

**COLLINS CHABANE
LOCAL MUNICIPALITY**
Since 2016



ADJUSTED PERFORMANCE PLAN

SENIOR MANAGER CORPORATE SERVICES: MAPUTLA T.M.D
2022/23

TABLE OF CONTENTS

1.LEGISLATION 2

2.STRATEGIC OBJECTIVES..... 2

3.KPA 1: INSTITUTIONAL TRANSFORMATION AND DEVELOPMENT 3

4. KPA 5: MUNICIPAL FINANCE MANAGEMENT AND VIABILITY 6

5.KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION 8

6.PERFORMANCE WEIGHTINGS PER KEY PERFORMANCE AREAS 12

7. PERFORMANCE EVALUATION 13

8. PERFORMANCE ASSESSMENT 14

9.PERSONAL DEVELOPMENT PLANS (PDP) 14

10.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 = 37.04%													
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 '22/23	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	Attendance Registers.	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
02	To review and submit 83 municipal policies to council for approval by 30 June 2023	71 Municipal policies reviewed by Council	83 Municipal policies reviewed and submitted to council for approval by 30 June 2023	Municipal Policies review	Own Funding	OPEX	01/07/2022	30/06/2023	N/A	N/A	N/A	83 Policies to be reviewed and approved by council	Q4: Policies & Council Resolutions
03	To review and submit the Organogram to Council for approval by 30 June 2023	Organogram reviewed and approved by Council	Organogram reviewed and submitted to Council for approval by 30 June 2023	Organogram review	Own Funding	OPEX	01/07/2022	30/06/2023	N/A	N/A	Draft organogram submitted to Council for approval	Final organogram submitted to Council for approval	Q:3: Draft Organogram and Council Resolution Q4: Final Organogram and Council Resolution

04	% of approved post by municipal manager filled in line with the approved Organogram by 30 June 2023	10 posts filled in line with Organogram	100% of approved post by municipal manager filled in line with the approved Organogram by 30 June 2023	Personnel Recruitment	Own Funding	OPEX	01/07/2022	30/06/2023	100% posts filled in line with approved Organogram	100% posts filled in line with approved Organogram	100% posts filled in line with approved Organogram	100% posts filled in line with approved Organogram	Q1-Q4 Appointment Letters and Acceptance Letters by Candidates
05	Number of LLF Meetings convened by 30 June 2023	12 LLF Meetings convened	12 LLF Meetings convened by 30 June 2023	LLF Meetings	Own Funding	OPEX	01/07/2022	30/06/2023	3 LLF Meetings	3 LLF Meetings	3 LLF Meetings	3 LLF Meetings	Q1-Q4: Minutes & Attendance Registers
06	To develop and Submit the workplace skills plan and Annual Training Report to LGSETA by 30 June 2023	Workplace skills plan and Annual Training Report developed and submitted to LGSETA	Workplace skills plan and Annual Training Report developed and submitted to LGSETA by 30 June 2023	Workplace skills plan and Annual Training Report	Own Funding	OPEX	01/07/2022	30/06/2023	N/A	N/A	N/A	Workplace skills plan and Annual Training report developed and submitted to LGSETA	Q4: Acknowledgment letter from LGSETA
07	To implement 16 training and development programmes by 30 June 2023	16 training and development programmes implemented	16 training and development programmes implemented by 30 June 2023	Training and development	Own Funding	R 500 000.00	01/07/2022	30/06/2023	4	4	4	4	Q1-Q4 Invitation, Attendance Register
08	To Conduct Employee wellness Programme by 30 June 2023	Employee Assistance Programme conducted	Employee wellness Programme conducted by 30 June 2023	Employee Assistance Programme	Own Funding	R 50 000.00	01/07/2022	30/06/2023	N/A	N/A	N/A	Employee Assistance Programme conducted	Q-4 Invitation, attendance register and report
09	Number of organizational performance reports	8 organisational	8 organizational performance	Organizational	Own Funding	OPEX	01/07/2022	30/06/2023	2021/22 Annual Performance	2022/23 1st quarter	2022/23 2nd quarter SDBIP	2021/22 Annual Report,	Q1-2021/22 Annual Performance

10	developed and submitted to Council for approval by 30 June 2023	performance report developed	report developed and submitted to Council for approval by 30 June 2023	performance reports	Own Funding	OPEX	01/07/2022	30/06/2023	6 Section 57 Managers with signed performance agreements by 30 June 2023	Performance Agreement	6 Section 57 Managers with signed performance agreements	SDBIP report	report and 2022/23 Mid-year Report	Oversight report & 2022/23 3rd quarter	report .2021/22 4th quarter report. Q2 2022/23 1st quarter SDBIP report. Q3 2022/23 2nd quarter SDBIP report .2022/23 Mid-year Report, Q4 2021/22 Annual Report & Oversight report 2022/23 3rd quarter

4. KPA 5: MUNICIPAL FINANCE MANAGEMENT AND VIABILITY

KPA 5: MUNICIPAL FINANCE MANAGEMENT AND VIABILITY KPA WEIGHT =14.81%													
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 22/23	START DATE	END DATE	1ST Q TARGET	2ND Q TARGETS	3RD Q TARGETS	4TH Q TARGETS	PORTFOLIO OF EVIDENCE
11	% implementation of the Revenue Enhancement Strategy by 30 June 2023	Revenue Enhancement Strategy	100% Implementation of the departmental revenue strategy by 30 June 2023	Revenue Enhancement strategy	Own funding	Opex	01/07/2022	30/06/2023	100% Implementation of the departmental revenue strategy	100% Implementation of the departmental revenue strategy	100% Implementation of the departmental revenue strategy	100% Implementation of the departmental revenue strategy	Reports on implementation of departmental revenue sources
12	Number of departmental assets verifications conducted by 30 June 2023	Departmental Assets	2 departmental asset verifications to be conducted by 30 June 2023	Assets and Inventory Management	Own funding	Opex	01/07/2022	30/06/2023	N/A	1 asset verification to be conducted per quarter	N/A	1 asset verification to be conducted per quarter	Reports on assets in the custody of the department
13	Number of departmental procurement plan	Allocated Budget	1 Departmental	SCM – Demand	Own funding	Opex	01/07/2022	30/06/2023	N/A	N/A	N/A	1 Annual Procurement	Approved annual departmental

INITIALS: SMCS MM RR

14	% budget spending on departmental Capital budget b 30 June 2023	Allocated Budget	Procurement plan developed and implemented by 30 June 2023	Management	Own funding	Opex	01/07/2022	30/06/2023	25% spending of the departmental projected Capital budget	25% spending of the departmental projected Capital budget	25% spending of the departmental projected Capital budget	25% spending of the departmental projected Capital budget	Plan developed	Procurement plan	Quarterly Financial Report
----	---	------------------	--	------------	-------------	------	------------	------------	---	---	---	---	----------------	------------------	----------------------------

5. KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION KPA WEIGH=47.79%

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 22/23	START DATE	END DATE	1ST Q TARGET	2ND Q TARGETS	3RD Q TARGETS	4TH Q TARGETS	PORTFOLIO OF EVIDENCE
15	% 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
16	% of departmental audit queries raised by external audit unit addressed by 30 June 2023	New indicator	100% departmental audit queries raised by external Audit attended to	External Audit	Own Funding	Opex	01/07/2022	30/06/2023	N/A	N/A	100% departmental audit queries raised by external Audit attended to	100% departmental audit queries raised by external Audit attended to	Audit Action Plan

17	Identification and Implementation of the departmental strategic risk by 30 June 2023	New indicator	Strategic Risks	Own Funding	Opex	01/07/2022	30/06/2023	N/A	N/A	by 30 June 2023	Mitigation of the Strategic Risks for the department	Departmental Risk Register and Implementation Report
18	Identification of departmental risks on the Operational Risk Register and Mitigate them by 30 June 2023	New indicator	Operational Risk register	Own Funding	Opex	01/07/2022	30/06/2023	N/A	N/A	Mitigation of the Strategic Risks for the department	Mitigation of departmental risks on the Operational Risk Register	Departmental Risk Register and Implementation Report
19	12 of Portfolio Committee meetings held by 30 June 2023	New indicator	Portfolio Committee	Own Funding	Opex	01/07/2022	30/06/2023	3	3	3	3	Portfolio Committee Minutes
20	To hold 4 Communicator forums by 30 June 2023	4 Communicator forums held	Communications Fora	Own Funding	OPEX	01/07/2022	30/06/2023	1	1	1	1	Q1-Q4: Invites and Attendance Registers

21	To hold 4 ordinary council and 8 Special Council meetings by 30 June 2023	4 Ordinary and 8 special Council meetings held	4 ordinary Council and 8 Special Council meetings held by 30 June 2023	Council Services (Council Meetings)	Own Funding	OPEX	01/07/2022	30/06/2023	1 Ordinary and special Council meetings held	1 Ordinary and special Council meetings held	1 Ordinary and special Council meetings held	1 Ordinary and special Council meetings held	Q1-Q4 Council Minutes and attendance register
22	To hold 4 ordinary EXCO and 8 Special EXCO meetings by 30 June 2023	4 Ordinary and 8 special EXCO meetings held	4 ordinary EXCO and 8 Special EXCO meetings held by 30 June 2023	Council Services (EXCO meetings)	Own Funding	OPEX	01/07/2022	30/06/2023	3 ordinary EXCO meetings held	3 ordinary EXCO meetings held	3 ordinary EXCO meetings held	3 ordinary EXCO meetings held	Q1-Q4 EXCO Minutes and attendance register
23	To award 10 learners with mayoral bursary by 30 June 2023	10 bursary beneficiaries awarded with mayoral bursary	10 learners awarded with mayoral bursary by 30 June 2023	Mayoral bursary	Own Funding	OPEX	01/07/2022	30/06/2023	Advertisement and development of bursary application form	Selection and awarding of the bursary	N/A	N/A	Q-2 advert and bursary application form Q-3 Confirmation letter
24	% ICT Maintained and Supported by 30 June 2023 (number report against attended to)	100 % ICT Maintained and Supported (3 543/ 3 543)	100 % ICT Maintained and Supported by 30 June 2023(number report against attended to)	ICT Maintenance and Support	Own Funding	OPEX	01/07/2022	30/06/2023	100 % ICT Maintained and Supported (Number of requests received for ICT Maintenance and Support/ Number attended requests)	100 % ICT Maintained and Supported (Number of requests received for ICT Maintenance and Support/ Number attended requests)	100 % ICT Maintained and Supported (Number of requests received for ICT Maintenance and Support/ Number attended requests)	100 % ICT Maintained and Supported (Number of requests received for ICT Maintenance and Support/ Number attended requests)	Q1-Q4: system report
25	To conduct IT Vulnerability Scan by 30 June 2023	IT Security Vulnerability Scan performed not done	IT Vulnerability Scan conducted by 30 June 2023	IT Security Vulnerability Scan	Own Funding	OPEX	01/07/2022	30/06/2023	Development of Specifications and	Starting of the Implementation of IT Vulnerability Scan	Starting of the Implementation of IT Vulnerability Scan	Finalization of the Implementation of IT Vulnerability Scan	Q1- Specification Q2- Advert and Appointment letter

6. 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	37.4
2. Spatial Rationale	0
3. Basic Service Delivery and Infrastructure Development	0
4. Local Economic Development	0
5. Municipal Finance Management and Viability	14.81
6. Good Governance and Public Participation	47.79
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%

7. 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.

8. 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.

9. 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.

10. SIGNATURES

DATE 01-03-2023



SENIOR MANAGER CORPORATE SERVICES
MAPUTLA T.M.D

DATE 02-03-2023



SHILENGE R.R
MUNICIPAL MANAGER