



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. THANDOKUHLE SIZWE WISEMAN MTHEMBU

(ID No [REDACTED])

"EMPLOYEE"

(Herein after referred to as the)

Acting Director: Community 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 THANDOKUHLE SIZWE WISEMAN MTHEMBU (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 01st JULY 2023 (date) and will remain in
- 3.2** force until 30th 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%
Basic Service Delivery and Infrastructure Development	10%
Social and Local Economic Development	70%
Cross Cutting Interventions	20%
Total	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
4.Knowledge and information management	10
5.Communication	5
6.Result and Quality Focus	5
TOTAL	100%

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 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

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

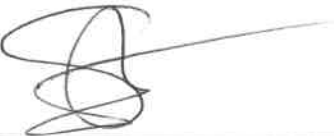
does not obtain an unqualified audit opinion from the Auditor General in respect of the relevant financial year

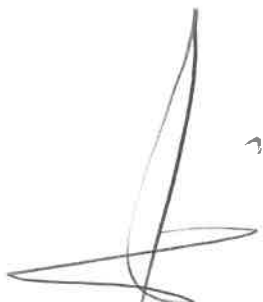
- 14.5** No performance bonus will be paid in terms of this agreement irrespective of the outcome of performance evaluation results in the event that the evidence is not provided or errors not corrected or as a result of poor record keeping which may lead to findings (on compliance or pre-determined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

1. SOke.

2. 



Municipal Manager

AS WITNESSES

1. SOke.

2. 



Acting Director: Community Services



**ABAQULUSI LOCAL MUNICIPALITY
KZN 263**

**PERFORMANCE PLAN
ACTING DIRECTOR: COMMUNITY 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	MTHEMBU
NAMES	THANDOKUHLE SIZWE WISEMAN
DEPARTMENT	COMMUNITY SERVICES
RACE	BLACK (SOUTH AFRICAN)
GENDER	MALE
EMPLOYEE NO	
DATE OF EMPLOYMENT	01/06/2023

This plan defines the Council's expectations of the Acting Director: Community 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 Acting Director: Community Services

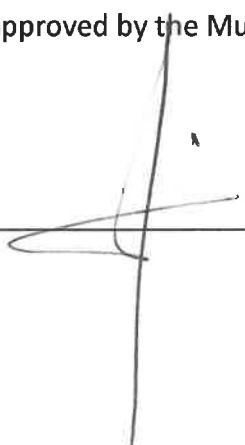
Signature:



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 Acting Director: Community 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
DEPARTMENT: COMMUNITY SERVICES
PERIOD: 01 JUL 2023 - 30 JUNE 2024

SD BIP Ref No.	Focus Area	Development Objectives	ID PR . 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		
												01 Jul 2023 – 30 Sep 2023	01 Oct 2023 – 31 Dec 2023	01 Jan 2024 – 31 March 2024	01 April 2024 – 30 June 2024		
Key Performance Area: Basic Service Delivery & Infrastructure Development																	
Municipal Goal: To reduce levels of infrastructure backlogs by providing Basic Services, Facilities and maintaining existing infrastructure.																	
	Refuse Removal	Expand accessibility of Refuse Services in various wards by 2027	15	Refuse Removal				Number of households with access to basic level of refuse removal	Number		13500 households with access to basic level of refuse removal by 30	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	13500 households with access to basic level of refuse removal by 30	13500 households with access to basic level of refuse removal by 30	Community Services	Billing report

SD BIP Ref No.	Focus Area	Development Objectives	ID P R e f . N o	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		
												01 Jul 2023 – 30 Sep 2023	01 Oct 2023 – 31 Dec 2023	01 Jan 2024 – 31 March 2024	01 April 2024 – 30 June 2024		
								by 30 June 2024			June 2023	Sep 2023		March 2024	June 2024		
Social and Local Economic Development:																	
Municipal Goal: promote socio-economic growth and job opportunities.																	
	Arts and culture	Promote Library Services Programmes	46	Conduct outreach programme	N/A			Number of Library outreach programmes conducted by 30 June 2024	Number		4(four) Library outreach programmes conducted by 30 June 2023	1(one) Library outreach programmes conducted by 30 Sep 2023	2(two) Library outreach programmes conducted by 31 Dec 2023	3(three) Library outreach programmes conducted by 31 March 2024	4(four) Library outreach programmes conducted by 30 June 2024	Community Services	Report
												1(one) museum outreach	2(two) museum outreach	3(three) museum outreach	4(four) museum outreach		

SD BIP Ref No.	Focus Area	Development Objectives	ID P R e f . N o	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		
				programmes				outreach programmes conducted by 30 June 2024			programmes conducted by 30 June 2023	programmes conducted by 30 Sep 2023	01 Oct 2023 – 31 Dec 2023	01 Jan 2024 – 31 March 2024	01 April 2024 – 30 June 2024		
				Arts and Culture Committee				Number of Arts and Culture Committee meetings held by 30 June 2024	Number		4 Arts and Culture Committee meetings held by 30 June 2023	1(one) committee meeting held by 30 Sep 2023	2(two) committee meetings held by 31 Dec 2023	3(three) committee meetings held by 31 March 2024	4(four) committee meetings held by 30 June 2024		Minutes, Agenda and attendance register.
	Sport and Recreation	Promote Sports and Recreation in	44	Sports and Recreation				Number of Sports and Recreation Committee	Number		4 Sports and Recreation Committee meetings held by 30 June 2023	1(one) committee meeting held by 31 Dec 2023	2(two) committee meetings held by 31 Dec 2023	3(three) committee meetings held by 31 March 2024	4(four) committee meetings held by 30 June 2024		Minutes, Agenda and attendance register.

SD BIP Ref No.	Focus Area	Development Objectives	ID PR . 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			
												01 Jul 2023 – 30 Sep 2023	01 Oct 2023 – 31 Dec 2023	01 Jan 2024 – 31 March 2024	01 April 2024 – 30 June 2024			
		Abaqulusi by 2027		Committee				tee meetings held by 30 June 2024			gs held by 30 June 2023	30 Sep 2023		March 2024	30 June 2024			ance register.
				Hosting of sporting events				Number of Sports events held by 30 June 2024	Number		1 Sporting Event held (Local Mayoral Cup) by June 2024	Mayoral Cup Tournament to be held by September 2023	NA	N/A	N/A			Report, Pictures and attendance register.
				Participating in Sports events				Number of Sports events			02(Two) Sporting	N/A	1 (one) sporting event participated in by 31 December 2023	2 (two) sporting event participated in by 31 March 2024	N/A			Report

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SD BIP Ref No.	Focus Area	Development Objectives	ID P R e f . N o	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		
												01 Jul 2023 – 30 Sep 2023	01 Oct 2023 – 31 Dec 2023	01 Jan 2024 – 31 March 2024	01 April 2024 – 30 June 2024		
								participated in by 30 June 2024			events participated in by 30 June 2024						Pictures and attendance register.
	Safety and Security	Enhancing safety and security by 2027	50	DTLC Transactions				Number of transactions processed at DLTC by 30 June 2024	Number		80 000 (eighty thousand transactions processed at DLTC by 30 June 2024)	20 000 (twenty thousand transactions processed at DLTC by 30 Sep 2023)	40 000 (forty thousand transactions processed at DLTC by 31 December 2023)	60 000 (sixty thousand transactions processed at DLTC by 30 March 2024)	80 000 (eighty thousand transactions processed at DLTC by 30 June 2024)		Transaction report
				ITLEC Meetings				Number of meetings conducted	Number		4 (four) meetings to be attended by 30	1 (ONE) meeting to be attended by 30	2 (two) meeting to be attended by 31	3 (three) meeting to be attended by 30	4 (four) meeting to be attended by 30		Attendance register, Agenda

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SD BIP Ref No.	Focus Area	Development Objectives	ID P R e f . N o	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		
								ed by 30 June 2024			JUNE 2024	01 Jul 2023 – 30 Sep 2023	01 Oct 2023 – 31 Dec 2023	01 Jan 2024 – 31 March 2024	01 April 2024 – 30 June 2024		a and minute s.
				Motor licensing				Number of transactions processed at Motor licensing by 30 June 2024	Number		80 000 (eighty thousand d) transactions processed at motor licensing by 30 June 2024	20 000 twenty thousand d) transactions processed at Motor licensing by 30 Sep 2023	40 000 (fourty thousand) transactions processed at Motor licensing by 31 Dec 2023	60 000(sixty – thousand) transactions processed at Motor licensing by 30 March 2024	80 000 eighty thousand d) transactions processed at Motor licensing by 30 June 2024		
				Conduct Road Blocks				Number of roadblocks held	Number		12(twelve) roadblocks held	3(three) roadblocks held by 30	6(three)roadblocks held by 31 Dec 2023	9(nine)roadblocks held by 31	12(twelve) roadblocks held		Report

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SD BIP Ref No.	Focus Area	Development Objectives	ID PR Eff 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		
												01 Jul 2023 – 30 Sep 2023	01 Oct 2023 – 31 Dec 2023	01 Jan 2024 – 31 March 2024	01 April 2024 – 30 June 2024		
								by 30 June 2024			by 30 June 2024	Sep 2023		March 2024	by 30 June 2024		
KPA: Cross-Cutting Interventions																	
Municipal Goal: to redress the spatial imbalances and promote sustainable environmental planning																	
Environmental Management		Establish and promote a healthy environment in AbaQulusi by 2027	55	Review Waste Management Plan	N/A			Date Waste Management Plan developed and adopted by Council by 30 June 2024	Date		Waste Management Plan developed and adopted by Council by 30 June 2024	N/A	N/A	N/A	Management Plan adopted by 30 June 2024	Community Services	Report

SD BIP Ref No.	Focus Area	Development Objectives	ID PR ef . N o	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		
				Environmental awareness programmes				Number of Environmental awareness programmes held by 30 June 2024	Number		4 (four) Environmental awareness programmes held by 30 June 2024	1 (one) Environmental awareness programmes held by 30 September 2023	2 (two) Environmental awareness programmes held by 30 December 2023	3(Three) Environmental awareness programmes held by 30 March 2024	4 (four) Environmental awareness programmes held by 30 June 2024		Pictures, attendance register
	Fire & Disaster Management	Ensure Effective & Efficient response to community emergencies by 2027	54	Fire and Disaster Awareness Campaigns				Number of awareness campaigns to be held by 30 June 2024	Number		12 (Twelve) Fire and disaster awareness campaigns to be conducted by 30 June 2024	3 (Three) awareness campaigns to be conducted by 30 September 2024	6 (six) awareness campaigns to be conducted by 31 December 2024	9 (nine) awareness campaigns to be conducted by 30 March 2024	12 (twelve) awareness campaigns to be conducted by 30 June 2024		Pictures and attendance register.

SD BIP Ref No.	Focus Area	Development Objectives	ID P R e f . N o	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			
		Fire Compliance inspections conducted within Abaqulusi Municipality				Number of inspections conducted by 30 June 2024	Number		60 Fire Compliance inspections conducted by 30 June 2024	15 Fire Compliance inspections conducted by 30 September 2023	30 Fire Compliance inspections conducted by 31 December 2023	45 Fire Compliance inspections conducted by 30 March 2024	60 Fire Compliance inspections conducted by 30 June 2024	01 Jan 2024 – 31 March 2024	01 April 2024 – 30 June 2024	Copies of Fire Compliance Certificates.		

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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			
CORE COMPETENCIES	WEIGHT%			
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			
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.

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

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

4.4 The Municipal Manager and Acting Director Community 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 Acting Director Community 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 ad hoc 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 Acting Director Community 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 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	10%				
Social and Local Economic Development	70%				
Cross Cutting Interventions	20%				
TOTAL	100		FINAL SCORE		

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

ASSESSMENT PANEL SIGNATURES

Chairperson : _____

Member : _____

Member : _____

Member : _____

Member : _____

Signed : _____ on _____ of _____ 20____

7. PERSONAL DEVELOPMENT PLAN

EMPLOYEE'S NAME: THANDOKUHLE SIZWE WISEMAN MTHEMBU					
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					
Municipal Manager's Signature:			Employee's Signature:		

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

PLANNING PHASE	DATE	DATE	DATE
Date of 1 st Review Meeting		Date of Second Review Meeting	
COACHING PHASE:			
Record of meetings held to give Acting 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			

