

**UMFOLOZI MUNICIPALITY – KZ 281
UMKHANDLU WASEMFOLOZI**



2016/2017 PERFORMANCE PLAN

FOR

DIRECTOR: CORPORATE SERVICES

01 JULY 2016 - 30 JUNE 2017

The annual management review on Key Performance Areas (KPA), Core Management Criteria (CMC) and Core Occupational Competencies (COC) agreed to in each manager’s performance agreement has to be completed.

The annual performance appraisal involves the assessment of the achievement of results of the KPA’s, CMC’s and COC’s in accordance with the five-point scale of (1-5).

DETAILS OF THE DIRECTOR

Period under review	2016/2017
Surname	
First Names	
Department	Corporate Services
Race	African
Gender	Female
Employee Number	
Date of Appointment	

Performance Plan

This plan defines the Council’s expectations from the Director: Corporate Services in accordance with the Director: Corporate Services’ performance agreement to which this document is attached. Section 57 (5) Of the Municipal Systems Act and the Performance Regulations gazetted in Note No: 805, published on 1 August 2006, which provides that performance objectives and targets must be based on the key performance indicators set out from time to time in the Municipality’s Integrated Development Plan and determined in the agreement with the Municipal Manager (as representative to Council).

This plan consist of 7 parts:

- 1 Purpose of the position
- 2 Performance review procedure
- 3 Score card detailing the strategic objectives, functional key performance areas (KPA) and their related performance indicators, weightings and target dates
- 4 Competency Framework
- 5 Personal Development Plan
- 6 Consolidated score sheet - *see annexure A*
- 7 Link to reward - *see annexure B*

The period of this plan is 1 July 2016 to 30 June 2017.

Signed and accepted by the Director: Corporate Services:

Date:

Signed by the Municipal Manager:

Date:

1. PURPOSE OF THE POSITION

The Director: Corporate Services shall be responsible for the execution of Municipality's Corporate Department's duties in compliance with the relevant legislation and delegated authority applicable to the Municipality, including, but not limited to the following functions: Administration, Council support and IT services. The Director: Corporate Services will also ensure compliance with all of the key performance areas as set out in the contract of employment between the Council and the Director: Corporate Services.

2. PERFORMANCE REVIEW PROCEDURE

- 2.1. A performance review will be held on a quarterly basis with a formal performance review bi-annually in February and in August after the end of the financial year with the understanding that review in the first and third quarter may be verbal if performance is satisfactory.
- 2.2. The Municipal Manager to request input from agendas, minutes and "customers" on the Director: Corporate Service's performance throughout the review period. This may be done through discussion or by asking "customers" to complete a rating form to submit to the Evaluation panel for consideration. Customers are people who are able to comment on the Director: Corporate Service's performance since they have closely with her on some or all aspects of her job.
- 2.3. The Director: Corporate Services to prepare for quarterly performance evaluation by providing a brief description of achievements, including reference to evidence, supporting documentation (documents, reports and/or resolutions with dates of submissions) in the relevant column in section 3 (score card).
- 2.4. The Director: Corporate Services to provide a rating for the final assessment meeting against the agreed objectives in the column provided in the KPA score card.
- 2.5. The Director: Corporate Services and evaluation panel to meet to conduct formal performance rating and agreed final score. It may be necessary to have two meetings i.e. give the Director: Corporate Services scores and allow her time to consider them before final agreement. In the event of a disagreement, the evaluation panel has the final say with regard to the final score that is given.
- 2.6. The evaluation panel to provide ratings of the Director: Corporate Service's performance against agreed objectives as a result of portfolio of evidence and/or comments and "customer" input.
- 2.7. Initially the scoring should be recorded on the score card then transferred onto performance assessment rating calculator.
- 2.8. Any reasons for non-compliance should be recorded during the review session by keeping of minutes of the review session.

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2.9. The assessment of the Director: Corporates' performance will be based on the following rating scale KPA's:

TERMINOLOGY	DESCRIPTON	RATING LEVEL
Outstanding Performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the Performance Agreement and Performance Plan and maintained this in all areas of responsibility throughout the year.	5
Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators as specified in the Performance Agreement and Performance Plan.	4
Fully effective	Performance fully meets the standard expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the Performance Agreement and Performance Plan.	3
Performance not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/ assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the Performance Agreement and Performance Plan.	2
Unacceptable Performance	Performance does not meet the standard expected for the job. The review/ assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the Performance Agreement and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.	1

2.10. Only those items relevant for the review period in question should be scored.

2.11. The assessment of the performance of the Director: Corporate Services on the applicable Core Competencies will be based on the rating scale as reflected in section 4 of the performance plan.

2.12. The Municipal Manager and the Director: Corporate services to prepare and agree on personal development plan (PDP) for addressing development gaps (section 5 of the performance plan).

2.13. The Municipal Manager and Director: Corporate Services to set new objectives, targets, performance indicators, weighting and dates etc. for the following financial year.

2.14. Poor work performance will be dealt with in terms of regulation 32 (3) of the Performance Regulations gazetted in Notice No 805, published on 1 August 2006.

3. DIRECTOR'S SCORECARD

KEY PERFORMANCE AREA 1: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT... (WEIGHT %)														
IDP REF NO.	OBJECTIVES	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	2015/2016 FY								COMMENTS	Own Rating (1-5)	Rating by Panel Member (1-5)
				Q1		Q2		Q3		Q4				
				Target	Actual	Target	Actual	Target	Actual	Target	Actual			
1.1	To ensure that the Municipality has well skilled competent, reliable and motivated employees and Cllrs	Number of capacity building programmes conducted by 30 June 2017	Conduct 3 capacity building programmes for 34 Councillors by 30 June 2017	N/A		1 capacity building programme conducted		1 capacity building programme conducted		1 capacity building programme conducted				
1.1	To ensure that the Municipality has well skilled competent, reliable and motivated employees and Cllrs	Number of employees trained as per WSP	To train 20 employees as per WSP	5 employees trained as per WSP		5 employees trained as per WSP		5 employees trained as per WSP		5 employees trained as per WSP				
1.2	To ensure that the Municipality has well skilled competent, reliable and motivated employees and Cllrs	Number of Training Committee meetings held by 30 June 2017	3 Training Committee meetings held by 30 June 2017	N/A		1 meeting held		1 meeting held		1 meeting held				
1.2	To ensure that the Municipality has well skilled competent, reliable and motivated employees and Cllrs	Number of training reports submitted to Council	Submit 2 Training reports to Council by 30 June 2017	N/A		1 Training report submitted		N/A		1 Training report submitted				
1.3	To ensure that the Municipality has well skilled competent, reliable and motivated employees and Cllrs	Number of Departmental meetings held by 30 June 2017	4 Departmental meetings by 30 June 2017	1 Departmental meeting held		1 Departmental meeting held		1 Departmental meeting held		1 Departmental meeting held				
1.4	To ensure that the Municipality has well skilled competent, reliable and motivated employees and Cllrs	Number of Wellness Days conducted by 31 March 2017	Implementation of EAP by having 2 Wellness Days conducted by 31 March 2017	1 Wellness Day conducted		N/A		1 Wellness Day conducted		N/A				
1.5	To improve institutional and organisational capacity	Reviewed organogram by 30 June 2017	To have a reviewed 2017/18 organogram 30 June 2017	N/A		N/A		Submission of Draft Organogram to Council		2017/18 Organogram reviewed				
1.6	To improve institutional and organisational capacity	Submitted WSP to LGSETA by 30 April 2017	Submit WSP to LGSETA by 30 April 2017	N/A		N/A		N/A		Submission of WSP to LGSETA				
1.7	To improve institutional and organisational capacity	Number of Employment Equity Committee meetings held by 30 June 2017	4 Employment Equity Committee meetings held by 30 June 2017	1 meeting conducted		1 meeting conducted		1 meeting conducted		1 meeting conducted				
1.7	To improve institutional and	Submitted EEP by 15 January 2017	Submit EEP to Department of	N/A		N/A		Submission of EEP to		N/A				

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	organisational capacity		Labour by 15 January 2017					Dept. of Labour					
1.8	To improve institutional and organisational capacity	Number of recruits employed in terms of Employment Equity Plan	Recruit 4 employees in terms of Employment Equity Plan by 30 June 2017	1 employee recruited in terms of EEP		1 employee recruited in terms of EEP		1 employee recruited in terms of EEP		1 employee recruited in terms of EEP			
1.9	To improve institutional and organisational capacity	Number of IT reports submitted to MANCO by 30 June 2017	4 reports on IT submitted to MANCO by 30 June 2017	1 report submitted to MANCO		1 report submitted to MANCO		1 report submitted to MANCO		1 report submitted to MANCO			
1.10	To improve institutional and organisational capacity	Number of IT Steering Committee meetings held by 30 June 2017	4 IT Steering Committee meeting held by 30 June 2017	1 meeting held		1 meeting held		1 meeting held		1 meeting held			
1.11	To improve institutional and organisational capacity	Number of Records Management Policy workshops held	2 workshop on Records Management and File Plan by 31 December 2016	Workshop on Records Management Policy		Workshop on Filing system		N/A		N/A			
1.12	To improve institutional and organisational capacity	Number of LLF meetings held by 30 June 2017	12 LLF Meetings to be held by 30 June 2017	3 LLF meeting held		3 LLF meeting held		3 LLF meeting held		3 LLF meeting held			

KEY PERFORMANCE AREA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION... (WEIGHT %)

IDP REF NO.	STRATEGIC OBJECTIVES	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	2015/2016 FY								COMMENTS	Own Rating (1-5)	Rating by Panel Member (1-5)
				Q1		Q2		Q3		Q4				
				Target	Actual	Target	Actual	Target	Actual	Target	Actual			
5.10	To administer the affairs of the municipality in accordance to relevant legislations and policies	Number of Council meetings facilitated by 30 June 2017	Facilitate the sitting of 4 Council meetings by 30 June 2017	Facilitation of 1 Council meeting		Facilitation of 1 Council meeting		Facilitation of 1 Council meeting		Facilitation of 1 Council meeting				
5.10	To administer the affairs of the municipality in accordance to relevant legislations and policies	Number of EXCO meetings facilitated by 30 June 2017	Facilitate the sitting of 12 EXCO meetings by 30 June 2017	Facilitation of 3 EXCO meeting		Facilitation of 3 EXCO meeting		Facilitation of 3 EXCO meeting		Facilitation of 3 EXCO meeting				
5.10	To administer the affairs of the municipality in accordance to relevant	Number of Portfolio meetings facilitated by 30 June 2017	Facilitate the sitting of 48 Portfolio meetings by 30 June 2017	Facilitation of 12 Portfolio meeting		Facilitation of 12 Portfolio meeting		Facilitation of 12 Portfolio meeting		Facilitation of 12 Portfolio meeting				

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	legislations and policies													
5.11	To facilitate the sitting of Council Committees	Number of Council Resolutions Register presented to Council by 30 June 2017	To have 4 Council Resolutions Register presented to Council by 30 June 2017	1 Council Resolution presented to Council		1 Council Resolution presented to Council		1 Council Resolution presented to Council		1 Council Resolution presented to Council				
5.12	To ensure effective stakeholder participation through IGR Structures	Number of IGR reports submitted to MANCO	Submit 4 IGR reports to MANCO by 30 June 2017	1 IGR report submitted to MANCO		1 IGR report submitted to MANCO		1 IGR report submitted to MANCO		1 IGR report submitted to MANCO				

KEY PERFORMANCE AREA 6: CROSS CUTTING... (WEIGHT %)

IDP REF NO.	STRATEGIC OBJECTIVES	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	2015/2016 FY								COMMENTS	Own Rating (1-5)	Rating by Panel Member (1-5)
				Q1		Q2		Q3		Q4				
				Target	Actual	Target	Actual	Target	Actual	Target	Actual			
6.3	Ensure participation on OSS Initiatives	Number of WTT reports submitted to Local Task Team	Submit 12 WTT reports to Local Task Team by 30 June 2017	3 WTT reports submitted to LTT		3 WTT reports submitted to LTT		3 WTT reports submitted to LTT		3 WTT reports submitted to LTT				
6.3	Ensure participation on OSS Initiatives	Number of LTT reports submitted to Council	Submit 4 LTT reports to Council by 30 June 2017	1 LTT report submitted to Council		1 LTT report submitted to Council		1 LTT report submitted to Council		1 LTT report submitted to Council				

4. KNOWLEDGE, SKILLS AND BEHAVIOUR REQUIREMENTS

4.1. Core Management Criteria (CMC)

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

4.2. Core Occupational Competency (COC)

CORE OCCUPATIONAL COMPETENCY	WEIGHT %	MILESTONES/COMMENTS	RATING (1-5)	
			OWN	PANEL MEMBER
1. Competence in Self-Management				
2. Interpretation of and implementation within the legislation and national policy framework				
3. Knowledge of developmental local government				
4. Knowledge of Performance Management & Reporting				
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				
10. Competence as required by other national line sector departments				
11. Exceptional and dynamic creativity to improve the functioning of the municipality				
TOTAL	100%			

5. PERSONAL DEVELOPMENT PLAN

Area to be developed	Type of intervention	Target date	Performance Review for PDP		
			Progress	Barriers	Actions to Overcome Barriers

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