



PERFORMANCE PLAN

Entered into by and between

THE MUNICIPALITY OF KOUGA

AS REPRESENTED BY THE MUNICIPAL MANAGER

MR SIDNEY FADI

AND

Me. THOBEKA ETHELTOM

THE EMPLOYEE OF THE MUNICIPALITY

DIRECTOR: ADMINISTRATION, MONITORING AND EVALUATION

PERIOD: 1 JULY 2013 TO 30 JUNE 2014

A handwritten signature in black ink, located in the bottom right corner of the page. The signature is stylized and appears to be the name of the official representing the municipality.

1. PURPOSE

The performance plan defines the Council's expectations of the Director Administration, Monitoring and Evaluation's performance agreement to which this document is attached and Section 57 (5) of the Municipal Systems Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the Municipality's Integrated Development Plan (IDP) and as reviewed annually.

2. KEY RESPONSIBILITIES

It is expressly agreed that while certain key responsibilities of the Director Administration, Monitoring and Evaluation shall be measured in terms of the Performance Agreement and the Performance plan, shall the duties of the Director Administration, Monitoring and Evaluation not be restricted to the measured responsibilities only.

The following Departmental objectives will inform the Director Administration, Monitoring and Evaluation's performance against set performance indicators:

2.1 The delivery of support services to Council and the community in the following areas:

1. Institutional Development and Transformation
2. Good Governance and Public participation
3. Financial Viability and Management
4. Infrastructure and Basic Services

3. KEY PERFORMANCE AREAS

The following Key Performance Areas (KPA's) as set in consultation with the employee inform the strategic objectives, listed in the table below:

Kpa No	Key Performance Area	Weight
1	Financial Viability and Management: Departmental	15
2	Local Economic Development	5
3	Institutional Development and Transformation	40
4	Good Governance and Public Participation	40
	Total	100

4. KEY PERFORMANCE INDICATORS

The following Key Performance Indicators (KPI's) provide the details of the evidence that must be provided to show that a key objective has been obtained. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.



KEY PERFORMANCE AREA		FINANCIAL VIABILITY AND MANAGEMENT						
STRATEGY		Ensure the provision of budgetary and treasury functions, supply chain management services, revenue collection services, credit control services, property valuations and the management of financial systems so as to ensure compliance with the Local Government Municipal Finance Management Act 56 of 2000						
INSTITUTIONAL OBJECTIVES	KPI	TARGETS				PERFORMANCE STANDARDS		WEIGHT (Total 100 per KPA)
		QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4			
Less than 38% of total expenditure attributable to personnel costs	% expenditure	38/100	38/100	38/100	38/100	1 = more than 45% staff cost 2 = 39 to 44% staff cost 3 = 38% staff cost 4 = 35 to 37% staff cost 5 = less than 35% staff cost		50
Actual expenditure not less than 90% of budgeted expenditure	% expenditure	90/100	90/100	90/100	90/100	1 = less than 80% expenditure 2 = 81 to 89% expenditure 3 = 90% expenditure 4 = 91 to 95% expenditure 5 = more than 95% expenditure		5
100% capital budget expenditure	% expenditure	10/100	30/100	50/100	100/100	1 = less than 80% expenditure 2 = 81 to 89% expenditure 3 = 90% expenditure 4 = 91 to 95% expenditure 5 = more than 95% expenditure		5
20% Reduction in staff related legal fees against budgeted amount	% reduction	5/20	10/20	15/20	20/20	1 = no reduction 2 = 1 to 19% reduction 3 = 20% reduction 4 = 21 to 25% reduction 5 = more than 25% reduction		40

KEY PERFORMANCE AREA		LOCAL ECONOMIC DEVELOPMENT						
STRATEGY		Facilitate programmes and projects to attract tourist to Kouga area inclusive of support to Local Tourism Offices and facilitate programmes and projects to attract investment, the creation of jobs and the streamlining of administrative processes to stimulate economic development						
INSTITUTIONAL OBJECTIVES	KPI	TARGETS				PERFORMANCE STANDARDS		WEIGHT (Total 100 per KPA)
		QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4			
500 Jobs created	No of jobs created	2/10	4/10	8/10	10/10	1 = less than 3 jobs 2 = 4 to 9 jobs 3 = 10 jobs 4 = 11 to 15 jobs 5 = more than 15 jobs		100

KEY PERFORMANCE AREA		INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION					
STRATEGY		Facilitate the development and implementation of programs and projects for the transformation of the institution to reflect the demographics of South Africa and facilitate skills development initiatives to grow and develop institutional capacity					
INSTITUTIONAL OBJECTIVES	KPI	TARGETS				PERFORMANCE STANDARDS	WEIGHT (Total 100 per KPA)
		QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4		
100% Compliance with the implementation of the Employment Equity Plan targets for the 2013/14 year	% compliance	100%	100%	100%	100%	1 = less than 80% compliance 2 = 81 to 89% compliance 3 = 90% compliance 4 = 91 to 95% compliance 5 = more than 95% compliance	25
100% Expenditure of internal and SETA funding for staff development initiatives	% expenditure	25/100	50/100	75/100	100/100	1 = less than 80% expenditure 2 = 81 to 89% expenditure 3 = 90% expenditure 4 = 91 to 95% expenditure 5 = more than 95% expenditure	25
1% of total operational budget is spent on skills development	% expenditure	0.25/1	0.50/1	0.75/1	1/1	1 = less than 0.5% 2 = 0.6 to 0.9% 3 = 1 % 4 = 1.1 to 1.2% 5 = more than 1.2%	25
100% Compliance with the Work Place Skills Plan	% compliance	25/100	50/100	75/100	100/100	1 = less than 80% compliance 2 = 81 to 89% compliance 3 = 90% compliance 4 = 91 to 95% compliance 5 = more than 95% compliance	25

Kouga Municipality

KEY PERFORMANCE AREA		GOOD GOVERNANCE AND PUBLIC PARTICIPATION				
STRATEGY		Ensure compliance with legislative requirements in so far as it relates to public participation programs, property management, records control, inter-governmental relations, communications with stakeholders, community satisfaction surveys, provision of legal advisory services to Council and administration, the provision of human resources services and the provision of administrative support to Council and its Committees.				
INSTITUTIONAL OBJECTIVES	KPI	TARGETS				PERFORMANCE STANDARDS
		QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	
100% of wards participate through monthly Ward Committee Meetings	% of wards	100/100	100/100	100/100	100/100	1 = less than 80% participation 2 = 81 to 89% participation 3 = 90% participation 4 = 91 to 95% participation 5 = more than 95% participation
100% of wards participate through quarterly Ward Constituency Meetings	% of wards	100/100	100/100	100/100	100/100	1 = less than 80% participation 2 = 81 to 89% participation 3 = 90% participation 4 = 91 to 95% participation 5 = more than 95% participation
Clean Audit for the 2013/14 year	Audit Opinion	N/a	Audit Corrective Action Plan adopted and implemented	100% compliance with implementation of Audit Corrective Action Plan	100% compliance with implementation of Audit Corrective Action Plan	1 = disclaimer 2 = qualified 3 = unqualified 4/5 clean audit
5000 Resident participated in Public Participation programs	No of residents	50/200	100/200	150/200	200/200	1 = less than 50 participate 2 = 51 to 199 participate 3 = 200 participate 4 = 201 to 250 participate 5 = more than 250 participate
100% of staff held accountable for performance	% of staff	100/100	100/100	100/100	100/100	1 = less than 50% 2 = 51 to 79% 3 = 80 to 85% 4 = 86 to 90% 5 = more than 90%
Customer satisfaction score of 3	Result of survey	N/a	N/a	N/a	Satisfaction score of 3	1 = score of 1 2 = score of 2 3 = score of 3 4 = score of 4 5 = score of 5

Kouga Municipality

INSTITUTIONAL OBJECTIVES	KPI	TARGETS				PERFORMANCE STANDARDS	WEIGHT (Total 100 per KPA)
		QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4		
Vacancy rate of less than 5% over a 3 month period against approved Organogram	Vacancy rate	Organogram Approved	Less than 5% vacancy rate	Less than 5% vacancy rate	Less than 5% vacancy rate	1 = vacancy rate more than 10% 2 = vacancy rate between 6 and 9% 3 = vacancy rate of 5% 4 = vacancy rate of 3 to 4% 5 = vacancy rate of less than 4%	5
100% Administrative Legal Compliance	% compliance	100% compliance	100% compliance	100% compliance	100% compliance	1 = less than 80% compliance 2 = 81 to 89% compliance 3 = 90% compliance 4 = 91 to 95% compliance 5 = more than 95% compliance	20
ADDITIONAL INDIVIDUAL PERFORMANCE REQUIREMENTS TO GIVE EFFECT TO INSTITUTIONAL OBJECTIVES							
Monthly submission of Departmental Performance in the implementation of the Departmental SDBIP to the Municipal Manager for discussion at Top Management Level	Date of submission	Departmental SDBIP implementation performance report submitted to the Municipal Manager by the 7th day after the end of the month	Departmental SDBIP implementation performance report submitted to the Municipal Manager by the 7th day after the end of the month	Departmental SDBIP implementation performance report submitted to the Municipal Manager by the 7th day after the end of the month	Departmental SDBIP implementation performance report submitted to the Municipal Manager by the 7th day after the end of the month	1 = not submitted or submitted later than the 10 th day following the end of the month 2 = submitted between the 8 th and 9 th day 3 = submitted on time 4 = submitted up to 2 days before the time 5 = submitted more than 2 days before time	
Monthly Departmental SDBIP implementation performance discussions at the level of Departmental Management	Date of discussion	Departmental SDBIP Implementation performance discussed before the 5 th day after the end of the month	Departmental SDBIP Implementation performance discussed before the 5 th day after the end of the month	Departmental SDBIP Implementation performance discussed before the 5 th day after the end of the month	Departmental SDBIP Implementation performance discussed before the 5 th day after the end of the month	1 = not discussed or discussed after the 10 th day 2 = discussed between the 6 th and 9 th day 3 = discussed on the 5 th day 4 = discussed between the 3 rd and 4 th day 5 = discussed before the 3 rd day	



ADDITIONAL INDIVIDUAL PERFORMANCE REQUIREMENTS TO GIVE EFFECT TO INSTITUTIONAL OBJECTIVES						
	KPI	TARGETS				WEIGHT (Total 100 per KPA)
		QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	
Finalization of Performance Commitments for line managers	Date of finalization	Performance commitment for line managers prepared by the 10 of July 2013	N/a	N/a	N/a	1 = Draft finalized later than 15 July 2013 2 = Draft finalized between 11 and 14 July 2013 3 = Draft finalized on 10 July 2013 4 = Draft finalized between 8 and 9 July 2013 5 = Draft finalized before 8 July 2013
		Performance commitment for line managers signed by 11 July 2013	N/a	N/a	N/a	1 = Signed later than 15 July 2013 2 = Signed between 11 and 14 July 2013 3 = Signed on 10 July 2013 4 = Signed between 8 and 9 July 2013 5 = Signed before 8 July 2013
Quarterly evaluation of the Performance of Departmental Line Managers	Date of evaluation	N/a	Evaluation in respect of Q1 conducted on 16 September 2013	Evaluation in respect of Q2 conducted on 13 January 2014	Evaluation in respect of Q3 conducted on 15 April 2014 Evaluation in respect of Q4 conducted on 14 July 2014	1 = not conducted or more than 10 days late 2 = conducted between 1 and 9 days late 3 = conducted on time 4 = conducted up to 2 days before time 5 = conducted more than 2 days before time
Submission of Individual Performance evidence to the Municipal Manager for evaluation	Date of submission of portfolio of evidence	N/a	Portfolio of evidence submitted to the Municipal Manager on 10 September 2013	Portfolio of evidence submitted to the Municipal Manager on 10 January 2014	Portfolio of evidence submitted to the Municipal Manager on 10 April 2014 Portfolio of evidence submitted to the Municipal Manager on 10 July 2014	1 = not submitted or more than 10 days late 2 = submitted between 1 and 9 days late 3 = submitted on time 4 = submitted up to 2 days before time 5 = submitted more than 2 days before time

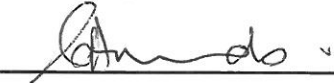


ADDITIONAL INDIVIDUAL PERFORMANCE REQUIREMENTS TO GIVE EFFECT TO INSTITUTIONAL OBJECTIVES						
	KPI	TARGETS				WEIGHT (Total 100 per KPA)
		QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	
Quarterly submission of a report on the Departmental SDBIP implementation performance to the Municipal Manager for submission to the Portfolio Committee	Date of submission of report	N/a	Departmental performance report submitted to the Municipal Manager on 10 September 2013	Departmental performance report submitted to the Municipal Manager on 10 January 2014	Departmental performance report submitted to the Municipal Manager on 10 April 2014 Departmental performance report submitted to the Municipal Manager on 10 July 2014	1 = not submitted or more than 10 days late 2 = submitted between 1 and 9 days late 3 = submitted on time 4 = submitted up to 2 days before time 5 = submitted more than 2 days before time
Quarterly submission of a report on the Institutional SDBIP implementation performance to the PMS Section for purposes of the submission of an institutional performance report to Council	Date of submission of report	N/a	Departmental performance report submitted to the Municipal Manager on 10 September 2013	Departmental performance report submitted to the Municipal Manager on 10 January 2014	Departmental performance report submitted to the Municipal Manager on 10 April 2014 Departmental performance report submitted to the Municipal Manager on 10 July 2014	1 = not submitted or more than 10 days late 2 = submitted between 1 and 9 days late 3 = submitted on time 4 = submitted up to 2 days before time 5 = submitted more than 2 days before time

Kouga Municipality

Thus done and signed at JEFFREYS BAY on this the 30th day
JULY of 2013.

AS WITNESSES:

1. 


EMPLOYEE

2. 

Thus done and signed at JEFFREYSBAY on this the 30th day of
JULY 2013.

AS WITNESSES:

1. _____


MUNICIPAL MANAGER

2. _____