



PERFORMANCE PLAN

For

Mr M.E. Mkhize



Ukhlebezwe Local Municipality

Corporate Services

01 July 2015 to 30 June 2016



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	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	Awarding Staff members with bursaries	Date by which Staff members awarded with bursaries	5	Date	Award bursaries to Staff members that would have applied and met selection criteria by 31-Mar-16	n/a	n/a	Award bursaries to Staff members that would have applied and met selection criteria by 31-Mar-16	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	Number of trainings conducted as per WSP (2015/16) by 30-Jun-16	5	Number	(32) trainings conducted as per (2015/16) WSP by 30-Jun-16	(8) trainings conducted as per WSP (2015/16) by 30-Sep-15	(8) trainings conducted as per WSP (2015/16) by 31-Dec-15	(8) trainings conducted as per WSP (2015/16) by 31-Mar-16	(8) trainings conducted as per WSP (2015/16) by 31-Jun-16					Signed attendance registers & copies of certificate
CORP03	To improve performance and functioning of the municipality	Submission of quarterly reports to the office of the MM	Number of quarterly performance reports submitted to the office of the MM turnaround time	5	Number	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 1	1 quarterly performance report submitted to the office of the MM within 5 working days of the end of quarter 2	1 quarterly performance report submitted to the office of the MM within 5 working days of the end of quarter 3	1 quarterly 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 risk register reports to the office of the MM	Number of quarterly updated risk register reports submitted to the office of the MM within the turnaround time	5	Number	4 quarterly updated risk register reports submitted to the office of the MM within 5 working days of the end of each quarter	1 quarterly updated risk register report submitted to the office of the MM within 5 working days of the end of quarter 1	1 quarterly updated risk register report submitted to the office of the MM within 5 working days of the end of quarter 2	1 quarterly updated risk register report submitted to the office of the MM within 5 working days of the end of quarter 3	1 quarterly 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	Purchasing of the software licenses	Date by which the Software Licenses for laptops and computer within the municipality is purchased	5	Date	Purchase Software Licenses for laptops and computer users within the municipality by 31-Dec-15	n/a	Purchase of Software Licenses for laptops and computer users within the municipality by 31-Dec-15	n/a	n/a					Licence certificate, Proof of payment
CORP06	To develop staff to ensure effective service delivery through trainings	Adoption of the WSP	Date by 2016/17 WSP adopted and submitted to LGSETA by 31 April 2016	5	Date	Adopt and submit 2016/17 WSP to LGSETA by 31 April 2016	n/a	n/a	n/a	Adopt and submit 2016/17 WSP to LGSETA by 31 April 2016					WSP, Council resolution & proof of submission
CORP07	To develop staff to ensure effective service delivery through trainings	Review of the Recruitment and Selection Policy	Date by which the Recruitment and Selection Policy will be reviewed	5	Date	Review of the Recruitment and Selection Policy by 30-Jun-2016	n/a	n/a	n/a	Review of the Recruitment and Selection Policy by 30-Jun-2016					Council Resolution



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
CORP09	To improve safety and security within the municipal environment	Conducting quarterly evacuation drills	Number of quarterly evacuation drills conducted by 30-Jun-16	5	Number	Conduct 4 quarterly evacuation drills by 30-Jun-16	Conduct 1 quarterly evacuation drills by 30-Sep-15	Conduct 1 quarterly evacuation drills by 31-Dec-15	Conduct 1 quarterly evacuation drills by 31-Mar-16	Conduct 1 quarterly evacuation drills by 30-June-16					Dated photos
CORP10	To improve performance and functioning of the municipality	coordination of departmental team buildings	Number of departmental teambuilding exercises coordinated by 30-Jun-16	5	Number	Coordinate 3 departmental teambuilding exercises by 30-Jun-16	n/a	1 departmental teambuilding exercise coordinated by 31-Dec-15	1 departmental teambuilding exercise coordinated by 31-Mar-16	1 departmental teambuilding exercise coordinated by 30-Jun-16					Memos, copy the requisition, Dated photos and attendance register
CORP11	To improve performance and functioning of the municipality	Implementation of the EAP	Date by which the Employee Assistance Programme is implemented	5	date	Implement Employee Assistance Programme by 31-Mar-16	n/a	n/a	Implement Employee Assistance Programme by 31-Mar-16	n/a					signed attendance register and dated photos
OUTCOME 9						IMPROVED ACCESS TO BASIC SERVICES									
NATIONAL KPA						BASIC SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT									
CORP12	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	5 days of which the agenda is distributed to the members of the Infrastructure Planning & Development Portfolio before the meeting	5 days of which the agenda is distributed to the members of the Infrastructure Planning & Development Portfolio before the meeting	5 days of which the agenda is distributed to the members of the Infrastructure Planning & Development Portfolio before the meeting	5 days of which the agenda is distributed to the members of the Infrastructure Planning & Development Portfolio before the meeting	5 days of which the agenda is distributed to the members of the Infrastructure Planning & Development Portfolio 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									
CORP13	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	5 days of which the agenda is distributed to the members of the Social Development Portfolio before the meeting	5 days of which the agenda is distributed to the members of the Social Development Portfolio before the meeting	5 days of which the agenda is distributed to the members of the Social Development Portfolio before the meeting	5 days of which the agenda is distributed to the members of the Social Development Portfolio before the meeting	5 days of which the agenda is distributed to the members of the Social Development Portfolio before the meeting					Proof of receipt with the dates of the meeting and date received
CORP14	To promote culture of learning and enhance social development	Train unemployed youth	Number of trained unemployed youth in brick laying and plastering by 30-Jun-16	5	number	Train 24 unemployed youth in brick laying and plastering by 30-Jun-16	n/a	n/a	n/a	Train 24 unemployed youth in brick laying and plastering by 30-Jun-16					Attendance register and certificates
OUTCOME 9						DEEPEN DEMOCRACY THROUGH A REFINED WARD COMMITTEE SYSTEM									
NATIONAL KPA						GOOD GOVERNANCE AND PUBLIC PARTICIPATION									



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
CORP15	To improve the performance and functioning of the municipality	Holding of quarterly departmental meetings	Number of quarterly departmental meetings held by 30-Jun-16	5	Number	Holding of 4 quarterly departmental meetings by 30-Jun-16	Holding of 1 quarterly departmental meeting by 30-Sep-15	Holding of 1 quarterly departmental meeting by 31-Dec-15	Holding of 1 quarterly departmental meeting by 31-Mar-16	Holding of 1 quarterly departmental meetings by 30-Jun-16					Signed attendance register & signed minutes
CORP16	To promote accountability to the citizens of Ukhlebezwe	Attending public participation meetings	Number of public participation meetings attended by 30-Jun-16	5	Number	2 public participation meetings attended by 30-Jun-16	n/a	1 public participation meeting attended by 30-Nov-15	n/a	1 public participation meeting attended by 30-Jun-16					Signed attendance register
CORP17	To improve the performance and functioning of the municipality	Attending council committee meetings	Number of council committee meetings attended by 30-Jun-16	5	Number	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) by 30-Sep-15	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 31-Dec-15	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 31-Mar-16	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 30-Jun-16					Signed attendance register and signed minutes
CORP18	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-16	5	number	Attend 4 quarterly risk management committee meetings by 30-Jun-16	1 risk quarterly management committee meeting attended by 30-sep-15	1 risk quarterly management committee meeting attended by 31-Dec-15	1 risk quarterly management committee meeting attended by 31-Mar-16	1 risk quarterly management committee meeting attended by 30-Jun-16					Signed minutes and signed attendance register
OUTCOME 9						IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY									
NATIONAL KPA						FINANCIAL VIABILITY AND FINANCIAL MANAGEMENT									
CORP19	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	2 days of which the agenda is distributed to the members of the Finance portfolio committee before the meeting	2 days of which the agenda is distributed to the members of the Finance portfolio committee before the meeting	2 days of which the agenda is distributed to the members of the Finance portfolio committee before the meeting	2 days of which the agenda is distributed to the members of the Finance portfolio committee before the meeting	2 days of which the agenda is distributed to the members of the Finance portfolio committee before the meeting					Proof of receipt with dates of the meeting and receiving date
OUTCOME 9						IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY									
NATIONAL KPA						CROSS CUTTING INTERVENTIONS									
CORP20	To improve the performance and functioning of the municipality	Submission of the back to basics to the office of the Cogta	Turnaround time for submission of monthly back to basics completed template to Cogta	5	Turnaround time	10 days within which the monthly back to basics completed template submitted to Cogta	10 days within which the monthly back to basics completed template submitted to Cogta	10 days within which the monthly back to basics completed template submitted to Cogta	10 days within which the monthly back to basics completed template submitted to Cogta	10 days within which the monthly back to basics completed template submitted to Cogta					Invitations, Proof of submission and attendance register
CORP21	To improve the performance and functioning of the municipality	Submission of the back to basics to the office of the Cogta	Turnaround time for submission of quarterly back to basics completed template to Cogta	5	Turnaround time	10 days within which the quarterly back to basics completed template submitted to Cogta	10 days within which the quarterly back to basics completed template submitted to Cogta	10 days within which the quarterly back to basics completed template submitted to Cogta	10 days within which the quarterly back to basics completed template submitted to Cogta	10 days within which the quarterly back to basics completed template submitted to Cogta					Invitations, Proof of submission and attendance register



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)
LEADING COMPETENCIES				
1. Strategic Direction & Leadership	10			
2. People Management	10			
3. <i>Programme and Project Management</i>	20			
4. Financial Management	10			
5. Change Leadership				
6. Service Delivery Innovation	10			
7. Governance Leadership	10			
CORE COMPETENCIES				
8. <i>Moral Competence</i>	10			
9. <i>Planning and Organising</i>	10			
10. Analysing and Innovation				
11. Knowledge and Information Management				
12. Communication				
13. Results and Quality Focus	10			
TOTAL	100%			

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
SCM Processes		June 2016			



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		
Total	%		
x 80%			%



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____