Annexure A

(to Memorandum of Agreement of Employment)

PERFORMANCE AGREEMENT

COMMENCING 15TH August 2018

MADE AND ENTERED INTO BY AND BETWEEN

THE COUNCIL OF THE NEWCASTLE MUNICIPALITY

Herein represented by **B E MSWANE**

in his duly authorised capacity as **MUNICIPAL MANAGER**

of the **NEWCASTLE Municipality**

AND

SYDNEY CHAUKE - IDENTITY NUMBER 7903255495085

SED : TECHNICAL SERVICES

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".

(2) Section 57(1)(b) of the Systems Act, read with the Memorandum of Agreement of Employment concluded between the parties, requires the parties to conclude an annual Performance Agreement. The employer must conclude a Performance Agreement within 60 days 3of assumption of duty and renew it annually within one month of the commencement of the beginning of the financial year.

(3) The parties will 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 as defined in the municipal IDP.

(4) The parties will 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),(4A),(4B) and (5) of the Systems Act as well as the Memorandum of Agreement of Employment entered into between the parties;

2.2 communicate to the Employee the Employer's performance expectations and accountabilities by specifying objectives and targets as defined in the IDP;

2.3 specify accountabilities as set out in the Performance Plan (in a format substantially compliant with Appendix "A");

2.4 monitor and measure performance against set targeted outputs;

2.5 appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and

2.7 give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

3 COMMENCEMENT AND DURATION

3.1 This Agreement will commence on the **15th August 2018** and will remain in force in line with Employment agreement until the **30 June 2019**, where after 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 if applicable.

3.2 The parties will review the provisions of this Agreement during June each year and will conclude a new Performance Agreement (and Performance Plan and Personal Development Plan) that replaces this Agreement at least once a year but not later than one month after the commencement of the new financial year, in line with the Employment Agreement.

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 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.

3.6 Any significant amendments/ deviations referred to in 3.4 and 3.5 above must take cognisance of, where relevant, the requirements of sections 34 and 42 of the Systems Act, and must be done in terms of regulation 4 (5) of the Local Government: Municipal Performance Regulations for Municipal Managers and managers directly accountable to the Municipal Manager, 2006 ("the Regulations");

4 PERFORMANCE OBJECTIVES

4.1 The Performance Plan (Appendix "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 Appendix "A" are set by the Employer in consultation with the Employee and based on the Integrated Development Plan and the Budget of the Employer, and shall include key objectives; key performance indicators; target dates and weightings.

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.

4.4 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 itself, 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.

6 The Employee agrees to participate in the performance management and development system that the Employer adopts.

6.1 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.

6.2 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.

6.2.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Managerial Competencies (CMCs) respectively.

6.2.2 KPAs covering the main areas of work will account for 80% and CMCs will account for 20% of the final assessment.

6.2.3 Each area of assessment will be weighted and will contribute a specific part to the total score.

6.3 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 (Appendix "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	55%
Municipal Institutional Development and Transformation	5%
Local Economic Development (LED)	5%
Municipal Financial Viability and Management	20%
Good Governance and Public Participation	15%
Cross Cutting	0%
Total	100%

6.4 The Critical Leading Competencies (CLC) and Core Competencies requirements (CCR's) as per Annexure A of the Local Government : Competency Framework for Senior Managers will make up the other 20% of the Employee's assessment score. There is no hierarchical connotation and all competencies are essential to the role of a senior manager. All competencies must therefore be selected from the list below as agreed to between the Employer and Employee:-

CRITICAL LEADING COMPETENCIES		WEIGHT
Strategic Direction and Leadership	• Impact and Influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness	10%
People Management	• Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and Dispute Management	10%
Programme and Project Management	• Program and Project Planning and Implementation • Service Delivery Management • Program and Project Monitoring and Evaluation	15%
Financial Management	• Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring	15%
Change Leadership	• Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation	10%
Governance Leadership	• Policy Formulation • Risk and Compliance Management • Co-operative Governance	10%
CORE COMPETENCIES		
Moral Competence		5%
Planning and Organising		5%
Analysis and Innovation		5%
Knowledge and Information Management		5%
Communication		5%
Results and Quality Focus		5%
Total Percentage		**100%**

7. EVALUATING PERFORMANCE

7.1 The Performance Plan/scorecard (Appendix "A") to this Agreement sets out –

7.1.1 the standards and procedures for evaluating the Employee's performance; and

7.1.2 the intervals for the evaluation of the Employee's performance.

7.2 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.

7.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan (in a format substantially compliant with Appendix "B") as well as the actions agreed to, and implementation must take place within set time frames.

7.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's IDP.

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 CMCs

(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 above) 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 outcome of the performance appraisal. (Calculator available on DPLG website.)

7.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CMCs:

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 PA 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 PA and Performance Plan.					
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 PA 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.					

7.7 For purposes of evaluating the performance an evaluation panel constituted in terms of Regulation 27(4)(d)(e) and (f) will be established.

8. SCHEDULE FOR PERFORMANCE REPORTING, MONITORING, EVALUATION AND REVIEW

8.1 The performance of the Employee in relation to his performance agreement shall be monitored and evaluated on the following dates (in line with the Performance Management Framework – as amended) with the understanding that informal and formal evaluations will be documented for each quarter. Quarterly evaluations will be subject to an internal audit process being concluded. Monthly reporting may be verbal and informal for the purposes of identifying areas for corrective action and/or review. The first and third quarter may be verbal if performance is satisfactory:

QUARTER	PERIOD	*REVIEW TARGET DATE*	*Review type*
FIRST	August 2018	30 September 2018	Informal (Verbal)
	September 2018	31 October 2018	Informal (Written)
SECOND	October 2018	30 November 2018	Informal (Verbal)
	November 2018	31 December 2018	Informal (Verbal)
	December 2018	31 January 2019	Informal (Written)
THIRD	January 2019	28 February 2019	Informal (Verbal)
	February 2019	31 March 2019	Informal (Verbal)
	March 2019	30 April 2019	Informal (Written)
Fourth /Annual	April 2019	31 May 2019	Informal (Verbal)
	May 2019	30 June 2019	Informal (Verbal)
	June 2019	31 July 2019	Informal (Written)
	Annual 2018/19	31 May 2019	Formal Evaluation Panel

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

8.3 The Employee is responsible for maintaining a Portfolio of Evidence, which must be made available at the informal and formal evaluation sessions, and for audit purposes

8.4 Performance scoring and feedback shall be based on the Employer's assessment of the Employee's performance against Actuals reported and evidence provided.

8.5 The Employer will be entitled to review and make reasonable changes to the provisions of Appendix "A" in line with Mid Year Assessment for operational reasons. The Employee will be fully consulted before any such change is made.

8.6 The Employer may amend the provisions of Appendix "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.

9. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Appendix "B".The PDP will be completed after the 1st quarter performance assessment, and quarterly assessments thereafter.

10. OBLIGATIONS OF THE EMPLOYER

10.1 The Employer shall –

10.1.1 Create an enabling environment to facilitate effective performance by the employee;
10.1.2 provide access to skills development and capacity building opportunities;
10.1.3 work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
10.1.4 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
10.1.5 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.

11. CONSULTATION

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

11.1.1 a direct effect on the performance of any of the Employee's functions;
11.1.2 commit the Employee to implement or to give effect to a decision made by the Employer; and
11.1.3 a substantial financial effect on the Employee.

11.2 The Employer agrees to inform the Employee 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 Employee to take any necessary action without delay.

12. MANAGEMENT OF EVALUATION OUTCOMES

12.1.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance
12.1.2 A performance bonus may be paid in terms of section 32(2) of the Local Government : Municipal Performance Regulations and any other policy of Council,

12.2 In the case of unacceptable performance, the Employer must implement Procedures for dealing with substandard performance as prescribed in section 16 of the Local Government : Disciplinary Code and Procedures for Senior manager which is attached hereto as Appendix C.

13. DISPUTE RESOLUTION

13.1 Any disputes about the nature of the Employee's **performance agreement**, whether it relates to key responsibilities, priorities, methods of assessment, and/ or salary increment in the agreement, must be mediated by –

13.1.1 in the case of the Municipal Manager be mediated by the MEC for local government in the province, or any other person appointed by the MEC within thirty (30) days of receipt of a formal dispute from the employee; and

13.1.2 in the case of Managers directly accountable to the Municipal Manager, the Mayor, within thirty (30) days of receipt of a formal dispute from the Employee;

whose decision shall be final and binding on both parties.

13.2 Any disputes about the outcome of the employee's **performance evaluation**, must be mediated by -

13.2.1 In the case of the Municipal Manager be mediated by the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the Employee or any other person appointed by the MEC; and

13.2.2. 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), within thirty (30) days of receipt of a formal dispute from the employee;

whose decision shall be final and binding on both parties.

14. GENERAL

14.1 The contents of this agreement and the outcome of any review conducted in terms of Appendix "A" must be made available to the public by the Employer (MFMA, 2003 and Section 46 of the Systems Act, 2000).

14.2 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.

14.3 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.

Signed and accepted S CHAUKE	
Signed and accepted by BE MSWANE	
Date Performance Plan signed	12/10/2018
Witness Number One : Name and Signature	D Jansen
Witness Number Two : Name and Signature	N. Tikka-Rajaneesan

APPENDIX B
(TO THE PERFORMANCE AGREEMENT)

PERSONAL DEVELOPMENT PLAN

MUNICIPALITY:	**NEWCASTLE MUNICIPALITY**

INCUMBENT: **S CHAUKE**

SALARY:

JOB TITLE: **SED: TECHNICAL SERVICES**

REPORT TO: **MUNICIPAL MANAGER**

1. What are the competencies required for this job (refer to competency profile of job description)?

CRITICAL LEADING COMPETENCIES

- Strategic Direction and Leadership
- People Management
- Programme and Project Management
- Financial Management
- Change Leadership
  Governance Leadership

CORE COMPETENCIES

- Moral Competence
- Planning and Organising
- Analysis and Innovation
- Knowledge and Information Management
- Communication
  Results and Quality Focus

2. What competencies from the above list, does the job holder already possess?

All the above

3. What then are the competency gaps? (If the job holder possesses all the necessary competencies, complete No's 5 and 6.)

Municipal Finance Management Programme-

Please refer to No's 5 and 6 below

4. Actions/Training interventions to address the gaps/needs

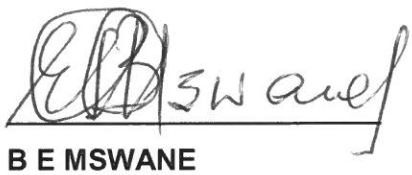
Formal training and registration for the MFMP

5. Indicate the competencies required for future career progression/development

None

6. Actions/Training interventions to address future progression **None**
7. Comments/Remarks of the Incumbent None
8. Comments/Remarks of the supervisor _____ _____ _____ _____

Agreed upon

Signature: 

Supervisor: **B E MSWANE**

Date: 12/10/2018

Signature: 

Incumbent: **S CHAUKE**

Date: 12/10/2018

NEWCASTLE MUNICIPALITY
PERFORMANCE PLAN 2018/19
SED : TECHNICAL SERVICES

KPI REFERENCE NUMBER	SDBIP REF NUMBER	OSC REFERENCE NUMBER	OUTCOME 9	NATIONAL KPA	BACK TO BASICS PILLAR	IDP PRIORITY	DEPARTMENTAL OBJECTIVE	DEPARTMENTAL STRATEGIES	FUNCTIONAL AREA (LIST AS PER THE FUNCTIONAL AREA ON THE DEPARTMENTAL RUNNER)	KPI No. LINKED TO IDP	KEY PERFORMANCE INDICATOR	KPI TYPE (INPUT, OUTPUT, OUTCOME, PROCESS)	UNIT OF MEASURE	BASELINE	2018'19 ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	RESPONSIBLE OFFICIAL (DESIGNATION)	FREQUENCY OF REPORTING	PRIMARY SOURCE OF EVIDENCE	WEIGHTING
SEDTS01	TS010	OSCBS001	Output 2: Improving access to basic services.	BASIC SERVICE DELIVERY	Delivering basic services;	Improved quality of roads and stormwater infrastructure (including sidewalks)	To create an efficient system for Infrastructure operations and management	Develop a Comprehensive Infrastructure Master Plan (It will cater for key focus areas including: Housing development, Water and sanitation, water safety plan, Roads and storm water, Energy – High voltage, Electrification, Maintenance Plan, Asset replacement plan, waste management and catalytic projects)	Technical Services - Civils and Water	BS1.1.1	Full installation of Infrastructure Management Query System (IMQS) with all functional attributes by June 2019	Output	Infrastructure Management Query System	Final appointment of Consultant	Fully installation of Infrastructure Management Query System (IMQS) with all functional attributes by June 2019	N/A	Finalise funding for Installing of Infrastructure Management Query System (IMQS)	N/A	Fully installation of Infrastructure Management Query System (IMQS) with all functional attributes by June 2019	SED: Technical Services	Bi-annual	Q2 - Approval of the funds by EXCO under the non-revenue water funding or by COGTA under MIG Funding or DWS under any funding supported by Department of Water and Sanitation, Q4 - Report with all end user personnel connected to the IMQS	5%
SEDTS02	CIV1	OSCBS010	Output 2: Improving access to basic services.	BASIC SERVICE DELIVERY	Delivering basic services;	Improved quality of roads and stormwater infrastructure (including sidewalks)	To ensure the provision and maintenance of safe roads and effective storm water infrastructure.	Refurbishment and maintenance of roads, storm water infrastructure, traffic calming devices and provision of pedestrian walkways.	Civil	BS4.1.1	Km of Roads resealed/rehabilitated	Output	Kilometres (km)	12km	25,7 km	0km	7 km	18,7 km	0 km	Manager: Roads and Storm-water	Bi-annual	Completion certificates signed by the Director and confirmed by the relevant ward Councillor.	5%
SEDTS03	CIV2	OSCBS011	Output 2: Improving access to basic services.	BASIC SERVICE DELIVERY	Delivering basic services;	Improved quality of roads and stormwater infrastructure (including sidewalks)	To ensure the provision and maintenance of safe roads and effective storm water infrastructure.	Refurbishment and maintenance of roads, storm water infrastructure, traffic calming devices and provision of pedestrian walkways.	Civil	BS5.1.2	km's of roads gravelled	Output	Kilometres (km)	2,5km	8.8km	0 km	4,4km	4,4km	0km	Manager: Roads and Storm-water	Bi-annual	Completion certificates signed by the Director and confirmed by the relevant ward Councillor.	5%
SEDTS04	CIV7	OSCBS012	Output 2: Improving access to basic services.	BASIC SERVICE DELIVERY	Delivering basic services;	Improved quality of roads and stormwater infrastructure (including sidewalks)	Upgrade of gravel roads to tarred roads with storm water infrastructure and street furniture	Implementation of the Capital Program (MIG+INTERNAL FUNDING)	Civil	BS6.1.1	Km's of roads upgraded from gravel to blacktop including street furniture	Output	Kilometres (km)	1.7km	8.07km	0km	0km	8.07km	Okm	Manager: PMU	Annual	(Invoices will be linked to relevant PIP's) Completion certificates, progress reports signed by the Consultant engineer/ Director/SED	5%
SEDTS05	CIV9	OSCCC014	Output 2: Improving access to basic services.	BASIC SERVICE DELIVERY	Delivering basic services;	Improved access to public facilities (including educational facilities - provincial mandate)	To ensure efficient use and management of community facilities.	Establishment and provision of community facilities	Civil	CC1.1.1	Progress made with Charlestown Library	Process	Progress reports	New kpi	Completion of Charlestown library	Construction of sub-structure brickwork, finishing of concrete floor sab and the completion of steel structure, roof and roof sheeting.	Completion of superstructure brickwork, completion of security gate and completion of electrical work.	Completion of the Amphitheatre, completion of external works and final completion of the project.	0	Manager: PMU	Quarterly	Progress reports, Completion certificate, invoices linked to the expenditure	5%
SEDTS06	WS2		Output 2: Improving access to basic services.	BASIC SERVICE DELIVERY	Delivering basic services;	Improved access to basic service delivery (i.e Water, sanitation, electricity, housing, waste removal)	To ensure that the service level agreement is implemented	To monitor the performance of the entity (financial and non-financial performance)	Water		Number of UTW reports submitted to Portfolio Standing Committee	output	Number	NEW KPI	8	0	2	3	3	Manager: WSA	Quarterly	Register, Reports and minutes of the meeting	5%
SEDTS07	WS3	OSCBS002	Output 2: Improving access to basic services.	BASIC SERVICE DELIVERY	Delivering basic services;	Improved access to basic service delivery (i.e Water, sanitation, electricity, housing, waste removal)	To ensure the provision of appropriate sanitation and potable water to all households in Newcastle Municipality.	Increase number of households with access to basic potable (drinkable) water	Water	BS2.1.1	% Of households with access to a basic level of water	Output indicator	Percentage (%)	93.40%	93.40%	0	0	0	93.40%	Director: WSA	Annual	Progress report based on Stats SA census figures, BTO reports on new connections OR supported by completion certificates and final payment certificates/invoices signed by the Director and SED.	5%
SEDTS08	WS4	OSCBS003	Output 2: Improving access to basic services.	BASIC SERVICE DELIVERY	Delivering basic services;	Improved access to basic service delivery (i.e Water, sanitation, electricity, housing, waste removal)	To ensure the provision of appropriate sanitation and potable water to all households in Newcastle Municipality.	Increase number of households with access to basic sanitation	Water	BS2.2.1	% Of households with access to a basic level of sanitation	Output indicator	Percentage (%)	80.60%	81.06%	0	0	0	81.06%	Director: WSA	Annual	Progress report based on Stats SA census figures, BTO reports on new connections OR supported by completion certificates and final payment certificates/invoices signed by the Director and SED.	5%
SEDTS09	WS5	OSCBS005	Output 2: Improving access to basic services.	BASIC SERVICE DELIVERY	Delivering basic services;	Improved access to basic service delivery (i.e Water, sanitation, electricity, housing, waste removal)	To reduce water loss	To reduce the percentage of water losses. (Non- revenue water loss)	Water	BS3.1.1	Reduction of water loss by 2% per annum for Non-Revenue Water loss	Outcome indicator	Percentage (%)	42.00%	40.00%	0	0	0	40.00%	Manager: WSA	Annual	Water balance scorecard with all calculations	5%
SEDTS10	ELM001	OSCBS013	Output 2: Improving access to basic services.	BASIC SERVICE DELIVERY	Delivering basic services;	Improved access to basic service delivery (i.e Water, sanitation, electricity, housing, waste removal)	To ensure access to electricity within the Newcastle Licence area	To develop and implement the Electricity Services Delivery Plan (ESDP)	Electrical	BS7.1.1	Development and approval of Electricity Service Delivery Plan (ESDP) by June 2019	PROCESS	Electricity Service Delivery Plan	Appointment of Service Provider to develop Electricity Service Delivery Plan (ESDP) by June 2018	Development and approval of Electricity Service Delivery Plan (ESDP) by June 2019	Electricity Service Delivery Plan (ESDP) Inception Report	Development of Electricity Service Delivery Plan (ESDP) Implementation Plan	Draft Electricity Service Delivery Plan (ESDP)	Development and approval of Electricity Service Delivery Plan (ESDP) by June 2019	SED : Electrical & Mechanical Services	Quarterly	Q1 - ESDP Inception Report Q2 - ESDP Implementation Plan Q3 - Draft ESDP Q4 - Electricity Service Delivery Plan and Council minutes	5%
SEDTS11	ELM004	OSCBS014	Output 2: Improving access to basic services.	BASIC SERVICE DELIVERY	Delivering basic services;	Improved access to basic service delivery (i.e Water, sanitation, electricity, housing, waste removal)	To ensure access to electricity within the Newcastle Licence area	To provide electricity within the Newcastle Municipality Licensed Areas.	Electrical	BS7.2.1	Percentage of households with access to a basic level of electricity	OUTPUT	Percentage	95.20%	96%	N/A	N/A	N/A	96%	Manager: Distributions	Annual	BTO and progress reports against Stats SA census information	5%
SEDTS12	TS001	OSCGG001	Output 6: Administrative and financial capability	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Good governance;	Accelerated Municipal Transformation and Corporate Development	To ensure good governance and accountability	To Report regularly on governance related matters	SED	GG1.1.1	Monthly Execution of Resolutions progress report submitted to as per resolution register to Municipal Manager	Output	Reports	NEW	3	N/A	1	1	1	SED: Technical Services	Quarterly	Proof of Submission to Municipal Managers Office , Monthly Execution of Resolutions report	2%
SEDTS13	TS002		Output 6: Administrative and financial capability	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Good governance;	Accelerated Municipal Transformation and Corporate Development	To ensure good governance and accountability	To Report regularly on governance related matters	SED		Monthly Review by SED to implement departmental operational plans aligned to SDBIP's and Capital programme	Output	Reports	NEW	3	N/A	1	1	1	SED: Technical Services	Quarterly	Minutes of monthly review meetings on departmental operational plan	3%

NEWCASTLE MUNICIPALITY
PERFORMANCE PLAN 2018/19
SED : TECHNICAL SERVICES

KPI REFERENCE NUMBER	SDBIP REF NUMBER	OBC REFERENCE NUMBER	OUTCOME 9	NATIONAL KPA	BACK TO BASICS PILLAR	IDP PRIORITY	DEPARTMENTAL OBJECTIVE	DEPARTMENTAL STRATEGIES	FUNCTIONAL AREA (LIST AS PER THE FUNCTIONAL AREA ON THE DEPARTMENTAL BUDGET)	KPI No. LINKED TO IDP	KEY PERFORMANCE INDICATOR	KPI TYPE (INPUT, OUTPUT, OUTCOME, PROCESS)	UNIT OF MEASURE	BASELINE	2018'19 ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	RESPONSIBLE OFFICIAL (DESIGNATION)	FREQUENCY OF REPORTING	PRIMARY SOURCE OF EVIDENCE	WEIGHTING
SEDTS14	TS004	OSCOG0006	Output 6: Administrative and financial capability	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Good governance;	Accelerated Municipal Transformation and Corporate Development	To ensure good governance and accountability	To Report regularly on governance related matters	SED	GG2.1.3	Monthly Progress report on implementation of Risk Management Strategies submitted to CRO	Output	Reports	NEW	3	N/A	1	1	1	SED: Technical Services	Quarterly	Proof of submission to CRO and monthly progress reports	2%
SEDTS15	TS005	OSCOG0025	Output 6: Administrative and financial capability	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Good governance;	Accelerated Municipal Transformation and Corporate Development	To ensure good governance and accountability	To Report regularly on governance related matters	SED	GG13.1.1	Monthly Progress report on implementation of Oversight Report recommendations submitted to MPAC	Output	Reports	NEW	3	N/A	1	1	1	SED: Technical Services	Quarterly	Minutes of MPAC and Monthly progress reports	2%
SEDTS16	TS006	OSCOG0007	Output 6: Administrative and financial capability	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Good governance;	Accelerated Municipal Transformation and Corporate Development	To ensure good governance and accountability	To Report regularly on governance related matters	SED	GG2.2.1	Monthly Progress reports on implementation of Management Action Plan to AG findings to CRO	Output	Reports	NEW	3	N/A	1	1	1	SED: Technical Services	Quarterly	Proof of submission to CRO and monthly progress reports	2%
SEDTS20	CFO031		Output 6: Administrative and financial capability	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Sound financial management; and	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	To ensure effective internal controls for the department	Development of Standard Operating Procedures finalised/reviewed against predetermined functions of the unit	Budget and Treasury Office		%age of Standard Operating Procedures finalised/reviewed against predetermined functions of the unit	Output	%age	New KPI	100%	N/A	N/A	N/A	100%		Annual	SOP's as signed off by SED against identified functions of the department	2%
SEDTS22	CFO033		Output 6: Administrative and financial capability	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Sound financial management; and	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	To ensure the development and implementation of effective internal controls	Implementation of effective systems to contribute towards a positive audit outcomes (Records Management)	Budget and Treasury Office		Development and/or review of Standard Operating Procedures for Records Management for the department as aligned to the SOP from Corporate Services (Central Registry) by 30 June 2019	Output	Standard Operating Procedure	Draft SOP by Corporate Services	Development and/or review of Standard Operating Procedures for Records Management for the department as aligned to the SOP from Corporate Services (Central Registry) by 30 June 2019	N/A	N/A	N/A	Development and/or review of Standard Operating Procedures for Records Management for the department as aligned to the SOP from Corporate Services (Central Registry) by 30 June 2019		Annual	SOP as signed off by SED	2%
SEDTS17	TS009	OSCLED013	Output 3: Implementation of the Community Work Programme	LOCAL ECONOMIC DEVELOPMENT	Good governance;	Local Economic Development (Eradication of poverty and unemployment)	Local Economic Development (eradication of poverty and unemployment)	To promote economic development that will result in sustainable job creation	SED	ED3.1.1	The Number of jobs created through municipality's local economic development initiatives including capital projects	OUTPUT	Number	800	1568	0	0	0	1568	SED: Technical Services	Annual	EPWP report as submitted to Public Works	5%
SEDTS18	TS003	OSCFM010	Output 6: Administrative and financial capability	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	Sound financial management; and	Accelerated Municipal Transformation and Corporate Development	To ensure good governance and accountability	To Report regularly on governance related matters	SED	FV.5.1	Monthly Progress reports on the implementation of Revenue Enhancement Strategies submitted to relevant Portfolio Committee and Exco	Output	Reports	NEW	3	N/A	1	1	1	SED: Technical Services	Quarterly	Minutes of PFSC and Progress reports	5%
SEDTS19	TS008	OSCFM002	Output 6: Administrative and financial capability.	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	Sound financial management; and	Accelerated Municipal Transformation and Corporate Development	To ensure implementation of capital programme	To ensure compliance with budget planning and implementation	SED	FV2.1.1	The percentage of a municipality's capital budget actually spent on capital projects identified for a particular financial year in terms of the Municipality's Integrated Development Plan (IDP)	OUTPUT	Percentage	90%	90%	31%	63%	82%	90%	SED: Technical Services	Quarterly	Year to date (Month-end) expenditure reports from BTO	5%
SEDTS21	CFO032		Output 6: Administrative and financial capability	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	Sound financial management; and	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	To ensure positive audit outcomes for the department	Implementation of effective systems to contribute towards a positive audit outcomes	Budget and Treasury Office		Retention of an 'Unqualified Audit Opinion" by Auditor-General for the department	Outcome	Audit Outcome	Unqualified Audit Opinion by AG	Retention of an 'Unqualified Audit Opinion" by Auditor-General for the department	N/A	Retention of an 'Unqualified Audit Opinion" by Auditor-General for the department	N/A	N/A		Annual	AG report for 2017/18 financial year	5%
SEDTS23	CFO034		Output 6: Administrative and financial capability	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	Sound financial management; and	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	To ensure the development and implementation of effective internal controls	Implementation of effective systems to contribute towards a positive audit outcomes (Unauthorised, Irregular and fruitless and wasteful expenditure)	Budget and Treasury Office		%age Compliance with SCM Regulations and Policy within department	Outcome	Compliance report by BTO	New KPI	100%	n/a	100%	100%	100%		Quarterly	Quarterly compliance report as issued by BTO (SCM Unit)	5%
SEDTS24	TS007	OSCITD012	Output 6: Administrative and financial capability	MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION	Building capable local government institutions.	Accelerated Municipal Transformation and Corporate Development	To ensure good governance and accountability	To Implement the IPMS policy of Council	SED	ITP0.1.1	%age of employees appraised as per the Individual Performance Management System	Output	Reports	NEW	100%	n/a	n/a	Finalisation of Performance Plans (TG17-18)	100%	SED: Technical Services	Quarterly	Q1: Signed Performance Plan by no later than 31 July 2018 Q2-Q4 Evaluation reports/ Evaluation records as submitted to Corporate Services	3%
SEDTS25			Output 6: Administrative and financial capability	MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION	Building capable local government institutions	Accelerated Municipal Transformation and Corporate Development	To ensure good governance and accountability	To make submissions for minimum competency compliance			Submission for enrollment for MFMP compliance by 30 June 2018 to Corporate Services	Process	Reports	New kpi	Submission for enrollment for MFMP compliance by 30 June 2018 to Corporate Services	n/a	n/a		Submission for enrollment for MFMP compliance by 30 June 2018 to Corporate Services				2%

Signed : S Chauke

Signed : B E Mawane

Witness 1 :

Witness 2: