

<b>PERFORMANCE PLAN</b>
Director of Corporate
Okhahlamba Local Municipality
2018/2019

This plan defines the Council's expectations of the Municipal Manager in accordance with the performance agreement to which this document is attached and Section 57 (5) of the Municipal Systems Act, which provides that performance objectives and targets must be, based on the key performance indicators.

The **main parts** to this performance plan are:

1. A statement about the *purpose of the position*;
2. A performance scorecard *key performance Area (KPAs), performance indicators (KPIs), weightings, target/target dates (i.e. annual and quarterly) and evidence required*;
3. Brief *Individual Learning Plan (ILP)*.
4. Evaluation Sheet

The period of this plan is from **01<sup>st</sup> July 2018** to **30<sup>st</sup> June 2019**

Signed and accepted by the: MUNICIPAL MANAGER on behalf of the Council	
Signed by the: DIRECTOR OF CORPORATE SERVICES	
DATE:	

## **1. Purpose**

The performance plan defines the Council's expectations of the Municipal Manager's performance agreement to which this document is attached and Section 57 (5) of the Municipal Systems Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the Municipality's Integrated Development Plan (IDP) and as reviewed annually.

## **2. Key responsibilities**

The following objects of local government will inform the Municipal Manager's performance against set performance indicators:

- 2.1 Provide democratic and accountable government for local communities.
- 2.2 Ensure the provision of services to communities in a sustainable manner.
- 2.3 Promote social and economic development.
- 2.4 Promote a safe and healthy environment.
- 2.5 Encourage the involvement of communities and community organisations in the matters of local government.

## **3. Key Performance Areas**

The following Key Performance Areas (KPA's) as outlined in the Local Government: Municipal Planning and Performance Management Regulations (2001) inform the strategic objectives listed in the table below:

- 3.1 Municipal Transformation and Organisational Development.
- 3.2 Basic Service Delivery
- 3.3 Local Economic Development (LED).
- 3.4 Municipal Financial Viability and Management.
- 3.5 Good Governance and Public Participation.

KPA	GOAL	OBJECTIVE	REFERENCE NUMBER	STRATEGY	INDICATOR	WEIGHT 100%	QUARTER 1 TARGET	QUARTER 2 TARGET	QUARTER 3 TARGET	QUARTER 4 TARGET	PORTFOLIO OF EVIDENCE	
Municipal Transformation and Institutional Development	To transform and develop institutional capacity to create an efficient organization	To improve institutional and organizational capacity	MTOD01	The signing of performance agreements								
					Number of performance agreements signed reflecting national government priorities by 30-Jun-19		5	5	5	5	SIGNED PERFORMANCE AGREEMENTS	
			MTOD02	Review and implement an effective organogram	Date of adopted reviewed organogram by 30-Jun-19					30-Jun-19	COUNCIL RESOLUTION	
			MTOD03	Implementation of Workplace Skills Plan WSP	Number of trainings held as per the WSP by 30-Jun-19		2	3	3	2	ATTENDANCE REGISTERS	
			MTOD04	Implementation of the Employment Equity Plan	% of people from employment equity target group employed in the three highest levels of management by 30-Jun-19		100%	100%	100%	100%	EMPLOYMENT EQUITY PLAN	
			MTOD05	To provide an effective and efficient HR support	Number of wellness programmes implemented in a year by 30-Jun-19				1		1	ATTENDANCE REGISTER
			MTOD06		Number of biometric system reports printed by 30-Jun-19		3	3	3	3	SYSTEM REPORTS	
			MTOD07		Number of Local Labour Forum meetings held by 30-Jun-19		1	1	1	1	ATTENDANCE REGISTER OF LLF MEETINGS	
			MTOD08		100% Disputes dealt with within a year by 30-Jun-19		100%	100%	100%	100%	ATTENDANCE REGISTER OF SEATINGS	
			MTOD09		100% job description of all posts in an organogram by 30-Jun-19		100%	100%	100%	100%	JOB DESCRIPTION FILE	
MTOD10	To improve the standard of administration and auxilliary support	100% Functional Registry by 30-Jun-19			100%	100%	100%	100%	FILE CONTROL CARD			

KPA	GOAL	OBJECTIVE	REFERENCE	STRATEGY	INDICATOR	WEIGHT	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	PORTFOLIO OF
Cross-Cutting Intervention	Ensure the implementation of Integrated Development Plan (IDP)	Integrated Development Plan (IDP) focusing on delivery of 10 critical municipal services	MTDO11	To promote a sound council support	100% Delivery of agenda on time to Exco, Council and Tradition Leaders by 30-Jun-19		100%	100%	100%	100%	DISRTIBUTION REGISTERS/PROOF OF EMAILS
			MTOD12	Review and implement Performance Management System	Number of quarterly performance reports reviewed and submitted to council by 30-Jun-19		1	1	1	1	QUARTERLY PERFORMANCE REPORTS & COUNCIL RESOLUTIONS
					Number of reports submitted on performance in terms of S46 of the MSA by 30-Jun-19					1	ANNUAL PERFORMANCE REPORTS & COUNCIL RESOLUTION
					% of evaluated Middle Managers (PMS) by 30-Jun-19				100%	100%	PERFORMANCE EVALUATION SCORE/ATTENDANCE REGISTER
					% of evaluated Senior Managers (PMS) by 30-Jun-19				100%	100%	PERFORMANCE EVALUATION SCORE/ATTENDANCE REGISTER
				Maintenance of clean audit opinion	Number of Performance Audit Committee Meetings held by 30-Jun-19		1	1	1	1	ATTENDANCE REGISTERS
					Number of Performance Audit Reports submitted to council by 30-Jun-19		1	1	1	1	PAC REPORT
			MTOD13	Risk Management	Number of risk committee meeting attended		1	1	1	1	ATTENDANCE REGISTER
				Adoption and Implementation of the Integrated Development Plan (IDP) focusing on delivery of 10 critical municipal services	Date of adoption of the IDP by 30-Jun-19					30-Jun-19	COUNCIL RESOLUTION
			CRCI04			10 critical services identified & included in the IDP by 30-Jun-19					10

**ANNEXURE A**

**COMPETENCY FRAMEWORK STRUCTURE**

**The competencies that appear in the competency framework are detailed below**

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<b>LEADING COMPETENCIES</b>	
Strategic Direction and leadership	<ul style="list-style-type: none"> <li>• <b>Impact and Influence</b></li> <li>• Institutional Performance Management</li> <li>• Strategic planning and management</li> <li>• Organizational awareness</li> </ul>
People Management	<ul style="list-style-type: none"> <li>• Human capital planning</li> <li>• Diversity in management</li> <li>• Employee Relations Management</li> <li>• Negotiation and Dispute Management</li> </ul>
Program and Project Management	<ul style="list-style-type: none"> <li>• Program and project planning and implementation</li> <li>• Service delivery Management</li> <li>• Program and Project Monitoring and Evaluation</li> </ul>
Financial Management	<ul style="list-style-type: none"> <li>• Budget Planning and Execution</li> <li>• Financial Strategy and Delivery</li> <li>• Financial Reporting and Monitoring</li> </ul>
Change Leadership	<ul style="list-style-type: none"> <li>• Change Vision and Strategy</li> <li>• Process Design and Improvement</li> <li>• Change Impact Monitoring and evaluation</li> </ul>
Governance Leadership	<ul style="list-style-type: none"> <li>• Policy Formulation</li> <li>• Risk and Compliance Management</li> <li>• Cooperative Governance</li> </ul>
<b>CORE COMPETENCE</b>	
Moral Competence	
Planning and Organizing	

<b>The Competencies that appear in the competency framework are detailed below</b>
Analysis and Innovation
Knowledge and information Management
Communication
Results and Quality Focus

The employee's assessment will be based on his or her performance in terms of the outputs/outcomes (performance indicators) identified as per the performance plan which are linked to the KPA's, which constitute 100%/80% of the overall assessment result as per the weightings agreed to between the employer and employee.

<b>1. Key Performance Areas (KPA's) for Director Corporate Service</b>		<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>
	<b>Weighting</b>	<b>Score</b>	<b>Score</b>	<b>Score</b>	<b>Score</b>
Municipal Transformation & Institutional Development	75				
Local Economic Development	5				
Financial Viability	10				
Good governance and Public participation	5				
Basic Service Delivery and Infrastructure	5				

<b>1. Key Performance Areas (KPA's) for Director Corporate Service</b>		<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>
	<b>Weighting</b>	<b>Score</b>	<b>Score</b>	<b>Score</b>	<b>Score</b>
Total	<b>100%</b>				

