



MAKANA
MUNICIPALITY | EASTERN CAPE

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

MAKANA LOCAL MUNICIPALITY
AS REPRESENTED BY THE ACTING MUNICIPAL MANAGER

NAME: Ms M.J MEIRING
(HEREIN REFERRED TO AS THE 'EMPLOYER')

AND

NAME: MR M.PLANGA
DIRECTOR: PUBLIC SAFETY AND COMMUNITY SERVICES
(HEREIN REFERRED TO AS THE 'EMPLOYEE')

FOR THE FINANCIAL YEAR:
1ST JULY 2015 – 30TH JUNE 2016

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WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1 The **Employer** has entered into a contract of employment with the **Employee** in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The **Employer** and the **Employee** are hereinafter referred to as "the Parties".
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the **Employee** to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.
- 1.5 The parties shall endeavour to discharge all duties in this Performance Agreement including those responsibilities attached to them in terms of Council delegation.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to -

- 2.1 comply with the provisions of Section 57(1)(b),(4A),(4B) and (5) of the Act as well as the employment contract entered into between the parties;
- 2.2 specify objectives and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- 2.3 specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;
- 2.4 monitor and measure performance against set targeted outputs;
- 2.5 use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;
- 2.6 in the event of outstanding performance, to appropriately reward the employee; and
- 2.7 give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **1st July 2015** and will remain in force until **30th June 2016** thereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.

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- 3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.
- 3.3 This Agreement will terminate on the termination of the **Employee's** contract of employment for any reason.
- 3.4 The content of this Agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

4 PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out-
 - 4.1.1 The performance objectives and targets that must be met by the **Employee**; and
 - 4.1.2 The time frames within which those performance objectives and targets must be met.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the **Employer** in consultation with the **Employee** and are based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the **Employer**, and shall include key objectives; key performance indicators; target dates and weightings.
 - 4.2.1 The key objectives describe the main tasks that need to be done.
 - 4.2.2 The key performance indicators and means of verification provide the details of the evidence that must be provided to show that a key objective has been achieved.
 - 4.2.3 The target dates describe the timeframe in which the work must be achieved.
 - 4.2.4 The weightings show the relative importance of the key objectives to each other.
- 4.3 The **Employee's** performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the **Employer's** Integrated Development Plan.

5 PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The **Employee** agrees to participate in the performance management system that the **Employer** adopts or introduces for the **Employer**, management and municipal staff of the **Employer**.
- 5.2 The **Employee** accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the **Employer**, management and municipal staff to perform to the standards required.

- 5.3 The **Employer** will consult the **Employee** about the specific performance standards that will be included in the performance management system as applicable to the **Employee**.
- 5.4 The **Employee** undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.
- 5.5 The criteria upon which the performance of the **Employee** shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
- 5.5.1 The **Employee** must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs) respectively.
- 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.3 KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.
- 5.6 The **Employee's** assessment will be based on his / her performance in terms of the outputs / outcomes (performance indicators) identified as per attached Performance Plan (**Annexure A**), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the **Employer** and **Employee**:

Key Performance Areas (KPA's)	Weighting
Basic Service Delivery KPI's	52%
Good Governance and Public Participation	26%
Institutional Transformation and Organisational Development	18%
Municipal Financial Viability and Management	4%
Total	100%

- 5.7 In the case of managers directly accountable to the municipal manager, key performance areas related to the functional area of the relevant manager, must be subject to negotiation between the municipal manager and the relevant manager.
- 5.8 The CCRs will make up the other 20% of the **Employee's** assessment score. CCRs that are deemed to be most critical for the **Employee's** specific job should be selected (✓) from the list below as agreed to between the **Employer** and **Employee**. Three of the CCRs are compulsory for Municipal Managers:

CORE COMPETENCY REQUIREMENTS (CCR) FOR EMPLOYEES			
CCR		DEFINITION	WHEIGHT
CCR 01	Strategic Capability and Leadership	Skills to be able to provide a vision, set the direction for the municipality or department and inspire others in order to deliver on the municipality's mandate	25
CCR 02	Financial Management	Skills required managing projects and / or department work within the constraints of budget. This includes	25

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		being able to plan a budget at the beginning of the financial year, controlling costs throughout the year by allocating resources appropriately and understanding and anticipating the impact of the other departments on own budget and adopting where necessary.	
CCR 03	Change Management	Skill to initiate and support municipal transformation and change in order to implement new initiatives successfully and deliver on service delivery commitments.	25
CCR 04	Knowledge Management PMS	Understand of the legislative requirements and Regulations associated the PMS	25
TOTAL			100
CCR WEIGHT			20%

6. EVALUATING PERFORMANCE

- 6.1 The Performance Plan (Annexure A) to this Agreement sets out -
- 6.1.1 The standards and procedures for evaluating the **Employee's** performance; and
- 6.1.2 The intervals for the evaluation of the **Employee's** performance.
- 6.2 Despite the establishment of agreed intervals for evaluation, the **Employer** may in addition review the **Employee's** performance at any stage while the contract of employment remains in force.
- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.
- 6.4 The **Employee's** performance will be measured in terms of contributions to the goals and strategies set out in the **Employer's** IDP.
- 6.5 The annual performance appraisal will involve:
- 6.5.1 **Assessment of the achievement of results as outlined in the performance plan:**
- (a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.
 - (b) An indicative rating on the five-point scale should be provided for each KPA.
 - (c) The applicable assessment rating calculator (refer to paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score.

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6.5.2 Assessment of the CCRs

- (a) Each CCR should be assessed according to the extent to which the specified standards have been met.
- (b) An indicative rating on the five-point scale should be provided for each CCR.
- (c) This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score.
- (d) The applicable assessment rating calculator (refer to paragraph 6.5.1) must then be used to add the scores and calculate a final CCR score.

6.5.3 Overall rating

An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.

- 6.6 The assessment of the performance of the **Employee** will be based on the following rating scale for KPA's and CCRs:

Level	Terminology	Description	Rating				
			1	2	3	4	5
5	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.					
4	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 and fully achieved all others throughout the year.					
3	Fully effective	Performance fully meets the standards 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.					

Level	Terminology	Description	Rating				
			1	2	3	4	5
2	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.					
1	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 PA 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.					

6.7 For purposes of evaluating the annual performance of managers directly accountable to the municipal managers, an evaluation panel constituted of the following persons must be established -

- 6.8.1 Municipal Manager;
- 6.8.2 Chairperson of the audit committee
- 6.8.3 Chairperson of the relevant portfolio committee
- 6.8.4 Municipal manager from another municipality.

6.8 The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels referred to in sub-regulations (6.7).

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of each **Employee** in relation to his/her performance agreement shall be reviewed on the following dates.

QUARTERS	REVIEW	PERIOD	TIMEFRAME
First Quarter	Informal Reviews:	July – September	December 2015
Second Quarter	Formal Review:	September – December	Before end January 2016
Third Quarter:	Informal Review	January – March	Before end April 2016
Fourth Quarter:	Formal Review	April – June	Before end July 2016

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7.2 The **Employer** shall keep a record of all fourth quarter reviews and annual assessment meetings.

7.3 Performance feedback shall be based on the **Employer's** assessment of the **Employee's** performance.

7.4 The **Employer** will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The **Employee** will be fully consulted before any such change is made.

7.5 The **Employer** may amend the provisions of Annexure A whenever the performance management system is adopted, implemented and /or amended as the case may be. In that case the **Employee** will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is will developed **Employee** in consultation with Employer.

9. OBLIGATIONS OF THE EMPLOYER

9.1 The Employer shall –

9.1.1 Create an enabling environment to facilitate effective performance by the employee;

9.1.2 Provide access to skills development and capacity building opportunities;

9.1.3 Work collaboratively with the **Employee** to solve problems and generate solutions to common problems that may impact on the performance of the **Employee**;

9.1.4 on the request of the **Employee** delegate such powers reasonably required by the **Employee** to enable him/her to meet the performance objectives and targets established in terms of this Agreement; and

9.1.5 Make available to the **Employee** such resources as the **Employee** may reasonably require from time to time to assist him/her to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

10.1 The **Employer** agrees to consult the **Employee** timeously where the exercising of the powers will have amongst others –

10.1.1 A direct effect on the performance of any of the **Employee's** functions;

10.1.2 Commit the **Employee** to implement or to give effect to a decision made by the **Employer**; and

10.1.3 A substantial financial effect on the **Employer**.

10.2 The **Employer** agrees to inform the **Employee** of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable to enable the **Employee** to take any necessary action without delay.



11. MANAGEMENT OF EVALUATION OUTCOMES

- 11.1 The evaluation of the **Employee's** performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 11.2 A performance bonus of 5% to 14% of the all-inclusive annual remuneration package may be paid to the **Employee** in recognition of outstanding performance to be constituted as follows:
- 11.2.1 A score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
- 11.2.2 A score of 150% and above is awarded a performance bonus ranging from 10% to 14%.

SCORE	BONUS %
Less than 100	Remedial action
100 - 129	No bonus
130 - 133	5
134 - 137	6
138 - 141	7
142 - 145	8
146 - 149	9
150 - 153	10
154 - 157	11
158 - 161	12
162 - 165	13
166 - 167	14

- 11.2.3 A pro rata bonus will be payable to the **Employee** based on the amount of full months employed, in the event that the evaluation period is not for a full financial year subject to the following: -.
- 11.2.3.1 That the evaluation period be no less than 6 months
- 11.2.3.2 That the employee be employed on the last day of the financial year and undergo a review during the agreed review period.
- 11.3 In the case of unacceptable performance, the **Employer** shall –
- 11.3.1 provide systematic remedial or developmental support to assist the **Employee** to improve his or her performance; and
- 11.3.2 after appropriate performance counselling and having provided the necessary guidance and/or support as well as reasonable time for improvement in performance, the **Employer** may consider steps to terminate the contract of employment of the **Employee** on grounds of unfitness or incapacity to carry out his or her duties.

12. DISPUTE RESOLUTION

- 12.1 Any disputes about the nature of the **Employee's** performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/or any other matter provided for, shall be mediated by –
- 12.1.1 the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the **Employee**; or



12.1.2 any other person appointed by the MEC.

12.1.3 In the case of managers directly accountable to the municipal manager, a member of the municipal council, provided that such member was not part of the evaluation panel provided for in sub-regulation 27(4)(e) of the Municipal Performance Regulations, 2006, within thirty (30) days of receipt of a formal dispute from the employee;

Whose decision shall be final and binding on both parties.

12.2 In the event that the mediation process contemplated above fails, clause 20 of the Contract of Employment shall apply.

13. GENERAL

13.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the **Employer**.

13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the **Employee** in terms of his/her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

13.3 The performance assessment results of the municipal manager must be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.

Thus done and signed at on this the day of 2015

AS WITNESSES:

1. _____


EMPLOYEE

2. _____

AS WITNESSES:

1. _____


ACTING MUNICIPAL MANAGER

2. _____



MAKANA
MUNICIPALITY | EASTERN CAPE

PERFORMANCE PLAN: MANDISI PLANGA

2015/16

DIRECTOR PUBLIC SAFETY AND COMMUNITY SERVICES

PERFORMANCE PLAN : Mandisi Planga (Director Community & public Safety)

2015/16

Objective	Strategy	Key Performance Indicator (Project)	Annual Target	Proof	Weighting	Targets				
						July -September	October -December	January -March	April -June	
KPA 13. INSTITUTIONAL MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT										
Improve Corporate Administration and management system 2015/16	Implementation of individual Performance Management System	Cascaded of PMS to HOD Level	Cascaded of PMS to HOD Level by the Third	Performance Review Report	3.8% N/A		N/A	All HOD have Performance Plans	Performance Reviews	
	Improved Integrated Strategic Planning	Agenda and minutes of directorate strategic plan sessions	Conduct Directorate and Strategic Planning Session by the third quarter	Strategic Planning Report	2. % N/A		N/A	Hold Strategic planning Sessions	N/A	
	Implement all budgeted financial recovery plan targets relating to Public safety and community	Ensure all budgeted financial recovery plan targets relating to Public safety and community are achieved on time	100% Achievement of Intervention Plan	Performance/Progress Reports	3.8% all quarterly targets	100% Achievement	100% Achievement all quarterly targets	100% Achievement all quarterly targets	100% Achievement all quarterly targets	
	compliance in leave approved prior to the	compliance in leave approved	Leave to approve prior to the date	100 %	Leave report	3.8% 100%	100%	100%	100%	100%

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PERFORMANCE PLAN : Mandisi Planga (Director Community & public Safety)
2015/16

Objective	Strategy	Key Performance Indicator (Project)	Annual Target	Proof	Weighting	Targets				
						July -September	October -December	January -March	April -June	
leave date for staff under my control	prior to the leave date for staff under my control									
Reduction of overtime for staff under my control	Implement measures to reduce overtime for staff under my control	2.5 Reduction of overtime Quarterly	5% Decrease Annually	Overtime report	3.8% 2.5%		2.5%	2.5%	2.5%	
Fleet Management	Develop a planned service schedule including costs	Development of fleet strategy and the vehicle maintenance plan	Approved fleet strategy plan and vehicle maintenance plan	Resolution on Fleet management and maintenance plan	Develop fleet management and maintenance plan and table draft to Council	Table final fleet management and maintenance plan to council	Approved fleet Management and maintenance plan	Implementation and report		
	Develop a cost saving for fleet and fuel management plan	Investigate and identify the best possible system for fleet and fuel management	Develop a fleet and fuel management plan	Approved fleet and fuel management plan	Develop a fleet and 1. % fuel management strategy	Table draft to Council	Table final to council for approval	Implement system		
KPA 14. BASIC SERVICE AND INFRASTRUCTURE DEVELOPMENT										
Community of Makana have access to adequate facilities also live in a safe, secure and healthy environment by 2017	Effective Management of Environmental and Cleansing Services	Evaluation of food outlets, Cosmetics and Disinfection (MAN00464)	320 Inspections	Inspection Report	5.5% 80	80	80	80	80	
		Inspection of funeral undertakes (MAN00465)	84 Sample test	Inspection Register	5.5% 21	21	21	21	21	
		Learners participation in the road safety programs (MAN00462)	800 Participants	Attendance register	3.8% 200	200	200	200	200	
	Ensure safety and secure roads	Revenue Enhancement (Fines issued) (MAN00463)	Increase by 10%	Reports	3.8% 2.5	2.5	2.5	2.5	2.5	
	Ensure Community safety	Environmental education program (MAN00365)	ECO 8 Schools	Register	3.8% 8 Schools	8 Schools	8 Schools	8 Schools	8 Schools	
	Improve access to library services	Maintenance and renovation of libraries (MAN00362)	95% Capital Budget Allocated	Order/s/Invoice	5.5% Procurement plan	45%	30	20%		
	Promote culture	Adults participation in	100 Participants	Attendance register	3.8% 25	25	25	25	25	

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PERFORMANCE PLAN : Mandisi Planga (Director Community & public Safety)

2015/16

Objective	Strategy	Key Performance Indicator (Project)	Annual Target	Proof	Weighting	Targets			
						July -September	October -December	January -March	April -June
Provide safety, security and health communities	of reading and learning	the outreach programs (MAN00472)							
		Learners participate in the library school programs (MAN00363)	400 Participants	Attendance register	5.5% 100	100	100	100	
	Conduct community outreach program (MAN00361)	800 Household visited	Register	3.8% No of outreach program conducted quarterly	No of outreach program conducted quarterly	No of outreach program conducted quarterly	No of outreach program conducted quarterly	No of outreach program conducted quarterly	
	Disaster risk awareness programs (MAN00357)	Four risk awareness programs	Report	3.8% One awareness program	One awareness program	One awareness program	One awareness program	One awareness program	
	Fire inspection in the commercial and in the industrial areas (MAN00367)	200 Inspection	Inspection register	1% 50	50	50	50	50	
Provision of recreational facilities		Extension of Mayfield's Boundary Fence and construction of gravel roads (MAN00478)	Fencing and developing of gravel road of Mayfield Cemetery by the end fourth Quarter.	Fencing and developing of gravel road of Mayfield Cemetery by the end fourth Quarter documentation	5.5% N/A	Undertaken interdepartmentally	Undertaken interdepartmentally	100% Complete the project	
Support community environmental initiatives		Support environmental Co-operative (MAN00360)	4 Cooperatives support	Support provided and reports	2.8% Measures of support provided Quarterly	Measures of support provided Quarterly	Measures of support provided Quarterly	Measures of support provided Quarterly	
KPA 16. MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT									
Eliminate Unauthorised, Irregular, Fruitless and wasteful expenditure									
Improve Budget expenditure	Budget expenditure rate	Zero contribution	Expenditure report	2.8% 20 % of budget is spend quarterly	50 % of budget is spend quarterly	75% of budget is spend quarterly	95% of budget is spend quarterly		
Ensure compliance with supply chain management policy and regulations by putting systems in place.(Tools)	Develop tools in ensuring compliance	100% adherence to implementation of procurement plan	Procurement plan and checklist of implementation of procurement plan	Develop and implement checklist on implementation of policy for procurement and bid processes	100% adherence to implementation of procurement plan	100% adherence to implementation of procurement plan	100% adherence to implementation of procurement plan	100% adherence to implementation of procurement plan	
					1% plan				

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PERFORMANCE PLAN : Mandisi Planga (Director Community & public Safety)

2015/16

Objective	Strategy	Key Performance Indicator (Project)	Annual Target	Proof	Weighting	Targets			
						July -September	October -December	January -March	April -June
Minimize the number of deviations	Review SCM policy	Only deviations that are allowed in the deviation policy.	100 % Adherence in the SCM policy	Reports submitted as determined by the legislation	2%	Reports submitted as determined by the legislation	Reports submitted as determined by the legislation	Reports submitted as determined by the legislation	Reports submitted as determined by the legislation
KPA 17. GOOD GOVERNANCE AND PUBLIC PARTICIPATION									
Enhance Good Governance and Public Participation	Adherence to the Calendar for the Council meetings	100% Adherence to the meetings as scheduled	100% Adherence to the meetings as scheduled	Report	2.3%	Compliance report meeting schedule is submitted to FAME after every cycle	Compliance report meeting schedule is submitted to FAME after every cycle	Compliance report meeting schedule is submitted to FAME after every cycle	Compliance report meeting schedule is submitted to FAME after every cycle
	Capacitate Managers	Implement training action plan based on gap analysis and identified training needs	Managers training programmes to ensure competent managers employed and developed	Number of managers enrolled and courses attended	1.3%	Analysis of training gaps	Develop draft training action plan and table it to FAME	Table final training action plan to Council	Implement management training programmes to ensure competent managers in place
	Verify employees to payment schedule	Validating the number of employees within the department	Complete workforce audit	Number of employees and number of salaries paid on monthly basis		Head counting 1% compare with payment schedule	Quarterly reports on terminations and appointments	Quarterly reports on terminations and appointments	Quarterly reports on terminations and appointments
	Capacitate Managers	Implement training action plan based on gap analysis and identified training needs	Managers training programmes to ensure competent managers employed and developed	Number of managers enrolled and courses attended	1.3%	Analysis of training gaps	Develop draft training action plan and table it to Council	Table final training action plan to Council	Implement management training programmes to ensure competent managers in place
Promote proper governance and public participation	100% of SDBIP (operational and capital projects) implemented.	Submission of Quarter Performance Report and POE	Four Quarterly reports	Quarterly reports	3.8%	First Quarter Performance Report and POE	Second Quarter Performance Report and POE	Third Quarter Performance Report and POE	Fourth Quarter Performance Report and POE
	Number of risk reduced	Submission of Risk Register Quarterly report	Number of risk reduced according to risk register	Reports	2.3%	Risk register developed	Implementation and monitoring	Implementation and monitoring	Implementation and monitoring

Signature
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PERFORMANCE PLAN : Mandisi Planga (Director Community & public Safety)

2015/16

Objective	Strategy	Key Performance Indicator (Project)	Annual Target	Proof	Weighting	Targets			
						July -September	October -December	January -March	April -June
Enhance public participation	Proper baseline for long term financial planning	Submit inputs for adjustment budget	Approved adjustment budget	Report	1% N/A	Approved adjustment budget	Implementation	Proper baseline for long term financial planning	
	Effective Management of Audit plan and mitigation of identified risk	No repeat of audit findings	Zero repeat on findings queries	Reports	2.3%	Implementation of audit 13/14	Implementation of Audit 13/14	Implementation of audit 14/15	Implementation of audit 14/15
	Hosting Manaka Environmental Forum	4 Annually	Reports and Attendance register	2.3%	One Environmental Forum	One Environmental Forum	One Environmental Forum	One Environmental Forum	One Environmental Forum
	Hosting Environmental Forum	4 Session Annually	Reports and Attendance register	2.3%	One Session	One Session	One Session	One Session	One Session

CORE COMPETENCY REQUIREMENTS (CCRs) : Mandisi Planga (Director Community & public Safety)

2015/16

Core Competency Requirement	Annual Target	Proof	Weighting	Targets			
				September 2015/16	December 2015/16	March 2015/16	June 2015/16
CCR 1. MANAGERIAL							
Strategic Capability and Leadership	Gives direction to team in realizing the municipality's strategic objectives;	Directorate meetings	25%	First Quarter Meeting Discussing Directorate Programs	Second Quarter Meeting Discussing Directorate Programs	Third Quarter Meeting Discussing Directorate Programs	Fourth Quarter Meeting Discussing Directorate Programs
CCR 2. OCCUPATIONAL							
Interpersonal Skills			%				
Financial Management	95% Expenditure	Financial report	25%	Financial Expenditure report	Financial Expenditure report	Financial Expenditure report	Financial Expenditure report
Client orientation and Customer Focus	Integration of Customer care systems	Integrated Customer Care	25%	Draft Customer care Charter is table to FAME	Customer care Charter is table to Council for Approval	Implementation of Centralised system	Report on the System to Council
Knowledge of performance management and reporting	Cascade Performance Management to HOOD level and Four Quarterly Performance reports	Signed Performance Agreements and Quarterly reports	25%	Section 56 Manager have signed Performance Agreements	Section 66 has signed performance agreements and First Quarter Performance	Second Quarter Performance Report	Third Quarter Performance

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