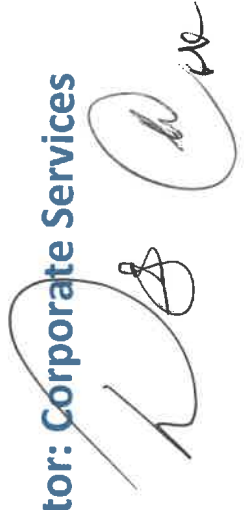


Performance Plan

Director: Corporate Services



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.



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	
						Annual	Q1	Q2	Q3		Q4
Divisional Performance											
SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Legal Services	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%	3.33
SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Labour 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%	3.33
SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Governance 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%	3.33
SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Administrative 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%	3.34
SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Traffic Services	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%	3.33
SDBIP Graph	Municipal Transformation and	Manage and achieve 90% of the KPI's of the sub-	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%	3.34

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets					Weight
						Annual	Q1	Q2	Q3	Q4	
Divisional Performance total weights											
Managerial Performance											
D35	Good Governance and Public Participation	Attend to internal audit queries within 5 working days	% of Internal Audit queries attended to within 5 working days	100%	Performance confirmed by Internal Audit	90%	90%	90%	90%	90%	0.59
D36	Good Governance and Public Participation	Report quarterly on progress made with the implementation of council resolutions applicable to the directorate to the Office of the MM	Number of reports submitted	4	Proof of submission	4	1	1	1	1	0.59
D37	Municipal Financial Viability and Management	95% of the capital budget for the directorate spent by 30 June	% of capital budget spent by 30 June	90.47%	CAPEX Report from finance	95%	0%	20%	60%	95%	0.59
D38	Municipal Financial Viability and Management	95% of the maintenance budget for the directorate spent by 30 June	% of the maintenance budget spent by 30 June	46.31%	Operational expenditure report	95%	0%	30%	60%	95%	0.59
D39	Good Governance and Public Participation	Respond to all external COMAF's received within 5 working days after receipt	% of external COMAF's responded to within 5 working days	100%	Performance confirmed by Internal Audit	100%	100%	100%	0%	0%	0.59
D40	Good Governance and Public Participation	Respond to all external RFI's received within 2 working days after receipt	% of external RFI's responded to within 2 working days	87.50%	Performance confirmed by Internal Audit	100%	100%	100%	0%	0%	0.59
D41	Municipal Financial	Compile a procurement plan of all projects and submit to	Procurement plan completed and submitted by 30 June	0	Proof of submission	1	0	0	0	1	0.59

Annexure A 2024/25

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets					Weight
						Annual	Q1	Q2	Q3	Q4	
	Viability and Management	SCM and the CFO by 30 June									
D42	Good Governance and Public Participation	Monthly achieve 90% of the milestones (activities) in the Procurement Plan	% of the milestones achieved	45.83%	Report submitted	90%	90%	90%	90%	90%	0.59
D43	Municipal Financial Viability and Management	Report quarterly to SCM on Service Level Agreements (SLA's) with service providers in line with relevant legislation ie Section 116 of the MFMA	Number of reports submitted	4	Proof of submission	4	1	1	1	1	0.59
D44	Good Governance and Public Participation	Submit monthly reports to Internal Audit from February to June on the progress made with the implementation with Audit Action plan	Number of reports submitted	5	Proof of submission	5	0	0	2	3	0.59
D45	Good Governance and Public Participation	Report quarterly to the Mayor on all litigations	Number of report submitted	6	Proof of submission	4	1	1	1	1	0.59
D46	Good Governance and Public Participation	Report monthly to the Municipal Manager on all property contracts	Number of reports submitted to the Municipal Manager	12	Proof of submission	12	3	3	3	3	0.59
D47	Good Governance and Public Participation	Monthly discuss the departmental SDBIP and operational risks of each division with the MMC and managers	Number of meetings held	12	Minutes of the meetings held	12	3	3	3	3	0.58
D48	Good Governance and Public Participation	Conclude performance agreements with all staff by 30 July	% of performance agreements concluded	100%	Report from the system	100%	100%	0%	0%	0%	0.58

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets					Weight
						Annual	Q1	Q2	Q3	Q4	
D49	Good Governance and Public Participation	Conduct mid-year performance assessments of all staff by 31 January	% of mid-year assessments conducted	100%	Report from the system	100%	0%	0%	100%	0%	0.58
D104	Good Governance and Public Participation	Attend to all formal incoming legal advice requests within 10 working days	% formal incoming requests received attended to within 10 working days	95%	Advice provided in writing within 10 working days	95%	95%	95%	95%	95%	0.59
D105	Good Governance and Public Participation	Review and provide advice on contracts as requested by Managers within 10 working days	% of contracts on which advice is provided within 10 working days	95%	Revised contract and contract register	95%	95%	95%	95%	95%	0.59
Divisional Performance total weights											
Strategic (Top Layer) Performance											
TL5	Municipal Transformation and Institutional Development	Percentage of municipality's personnel budget actually spent on implementing its workplace skills plan measured as at 30 June 2025	Percentage (%) of municipality's personnel budget actually spent	97.76%	SAGE financial system Annual Budget Variance report (Refer to SAGE skills levy vote number)	1%	0%	0%	0%	1%	6.25
TL6	Municipal Transformation and Institutional Development	Limit vacancy rate to 15% of budgeted posts by 30 June 2025	Percentage (%) of vacancy rate	4.30%	Advertisement Process Excel Sheet	15%	15%	15%	15%	15%	6.25
TL7	Municipal Transformation and Institutional Development	Number of people from the EE target groups employed by 30 June 2025 in the 3 highest levels of management in compliance with the approved EE plan	Number of people from the EE target groups employed in the highest 3 levels of management by 30 June 2025	5	Appointment letter and approval dates for the filling of the vacancy	3	0	0	0	3	6.25

Annexure A 2024/25

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets				Weight	
						Annual	Q1	Q2	Q3		Q4
TL8	Municipal Transformation and Institutional Development	Review the Organisational Structure and submit to Council for approval by 31 May 2025	Reviewed Structure submitted to Council for approval	1	Agenda of the Council meeting	1	0	0	0	1	6.25
TL9	Basic Service Delivery	Spend 95% of the budget allocated to upgrade testing yard for driving licence and property with traffic ERF/offices by 30 June 2025	Percentage (%) of the approved budget spent	95%	Monthly capital expenditure report	95%	5%	30%	55%	95%	6.25
TL10	Basic Service Delivery	Spend 95% of the budget allocated to upgrade municipal offices by 30 June 2025	Percentage (%) of the approved budget spent	0%	Monthly capital expenditure report	95%	5%	30%	55%	95%	6.25
TL11	Basic Service Delivery	Appoint a service provider for the provision of security services by 30 June 2025	Service provider appointed	0	Appointment letter	1	0	0	0	1	6.25
TL67	Municipal Transformation and Institutional Development	Spend 95% of the budget allocated for fencing at Robertson traffic offices by 30 June 2025	Percentage (%) of the approved budget spent	0%	Monthly capital expenditure report	95%	0%	0%	55%	95%	6.25
Strategic (Top Layer) Performance total weights											50
TOTAL											80

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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 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: • 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: • 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: • 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: • 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: • Change vision and strategy • Process design and improvement • Change impact monitoring and evaluation	1.67

Competency	Definition	Weight
Governance leadership	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: • 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



DP JBBE

10/3/2025

