

Performance Plan

Snr Head of Department Corporate Services

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

- a) 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.

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	Portfolio of evidence	Targets				Weight
					Q1	Q2	Q3	Q4	
SDBIP Graph	Good Governance and Public Participation	Manage and achieve 90% of the KPI's of Corporate Services	90% of the KPI's of the sub directorate have been met.	Updated SDBIP and report	90%	90%	90%	90%	
SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-division: Human Resource Management	90% of the KPI's of the sub directorate have been met.	Updated SDBIP and report	90%	90%	90%	90%	
SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-division: Administration	90% of the KPI's of the sub directorate have been met.	Updated SDBIP and report	90%	90%	90%	90%	
SDBIP Graph	Basic Service Delivery	Manage and achieve 90% of the KPI's of the sub-division: Planning and Development	90% of the KPI's of the sub directorate have been met.	Updated SDBIP and report	90%	90%	90%	90%	
SDBIP Graph	Basic Service Delivery	Manage and achieve 90% of the KPI's of the sub-division: Libraries	90% of the KPI's of the sub directorate have been met.	Updated SDBIP and report	90%	90%	90%	90%	
SDBIP Graph	Basic Service Delivery	Manage and achieve 90% of the KPI's of the sub-division: Commonage	90% of the KPI's of the sub directorate have been met.	Updated SDBIP and report	90%	90%	90%	90%	
SDBIP Graph	Good Governance and Public Participation	Manage and achieve 90% of the KPI's of the sub-division: IDP&LED	90% of the KPI's of the sub directorate have been met.	Updated SDBIP and report	90%	90%	90%	90%	
TL10	Municipal Transformation and Institutional Development	Submit a quarterly report to the managers on the leave status of employees (leave balance exceeding 48 days/negative balance/compulsory leave	Leave report submitted	Proof of submission and or signed off report	1	1	1	1	



TL 11	Municipal Transformation and Institutional Development	Conduct quarterly Health and Safety committee meetings	Health and safety committee meetings	Invites and attendance registers	1	1	1	1	
TL 12	Good Governance and Public Participation	Compile and submit the Draft IDP to Council by March 2027	IDP submitted Draft IDP to Council by March 2027	Council Resolution	0	0	1	0	
TL 13	Good Governance and Public Participation	Submission of Final IDP to National -and Provincial Treasury and Goghta 10days after Council Approval	Final IDP Submitted	E-mail confirmation or proof of delivery note/acknowledgement	0	0	0	1	
TL 14	Good Governance and Public Participation	Held of IDP Steering Committee meetings	IDP Steering Committee meetings	Invite and attendance registers	0	0	0	1	
TL 15	Good Governance and Public Participation	Compile and submit the final IDP to Council by 25 May 2027	IDP submitted final IDP to Council by 25 May 2027	Council Resolution	0	0	0	1	
TL 16	Municipal Transformation and Organizational Development	Hold Public participation sessions for the reviewed IDP and Budget by May 2027	Number of public participation sessions held	Invites and attendance registers	0	0	0	1	
TL 17	Municipal Transformation and Institutional Development	The number of people from employment equity target groups employed (appointed) in the three highest levels of management in compliance with the equity plan	Number of people employed (appointed)	Appointment letters	0	0	1	0	
TL 18	Municipal Transformation and Institutional Development	Limit the vacancy rate to less than 10% of budgeted posts by 30 June 2027 (Number of posts filled/Total number of budgeted posts) x100)	% vacancy rate of budgeted posts (Number of posts filled/Total number of budgeted posts) x100	% vacancy rate of budgeted posts	0	0	0	10%	
TL 19	Municipal Transformation and Institutional Development	The Municipality's Work Skills plan compiled and submitted to LG SETA by 30 June 2027	Work Skills Plan submitted to LG SETA	Proof of submission from WSP system	0	0	0	1	



TL20	Municipal Transformation and Institutional Development	Review organogram and submit to Council by 31 May 2027	Reviewed organogram submitted to Council by 31 May 2027	Council resolution	0	0	0	1	
D 9	Municipal Transformation and Institutional Development	Attend to correctives measures as identified in internal audit reports the reduce risk areas within three months	Percentage of issues raised and proposed corrective measures attended to	Proof of submission	1	1	1	1	
D 10	Municipal Transformation and Institutional Development	Update own SDBIP and review SDBIP updates monthly of Managers&Sub Directorates on system by the 15th of each month	Number of updates completed	Signed performance report	3	3	3	3	
D 11	Municipal Transformation and Institutional Development	Conduct monthly staff meetings	Number of meetings conducted	Attendance registers and the agenda	3	3	3	3	
D 12	Municipal Transformation and Institutional Development	Submit Quarterly reports to the applicable Council Committee	Number of reports submitted	Agenda of committee meeting	3	3	3	3	
D13	Municipal Transformation and Institutional Development	Submit Quarterly progress reports to the MM on the corrective measures taken to address issues raised in the management letter of the AG applicable to senior Managers	Number of reports submitted	Progress reports on the OPCARR	95%	95%	95%	95%	
D18B	Municipal Transformation and Institutional Development	Review of departmental operational Risk Register to make sure if risks have not reduced and if new risks have been identified. Quarterly	Number of new /reduced Risks	Updated Risk Register	1	1	1	1	
Total									80



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.

LEADING COMPETENCIES		
Competency	Definition	Weight
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 behavior 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

