



**2023/2024**

**PERFORMANCE AGREEMENT**

Made and entered into by and between

**ABAQULUSI LOCAL MUNICIPALITY**

**"EMPLOYER"**

**(Herein represented by Mr. ZWELIHLE GODFREY DHLAMINI)**

**(ID No [REDACTED])**

In his capacity as

**Municipal Manager**

**And**

**MRS SBONGOKUHLE PRECIOUS DLAMINI**

**(ID No [REDACTED])**

**"EMPLOYEE"**

**(Herein after referred to as the)**

**Director: Corporate Services**

SP  
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## PERFORMANCE AGREEMENT

### ENTERED INTO AND BETWEEN:

The Municipality of ABAQULUSI herein represented by Mr. ZWELIHLE GODFREY DHLAMINI in his capacity as the **MUNICIPAL MANAGER** herein after referred to as the Employer or Reporting Officer and MRS SBONGOKUHLE PRECIOUS DLAMINI (full name) Employee of the Municipality of ABAQULUSI (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 57(1) (a) of the Local Government Systems Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties"
- 1.2 Section 57(1)(b) of the Systems Act , read with the Contract of Employment concluded between the parties to conclude Annual Performance Agreement.
- 1.3 The parties wish to ensure that they are clear about the goals that need 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 Section 57(4a), 57(4b) and 57(5) of the Systems Act.

#### 2. PURPOSE OF THE AGREEMENT

The purpose of this agreement is to:

- 2.1 Comply with the provisions of Section 57(1)(b),(4b) and (5) of the Systems Act as well as the Contract of Employment entered into between the parties;

- 2.2 Specify objectives and targets established for the Employee and to communicate to the Employee the Employers expectations of the Employees performance expectations and accountabilities;
- 2.3 Specify accountabilities as set out in the Performance Plan (**Annexure A**);
- 2.4 Monitor and measure performance against the set targeted outputs;
- 2.5 Use the Performance Agreement and Performance Plan as the basis to assess whether the Employee has met the performance expectations applicable to his/her job;
- 2.6 Appropriately reward the Employee in accordance with the Employers performance management policy in the event of outstanding performance; and
- 2.7 Give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

### 3. COMMENCEMENT AND DURATION

- 3.1 This agreement will commence on the **01<sup>st</sup> JULY 2023 (date)** and will remain in
- 3.2 force until **30<sup>th</sup> JUNE 2024 (date)** 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.
- 3.3 The "parties" will review the provisions of this agreement during June each year. The "parties" will conclude a new Performance Agreement and Performance Plan that replaces this agreement at least once a year but not later than beginning of each successive financial year.
- 3.4 This agreement will terminate on the termination of the Employee's contract of employment for any reason.
- 3.5 The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon.
- 3.6 If at any time during the validity of the 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**

##### **4.1 The Performance Plan (Annexure A) sets out**

**4.1.1** The performance objectives and targets that must be met by the Employee; and

**4.1.2** The time frames within which those performance objectives and targets must be met.

##### **4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan and the Budget of the Employer, and shall include key objectives; key performance indicators; target dates and weighing.**

##### **4.3 The key objectives describe the main tasks that need to be done. The key performance indicators provide details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.**

##### **4.4 The Employee's performance will in addition be measured in terms of the contributions to the goals and strategies set out in the Employer's Integrated Development Plan.**

#### **5. PERFORMANCE MANAGEMENT SYSTEM**

##### **5.1 The Employee agrees to participate in the Performance Management System that the Employer adopts or introduces for the Employer, management and 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 standard that will be included in the Performance Management System applicable to the Employee**

#### **6. THE EMPLOYEE AGREES TO PARTICIPATE IN THE PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM THAT THE EMPLOYER ADOPTS**

##### **6.1 The Employee undertakes to actively focus towards the promotion and implementation of KPA's (including special projects relevant to the employee's responsibilities) within the local government framework.**

**6.2** The criteria upon which the performance of the Employee shall be assessed shall consist of two (2) components, both of which shall be contained in the Performance Agreement.

**6.2.1** The employee must be assessed against both components with a weighing of 80;20 allocated to the Key Performance Area (KPA's), leading competencies and Core Competencies respectively.

**6.2.2** Each area of assessment will be weighted and will contribute a specific part to the total score.

**6.2.3** KPA's covering the main areas of work will account for 80% and Competencies will account 20% of the final assessment.

**6.3** The Employee's assessment will be based on his/her 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 the Employee.

KEY PERFORMANCE AREAS (KPA'S)	WEIGHTING%
Municipal Transformation and Institutional Development	100%
<b>Total</b>	100%

**6.4** The Competencies will make the other 20% of the Employee's assessment score.

## 6.5 COMPETENCY FRAMEWORK

LEADING COMPETENCIES	WEIGHT%
1.Strategic Direction and Leadership	15
2. People Management	5
3.Programme and Project Management	10
4.Financial Management	15
5.Change Leadership	5
6.Governance Leadership	10
CORE COMPETENCIES	WEIGHT%
1.Moral Competency	10
2.Planning and Organising	5
3.Analysis and Innovation	5

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4.Knowledge and information management	10
5.Communication	5
6.Result and Quality Focus	5
<b>TOTAL</b>	<b>100%</b>

## 7. EVALUATING PERFORMANCE

**7.1** The Performance Plan (Annexure A) to this Agreement sets out-

**7.1.1** The standards and procedures for evaluating Employee's performance and

**7.1.2** The intervals for the evaluation of the Employee's performance.

**7.2** Despite the establishment of intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force.

**7.3** 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 implementation must take place within set time frames.

**7.4** The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employers IDP.

**7.5** The annual performance appraisal will involve:

**7.5.1** Assessment of the achievement of results as outlined in the performance plan:

(a) 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 and hoc tasks that had to be performed under the KPA.

(b) An indicative rating on the five-point scale should be provided for each KPA.

(c) The applicable assessment rating calculator (refer to paragraph 7.5.3 below) Must then be used to add the scores and calculate a final KPA score.

**7.5.2** Assessment of the competencies

(a) Each competency should be assessed according to the extent to which the specified standards have been met.

(b) An indicative raring on the five-point scale should be provided for each competency.

(c) The applicable assessment rating calculator (refer to paragraph 7.5.1) must be then used to add the scores and calculate a final competency score.

### 7.5.3 Overall Rating

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

7.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and competencies:

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

7.7 For the purpose of evaluating the performance Managers accountable to the Municipal Manager, an evaluation panel constituted by the following persons will be established-

7.7.1 Municipal Manager

7.7.2 Chairperson of the Audit Committee

7.7.3 Member of the Executive Committee: and

7.7.4 Mayor and/ or Municipal Manager from another Municipality

## 8. SCHEDULE FOR PERFORMANCE REVIEWS



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

First Quarter	July-September	October 2023
Second Quarter	October-December	January 2024
Third Quarter	January -March	April 2024
Fourth Quarter	April -June	August 2024

**8.2** The Employer shall keep a record of the mid-year and annual assessment meetings

**8.3** Performance feedbacks shall be based on the Employer’s assessment of the Employee’s performance.

**8.4** The Employer will be entitled to review and make reasonable changes to the provisions of Annexure ‘A’ from time to time for operational reasons. The Employee will be fully consulted before any change is made.

**8.5** The Employer may mend the provisions of Annexure ‘A’ whenever the Performance Management is adopted, implemented, and /or amended as the case may be. In that case the Employee will be fully consulted before any change is made.

**9. DEVELOPMENTAL REQUIREMENTS**

The Personal Development Plan (PDP) for addressing development gap is number 7 on the Performance Plan.

**10. OBLIGATIONS OF THE EMPLOYER**

**10.1** The Employer shall:

**10.1.1** Create an enabling environment to facilitate effective performance by the Employee:

**10.1.2** Provide access to skills development and capacitate building opportunities

**10.1.3** Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee:

**10.1.4** On the request of the Employee delegates such powers reasonably required by the Employee to enable him/her to meet the performance objectives and targets established in term of this Agreement; and

**10.1.5** 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 term of this Agreement.

## **11. CONSULTATION**

**11.1** The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others.

**11.1.1** A direct effect on the performance of any of the Employee's functions;

**11.1.2** Commit the Employee to implement or to give effect to a decision made by the Employer; and

**11.1.3** A substantial financial effect on the Employee

**11.2** The employer agrees to inform the Employer of the outcome of any decision taken pursuant to the exercise of powers contemplated in 11.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

## **12. MANAGEMENT OF EVALUATION OUTCOMES**

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

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

**12.3** The Employee will be eligible for progression to the next higher remuneration package within the relevant remuneration band, after completion of least twelve months (12) service at current remuneration package 30 June (end of financial year) subject to a fully effective assessment.

**12.4** In the case of unacceptable performance, the Employer shall-

**12.4.1** Provide systematic remedial of development support to assist the Employee to improve his or her performance; and

**12.4.2** After appropriate performance and 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.

### **13. DISPUTE RESOLUTION**

**13.1** Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/or other matters provided for in case of managers directly accountable to the Municipal Manager shall be mediated by-

**13.1.1** The Mayor within thirty (30) days of receipt of a formal dispute from the Employee;

**13.1.2** In the event that the mediation process above fails, clause 19.3 of the Contract of Employment shall apply.

**13.2** Any dispute about outcome of employee's performance evaluations must be mediated By: in case of the Managers directly accountable to the Municipal Manager, a matter of Municipal Council provided that such member was not part of the evaluation panel provided for in section 24(4)(e) within thirty (30) days of receipt of formal dispute from the Employee. Whose decision must be final and binding to both parties.

### **14. GENERAL**

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

**14.2** 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.


14.3 No performance bonus will be paid in terms of this agreement irrespective of the outcome of performance evaluation results if unauthorised, irregular, fruitless and wasteful (UIFW) expenditure has been incurred in the financial year.


14.4 No performance bonus will be paid in terms of this agreement irrespective of the outcome of performance evaluation results in the event that the municipality does not obtain an unqualified audit opinion from the Auditor General in respect of the relevant financial year

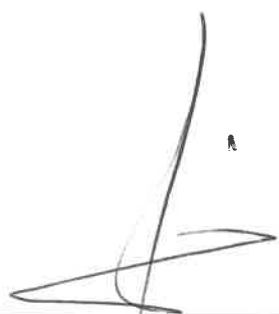
14.5 No performance bonus will be paid in terms of this agreement irrespective of the outcome of performance evaluation results in the event that the evidence is not provided or errors not corrected or as a result of poor record keeping which may lead to findings (on compliance or pre-determined objectives) which will prevent the attainment of unqualified audit opinion.

Thus, done and signed at VRYHEID on this .....12.....day of .....July..... (Month) .....2023..... (Year).


AS WITNESSES:

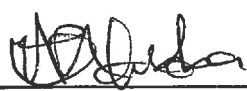
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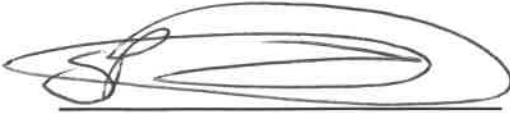
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\_\_\_\_\_  
Municipal Manager

AS WITNESSES

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Director: Corporate Services



**ABAQULUSI LOCAL MUNICIPALITY  
KZN 263**

**PERFORMANCE PLAN  
DIRECTOR: CORPORATE SERVICES  
01 JULY 2023 – 30 JUNE 2024**

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	2023/24
SURNAME	DLAMINI
NAMES	SBONGOKUHLE PRECIOUS
DEPARTMENT	CORPORATE SERVICES
RACE	BLACK (SOUTH AFRICAN)
GENDER	FEMALE
EMPLOYEE NO	
DATE OF EMPLOYMENT	02 JANUARY 2018

This plan defines the Councils 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 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 this 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 **1 July 2023 to 30 June 2024.**

Signed and adopted by the Director: Corporate Services

Signature:



Date 12 JULY 2023

Signed and approved by the Municipal Manager

Signature 

Date 12 JULY 2023

## 1. PURPOSE

The performance plan defines the Council's expectations of the Director Corporate Services 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 as reviewed annually.

**2. SCORECARD**







**ABAQULUSI MUNICIPALITY 2023/24 DRAFT DEPARTMENTAL SCORECARD**

**PERIOD: 01 JUL 2023 - 30 JUNE 2024**

**DEPARTMENT: CORPORATE SERVICES**

SDBI P Ref No.	Focus Area	Develop ment Objectives	ID P Ref. No.	Project	Word	Budget	Funding Source	Key Perf. Indicator / Performance Measure	Unit of Measure	Baseline	Annual Target	Quarterly Targets				Res. Dept.	Portfolio of Evidence
												Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target		
MTD 01	Human Resource Management	To ensure that the municipality practice sound Human Resources management by		Appointment of Management by the three levels of Managers				Appointment of Management by the three levels of management	Percentage (%)	41%	41% of people from employment target groups employed in the three highest levels of management	01 Jul 2023 – 30 Sep 2023	01 Oct 2023 – 31 Dec 2023	01 Jan 2024 – 31 March 2024	01 April 2024 – 30 June 2024	Corporate Services	Appointment Letters

**KPA: - Municipal Transformation & Institutional Development**

**Municipal Goal: Empower and capacitate institutional structures and promotion of transparent cooperative governance**

*Signature*  
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SDBI P Ref No.	Focus Area	Development Objectives	ID P Ref.	Project	Word	Budget	Funding Source	Key Perf. Indicator / Performance	Unit of Measure	Baseline	Annual Target	Quarterly Targets	Res. Dept.	Portfolio of Evidence
		2027.												
MTD 02				Employment Equity plan (EEP) review	N/A	N/A	N/A	Date Employment Equity Plan (EEP) reviewed and adopted and Submitted to the Department of Labour (DoL)	Date	15 Jan 2024	EE Report reviewed and adopted and submitted to DoL by 15 January 2024	N/A N/A N/A N/A		Submission Report to Dept of Labour
MTD 03				Human Resource Manual and Human Resources Strategy	N/A	N/A	N/A	Date HR Policy manual reviewed and submitted to Council for approval	Date	31 May 2024	HR Policy manual reviewed and submitted to Council for approval 31 May 2024	N/A N/A N/A N/A		Council Resolution
MTD 04				Review and adoption of Organogram	N/A	N/A	N/A	Date Organogram reviewed and submitted to Council for	Date	31 May 2024	Organogram reviewed and submitted to Council for adoption	N/A N/A N/A N/A		Council Resolution

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SDBI P Ref No.	Focus Area	Development Objectives	ID P Ref.	Project	Ward	Budget	Funding Source	Key Perf. Indicator / Performance	Unit of Measure	Baseline	Annual Target	Quarterly Targets				Res. Dept.	Portfolio of Evidence
MTD 05		To ensure sound Labour Relations		Labour Relations workshop	N/A	N/A	N/A	Number of Labour Relations workshops conducted by 30 June 2024	Number	4	4(four) Labour Relations Workshops conducted by 30 June 2024	1(one) Labour Relations Workshop conducted by 30 September 2023.	2(two) Labour Relations Workshops conducted by 31 December 2023.	3(three) Labour Relations Workshops conducted by 31 March 2024.	4(four) Labour Relations Workshops conducted by 30 June 2024.		Attendance Register
MTD 06				LLF meetings	N/A	N/A	N/A	Number of LLF meetings facilitated by 30 June 2023	Number	N/A	10(ten) LLF meetings facilitated by 30 June 2023						Attendance Registers
MTD 07	HRD	To ensure that the new and existing staff are capacitated to fulfil their functions		Workplace Skills Plan (WSP)	N/A	N/A	N/A	Date WSP reviewed and submitted to LGSETA	Date	N/A	WSP reviewed and submitted to LGSETA by 30 April 2023	N/A	N/A	N/A	Submission to LGSETA by 30 April 2024		Proof of submission to LGSETA

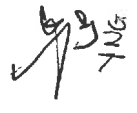
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SDBI P Ref No.	Focus Area	Development Objectives	ID P Ref.	Project	Ward	Budget	Funding Source	Key Perf. Indicator / Performance	Unit of Measure	Baseline	Annual Target	Quarterly Targets	Res. Dept.	Portfolio of Evidence
MTD 08		and promote career development and comply with safety measures by June 2027.		Review & Adoption of Induction & Training Policy	N/A	N/A	N/A	Review & Adoption of the Induction & Training Policy by 31 May 2024	Date:	N/A	Review & Adoption of the Induction & Training Policy by 31 May 2024	N/A N/A N/A N/A		Council Resolution
MTD 09						R 800 000	N/A	% of budget spent on WSP implementation by 30 June 2024	%(percentage)	N/A	100% of budget spent on WSP by 30 June 2024	25% budget spent on WSP by 30 Sept 23 50% budget spent on WSP by 31 Dec 23 75% budget spent on WSP by 31 Mar 2024 100% budget spend on WSP by 30 June 2024		Proof of submission to LGSETA

SDBI P Ref No.	Focus Area	Development Objectives	ID P Ref.	Project	Word	Budget	Funding Source	Key Perf. Indicator / Performance	Unit of Measure	Baseline	Annual Target	Quarterly Targets				Res. Dept.	Portfolio of Evidence
MTD 10				Councillors Accredited Training	N/A	R	N/A	Number of Accredited Trainings coordinated for Councillors by 30 June 2023	Number	N/A	2(two) Accredited Trainings for Councillors by 30 June 2023	One (1) Accredited Training for Councillors by 30 Sept 23	N/A	N/A	Two (2) Accredited Trainings to be held for Councillors		Attendance Registers
MTD 11	Occupational Health & Safety			Review and Adoption of Occupational Health & Safety Policy	n/a	n/a	N/A	Review & Adoption of the OHS Policy by Council by 31 May 2023	Date	N/A	Adoption of the Occupational Health & Safety Policy by 31 May 2024	N/A	N/A	Adoption of OHS Policy by Council		Council Resolution	
MTD 12				Occupational Health and Safety Committee meetings	N/A	N/A	N/A	Number of OHS Committee Meetings held by 30 June 2023	Number	N/A	4 OHS Committee Meetings held by 30 June 2022	One (1) Meeting to be held by 30 Sept 23	Two (2) Meetings to be held by 31 Dec 23	Three (3) Meetings to be held by 31 Mar 2024	Four (4) Meetings to be held by 30 June 2024		Attendance Registers
MTD 13				Occupational Health and Safety Training	N/A	N/A	N/A	Number of OHS trainings held by 30 June 2023	Number	N/A	4(four) OHS Training held by 30 June 2022	One (1) Training to be held by 30 Sept 23	Two (2) Trainings to be held by 31 Dec 23	Three (3) Trainings to be held by 31 Mar 2024	Four (4) Trainings to be held by 30 June 2024		Attendance Registers

SDBI P Ref No.	Focus Area	Development Objectives	ID P Ref.	Project	Ward	Budget	Funding Source	Key Perf. Indicator / Performance	Unit of Measure	Baseline	Annual Target	Quarterly Targets	Res. Dept.	Portfolio of Evidence
MTD 14	Wellness			Review and Adoption of Wellness Policy	N/A	N/A	N/A	Review & Adoption of Wellness Policy	Date	N/A	Review & Adoption of Wellness Policy by Council by 31 May 2024	N/A N/A N/A Adoption of Wellness Policy by Council		Council Resolution
MTD 15	Council Support	To ensure that Council and its committee fulfill their executive and legislative functions and play an effective oversight role over administration by 2027	19	Council Annual Program	N/A	N/A	N/A	Adoption of Annual Program by 30 June 2023.	Date	N/A	Council Annual Program Adopted by 30 Sept 2023	N/A N/A Annual Program adopted by 30 Sept 2023	Corporate Services	Extract / Council Resolution and Annual Program as POE

SDBI P Ref No.	Focus Area	Development Objectives	ID P Ref.	Project	Ward	Budget	Funding Source	Key Perf. Indicator / Performance	Unit of Measure	Baseline	Annual Target	Quarterly Targets	Res. Dept.	Portfolio of Evidence
MTD 16				Council Resolution Register	N/A	N/A	N/A	Adopted by 30 June 2023	Number	N/A	12 Council Resolutions register by 30 June 2024	Three (3) Council Resolutions by 30 September 2023 Three (3) Council Resolutions by 30 March 2024 Three (3) Council Resolutions by June 2024		Extract /Council resolution and Copy of the Council resolution as POE
MTD 17				Council meetings	N/A	N/A	N/A	Number of Council meetings provided with administrative support by 30 June 2023	Number	N/A	Four (4) Council meetings provided with administrative support by 30 June 2024	One (1) Council meeting by 30 September 2023 Two (2) Council meeting by 30 December 2023 Three (3) Council meeting by 30 March 2024 Four (4) Council meeting by 30 June 2024		Notices / Attendance Register
MTD 18				ExCo Meetings	N/A	N/A	N/A	Number of ExCo meetings provided with administrative support by 30 June 2023	Number		Twelve (12) ExCo meetings held by 30 June 2024	Three (3) ExCo meetings held by 30 September 2023 Three (3) ExCo meetings held by 31 December 2023 Three (3) ExCo meetings held by 31 March 2024 Three (3) ExCo meetings held by 30 June 2024		Notices / Attendance registers



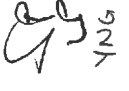
SDBI P Ref No.	Focus Area	Development Objectives	ID P Ref.	Project	Ward	Budget	Funding Source	Key Perf. Indicator / Performance	Unit of Measure	Baseline	Annual Target	Quarterly Targets	Res. Dept.	Portfolio of Evidence
MTD 19				MPAC	N/A	N/A	N/A	Number of MPAC meetings provided with administrative support by 30 June 2023	Number		Four (4) MPAC Meetings by 30 Jun 2024	One MPAC Meeting by 30 September 2023 One MPAC Meeting by 30 December 2023 One MPAC Meeting by 30 March 2024 One MPAC Meeting by 30 June 2024		Notices / Attendance registers
MTD 20				Portfolio Committee Meetings	N/A	N/A	N/A	Number of Portfolio Committee meetings provided with Administrative support by 30 June 2023	Number		45 Portfolio Committees meetings by 30 June 2024	15 Portfolio Committee Meetings by 30 Sept 23 10 Portfolio Committee Meetings by 31 Dec 23 10 Portfolio Committee Meetings by 31 Mar 2024 10 Portfolio Committee Meetings by June 2024		Notices / Attendance registers
MTD 21	Delegations of Power			Review of delegation of Power	N/A	N/A	N/A	Date the delegation of power reviewed and	Date		Workshop for Cllrs and Mancom on the Delegation	Workshop MANCO Mon Delegations of Workshop Supervisors on Delegations of Delegation of Power Document by Submit		Attendance registers



SDBI P Ref No.	Focus Area	Development Objectives	ID P Ref.	Project	Ward	Budget	Funding Source	Key Perf. Indicator / Performance	Unit of Measure	Baseline	Annual Target	Quarterly Targets	Res. Dept.	Portfolio of Evidence
MTD 22	Records Management	To ensure effective management of all internal and external records		Review Records Management Policy	N/A	N/A	N/A	Records Management Policy reviewed and submitted to Council	Date		Records Management Policy Adopted by 30 June 2024	Power by 30 Sept 2023 Power by 31 December 2023 Power by 31 March 2024 Power by 31 May 2021		Records Management Policy & Council Resolutions
MTD 23	Fleet Management	To ensure effective management of fleet by 2027		Fleet Management Policy				Fleet Management Policy adopted and submitted to Council	Date		Fleet Management Policy Adopted by 30 June 2024	N/A N/A N/A Date of Fleet Management Policy to be adopted by 31 May 2024		Fleet Management Policy & Council Resolution

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SDBI P Ref No.	Focus Area	Development Objectives	ID P Ref.	Project	Ward	Budget	Funding Source	Key Perf. Indicator / Performance	Unit of Measure	Baseline	Annual Target	Quarterly Targets	Res. Dept.	Portfolio of Evidence
MTD 24				Translation of Fleet Management Policy	N/A	N/A	N/A	Document translated into isiZulu	Date	N/A	Document translated into isiZulu by 30 June 2024	N/A N/A N/A		Translated document
MTD 25				Fleet Policy Workshop with Staff	N/A	N/A	N/A	Number of fleet management workshops coordinated	Number		4(four) fleet management workshops coordinated by 30 June 2024	1(one) fleet management workshop coordinated by 30 Sep 2023 2(two) fleet management workshops coordinated by 31 Dec 23 3(three) fleet management workshops coordinated by 31 March 2024 4(four) fleet management workshops coordinated by 30 June 2024		Attendance Registers
MTD 26	General Administration	Draft Integrated Service Delivery Complaints Management reviewed	23	Call Centre complaint monitoring reports	N/A	N/A	N/A	Submission of Monitoring Reports	Date	N/A	Submission of Monitoring Reports	3 (Three) Monitoring reports produced by 30 Sept 2023 6 (Six) Monitoring reports produced by 30 Dec 2023 9 (Nine) Monitoring reports produced by 31 March 2024 12 (Twelve) Monitoring reports produced by 30 June 2024		Monitoring Reports



SDBI P Ref No.	Focus Area	Development Objectives	ID P Ref.	Project	Ward	Budget	Funding Source	Key Indicator / Performance	Unit of Measure	Baseline	Annual Target	Quarterly Targets	Res. Dept.	Portfolio of Evidence
		and submitted to Council by 31 May 2023		Call Centre & Customer Care policy review	N/A	N/A	N/A	Review of Call & Customer Care Centre	Date	N/A	Submission of the Call Centre & Customer Care Policy to Council for Adoption	<div style="display: flex; justify-content: space-between;"> <div style="width: 25%;"> <p>1(One ) Staff training on Call Centre &amp; Customer Care services coordinated by 30 Sept 2023</p> <p>2(Two ) Staff training on Call Centre &amp; Customer Care services coordinated by 30 Dec 2023</p> <p>3(Three ) Staff training on Call Centre &amp; Customer Care services coordinated by 30 March 2024</p> <p>4 (Four) Staff training on Call Centre &amp; Customer Care Services coordinated by 30 June 2024</p> </div> <div style="width: 75%;"> <p>Call Centre &amp; Customer Care Policy review and submitted to Corporate Services Portfolio by 31 March 2024</p> <p>Call Centre &amp; Customer Care policy review and by 31 May 2024</p> </div> </div>		Council Resolution
				Staff Training										Attendance Register



### 3.COMPETENCY FRAMEWORK

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

## **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.

**4.2** The Municipal Manager's to prepare ratings of the Director Corporate Services performance against objectives as a result of his/her evidence and "customers' input.

**4.3** The Municipal Manager to ask the Director Corporate Services to prepare a formal appraisal by rating him/herself against the agreed objectives.

**4.4** The Municipal Manager and Director Corporate Services to meet and conduct a formal performance rating and agree on 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 the 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

### **4.7.4 Overall rating**

(a) An overall rating is calculated by using the applicable assessment-rating

Calculator. Such overall rating presents the outcomes of the performance appraisal.

**4.7.5** The assessment of the performance of the Employee will be based on the following rating scale for KPA's and Competencies.

## 5. LINK TO REWARD

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

PROVINCIAL SCALE	100% SCALE	BONUS ALLOCATE (%)
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 ALLOCATE (%)
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	14.0

## 6. CONSOLIDATED SCORESHEET



KEY PERFORMANCE AREA	WEIGHTING	RATING	ASSESEMENT PANEL'S RATING	FINAL/CONSOLIDATED SCORE	REASON FOR FINAL SCORE
Municipal Transformation and Institutional Development	100%				
<b>TOTAL</b>	<b>100</b>		<b>FINAL SCORE</b>		

KPA	(A) SUB-TOTAL	(B) % OF ASSESSMENT	(AXB) TOTAL SCORE
KPA		80%	
Leading Competencies and Core Competencies		20%	
<b>(C) FINAL SCORE</b>			

**ASSESSMENT PANEL SIGNATURES**

Chairperson : \_\_\_\_\_  
 Member : \_\_\_\_\_  
 Member : \_\_\_\_\_  
 Member : \_\_\_\_\_  
 Member : \_\_\_\_\_  
 Signed : \_\_\_\_\_ on \_\_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_\_

**7. PERSONAL DEVELOPMENT PLAN**

<b>EMPLOYEE'S NAME: SBONGOKUHLE PRECIOUS DLAMINI</b>					
AREA TO BE DEVELOPED	TYPE OF INTERVENTION	TARGET DATE	PERFORMANCE REVIEW FOR PDP		
			PROGRESS	BARRIERS	ACTIONS TO OVERCOME BARRIERS
<b>Municipal Manager's Name: Z.G. DHLAMINI</b>					
<b>Municipal Manager's Signature:</b>			<b>Employee's Signature:</b>		
					





**8. PERFORMANCE PLAN CONTROL SHEET  
TO BE UPDATED BY THE MUNICIPAL MANAGER**

PLANNING PHASE	DATE		DATE
Date of 1 <sup>st</sup> Review Meeting		Date of Second Review Meeting	
<b>COACHING PHASE:</b>			
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		
<b>REVIEWING PHASE</b>			
Date of notification of Formal Review			
Formal Review Date			

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