



PERFORMANCE PLAN

For

Mr M.E. Mkhize



Ukhahlamba-uekhofu Local Municipality

Corporate Services

01 July 2014 to 30 June 2015



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	UNIT OF MEASURE/ CALCULATIONS	2014/2015	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					
OUTCOME 9		DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT											
NATIONAL KPA		MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT											
CORP01	To develop staff to ensure effective service delivery through trainings	Staff members given bursaries	Staff members that would have applied and met the criteria given bursaries by 31-Mar-15	Staff members that would have applied and met the criteria given bursaries by 31-Mar-15	n/a	n/a	Staff members that would have applied and met the criteria given bursaries by 31-Mar-15	n/a					Signed report with the names of the bursary recipients
CORP02	To develop staff to ensure effective service delivery through trainings	Conduct trainings as per WSP	(65) trainings conducted as per WSP (2014/15) (please include the trainings here) by 30-Jun-15	(65) trainings conducted as per WSP (2014/15) (please include the trainings here) by 30-Jun-15	(14) trainings conducted as per WSP (2014/15) (please include the trainings here) by 30-sep-14	(18) trainings conducted as per WSP (2014/15) (please include the trainings here) by 31-Dec-14	(18) trainings conducted as per WSP (2014/15) (please include the trainings here) by 31-Mar-15	(15) trainings conducted as per WSP (2014/15) (please include the trainings here) by 30-Jun-15					Signed attendance registers & expenditure report
CORP03	To improve performance and functioning of the municipality	Submission of quarterly reports to the office of the MM	4 quarterly performance reports submitted to the office of the MM within 5 working days of the end of each quarter	4 quarterly performance reports submitted to the office of the MM within 5 working days of the end of each quarter	1 quarterly performance report submitted to the office of the MM within 5 working days of the end of quarter 4 (quarter 4 of 14/15 financial year)	1 quarterly performance report submitted to the office of the MM within 5 working days of the end of quarter 1 (quarter 1 of 14/15 financial year)	1 quarterly performance report submitted to the office of the MM within 5 working days of the end of quarter 2 (quarter 2 of 14/15 financial year)	1 quarterly performance report submitted to the office of the MM within 5 working days of the end of quarter 3 (quarter 3 of 14/15 financial year)					Proof of submission & quarterly performance report



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				ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
CORP04	To improve performance and functioning of the municipality	Submission of the risk register reports to the office of the MM	4 quarterly updated risk register reports submitted to the office of the MM within 5 working days of the end of the quarter	4 quarterly updated risk register reports submitted to the office of the MM within 5 working days of the end of the quarter	1 quarterly updated risk register report submitted to the office of the MM within 5 working days of the end of the quarter	1 quarterly updated risk register report submitted to the office of the MM within 5 working days of the end of the quarter	1 quarterly updated risk register report submitted to the office of the MM within 5 working days of the end of the quarter	1 quarterly updated risk register report submitted to the office of the MM within 5 working days of the end of the quarter					Proof of submission & quarterly updated risk register report
CORP05	To improve performance and functioning of the municipality	Purchasing of the soft ware licenses	Purchase of Software Licenses for laptops and computer users within the municipality by 31-Dec-14	Purchase of Software Licenses for laptops and computer users within the municipality by 31-Dec-14	n/a	Purchase of Software Licenses for laptops and computer users within the municipality by 31-Dec-14	n/a	n/a					Expenditure report
CORP06	To develop staff to ensure effective service delivery through trainings	Adoption of the WSP	WSP 2015/16 adopted by 30-Apr-15 and submitted to LGSETA	WSP 2015/16 adopted by 30-Apr-15 and submitted to LGSETA	n/a	n/a	n/a	WSP 2015/16 adopted by 30-April-15 and submitted to LGSETA					WSP, Council resolution & proof of submission
CORP07	To develop staff to ensure effective service delivery through trainings	Reviewal of the Recruitment and Selection Policy	Reviewal of the Recruitment and Selection Policy by 30-Jun-2015	Reviewal of the Recruitment and Selection Policy by 30-Jun-2015	n/a	n/a	n/a	Reviewal of the Recruitment and Selection Policy by 30-Jun-2015					Reviewal of the Recruitment and Selection Policy by 30-Jun-2015
CORP08	To improve safety and security within the municipal environment	Installation of Emergency Exit	Installation of Emergency Exit by 31-Dec-2014	Installation of Emergency Exit by 31-Dec-2014	n/a	Installation of Emergency Exit by 31-Dec-2014	n/a	Installation of Emergency Exit by 31-Dec-2014					Expenditure report



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				ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
CORP09	Improvement of safety and security within the municipal environment	Improvement of the evacuation plans	Improvement of the evacuation plans by 31 March 2015	Improvement of the evacuation plans by 31 March 2015	n/a	n/a	Improvement of the evacuation plans by 31 March 2015	n/a				Improved and signed evacuation plans	
CORP10	To improve safety and security within the municipal environment	Conducting quarterly evacuation drills	Conduct 4 quarterly evacuation drills by 30-Jun-15	Conduct 4 quarterly evacuation drills by 30-Jun-15	Conduct 1 quarterly evacuation drills by 30-Sep-14	Conduct 1 quarterly evacuation drills by 30-Dec-14	Conduct 1 quarterly evacuation drills by 30-Mar-15	Conduct 1 quarterly evacuation drills by 30-June-15				Dated photos	
CORP11	To improve performance and functioning of the municipality	Holding of departmental teambuildings	5 departmental teambuilding exercises held by 30-Jun-15 (Corporate Services-2nd quarter; OMM/BTO-3rd quarter; SD/IPD-4th quarter)	5 departmental teambuilding exercises held by 30-Jun-15 (IPD-1st quarter; Corporate Services-2nd quarter; OMM/BTO-4th quarter; SD-3rd quarter)	1 departmental teambuilding exercise held by 30-Sep-14 (IPD)	1 departmental teambuilding exercise held by 31-Dec-14 (Corp S)	1 departmental teambuilding exercise held by 31-Mar-14 (SD)	2 departmental teambuilding exercises held by 30-Jun-14 (OMM/BTO)				Dated photos & expenditure report	
CORP12	To improve performance and functioning of the municipality	Implementation of the EAP	1 Employee Assistance Programme implemented by 31-Mar-15	1 Employee Assistance Programme implemented by 31-Mar-15	n/a	n/a	1 Employee Assistance Programme implemented by 31-Mar-15	n/a				Expenditure report, signed attendance register	
OUTCOME 9			IMPROVED ACCESS TO BASIC SERVICES										
NATIONAL KPA			BASIC SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT										



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				ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
CORP13	To improve the performance and functioning of the municipality	Provision of secretariat support to IPD	Provision of Secretariat support to the Infrastructure Planning & Development Portfolio by issuing an agenda 5 days before the meeting	Provision of Secretariat support to the Infrastructure Planning & Development Portfolio by issuing an agenda 5 days before the meeting	Provision of Secretariat support to the Infrastructure Planning & Development Portfolio by issuing an agenda 5 days before the meeting	Provision of Secretariat support to the Infrastructure Planning & Development Portfolio by issuing an agenda 5 days before the meeting	Provision of Secretariat support to the Infrastructure Planning & Development Portfolio by issuing an agenda 5 days before the meeting	Provision of Secretariat support to the Infrastructure Planning & Development Portfolio by issuing an agenda 5 days before the meeting					Proof of receipt with the date of the meeting and date received
OUTCOME 9				COMMUNITY WORK PROGRAMME IMPLEMENTED AND COOPERATIVES SUPPORTED									
NATIONAL KPA				SOCIAL AND LOCAL ECONOMIC DEVELOPMENT									
CORP14	To improve the performance and functioning of the municipality	Provision of a secretariat support to the Social Development Portfolio	Provision of Secretariat support to the Social Development Portfolio, i.e. issuing of agendas 5 days before the meeting and capturing of minutes at the time of the meeting	Provision of Secretariat support to the Social Development Portfolio, i.e. issuing of agendas 5 days before the meeting and capturing of minutes at the time of the meeting	Provision of Secretariat support to the Social Development Portfolio, i.e. issuing of agendas 5 days before the meeting and capturing of minutes at the time of the meeting	Provision of Secretariat support to the Social Development Portfolio, i.e. issuing of agendas 5 days before the meeting and capturing of minutes at the time of the meeting	Provision of Secretariat support to the Social Development Portfolio, i.e. issuing of agendas 5 days before the meeting and capturing of minutes at the time of the meeting	Provision of Secretariat support to the Social Development Portfolio, i.e. issuing of agendas 5 days before the meeting and capturing of minutes at the time of the meeting					Proof of receipt with the dates of the meeting and date received
OUTCOME 9				DEEPEN DEMOCRACY THROUGH A REFINED WARD COMMITTEE SYSTEM									
NATIONAL KPA				GOOD GOVERNANCE AND PUBLIC PARTICIPATION									
CORP15	To improve the performance and functioning of the municipality	Holding of quarterly departmental meetings	Holding of 4 quarterly departmental meetings by 30-Jun-15	Holding of 4 quarterly departmental meetings by 30-Jun-15	Holding of 1 quarterly departmental meeting by 31-Sep-14	Holding of 1 quarterly departmental meeting by 31-Dec-14	Holding of 1 quarterly departmental meeting by 31-Mar-15	Holding of 1 quarterly departmental meeting by 30-Jun-15					Signed attendance register & signed minutes



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				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
CORP16	To promote accountability to the citizens of Ubuhlebezwe	Attending public participation meetings	2 public participation meetings attended by Nov-14 and Apr-15	2 public participation meetings attended by Nov-14 and Apr-15	n/a	1 public participation meeting attended by Nov-14	n/a	1 public participation meeting attended by Apr-15				Signed attendance register	
CORP17	To improve the performance and functioning of the municipality	Promulgating newly developed bylaws and fine schedules	Promulgation of newly developed bylaws and fine schedules by 30-Jun-15 (5 Bylaws and 20 fine schedules)	Promulgation of newly developed bylaws and fine schedules by 30-Jun-15 (5 Bylaws and 20 fine schedules)	n/a	n/a	n/a	Promulgation of newly developed bylaws and fine schedules by 30-Jun-15 (5 Bylaws and 20 fine schedules)				Promulgated newly developed by-laws and fine schedules	
CORP18	To improve the performance and functioning of the municipality	Development of bylaws and fine schedules	Relevant 5 Bylaws and 20 fine schedules developed by 31-Dec-15	Relevant 5 Bylaws and 20 fine schedules developed by 31-Dec-15	n/a	Relevant 5 Bylaws and 20 fine schedules developed by 31-Dec-15	n/a	n/a				Developed by-laws and fine schedules with council resolution	
CORP19	To improve the performance and functioning of the municipality	Attending council committee meetings	Attend 16 council committee meetings (4 MANCO, 4 Portfolio, 4 EXCO, 4 Council meetings)	Attend 16 council committee meetings (4 MANCO, 4 Portfolio, 4 EXCO, 4 Council meetings)	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings)	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings)	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings)	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings)				Signed attendance register and signed minutes	
OUTCOME 9			IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY										
NATIONAL KPA			FINANCIAL VIABILITY AND FINANCIAL MANAGEMENT										



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				ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
CORP20	To improve performance and functioning of the municipality	Provision of secretariat support to finance portfolio committee	Provision of secretariat support to Finance portfolio committee-issuing of agendas 2 days before the meeting	Provision of secretariat support to Finance portfolio committee-issuing of agendas 2 days before the meeting	Provision of secretariat support to Finance portfolio committee-issuing of agendas 2 days before the meeting	Provision of secretariat support to Finance portfolio committee-issuing of agendas 2 days before the meeting	Provision of secretariat support to Finance portfolio committee-issuing of agendas 2 days before the meeting	Provision of secretariat support to Finance portfolio committee-issuing of agendas 2 days before the meeting					Proof of receipt with dates of the meeting and receiving date
CORP21	To practice sound financial management principles	Budgeting and spending as per the WSP	R 1 650 000 budgeted for WSP and spent by 30-Jun-15	R 1 650 000 budgeted for WSP and spent by 30-Jun-15	R 330 000 budgeted for WSP and spent by 30-sep-14	R 495 000 budgeted for WSP and spent by 31-Dec-14	R 495 000 budgeted for WSP and spent by 31-Mar-15	R 330 000 budgeted for WSP and spent by 30-Jun-15					Expenditure report



1. EVALUATION ON THE CORE MANAGEMENT CRITERIA (CMC)

CMC's are based on the eleven core competencies - every Manager should be assessed against all those CMC's that are applicable to her/his job. Compulsory CMC's for Managers are highlighted below: *(NOTE: Weight should be taken from the signed performance agreement for the year under review)*

CORE MANAGEMENT CRITERIA (CMC)	WEIGHT %	MILESTONES/COMMENTS	OWN RATING (BY MANAGER) (1-5)	RATING BY PANEL MEMBER (1-5)
1. Strategic Capability & Leadership	5			
2. Programme & Project Management	10			
3. Financial Management (Compulsory)	10			
4. Change Management				
5. Knowledge Management				
6. Service Delivery Innovation	10			
7. Problem Solving & Analysis				
8. People Management & Empowerment (Compulsory)	10			
9. Client Orientation & Customer Focus (Compulsory)	10			
10. Communication	5			
11. Honesty & Integrity	5			
TOTAL	100%			

2. EVALUATION ON THE CORE OCCUPATIONAL COMPETENCY (COC)

COC's are based on the eleven core competencies - every Manager should be assessed against all those COC's that are applicable to her/his job.

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



CORE OCCUPATIONAL COMPETENCY	WEIGHT %	MILESTONES / COMMENTS	OWN RATING (BY MANAGER) (1-5)	RATING BY PANEL MEMBER (1-5)
1. Competence in Self Management				
2. Interpretation of and implementation within the legislation and national policy framework	5			
3. Knowledge of developmental local government	5			
4. Knowledge of Performance Management & Reporting	5			
5. Knowledge of global & South African specific political, social and economic contexts				
6. Competency on policy conceptualisation, analysis and implementation				
7. Knowledge of more than one functional municipal fields/discipline				
8. Skills in mediation				
9. Skills in governance	5			
10. Competence as required by other national line sector departments				
11. Exceptional and dynamic creativity to improve the functioning of the municipality				
12. Advanced influencing skills				
13. Partnership and Stakeholder Relations	5			
14. Supply Chain Management	10			
TOTAL	100%			



3. PERSONAL DEVELOPMENT PLAN

AREA TO BE DEVELOPED	TYPE OF INTERVENTION	TARGET DATE	PERFORMANCE REVIEW FOR PDP		
			PROGRESS	BARRIERS	ACTIONS TO OVERCOME BARRIERS
Human Resources Management	External service provider in line with the relevant Unit standards		Obtained a Diploma in Human Resources Management	Not Applicable	

4. PERFORMANCE ASSESSMENT RATING

The assessment rating calculator will be used to add the scores and calculate a final KRA score (80%) and a final CMC & COC'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	5%		
2. Municipal Institutional Development and Transformation	60%		
3. Local Economic Development	5%		
4. Municipal Financial Viability	10%		
5. Good Governance and Public Participation	20%		
Total	%		
x 80%			%

Core Management Competencies	Weight	Rating	Score
1. Strategic Capability & Leadership	5%		
2. Programme & Project Management	10%		
3. Financial Management (Compulsory)	10%		
4. Change Management	%		



5. Knowledge Management	%		
6. Service Delivery Innovation	10%		
7. Problem Solving & Analysis	%		
8. People Management & Empowerment (Compulsory)	10%		
9. Client Orientation & Customer Focus (Compulsory)	10%		
10. Communication	5%		
11. Honesty & Integrity	5%		
Total	%		
x 20%			



Core Occupational Competencies	Weight	Rating	Score
1. Competence in Self-Management	%		
2. Interpretation of and implementation within the legislation and national policy framework	5%		
3. Knowledge of developmental local government	5%		
4. Knowledge of Performance Management & Reporting	5%		
5. Knowledge of global & South African specific political, social and economic contexts	%		
6. Competency on policy conceptualisation, analysis and implementation	%		
7. Knowledge of more than one functional municipal fields/discipline	%		
8. Skills in mediation	%		
9. Skills in governance	5%		
10. Competence as required by other national line sector departments	%		
11. Exceptional and dynamic creativity to improve the functioning of the municipality	%		
12. Advanced influencing skills			
13. Partnership and Stakeholder Relations	5%		
14. Supply Chain Management	10%		
Total	0%		
x 20%			



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____