

# PERFORMANCE AGREEMENT

Made and entered into by and between:

**THE ENTITY, SOUTH COAST TOURISM AND INVESTMENT ENTERPRISE (RF) SOC**



As Represented by the Chief Executive Officer

**Ms. PHELISA MANGCU**

and

**MR BUHLEBENKOSI SINELIZWI FIKENI**

(Manager: Finance, HR and Administration)

For the period

**01 July 2022 - 30 June 2023**

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## **PERFORMANCE AGREEMENT**

### **Entered into and Between:**

The Municipal Entity of Ugu District Municipality, the South Coast Tourism and Investment Enterprise (RF) SOC herein represented by Ms. P. Mangcu in his capacity as the Chief Executive Officer of South Coast Tourism and Investment Enterprise; (hereinafter referred to as The Entity or Reporting Officer)

And

Mr. Buhlebenkosi S. Fikeni, duly appointed by the Board as the Manager: Finance and Corporate of the Municipal Entity of the South Coast Tourism and Investment Enterprise (hereinafter referred to as The Manager: Finance, HR and Administration).

### **Whereby it is agreed as follows:**

#### **1. INTRODUCTION**

- 1.1 The Entity has entered into a contract of employment with The Manager: Finance, HR and Administration in terms of either section 56 of the Local Government: Municipal Systems Acts 32 of 2000 ("the System Act") or by virtue of being employed as a Manager. The Entity and The Manager: Finance, HR and Administration are hereinafter referred to as "the Parties".
- 1.2 By virtue of having entering into a Contract of Employment between the parties, they are bound by the Individual and Organizational Performance Management System Framework of the Ugu District Municipality and its entity. The Individual Performance Management Framework requires that an annual performance Agreement/Work plan be entered into.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved and secure the commitment of The Manager: Finance, HR and Administration 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.

#### **2. PURPOSE OF THIS AGREEMENT**

The Purpose of this Agreement is to:

- 2.1 Comply with the provisions of Section 57(1)(b), 4(A), (4B) and (5) of the Systems Acts, and IPMS Framework as well as the Contract of Employment entered into between the parties;
- 2.2 Specify objectives and targets established for The Manager: Finance, HR and Administration and to communicate to The Manager: Finance, HR and Administration The Entity's expectations of The Manager: Finance, HR and Administration's performance expectations and accountabilities;
- 2.3 Specify accountabilities as set out in the Performance Plan (Annexure A1);
- 2.4 Monitor and measure performance against set targeted outputs;

  
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- 2.5 Use the Performance Agreement and Performance Plan as the basis for assessing whether The Manager: Finance, HR and Administration has met the performance expectations applicable to his/her job;
- 2.6 Appropriately reward The Manager: Finance, HR and Administration in accordance with the Ugu District Municipality's and its entity Individual performance management policy framework in the event of outstanding performance; and
- 2.7 Give effect to The Entity's commitment to a performance-orientated relationship with The Manager: Finance, HR and Administration in attaining equitable and improved service delivery.

### **3. COMMENCEMENT AND DURATION**

- 3.1 This Agreement will commence on the 01 July 2022 and will remain in force until 30 June 2023, 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.
- 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 Manager: Finance, HR and Administration's contract of employment for any reason.
- 3.4 The content of this Agreement may be revised at any time during the abovementioned 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 A1) sets out:
  - 4.1.1 The performance objectives and targets that must be met by The Manager: Finance, HR and Administration; 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 Entity in consultation with The Chief Executive Officer and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan of The Entity, and shall include key objectives; key performance indicators; target dates and weighting.
- 4.3 The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. 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.

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- 4.4 The Manager: Finance, HR and Administration's performance will, in addition, be measured in Terms of contributions to the goals and strategies set out in The Entity's Integrated Development Plan.

**5. PERFORMANCE MANAGEMENT SYSTEM**

- 5.1 The Manager: Finance, HR and Administration agrees to participate in the Performance Management System that The Entity adopts or introduces for The Entity, management, and municipal staff of The Entity.
- 5.2 The Manager: Finance, HR and Administration accepts that the purpose of the Performance Management System will be to provide a comprehensive system with specific performance standards to assist The Entity, management, and municipal staff to perform to the standards required.
- 5.3 The Entity will consult The Manager: Finance, HR and Administration about the specific performance standard that will be included in the Performance Management System as applicable to The Chief Executive Officer.

**6. THE MANAGER: FINANCE, HR AND ADMINISTRATION AGREES TO PARTICIPATE IN THE PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM THAT THE ENTITY ADOPTS**

- 6.1 The Manager: Finance, HR and Administration undertakes to actively focus towards the promotion and implementation of KPA's (including special projects relevant to The Manager: Finance, HR and Administration's responsibilities) within the local government framework.
- 6.2 The criteria upon which the performance of The Manager: Finance, HR and Administration shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
- 6.2.1 The Manager: Finance, HR and Administration must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and the Core Managerial Competencies (CMC's) respectively.
- 6.2.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 6.2.3 KPA's covering the main areas of work will account for 80% and CMC's will account 20% of the final assessment.
- 6.3 The Manager: Finance, HR and Administration'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 Entity and Employee. (It is noted that Annexure A will be appended once 2021/22 Annual Performance Plan is approved by Board).

KEY PERFORMANCE AREAS (KPA'S)	WEIGHTING
Municipal Institute Development and Transformation	40
Local Economic Development (LED)	
Municipal Financial Viability and Management	30
Good Governance and Public Participation	30
Total	100%

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6.4 The CMCs will make the other 20% of The Manager: Finance, HR and Administration's assessment score. CMC's that are deemed to be most critical for The Manager: Finance, HR and Administration's specific job should be selected from the list below as agreed to between The Entity and Employee:

<b>CORE COMPETENCY REQUIREMENT FOR EMPLOYEES</b>		
<b>CORE MANAGEMENT CRITERIA (CMC)</b>	<b>✓</b>	<b>WEIGHT</b>
1. Strategic Capability & Leadership	x	
2. Programme & Project Management	x	
3. Financial Management (Compulsory)	✓	15%
4. Change Management	✓	15%
5. Knowledge Management	x	
6. Service Delivery Innovation	x	
7. Problem Solving & Analysis	✓	15%
8. People Management & Empowerment (Compulsory)	✓	25%
9. Client Orientation & Customer Focus (Compulsory)	✓	5%
10. Communication	✓	10%
11. Honesty & Integrity	✓	15%
<b>TOTAL</b>		<b>100%</b>
<b>CORE OCCUPATIONAL COMPETENCY (COC)</b>	<b>✓</b>	
1. Competence & Self-Management	✓	10%
2. Interpretation of and implementation within the legislation and national policy framework	✓	15%
3. Knowledge of developmental local government	✓	10%
4. Knowledge of Performance Management & Reporting	✓	15%
5. Knowledge of global South African specific political, social and economic contexts	✓	10%
6. Competency on policy conceptualisation, analysis and implementation	✓	10%
7. Knowledge of more than one functional municipal fields/discipline	✓	10%
8. Skills in mediation	X	
9. Skills in governance	✓	20%
10. Competence as required by other national line sector departments	✓	
11. Exceptional and dynamic creativity to improve the functioning of the municipality	✓	
<b>TOTAL</b>		<b>100%</b>

## 7. EVALUATING PERFORMANCE

7.1 The Performance Plan (Annexure A1) to this Agreement sets out:

- 7.1.1 The standards and procedures for evaluating Employee's performance; and
- 7.1.2 The intervals for the evaluation of The Manager: Finance, HR and Administration's performance.

7.2 Despite the establishment of intervals for evaluation, The Entity may in addition review The Manager: Finance, HR and Administration's performance at any stage while the contract of employment remains in force.

7.3 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.

7.4 The Manager: Finance, HR and Administration's performance will be measured in terms of contributions to the goals and strategies set out in The Entity's Annual Performance Plan.

7.5 The annual performance appraisal will involve:

7.5.1 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 7.5.3 below) must then be used to add the scores and calculate a final KPA score.

7.5.2 Assessment of the CMC's

- (a) Each CMC 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 CMC.
- (c) The applicable assessment rating calculator (refer to Paragraph 7.5.1) must then be used to add the scores and calculate a final CMC score.

7.5.3 Overall Rating

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

7.6 The assessment of the performance of The Manager: Finance, HR and Administration will be based on the following rating scale for KPA's, CMC's and COC's:

LEVEL	TERMINOLOGY	DESTRPTIONS	RATING
5	Outstanding Performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that The Manager: Finance, HR and Administration 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.	>150%
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that The Manager: Finance, HR and Administration has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.	130-149%
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that The Manager: Finance, HR and Administration has fully achieved effective results against all significant performance criteria and indicators as specified in the Performance Agreement and Performance Plan.	100-129%

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 indicate that The Manager: Finance, HR and Administration 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.	80-99%
1	Unacceptable Performance	Performance does not meet the standard expected for the job. The review / assessment indicates that The Manager: Finance, HR and Administration 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 Manager: Finance, HR and Administration 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.	>79%

7.7 For purpose of evaluating the performance of the Manager: Finance, HR and Administration, an evaluation panel will be appointed by the Board of Directors.

## 8. SCHEDULE FOR PERFORMANCE REVIEWS

8.1 The performance of each Employee in relation to his/her performance agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

First quarter	July - September (year)
Second quarter	October - December (year)
Third quarter	January - March (year)
Fourth quarter	April - June (year)

8.2 The Entity shall keep a record of the mid-year review and annual assessment meetings.

8.3 Performance feedback shall be based on The Entity's assessment of The Manager: Finance, HR and Administration's performance.

8.4 The Entity will be entitled to review and make reasonable changes to the provisions of Annexure A1 from time to time for operational reasons. The Manager: Finance, HR and Administration will be fully consulted before any such change is made.

8.5 The Entity 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 Manager: Finance, HR and Administration will be fully consulted before any such change is made.


## 9. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing development gaps is attached as Annexure A2.

## 10. OBLIGATIONS OF THE ENTITY

The Entity shall:

- 10.1 Create an enabling environment to facilitate effective performance by The Manager: Finance, HR and Administration;
- 10.2 Provide access to skills development and capacity building opportunities;
- 10.3 Work collaboratively with The Chief Executive Officer and Executive Board

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- Members to solve problems and generate solutions to common problems that may impact on the performance of The Manager: Finance, HR and Administration;
- 10.4 On the request of The Manager: Finance, HR and Administration, delegates such powers reasonably required by The Manager: Finance, HR and Administration to enable him/ her to meet the performance objectives and targets established in term of this Agreement; and
- 10.5 Make available to The Manager: Finance, HR and Administration such resources as The Manager: Finance, HR and Administration may reasonably require to assist him/her meet the performance objectives and targets established in terms of this Agreement.

## 11. CONSULTATION

- 11.1 The Entity agrees to consult The Manager: Finance, HR and Administration timeously where the exercising of the powers will have amongst others:
- 11.1.1 A direct effect on the performance of any of the Manager: Finance, HR and Administration's functions;
- 11.1.2 Commit the Manager: Finance, HR and Administration to implement or to give effect to a decision made by The Entity; and
- 11.1.3 A substantial financial effect on The Entity.
- 11.2 The Entity agrees to inform The Manager: Finance, HR and Administration of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 11.1 as soon as is practicable to enable The Manager: Finance, HR and Administration to take any necessary action without delay.

## 12. MANAGEMENT OF EVALUATION OUTCOMES

- 12.1 The evaluation of The Manager: Finance, HR and Administration's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 12.2 A performance bonus of 5% to 14% of inclusive annual remuneration package may be paid to The Manager: Finance, HR and Administration in recognition of outstanding performance.
- 12.3 The Employee will be eligible for progression to the next higher remuneration package, within the relevant remuneration band, after completion of least twelve months (12) service at current remuneration package 30 June (end of financial year) subject to a fully effective assessment.
- 12.4 In the case of unacceptable performance, The Entity shall:
- 12.4.1 Provide systematic remedial of development support to assist The Manager: Finance, HR and Administration to improve his or her performance; and
- 12.4.2 After appropriate performance and counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, The Entity may consider steps to terminate the contract of employment of The Manager: Finance, HR and Administration on grounds of unfitness or incapacity to carry out his or her duties.

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**13. GENERAL**


- 13.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be available to the public by The Entity.
- 13.2 Nothing in this agreement diminishes the obligations, duties, or accountabilities of The Manager: Finance, HR and Administration in terms of his/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.

Thus, done and signed at Port Shepstone on this the 26<sup>th</sup> day of July 2022.

1. Buhlebenkosi Sinelizwi Fikeni

  
EMPLOYEE

2. Ms. Phelisa Mangcu

  
EMPLOYER

**AS WITNESSES:**

1.   
\_\_\_\_\_

PATRIC SHINGA  
NAME OF WITNESS

2.   
\_\_\_\_\_

NEULWENO HLONGWANE  
NAME OF WITNESS

# 1. ANNUAL PERFORMANCE PLAN, PERSONAL DEVELOPMENT PLAN & REVIEW FOR MANAGERS

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

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


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	
Name	
Municipality	
Department	
Race	
Gender	
Employee Number	
Date Of Appointment	
Salary Package	


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**2. MANAGERS PERFORMANCE PLAN AND REPORT FOR THE YEAR UNDER REVIEW**

KEY PERFORMANCE AREAS (KPA'S)	WEIGHTING
Municipal Institute Development and Transformation	40
Local Economic Development (LED)	
Municipal Financial Viability and Management	30
Good Governance and Public Participation	30

  
 \_\_\_\_\_  
**MANAGER'S SIGNATURE**  
 DATE: 28/07/2022

  
 \_\_\_\_\_  
**REPORTING OFFICER'S SIGNATURE**  
 DATE:

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**3. EVALUATION ON THE CORE MANAGEMENT CRITERIA (CMG)**

CMC's are based on the eleven core competencies - every Manager should be assessed against all those CMC's that are applicable to her/his job. Compulsory CMC's for Managers are highlighted below: (NOTE: Weight should be taken from the signed performance agreement for the year under review)

CORE MANAGEMENT CRITERIA (CMC)	WEIGHT	MILESTONES / COMMENTS	OWN RATING BY MANAGER (1-5)	RATING BY ASSESSOR	AGREED RATING
1. Strategic Capability & Leadership					
2. Programme & Project Management					
3. Financial Management (Compulsory)	15%				
4. Change Management	15%				
5. Knowledge Management					
6. Service Delivery Innovation					
7. Problem Solving & Analysis	15%				
8. People Management & Empowerment (Compulsory)	25%				
9. Client Orientation & Customer Focus (Compulsory)	5%				
10. Communication	10%				
11. Honesty & Integrity	15%				
<b>TOTAL</b>	<b>100%</b>				

*Handwritten signature and initials: B.S.*

#### 4. EVALUATION ON THE CORE OCCUPATIONAL COMPETENCY (COC)

CORE OCCUPATIONAL COMPETENCY (COC)	✓	MILESTONES / COMMENTS	OWN RATING (BY MANAGER) (1-5)	RATING BY PANEL MEMBER (1-5)
1. Competence & Self-Management	✓	10%		
2. Interpretation of and implementation within the legislation and national policy framework	✓	15%		
3. Knowledge of developmental local government	✓	10%		
4. Knowledge of Performance Management & Reporting	✓	15%		
5. Knowledge of global South African specific political, social and economic contexts	✓	10%		
6. Competency on policy conceptualisation, analysis and implementation	✓	10%		
7. Knowledge of more than one functional municipal fields/discipline	✓	10%		
8. Skills in mediation	X			
9. Skills in governance	✓	20%		
10. Competence as required by other national line sector departments	✓			
11. Exceptional and dynamic creativity to improve the functioning of the municipality	✓			
<b>TOTAL</b>		<b>100%</b>		

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5. ANNEXURE A1:

STRATEGIC OBJECTIVE - DESTINATION MANAGEMENT : KEY PERFORMANCE AREA 5: FINANCE & ADMINISTRATION																							
PROGRAM REF	PROGRAM	PROGRAM STRATEGIC OBJECTIVE	PROJECT REF	PROJECT	PROJECT OBJECTIVE	SUB-PROJECT REF.	SUB-PROJECT	ANNUAL KEY PERFORMANCE INDICATOR/OUTPUT	UNIT OF MEASURE	ANNUAL PERFORMANCE TARGET	ANNUAL BUDGET	Q1 TARGET	Q2 TARGET	Q3 TARGET	Q4 TARGET	PORTFOLIO OF EVIDENCE							
5	Finance & Administration	To ensure that the City's administrative administration is characterized by good governance, good management, good governance and compliance as well as adequate /required staff in order to achieve the intended outcomes and leading to plans	3.1	Performance Management	To develop and adopt credible strategic and operational plans through planning cycle and processes	3.1.1	Strategic Plan review	Review Strategic Plan approved by Board by date	Date of Strategic Plan Approved	15 December 2023	Operational	0	0	0	0	0	Board Resolution of Approval						
						3.1.2	Annual Performance Plan	Annual Performance Plan approved by Board by date	Date of Operational Plan Approved	31 May 2023	Operational	0	0	0	0	0	0	0	0	Board Resolution of Approval			
						3.1.3	Performance Management	IPM Target/Annual KPI Outputs Achieved	Planned KPI Outputs % Achieved	50%	Operational	80%	80%	80%	80%	80%	80%	80%	80%	80%	Annual Performance Report		
						3.1.4		Annual Report for UDCI and USCCA approved by Board 31 December	Date of Annual Report Adoption	31 December 2022	Operational	0	0	0	0	0	0	0	0	0	Board Resolution of Adoption, submission to the Ugu District Municipality		
						3.1.5		Mid-Year Performance Report adopted and submitted to the Ugu District Municipality by 30 January	Date of Mid-Year Report Adoption	25 January 2023	Operational	0	0	0	0	0	0	0	0	0	Board Resolution of Adoption, submission to the Ugu District Municipality		
						3.1.8		Quarterly Performance Review reports submitted to Ugu District by the 5th of the Next Quarter	Number of reports	4	Operational	1	1	1	1	1	1	1	1	1	Evidence of Submission to Ugu District Municipality		
						3.1.1		To ensure good governance through statutory compliance and policy framework	Risk Management and Fraud Prevention	Compliance Risk Register and Fraud Prevention Plan by 31 October	Date	31 October 2022	Operational	0	0	0	0	0	0	0	0	Risk Register and Fraud Register submitted to the CEO by date	
						3.1.3			Annual Audit Plan	100% Annual Audit Plan Implementation	Percentage of Plan Implementation	100%	Operational	100%	100%	100%	100%	100%	100%	100%	Audit Committee Minutes		
						3.1.7			Auditor-General Management Report USCCA	Auditor-General Management Report and Audit Finding USCCA	AG Report Opinion	Unqualified Audit	Operational	Unqualified Audit Opinion								AG Management Report/Duty Statement of used Tabled	
						3	Finance	To ensure good budgeting, financial management according to legislation			Final AFS of USCCA submitted to AG by date	Date	31 August 2022	Operational	31 August 2022	Operational	0	0	0	0	0	Final AFS submitted to AG with sub-rogated/mandated receipt	
											Annual Financial Statements of UDCI and USCCA adopted by the Board by date	Date	31 December 2022	Operational	31 December 2022	Operational	0	0	0	0	0	Board Resolution of AFS Adoption	
											Final Balance paid monthly by 25th	Date	25th Monthly Payment by 25th	Operational	R10 880 352	Operational	0	0	0	0	0	Final Reports by date	
											Final Fees paid monthly by 25th	Date	25th Monthly Payment by 25th	Operational	R146 226	Operational	0	0	0	0	0	Final Reports by date	
											100% points in structure filled	% Filled points in structure	100%	Operational	100%	100%	100%	100%	100%	100%	100%	Quarterly Reports	
											To facilitate tertiary education internships during the year	Number of internships facilitated	1000	Operational	R100 000	Operational	0	0	0	0	0	Confirmation letter of appointment ID Internship	
											Staff Development	Staff Development by date	Date	30 December 2022	Operational	30 December 2022	Operational	0	0	0	0	0	Quarterly Reports
											100% relevant staff with signed annual performance plans by date of 31 July	% relevant staff with signed annual performance plans by date of 31 July	100%	Operational	100%	100%	100%	100%	100%	100%	100%	Duty Signed Annual Performance Plans	
											Implementation Individual Performance Management System (IPMS)	% Implementation of IPMS	100%	Operational	100%	100%	100%	100%	100%	100%	100%	Quarterly Performance Reports	
					Ensure that legal requirements are met with the closure of UDCI and USCCA Companies	UCCI and USCCA Companies	1	Operational	1	1	1	1	1	1	1	Quarterly reports to the new Eddy and Boards of UDCI and USCCA on the status of the final investigation for the entities							

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**6. ANNEXURE A2: PERSONAL DEVELOPMENT PLAN**

AREA TO BE DEVELOPED	TYPE OF INTERVENTION	TARGET DATE	PERFORMANCE REVIEW FOR PDP	
			PROGRESS	ACTIONS TO OVERCOME BARRIERS


**7. ANNEXURE A3: PERFORMANCE ASSESSMENT RATING**

The assessment rating calculator will be used to add the scores and calculate a final KRA score (80%) and a final CMC & COC'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	%		
2. Municipal Institutional development and transformation	40 %		
3. Local economic development	%		
4. Municipal financial viability and management	30 %		
5. Good Governance and Public Participation	30 %		
1. Community & Social Development Services	%		
<b>Total</b>	%		
<b>x 80%</b>			%

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CORE OCCUPATIONAL COMPETENCY (COC)	✓		MILESTONES / COMMENTS	OWN RATING (BY MANAGER) (1-5)	RATING BY PANEL MEMBER (1-5)
1. Competence & Self-Management	✓	10%			
2. Interpretation of and implementation within the legislation and national policy framework	✓	15%			
3. Knowledge of developmental local government	✓	10%			
4. Knowledge of Performance Management & Reporting	✓	15%			
5. Knowledge of global South African specific political, social and economic contexts	✓	10%			
6. Competency on policy conceptualisation, analysis and implementation	✓	10%			
7. Knowledge of more than one functional municipal fields/discipline	✓	10%			
8. Skills in mediation	X				
9. Skills in governance	✓	20%			
10. Competence as required by other national line sector departments	✓				
11. Exceptional and dynamic creativity to improve the functioning of the municipality	✓				
<b>TOTAL</b>		<b>100</b>			

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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)			%

**SIGNATURES OF MEMBERS OF THE EVALUATION PANEL**

Chairperson : \_\_\_\_\_


Member : \_\_\_\_\_

Member : \_\_\_\_\_

Member : \_\_\_\_\_


Member : \_\_\_\_\_

Signed in : \_\_\_\_\_ on \_\_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_


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**8. AGREEMENT TO PERFORMANCE AND DEVELOPMENT PLAN:**

I agree with the objectives as set out in the above Performance and Development Plan and undertake to achieve the objectives as agreed on.

SIGNATURE:  \_\_\_\_\_  
Name of Manager: **BUHLEBENKOSI FIKENI**  
Date: 28/12/2022

I undertake to support Buhlebenkosi Fikeni with the achievement of the above Performance and Development Plan

SIGNATURE:  \_\_\_\_\_  
Name of Reporting Officer: **PHELISA MANGCU**  
Date: 28/12/2022

**FEEDBACK ON INFORMAL QUARTERLY REVIEW:**

**FEEDBACK FROM REPORTING OFFICER:**  
.....  
.....

Signature of Reporting Officer  
Date:

Signature of Manager  
Date: