



## 2020/2021 PERFORMANCE AGREEMENT

Made and entered into by and between

**ABAQULUSI LOCAL MUNICIPALITY**  
(Employer)

(Herein represented by **MR. BONGINKOSI EVERT NTANZI**  
(ID No. 611011 554 7086)  
in his/her capacity as)

Municipal Manager

and

**MRS SIBONGOKUHLE PRECIOUS DLAMINI**  
(ID No. 7701010569081)  
(Employee)

(Hereinafter referred as the)

Director Corporate Services

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## Annexure A – Performance Plan

## Annexure B- Financial Disclosure

# PERFORMANCE AGREEMENT

## ENTERED INTO AND BETWEEN:

The Municipality of ABAQULUSI herein represent by

BONGA EVERT NTANZI (full name) in his capacity as MUNICIPAL MANAGER

hereinafter referred to as the Employer or Reporting Officer) and  
SIBONGOKUHLE 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: Municipal Systems Acts 32 of 2000 ("the System 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 an annual performance Agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

### 2. PURPOSE OF THIS AGREEMENT

The Purpose of this Agreement is to -

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- 2.1 Comply with the provisions of Section 57(1)(b),4(A),(4B) and (5)of the Systems Acts 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 Employer's expectations of the Employee's performance expectations and accountabilities;
- 2.3 Specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 Monitor and measure performance against set targeted outputs;
- 2.5 Use the Performance Agreement and Performance Plan as the basis for assessing the suitability of the Employee for permanent employment and /or to assess whether the Employee has met the performance expectations applicable to his/her job;
- 2.6 Appropriately reward the Employee in accordance with the Employer's 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 JULY 2020(date) and will remain in
- 3.2 force until 30 JUNE 2021(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 by not later than the 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.

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3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

#### **4. PERFORMANCE OBJECTIVES**

4.1 The Performance Plan (Annexure A) sets out-

4.1.1 The performance objectives and targets that must be met 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 weighting

4.3 The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the 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 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.

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5.3 The Employer will consult the Employee about the specific performance standard that will be included in the Performance Management System as 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 components, both of which shall be contained in the Performance Agreement.

6.2.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (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 Employee.

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

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

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## 6.5 COMPETENCY FRAMEWORK

LEADING COMPETENCIES	WEIGHT %
1. Strategic Direction and Leadership	10
2. People Management	10
3. Programme and Project Management	5
4. Financial Management	5
5. Change Leadership	10
6. Governance Leadership	10
CORE COMPETENCIES	WEIGHT %
1. Moral competence	5
2. Planning and Organising	10
3. Analysis and Innovation	10
4. Knowledge and Information Management	10
5. Communication	10
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 and 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 Employer's 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 ad 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 then be 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 government 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	1-2

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7.7 For 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;
- 7.7.4 Member of the Mayoral Committee; and
- 7.7.5 Mayor and/ or Municipal Manager from another Municipality.

## 8. SCHEDULE FOR PERFORMANCE REVIEWS

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

<b>First quarter</b>	: July – September	<b>October 2020</b>
<b>Second quarter</b>	: October – December	<b>January 2021</b>
<b>Third quarter</b>	: January – March	<b>April 2021</b>
<b>Fourth quarter</b>	: April – June	<b>August 2021</b>

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

8.3 Performance feedback 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 such change is made.

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

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## 9. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing development gaps is attached as Annexure A.

## 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 capacity 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 terms 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 Employer.

11.2 The employer agrees to inform the Employee of the outcome of any decisions 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.

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## 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 any other matter provided for, shall be mediated by –
- 13.1.1 The MEC for Local Government and the Province within thirty (30) days of receipt of a formal dispute from the Employee; or
- 13.1.2 Any other person appointed by the MEC.
- 13.1.3 In the event that the mediation process contemplated above fails, clause 19.3 of the Contract of Employment shall apply.

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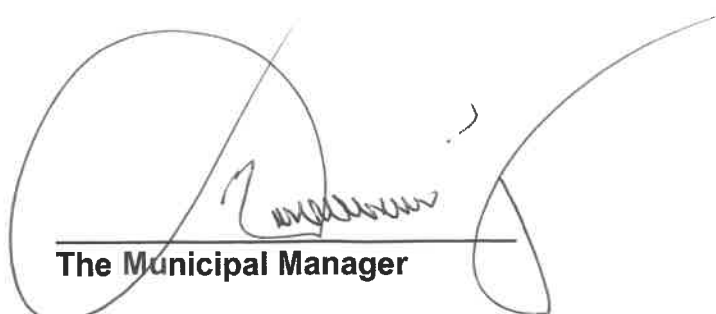
**14. GENERAL**

- 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 the outcome of performance evaluations 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 evaluations 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 evaluations 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 VRXHEID..... on this the 23<sup>RD</sup> day of JULY..... (Month)  
2020 (Year)

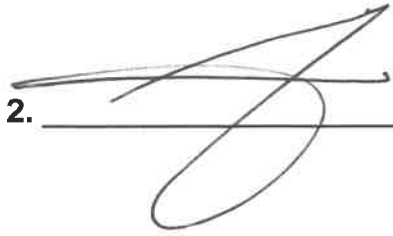
**AS WITNESSES:**

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**The Municipal Manager**

**AS WITNESSES:**

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**Director Corporate Services**

**ABAQULUSI LOCAL MUNICIPALITY  
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**PERFORMANCE PLAN  
DIRECTOR CORPORATE SERVICES  
01 July 2020- 30 JUNE 2021**

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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	2020/21
SURNAME	Dlamini
NAME	Sibongokuhle Precious
DEPARTMENT	Corporate Services
RACE	South African
GENDER	Female
EMPLOYER NO.	S021801
DATE OF APPOINTMENT	02 January 2018

This plan defines the Council's expectations of the Director Corporate Services in accordance with the performance agreement to which this document is attached and Section 57 (5) of the Municipal Systems Act which provides that performance objectives and targets must be based on the key performance indicators set out from time to time in the Municipality's Integrated Development Plan and other related documents.

There are 8 parts to this plan:

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

The period of this plan is from 01 July, 2020 to June 30, 2021

**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

SDBI P Ref No.	Development Objectives	IDP Ref No	Project	Budget	Funding Source	Key Perf. Indicator	Unit of Measure	Annual Target	Quarterly Target				Responsible Section	Portfolio of Evidence
									Q.1 Target	Q.2 Target	Q.3 Target	Q.4 Target		
Key Performance Area: Municipal Transformation & Institutional Development														
38	To ensure that the municipality practice sound Human Resources management by 2022.	17	Labour Relations Workshops with Staff	N/A	N/A	Number of Labour Relations Workshop held with Staff by 31 March 2021	Number	4(four) Labour Relations Workshop held with Staff by 30 June 2021	1(one) Labour Relations Workshop held with Staff by 30 Sep 2020	2(two) Labour Relations Workshop held with Staff by 31 Dec 2020	3(three) Labour Relations Workshop held with Staff by 31 March 2021	4(four) Labour Relations Workshop held with Staff by 30 June 2021	Corporate Services	Attendance Registers/ Minutes
39			Local Labour Forum	N/A	N/A	Number of LLF meetings facilitated by 30 June 2021	Number	10(ten) LLF meetings facilitated by 30 June 2021	1 (one) LLF meetings facilitated by 30 Sep 2020	2(two) LLF meetings facilitated by 31 Dec 2020	6(six) Labour Relations Workshop facilitated with Staff by 31 March 2021	10(ten) Labour Relations Workshop facilitated with Staff by 30 June 2021		Attendance Registers/ Minutes
40			Employment Equity	N/A	N/A	Percentage of people from employment equity target groups employed in the three highest levels of management in compliance with the Municipality's approved equity plan	Percentage	30% of people from employment equity target groups employed in the three highest levels of management by 30 June 2021			10% of people from employment equity target groups employed in the three highest levels of management by 31 March 2021	30% of people from employment equity target groups employed in the three highest levels of management by 30 June 2021		Appointment letters
41				N/A	N/A	Date Employment Equity Plan (EEP) reviewed and adopted and Submitted to Department of Labour (DoL)	Date	EEP reviewed, adopted and submitted to DoL by 30 Sep 2020	EEP reviewed, adopted and submitted to DoL by 30 Sep 2020	N/A	N/A	N/A		EER (Employment Equity Report) and acknowledge ment letter
42			HR Policy manual	N/A	N/A	Date HR Policy manual reviewed and submitted to	Date	HR Policy manual reviewed and submitted to Council for	N/A	N/A	N/A	Policy Manual reviewed and submitted to Council by 31 May 2021		HR Reviewed Policy Manual and Council Resolution

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Performance Plan 2020/21 – Director Corporate Services

SDBI P Ref No.	Development Objectives	IDP Ref No.	Project	Budget	Funding Source	Key Perf. Indicator	Unit of Measure	Annual Target	Quarterly Target				Responsible Section	Portfolio of Evidence
									Q 1 Target	Q 2 Target	Q 3 Target	Q 4 Target		
43			Review and adoption of Organogram	N/A	N/A	Date Organogram reviewed and submitted to Council for adoption	Date	Organogram reviewed and submitted to Council for adoption 31 May 2021	N/A	N/A	Organogram reviewed and submitted to Corporate Service Portfolio by 31 March 2021	Organogram reviewed and submitted to EXCO and Council by 31 May 2021	Reviewed organogram, Extract Corp Services Portfolio Minutes, EXCO Resolution and Council Resolution	
44	To ensure that the new and existing staff are capacitated to fulfil their functions and promote career development and comply with safety measures by June 2022.	18	Review Workplace Skills Plan	N/A	N/A	Date WSP reviewed and submitted to LGSETA by 30 April 2021	Date	WSP reviewed and submitted to LGSETA by 30 April 2021.	Prepare skills documents for documents 30 Sep 2020	Skills audit conducted by 31 Dec 2020	Submission (by date) of WSP to LGSETA by 30 April 2021	Submission (by date) of WSP to LGSETA by 30 April 2021	WSP and proof of submission to LGSETA	
45				R 300 000	Internal	%(percentage) budget spent on WSP implementation by 30 June 2021	percentage	100% of budget spent on WSP implementation by 30 June 2021	N/A	25% (R80 000) of budget spent on WSP by 31 Dec 2020	50% (R150 000) of budget spent on WSP by 31 Dec 2020	100% (R300 000) of budget spent on WSP by 30 June 2021	Expenditure report	
46			Occupation Health and Safety	N/A	N/A	Number of OHS Committee Meetings held by 30 June 2021	Number	4 OHS Committee Meetings held by 30 June 2021	1(one) OHS Committee Meetings held by 30 Sep 2020	2(two) OHS Committee Meetings Held by 31 Dec 2020	3(three) OHS Committee Meetings Held by 31 March 2021	4(four) OHS Committee Meetings held by 30 June 2021	Attendance Registers/ Minutes	
48			Councils Resolution Register	N/A	N/A	Number of Council resolution register updates by 30 June 2021	Number	4(four) Council resolution Register updates by 30 June 2021	1(one) Council resolution Register update by 30 Sep 2020	2(two) Council resolution Register updates by 31 Dec 2020	3(three) Council resolution Register updates by 31 March 2021	4(four) Council resolution Register updates by 30 June 2021	Update Council Res. Register	
49			20/21 Councils Annual Programme	-	-	Date Council Annual Programme developed and adopted by Council	Date	2021/21 Council Annual Programme developed and submitted to Council for	N/A	N/A	N/A	2021/21 Council Annual Programme developed and submitted to Council for approval by June 2021	Council Resolution and Annual Programme	

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Performance Plan 2020/21 – Director Corporate Services

SDBI P Ref No.	Development Objectives	IDP Ref No.	Project	Budget	Funding Source	Key Perf. Indicator	Unit of Measure	Annual Target	Quarterly Target				Responsible Section	Portfolio of Evidence
									Q.1 Target	Q.2 Target	Q.3 Target	Q.4 Target		
50			Council Meetings	-	-	Number of Council Meetings provided with administrative support by 30 June 2021	Number	approval by June 2021 4(four) Council Meetings provided with administrative support by 30 June 2021	1(one) Council Meetings provided with administrative support by 30 Sep 2020	2(two) Council Meetings provided with administrative support by 31 Dec 2020	3(three) Council Meetings provided with administrative support by 31 March 2021	4(four) Council Meetings provided with administrative support by 30 June 2021		Attendance Registers/ Minutes
51			EXCO	-	-	Number of EXCO Meetings provided with administrative support by 30 June 2021	Number	10(ten) EXCO Meetings provided with administrative support by 30 June 2021	3(three) EXCO Meetings provided with administrative support by 30 Sep 2020	5(five) EXCO Meetings provided with administrative support by 31 Dec 2020	7(seven) EXCO Meetings provided with administrative support by 31 March 2021	10(ten) EXCO Meetings provided with administrative support by 30 June 2021		Attendance Registers/ Minutes
52			MPAC	-	-	Number of Municipal Public Accounts Committee (MPAC) Meetings provided with administrative support by 30 June 2021	Number	4(four) MPAC Meetings provided with administrative support by 30 June 2021	1(one) MPAC Meetings provided with administrative support by 30 Sep 2020	2(two) MPAC Meetings provided with administrative support by 31 Dec 2020	3(three) MPAC Meetings provided with administrative support by 31 March 2021	4(four) MPAC Meetings provided with administrative support by 30 June 2021		Attendance Registers/ Minutes
53			Portfolio Committees	-	-	Number of Portfolio Committee Meetings provided with administrative support by 30 June 2021	Number	50(fifty) Portfolio Committee Meetings provided with administrative support by 30 June 2021	15(fifteen) Portfolio Committee Meetings provided with administrative support by 30 Sep 2020	25(twenty-five) Portfolio Committee Meetings provided with administrative support by 31 Dec 2020	35(thirty-five) Portfolio Committee Meetings provided with administrative support by 31 March 2021	50(forty) Portfolio Committee Meetings provided with administrative support by 30 June 2021		Attendance Registers/ Minutes
55	To ensure effective management of all internal and external records	20	Records Management Policy review	N/A	N/A	Date Records Management Policy review submitted to Council for approval	Date	Records Management policy reviewed and submitted to Council by 31 May 2021	N/A	N/A	N/A	N/A		Council Resolution and Reviewed Records Management

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Performance Plan 2020/21 – Director Corporate Services

SDBI P Ref No.	Development Objectives	IDP Ref No	Project	Budget	Funding Source	Key Perf. Indicator	Unit of Measure	Annual Target	Quarterly Target				Responsible Section	Portfolio of Evidence
									Q.1 Target	Q.2 Target	Q.3 Target	Q.4 Target		
56	To ensure effective management of fleet by 2022	21	Review and Adopt Fleet Management Policy	N/A	N/A	Date Fleet Management Policy adopted	Date	31-May-20	N/A	N/A	N/A	Fleet Management Policy Adopted by 30 June 2020	Council Resolution	
57				N/A		Number of monthly vehicle licence renewal undertaken by 30 June 2021	Number	12 monthly vehicle licence renewal undertaken by 30 June 2021	3(three) monthly vehicle licence renewal undertaken by 30 Sep 2020	6(six) monthly vehicle licence renewal undertaken by 30 Sep 2020	9(nine) monthly vehicle licence renewal undertaken by 31 March 2021	12(twelve) monthly vehicle licence renewal undertaken by 30 June 2020	Copy of vehicle licence	
58				N/A		Number of reconciliations undertaken on fleet by 30 June 2021	Number	4(four) reconciliation undertaken on fleet by 30 June 2021	1(one) reconciliation undertaken on fleet by 30 Sep 2020	2(two) reconciliation undertaken on fleet by 31 Dec 2020	4(four) reconciliation undertaken on fleet by 31 March 2021	3(three) reconciliation undertaken on fleet by 30 June 2021	Reports	
59	To provide a secure ICT infrastructure which delivers appropriate	22	ICT Infrastructure and Network	N/A	-	Number of Monitoring Reports produced by 30 June 2021	Number	4 (four) Monitoring Reports produced by 30 June 2021	1 (one) Monitoring Report produced by 30 Sep 2020	2(two) Monitoring Report produced by 31 Dec 2020	3(three) Monitoring Report produced by 31 March 2021	4(four) Monitoring Report produced by 30 June 2021	Copy of Reports	
60	levels of Confidentiality, integrity, availability, stability and growth by 2022.		ICT Workshops	N/A	-	Number of workshops held with staff by 30 June 2021	Number	4(four) workshops held with staff by 30 June 2021	1 (one) workshop held with staff by 30 Sep 2020	1 (one) workshop held with staff by 31 Dec 2020	1(one) workshop held with staff by 31 March 2021	1 workshop held with staff by 30 June 2021	Attendance Registers/ Minutes	
61			Compliance Calendar	N/A		Date Compliance calendar adopted by Council	Date	Compliance Calendar adopted by 30 June 2021	N/A	N/A	N/A	Compliance Calendar adopted by 30 June 2021	Calendar Council Res.	
62			IT Governance Framework	N/A		Date IT Governance Framework reviewed and submitted to Council for approval	Date	IT Governance Framework reviewed and submitted to Council for approval by 31 May 2021	N/A	N/A	N/A	31-May-21	Reviewed IT Governance Framework and Council Res.	

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**3. COMPETENCY FRAMEWORK**

LEADING COMPETENCIES	WEIGHT %	MILESTONES/COMMENTS	RATING (1-5)	
			OWN	PANEL MEMBER
1. Strategic Direction and Leadership	10			
2. People Management	10			
3. Programme and Project Management	10			
4. Financial Management	10			
5. Change Leadership	10			
6. Governance Leadership	10			
<b>CORE COMPETENCIES</b>				
1. Moral competence	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.
- 4.3 The Municipal Manager's to prepare ratings of Director Corporate Services performance against objectives as a result of his/her evidence and "customers" input.
- 4.4 The Municipal Manager to ask the Director Corporate Services to prepare for formal appraisal by rating him/herself against the agreed objectives.
- 4.5 The Municipal Manager and Director Corporate Services to meet to conduct formal performance rating and agree final scores. It may be necessary to have two meetings i.e. give the Director Corporate Services score and allow him/her time to consider them before final agreement. In the event of a disagreement, the Municipal Manager has the final say with regards to the final score that will be submitted to Council.
- 4.6 Initially the scoring should be recorded on the scorecard and then transferred onto the consolidated score sheet.
- 4.7 Evaluating Performance
  - 4.7.1 The performance plan sets out
    - a. The standards and procedures for evaluating the Employee's performance and,
    - b. The intervals for the evaluation of the employee's performance
  - 4.7.2 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's IDP/OPMS/SDBIP
  - 4.7.3 The Annual Performance appraisal will involve:
    - a. Assessment of the achievement of results as outlined in the performance plan:
      - i. Each KPA should be assessed according to the extent the specified standards or performance indicators have been met and with due regard to adhoc tasks that had to be performed under the KPA
      - ii. An indicative rating on the five-point scale should be provided for each KPA
      - iii. The Applicable assessment rating calculator must then be used to add scores and calculate a final Competency scores.
  - 4.7.4 Overall rating
    - a. An overall rating is calculated by using the applicable assessment –rating calculator. Such overall rating presents the outcome of the performance appraisal
  - 4.7.5 The assessment of the performance of the Employee will be based on the following rating scale for KPAs and Competencies

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

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### 5. LINK TO REWARD

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

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

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

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

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**6. CONSOLIDATED SCORE SHEET**

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

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

**ASSEMENT PANEL SIGNATURES**

**ASSESSMENT DATE:**

Chairperson : \_\_\_\_\_

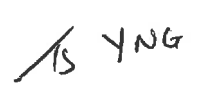

Member : \_\_\_\_\_

Member : \_\_\_\_\_

Member : \_\_\_\_\_

Member : \_\_\_\_\_

Signed in : \_\_\_\_\_ on \_\_\_ of \_\_\_\_\_ 20\_\_

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8. PERFORMANCE PLAN CONTROL SHEET

TO BE UPDATED BY THE MUNICIPAL MANAGER

PLANNING PHASE	Date	Date of Second Review Meeting	Date
Date of 1 <sup>st</sup> 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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