



# **PERFORMANCE PLAN**

**For**

**Mr M.E. Mkhize**



**Ukhahlamba-Isixhwele Local Municipality**

Corporate Services

**01 July 2018 to 30 June 2019**



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

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



## PERFORMANCE PLAN

IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	INDICATORS	Weighing	UNIT OF MEASURE/ CALCULATIONS	2018/2019	QUARTERLY TARGETS & ACTUALS				Achieved / Not Achieved	Actual	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-19	n/a	n/a	Award bursaries to Staff members that would have applied and met selection criteria by 31-Mar-19	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 (2018/19) by 30-Jun-19	3	Number	Monitor that 16 trainings are conducted as per (2018/19) WSP by 30-Jun-19	Monitor that 4 trainings are conducted as per WSP (2018/19) by 30-Sep-18	Monitor that 4 trainings are conducted as per WSP (2018/19) by 31-Dec-18	Monitor that 4 trainings are conducted as per WSP (2018/19) by 31-Mar-19	Monitor that 4 trainings are conducted as per WSP (2018/19) by 31-Jun-19						Signed attendance registers
CORP03	To improve performance and functioning of the municipality	Submission of performance reports to the office of the MM	Number of performance reports submitted to the office of the MM within the 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 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	3	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	Upload on the Municipal website	Number of uploads on the municipal website by 30-Jun-19	3	Number	Monitor that Uploads on Municipal Website are done 64 times by 30-Jun-19	Monitor that uploads on Municipal Website are done 16 times by 30-Sept-18	Monitor that uploads on Municipal Website are done 16 times by 31-Dec-18	Monitor that uploads on Municipal Website are done 16 times by 31-Mar-19	Monitor that uploads on Municipal Website are done 16 times by 30-Jun-19						Dated Screen shots



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4						
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
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	3	Date	Monitor verification of user access rights on all municipal ICT systems by 30-Jun-19	Monitor verification of user access rights on all municipal ICT systems by 30-Sep-18	Monitor verification of user access rights on all municipal ICT systems by 31-Dec-18	Monitor verification of user access rights on all municipal ICT systems by 31-Mar-19	Monitor verification of user access rights on all municipal ICT systems by 30-Jun-19					Signed user access rights forms	
CORP07	To improve performance and functioning of the municipality	Monitor the conduction of trainings as per ICT policies	Date by which the ICT training is conducted	3	Date	Monitor the conduction of training as per ICT policies by 30-Jun-19	n/a	n/a	n/a	Monitor the conduction of training as per ICT policies by 30-Jun-19					Signed Attendance register and presentation slides	
CORP08	To improve performance and functioning of the municipality	Monitor the conduction of Awareness campaigns	Number of ICT Awareness campaigns conducted	3	Number	Monitor the conduction of 4 ICT Awareness campaigns by 30-Jun-19	Monitor the conduction of 1 ICT Awareness campaigns by 30-Sep-18	Monitor the conduction of 1 ICT Awareness campaigns by 31-Dec-18	Monitor the conduction of 1 ICT Awareness campaigns by 31-Mar-19	Monitor the conduction of 1 ICT Awareness campaigns by 30-Jun-19					Signed Circular by Director Corporate Services and proof of distribution to users	
CORP09	To improve performance and functioning of the municipality	Monitor the conduction of weekly backup of ICT systems	Number of weekly backups conducted on ICT systems by 30-Jun-19	3	Number	Monitor that weekly backups for 2 ICT systems (SAMRAS and VIP) are conducted by 30-Jun-19	Monitor that weekly backups for 2 ICT systems (SAMRAS and VIP) are conducted by 30-Sep-18	Monitor that weekly backups for 2 ICT systems (SAMRAS and VIP) are conducted by 31-Dec-18	Monitor that weekly backups for 2 ICT systems (SAMRAS and VIP) are conducted by 31-Mar-19	Monitor that weekly backups for 2 ICT systems (SAMRAS and VIP) are conducted by 30-Jun-19					Backup Register signed by Director Corporate Services	
CORP10	To improve performance and functioning of the municipality	Monitor the reviewal of ICT Policies and Procedures	Date by which ICT policies and procedures are reviewed	3	Date	Monitor the reviewal of all ICT Policies and procedures by 30-Jun-19	n/a	n/a	n/a	Monitor the reviewal of all ICT Policies and procedures by 30-Jun-19					Council Resolution	



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4						
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
CORP11	To improve performance and functioning of the municipality	Renewal of the software licenses	Date by which the Software Licenses for laptops and computer within the municipality are renewed	3	Date	Renewal of Software Licenses for laptops and computer users within the municipality by 31-Dec-18	n/a	Renewal of Software Licenses for laptops and computer users within the municipality by 31-Dec-18	n/a	n/a						Licence certificate
CORP12	To develop staff to ensure effective service delivery through trainings	Submission and Adoption of the WSP	Date by which the 2019/20 WSP is adopted by Council	3	Date	Submission of the 2019/20 WSP to Council for adoption by 30-Apr-19	n/a	n/a	n/a	Submission of the 2019/20 WSP to Council for adoption by 30-Apr-19						WSP, Council resolution & signed council minutes
CORP13	To develop staff to ensure effective service delivery through trainings	Monitor the Reviewal of all HR Policies	Date by which the Recruitment and Selection Policy will be reviewed	3	Date	Monitor the Reviewal of all HR Policies by 31-May-19	n/a	n/a	n/a	Monitor the Reviewal of all HR Policies by 31-May-19						Council Resolution
CORP14	To improve safety and security within the municipal environment	Monitor that evacuation drills are conducted	Number of quarterly evacuation drills conducted by 30-Jun-19	3	Number	Monitor that 4 evacuation drills are conducted by 30-Jun-19	Monitor that 1 evacuation drill are conducted by 30-Sep-18	Monitor that 1 evacuation drill are conducted by 31-Dec-18	Monitor that 1 evacuation drill are conducted by 31-Mar-19	Monitor that 1 evacuation drill are conducted by 30-June-19						Dated photos
CORP15	To improve performance and functioning of the municipality	Monitor Implementation of the EAP	Date by which the Employee Assistance Programme is coordinated	3	Date	Monitor the coordination of Employee Assistance Programme by 31-Mar-19	n/a	n/a	Monitor the coordination of Employee Assistance Programme by 31-Mar-19	n/a						signed attendance register and dated photos
<b>OUTCOME 9</b>																
<b>NATIONAL KPA</b>																
<b>IMPROVED ACCESS TO BASIC SERVICES</b>																
<b>BASIC SERVICE DELIVERY &amp; INFRASTRUCTURE DEVELOPMENT</b>																
CORP16	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
<b>OUTCOME 9</b>																
<b>NATIONAL KPA</b>																
<b>COMMUNITY WORK PROGRAMME IMPLEMENTED AND COOPERATIVES SUPPORTED</b>																
<b>SOCIAL AND LOCAL ECONOMIC DEVELOPMENT</b>																



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4						
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
CORP17	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 SD Portfolio committee meeting 5 days prior to meeting	Distribute the agenda of the SD Portfolio committee meeting 5 days prior to meeting	Distribute the agenda of the SD Portfolio committee meeting 5 days prior to meeting	Distribute the agenda of the SD Portfolio committee meeting 5 days prior to meeting	Distribute the agenda of the SD Portfolio committee meeting 5 days prior to meeting						Proof of receipt with the dates of the meeting and date received
CORP18	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Train unemployed youth	Number of trained unemployed youth in plumbing by 30-Jun-18	5	Number	Train 28 unemployed youth in plumbing by 30-Jun-19	n/a	n/a	n/a	Train 28 unemployed youth in plumbing by 30-Jun-19						Signed Attendance registers & dated photos
<b>OUTCOME 9</b>																
<b>NATIONAL KPA</b>																
<b>DEEPEN DEMOCRACY THROUGH A REFINED WARD COMMITTEE SYSTEM</b>																
<b>GOOD GOVERNANCE AND PUBLIC PARTICIPATION</b>																
CORP19	To improve the performance and functioning of the municipality	Holding of departmental meetings	Number of departmental meetings held by 30-Jun-19	3	Number	Holding of 4 departmental meetings by 30-Jun-19	Holding of 1 departmental meeting by 30-Sep-18	Holding of 1 departmental meeting by 31-Dec-18	Holding of 1 departmental meeting by 31-Mar-19	Holding of 1 departmental meeting by 30-Jun-19						Signed attendance register & signed minutes
CORP20	To promote accountability to the citizens of Ubhulebezwe	Attending of IDP public participation meetings	Number of IDP public participation meetings attended by 30-Jun-19	3	Number	4 IDP public participation meetings attended(2 clustered and 2 ratepayers) by 30-Jun-19	n/a	2 IDP public participation meeting attended(1 clustered and 1 ratepayers) by 30-Nov-18	n/a	2 IDP public participation meeting attended (1 clustered and 1 ratepayers ) by 30-Apr-19						Signed attendance register
CORP21	To improve the performance and functioning of the municipality	Attending council committee meetings	Number of council committee meetings attended by 30-Jun-19	3	Number	Attend 16 council committee meetings (4 MANCO, 4 Portfolio, 4 EXCO, 4 Council meetings) by 30-Jun-19	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 30-Sep-18	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 31-Dec-18	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 31-Mar-19	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 30-Jun-19						Signed attendance register and signed minutes
CORP22	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-19	3	Number	Attend 4 risk management committee meetings by 30-Jun-19	1 risk management committee meeting attended by 30-Sep-18	1 risk management committee meeting attended by 31-Dec-18	1 risk management committee meeting attended by 31-Mar-19	1 risk management committee meeting attended by 30-Jun-19						Signed minutes and signed attendance register
<b>OUTCOME 9</b>																
<b>NATIONAL KPA</b>																
<b>IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY</b>																
<b>FINANCIAL VIABILITY AND FINANCIAL MANAGEMENT</b>																



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	Actual				
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
CORP23	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 dates of the meeting and receiving date
<b>OUTCOME 9</b>		<b>IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY</b>													
<b>NATIONAL KPA</b>		<b>CROSS CUTTING INTERVENTIONS</b>													
CORP24	To improve the performance and functioning of the municipality	Submission of the back to basics template to Office of the Municipal Manager	Turnaround time for submission of monthly back to basics information to Office of the Municipal Manager after receiving the template	5	Turnaround time	Submit the required information at monthly Back to Basics meeting within 5 working days after receiving the template from the Office of the Municipal Manager	Submit the required information at monthly Back to Basics meeting within 5 working days after receiving the template from the Office of the Municipal Manager	Submit required information at monthly Back to Basics meeting within 5 working days after receiving the template from the Office of the Municipal Manager	Submit the required information at monthly Back to Basics meeting within 5 working days after receiving the template from the Office of the Municipal Manager	Submit the required information at monthly Back to Basics meeting within 5 working days after receiving the template from the Office of the Municipal Manager					Proof of receipt of the template, proof of submission and Signed attendance register



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	Actual				
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
CORP25	To improve the performance and functioning of the municipality	Submission of the back to basics to Office of the Municipal Manager	Turnaround time for submission of quarterly back to basics template to Office of the Municipal Manager after receiving the template	5	Turnaround time	Submit the required information to Quarterly Back to Basics meeting within 5 working days after receiving the template from the Office of the Municipal Manager	Submit the required information to Quarterly Back to Basics meeting within 5 working days after receiving the template from the Office of the Municipal Manager	Submit the required information to Quarterly Back to Basics meeting within 5 working days after receiving the template from the Office of the Municipal Manager	Submit the required information at quarterly Back to Basics meeting within 5 working days after receiving the template from the Office of the Municipal Manager	Submit the required information at quarterly Back to Basics meeting within 5 working days after receiving the template from the Office of the Municipal Manager					Proof of receipt of the template, proof of submission and Signed 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)
<b>LEADING COMPETENCIES</b>				
1. Strategic Direction & Leadership	10			
2. People Management	20			
3. Programme and Project Management	10			
4. Financial Management	10			
5. Change Leadership				
6. Service Delivery Innovation	10			
7. Governance Leadership	20			
<b>CORE COMPETENCIES</b>				
8. Moral Competence				
9. Planning and Organising	10			
10. Analysing and Innovation				
11. Knowledge and Information Management				
12. Communication	10			
13. Results and Quality Focus				
<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	40		
3. Social & Local Economic Development	10		
4. Financial Viability & Financial Management	5		
5. Good Governance & Public Participation	20		
6. Cross Cutting Interventions	20		
<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 \_\_\_\_\_