

**COLLINS CHABANE
LOCAL MUNICIPALITY**
since 2016



ADJUSTED PERFORMANCE PLAN

**CHIEF FINANCIAL OFFICER: MALULEKE N.V
2022/23**

TABLE OF CONTENTS

1.LEGISLATION 2

2.STRATEGIC OBJECTIVES..... 2

3.KPA 1: INSTITUTIONAL TRANSFORMATION AND DEVELOPMENT 3

4.KPA 3: BASIC SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT 4

5. KPA 5: MUNICIPAL FINANCE MANAGEMENT AND VIABILITY 5

6. KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION 10

7. PERFORMANCE WEIGHTINGS PER KEY PERFORMANCE AREAS 12

8. PERFORMANCE EVALUATION..... 13

9. PERFORMANCE ASSESSMENT 14

10. PERSONAL DEVELOPMENT PLANS (PDP) 14

11. SIGNATURES..... 15

1. LEGISLATION

The following legislation governs the development of the SDBIP and Performance management plan and functions within the Budget and Treasury Office.

a. Legislation Governing the Development of the SDBIP and Performance Contracts of Section 57 Managers

- **Municipal Finance Management Act 56 of 2003 (MFMA)**, requires municipalities to develop Service Delivery and Budget Implementation Plan (SDBIP) and must be signed by the Mayor within 28 days after the budget has been approved.
- **Municipal Systems Act 32 of 2000**, requires municipalities to develop Performance Management Plan that must be reviewed quarterly. The performance management plan must be aligned to the IDP and indicate measurable and realistic targets for each Key Performance Indicator.
- **Performance Regulations, 2006, for managers reporting to the municipal manager and the municipal manger**, outlines the process of the development of Performance agreements. The MFMA, 56 of 2003, further requires that Section 56 manager and municipal manager must develop performance agreement that must be signed by the municipal manager and the Mayor respectively. This Performance plans must be linked to the SDBIP, IDP and Budget.

b. Legislation Governing the departmental Functions:

- The Constitution
- The Municipal System Act, 32 of 2000
- The Municipal Structures Act
- Municipal Finance Management Act 56 of 2003
- Performance regulations of 2006

2. STRATEGIC OBJECTIVES

Chapter two of the IDP indicates Municipal Strategic Objectives which further indicates what the municipality needs to achieve. These strategic objectives were developed to ensure that all National Key Performance Areas are addressed.

Table A: Strategic Objectives are as follows:

KPA	STRATEGIC OBJECTIVES
1. Municipal Transformation and Organisational Development	Improved governance and administration
2. Spatial Rationale	Integrated spatial and human settlement
3. Basic Service Delivery and Infrastructure Development	Improved access to sustainable basic services and Promote community well-being and environmental welfare
4. Local Economic Development	Integrated Local economy
5. Municipal Finance Management and Viability	Sound Financial Management and Viability
6. Good Governance and Public Participation	Improved governance and administration and Effective Community Participation

3. KPA 1: INSTITUTIONAL TRANSFORMATION AND DEVELOPMENT

KPA 1: INSTITUTIONAL TRANSFORMATION AND DEVELOPMENT; KPA WEIGHT =4.76%

OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM
 OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY

STRATEGIC OBJECTIVE: IMPROVED GOVERNANCE AND ADMINISTRATION

NO.	KEY PERFORMANCE INDICATORS/MEASURABLE OBJECTIVE	BASELINE	ANNUAL TARGETS	PROJECT NAME	FUNDING SOURCE	ADJUSTED BUDGET	START DATE	END DATE	1ST Q TARGET	2ND Q TARGETS	3RD Q TARGETS	4TH Q TARGETS	PORTFOLIO OF EVIDENCE
01	Frequent Monitoring of the departmental Attendance Register by 30 June 2023	New indicator	Weekly Monitoring of the departmental Attendance Register by 30 June 2023	Attendance Register	Operating Income	OPEX	01/07/2022	30/06/2023	Monitoring and Controlling of the departmental attendance register	Monitoring and Controlling of the departmental attendance register	Monitoring and Controlling of the departmental attendance register	Monitoring and Controlling of the departmental attendance register	Controlled and Monitored departmental attendance register

4. KPA 3: BASIC SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT

KPA 3: BASIC SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT: KPA WEIGHT=4.76%

OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM

OUTPUT 2: IMPROVING ACCESS TO BASIC SERVICES,

OUTPUT 3: IMPLEMENTATION OF THE COMMUNITY WORK PROGRAMME

STRATEGIC OBJECTIVES: IMPROVED ACCESS TO SUSTAINABLE BASIC SERVICES AND PROMOTE COMMUNITY WELL-BEING AND ENVIRONMENTAL WELFARE

NO.	KEY PERFORMANCE INDICATORS/MEASURABLE OBJECTIVE	BASELINE	ANNUAL TARGETS	PROJECT NAME	FUNDING SOURCE	ADJUSTED BUDGET	START DATE	END DATE	1ST Q TARGET	2ND Q TARGETS	3RD Q TARGETS	4TH Q TARGETS	PORTFOLIO OF EVIDENCE
02	To update Indigent Register on a Continuous basis by 30 June 2023	New indicator	Updated Indigent Register by 30 June 2023	Indigent Register	OPEX	OPEX	01/07/2023	30/06/2023	N/A	N/A	Indigent Register Updated	Indigent Register Updated	Updated Indigent Register

5. KPA 5: MUNICIPAL FINANCE MANAGEMENT AND VIABILITY

KPA 5: MUNICIPAL FINANCE MANAGEMENT AND VIABILITY KPA WEIGHT =66.67%

OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM
 OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY

STRATEGIC OBJECTIVE: SOUND FINANCIAL MANAGEMENT AND VIABILITY

NO.	KEY PERFORMANCE INDICATORS/MEASURABLE OBJECTIVE	BASELINE	ANNUAL TARGETS	PROJECT NAME	FUNDING SOURCE	ADJUSTED BUDGET	START DATE	END DATE	1ST Q TARGET	2ND Q TARGETS	3RD Q TARGETS	4TH Q TARGETS	PORTFOLIO OF EVIDENCE
03	To update the GRAP Asset Management Register by 30 June 2023	GRAP Asset Management Register updated	GRAP Asset Management Register updated by 30 June 2023	GRAP Asset Management Register	Own Funding	22/23	01/07/2022	30/06/2023	Update monthly new asset acquisitions	Update monthly new asset acquisitions,	Update monthly new asset acquisitions	Updated Final asset Register and verification	Q1-Q4 Updated Asset Register
04	% Revenue collected by 30 June 2023	30% Actual collection of R 14 041 180 against billing of R 46 796 620	100% Revenue collected by 30 June 2023	Revenue Management	Own Funding	OPEX	01/07/2022	30/06/2023	100% Quarterly Projected Revenue collected	100% Quarterly Projected Revenue collected	100% Quarterly Projected Revenue collected	100% Quarterly Projected Revenue collected	Q1-Q4 Financial Report
05	% Capital budget spent by 30 June 2023	108% Projected Capital Budget Spent (R325 255 000 of R 319 828 000 (Own Funded Projects and Grants Projects) We need to put more details	100% Capital budget spent by 30 June 2023	Capital Budget	Own Funding	OPEX	01/07/2022	30/06/2023	100% Quarterly Projected Capital Budget Spent	100% Quarterly Projected Capital Budget Spent	100% Quarterly Projected Capital Budget Spent	100% Quarterly Projected Capital Budget Spent	Q1-Q4 Financial Report

		for spending over 100 %																		
06	To develop Interim Financial Statement and Submit to Municipal Manager by 30 June 2023	One interim Financial Statement developed and Submitted to Municipal Manager	Interim Financial Statement developed and Submitted to Municipal Manager by 30 June 2023	Interim Financial Statement	Own Funding	OPEX	01/07/2022	30/06/2023	N/A	N/A	Interim financial statements	N/A	Q:3 Interim financial statements							
07	To submit 2021-22 Annual Financial Statement to AGSA, Treasuries and COGHSTA by 31 August 2022	Annual Financial Statement submitted to AGSA, Treasuries and COGHSTA	2021-22 Annual Financial Statement submitted to AGSA, Treasuries and COGHSTA by 31/08/2022	AFS	Own Funding	OPEX	01/07/2022	30/06/2023	AFS submitted	N/A	N/A	Q1: AFS and Acknowledgements of Submission								
08	To adjust 2022-23 budget and submit to Council for approval by 28 February 2023	2021/22 Budget adjusted and approved by Council	2022-23 Budget adjusted and submitted to Council for approval by 28 February 2023	Budget adjustment	Own Funding	OPEX	01/07/2022	30/06/2023	N/A	N/A	Midyear budget adjustment	N/A	Q3: Adjusted budget & Council Resolution							
09	To submit 23/24 draft budget to Council by 31 March 2023	22/23 Draft Budget Submitted to Council for approval	23/24 Draft Budget Submitted to Council by 31 March 2023	Draft Budget development	Own Funding	OPEX	01/07/2022	30/06/2023	N/A	N/A	draft budget submitted	N/A	Q3: Draft Budget and Council Resolution							
10	To submit 2023/24 Final budget to council by 31 May 2023	22/23 Final Budget Submitted to Council	2023/24 Final Budget Submitted to Council by 31 May 2023	Budget development	Own Funding	OPEX	01/07/2022	30/06/2023	N/A	N/A	N/A	Final Budget submitted	Q4: Final Budget & Council Resolution							

		Council for approval	31 May 2023																	
11	Number of section 52 report submitted to Council within 30 days after the end of the quarter by 30 June 2023	4 section 52 report submitted to Council within 30 days after the end of the quarter	4 section 52 report submitted to Council within 30 days after the end of the quarter by 30 June 2023	Section 52 Reports	Own Funding	OPEX	01/07/2022	30/06/2023	1 section 52 report submitted to Council within 30 days after the end of the quarter	1 section 52 report submitted to Council within 30 days after the end of the quarter	1 section 52 report submitted to Council within 30 days after the end of the quarter	1 section 52 report submitted to Council within 30 days after the end of the quarter	1 section 52 report submitted to Council within 30 days after the end of the quarter	Q1-Q4 Section Reports Submitted in & Council Resolutions						
12	Number of section 71 report submitted to Mayor & Provincial Treasury within 10 days after the end of the Month by 30 June 2023	12 section 71 report submitted Mayor & Provincial Treasury within 10 days after the end of the Month.	12 section 71 report submitted Mayor & Provincial Treasury within 10 days after the end of the Month by 30 June 2023	Section 71 Reports	Own Funding	OPEX	01/07/2022	30/06/2023	3 section 71 report submitted Mayor & Provincial Treasury within 10 days after the end of the Month	3 section 71 report submitted Mayor & Provincial Treasury within 10 days after the end of the Month	3 section 71 report submitted Mayor & Provincial Treasury within 10 days after the end of the Month	3 section 71 report submitted Mayor & Provincial Treasury within 10 days after the end of the Month	3 section 71 report submitted Mayor & Provincial Treasury within 10 days after the end of the Month	Q1-Q4 Reports and Acknowledgement of Receipts						
13	To compile section 72 report and submit to the Mayor and Treasuries by 25 January 2023	Section 72 report compiled and submitted to the Mayor and Treasuries	Section 72 report compiled and submitted to the Mayor and Treasuries by 25 January 2023	Section 72 Report	Own Funding	OPEX	01/07/2022	30/06/2023	N/A	N/A	Section 72 report submitted to Relevant Authorities by 25 January 2022	N/A	N/A	Q.3 Section 72 report and Acknowledgement of Receipts						
14	To Purchase Asset Equipment by 30 June 2023 • Bush clearing (CONSREV) • Equipment's • Solar Digital battery	New equipment purchased (pressure pump, 5000l water tank and water	Asset Equipment purchased by 30 June 2023 • Bush clearing	Purchasing of Asset Equipment	Own Funding	R 1,779,894.4	01/07/2022	30/06/2023	Development of Specification and Submit to SCM for appointment	Delivery and Handover to the relevant departments	N/A	N/A	N/A	Q1: Appointment of service provider Q2: Invoice & Delivery Note						

15	To Purchase Road Services & Machinery Plant by 30 June 2023. (Tar Brooms and Road Repairs Machines)	Road Technical Service & Machinery Plant purchased Two-wheel drive tractor .16m Electricity self-propelled scissor lift, Cable fault	Road Services & Machinery Plant purchased by 30 June 2023 (Tar Brooms and Road Repairs Machines)	Purchase of Road Services & Machinery Plant	Own Funding	R	9,220,710.57	01/07/2022	30/06/2023	Development of Specification and Submit to SCM for appointment of Service Provider	Delivery and Handover to the relevant departments	N/A	N/A	Q1: Appointment of service provider Q2: Invoice & Delivery Note
	system tester(technical) ,Solar installation tester(technical) • Mobile welding Machines(technical) • Mobile Generator (technical) • Compactor Truck (Comes) • Skip loader Truck (comes) • Tipper trucks (technical)	stand, grader blades and grader blades bolt and nuts and electric wall box and electricity equipment's)	(CONSPREV) Equipments • Solar Digital battery system tester(technical) • Solar installation tester(technical) • Mobile welding Machines(technical) • Mobile Generator (technical) • Compactor Truck (Comes) • Skip loader Truck (comes) • Tipper trucks (technical)							of Service Provider				

		location machine, Ride on tractor lawn mower and slashers and road work machineries)																		
16	To Purchase Office Furniture by 30 June 2023	New indicator	Office Furniture purchased by 30 June 2023	Procurement of office furniture	Own Funding	R 3,049,029.00	7/1/2022	30/06/2023	Development of Specification and submit to SCM	N/A	Delivery	N/A	Q1: Appointment of service provider Q2: Delivery Note							

6. KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION KPA WEIGH= 23.81%

OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM
 OUTPUT 5: DEEPEN DEMOCRACY THROUGH A REFINED WARD COMMITTEE MODEL
 OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY

STRATEGIC OBJECTIVE: IMPROVED GOVERNANCE AND ADMINISTRATION AND EFFECTIVE COMMUNITY PARTICIPATION

NO.	KEY PERFORMANCE INDICATORS/MEASURABLE OBJECTIVE	BASELINE	ANNUAL TARGETS	PROJECT NAME	FUNDING SOURCE	ADJUSTED BUDGET	START DATE	END DATE	1ST Q TARGET	2ND Q TARGETS	3RD Q TARGETS	4TH Q TARGETS	PORTFOLIO OF EVIDENCE
17	% of departmental audit queries raised by internal audit unit addressed by 30 June 2023	New indicator	100% departmental audit queries raised by Internal Audit attended to by 30 June 2023	Internal Audit	Own Funding	Opex	01/07/2022	30/06/2023	N/A	N/A	100% departmental audit queries raised by Internal Audit attended to by 30 June 2023	100% departmental audit queries raised by Internal Audit attended to by 30 June 2023	Report on departmental related internal audit queries addressed
18	% of departmental audit queries raised by external audit unit addressed by 30 June 2023	New indicator	100% departmental audit queries raised by external Audit	External Audit	Own Funding	Opex	01/07/2022	30/06/2023	N/A	N/A	100% departmental audit queries raised by external Audit	100% departmental audit queries raised by external Audit	Audit Action Plan

			attended to by 30 June 2023							attended to by 30 June 2023	attended to by 30 June 2023		
19	Identification and implementation of the departmental strategic risk by 30 June 2023	New indicator	Strategic Risks for the department identified and implemented by 30 June 2023	Strategic Risks	Own Funding	Opex	01/07/2022	30/06/2023	N/A	N/A	Mitigation of the Strategic Risks for the department	Mitigation of the Strategic Risks for the department	Departmental Risk Register and Implementation Report
20	Identification of departmental risks on the Operational Risk Register and Mitigate them by 30 June 2023	New indicator	Departmental Risks identified on the Operational Risk register and mitigated by 30 June 2023	Operational Risk register	Own Funding	Opex	01/07/2022	30/06/2023	N/A	N/A	Mitigation of departmental risks on the Operational Risk Register	Mitigation of departmental risks on the Operational Risk Register	Departmental Risk Register and Implementation Report
21	12 of Portfolio Committee meetings held by 30 June 2023	New indicator	12 of Portfolio Committee meetings held by 30 June 2023	Portfolio Committee	Own Funding	Opex	01/07/2022	30/06/2023	3	3	3	3	Portfolio Committee Minutes

7. PERFORMANCE WEIGHTINGS PER KEY PERFORMANCE AREAS

The criterion upon which the performance of the employee must be assessed consists of 2 components both of which must be contained in the performance agreement.

The employee will be assessed against both components, with a weight of 80:20 allocated to the Key Performance Areas (KPA) and the Core Competency Requirements (CCRs), respectively. Each area of assessment will be weighted and will contribute a specific part to the total score. KPAs covering the main areas of work will account for 80% and CCR will account for 20% of final assessment.

Table B: WEIGHTING ON KPAs

KEY PERFORMANCE AREAS	WEIGHT
1. Municipal Transformation and Organisational Development	4.76
2. Spatial Rationale	0
3. Basic Service Delivery and Infrastructure Development	4.76
4. Local Economic Development	0
5. Municipal Finance Management and Viability	66.67
6. Good Governance and Public Participation	23.81
TOTAL WEIGHTING	100%

TABLE C: CORE COMPETENCY REQUIREMENTS (CCRs)

CORE MANAGERIAL COMPETENCIES:	Weight (75%)
Strategic Capability and Leadership	10
Programme and Project Management	10
Financial Management(compulsory)	10
Change Management	5
Knowledge Management	10
Service Delivery Innovation	5
Problem Solving and Analysis	5
People Management and Empowerment(compulsory)	10
Client Orientation and Customer Focus(compulsory)	10
CORE OCCUPATIONAL COMPETENCIES:	Weight (25%)
Interpretation of and implementation within the legislative and national policy frameworks	5
Knowledge of developmental local government	5
Knowledge of more than one functional municipal field/discipline	5
Competence as required by other national line sector Departments	5
Exceptional and dynamic creativity to improve the functioning of the municipality	5
Total	100%

8. PERFORMANCE EVALUATION

Performance evaluation will be done in line with section 23(c) of the Performance Regulation of 2006: Performance Regulation of Managers Reporting to the Municipal Manager and the Municipal Manager.

9. PERFORMANCE ASSESSMENT

	Score	Definition
Outstanding Performance	5	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.
Performance Significantly Above Expectations	4	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
Fully Effective	3	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.
Not Fully Effective	2	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.
Unacceptable Performance	1	Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement. Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

10. PERSONAL DEVELOPMENT PLANS (PDP)

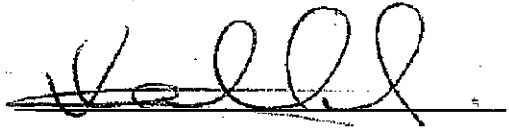
Section 29 of the Performance Regulation of 2006, requires that managers must develop personal Development Plan that must address all gaps and this plan must be part of the performance agreement.

This performance is signed in line with the Municipal Finance Management Act 56 of 2003. All s57 Managers are required performance plan and sign performance agreements with the accounting officer.

This performance plan serves as an Annexure to the signed Performance Agreement.

11. SIGNATURES

DATE 01-03-2023



CHIEF FINANCIAL OFFICER
MALULEKE N.V

DATE 02-03-2023



SHILENGE R.R
MUNICIPAL MANAGER