



# **PERFORMANCE PLAN**

**For**

**Mr M.E. Mkhize**



**Ukhahlamba-uekhofu Local Municipality**

Corporate Services

**01 July 2016 to 30 June 2017**



RATING	DEFINITION OF SCORE
5	Outstanding performance
4	Performance significantly above expectation
3	Fully effective
2	Performance not fully satisfactory
1	Unacceptable performance

Period Under Review	
Surname	Mkhize
Name	Mlungisi E
Municipality	Ubuhlebezwe Municipality
Department	Corporate Services
Race	African
Gender	Male
Employee Number	0221
Date Of Appointment	15 February 2012
Salary Package	



## PERFORMANCE PLAN

IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	INDICATORS	Weighing	UNIT OF MEASURE/ CALCULATIONS	2016/2017	QUARTERLY TARGETS & ACTUALS				Achieved / Not Achieved	HOS Score	Panel Score	Comment / Corrective measure	PORTFOLIO OF EVIDENCE
						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
<b>OUTCOME 9</b>						<b>DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT</b>									
<b>NATIONAL KPA</b>						<b>MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT</b>									
CORP01	To develop staff to ensure effective service delivery through trainings	Awarding Staff members with bursaries	Date by which Staff members awarded with bursaries	3	Date	Award bursaries to Staff members that would have applied and met selection criteria by 31-Mar-17	n/a	n/a	Award bursaries to Staff members that would have applied and met selection criteria by 31-Mar-17	n/a					Signed memo with the names of the bursary recipients
CORP02	To develop staff to ensure effective service delivery through trainings	Monitoring of trainings conducted as per WSP	Number of trainings conducted as per WSP (2016/17) by 30-Jun-17	2	Number	Monitor that (16) trainings are conducted as per (2016/17) WSP by 30-Jun-17	Monitor that (3) trainings are conducted as per WSP (2016/17) by 30-Sep-16	Monitor that (5) trainings are conducted as per WSP (2016/17) by 31-Dec-16	Monitor are (5) trainings are conducted as per WSP (2016/17) by 31-Mar-17	Monitor that (3) trainings are conducted as per WSP (2016/17) by 31-Jun-17					Signed attendance registers
CORP03	To improve performance and functioning of the municipality	Submission of the performance reports to the office of the MM	Number of performance reports submitted to the office of the MM turnaround time	3	Number	4 performance reports submitted to the office of the MM within 5 working days of the end of each quarter	1 performance report submitted to the office of the MM within 5 working days of the end of quarter 1	1 performance report submitted to the office of the MM within 5 working days of the end of quarter 2	1 performance report submitted to the office of the MM within 5 working days of the end of quarter 3	1 performance report submitted to the office of the MM within 5 working days of the end of quarter 4					Proof of submission & quarterly performance report
CORP04	To improve performance and functioning of the municipality	Submission of the updated risk register reports to the office of the MM	Number of updated risk register reports submitted to the office of the MM within the turnaround time	2	Number	4 updated risk register reports submitted to the office of the MM within 5 working days of the end of each quarter	1 updated risk register report submitted to the office of the MM within 5 working days of the end of quarter 1	1 updated risk register report submitted to the office of the MM within 5 working days of the end of quarter 2	1 updated risk register report submitted to the office of the MM within 5 working days of the end of quarter 3	1 updated risk register report submitted to the office of the MM within 5 working days of the end of quarter 4					Proof of submission & quarterly updated risk register report
CORP05	To improve performance and functioning of the municipality	Monitoring of municipal website	Date by which municipal website is updated	3	Date	Monitor that municipal website is updated by 30-June-17	Monitor that municipal website is updated by 30-Sep-16	Monitor that municipal website is updated by 31-Dec-16	Monitor that municipal website is updated by 31-Mar-17	Monitor that municipal website is updated by 30-June-17					Dated Screenshots
CORP06	To improve performance and functioning of the municipality	Monitor verification of user access rights on all municipal ICT systems	Date by which user access rights on all ICT systems is verified	2	Date	Monitor quarterly verification of user access rights on all municipal ICT systems by 30-Jun-17	Monitor quarterly verification of user access rights on all municipal ICT systems by 30-Sep-16	Monitor quarterly verification of user access rights on all municipal ICT systems by 31-Dec-16	Monitor quarterly verification of user access rights on all municipal ICT systems by 31-Mar-17	Monitor quarterly verification of user access rights on all municipal ICT systems by 30-Jun-17					Signed user access rights forms
CORP07	To improve performance and functioning of the municipality	Monitor the conduction of ICT training	Date by which the ICT training for IT users is conducted	3	Date	Monitor the conduction of trainings for IT users as per ICT policies by 30-Jun-17	n/a	n/a	n/a	Monitor the conduction of trainings for IT users as per ICT policies by 30-Jun-17					Attendance register and presentation slides



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
CORP08	To improve performance and functioning of the municipality	Monitor the conduction of ICT awareness campaigns	Number of ICT awareness campaigns conducted by 30-Jun-17	2	Number	Monitor the conduction of 4 ICT awareness campaigns by 30-Jun-17	Monitor the conduction of 1 ICT awareness campaigns by 30-Sep-16	Monitor the conduction of 1 ICT awareness campaigns by 31-Dec-16	Monitor the conduction of 1 ICT awareness campaigns by 31-Mar-17	Monitor the conduction of 1 ICT awareness campaigns by 30-Jun-17					Circulars signed by HOD
CORP09	To improve performance and functioning of the municipality	Monitor the conduction of weekly backups of ICT systems	Number of weekly backups conducted on ICT systems by 30-Jun-17	3	Number	Monitor that weekly back-ups for 2 ICT systems (SAMRAS and VIP) are conducted by 30-Jun-17	Monitor that weekly back-ups for 2 ICT systems (SAMRAS and VIP) are conducted by 30-Sep-16	Monitor that weekly back-ups for 2 ICT systems (SAMRAS and VIP) are conducted by 31-Dec-16	Monitor that weekly back-ups for 2 ICT systems (SAMRAS and VIP) are conducted by 30-Mar-17	Monitor that weekly back-ups for 2 ICT systems (SAMRAS and VIP) are conducted by 30-Jun-17					Backup register signed by HOD
CORP10	To improve performance and functioning of the municipality	Monitoring the reviewal of ICT policies and procedures	Date by which all ICT policies and procedures are reviewed	2	Date	Monitor the reviewal of all ICT policies and procedures by 30-Jun-17	n/a	n/a	n/a	Monitor the reviewal of all ICT policies and procedures by 30-Jun-17					Council resolution
CORP11	To improve performance and functioning of the municipality	Purchasing of software licenses	Date by which the Software Licenses for laptops and computer users within the municipality is purchased	3	Date	Purchase Software Licenses for laptops and computer users within the municipality by 31-Dec-16	n/a	Purchase of Software Licenses for laptops and computer users within the municipality by 31-Dec-16	n/a	n/a					Licence certificate, Proof of payment
CORP12	To develop staff to ensure effective service delivery through trainings	Submission of the WSP for adoption	Date by which 2017/18 WSP is submitted to Council for adoption	2	Date	Submit 2017/18 WSP to Council for adoption by 31-Apr-17	n/a	n/a	n/a	Submit 2017/18 WSP to Council for adoption by 31-Apr-17					WSP, Council resolution & council minutes
CORP13	To develop staff to ensure effective service delivery through trainings	Monitoring the Reviewal of all HR policies	Date by which all HR policies will be reviewed	5	Date	Monitor the Reviewal of all HR policies by 30-May-2017	n/a	n/a	n/a	Monitor the Reviewal of all HR policies by 30-May-2017					Council Resolution
CORP14	To improve safety and security within the municipal environment	Monitoring the Conducting quarterly evacuation drills	Number of evacuation drills conducted by 30-Jun-17	5	Number	Monitor that 4 evacuation drills are conducted by 30-Jun-17	Monitor that 1 evacuation drill is conducted for Social Development by 30-Sep-16	Monitor that 1 evacuation drill is conducted for Corporate Services by 31-Dec-16	Monitor that 1 evacuation drill is conducted for Finance by 31-Mar-17	Monitor that 1 evacuation drill is conducted for Infrastructure, Planning and Development by 30-June-17					Dated photos



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
CORP15	To improve performance and functioning of the municipality	Monitor coordination of departmental team buildings	Number of departmental teambuilding exercises coordinated by 30-Jun-17	5	Number	Monitor Coordination of 3 departmental teambuilding exercises by 30-Jun-17	n/a	Monitor coordination of 1 departmental teambuilding exercise for Social Development by 31-Dec-16	Monitor coordination of 1 departmental teambuilding exercise for Finance by 31-Mar-17	Monitor coordination of 1 departmental teambuilding exercise for Infrastructure, Planning and Development by 30-Jun-17					Memos, copy of the requisition, Dated photos and attendance register
CORP16	To improve performance and functioning of the municipality	Monitor the Implementation of the EAP	Date by which the Employee Assistance Programme is implemented	5	Date	Monitor the Implementation of Employee Assistance Programme by 31-Mar-17	n/a	n/a	Monitor the Implementation of Employee Assistance Programme by 31-Mar-17	n/a					signed attendance register and dated photos
<b>OUTCOME 9</b>						<b>IMPROVED ACCESS TO BASIC SERVICES</b>									
<b>NATIONAL KPA</b>						<b>BASIC SERVICE DELIVERY &amp; INFRASTRUCTURE DEVELOPMENT</b>									
CORP17	To improve the performance and functioning of the municipality	Distribution of agendas	Turnaround time for distributing agenda to the members of Infrastructure Planning & Development portfolio before the meeting	5	Turnaround time	distribute the agenda of the Infrastructure planning & Development Portfolio committee meeting 5 days prior to the meeting	distribute the agenda of the Infrastructure planning & Development Portfolio committee meeting 5 days prior to the meeting	distribute the agenda of the Infrastructure planning & Development Portfolio committee meeting 5 days prior to the meeting	distribute the agenda of the Infrastructure planning & Development Portfolio committee meeting 5 days prior to the meeting	distribute the agenda of the Infrastructure planning & Development Portfolio committee meeting 5 days prior to the meeting					Proof of receipt with the date of the meeting and date received and approved schedule of meetings to 2016/17
<b>OUTCOME 9</b>						<b>COMMUNITY WORK PROGRAMME IMPLEMENTED AND COOPERATIVES SUPPORTED</b>									
<b>NATIONAL KPA</b>						<b>SOCIAL AND LOCAL ECONOMIC DEVELOPMENT</b>									
CORP18	To improve the performance and functioning of the municipality	Distribution of agendas	Turnaround time for distributing agenda to the members of Social Development portfolio before the meeting	5	Turnaround time	distribute the agenda of the Social Development Portfolio committee meeting 5 days prior to the meeting	distribute the agenda of the Social Development Portfolio committee meeting 5 days prior to the meeting	distribute the agenda of the Social Development Portfolio committee meeting 5 days prior to the meeting	distribute the agenda of the Social Development Portfolio committee meeting 5 days prior to the meeting	distribute the agenda of the Social Development Portfolio committee meeting 5 days prior to the meeting					Proof of receipt with the date of the meeting and date received and approved schedule of meetings to 2016/17
CORP19	To promote culture of learning and enhance social development	Training of unemployed youth	Number of trained unemployed youth in Basic Project Management by 30-Jun-17	5	number	Train 14 unemployed youth in Basic Project Management by 30-Jun-17	n/a	n/a	n/a	Train 14 unemployed youth in Basic Project Management by 30-Jun-17					Attendance register
<b>OUTCOME 9</b>						<b>DEEPEN DEMOCRACY THROUGH A REFINED WARD COMMITTEE SYSTEM</b>									
<b>NATIONAL KPA</b>						<b>GOOD GOVERNANCE AND PUBLIC PARTICIPATION</b>									
CORP20	To improve the performance and functioning of the municipality	Holding of quarterly departmental meetings	Number of departmental meetings held by 30-Jun-17	5	Number	Holding of 4 departmental meetings by 30-Jun-17	Holding of 1 departmental meeting by 30-Sep-16	Holding of 1 departmental meeting by 31-Dec-16	Holding of 1 departmental meeting by 31-Mar-17	Holding of 1 departmental meetings by 30-Jun-17					Signed attendance register & signed minutes



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
CORP21	To promote accountability to the citizens of Ubuhlebezwe	Attending of IDP public participation meetings	Number of IDP public participation meetings attended by 30-Jun-17	5	Number	4 IDP public participation meetings attended(2 clustered and 2 ratepayers) by 30-Jun-17	n/a	2 IDP public participation meeting attended(1 clustered and 1 ratepayers) by 30-Nov-16	n/a	2 IDP public participation meeting attended (1 clustered and 1 ratepayers ) by 30-Jun-17				Signed attendance register	
CORP22	To improve the performance and functioning of the municipality	Attending council committee meetings	Number of council committee meetings attended by 30-Jun-17	5	Number	Attend 16 council committee meetings (4 MANCO, 4 Portfolio, 4 EXCO, 4 Council meetings) by 30-Jun-17	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 30-Sep-16	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 31-Dec-16	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 31-Mar-17	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 30-Jun-17				Signed attendance register and signed minutes	
CORP23	To improve the performance and functioning of the municipality	attending of risk management committee meetings	Number of quarterly risk management committee meetings attended by 30-Jun-17	5	number	Attend 4 risk management committee meetings by 30-Jun-17	1 risk management committee meeting attended by 30-sep-16	1 risk management committee meeting attended by 31-Dec-16	1 risk management committee meeting attended by 31-Mar-17	1 risk management committee meeting attended by 30-Jun-17				Signed minutes and signed attendance register	
<b>OUTCOME 9</b>						<b>IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY</b>									
<b>NATIONAL KPA</b>						<b>FINANCIAL VIABILITY AND FINANCIAL MANAGEMENT</b>									
CORP24	To improve performance and functioning of the municipality	Distribution of agendas	Turnaround time for distributing agenda to the members of Finance portfolio committee before the meeting	5	Turnaround time	distribute the agenda of the Finance Portfolio committee meeting 2 days prior to the meeting	distribute the agenda of the Finance Portfolio committee meeting 2 days prior to the meeting	distribute the agenda of the Finance Portfolio committee meeting 2 days prior to the meeting	distribute the agenda of the Finance Portfolio committee meeting 2 days prior to the meeting	distribute the agenda of the Finance Portfolio committee meeting 2 days prior to the meeting				Proof of receipt with the date of the meeting and date received and approved schedule of meetings to 2016/17	
<b>OUTCOME 9</b>						<b>IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY</b>									
<b>NATIONAL KPA</b>						<b>CROSS CUTTING INTERVENTIONS</b>									
CORP25	To improve the performance and functioning of the municipality	Submission of back to basics to Cogta	Turnaround time for submission of monthly back to basics template to Cogta	5	Turnaround time	Submission of the monthly back to basics to Cogta within 10 working days after receiving template from Cogta	Submission of the monthly back to basics to Cogta within 10 working days after receiving template from Cogta	Submission of the monthly back to basics to Cogta within 10 working days after receiving template from Cogta	Submission of the monthly back to basics to Cogta within 10 working days after receiving template from Cogta	Submission of the monthly back to basics to Cogta within 10 working days after receiving template from Cogta				Proof of submission to COGTA	
CORP26	To improve the performance and functioning of the municipality	Submission of back to basics to Cogta	Turnaround time for submission of quarterly back to basics template to Cogta	5	Turnaround time	Submission of the quarterly back to basics to Cogta within 10 working days after receiving template from Cogta	Submission of the quarterly back to basics to Cogta within 10 working days after receiving template from Cogta	Submission of the quarterly back to basics to Cogta within 10 working days after receiving template from Cogta	Submission of the quarterly back to basics to Cogta within 10 working days after receiving template from Cogta	Submission of the quarterly back to basics to Cogta within 10 working days after receiving template from Cogta				Proof of submission to COGTA	



## 1. EVALUATION ON THE COMPETENCY FRAMEWORK STRUCTURE (CFS)

CFS's are based on the thirteen core competencies - every Manager should be assessed against all those CFS's that are applicable to her/his job. Compulsory CFS's for Managers are highlighted below:

(NOTE: Weight should be taken from the signed performance agreement for the year under review)

COMPETENCY FRAMEWORK STRUCTURE (CFS)	WEIGHT %	MILESTONES/COMMENTS	OWN RATING (BY MANAGER) (1-5)	RATING BY PANEL MEMBER (1-5)
<b>LEADING COMPETENCIES</b>				
1. Strategic Direction & Leadership	10			
2. People Management	10			
3. <i>Programme and Project Management</i>	20			
4. Financial Management				
5. Change Leadership				
6. Service Delivery Innovation	10			
7. Governance Leadership	10			
<b>CORE COMPETENCIES</b>				
8. <i>Moral Competence</i>	10			
9. <i>Planning and Organising</i>	10			
10. Analysing and Innovation				
11. Knowledge and Information Management				
12. Communication	10			
13. Results and Quality Focus	10			
<b>TOTAL</b>	<b>100%</b>			

A person appointed as a senior manager must have the competencies as set out in this framework. Focus must also be placed on the eight Batho Pele principles.



## 2. PERSONAL DEVELOPMENT PLAN

AREA TO BE DEVELOPED	TYPE OF INTERVENTION	TARGET DATE	PERFORMANCE REVIEW FOR PDP		
			PROGRESS	BARRIERS	ACTIONS TO OVERCOME BARRIERS





### 3. PERFORMANCE ASSESSMENT RATING

The assessment rating calculator will be used to add the scores and calculate a final KRA score (80%) and a final CFS's score (20%)

The tables below should be completed by the summarized total of each panel member (*NOTE: Weight should be taken from the signed performance agreement for the year under review*)

KPA	Weight	Rating	Score
1. Basic Service Delivery & Infrastructure Development	5		
2. Municipal Transformation & Institutional Development	50		
3. Social & Local Economic Development	10		
4. Financial Viability & Financial Management	5		
5. Good Governance & Public Participation	20		
6. Cross Cutting Interventions	10		
<b>Total</b>	%		
<b>x 80%</b>			<b>%</b>



KPA	(A) SUB-TOTAL	(B) % OF ASSESSMENT	(A X B) TOTAL SCORE
KRA (Key Result Area)		80%	
CC (Conduct Criteria)		20%	
(C) FINAL SCORE			
FINAL SCORE IN PERCENTAGE (C / 5 X 100)			%

**SIGNATURE OF THE EMPLOYEE:**

Director Corporate Services : \_\_\_\_\_

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

**SIGNATURE OF EMPLOYER:**

Municipal Manager : \_\_\_\_\_

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