

PERFORMANCE PLAN

MADE AND ENTERED INTO BY AND BETWEEN:

**XHARIEP DISTRICT MUNICIPALITY AS REPRESENTED BY THE
MUNICIPAL MANAGER**

TSHEMEDI LUCAS MKHWANE

AND

**MAZONDI MARTIENS KUBEKA
THE DIRECTOR CORPORATE SERVICES**

FOR THE

FINANCIAL YEAR: 1 JULY 2012 TO 30 JUNE 2013

PERFORMANCE PLAN

(Period: 1 July 2012 to 30 June 2013)

1. Purpose

The performance plan defines the Council's expectations of the Employee'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. Key Responsibilities

The following objects of local government will inform the employee's performance:

- 2.1. Provide democratic and accountable government for local communities.
- 2.2. Ensure the provision of services to communities in a sustainable manner.
- 2.3. Promote social and economic development.
- 2.4. Promote a safe and healthy environment.
- 2.5. Encourage the involvement of communities and community organisations in the matters of local government.

3. Key Performance Areas

The following Key Performance Area's (KPAs) as outlined in the Local Government: Municipal Planning and Performance Management Regulations (2001) inform the strategic objectives listed below:

- Municipal Institutional Development and Transformation.
- Basic Service Delivery
- Local Economic Development.
- Municipal Financial Viability and Management.
- Good Governance and Public Participation.

4. Rating

The assessment of the performance of the employee will be based on the ratingscale for KPA's and CCR's as set out in the performance agreement.

5. SCORECARD

No	KPA	Weighting	Objective	KPI (Indicator & Target)	Baseline Information	Target Date (Timeframe, Quality & Quantity)	Progress on Review
1	Municipal Institutional Development and Transformation	20	Roll-out performance system in Department	Review Performance Management System (PMS) and submit the reviewed Framework to Council for approval	30 June 2012	31/11/12	
				Quarterly Performance Reports submitted to the MM regarding the achievement of the SDBIP for the 2012/13 financial year	30 June 2012	Four Reports per Annum	
				Departmental SDBIP is finalised within 14 days after the approval of the 2012/13 financial year	30 June 2012	14 days after the approval of the budget	
				Ensure auditing of performance measures in terms of section 14 of the PMS regulations and submission of quarterly performance reports to the performance audit committee (PMAC)	30 June 2012	4 Reports submitted	
				Formal performance evaluations conducted with all direct reports during January 2013 and July 2013	30 June 2012	31 January 2013 and 31 July 2013	
				Detailed project plans for all departmental projects	30 June 2012	30/09/12	

No	KPA	Weighting	Objective	KPI (Indicator & Target)	Baseline Information	Target Date (Timeframe, Quality & Quantity)	Progress on Review
				with KPI's as reflected in the SDBIP for the 2012/13 financial year			
		10	Organisational review conducted	Develop and submit a newly revised organogram (staff structure) to the MM as well as the revision of the Job Description	30 June 2012	30/09/2012	
			Staffing requirements report submitted to the MM regarding vacancies on the revised organogram after completion of the organogram				
			Prepare a Strategic Human Resource Management plan for the municipality to run concurrent with the IDP	Develop a Strategic Human Resource Plan dealing with workforce planning, retention strategies, recruitment and selection strategies, performance management, diversity management and training and development in one coherent strategy	30 June 2012	30/11/2012	
			The Municipality complies with <i>the Employment Equity Act 1998</i> (Act 55 of 1998)	Employment Equity plan is developed consistent with section 20 of the EE and other EE Regulations	30 June 2012	30/09/12	

No	KPA	Weighting	Objective	KPI (Indicator & Target)	Baseline Information	Target Date (Timeframe, Quality & Quantity)	Progress on Review
				Employment Equity Plan submitted to the Department of Labour			
		20	The Municipality complies with the Skills Development Act 1998 (Act 97 Of 1998)	Skills audit of municipal staff completed	30 June 2012	31/08/12	
	Workplace Skills Plan (WSP) is approved by the Council			30/09/12			
	WSP is submitted to the LGSETA			30 June 2012	15/10/12		
	Employees undergo training in accordance with the WSP				On-going until 30/06/13		
	Annual training report for 2012/13 is approved by the Council				30/06/13		
	Claims for the mandatory grant and the discretionary grant submitted to the LGSETA				31/03/13		
	Prepare and submit a corporate training strategy for the training of councillors and employees consistent with the WSP to the relevant section 79 /80 Committee				On-going until 30/06/13		
	Develop a meeting schedule for the LLF		Schedule approved by mm and Unions and meetings of LLF take place as scheduled	On-going until 30/06/13			

No	KPA	Weighting	Objective	KPI (Indicator & Target)	Baseline Information	Target Date (Timeframe, Quality & Quantity)	Progress on Review
			Render an effective and efficient central records management service to the municipality	Records management system, including file plan, prescribed registers and files are up to date		On-going until 30/06/13	
				Records are appropriately numbered and filed on the relevant files within 3 working days of receipt by Records Section		On-going	
				Securities (including contracts and personal/personnel files) are stored in a limited access facility		On-going	
			Ensure that all employees are trained in the SALGBC Disciplinary Collective	At least 15 Senior employees are trained to effectively preside at disciplinary enquiries		On-going until 30/06/13	
				At least 10 Senior employees are trained to effectively investigate and prosecute alleged misconduct disciplinary enquiries		On-going until 30/06/13	
2.	Basic Service Delivery	5	Develop 2012/2013 annual calendar for Council ; MAYCO and Council Committees' meetings and submit to council for approval	Annual Calendar adopted by Council	30 June 2012	31/08/12	

No	KPA	Weighting	Objective	KPI (Indicator & Target)	Baseline Information	Target Date (Timeframe, Quality & Quantity)	Progress on Review
		10	Develop 2012/2013 annual calendar for Management meetings and submit to the Municipal Manager for approval	Annual Calendar adopted by the Municipal Manager	30 June 2012	31/08/12	
			Ensure full compliance with the provisions of the Occupational Health and Safety Act (1993) by advising each department what it should do and the results of non-compliance	Proof of correspondence available for inspection		On-going until 30/16/13	
3.	Local Economic Development (LED)	5	Promote the involvement of SMMEs in projects and departmental procurement	60% of projects and procurement involve SMME's and quarterly reports available for inspection	30 June 2012	On-going until 30/06/2013	
			Manage external consultants and contractors appointed for projects in the Directorate	<ul style="list-style-type: none"> ➤ Project plans and budgets to be in place and available for inspection ➤ Progress against plans to be reported regularly 	30 June 2012	On-going until 30/06/2013	
4.	Municipal Financial Viability & Management	20	Suppliers engaged by the Department meet performance standards in terms of quality, budgets and timelines	Set input, output and outcome indicators for each service-provider appointed for the Department	30 June 2012	On-going until 30/06/2013	

No	KPA	Weighting	Objective	KPI (Indicator & Target)	Baseline Information	Target Date (Timeframe, Quality & Quantity)	Progress on Review
				Measure performance of service-providers against agreed indicators and reports available for inspection		Monthly	
			No irregular, unauthorised or fruitless and wasteful expenditure is committed, made, authorised or incurred	No expenses incurred by/on behalf of the Department are disallowed for being irregular, unauthorised or fruitless and wasteful	30 June 2012	30/06/13	
			Expediently respond to internal and external audit enquiries relating to the department	Written response to audit queries and variance reports are submitted within 5 working days after receipt		As and when required	
5.	Good Governance & Public Participation	10	Documentation of and for meetings are prepared and distributed as prescribed	Notices of and agendas for meetings of the Council; MAYCO; Committees and Management are distributed at least 48 hours prior to the commencement of the meeting concerned	30 June 2012	On-going	
				Draft minutes of meetings are submitted to the Municipal Manager within 3 working days after closing of the meeting concerned		On-going	
			Provide legal advice to the	Written and informal legal		As and when required	

No	KPA	Weighting	Objective	KPI (Indicator & Target)	Baseline Information	Target Date (Timeframe, Quality & Quantity)	Progress on Review
			Municipality's political structures, political office-bearers and departments	advice are provided on request basis			
				Contracts concluded by the Municipality adequately – <ul style="list-style-type: none"> • protect the Municipality's rights; and define its obligations		On-going	
			Dispatching correspondence to everyone affected by Council; MAYCO; Committees and Management decisions	Writing letters/memoranda to all individuals and organisations affected by resolutions and decisions of Council, MAYCO; Committees and Management within 5 days after such decisions have been taken	30 June 2012	On-going until 30/06/13	

6. CORE COMPETENCY REQUIREMENTS

Competencies	Weight	Description/Definition	Achievements/Progress/ Comments/Reference to evidentiary documents	Rating
Financial management	10	Compiles and manages budgets, controls cash flow, institutes risk management and administers supply chain management processes in accordance with legal prescripts and generally recognised accounting practices in order to ensure the achievement of the Municipality's strategic objectives.		
People management and empowerment	20	Manages and encourages people, optimises their outputs and effectively manages relationships in order to achieve the Municipality's strategic objectives.		
Client orientation and customer focus	20	Willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice.		
Strategic capability and leadership	10	Provides a vision, sets the direction for the administration and inspires others to deliver on the municipality's mandate		
Problem solving and analysis	10	Systematically identifies, analyses and resolves existing and anticipated problems in order to reach optimum solutions in a timely manner.		
Programme and project management	10	Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes.		
Honesty and integrity	10	Displays and builds the highest standards of ethical and moral conduct in order to promote confidence and trust in the Municipality.		
Competence in policy conceptualisation, analysis and implementation	10	The ability to draft and implement a policy due to the arriving at a concept or a generalisation as a result of seeing things, experiencing things, being informed of something as well as the ability to analyse, comprehend and implement a policy drafted by somebody else.		

Competencies	Weight	Description/Definition	Achievements/Progress/ Comments/Reference to evidentiary documents	Rating
				TOTAL

7. Consolidated Score Sheet

KEY PERFORMANCE AREAS

Key performance area	Weight	Rating	Score
Municipal institutional development and transformation	50		
Basic service delivery	15		
Local economic development	5		
Municipal financial viability and management	20		
Good governance and public participation	10		
Total score			
Total weight, key performance areas			80%
Weighted score, Key performance areas			

CORE COMPETENCY REQUIREMENTS

	Core competency requirement	Weight	Rating	Score
1	Financial management	10		
2	People management and empowerment	20		
3	Client orientation and customer focus	20		
4	Strategic capability and leadership	10		
5	Problem solving and analysis	10		
6	Programme and project management	10		
7	Honesty and integrity	10		
8	Competence in policy conceptualisation, analysis and implementation	10		
Total score				
Total weight, core competency requirements				20%
Weighted score, core competency requirements				

8. Performance Bonus

The Manager's performance will be rewarded according to the performance reward scheme of the municipality as set out in the performance agreement. (Regulation 32(2) of the Performance Regulations gazetted in Notice No 805, published on 1 August 2006.)

9. Amendments

The Employer may review and make reasonable changes to the provisions of the performance plan from time to time for operational reasons on agreement by both parties.

Thus done and signed at **TROMPSBURG** on **2012**

AS WITNESSES:

1. _____

EMPLOYEE

2. _____

Thus done and signed at **TROMPSBURG** on **2012**.

AS WITNESSES:

1. _____

MUNICIPAL MANAGER

2. _____

10. CONTROL SHEET

TO BE UPDATED BY THE MUNICIPAL MANAGER

PLANNING PHASE			
Date of 1 st planning meeting		Date of 2 nd planning meeting	
Date copy of performance plan handed to Employee		Municipal Manager	

COACHING PHASE	
(Keep a record of meetings held to give feedback to the Manager on performance related issues)	
Date of feedback meeting	Performance issues discussed and corrective action to be taken
Date of formal Half-year review	

REVIEWING PHASE			
Date Employee notified of formal review meeting			
Date of 1 st review meeting			
Date of 2 nd review meeting			
Date of 3 rd review meeting			
Date of 4 th review meeting			
Municipal Manager		Signature	