Mid-year Amended Performance Plan

Director: Community Services

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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 does 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.

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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: Community Facilities	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%	**4.00**
SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Fire and Disaster Management 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%	**4.00**
SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Housing Administration	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%	**4.00**
SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Libraries	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%	**4.00**
SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Parks and Amenities	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%	**4.00**
Divisional Performance total weights											20
Managerial Performance											

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets					Weight
						Annual	Q1	Q2	Q3	Q4	
D470	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%	**0.66**
D471	Good Governance and Public Participation	Report quarterly on progress made with the implementation 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	**0.66**
D472	Municipal Financial Viability and Management	95% of the capital budget for the directorate spent by 30 June	% of capital budget spent by 30 June	88.14%	CAPEX Report from finance	**95%**	3%	20%	55%	95%	**0.66**
D473	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	77.48%	Maintenance budget report	**95%**	5%	30%	60%	95%	**0.66**
D474	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%	**0.66**
D475	Good Governance and Public Participation	Respond to all external RFI's received within 2 working days after receipt unless an extension is agreed and approved by AGSA	% of external RFI's responded to within 2 working daysM8:S8M8:U8L8M8:Q8M8:X8M8:Q8	100%	Performance confirmed by Internal Audit	**100%**	100%	100%	0%	0%	**0.67**
D476	Good Governance	Compile a procurement plan of all projects and submit to	Procurement plan completed and submitted by 30 June	1	Proof of submission	**1**	0	0	0	1	**0.67**

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Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets					Weight
						Annual	Q1	Q2	Q3	Q4	
	and Public Participation	SCM and the CFO by 30 June									
D477	Good Governance and Public Participation	Monthly achieve 90% of the milestones (activities) in the Procurement Plan	% of the milestones achieved	75.31%	Report submitted	**90%**	90%	90%	90%	90%	**0.67**
D478	Municipal Financial Viability and Management	Report monthly to SCM on Service Level Agreements (SLA's) with service providers in line with relevant legislation i.e. Section 116 of the MFMA	Number of reports submitted	4	Proof of submission	**12**	3	3	3	3	**0.67**
D479	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	**0.67**
D480	Basic Service Delivery	Submit quarterly reports on the progress with the implementation of the housing delivery plan to the Portfolio committee	Reports submitted to Portfolio Committees	4	Proof of submission of the report	**4**	1	1	1	1	**0.67**
D481	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	**11**	3	2	3	3	**0.67**

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Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets					Weight
						Annual	Q1	Q2	Q3	Q4	
D482	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%	**0.67**
D483	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%	**0.67**
D484	Municipal Financial Viability and Management	Report monthly to budget office within 5 working days from the day the budget book circulated by budget office, on the adherence to budget policies within the Department	Number of reports submitted	0	Email response to budget office	**12**	3	3	3	3	**0.67**
Managerial Performance total weights											**10**
Strategic (Top Layer) Performance											
TL1	Basic Service Delivery	Spend 95% of the budget allocated for the Installation of water features/splash pads at play parks by 30 June 2026	Percentage (%) of the approved budget spent	0%	Monthly capital expenditure report	95%	0%	30%	55%	95%	**5**
TL2	Basic Service Delivery	Spend 95% of the budget allocated for purchasing of equipment for community facilities by 30 June 2026	Percentage (%) of the approved budget spent	96.04%	Monthly capital expenditure report	95%	0%	30%	55%	95%	**5**
TL3	Basic Service Delivery	Spend 95% of the budget allocated to upgrade boundary wall	Percentage (%) of the approved budget spent	96.56%	Monthly capital expenditure report	95%	5%	30%	55%	95%	**5**

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Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets					Weight
						Annual	Q1	Q2	Q3	Q4	
		at Cogmanskloof sport field by 30 June 2026									
TL4	Basic Service Delivery	Spend 95% of the allocated budget for Phase 1 of the construction a new pavilion at McGregor sport field by 30 June 2026	Percentage (%) of the approved budget spent	0%	Monthly capital expenditure report	95%	0%	30%	55%	95%	5
TL5	Basic Service Delivery	Spend 95% of the budget allocated to upgrade floodlights at Callie De Wet and Zolani sports ground by 30 June 2026	Percentage (%) of the approved budget spent	0%	Monthly capital expenditure report	95%	0%	20%	55%	95%	5
TL6	Basic Service Delivery	Spend 95% of the allocated budget for phase 1 of the upgrade of the Van Zyl Sport field by 30 June 2026	Percentage (%) of the approved budget spent	0%	Monthly capital expenditure report	95%	10%	40%	60%	95%	5
TL7	Basic Service Delivery	Purchase a fully equipped firefighting vehicle by 30 June 2026	Number of fully equipped firefighting vehicle purchased	1	Delivery note	1	0	0	0	1	5
TL8	Basic Service Delivery	Purchase one package of jaws of life by 30 June 2026	Number of package of Jaws of life purchased	0	Delivery note	1	0	0	0	1	5
TL9	Basic Service Delivery	Spend 95% of the budget allocated for the design plan of the rehabilitation of internal roads in Montagu Nature	Percentage (%) of the approved budget spent	0%	Monthly capital expenditure report	95%	5%	30%	55%	95%	5

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Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets					Weight
						Annual	Q1	Q2	Q3	Q4	
		Reserve by 30 June 2026									
TL67	Basic Service Delivery	Spend 95% of the budget allocated for a new netball court construction at Zolani sports field by 31 December 2025	Percentage (%) of the approved budget spent	35.03%	Monthly capital expenditure report	95%	40%	95%	0%	0%	5
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	1.67

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Competency	Definition	Weight
	• Process design and improvement • Change impact monitoring and evaluation	
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 LUBBE
16-3-2026

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