



**2022/2023
PERFORMANCE AGREEMENT**

Made and entered into by and between

**ABAQULUSI LOCAL MUNICIPALITY
"Employee"**

(Herein represented by [REDACTED]
(ID [REDACTED])

in his/her capacity as)

Municipal Manager

and

[REDACTED]
[REDACTED]
(Employer)

(Hereinafter referred as the)

Mayor

27/11/2022
ZSD
SS

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	12

Annexure A – Performance Plan

Annexure B- Financial Disclosure

MC
N.L
ZSD
S.S


PERFORMANCE AGREEMENT

ENTERED INTO AND BETWEEN:

The Municipality of ABAQULUSI herein represent by

 (full name) in his capacity as

THE MAYOR hereinafter referred to as the Employer or Reporting

Officer) and  (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 -

22
2018
ZgD
S.S

- 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 2022 (date) and will remain in
- 3.2 force until 30 June 2023 (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.

M.C
N.L
ZGD
S.S

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.

3.5 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.

M.C
N.L
29D
S.S

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	20%
Financial Viability & Management	20%
Good Governance and Community Participation	40%
Cross Cutting Interventions	10%
Total	100%

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

M.C
N.L
ZSD
SS

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:

Handwritten notes:
 2022
 ZSD
 S.S.

- 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

M.C
N.L
Z.G.D
S.F

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

7.7.1 Mayor

7.7.2 Chairperson of the performance audit committee or the audit committee in the absence of performance audit committee;

7.7.3 Member of the executive committee

7.7.4 Mayor and/or municipal manager from another municipality; and

7.7.5 Member of a ward committee as nominated by the Mayor.

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 2022
Second quarter	: October – December	January 2023
Third quarter	: January – March	April 2023
Fourth quarter	: April – June	August 2023

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.

9. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing development gaps 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 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.

M.C
N.L
ZSD
S.S

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 VRYPHEID on this the 08TH day of JULY (Month)

2022 (Year)

AS WITNESSES:

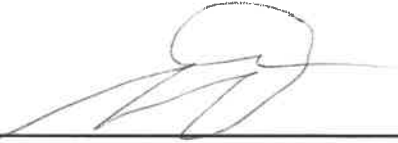
1.  _____

2.  _____



The Municipal Manager

AS WITNESSES:

1.  _____

2. *stela.* _____

 _____
Mayor

**ABAQULUSI LOCAL MUNICIPALITY
KZN 263**

PERFORMANCE PLAN

MUNICIPAL MANAGER

01 July 2022 - 30 JUNE 2023

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	2022/23
SURNAME	[REDACTED]
NAME	[REDACTED]
DEPARTMENT	EXECUTIVE
RACE	SOUTH AFRICAN
GENDER	MALE
EMPLOYER NO.	[REDACTED]
DATE OF APPOINTMENT	24 MAY 2022

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:

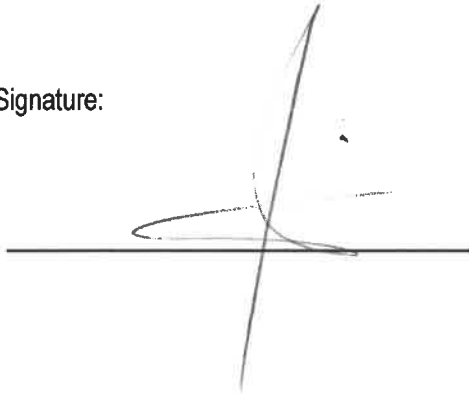
1. A statement about the purpose of the position.
2. Scorecard detailing key objectives and their related performance indicators, weightings and target dates
3. Information about the knowledge, skills and behaviours required to perform the job
4. Performance review procedure
5. Consolidated score sheet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

Z.G.D

The period of this plan is from July 1, 2022 to June 30, 2023

Signed and accepted by the Municipal Manager

Signature:



Date:

08/07/2022

Signed and approved by the Mayor

Signature:



Date:

08/07/2022

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.	Focus Area	Development Objectives	IDP Ref. No	Project	Ward	Budget	Funding Source	Key Perf. Indicator/ Performance Measure	Unit of Measure	Baseline	Annual Target	Quarterly Targets				Res. Dept/ Section	Portfolio of Evidence
												Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target		
KPA - Basic Service Delivery & Infrastructure Development																	
Municipal Goal: To reduce levels of infrastructure backlogs by providing Basic Services, Facilities and maintaining existing infrastructure.																	
BSD 09	Sanitation	Expand Sanitation accessibility in various wards by 2027	4	Basic level of Sanitation access	N/A	N/A	N/A	Number of households with access to basic level of sanitation by 30 June 2023	Number	18900 households with access to basic level of sanitation by 30 Sep 2022	18900 of households with access to basic level of sanitation by 31 Dec 2022	18900 of households with access to basic level of sanitation by 31 March 2023	18900 of households with access to basic level of sanitation by 30 June 2023	Technical Services	Sanitation Access Report		
BSD 10	Water	Expand water accessibility in various wards by 2027	6	Basic level of water access	N/A	N/A	N/A	Number of households with access to basic level of water by 30 June 2023	Number	18900 households with access to basic level of water by 30 Sep 2022	18900 households with access to basic level of water by 31 Dec 2022	18900 households with access to basic level of water by 31 March 2023	18900 households with access to basic level of water by 30 June 2023	Technical Services	Water Access Report		
BSD 11	Electricity	Expand electrical accessibility in various wards by 2027	8	Basic level of electricity	N/A	N/A	N/A	Number of new households with access to electricity by 30 June 2023	Number	18900 households with access to electricity by 30 Sep 2022	18900 of households with access to basic level of electricity	18900 of households with access to basic level of electricity	18900 of households with access to basic level of electricity by 30 June 2023	Technical Services	Electricity Access Report		
BSD 20	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 by 30 June 2023	Number	15000 households with access to basic level of refuse removal by 30 Sep 2022	15000 households with access to basic level of refuse removal by 31 Dec 2022	15000 households with access to basic level of refuse removal by 31 March 2023	15000 households with access to basic level of refuse removal by 30 June 2023	Community Services	Billing report		
KPA - Municipal Transformation & Institutional Development																	
Municipal Goal: Empower and capacitate institutional structures and promotion of transparent cooperative governance																	
MTD 01	Human Resource Management	To ensure that the municipality practice sound Human Resources	17		N/A	N/A	N/A	Percentage of people from employment equity target	Percentage (%)	41%	41% of people from employment equity target groups	N/A	N/A	41% of people from employment equity target groups	Corporate Services	Appointment letters	

290

SDBIP Ref No.	Focus Area	Development Objectives	IDP Ref. No.	Project	Ward	Budget	Funding Source	Key Perf. Indicator/ Performance Measure	Unit of Measure	Baseline	Annual Target	Quarterly Targets				Res. Dept.	Portfolio of Evidence
												Quarter 1 Target 01 Jul 2022 – 30 Sep 2022	Quarter 2 Target 01 Oct 2022 – 31 Dec 2022	Quarter 3 Target 01 Jan 2023 – 31 March 2023	Quarter 4 Target 01 April 2023 – 30 June 2023		
MTD 04		management by 2027.		Review and adoption of Organogram	N/A	N/A	N/A	groups employed in the three highest levels of management in compliance with the Municipality's approved equity plan by 30 June 2023	employed in the three highest levels of management	31 May 2022	employed in the three highest levels of management	N/A	N/A	Draft Organogram reviewed and submitted to Council for adoption 31 May 2023	Final Organogram reviewed and submitted to EXCO and Council by 31 May 2023		Reviewed organogram, and Council and Resolution
MTD 10	Records Management	To ensure effective management of all internal and external records	20	Records Management Policy review	N/A	N/A	N/A	Date Records Management Policy review submitted to Council for approval	Date	31 May 2022	Records Management policy reviewed and submitted to Council by 31 May 2023	N/A	N/A	Records Management policy reviewed and submitted to Council by 31 May 2023	Records Management and Reviewed Records Management		Council Resolution and Reviewed Records Management
MTD 11	Fleet Management	To ensure effective management of fleet by 2027	21	Review and Adopt Fleet Management Policy	N/A	N/A	N/A	Date Fleet Management Policy adopted	Date	31 May 2022	Fleet Management Policy Adopted by 30 June 2023	N/A	N/A	Fleet Management Policy Adopted by 30 June 2023	Council Resolution		Council Resolution
MTD 14	Information Communication Technology			IT Governance Framework	N/A	N/A	N/A	Date IT Governance Framework reviewed and submitted to Council for approval	Date	31 May 2022	IT Governance Framework reviewed and submitted to Council for approval by 31 May 2023	N/A	N/A	IT Governance Framework reviewed and submitted to Council for approval by 31 May 2023	Reviewed IT Governance Framework and Council Res.		Reviewed IT Governance Framework and Council Res.

2-G.D

SDBIP Ref No.	Focus Area	Development Objectives	IDP Ref. No	Project	Ward	Budget	Funding Source	Key Perf. Indicator/ Performance Measure	Unit of Measure	Baseline	Annual Target	Quarterly Targets				Res. Dept.	Portfolio of Evidence
												Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target		
KPA - Financial Viability & Management:																	
Municipal Goal: Ensure sound financial management and accountability.																	
FVM01	Revenue	Ensure the Municipal Revenue Streams are optimised		Revenue collection	N/A	N/A	N/A	% of collection Rate on billing by 30 June 2023	percentage (%)		85% of collection Rate on billing on by 30 June 2023	85% of the collection Rate on billing on by 31 Dec 2022	85% of the collection Rate on billing on by 31 March 2023	85% of the collection Rate on billing on by 30 June 2023	Financial Services	Billing report	
FVM 04			24	Expenditure control	N/A	N/A	N/A	Percentage of the capital budget actually spent on projects by 30 June 2023	percentage (%)		100% of the capital budget actually spent on capital projects by 30 June 2023	50% of the capital budget actually spent on capital projects by 31 Dec 2022	80% of the capital budget actually spent on capital projects by 31 March 2023	100% of the capital budget actually spent on capital projects by 30 June 2023		Copy of Expenditure Report	
FVM 07	Expenditure			Submission of expenditure on (UJFW) report to MPAC	N/A	N/A	N/A	Number of reports submitted to MPAC by 30 June 2023	Number	4	4(four) reports submitted to the MPAC by 30 June 2023	2(two) reports submitted to MPAC by 31 Dec 2022	3(three) reports submitted to the MPAC by 31 March 2023	4(four) reports submitted to the MPAC by 30 June 2023		(MPAC Agenda) Proof of submission Expenditure report	
FVM 08				SCM Policy review	N/A	N/A	N/A	Date SCM Policy reviewed and adopted 31 May 2023	Date	31 May 2022	SCM Policy reviewed and adopted by 31 May 2023	N/A	N/A	SCM Policy reviewed and adopted by 31 May 2023	SCM Policy & Council Resolution		
FVM 10	Financial Reporting	Ensure that financial reporting conforms to all legal and institutional requirements	28	Financial Reporting	N/A	N/A	N/A	Date Draft 2023/24 Budget developed and submitted to Council for noting	Date	31 March 2022	Draft 2023/24 Budget developed and submitted to Council for noting by 31 March 2023	N/A	Draft 2023/24 Budget developed and submitted to Council for noting by 31 March 2023	N/A	Financial Services	Copy of Council Resolution	
FVM 11				Date Final 2023/24 Budget adopted by Council	N/A	N/A	N/A	Date Final 2023/24 Budget adopted by Council	Date	31 May 2022	Final 2023/24 Budget adopted by 31 May 2023	N/A	N/A	Final 2022/23 Budget adopted by 31 May 2023		Copy of Council Resolution	
FVM 13				Date Sec. 72 Reports submitted to the Mayor, National Treasury and Provincial Treasury	N/A	N/A	N/A	Date Sec. 72 Reports submitted to the Mayor, National Treasury and Provincial Treasury	Number	One	Sec. 72 Reports submitted to the Mayor, National Treasury and Provincial Treasury by 25 Jan 2023	N/A	Sec. 72 Reports submitted to the Mayor, National Treasury and Provincial Treasury by 25 Jan 2023	N/A		Sec 72 Report, proof submissions	

26.D

SDBIP Ref No.	Focus Area	Development Objectives	IDP Ref. No	Project	Ward	Budget	Funding Source	Key Perf. Indicator/ Performance Measure	Unit of Measure	Baseline	Annual Target	Quarterly Targets				Res. Dept.	Portfolio of Evidence		
												Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target				
FVM 15					N/A	N/A	N/A	Date Annual Financial Statements completed and submitted to AG	Date		Annual Financial Statements completed and submitted to AG by 31 August 2022	N/A	01 Jul 2022 – 30 Sep 2022	01 Oct 2022 – 31 Dec 2022	01 Jan 2023 – 31 March 2023	01 April 2023 – 30 June 2023	N/A	Financial Services	
KPA - Good Governance and Community Participation																			
Municipal Goal: Ensure transparency, accountability, and community involvement in municipal affairs.																			
GG 01	Communications and Customer Satisfaction	To revive and strengthen Communications by 2027	29	Communication Strategy	N/A	N/A	N/A	Date Communication Strategy reviewed	Date		Communication Strategy reviewed by 31 March 2023	N/A	N/A	N/A	Communication Strategy reviewed by 31 March 2023	N/A	Executive Support	Copy of Council Resolution and Communication Strategy on AG Action Plan	
GG 02		To provide assurance on the effectiveness of the governance, risk management, and internal control by 2027	31	AG Action Plan	N/A	N/A	N/A	Date 2021/22 AG Action Plan developed	Date		2021/22 AG Action Plan developed by 31 Jan 2023	N/A	N/A	N/A	2021/22 AG Audit Action Plan developed by 31 Jan 2023	N/A			
GG 03	Internal Audit			Audit Action plan implemented	N/A	N/A	N/A	Percentage of 2021/22 AG Audit Action plan implemented by 30 June 2023	Percentage (%)		50% of 2021/22 AG Audit Action plan implemented by 31 March 2023	N/A	N/A	N/A	80% of 2021/22 AG Audit Action plan implemented by 31 March 2023	100% of 2021/22 AG Audit Action plan implemented by 30 June 2023			
GG 04	Audit Committee		32	Audit Committee Reports	N/A	N/A	N/A	Number of Audit Committee Reports Submitted to Council by 30 June 2023	Number		4(Four) Audit Committee Reports Submitted to Council by 30 June 2023	1(one) Audit Committee Reports Submitted to Council by 30 Sep 2022	2(two) Audit Committee Reports Submitted to Council by 31 Dec 2022	3(three) Audit Committee Reports Submitted to Council by 31 March 2023	4(four) Audit Committee Reports Submitted to Council by 30 June 2023			Audit Committee Reports & Council Agenda Extract	
GG 05	Integrated Development Planning	To ensure effective decision-making, budgeting and management of resources	34	IDP/Budget Process Plan	N/A	N/A	N/A	Date Final Budget Process Plan developed and submitted to Council for approval	Date		Final 2023/24 Budget Process Plan developed and submitted to Council for approval	Final 2023/24 Budget Process Plan developed and submitted to Council for approval	N/A	N/A	N/A	N/A	Development Planning	IDP/Budget Process Plan & Council Resolution	

Z.G.D

SDBIP Ref No.	Focus Area	Development Objectives	IDP Ref. No	Project	Ward	Budget	Funding Source	Key Perf. Indicator/ Performance Measure	Unit of Measure	Baseline	Annual Target	Quarterly Targets				Res. Dept.	Portfolio of Evidence
												Quarter 1 Target 01 Jul 2022 – 30 Sep 2022	Quarter 2 Target 01 Oct 2022 – 31 Dec 2022	Quarter 3 Target 01 Jan 2023 – 31 March 2023	Quarter 4 Target 01 April 2023 – 30 June 2023		
GG 06				Draft IDP	N/A	N/A	N/A	Date Draft IDP 2023/24 reviewed and submitted to Council for noting	Date	31 March 2022	approval by 31 Aug 2022	N/A	Draft IDP 2023/24 reviewed and submitted to Council for noting by 31 March 2023	N/A		Extract of Council agenda & Council Resolution	
GG 07				Final IDP	N/A	N/A	N/A	Date Final IDP 2022/23 reviewed and submitted to Council for approval	Date	31 May 2022	Final IDP 2022/23 reviewed and submitted to Council for approval by 31 May 2023	N/A	Final IDP 2022/24 reviewed and submitted to Council for approval by 31 May 2023			Council Resolution & Council Agenda extract	
GG 08	Performance Management	To promote a system of transparency and accountability within the municipality	35	Quarterly Performance Reports	N/A	N/A	N/A	Number of Quarterly Performance Reports submitted to Council by 30 June 2023	Number	2	4(four) Quarterly Performance Reports submitted to Council by 30 June 2023	1(one) Quarterly Performance Reports submitted to Council by 30 Sep 2022	2(two) Quarterly Performance Reports submitted to Council by 31 Dec 2022	3(three) Quarterly Performance Reports submitted to Council by 31 March 2023	4(four) Quarterly Performance Reports submitted to Council by 30 June 2023	Executive Dept. PMS Section	Council Resolution & Council Agenda extract
GG 09				Quarterly Performance reviews	N/A	N/A	N/A	Number of Quarterly Performance reviews conducted by 30 June 2023	Number		4(four) Quarterly reviews conducted by 30 June 2023	1(one) Quarterly reviews conducted by 30 Sep 2022	2(two) Quarterly reviews conducted by 31 Dec 2022	3(three) Quarterly reviews conducted by 31 March 2023	4(four) Quarterly reviews conducted by 30 June 2023		Attendance Register
GG 10				PMS Policy Framework review	N/A	N/A	N/A	Date PMS Policy Framework reviewed and submitted to Council for approval	Date	31 May 2022	PMS Policy Framework reviewed and submitted to Council for approval by 30 June 2023	N/A	N/A	N/A	PMS Policy Framework reviewed and submitted to Council for approval by 30 June 2023		Council Resolution & Council Agenda extract
GG 11				Annual Performance Report	N/A	N/A	N/A	Date Annual Performance Report submitted to Council	Date		Annual Performance Report submitted to Council by 30 Sep 2022	Annual Performance Report submitted to Council by 30 Sep 2022	N/A	N/A	N/A		Council Resolution & Council Agenda extract

2.9.D

SDBIP Ref No.	Focus Area	Development Objectives	IDP Ref. No	Project	Ward	Budget	Funding Source	Key Perf. Indicator/ Performance Measure	Unit of Measure	Baseline	Annual Target	Quarterly Targets				Res. Dept.	Portfolio of Evidence
												Quarter 1 Target 01 Jul 2022 – 30 Sep 2022	Quarter 2 Target 01 Oct 2022 – 31 Dec 2022	Quarter 3 Target 01 Jan 2023 – 31 March 2023	Quarter 4 Target 01 April 2023 – 30 June 2023		
KPA - Social and Local Economic Development:																	
Municipal Goal: promote socio-economic growth and job opportunities.																	
SLED 04	SMME & Job creation	Continuous assistance of entrepreneurship and job creation by 2027	38	EPWP jobs creation	N/A	R 2 500 000	EPWP Grant	Number of jobs created through EPWP by 31 Dec 2022	Number		180(one hundred and eighty) jobs created by 31 Dec 2022	N/A	N/A	N/A	Community Services	Appointm ent letters	
SLED 05	Economic growth	Promote economic development by 2027	41	Review and adoption of LED Strategy	N/A	R300 000	N/A	Adoption (by Date) of LED Strategy by 30 June 2023	Date of adoption	Draft in Place	LED Strategy adopted by 30 June 2023	N/A	N/A	N/A	Development Planning	Copy of Council Resolution	
SLED 07	Youth Programmes	Establish youth committee by 31 March 2023	44	Youth Committee establishment				Date youth committee established	Date		Youth committee established by 31 March 2023	N/A	Youth committee established by 31 March 2023	Executive Support	EXCO Minutes/ council resolution		
SLED 10	Special Programmes	Establish and promote community empowerment programmes for children, aged, disabled and vulnerable groups by 2027	48	Special Programmes Committee				Date Special Programmes Committee established	Date		Special Programmes Committee established by 31 March 2023	N/A	Special Programmes Committee established by 31 March 2023		committee establishment report		
KPA: Cross-Cutting Interventions																	
Municipal Goal: to redress the spatial imbalances and promote sustainable environmental planning																	
CC 01	Town Planning	To ensure effective management of current and desirable land uses by 2027	50	Spatial Development Framework (SDF)	All	R 750 000	-	Adoption (by Date) of Spatial Development Framework	Date	N/A	SDF adopted by 31 May 2023	N/A	N/A	N/A	Development Planning	Copy of Council Resolution	
CC 04	Environmental Management	Establish and promote a healthy environment in AbaQolusi by 2027	55	Waste Management Plan	N/A	N/A	N/A	Date Waste Management Plan developed and adopted by Council by 30 June 2023	Date	Draft in place	Waste Management Plan developed and adopted by Council by 30 June 2023	N/A	N/A	N/A	Community Services	Report and Council Resolution	

Z.G.D

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%			

2.9.D

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

Z.G.D

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.

Z.G.D

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____

ZGD

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			