Personal growth and development needs to be identified during any performance review discussion which must be documented in a

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Personal Development Plan in a suitable format (**Annexure B**) as well as the actions agreed to, and implementation must take place within set time frames.

d. The Employees performance will be measured in terms of contributions to the goals and strategies set out in the Employer's IDP.

e. The annual performance appraisal will involve:

i. Assessment of the achievement of results as outlined in the performance plan

1. Each KPA should 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.
2. An indicative rating on the five-point scale should be provided for each KPA.
3. The applicable assessment rating calculator must then be used to add the scores and calculate a final KPA score.

ii. Assessment of CM's

1. Each CMC should be assessed according to the extent to which the specified standards have been met.
2. An indicative rating on the five-point scale should be provided for each CMC.
3. The applicable assessment rating calculator must then be used to add the scores and calculate a final CMC score.

iii. Overall Rating

1. An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.

f. The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CMC's:

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

- g. For purposes of evaluating the performance, an evaluation panel constituted in terms of Regulation 27(4)(d)(e) will be established.

8. Schedule of Performance Reporting, Monitoring, Evaluation and Review

- a. The performance of the Employee in relation to his/her performance agreement shall be monitored and evaluated on or before the dates indicated below, with the understanding that formal and informal evaluations will be conducted for the 4 quarters.

Quarter	Period	Assessment Date	Type of Assessment
First	01 July 2019 – 30 September 2019	30 November 2019	Informal
Second	01 October 2019 – 31 December 2019	28 February 2020	Formal
Third	01 January 2020 – 31 March 2020	31 May 2020	Informal
Fourth	01 April 2020 – 30 June 2020	31 August 2020	Formal

- b. The Employer shall keep a record of the quarterly, mid-year and annual assessment reviews.


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- c. The Employee is responsible for maintaining a Portfolio of Evidence, which must be made available at the informal and formal evaluation sessions, and audit purposes.
- d. Performance scoring and feedback shall be based on the Employer's assessment of the Employee's performance against actuals reported and evidence provided.
- e. The Employer will be entitled to review and make reasonable changes to the Performance Plan (**Annexure A**) in line with the mid-year assessments for operational reasons. The Employee will be fully consulted before any such change is made.

9. Developmental Requirements

- a. The Personal Development Plan (PDP) for addressing developmental gaps is attached as **Annexure B**. The PDP will be completed after every quarterly assessment.

10. Obligations of the employer

The Employer shall –

- a. Create an enabling environment to facilitate effective performance by the employee;
- b. Provide access to skills development and capacity building opportunities;
- c. Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
- d. 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
- e. Make available to the Employee such resources as the Employee may reasonably require from time to time assisting him/her to meet the performance objectives and targets established in terms of this agreement.

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11. Employee obligations

- a. The employee is obliged to perform his/her functions to the best of his/her abilities and shall as far as is practically possible endeavour to meet the standards of performance as set out in this agreement.
- b. The employee shall act in the good faith and in the best interest of the Municipality at all times
- c. The employee shall be responsible for the completion or execution of the specific programs identified in his/her service delivery and budget implementation plans or KPA's within the timeframes agreed upon.
- d. The employee shall co-operate with the employer in conducting the performance review.

12. Consultation

- a. Both parties to this agreement agree to consult each other in the event either party wishes to exercise a duty or function in terms of this agreement.
- b. The Employer is to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in paragraph 12 (a) above, as soon as is practicable to enable the Employee to take any necessary action without delay.

13. Management of Evaluation Outcomes

- a. The evaluation of the Employees performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- b. A performance bonus may be paid in terms of section 32 (2) of the Local Government: Municipal Performance Regulations and any other policy of Council.
- c. In case of unacceptable performance, the Employer must implement procedures for dealing with substandard performance as prescribed in Section 16 of the Local Government: Disciplinary Code and Procedures for Senior Managers.

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14. Disputes

- a. Any disputes about the nature of the Employees **performance agreement**, whether it relates to key responsibilities, priorities, methods of assessment, and/or salary increment in the agreement, must be mediated by:
- i. In the case of the Municipal Manager be mediated by the MEC for local government in the province, or any other person appointed by the MEC within thirty (30) days of receipt of a formal dispute from the Employee;
 - ii. In the case of Managers directly reporting to the Municipal Manager, the Mayor, within thirty (30) days of receipt of a formal dispute from the Employee;

whose decision shall be final and binding on both parties

- b. Any disputes about the nature of the Employees **performance evaluation** must be mediated by:
- i. In the case of the Municipal Manager be mediated by the MEC for local government in the province, or any other person appointed by the MEC within thirty (30) days of receipt of a formal dispute from the Employee;
 - ii. In the case of Managers directly reporting to the Municipal Manager, a member of the 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



15. General

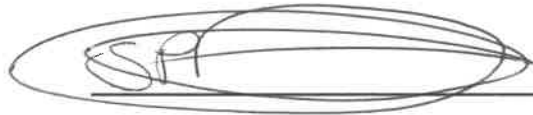
- a. The contents of the Agreement and the outcome of any review conducted in terms of **Annexure A** will not be confidential, and may be made available to the public by the Municipality (MFMA, 2003 and Section 46 of the Municipal Systems Act, 2000)
- b. Nothing in this Agreement diminishes the obligations, 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.

Thus done and signed at VANHEID on this the 29 day of
JULY..... (Month) 2019.. (Year)



AS WITNESSES:

1.  _____
2.  _____



Director Corporate Services

AS WITNESSES:

1.  _____
2.  _____



Acting Mayor

**ABAQULUSI LOCAL MUNICIPALITY
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PERFORMANCE PLAN

DIRECTOR CORPOPRATE SERVICES

01 July 2019- 30 JUNE 2020

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The annual management review on Key Performance Areas (KPA), LEADING COMPETENCIES (LC) and Core Competencies (CC) agreed to in each manager performance agreement must be completed.

The annual performance appraisal involves the assessment of the achievement of results of the KPA's, LC's and CC's in accordance with the five-point scale of (1-5).

DETAILS OF SENIOR MANAGER	
PERIOD UNDER REVIEW	2019/20
SURNAME	Dlamini
NAME	Sibongokuhle Precious
DEPARTMENT	Corporate Services
RACE	South African
GENDER	Female
EMPLOYER NO.	S021801
DATE OF APPOINTMENT	02 January 2018


This plan defines the Council's expectations of the Director Corporate Services 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 set out from time to time in the Municipality's Integrated Development Plan and other related documents.

There are 8 parts to this plan:

1. A statement about the purpose of the position.
2. Scorecard detailing key objectives and their related performance indicators, weightings and target dates
3. Information about the knowledge, skills and behaviours required to perform the job
4. Performance review procedure
5. Consolidated score sheet
6. Link to reward
7. Personal Development Plan
8. Performance Plan Control Sheet

The period of this plan is from 01 July, 2019 to June 30, 2020

Signed and accepted by the **DIRECTOR CORPORATE SERVICES**

Signature: 


Date: 2019-07-29

Signed by the Acting Mayor :

Signature: 

Date: 29 July 2019

1. PURP

The perform  expectations of the Director Corporate Services performance agreement to which this assessment 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 as reviewed annually.

2. SCORECARD

SDBIP Ref No.	Focus Area	Development Objectives	IDP Ref No	Project	Budget	Funding Source	Key Perf. Indicator	Unit of Measure	Annual Target	Quarterly Target			Mid - Term 01 Jul 2019 - 31 Dec 2019	Quarterly Target		Res. Dept.	Res. Sec	Portfolio of Evidence
										Q 1	Q 2	Target		Q 3	Q 4			
28	Human Resources Management	To ensure that the municipality practice sound Human Resources management by 2022.	17	Labour Relations Workshops with Staff	N/A	N/A	Number of Labour Relations Workshop held with Staff by 31 March 2020	Number	4 Labour Relations Workshop held with Staff by 30 June 2020	1 Labour Relations Workshop held by 30 Sep 2019	2(two) Labour Relations Workshop held with Staff by 31 Dec 2019	2(two) Labour Relations Workshop held with Staff by 31 Dec 2019	3(three) Labour Relations Workshop held with Staff by 31 March 2020	4(four) Labour Relations Workshop held with Staff by 30 June 2020	Corporate Services	HRM	Attendance Registers/ Minutes	
29				Local Labour Forum	N/A	N/A	Number of LLF meetings held by 30 June 2020	Number	10 LLF meetings held by 30 June 2020	1 (one) LLF meetings held by 30 Sep 2019	2(two) LLF meetings held by 31 Dec 2019	3(three) Labour Relations Workshop held with Staff by 31 Dec 2019	5(six) Labour Relations Workshop held with Staff by 31 March 2020	10(ten) Labour Relations Workshop held with Staff by 30 June 2020			Attendance Registers/ Minutes	
30				Employment Equity	N/A	N/A	Percentage of people from employment equity target groups employed in the three highest levels of management in compliance with the Municipality's approved equity plan	Percentage	30% of people from employment equity target groups employed in the three highest levels of management by 30 June 2020				10% of people from employment equity target groups employed in the three highest levels of management by 31 March 2020	30% of people from employment equity target groups employed in the three highest levels of management by 30 June 2020			Appointments letters	
31					N/A	N/A	Submission of EEP to the department of Labour by 30 Sep 2019	Date	30-Sep-19	N/A	N/A	N/A	30-Sep-19				EER (Employment Equity Report) and acknowledgment letter	

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Performance Plan 2019/20 – Director Corporate Services

SDBIP Ref No.	Focus Area	Development Objectives	IDP Ref No	Project	Budget	Funding Source	Key Perf. Indicator	Unit of Measure	Annual Target	Quarterly Target			Mid - Term 01 Jul 2019 - 31 Dec 2019	Res. Dept.	Res. Sec	Portfolio of Evidence
										Q 1	Q 2	Target				
32					N/A	N/A	Date HR Policy manual reviewed and submitted to Council for approval	Policy Manual reviewed and submitted to Council by 31 May 2020	N/A	N/A	N/A	Q 3 N/A	Q 4 Policy Manual reviewed and submitted to Council by 31 May 2020			HR Reviewed Policy Manual and Council Resolution
33				Review and adoption of Organogram	N/A	N/A	Date Organogram submitted and tabled to Council for adoption	Date 31-May-20	N/A	N/A	Tabling of Organogram to Corporate Services Portfolio and LLF by 31 March 2020	Organogram submitted and tabled to EXCO by 30 April 2020 and Council by 31 May 2020				Reviewed organogram, Extract Corp Services Portfolio Minutes, EXCO Resolution and Council Resolution
34	Human Resource Development	To ensure that the new and existing staff are capacitated to fulfil their functions and promote career development and comply with safety measures by June 2022.	18	Review Workplace Skills Plan	N/A	N/A	Submission of WSP to LGSETA by 30 April 2020	Date	30-Apr-20	Prepare skills document for 30 Sep 2019	Skills audit conducted by 31 Dec 2019	Skills audit conducted by 31 Dec 2019	Submission (by date) of WSP to LGSETA by 30 April 2020	HRD		WSP and proof of submission to LGSETA
35				Occupation Health and Safety	R 300 000	Internal	%(percentage) budget spent on WSP implementation	% (percentage)	100% spent on WSP implementation by 30 June 2020	N/A	25% (R80 000) spent on WSP by 31 Dec 2019	25% (R80 000) spent on WSP by 31 Dec 2019	100%(R300 000) spent on WSP by 30 June 2020	Corporate Services	HRD	Expenditure report
36				Occupation Health and Safety	N/A	N/A	Number of OHS Committee Meetings Held	Number	4 OHS Committee Meetings Held by	1(one) OHS Committee Meetings Held by	2(two) OHS Committee Meetings Held by	3(three) OHS Committee Meetings Held by 31 March 2020	4(four) OHS Committee Meetings Held by 30 June 2020			Attendance Registers/ Minutes

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Performance Plan 2019/20 – Director Corporate Services

SDBIP Ref No.	Focus Area	Development Objectives	IDP Ref No	Project	Budget	Funding Source	Key Perf. Indicator	Unit of Measure	Annual Target	Quarterly Target			Mid - Term 01 Jul 2019 - 31 Dec 2019	Res. Dept.	Res. Sec	Portfolio of Evidence
										Q 1	Q 2	Q 3				
37				Induction Plan	N/A	N/A	Review induction and implementation plan by 30 May 2020		Reviewed induction plan by 31 May 2020	30 Sep 2019	31 Dec 2019			Council Support	Attendance Registers/ Minutes	
38	Council Support	To ensure that Council and its committee fulfil their executive and legislative functions and play an effective oversight role over administration by 2022	19	2020/21 Councils Annual Programme	N/A	N/A	Adoption (by Date) of 2020/21 Councils Annual Programme by 30 June 2020	Date	2020/21 Councils Annual Programme adopted by 30 June 2020	N/A	N/A	N/A			2020/21 Councils Annual Programme adopted by 30 June 2020	2020/21 Councils Annual Programme and Council Res.
39				Councils Resolution Register	N/A	N/A	Quarterly Update to the Council Resolution Register		Council Resolution Register updated Quarterly	N/A	N/A	N/A			Update Council Res. Register	Update Council Res. Register
41				Council Meetings	-	-	Number of Council Meetings held by 30 June 2020	Number	4(four) Council Meetings held by 30 June 2020	1(one) Council Meetings held by 30 Sep 2019	2(two) Council Meetings held by 31 Dec 2019	2(two) Council Meetings held by 31 Dec 2019			4(four) Council Meetings held by 30 June 2020	Attendance Registers/ Minutes
42				EXCO	-	-	Number of EXCO Meetings held by 30 June 2020	Number	10(ten) EXCO Meetings held by 30 June 2020	3(three) EXCO Meetings held by 30 Sep 2019	5(five) EXCO Meetings held by 31 Dec 2019	5(five) EXCO Meetings held by 31 Dec 2019			10(ten) EXCO Meetings held by 30 June 2020	Attendance Registers/ Minutes
43				MPAC	-	-	Number of Municipal Public Accounts Committee (MPAC) Meetings held by 30 June 2020	Number	4(four) MPAC Meetings held by 30 June 2020	1(one) MPAC Meetings held by 30 Sep 2019	2(two) MPAC Meetings held by 31 Dec 2019	2(two) MPAC Meetings held by 31 Dec 2019			4(four) MPAC Meetings held by 30 June 2020	Attendance Registers/ Minutes

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Performance Plan 2019/20 – Director Corporate Services

SDBIP Ref No.	Focus Area	Development Objectives	IDP Ref No	Project	Budget	Funding Source	Key Perf. Indicator	Unit of Measure	Annual Target	Quarterly Target			Mid - Term 01 Jul 2019 - 31 Dec 2019	Quarterly Target				Res. Dept.	Res. Sec	Portfolio of Evidence
										Q1	Q2	Q3		Q4	Q1	Q2	Q3			
44				Portfolio Committees			Number of Portfolio Committee Meetings held by 30 June 2020	Number	50(fifty) Portfolio Committee Meetings held by 30 June 2020	15(fifteen) Portfolio Committee Meetings held by 30 Sep 2019	25(twenty-five) Portfolio Committee Meetings held by 31 Dec 2019	25(twenty-five) Portfolio Committee Meetings held by 31 Dec 2019	35(thirty-five) Portfolio Committee Meetings held by 31 March 2020	50(fifty) Portfolio Committee Meetings held by 30 June 2020			Attendance Registers/ Minutes			
45				Review of delegation of powers	N/A	N/A	Date delegation register reviewed and submitted to Council for approval	Date	Delegation register reviewed and submitted to Council for approval 31 March 2020	N/A	N/A	N/A	Delegation register reviewed and submitted to Council for approval 31 March 2020	N/A			Council Resolution and Reviewed delegation of powers			
46	Records Management	To ensure effective management of all internal and external records	20	Records Management Policy review	N/A	N/A	Date Records Management Policy reviewed submitted to Council for approval	Date	Records Management Policy reviewed by 31 Oct 2019	N/A	Records Management Policy reviewed by 31 Oct 2019	Records Management Policy reviewed by 31 Oct 2019	N/A	N/A	Corporate Services	Council Support	Council Resolution and Reviewed Records Management			
47				Date disposal of records undertaken	N/A	N/A	Date disposal of records undertaken	Date	Records disposal undertaken by 31 March 2020	N/A	N/A	N/A	Records disposal undertaken by 31 March 2020	N/A			Report on records disposal			
48	Fleet Management	To ensure effective management of fleet by 2022	21	Review and Adopt Fleet Management Policy	N/A	N/A	Date Fleet Management Policy adopted	Date	31-May-20	N/A	N/A	N/A	N/A	Fleet Management Policy Adopted by 30 June 2020		Fleet Management	Council Resolution			
49				Number of monthly vehicle licence renewal undertaken by 30 June 2020			Number of monthly vehicle licence renewal undertaken by 30 June 2020	Number	12 monthly vehicle licence renewal undertaken by 30 June 2020	3(three) monthly vehicle licence renewal undertaken by 30 Sep 2019	6(six) monthly vehicle licence renewal undertaken by 31 Dec 2019	6(six) monthly vehicle licence renewal undertaken by 31 Dec 2019	9(nine) monthly vehicle licence renewal undertaken by 31 March 2020	12(twelve) monthly vehicle licence renewal undertaken by 30 June 2020			Copy of vehicle licence			

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Performance Plan 2019/20 – Director Corporate Services

SDBIP Ref No.	Focus Area	Development Objectives	IDP Ref No	Project	Budget	Funding Source	Key Perf. Indicator	Unit of Measure	Annual Target	Quarterly Target			Mid - Term 01 Jul 2019 - 31 Dec 2019	Quarterly Target				Res. Dept.	Res. Sec	Portfolio of Evidence
										Q 1	Q 2	Q 3		Q 4	Q 1	Q 2	Q 3			
50							Number of reconciliation undertaken on fleet by 30 June 2020		4(four) reconciliation undertaken on fleet by 30 June 2020	1(one) reconciliation undertaken on fleet by 30 Sep 2019	2(two) reconciliation undertaken on fleet by 31 Dec 2019	2(two) reconciliation undertaken on fleet by 31 Dec 2019	2(two) reconciliation undertaken on fleet by 31 Dec 2019	3(three) reconciliation undertaken on fleet by 30 June 2020	4(four) reconciliation undertaken on fleet by 31 March 2020	4(four) reconciliation undertaken on fleet by 30 June 2020			Reports	
51	Information Technology	To provide a secure ICT infrastructure which delivers appropriate levels of Confidentiality, Integrity, availability, stability and growth by 2022.	22	ICT Infrastructure and Network	-	-	Number of Monitoring Reports produced by 30 June 2020	Number	4(four) Monitoring Reports produced by 30 June 2020	1(one) Monitoring Report produced by 30 Sep 2019	2(two) Monitoring Report produced by 31 Dec 2019	2(two) Monitoring Report produced by 31 Dec 2019	2(two) Monitoring Report produced by 31 Dec 2019	3(three) Monitoring Report produced by 30 June 2020	4(four) Monitoring Report produced by 30 June 2020	4(four) Monitoring Report produced by 30 June 2020	1,1		Copy of Reports	
52				ICT Workshops	-	-	Number of workshops held with staff by 30 June 2020	Number	4(four) workshops held with staff by 30 June 2020	1(one) workshop held with staff by 30 Sep 2019	2(two) workshop held with staff by 31 Dec 2019	2(two) workshop held with staff by 31 Dec 2019	2(two) workshop held with staff by 31 Dec 2019	1(one) workshop held with staff by 30 June 2020	1(one) workshop held with staff by 31 March 2020	1(one) workshop held with staff by 30 June 2020			Attendance Registers/ Minutes	
53				Compliance Calendar			Date Compliance calendar adopted by Council	Date	Compliance Calendar adopted by 30 June 2020	N/A	N/A	N/A	N/A	N/A	N/A	Compliance Calendar adopted by 30 June 2020			Calendar Council Res.	
54				IT Governance Framework			Date IT Governance Framework reviewed and submitted to Council for approval	Date	31-May-20	N/A	N/A	N/A	N/A	N/A	N/A	31-May-20			Reviewed IT Governance Framework and Council Res.	

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Key Performance Area: Good Governance and Public Participation

SDBIP Ref No.	Focus Area	Development Objectives	IDP Ref. No.	Project	Budget	Funding Source	Key Perf. Indicator	Unit of Measure	Annual Target	Quarterly Target	Mid - Year Target 01 Jul 2019 - 31 Dec 2019	Quarterly Target	Res. Dept.	Q3 Target	Q4 Target	Res. Section	Portfolio of evidence
77	Internal Audit	To provide an assurance on the effectiveness of governance, risk management and internal control by 2022	30	Annual Internal Audit Plan	N/A	N/A	Percentage of 2018/19 AG audit action plan implemented by 30 June 2020	%(percentage)	100% of 2018/19 AG audit action plan implemented by 30 June 2020	N/A	N/A	N/A	Director	50% of 2018/19 AG audit action plan implemented by 31 March 2020	100% of 2018/19 AG audit action plan implemented by 30 June 2020		2018/19 Audit Action Plan Progress Reports
86	Performance Management	To promote a system of transparency and accountability within the municipality	34	Performance Management Systems	N/A	N/A	Number of Quarterly SDBIP Reports submitted to the Municipal Manager within 15(fifteen) days in the new quarter by 30 June 2020	Number	4(four) Quarterly SDBIP Reports submitted to the Municipal Manager within 15(fifteen) days in the new quarter by 30 June 2020	1 (one) Quarterly SDBIP Report submitted to the Municipal Manager within 15(fifteen) days in the new quarter(15 July 2019)	2(two) Quarterly SDBIP Reports submitted to the Municipal Manager within 15(fifteen) days in the new quarter(15 Oct 2019)	2(two) Quarterly SDBIP Reports submitted to the Municipal Manager within 15(fifteen) days in the new quarter(15 Oct 2019)	CFO	3(three) Quarterly SDBIP Reports submitted to the Municipal Manager within 15(fifteen) days in the new quarter(15 Jan 2020)	4(four) Quarterly SDBIP Reports submitted to the Municipal Manager within 15(fifteen) days in the new quarter(15 April 2020)		Proof of submission to the MM & Quarterly SDBIP Reports



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3. COMPETENCY FRAMEWORK

LEADING COMPETENCIES	WEIGHT %	MILESTONES/COMMENTS	RATING (1-5)	
			OWN	PANEL MEMBER
1. Strategic Direction and Leadership	20			
2. People Management	10			
3. Programme and Project Management	40			
4. Financial Management	10			
5. Change Leadership	10			
6. Governance Leadership	10			
CORE COMPETENCIES				
1. Moral competence	10			
2. Planning and Organising	20			
3. Analysis and Innovation	20			
4. Knowledge and Information Management	15			
5. Communication	15			
6. Result and Quality Focus	20			
TOTAL	100%			



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4. PERFORMANCE REVIEW PROCEDURE

- 4.1 A formal performance review occurs once a year in September in relation to the Budget/SDBIP and IDP Review.
- 4.3 The Municipal Manager's to prepare ratings of Director Corporate Services performance against objectives as a result of his/her evidence and "customers" input.
- 4.4 The Municipal Manager to ask the Director Corporate Services to prepare for formal appraisal by rating him/herself against the agreed objectives.
- 4.5 The Municipal Manager and Director Corporate Services to meet to conduct formal performance rating and agree final scores. It may be necessary to have two meetings i.e. give the Director Corporate Services score and allow him/her time to consider them before final agreement. In the event of a disagreement, the Municipal Manager has the final say with regards to the final score that will be submitted to Council.
- 4.6 Initially the scoring should be recorded on the scorecard and then transferred onto the consolidated score sheet.
- 4.7 Evaluating Performance
 - 4.7.1 The performance plan sets out
 - a. The standards and procedures for evaluating the Employee's performance and,
 - b. The intervals for the evaluation of the employee's performance
 - 4.7.2 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's IDP/OPMS/SDBIP
 - 4.7.3 The Annual Performance appraisal will involve:
 - a. Assessment of the achievement of results as outlined in the performance plan:
 - i. Each KPA should be assessed according to the extent the specified standards or performance indicators have been met and with due regard to adhoc tasks that had to be performed under the KPA
 - ii. An indicative rating on the five-point scale should be provided for each KPA
 - iii. The Applicable assessment rating calculator must then be used to add scores and calculate a final Competency scores.
- 4.7.4 Overall rating
 - a. An overall rating is calculated by using the applicable assessment –rating calculator. Such overall rating presents the outcome of the performance appraisal
- 4.7.5 The assessment of the performance of the Employee will be based on the following rating scale for KPAs and Competencies

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



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5. LINK TO REWARD

The Director Corporate Services performance will be rewarded according to the following table which is based on a 100% scale method:

Provincial Scale (%)	100% Scale (%)	Bonus Allocated (%)
130	77.9	5
131	78.5	5.2
132	79.1	5.5
133	79.7	5.7
134	80.3	6.0
135	80.9	6.2
136	81.5	6.5
137	82.1	6.7
138	82.7	6.9
139	83.3	7.2
140	83.9	7.4
141	84.5	7.7
142	85.1	7.9
143	85.7	8.2
144	86.3	8.4
145	86.9	8.6
146	87.5	8.9
147	88.1	9.1
148	88.7	9.4

Provincial Scale	100% Scale	Bonus Allocated
149	89.3	9.6
150	89.9	9.9
151	90.4	10.1
152	91.0	10.4
153	91.6	10.6
154	92.2	10.8
155	92.8	11.1
156	93.4	11.3
157	94.0	11.6
158	94.6	11.8
159	95.2	12.1
160	95.8	12.3
161	96.4	12.5
162	97.0	12.8
163	97.6	13.0
164	98.2	13.3
165	98.8	13.5
166	99.4	13.8
167	100.0	14.0

NB: Bonus payments start to be effective at an overall score of 130% or 77.9%, depending on the scoring method.

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6. CONSOLIDATED SCORE SHEET

Key objectives	Weighting	Rating	Assessment Panel's Rating	Final/Consolidated Score	Reason for Final Score
1. Municipal Transformation and Institutional Development	90%				
5. Good Governance and Public Participation	10%				
Total:	100%		Final Score		

KPA	(A) SUB-TOTAL	(B) % OF ASSESSMENT	(A X B) TOTAL SCORE
Leading Competencies and Core Competencies		80%	
(C) FINAL SCORE		20%	

ASSEMENT PANEL SIGNATURES

ASSESSMENT DATE:

Chairperson : _____

Member : _____

Member : _____

Member : _____

Member : _____

Signed in : _____ on ____ of _____ 20____

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7. PERSONAL DEVELOPMENT PLAN

Employee's Name:					
Area to be developed	Type of intervention	Target date	Performance Review for PDP		
			Progress	Barriers	Actions to Overcome Barriers
Municipal Manager's Name:					
Municipal Manager's Signature:					
Employee's Signature:					

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8. PERFORMANCE PLAN CONTROL SHEET

TO BE UPDATED BY THE MUNICIPAL MANAGER

PLANNING PHASE		Date	Date
Date of 1 st Review Meeting			
COACHING PHASE:			
Record of meetings held to give Director feedback on performance related issues			
Date of Feedback Meeting	Performance issue/s discussed and corrective action to be taken		
REVIEWING PHASE			
Date of notification of Formal Review			
Formal Review Date			

Handwritten initials and signatures:
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 M.C.
 Y.G.