



**2020/2021
PERFORMANCE AGREEMENT**

Made and entered into by and between

ABAQULUSI LOCAL MUNICIPALITY
(Employer)

(Herein represented by **MR. MNCEDISI CYRIL MAPHISA**
(ID No. 900128 5304 084)
in his/her capacity as)


Acting Mayor

and

MR. BONGINKOSI EVERT NTANZI
(ID No. 611011 554 7086)
(Employee)

(Hereinafter referred as the)

Municipal Manager

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CONTENTS

1. INTRODUCTION	3
2. PURPOSE OF THIS AGREEMENT.....	3
3. COMMENCEMENT AND DURATION.....	4
4. PERFORMANCE OBJECTIVES	5
5. PERFORMANCE MANAGEMENT SYSTEM	5
6. THE EMPLOYEE AGREES TO PARTICIPATE IN THE PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM THAT THE EMPLOYER ADOPTS	6
7. EVALUATING PERFORMANCE.....	7
8. SCHEDULE FOR PERFORMANCE REVIEWS.....	9
9. DEVELOPMENTAL REQUIREMENTS.....	10
10. OBLIGATIONS OF THE EMPLOYER	10
11. CONSULTATION.....	10
12. MANAGEMENT OF EVALUATION OUTCOMES	11
13. DISPUTE RESOLUTION.....	11
14. GENERAL	11

Annexure A – Performance Plan

Annexure B- Financial Disclosure

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PERFORMANCE AGREEMENT

ENTERED INTO AND BETWEEN:

The Municipality of ABAQULISI herein represent by

MNCEDISI MAPHISA (full name) in his capacity as ACTING MAYOR

hereinafter referred to as the Employer or Reporting Officer) and
BONDA EVERT NTANZI (full name) Employee of the Municipality of

ABAQULISI (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 -

- 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;

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- 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 1ST OF 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.

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
Basic Service Delivery & Infrastructure Development	10%
Municipal Transformation & Institutional Development	10%
Financial Viability & Management	30%
Good Governance and Community Participation	40%
Social and Local Economic Development	10%
Total	100%

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	10
4. Financial Management	10
5. Change Leadership	10
6. Governance Leadership	10
CORE COMPETENCIES	WEIGHT %
1. Moral competence	5
2. Planning and Organising	10
3. Analysis and Innovation	5
4. Knowledge and Information Management	5
5. Communication	5
6. Result and Quality Focus	10
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 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	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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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 Executive 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:

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

- 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.

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.

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 Vryheid on this the 23 day of July (Month)
2020 (Year)

AS WITNESSES:

1.  _____

2.  _____



The Municipal Manager

AS WITNESSES:

**ABAQULUSI LOCAL MUNICIPALITY
KZN 263**

PERFORMANCE PLAN

MUNICIPAL MANAGER

01 July 2020 - 30 JUNE 2021

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	NTANZI
NAME	BONGA EVERT
DEPARTMENT	EXECUTIVE
RACE	SOUTH AFRICAN
GENDER	MALE
EMPLOYER NO.	S021714
DATE OF APPOINTMENT	19 AUGUST 2017

This plan defines the Council's expectations of the Municipal Manager 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 Municipal Manager's 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

SDBIP Ref No.	Development Objectives	IDP Ref. No	Project	Budget	Funding Source	Key Perf. Indicator	Unit of Measure	Annual Target	Quarterly Targets				Responsible Department/ Section	Portfolio of Evidence
									Q 1 Target	Q 2 Target	Q 3 Target	Q 4 Target		
9	Expand sanitation accessibility in various wards by 2022	4	Basic Level of Sanitation	N/A	N/A	Number of households with access to basic level of sanitation by 30 June 2021	Number	18900 households with access to basic level of sanitation by 30 June 2021	18900 households with access to basic level of sanitation by 30 Sep 2020	18900 households with access to basic level of sanitation by 31 Dec 2020	18900 households with access to basic level of sanitation by 31 March 2021	18900 households with access to basic level of sanitation by 30 June 2021	Finance	Copy of Billing Report
15	Expand Water accessibility in various wards by 2022.	6	Basic Level of Water	N/A	N/A	Number of households with access to basic level of water by 30 June 2021	Number	18900 households with access to basic level of water by 30 June 2021	18900 households with access to basic level of water by 30 Sep 2020	18900 households with access to basic level of water by 31 Dec 2020	18900 households with access to basic level of water by 31 March 2021	18900 households with access to basic level of water by 30 June 2021	Finance	Copy of progress reports, copy of completion certificate and Close out Report
28			Basic Level of Electricity	N/A	Internal	Number of households with access to basic level of electricity by 30 June 2020	Number	20900 households with access to basic level of electricity by 30 June 2021	20900 households with access to basic level of electricity by 30 Sep 2020	20900 households with access to basic level of electricity by 31 Dec 2020	20900 households with access to basic level of electricity by 31 March 2021	20900 households with access to basic level of electricity by 30 June 2021		Copy of Billing Report
34	Expand accessibility of Refuse Services in various wards by 2022.	15	Basic Level of Refuse Removal	N/A	N/A	Number of households with access to basic level of refuse removal by 30 June 2021	Number	15000 households with access to basic level of refuse removal by 30 June 2021	15000 households with access to basic level of refuse removal by 30 Sep 2020.	15000 households with access to basic level of refuse removal by 31 Dec 2020	15000 households with access to basic level of refuse removal by 31 March 2021	15000 households with access to basic level of refuse removal by 30 June 2021	Community Services	Copy of Billing Report



Performance Plan 2020/21 – Municipal Manager

SDBIP Ref No.	Development Objectives	IDP Ref. No	Project	Budget	Funding Source	Key Perf. Indicator	Unit of Measure	Annual Target	Quarterly Targets				Responsible Department/Section	Portfolio of Evidence
									Q.1 Target	Q.2 Target	Q.3 Target	Q.4 Target		
Key Performance Area: Municipal Transformation & Institutional Development														
43	To ensure that the municipality practice sound Human Resources management by 2022	17	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	Responsible Department/Section	Portfolio of Evidence
50	To ensure that Council and its committee fulfil their executive and legislative functions and play an effective oversight role over administration by 2022		Council Meetings	-	-	Number of Council Meetings provided with administrative support by 30 June 2021	Number	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	Reviewed organogram, Extract Corp Services Portfolio Minutes, EXCO Resolution and Council Resolution
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	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	

Performance Plan 2020/21 – Municipal Manager

SDBIP Ref No.	Development Objectives	IDP Ref. No.	Project	Budget	Funding Source	Key Perf. Indicator	Unit of Measure	Annual Target	Quarterly Targets				Responsible Department/Section	Portfolio of Evidence
									Q 1 Target	Q 2 Target	Q 3 Target	Q 4 Target		
						administrative support by 30 June 2021								
Key Performance Area: Financial Viability & Management														
66	To ensure effective expenditure control	24	Payments of Service Providers	N/A	N/A	% of Service Providers paid within 30 days	Percentage	30% of Service Providers paid within 30 days	30% of Service Providers paid within 30 days	30% of Service Providers paid within 30 days	30% of Service Providers paid within 30 days	30% of Service Providers paid within 30 days	30% of Service Providers paid within 30 days	Copy of Expenditure Reports
68			Capital Budget	N/A	N/A	Percentage of capital budget actually spent on capital projects by 30 June 2021	Percentage	100% of capital budget actually spent on capital projects by 30 June 2021	N/A	N/A	50% of capital budget actually spent on capital projects by 31 March 2021	100% of capital budget actually spent on capital projects by 30 June 2021	Copy of Expenditure Report	
72			Submission of expenditure on (UIFW) report to MPAC	N/A	N/A	Number of reports submitted to MPAC by 30 June 2021	Number	4(four) reports submitted MPAC by 30 June 2021	1(one) report submitted to MPAC by 30 Sep 2020	2(two) Reports submitted to MPAC by 31 Dec 2020	3(three) Reports submitted to MPAC by 31 March 2021	4(four) reports submitted to MPAC by 30 June 2021	(MPAC Agenda) Proof of submission Expenditure report	
77	Ensure that financial reporting conforms to all legal and institutional requirements	27	Final Budget Process Plan			Date Final Budget Process Plan developed and submitted to Council for approval	Date	Final Budget Process Plan developed and submitted to Council for approval by 31 Aug 2020	Final Budget Process Plan developed and submitted to Council for approval by 31 Aug 2020	N/A	N/A	N/A	Final Budget Process Plan and Council Agenda Extract	

Performance Plan 2020/21 – Municipal Manager

SDBIP Ref No.	Development Objectives	IDP Ref. No	Project	Budget	Funding Source	Key Perf. Indicator	Unit of Measure	Annual Target	Quarterly Targets				Responsible Department/ Section	Portfolio of Evidence
									Q 1 Target	Q 2 Target	Q 3 Target	Q 4 Target		
78			Draft Budget	N/A	N/A	Date Draft 2021/22 Budget developed and submitted to Council for noting by 31 March 2021	Date	Draft 2021/22 Budget developed and submitted to Council for noting by 31 March 2021	N/A	N/A	Draft 2021/22 Budget developed and submitted to Council for noting by 31 March 2021	N/A		Copy of Council Resolution
79			Final Budget	N/A	N/A	Date Final 2021/22 Budget adopted by Council	Date	Final 2021/22 Budget Adopted by 31 May 2021	N/A	N/A	Final 2021/22 Budget Adopted by 31 May 2021			Copy of Council Resolution
80			Sec.71 Report	N/A	N/A	Number of Sec.71 Reports submitted to the mayor by 30 June 2021	Number	12(twelve) Sec.71 Reports submitted to the mayor by 30 June 2021	3(three) Sec.71 Reports submitted to Council by 30 Sep 2020	6(six) S71 Reports submitted to Council by 31 Dec 2020	9 (nine) Sec.71 Reports submitted to Council by 31 March 2021	12(twelve) ec.71 Reports submitted to Council by 30 June 2021		Copy of Council Resolution
81			Sec.72 Report	N/A	N/A	Number of S72 Reports submitted to the Mayor, National Treasury and Provincial Treasury by 25 Jan 2021	Number	1 (one) S72 Reports submitted to the Mayor, National Treasury and Provincial Treasury by 25 Jan 2021	N/A	N/A	1 (one) S72 Reports submitted to the Mayor, National Treasury and Provincial Treasury by 25 Jan 2021			Proof of submission
Key Performance Area: Good Governance & Community Participation														
83	To revive and strengthen Communications by 2022			N/A	N/A	Date Communication Strategy developed.	Date	Communication Strategy developed by		N/A	Communication Strategy developed by	N/A	Office of the MM	Copy of Council Resolution and Communication Plan



Performance Plan 2020/21 – Municipal Manager

SDBIP Ref No.	Development Objectives	IDP Ref. No	Project	Budget	Funding Source	Key Perf. Indicator	Unit of Measure	Annual Target	Quarterly Targets				Responsible Department/ Section	Portfolio of Evidence
									Q.1 Target	Q.2 Target	Q.3 Target	Q.4 Target		
84	To provide an assurance on the effectiveness of governance, risk management and internal control by 2022	30	Annual Internal Audit Plan	N/A	N/A	Number of Internal Audit Reports submitted to AC by 30 June 2021	Number	14(twelve) Internal Audit Reports submitted to AC by 30 June 2021	3(three) Internal Audit Reports submitted to AC by 30 Sep 2020	6(six) Internal Audit Reports submitted to AC by 31 Dec 2020	12(twelve) Internal Audit Reports submitted to Council by 31 March 2021	14(fourteen) Internal Audit Reports submitted to Council by 30 June 2021	Office of the MM	Copy of Council Resolution
85				N/A	N/A	Date 2019/20AG Audit Action Plan developed	Date	2019/20 AG Audit Action Plan developed by 31 Jan 2021	N/A	N/A	2018/19 AG Audit Action Plan developed by 31 Jan 2021	N/A	Office of the MM	2018/19 AG Action Plan
86				N/A	N/A	Percentage of 2019/20 AG audit action plan implemented by 30 June 2021	percentage	100% of 2019/20 AG audit action plan implemented by 30 June 2021	N/A	N/A	50% of 2019/20 AG audit action plan implemented by 31 March 2021	100% of 2019/20 AG audit action plan implemented by 30 June 2021	All departments	2018/19 Audit Action Plan Progress Reports
87	To ensure effectiveness of audit committee by 2022		Audit committee annual plan	N/A	N/A	Date audit committee annual plan developed	Date	Audit committee annual plan developed by 31 Oct 2020.	N/A	N/A	N/A	N/A	Office of the MM	Audit committee annual plan
88		31	Audit Committee Meetings	N/A	N/A	Number of Audit Committee Meetings held by 30 June 2021	Number	4(four) Audit Committee Meetings held by 30 June 2021	1 (One) Audit Committee (AC) Meeting held by 30 Sep 2020	2(Two) Audit Committee Meetings held by 31 Dec 2020	3(three) Audit Committee Meetings held by 31 March 2021	4(four) Audit Committee Meetings held by 31 June 2021	Office of the MM	Attendance Register/ Minutes

Performance Plan 2020/21 – Municipal Manager

SDBIP Ref No.	Development Objectives	IDP Ref. No	Project	Budget	Funding Source	Key Perf. Indicator	Unit of Measure	Annual Target	Quarterly Targets				Responsible Department/ Section	Portfolio of Evidence
									Q.1 Target	Q.2 Target	Q.3 Target	Q.4 Target		
89			Audit Committee Reports	N/A	N/A	Number of Audit Committee Reports Submitted to Council by 30 June 2021	Number	4(Four) Audit Committee Reports Submitted to Council by 30 June 2021	1 (One) Audit Committee Report Submitted to Council by 30 Sep 2020	2(Two) Audit Committee Reports Submitted to Council by 31 Dec 2020	3(Three) Audit Committee Reports Submitted to Council by 31 March 2021	4(Four) Audit Committee Reports Submitted to Council by 30 June 2021	Office of the MM	Copy of Council Resolution
90	To improve the effectiveness of risk management within the organisation by 2022	32	Risk Management Register	N/A	N/A	Date Risk Register in place	Date	Risk Register in place by 30 Sep 2020	Risk Register in place by 30 Sep 2020	N/A	N/A	N/A	Office of the MM	Copy of Risk Manage. Report
91			Risk Management Committee Meetings	N/A	N/A	Number of Risk Management Committee Meetings coordinated by 30 June 2021	Number	4 Risk Management Committee Meetings held by 30 June 2021	1(one) Risk Management Committee Meetings held by 30 Sep 2020	2(two) Risk Management Committee Meetings held by 31 Dec 2020	3(three) Risk Management Committee Meetings held by 31 March 2021	4(four) Risk Management Committee Meetings held by 30 June 2021	Office of the MM	Attendance Register/ Minutes
92			Risk Management Reports submitted to Council	N/A	N/A	Number of Risk Management Reports submitted to Council by 30 June 2021	Number	4 Risk Management Reports submitted to Council by 30 June 2021	1 Risk Management Reports submitted to Council by 30 Sep 2020	2(two)Risk Management Reports submitted to Council by 31 Dec 2020	3(three)Risk Management Reports submitted to Council by 31 March 2021	4(four)Risk Management Reports submitted to Council by 30 June 2021	Office of the MM	Copy of Council Resolution
96	To promote a system of transparency and accountability within the municipality	34	Performance Management Systems	N/A	N/A	Number of Quarterly Reports submitted to Council by 30 June 2021	Number	2(two) Quarterly Reports submitted to Council by 30 June 2021	1 (one) Quarterly Reports submitted to Council by 30 Sep 2020	2(two) Quarterly Reports submitted to Council by 31 Jan 2021	2(two) Quarterly Reports submitted to Council by 31 March 2021	4(four) Quarterly Reports submitted to Council by 30 June 2021	Office of the MM	Copy of Council Resolution
97							Number of Quarterly Performance reviews	Number	2(two) Quarterly Performance reviews	N/A	1(one) Quarterly performance reviews conducted by	N/A	2(two) Quarterly Performance reviews conducted	Office of the MM

Performance Plan 2020/21 – Municipal Manager

SDBIP Ref No.	Development Objectives	IDP Ref. No	Project	Budget	Funding Source	Key Perf. Indicator	Unit of Measure	Annual Target	Quarterly Targets				Responsible Department/ Section	Portfolio of Evidence	
									Q 1 Target	Q 2 Target	Q 3 Target	Q 4 Target			
98			PMS Policy Framework review	N/A	N/A	Date PMS Policy Framework reviewed and submitted to Council for approval	Date	PMS Policy Framework reviewed and submitted to Council for approval by 30 June 2021	N/A	N/A	N/A	N/A	by 28 February 2021	PMS Policy Framework reviewed and submitted to Council for approval by 30 June 2021	Copy of Council Resolution
99			Annual Performance Report	N/A	N/A	Date Annual Performance Report submitted to Council	Date	Annual Performance Report submitted to Council by 30 Sep 2020	N/A	N/A	N/A	N/A	N/A	Annual Performance Report submitted to Council by 30 Sep 2020	Copy of Council Resolution
100	To Create an all-inclusive participatory developmental municipality by 2022	35	B2B Reports	N/A	N/A	Number of Quarterly B2B Reports submitted to KZN CogGTA by 30 June 2021	Number	4 Quarterly B2B Reports submitted to KZN CogGTA by 30 June 2021	1 Quarterly B2B Reports submitted to KZN CogGTA by 30 Sep 2020	2(two) Quarterly B2B Reports submitted to KZN CogGTA by 31 Dec 2020	3(three) Quarterly B2B Reports submitted to KZN CogGTA by 31 March 2021	4(four) Quarterly B2B Reports submitted to KZN CogGTA by 30 June 2021	N/A	Copy of email showing proof of submission of Report	
101	To enhance service delivery through the improvement of public	36	Development of Batho Pele Manual and Policy	N/A	N/A	Adoption (by Date) of Batho Pele Manual and Policy by 30 Sep 2020	Date	Batho Pele Manual and Policy adopted by 30 Sep 2020	Batho Pele Manual and Policy adopted by 30 Sep 2020	N/A	N/A	N/A	N/A	Copy of Council Resolution	

Performance Plan 2020/21 – Municipal Manager

SDBIP Ref No.	Development Objectives	IDP Ref. No	Project	Budget	Funding Source	Key Perf. Indicator	Unit of Measure	Annual Target	Quarterly Targets				Responsible Department/ Section	Portfolio of Evidence
									Q 1 Target	Q 2 Target	Q 3 Target	Q 4 Target		
102	consultation and communications by 2022		Review Batho Pele Service Delivery Charter and Improvement Plan	N/A	N/A	Adoption (by Date) of Batho Pele Service Delivery Charter by 30 Sep 2020	Date	Batho Pele Service Delivery Charter adopted by 30 Sep 2020	N/A	N/A	N/A	N/A	Batho Pele Service Delivery Charter and Copy of Council Resolution	
103				N/A	N/A	Adoption (by Date) of Batho Pele service Delivery Improvement Plan (SDIP) by 30 Sep 2020	Date	Batho pele Improvement Plan adopted by 30 Sep 2020	N/A	N/A	N/A	N/A	Batho Pele Improvement Plan and copy of Council Resolution	
104				N/A	N/A	Implementation (by percentage) of Batho Pele (Service Delivery Improvement Plan) SDIP by 30 June 2021	Percentage	100% implementation of Batho Pele SDIP by 30 June 2021	N/A	N/A	N/A	100% implementation of Batho Pele SDIP by 30 June 2021	Progress report	
105			Batho Pele Campaigns		Internal	Number of Batho Pele campaigns held by 30 June 2021	Number	1 Batho Pele campaign held by 30 June 2021	N/A	N/A	N/A	1 Batho Pele campaign held by 30 June 2021	Attendance Register/ Minutes	

3. COMPETENCY FRAMEWORK

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



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 Mayor to prepare ratings of Municipal Manager's Performance against objectives as a result of his/her evidence and "customers" input.
- 4.4 The Mayor to ask the Municipal Manager to prepare for formal appraisal by rating him/herself against the agreed objectives.
- 4.5 The Mayor and Municipal Manager to meet to conduct formal performance rating and agree final scores. It may be necessary to have two meetings i.e. give the Municipal Manager score and allow him/her time to consider them before final agreement. In the event of a disagreement, the Mayor 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

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

5. LINK TO REWARD

The Municipal Manager's performance will be rewarded according to the following table which is based on a 100% scale method:

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

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

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

6. CONSOLIDATED SCORE SHEET

Key objectives	Weighting	Rating	Assessment Panel's Rating	Final/Consolidated Score	Reason for Final Score
1. Basic Service Delivery & Infrastructure Development	10%				
2. Municipal Transformation and Institutional Development	10%				
3. Financial Viability and Management	30%				
4. Good Governance and Public Participation	40%				
5. Social & Local Economic Development	10%				
Total:	100%		Final Score		

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

ASSEMENT PANEL SIGNATURES

ASSESSMENT DATE:

Chairperson : _____

Member : _____

Member : _____

Member : _____

Member : _____

Signed in : _____ on ____ of _____ 20____



8. PERFORMANCE PLAN CONTROL SHEET

TO BE UPDATED BY THE MAYOR

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