



**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**

**MR. NKOSINATHI WISEMAN MBONGWA**

**(ID No. [REDACTED])**

**"EMPLOYEE"**

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

**Director: Technical Services**

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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 MR NKOSINATHI WISEMAN MBONGWA (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**);

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- 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.

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#### **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

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## 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%
Basic Service Delivery and Infrastructure Development	100%
<b>Total</b>	<b>100%</b>

- 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

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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>

## 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

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- (a) Each competency should be assessed according to the extent to which the specified standards have been met.
- (b) An indicative rating 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	Superior	Has a comprehensive understanding of local 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.	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

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## **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 amend 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.

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## **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

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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.

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


**AS WITNESSES:**


1.  \_\_\_\_\_

2.  \_\_\_\_\_

  
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**Municipal Manager**

**AS WITNESSES**

1.  \_\_\_\_\_

2.  \_\_\_\_\_

  
\_\_\_\_\_  
**Director: Technical Services**




**ABAQULUSI LOCAL MUNICIPALITY  
KZN 263**

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

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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	2023/24
SURNAME	MBONGWA
NAMES	NKOSINATHI WISEMAN
DEPARTMENT	TECHNICAL SERVICES
RACE	BLACK (SOUTH AFRICAN)
GENDER	MALE
EMPLOYEE NO	
DATE OF EMPLOYMENT	19 OCTOBER 2020

This plan defines the Council's expectations of the Director: Technical 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

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The period of this plan is **1 July 2023 to 30 June 2024.**

Signed and adopted by the Director: Technical Services

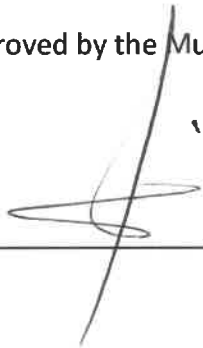
Signature:



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: Technical 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.

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## 2. SCORECARD

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SDBI P Ref No.	Focus Area	Development Objectives	ID P Ref No	Project	Ward	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		
KPA - Basic Service Delivery & Infrastructure Development																	
Municipal Goal: To reduce levels of infrastructure backlogs by providing Basic Services, Facilities and maintaining existing infrastructure.																	
BSD 01	Roads	Expand accessibility in various wards by 2027	1	Tarring of Kwabalele to next Police Station Ward 12,20 Phase 3	12	R 1 747 850	MIG	% (percentage) of phase 3, 0.5km road in ward 12 tarrred by 30 Sept 2023	%(Percentage)	75% of phase 3 complete by 30 June 2023	100% (percentage) of phase 3, 0.5km road tarrred in ward 12 by 30 September 2023	100% of phase 3, 1km road tarrred in ward 12 by 30 Sep 2023	N/A	N/A	N/A		Quarterly progress reports and completion certificate

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BSD 02	Tarring of Kwabalele to next Police station Ward 12,20 Phase 4	12	R 624 000	MIG	% (percentage) of phase 4, 0.5km road in ward 12 tarred by 30 June 2024	%(Percentage)	New	100% of phase 4, 0.5km road in ward 12 tarred by 30 June 2024	10% of phase 4, 0.5km road in ward 12 tarred by 30 Sep 2023	40% of phase 4, 0.5km road in ward 12 tarred by 30 Dec 2023	60% of phase 4, 0.5km road in ward 12 tarred by 31 March 2024	100% of phase 4, 0.5km road in ward 12 tarred by 30 June 2024	Quarterly progress reports and completion certificate
BSD 03	Tarring of Road from Zama to Kwabalele Bhekumthe tho Ward 19 Phase 4	19	R 800 000	MIG	% (percentage) of phase 4, 0.4km road in ward 12 tarred by 30 Sept 2023	%(Percentage)	75% of phase 3 complete by 30 June 2023	100% (percentage) of phase 4, 0.4km road tarred in ward 12 by 30 September 2023	100% of phase 3, 0.4km road tarred in ward 12 by 30 Sep 2023	N/A	N/A	N/A	Quarterly progress reports and completion certificate
BSD 04	Tarring of Road from Zama to Kwabalele Bhekumthe tho Ward 19 Phase 5	19	R 300 000	MIG	% (percentage) of phase 5, 0.3km road tarred in ward 19 by 30 June 2024	%(Percentage)	New	100% of phase 5, 0.3km road tarred in ward 19 by 30 June 2024	10% of phase 5, 0.3km road tarred in ward 19 by 30 Sep 2023	40% of phase 5, 0.3km road in ward 19 tarred by 31 Dec 2023	60% of phase 5, 0.3km road in ward 19 tarred by 31 March 2024	100% of phase 5, 0.3km road in ward 19 tarred by 30 June 2024	Quarterly progress reports and completion certificate

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BSD 05		Upgrading of Extension 16 (SASKO)Roads -Ward 8 (Phase 2)	8	R 3 612 000	MIG	% (percentage) of phase 2, 1km road tarred in ward 8 by 30 Sep 2023	%(Percentage)	75% of phase 2 complete by 30 June 2023	100% (percentage) of phase 2, 1km road tarred in ward 8 by 30 September 2023	100% (percentage) of phase 2, 1km road tarred in ward 8 by 30 September 2023	N/A	N/A	N/A	Quarterly progress reports and completion certificate
BSD 06	Maintain existing Roads in rural & urban areas by 2027	Upgrading of Extension 16 (SASKO)Roads -Ward 8(Phase 3)	8	R 10 260 399	MIG	% (percentage) of phase 3, 1km road tarred in ward 8 by 30 June 2024	%(Percentage)	New	100% of phase 3, 1km road tarred in ward 8 by 30 June 2024	10% of phase 3, 1km road tarred in ward 8 by 30 Sep 2023	60% of phase 3, 1km road in ward 8 tarred by 31 March 2024	100% of phase 3, 1km road in ward 8 tarred by 30 June 2024	Quarterly progress reports and completion certificate	
BSD 07	Expand accessibility in various wards by 2027	Construction of President Street Phase 1 (Ward 9)	9	R 8 804 086	INTERNAL	% (percentage) of phase 1, 0.8km road tarred in ward 9 by 31 Dec 2023	%(Percentage)	50% of phase 1 complete by 30 June 2023	100% (percentage) of phase 1, 0.8km road tarred in ward 9 by 31 Dec 2023	75% (percentage) of phase 1, 0.8km road tarred in ward 9 by 30 Sep 2023	100% (percentage) of phase 1, 0.8km road tarred in ward 9 by 31 Dec 2023	N/A	Quarterly progress reports and completion certificate	

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BSD 08	Construction of Kwa-Gwebu Sports field Ward 12	12	R 8 000 000	MIG	% (percentage) of sportfield constructed by 30 June 2024	%(Percentage)	New	100% of sportfield constructed by 30 June 2024	10% of sportfield constructed by 30 Sep 2023	40% of sportfield constructed by 31 Dec 2023	60% of sportfield constructed by 31 March 2024	100% of sportfield constructed by 30 June 2024	Quarterly progress reports and completion certificate
BSD 09	Construction of Kwa-Gwebu Sportsfield Ward 13	1	R 5 000 000	INTERNAL	% (percentage) of sportfield constructed by 31 Dec 2023	%(Percentage)	75% of sportfield complete by 30 June 2023	100% of sportfield constructed by 31 Dec 2023	90% of sportfield constructed by 30 Sep 2023	100% of sportfield constructed by 31 Dec 2023	N/A	N/A	Quarterly progress reports and completion certificate
BSD 10	Mvuzini Community Hall	17	R 8 181 546	MIG	%(percentage) of community hall constructed by 30 June 2024	%(Percentage)	New	100% of community hall constructed by 30 June 2024	10% of community hall constructed by 30 Sep 2023	40% of community hall constructed by 31 Dec 2023	60% of community hall constructed by 31 March 2024	100% of community hall constructed by 30 June 2024	Quarterly progress reports and completion certificate
BSD 11	%(percentage) of community hall constructed by 30 June 2024	7	R 7 734 555	MIG	%(percentage) of community hall constructed by 30 June 2024	%(Percentage)	New	100% of community hall constructed by 30 June 2024	10% of community hall constructed by 30 Sep 2023	40% of community hall constructed by 31 Dec 2023	60% of community hall constructed by 31 March 2024	100% of community hall constructed by 30 June 2024	Quarterly progress reports and completion certificate
<b>Community Halls</b>													
<b>Technical Services</b>													

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BSD 12	Sanitation	Expand Sanitation accessibility in various wards by 2027	4	Basic sanitation	N/A	N/A	N/A	Number of households with access to basic level of sanitation by 30 June 2024	Number	13 632	13 630 of households with access to basic level of sanitation by 30 June 2024	13 630 of households with access to basic level of sanitation by 30 June 2024	13 630 of households with access to basic level of sanitation by 30 June 2024	Sanitation access report
BSD 13	Water	Expand water accessibility in various wards by 2027	6	Basic level of water	N/A	N/A	N/A	Number of households with access to basic level of water by 30 June 2024	Number	14 366	14 360 of households with access to basic level of water by 30 June 2024	14 360 of households with access to basic level of water by 30 June 2024	14 360 of households with access to basic level of water by 30 June 2024	Water Access Report
BSD 14	Electricity	Expand electricity accessibility in various wards by 2027	8	Basic level of electricity access	N/A	N/A	N/A	Number of households with access to basic level of electricity by 30 June 2024	Number	18 923	18900 of households with access to basic level of electricity by 30 June 2024	18900 of households with access to basic level of electricity by 30 June 2024	18900 of households with access to basic level of electricity by 30 June 2024	Electricity Access Report

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BSD 15	KwaSithole	2	R 780 000	INEP	Number of new household s with access to electrical connection by 30 June 2024	Number	New	39(thirty- nine) household s with access to electrical connectio n by 30 June 2024	N/A	N/A	N/A	39(thirty- nine) household s with access to electrical connecti on by 30 June 2024	Copy of quarterl y progress reports, copy of completi on certificat e and Close out Report

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BSD 17	Mthebeni	2	R 1 020 000	INEP	Number of new households with access to electrical connection by 30 June 2024	Number	New	51(fifty-one) households with access to electrical connection by 30 June 2024	N/A	N/A	N/A	N/A	51(fifty-one) households with access to electrical connection by 30 June 2024	Copy of quarterly progress reports, copy of completion certificate and Close out Report
BSD 18	Kwalimani	12	R 5 760 000	INEP	Number of new households with access to electrical connection by 30 June 2024	Number	New	288(two hundred and eighty-eight) households with access to electrical connection by 30 June 2024	N/A	N/A	N/A	N/A	288(two hundred and eighty-eight) households with access to electrical connection by 30 June 2024	Copy of quarterly progress reports, copy of completion certificate and Close out Report

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BSD 19	Bhekumtho	19	R 5 680 000	INEP	Number of new households with access to electrical connection by 30 June 2024	Number	New	284(two-hundred and eighty-four) households with access to electrical connection by 30 June 2024	N/A	N/A	N/A	284(two hundred and eighty-four) households with access to electrical connection by 30 June 2024	Copy of quarterly progress reports, copy of completion certificate and Close out Report
BSD 20	Emakwathi ni	7	R 3 020 000	INEP	Number of new households with access to electrical connection by 30 June 2024	Number	New	151(one hundred and fifty-one) households with access to electrical connection by 30 June 2024	N/A	N/A	N/A	151(one hundred and fifty-one) households with access to electrical connection by 30 June 2024	Copy of quarterly progress reports, copy of completion certificate and Close out Report

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BSD2 1	Swart Mfolozi corridor: Donswake, Bhozmin, Mkhlokoto and Mashiyane village	4	R 420 000	COGTA	Number of new households with access to electrical connection by 30 June 2024	Number	New	221(two hundred and twenty one) households with access to electrical connection by 30 June 2024	N/A	N/A	N/A	N/A	Awaiting COGTA Approval
BSD2 2	Emondlo corridor: Bhekumthe ward 19, Emondlo A ward 18, Emondlo B ward 20	18,19, 20	R 7040 000	COGTA	Number of new households with access to electrical connection by 30 June 2024	Number	New	352(three hundred and fifty one) households with access to electrical connection by 30 June 2024	N/A	N/A	N/A	N/A	Awaiting COGTA Approval

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BDS2 3	Electrification on Emakhweni ward 7 and Stanelle Village ward 23	7,23	R 5 220 000	COGTA	Number of new households with access to electrical connection by 30 June 2024	Number	New	261 (two hundred and sixty one) households with access to electrical connection by 30 June 2024	N/A	N/A	N/A	Awaiting COGTA Approval	
BDS2 4	Refuse Removal	15			Number of households with access to basic level of refuse removal by 30 June 2024	Number	14197	13500 households with access to basic level of refuse removal by 30 June 2024	13500 households with access to basic level of refuse removal by 31 Dec 2023	13500 households with access to basic level of refuse removal by 31 March 2024	13500 households with access to basic level of refuse removal by 30 June 2024	Community Services	Refuse removal access report
BDS2 5	Human Settlement	16			Number of Housing Forum meetings held by 30 June 2024	Number	2 (two)	4 (four) Housing Forum meetings held by 30 June 2024	1 (one) Housing Forum meetings held by 31 Dec 2023	3 (three) Housing Forum meetings held by 31 March 2024	4 (four) Housing Forum meetings held by 30 June 2024	Development Planning	Attendance Register s/ Minutes

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### 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>			

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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.

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

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

**4.4** The Municipal Manager and Director Technical 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 Technical 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 Technical 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

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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 PERFORMANC E AREA	WEIGHTIN G	RATIN G	ASSESEMEN T PANEL'S RATING	FINAL/CONSOLIDATE D SCORE	REASO N FOR FINAL SCORE
Basic Service Delivery and Infrastructure 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>			

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**ASSESSMENT PANEL SIGNATURES**

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

**7. PERSONAL DEVELOPMENT PLAN**

EMPLOYEE'S NAME: NKOSINATHI WISEMAN MBONGWA					
AREA TO BE DEVELOPED	TYPE OF INTERVENTION	TARGET DATE	PERFORMANCE REVIEW FOR PDP		
			PROGRESS	BARRIERS	ACTIONS TO OVERCOME BARRIERS
Municipal Manager's Name: Z.G. DHLAMINI			Employee's Signature: 		
Municipal Manager's Signature: 					

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**8. PERFORMANCE PLAN CONTROL SHEET**

**TO BE UPDATED BY THE MUNICIPAL MANAGER**

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

*see NW 57*