

Annexure A

Performance Plan

MS

Municipal Manager

The Performance Plan sets out:

- a) Key Performance Areas that the employee should focus on, performance objectives, key performance indicators and targets that must be met within a specific timeframe; and
- b) The Competencies required from employees prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014.

KEY PERFORMANCE INDICATORS

The key performance areas, the performance objectives, key performance indicators and targets that must be met within the agreed timeframe are described below. The assessment of these performance indicators will account for **eighty percent** of the total employee assessment score.

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets				Weight
						Q1	Q2	Q3	Q4	
SDBIP Graphs	Good Governance & Public Participation	Effective Management and supervision of the SDBIP on the KPIs of Sub-Directorate: Internal Audit	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	50%	Updated SDBIP and report	90%	90%	90%	90%	3
SDBIP Graphs	Municipal Transformation and Institutional Development	Effective Management and supervision of the SDBIP on the KPIs of Sub-Directorate: Risk Management	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	85.71%	Updated SDBIP and report	90%	90%	90%	90%	3
SDBIP Graphs	Basic Service Delivery	Effective Management and supervision of the Infrastructure and Planning Directorate	90% of the KPI's of the Directorate have been met	79.24%	Updated SDBIP and report	90%	90%	90%	90%	3
SDBIP Graphs	Municipal Transformation and Institutional Development	Effective Management and supervision of the Management Services Directorate	90% of the KPI's of the Directorate have been met	76.47%	Updated SDBIP and report	90%	90%	90%	90%	3
SDBIP Graphs	Local Economic Development	Effective Management and supervision of the Economic Development Directorate	90% of the KPI's of the Directorate have been met	72.50%	Updated SDBIP and report	90%	90%	90%	90%	3
SDBIP Graphs	Municipal Financial Management and Viability	Effective Management and supervision of the Finance Directorate	90% of the KPI's of the Directorate have been met	85.33%	Updated SDBIP and report	90%	90%	90%	90%	3

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Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets				Weight
						Q1	Q2	Q3	Q4	
SDBIP Graphs	Basic Service Delivery	Effective Management and supervision of the Protection Services Directorate	90% of the KPI's of the Directorate have been met	87.50%	Updated SDBIP and report	90%	90%	90%	90%	3
SDBIP Graphs	Basic Service Delivery	Effective Management and supervision of the Community Services Directorate	90% of the KPI's of the Directorate have been met	76.87%	Updated SDBIP and report	-	-	90%	90%	3
TL7	Good Governance and Public Participation	Submit 4 progress reports on the revision of the top 10 risks as a corrective action to the Top Management Team (1 previous financial year & 3 current financial year)	Number of progress reports submitted	4	TMT minutes where item served	1	1	1	1	3
TL 34	Basic Service Delivery	Percentage of a municipality's capital budget actually spent on capital projects identified for the financial year in terms of the municipality's IDP {(Actual amount spent on projects as identified for the year in the IDP/Total amount budgeted on capital projects)X100} (MPPMR Reg. 10 (c))	% of the capital budget spent	80.89%	Expenditure report from SAMIRAS	5%	20%	55%	95%	4

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Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets				Weight
						Q1	Q2	Q3	Q4	
TL40	Municipal Transformation and Institutional Development	Sign section 56 performance agreements with all directors by the end of July 2023	Number of agreements signed	6	Cover page and signature section of the performance agreements	5	-	-	-	3
TL41	Good Governance and Public Participation	Monitor the implementation of the action plan developed to address all the issues raised in the management letter of the Auditor General and submit 4 progress reports to Executive Mayor	Number of progress reports monitored and submitted to Executive Mayor	4	Copy of e-mail and report submitted to the Executive Mayor by the Municipal Manager	1	1	1	1	4
TL 42	Municipal Transformation and Institutional Development	Bi-annual formal performance appraisals of the section 56 appointees for the previous financial period April to June 2023 to be completed by Sept 2023 and the current period - October -December 2023 to be completed by February 2024	Number of appraisals	12	Signed appraisals	5	0	5	0	3
TL 43	Good Governance and Public Participation	Draft the annual report and submit to the Auditor-General by the end of August 2023	Draft Annual report submitted	1	Confirmation of receipt of the report	1	0	0	0	5
TL 46	Good Governance and Public Participation	Prepare the final IDP for submission to Council by the end of May 2024	Final IDP submitted	New kpi	Council resolution of the approved IDP	0	0	0	1	5

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Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets				Weight
						Q1	Q2	Q3	Q4	
TL 47	Good Governance and Public Participation	Submit the Final MTREF Budget by the end of May 2024	Final Budget submitted	New kpi	Agenda of the Council meeting	0	0	0	1	5
Dept. SDBIP	Municipal Transformation and Institutional Development	Municipal Manager compile and approve the performance agreements of all staff reporting directly to him (excluding Directors) by 30 July 2023 (2023/24 financial year)	% of staff agreements approved	New kpi	IPMS System report	100%	0	0	0	3
Dept. SDBIP	Municipal Transformation and Institutional Development	Municipal Manager conduct mid-year reviews of all staff reporting directly to him (excluding Directors) by 30 January 2024 (current financial year)	% of mid-year reviews conducted	New kpi	IPMS System report	0	0	100%	0	3
Dept. SDBIP	Municipal Transformation and Institutional Development	Municipal Manager conduct annual reviews of all staff reporting directly to him (excluding Directors) by 30 August 2023 (for previous financial year - 2022/23)	% of annual reviews conducted	New kpi	IPMS System report	100%	0	0	0	3
Dept. SDBIP	Good Governance and Public Participation	Complete the organisational review by 29 February 2024	Organisational review completed	New kpi	Council resolution	0	0	1	0	4

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Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets				Weight
						Q1	Q2	Q3	Q4	
Dept. SDBIP	Good Governance and Public Participation	Monthly support and advise the Executive Mayor towards unblocking strategic service delivery issues in regular engagements between the Mayor and MM	Number of formal engagements per month	New kpi	Meetings in MM's electronic calendar	15	15	15	15	4
Dept. SDBIP	Good Governance and Public Participation	Monthly develop and distribute press releases	Number of press releases developed and distributed	New kpi	Monthly list of press releases developed and distributed	90	90	90	90	4
Dept. SDBIP	Good Governance and Public Participation	Respond to 90% of all standard (non-statutory) queries/complaints/requests and memorandums within 14 days from when the request is received via the Collaborator system (Generate collaborator report - POE- not on calendar month, but from 15th of previous month to 14th of the current reporting period)	% responded to within 14 days	90.51%	Collaborator report	90%	90%	90%	90%	3
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COMPETENCIES

The competencies required from employees prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014. The assessment of these competencies will account for **twenty percent** of the total employee assessment score.

Annexure B describes the different achievement levels for each Competency and should therefore form part of this section of the Performance Plan.


Competency	Definition	Weight
LEADING COMPETENCIES		
Strategic direction and leadership	<p>Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate. It includes:</p> <ul style="list-style-type: none"> • Impact and influence • Institutional performance management • Strategic planning and management • Organisational awareness 	1.67
People management	<p>Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives. It includes:</p> <ul style="list-style-type: none"> • Human capital planning and development • Diversity management • Employee relations management • Negotiation and dispute management 	1.67
Programme and project management	<p>Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives. It includes:</p> <ul style="list-style-type: none"> • Program and project planning and implementation • Service delivery management • Program and project monitoring and evaluation 	1.67
Financial management	<p>Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner. It includes:</p> <ul style="list-style-type: none"> • Budget planning and execution 	1.67

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Competency	Definition	Weight
	<ul style="list-style-type: none"> Financial strategy and delivery Financial reporting and delivery 	
Change leadership	<p>Able to direct and initiate transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community. It includes:</p> <ul style="list-style-type: none"> Change vision and strategy Process design and improvement Change impact monitoring and evaluation 	1.67
Governance leadership	<p>Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships. It includes:</p> <ul style="list-style-type: none"> Policy formulation Risk and compliance management Cooperative governance 	1.67
CORE COMPETENCIES		
Moral competence	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and display behaviour that reflects moral competence.	1.67
Planning and organising	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk.	1.67
Analysis and innovation	Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives.	1.67
Knowledge and information management	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government	1.67
Communication	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome.	1.67
Results and quality focus	Able to maintain high quality standards, focus on achieving results and objectives while consistency striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.	1.67
	TOTAL	20

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Signed and accepted by the Employee



Date: 05/02/2024

Signed by the Executive Mayor on behalf of the Municipality



Date: 8/2/24