

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

THE AMAHLATHI LOCAL MUNICIPALITY
AS REPRESENTED BY THE MUNICIPAL MANAGER

BALISA KING SOCIKWA

.....
FULL NAMES

AND
MTHETHUNZIMA QUMA

.....,
THE EMPLOYEE OF THE MUNICIPALITY

FOR THE

FINANCIAL YEAR: 1 JULY 2014 - 30 JUNE 2015

mgg. MQ
BKJ JW
XMT FM

PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The AMAHLATHI Local Municipality herein represented by **BALISA KING SOCIKWA** in his capacity as **THE MUNICIPAL MANAGER** (hereinafter referred to as the **Employer** or Supervisor)

And **MTHETHUNZIMA QUMA** Employee of the Municipality (hereinafter referred to as the **EMPLOYEE**).

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.

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

MS
MQ
JM
BK
Xm

- 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 01 July 2014 and will remain in force until 30 June 2015 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 **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 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 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.

M.S.S
MQ
FM JN BK
x

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	5
Municipal Institutional Development and Transformation	60
Local Economic Development (LED)	5
Municipal Financial Viability and Management	10
Good Governance and Public Participation	20
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:

mss
BKJ MQ JN FM XM

CORE COMPETENCY REQUIREMENTS (CCR) FOR EMPLOYEES		
CORE MANAGERIAL COMPETENCIES (CMC)	✓	WEIGHT
Strategic Capability and Leadership	✓	10
Programme and Project Management		
Financial Management	compulsory	10
Change Management		
Knowledge Management		
Service Delivery Innovation		
Problem Solving and Analysis	✓	10
People Management and Empowerment	compulsory	10
Client Orientation and Customer Focus	compulsory	10
Communication		
Honesty and Integrity		
CORE OCCUPATIONAL COMPETENCIES (COC)		
Competence in Self Management		
Interpretation of and implementation within the legislative and national policy frameworks	✓	10
Knowledge of Performance Management and Reporting	✓	10
Knowledge of global and South African specific political, social and economic contexts		
Competence in policy conceptualisation, analysis and implementation	✓	10
Knowledge of more than one functional municipal field / discipline	✓	10
Skills in Mediation		
Skills in Governance	✓	10
Competence as required by other national line sector departments		
Exceptional and dynamic creativity to improve the functioning of the municipality		
Total percentage	-	100%

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.

m.s.s

MQ
JN
BK
XMT

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.

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 PA and Performance plan and maintained this in all areas of responsibility throughout the year.					

Handwritten notes:
 WBS MQ
 JN
 FM BK
 X

Level	Terminology	Description	Rating				
			1	2	3	4	5
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.					

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

- 6.7.1 Executive Mayor or Mayor;
- 6.7.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
- 6.7.3 Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council;
- 6.7.4 Mayor and/or municipal manager from another municipality; and
- 6.7.5 Member of a ward committee as nominated by the Executive Mayor or Mayor.

6.8 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 performance audit committee or the audit committee in the absence of a performance audit committee;
- 6.8.3 Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council; and
- 6.8.4 Municipal manager from another municipality.

H.S.S
 MQ
 JN
 FM
 JN

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

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 with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

INTERVAL	PERIOD	EVALUATION DEADLINE
First quarter	July- September	2 nd week October
Second quarter	October - December	2 nd week January
Third quarter	January - March	2 nd week April
Fourth quarter	April - June	2 nd week July

7.2 The **Employer** shall keep a record of the mid-year review 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 attached as Annexure B.

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.

h.s.s.
MQ
JU
FM Bler
XM

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 between 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:
- 11.3 The performance bonus percentage are determined by calculating the overall rating using the applicable assessment rating calculator.

The quantum of the bonus payable shall be as follows;

If (Bonus Score > = 130 - 133) bonus = 5%
If (Bonus Score > = 134 - 137) bonus = 6%
If (Bonus Score > = 138 - 141) bonus = 7%
If (Bonus Score > = 142 - 145) bonus = 8%
If (Bonus Score > = 146 - 149) bonus = 9%
If (Bonus Score > = 150 - 153) bonus = 10%
If (Bonus Score > = 154 - 157) bonus = 11%
If (Bonus Score > = 158 - 161) bonus = 12%
If (Bonus Score > = 162 - 165) bonus = 13%
If (Bonus Score > = 166 - plus) bonus = 14%

- 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.

h.s.s.
m Q
JN
FM BLP
Kam

12. DISPUTE RESOLUTION

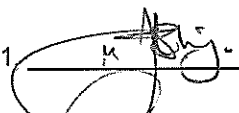
- 12.1 Any disputes about the nature of the **Employee's** performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by –
 - 12.1.1 the MEC for local government in the province within thirty (30) days 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;
 - 12.1.4 The MEC for Local Government and the Mayor, respectively, shall have the final say with regard to the Municipal Manager's and the Section 57 Managers' assessment respectively.
 - 12.1.5 In the case of staff other than the Municipal Manager or the Section 57 Managers, the fact of non-consensus together with the necessary evidence shall be escalated in line with the municipality's dispute resolution mechanism as embodied in the relevant Collective Agreement.


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 STUTTERHEIM on this the 31 day of July 2014

AS WITNESSES:

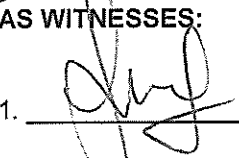
1. 

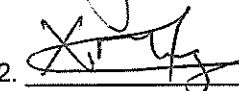
2. 



EMPLOYEE

AS WITNESSES:

1. 

2. 



MUNICIPAL MANAGER

PERSONAL DEVELOPMENT PLAN

Skills Performance Gap	Outcomes Expected	Suggested training and or development activity	Suggested mode of delivery	Suggested time frames	Work opportunity created to practice skills/development area	Support Person
IT Proficiency	Improve	INTENSIVE	Practical	3 months	N/A	IT Specialist
	Communication	IT Training	Training			



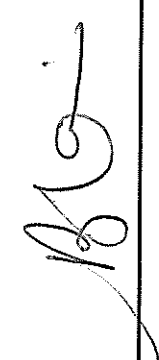
SIGNED AND ACCEPTED BY THE EMPLOYEE

M. Duma

NAME & SURNAME

31 / 07 / 2014

DATE



SIGNED BY THE MUNICIPAL MANAGER

BALISA KING SOYLUNA

NAME & SURNAME

2014 | 07 | 31

DATE

AMAHLAHLI LOCAL MUNICIPALITY
DRAFT SOBIP 2014/15

OBJECTIVE	PRIORITY	STRATEGY	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	WEIGHT	MEASURE OF PERFORMANCE	BASELINE	BUDGET	VOTE NUMBER	QUARTER 1 DELIVERY TARGET	QUARTER 1 FINANCIAL TARGET	QUARTER 1 EVIDENCE	QUARTER 2 DELIVERY TARGET	QUARTER 2 FINANCIAL TARGET	QUARTER 2 EVIDENCE	QUARTER 3 DELIVERY TARGET	QUARTER 3 FINANCIAL TARGET	QUARTER 3 EVIDENCE	QUARTER 4 DELIVERY TARGET	QUARTER 4 FINANCIAL TARGET	QUARTER 4 EVIDENCE	CATEGORY	STATUS NUMBER				
To ensure compliance with applicable legislation, regulations, policies and procedures on an ongoing basis.	Municipal Governance	Facilitate and coordinate development of municipal policies	12 reviewed and workshoped policies	12 Reviewed and Workshoped Municipal Policies by June 2015.		Quarterly	12 existing policies			3 reviewed and workshoped policies 100%		Council Resolution, attendance register	3 reviewed and workshoped policies 100%		Council Resolution, attendance register	3 reviewed and workshoped policies 100%		Council Resolution, attendance register	3 reviewed and workshoped policies 100%		Council Resolution, attendance register	Corporate Services Department					
				100% Eliminalisation of all AG findings by June 2015		Quarterly	Audit Action Plan			3 reviewed and workshoped policies 100%		Implementation of all findings due in the first quarter		Action plan, internal audit report	Implementation of all findings due in the third quarter		Action plan, internal audit report	Implementation of all findings due in the fourth quarter		Action plan, internal audit report	Implementation of all findings due in the fourth quarter		Action plan, internal audit report	Human Resources Department			
				100% filling of vacant positions by end of recruitment plan year.		Quarterly	Prioritized budgeted positions			100% filling of budget vacant positions by end of recruitment plan year.		100% filling of budget vacant positions by end of recruitment plan year.		Recruitment plan, recruitment report	Recruitment plan, recruitment report										Human Resources Department		
				50% of all new appointments to be drawn from the internal employees in line with the Promotion Policy by June 2015.		Quarterly	Promotion policy			50% of all new appointments to be drawn from the internal employees in line with the Promotion Policy by June 2015.		50% of all new appointments to be drawn from the internal employees in line with the Promotion Policy by June 2015.		Promotion report	Promotion report											Human Resources Department	
				Cascade and monitoring of PMS to all employees below section 56 from task grade 12 upwards by June 2015		Quarterly	Performance Agreements from section 55 and 57 Managers			Cascade and monitoring of PMS to all employees below section 56 from task grade 12 upwards by June 2015		Cascade and monitoring of PMS to all employees below section 56 from task grade 12 upwards by June 2015		Cascade and monitoring of PMS to all employees below section 56 from task grade 12 upwards by June 2015		Signed Performance Agreements										Human Resources Department	
				Centralize control of fleet to corporate services and reduce abuse of municipal vehicles by end of June 2015.		Quarterly	Appointment of Fleet Management Officer			Centralize control of fleet to corporate services and reduce abuse of municipal vehicles by end of June 2015.		Centralize control of fleet to corporate services and reduce abuse of municipal vehicles by end of June 2015.		Status Quo Analysis and Action Plan	Status Quo Analysis and Action Plan											Human Resources Department	
				Classification of confidential and public documents by end of December 2014.		Quarterly	Classification of confidential and public documents by end of December 2014.			Classification of confidential and public documents by end of December 2014.		Classification of confidential and public documents by end of December 2014.		Classification of confidential and public documents by end of December 2014.		Report on classified confidential and public documents										Human Resources Department	
				Securing of archives records		Quarterly	Classification of confidential and public documents by end of December 2014.			Classification of confidential and public documents by end of December 2014.		Classification of confidential and public documents by end of December 2014.		Classification of confidential and public documents by end of December 2014.		Report on classified confidential and public documents										Human Resources Department	
																										Human Resources Department	
																										Human Resources Department	

MD

To achieve identification of record keeping and improved records management processes	Council Support and Administration	December 2014.	Copies of all legal documents filed in the Municipality Manager's Office by September 2014.	Copies of all legal documents filed in the Municipality Manager's Office by September 2014.	Copies of all legal documents filed in the Municipality Manager's Office by September 2014.	Copies of all legal documents filed in the Municipality Manager's Office by September 2014.	Copies of all legal documents filed in the Municipality Manager's Office by September 2014.	Copies of all legal documents filed in the Municipality Manager's Office by September 2014.	Copies of all legal documents filed in the Municipality Manager's Office by September 2014.	Copies of all legal documents filed in the Municipality Manager's Office by September 2014.	Council Support and Administration	Council Support and Administration	Council Support and Administration	Council Support and Administration	Council Support and Administration	Council Support and Administration	Council Support and Administration	Council Support and Administration	Council Support and Administration	Council Support and Administration	Council Support and Administration	To have an enterprise wide Risk Management by 2017	Risk Management	December 2014.	Review and 100% implementation of the filing plan and procedures in line with Archives Act.	Review and 100% implementation of the filing plan and procedures in line with Archives Act.	Review and 100% implementation of the filing plan and procedures in line with Archives Act.	Review and 100% implementation of the filing plan and procedures in line with Archives Act.	Review and 100% implementation of the filing plan and procedures in line with Archives Act.	Review and 100% implementation of the filing plan and procedures in line with Archives Act.	Review and 100% implementation of the filing plan and procedures in line with Archives Act.	Review and 100% implementation of the filing plan and procedures in line with Archives Act.	To ensure a stable institutional environment	Council training and staff development	December 2014.	Review and 100% implementation of the Staff Retention Policy submitted to Council by June 2015.	Review and 100% implementation of the Staff Retention Policy submitted to Council by June 2015.	Review and 100% implementation of the Staff Retention Policy submitted to Council by June 2015.	Review and 100% implementation of the Staff Retention Policy submitted to Council by June 2015.	Review and 100% implementation of the Staff Retention Policy submitted to Council by June 2015.	Review and 100% implementation of the Staff Retention Policy submitted to Council by June 2015.	Review and 100% implementation of the Staff Retention Policy submitted to Council by June 2015.	Review and 100% implementation of the Staff Retention Policy submitted to Council by June 2015.	To create a healthy working environment within the Amahashi Council.	Occupational Health and Safety Plan	December 2014.	Developed IRD Strategy submitted to Council for adoption by June 2015.	Developed IRD Strategy submitted to Council for adoption by June 2015.	Developed IRD Strategy submitted to Council for adoption by June 2015.	Developed IRD Strategy submitted to Council for adoption by June 2015.	Developed IRD Strategy submitted to Council for adoption by June 2015.	Developed IRD Strategy submitted to Council for adoption by June 2015.	Developed IRD Strategy submitted to Council for adoption by June 2015.	Developed IRD Strategy submitted to Council for adoption by June 2015.	Human Resources Department	Human Resources Department	Human Resources Department	Human Resources Department	Human Resources Department	Human Resources Department	Human Resources Department	Human Resources Department	Human Resources Department	Human Resources Department	Human Resources Department
---------------------------------------------------------------------------------------	------------------------------------	----------------	---------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------	------------------------------------	------------------------------------	------------------------------------	------------------------------------	------------------------------------	------------------------------------	------------------------------------	------------------------------------	------------------------------------	------------------------------------	------------------------------------	----------------------------------------------------	-----------------	----------------	---------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------	----------------------------------------------	----------------------------------------	----------------	-------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------	----------------------------------------------------------------------	-------------------------------------	----------------	------------------------------------------------------------------------	------------------------------------------------------------------------	------------------------------------------------------------------------	------------------------------------------------------------------------	------------------------------------------------------------------------	------------------------------------------------------------------------	------------------------------------------------------------------------	------------------------------------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------

MP

Project/Initiative	Objective	Current Status	Next Steps	Timeline	Responsible Party	Reporting Mechanism	Frequency	Review Cycle	Impact/Outcome	Human Resources Manager
To ensure cost efficient use of Amishah Council Resources	Review EE Plan submitted to Council for adoption by June 2015.	Reviewed EE Plan submitted to Council for adoption by June 2015.	Reviewed EE Plan submitted to Council for adoption.	100% Implementation of training needs for Councilors	Quarterly report on training provided, attendance register	Continuous Implementation of EEP	Quarterly report on training provided, attendance register	Continuous Implementation of EEP	Quarterly report on training provided, attendance register	Human Resources Manager
	Provide Training to Councilors.	50% implementation of training needs for Councilors by June 2015.	100% implementation of training needs for Councilors	Quarterly report on training provided, attendance register	Continuous Implementation of EEP	Quarterly report on training provided, attendance register	Continuous Implementation of EEP	Continuous Implementation of EEP	Continuous Implementation of EEP	Human Resources Manager
To provide efficient and effective customer service	Evaluation of Training Impact	Developed and implement an effective and objective tool for evaluation of the training impact for the 2014/2015 financial year.	Report on the impact of the tool for training provided	Ongoing Implementation of the tool for training impact	Report on the impact of training provided	Ongoing Implementation of the tool for training impact	Report on the impact of training provided	Ongoing Implementation of the tool for training impact	Report on the impact of training provided	Human Resources Manager
	Develop Telephone Usage Policy	Developed Telephone Usage Policy submitted to Council for adoption by June 2015	Adopted Telephone Usage Policy	100% Implementation of Policy	Report on the implementation of Policy	100% Implementation of Policy	Report on the implementation of Policy	100% Implementation of Policy	Report on the implementation of Policy	Human Resources Manager
To provide efficient and effective customer service	Develop Customer Care Policy	Developed Customer Care Policy submitted to Council for adoption by June 2015	Adopted Customer Care Policy	100% Implementation of Policy	Report on the implementation of Policy	100% Implementation of Policy	Report on the implementation of Policy	100% Implementation of Policy	Report on the implementation of Policy	Human Resources Manager
	Provision of administrative support to Council and Other Council Committees	Distribute Council Agendas within 7 days before the Council Meeting.	Distribute Council Agendas within 7 days before the Council Meeting	Distribute Council Agendas within 7 days before the Council Meeting	Distribution register	Distribute Council Agendas within 7 days before the Council Meeting	Distribution register	Distribute Council Agendas within 7 days before the Council Meeting	Distribution register	Corporate Services Manager
To provide efficient and effective customer service	100 monitoring of implementation of Council Resolutions	100 monitoring of implementation of Council Resolutions	Quarterly report on tracking of Council Resolutions	Quarterly report on tracking of Council Resolutions	Quarterly report on tracking of Council Resolutions	Quarterly report on tracking of Council Resolutions	Quarterly report on tracking of Council Resolutions	Quarterly report on tracking of Council Resolutions	Quarterly report on tracking of Council Resolutions	Corporate Services Manager
	100 monitoring of implementation of Council Resolutions	100 monitoring of implementation of Council Resolutions	Quarterly report on tracking of Council Resolutions	Quarterly report on tracking of Council Resolutions	Quarterly report on tracking of Council Resolutions	Quarterly report on tracking of Council Resolutions	Quarterly report on tracking of Council Resolutions	Quarterly report on tracking of Council Resolutions	Quarterly report on tracking of Council Resolutions	Corporate Services Manager