

**Performance Plan
for the financial year 01 July 2023 – 30 June 2024
Adjusted Annexure A**

Municipal Manager

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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.

Performance should be evaluated:

- a) Quarterly of which the annual evaluation must be done by the panel as constituted in paragraph 6.11 of the agreement;
- b) Performance should be assessed on a scale of 1 – 5 as outlined in paragraphs 6.9 – 6.10 of the agreement;
- c) In the instance where an indicator do not have a target or is not applicable due to valid reason or where the performance could not be delivered for a valid reason outside of the control of employee, the indicator will not be evaluated, the weighting will be cancelled and the score total will be re-calculated to calculate the final score;
- d) The employee must submit his/her assessment of his/her own performance to the employer three days prior to the assessment date.

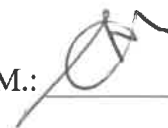

MM.:  Executive Mayor: 

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	Strategic Objective	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets				Weight
							Q1	Q2	Q3	Q4	
SDBIP Graph	Municipal Transformation and Institutional Development	Healthy and Productive Workforce	Oversee and monitor that 90% of the KPI's of the Directorate: Financial Services are achieved	90% of the KPI's of the directorate have been met as per Ignite Dashboard report	90%	Updated SDBIP and report	90%	90%	90%	90%	3
SDBIP Graph	Municipal Transformation and Institutional Development	Healthy and Productive Workforce	Oversee and monitor that 90% of the KPI's of the Director: Technical and Infrastructure Implementation Services	90% of the KPI's of the directorate have been met as per Ignite Dashboard report	90%	Updated SDBIP and report	90%	90%	90%	90%	3
SDBIP Graph	Municipal Transformation and Institutional Development	Healthy and Productive Workforce	Oversee and monitor that 90% of the KPI's of the Director: Community Services are achieved	90% of the KPI's of the directorate have been met as per Ignite Dashboard report	90%	Updated SDBIP and report	90%	90%	90%	90%	3
SDBIP Graph	Municipal Transformation and Institutional Development	Healthy and Productive Workforce	Oversee and monitor that 90% of the KPI's of the Director: Economic Development and Planning are achieved	90% of the KPI's of the directorate have been met as per Ignite Dashboard report	90%	Updated SDBIP and report	90%	90%	90%	90%	3

SDBIP Graph	Municipal Transformation and Institutional Development	Healthy and Productive Workforce	Oversee and monitor that 90% of the KPI's of the Director: Corporate Services are achieved	90% of the KPI's of the directorate have been met as per Ignite Dashboard report	90%	Updated SDBIP and report	90%	90%	90%	90%	90%	3
SDBIP Graph	Municipal Transformation and Institutional Development	Healthy and Productive Workforce	Manage and achieve 90% of the KPI's of the sub-directorate: Internal Audit/ MPAC Support	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	Updated SDBIP and report	90%	90%	90%	90%	90%	4
SDBIP Graph	Municipal Transformation and Institutional Development	Healthy and Productive Workforce	Manage and achieve 90% of the KPI's of the sub-directorate: Deputy Director: Strategic Support and Stakeholder Relations	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	Updated SDBIP and report	90%	90%	90%	90%	90%	3
SDBIP Graph	Municipal Transformation and Institutional Development	Healthy and Productive Workforce	Manage and achieve 90% of the KPI's of the sub-directorate: IDP and Strategic Planning	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	Updated SDBIP and report	90%	90%	90%	90%	90%	4
TL1	Municipal Transformation and Institutional Development	Democratic, responsive, and accountable government	Conduct a formal performance evaluation of the senior managers in terms of their signed agreements	Number of formal evaluations conducted	1	Signed scoring sheets	0	1	1	0	0	4
TL2	Good Governance and Public Participation	Democratic, responsive, and accountable government	Compile and submit the final IDP to Council by 31 May 2024	Final IDP submitted to Council	1	Proof of submission	0	0	0	1	0	4

TL3	Municipal Financial Viability and Management	Democratic, responsive, and accountable government	Compile and submit the final annual budget to Council by 31 May 2024	Final budget submitted to Council	1	Proof of submission	0	0	0	1	4
TL4	Good Governance and Public Participation	Democratic, responsive, and accountable government	Compile and submit the Oversight Report to Council by 31 March 2024	Report submitted to Council	1	Proof of submission	0	0	1	0	4
TL5	Good Governance and Public Participation	Democratic, responsive, and accountable government	Compile and submit the Draft Annual Report to Council by 31 January 2024	Draft Annual Report submitted to Council	1	Proof of submission	0	0	1	0	4
TL6	Basic Service Delivery	Sound financial management and continuous revenue growth	The percentage of the municipal capital budget spent on projects as at 30 June 2024 {(Actual amount spent on capital projects excluding orders/Total amount budgeted for capital projects)X100}	% of capital budget spent	72.50%	S71 Report And Financial Statements	5%	30%	65%	95%	3
TL7	Good Governance and Public Participation	Democratic, responsive, and accountable government	Compile and submit Annual Performance Report (APR) to the AG by 31 August 2023	Annual Performance Report Submitted	1	Confirmation by AG	1	0	0	0	4
TL8	Municipal Transformation and Institutional Development	Democratic, responsive, and accountable government	Sign Performance agreements for all S56/57 appointments by 31 July 2023 or within 30 days after employment	Number of Performance Agreements Signed	2	Signed Agreements	2	4	0	0	4
TL79	Good Governance and Public Participation	Democratic, responsive, and accountable government	Submit quarterly reports on "feel good stories" to Management	Number of reports submitted	NEW	Proof of submission	N/A	N/A	N/A	1	1

D1	Good Governance and Public Participation	Democratic, responsive, and accountable government	Attend to all internal audit queries within the timeframes stipulated in the Internal Audit SOP	% of Internal Audit queries attended to in accordance with approved SOP	90%	Report from internal audit	90%	90%	90%	90%	3
D2	Good Governance and Public Participation	Democratic, responsive, and accountable government	Achieve an unqualified audit opinion for the financial year	Unqualified audit opinion achieved	1	Signed Audit Report	0	0	1	0	2
D3	Municipal Transformation and Institutional Development	Democratic, responsive, and accountable government	Report quarterly to the Health and Safety Officer on all health and safety issues identified	Number of reports submitted	4	Reports submitted	1	1	1	1	1
D22	Good Governance and Public Participation	Democratic, responsive, and accountable government	Submit the Top Level SDBIP to the Mayor for approval 14 days after the approval of the main budget	Top Layer SDBIP submitted	1	Proof of submission to Mayor	0	0	0	1	4
D5	Good Governance and Public Participation	Democratic, responsive, and accountable government	Approve the Departmental SDBIP within 28 days after the approval of the Budget	Departmental SDBIP approved	1	Approved departmental SDBIP	0	0	0	1	3
D6	Good Governance and Public Participation	Democratic, responsive, and accountable government	Submit the progress report on the implementation of council resolutions to Council on a quarterly basis	Number of progress reports submitted to Council	4	Council resolutions register	1	1	1	1	2
D7	Good Governance and Public Participation	Democratic, responsive, and accountable government	Conduct monthly (excl December and January) meetings with senior leadership team and management	Number of meetings conducted	10	Minutes of meetings	3	2	2	3	3
D8	Good Governance and Public Participation	Democratic, responsive, and accountable government	Conduct informal evaluations of S56/57 appointments	Number of evaluations conducted	2	Attendance register/ minutes of meetings	0	1	0	1	4
TOTAL											80

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 COPETENCIES		
Strategic direction and leadership	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate. It includes: <ul style="list-style-type: none"> • Impact and influence • Institutional performance management • Strategic planning and management • Organisational awareness 	1.67
People management	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives. It includes: <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	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives. It includes: <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	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: <ul style="list-style-type: none"> • Budget planning and execution • Financial strategy and delivery • Financial reporting and delivery 	1.67
Change leadership	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:	1.67

Competency	Definition	Weight
	<ul style="list-style-type: none"> Change vision and strategy Process design and improvement Change impact monitoring and evaluation 	
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

Thus done and signed at Caledon on the 17 day of April of 2024.

AS WITNESSES:

1. 

M. Lieberb.

2. 

EXECUTIVE MAYOR

Thus done and signed at Caledon on the 11 day of April of 2024.

AS WITNESSES:

1. 


MUNICIPAL MANAGER

2. 