

**COLLINS CHABANE
LOCAL MUNICIPALITY**
Since 2011



ADJUSTED PERFORMANCE PLAN

MUNICIPAL MANAGER: SHILENGE R.R
2022/23

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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 =34.62%													
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	No of management meetings held by 30 June 2023	New indicator	12 Management meetings to be held by 30 June 2023	Management meetings	Own funding	Opex	01/07/2022	30/06/2023	3 Management meetings to be held	3 Management meetings to be held	3 Management meetings to be held	3 Management meetings to be held	Attendance register and minutes
02	% Senior Managers with signed performance plans and agreements by 30 June 2023 (# of Performance Agreements signed # of Senior Managers appointed)	New indicator	100% Senior Managers to sign Performance Agreement and Plans by 30 June 2023(# of Performance Agreements signed # of Senior Managers appointed)	Performance Agreement and Plans	Own funding	Opex	01/07/2022	30/06/2023	100% Senior Managers to sign Performance Agreement and Plans	100% Senior Managers to sign Performance Agreement and Plans	100% Senior Managers to sign Performance Agreement and Plans	100% Senior Managers to sign Performance Agreement and Plans	Signed Performance Agreements and Plans

03	Number of Individual Assessment for senior managers to be conducted by 30 June 2023	New indicator	2 Individual Assessment for Senior managers to be conducted by 30 June 2023	Individual Assessment	Own funding	Opex	01/07/2022	30/06/2023	N/A	Conducting 1 formal Assessment of Senior managers	N/A	Conducting 1 formal Assessment of Senior managers	Reports and Attendance Registers
04	No of local IGR forum attended by 30 June 2023	New indicator	4 Local IGR forum to be attended by 30 June 2023	Local IGR forum	Own funding	Opex	01/07/2022	30/06/2023	1 Local IGR forum to be attended	1 Local IGR forum to be attended	1 Local IGR forum to be attended	Attendance register	
05	% of implementation of IGR resolutions by 30 June 2023	New indicator	100% implementation of IGR forum resolutions by 30 June 2023	implementation of IGR forum resolutions	Own funding	Opex	01/07/2022	30/06/2023	100% implementation of IGR forum resolutions	100% implementation of IGR forum resolutions	100% implementation of IGR forum resolutions	Resolution Register	
06	No of Executive Committee meetings Coordinated and Supported by 30 June 2023	New indicator	12 EXCO meetings and 1 Special to be Coordinated and Supported by 30 June 2023	EXCO meetings	Own funding	Opex	01/07/2022	30/06/2023	3 EXCO meetings	3 EXCO meetings	3 EXCO meetings	Notices of Invitations, Minutes, Attendance Register	
07	Number of Council Meeting Coordinated and Supported by 30 June 2023	New indicator	6 Council Meetings coordinated and supported by 30 June 2023	Council Meetings	Own funding	Opex	01/07/2022	30/06/2023	1 Council meeting to be Coordinated and Supported	1 Council meeting to be Coordinated and Supported	2 Council meetings to be Coordinated and Supported	Notices of Invitations, Minutes, Attendance Register	

08	% of implementation of Council Resolutions by 30 June 2023	New indicator	100% implementation of Council resolutions by 30 June 2023	Council resolutions	Own funding	Opex	01/07/2022	30/06/2023	100% implementation of Council resolutions	100% implementation of Council resolutions	100% implementation of Council resolutions	100% implementation of Council resolutions	Resolution Register
09	% litigation cases attended by 30 June 2023 (# of cases attended /# of cases received)	New indicator	100% litigation cases attended by 30 June 2023 (# of cases attended /# of cases received)	litigation cases	Own funding	Opex	01/07/2022	30/06/2023	100% cases attended (# of cases attended /# of cases received)	100% cases attended (# of cases attended /# of cases received)	100% cases attended (# of cases attended /# of cases received)	100% cases attended (# of cases attended /# of cases received)	Litigation Register and Report

4. KPA 3: BASIC SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT

KPA 3: BASIC SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT: KPA WEIGHT=7.69%														
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 22/23	START DATE	END DATE	1ST Q TARGET	2ND Q TARGETS	3RD Q TARGETS	4TH Q TARGETS	PORTFOLIO OF EVIDENCE	
10	% MIG Spent by 30 June 2023. R Value spent/ R Value Budget)	New indicator	100 % MIG Spent by 30 June 2023. R Value spent/ R Value Budget)	MIG Projects	R 138 889 000	01/07/2022	30/06/2023	100 % MIG Spent (R Value spent/ Value Budget)	100 % MIG Spent (R Value spent/ Value Budget)	100 % MIG Spent (R Value spent/ Value Budget)	100 % MIG Spent (R Value spent/ Value Budget)	MIG spending Report		
11	% INEP Grant Spent by 30 June 2023 (R Value spent/ R-value budget)	New indicator	100% INEP Grant Spent by 30 June 2023 (R Value spent/ R value budget)	INEP Projects	R12 583 000	01/07/2022	30/06/2023	N/A	N/A	100 % INEP Grant spent (R Value spent/ R value budget)	100 % INEP Grant spent (R Value spent/ R value budget)	100 % INEP Grant spent (R Value spent/ R value budget)	INEP Spending Report	

5. KPA 5: MUNICIPAL FINANCE MANAGEMENT AND VIABILITY

KPA 5: MUNICIPAL FINANCE MANAGEMENT AND VIABILITY KPA WEIGHT =26.92%

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
12	% implementation of the Revenue Enhancement Strategy by 30 June 2023	New indicator	100% Implementation of the Institutional revenue strategy by 30 June 2023	Revenue Enhancement strategy	Own funding	Opex	01/07/2022	30/06/2023	100% Implementation of the Institutional revenue strategy	100% Implementation of the Institutional revenue strategy	100% Implementation of the Institutional revenue strategy	100% Implementation of the Institutional revenue strategy	Reports on implementation of the Institutional revenue sources
13	To monitor 2 Institutional assets verifications by 30 June 2023	New indicator	Monitoring of 2 Institutional asset verifications to be conducted by 30 June 2023	Assets and Inventory Management	Own funding	Opex	01/07/2022	30/06/2023	N/A	Monitor 1 Institutional asset verification	N/A	Monitor 1 Institutional asset verification	Reports on assets in the custody of the department
14	To ensure the development and implementation of procurement plan	New indicator	Ensuring development and implementation	SCM – Demand Management	Own funding	Opex	01/07/2022	30/06/2023	N/A	N/A	N/A	Ensuring development and Implementation	Approved annual departmental

15	developed and implemented by 30 June 2023	New indicator	on by 30 June 2023	Expenditure management	Own funding	Opex							25% spending of the Institutional projected Capital budget	25% spending of the Institutional projected Capital budget	25% spending of the Institutional projected Capital budget	25% spending of the Institutional projected Capital budget	on Annual Procurement Plan developed	procurement plan
	% budget spending on institutional Capital budget by 30 June 2023		100 % spending of the Institutional projected Capital budget by 30 June 2023				01/07/2022	30/06/2023					25% spending of the Institutional projected Capital budget	25% spending of the Institutional projected Capital budget	25% spending of the Institutional projected Capital budget	25% spending of the Institutional projected Capital budget	Quarterly Financial Report	
16	To obtain unqualified audit opinion by 30 June 2023	New indicator	on by 30 June 2023	Budget and Reporting	Own funding	Opex							N/A	N/A	N/A	N/A	Obtaining of Unqualified Audit Opinion	AGSA Audit Report
			Unqualified Audit Opinion Obtained by 30 June 2023				01/07/2022	30/06/2023					25% spending of the Institutional Equitable Share	25% spending of the Institutional Equitable Share	25% spending of the Institutional Equitable Share	25% spending of the Institutional Equitable Share	Spending Report	
17	Equitable Share Spent by 30 June 2023	New indicator	on by 30 June 2023	Equitable Share	Own funding	Opex							25% spending of the Institutional Equitable Share	25% spending of the Institutional Equitable Share	25% spending of the Institutional Equitable Share	25% spending of the Institutional Equitable Share	Spending Report	
			Equitable Share Spent by 30 June 2023				01/07/2022	30/06/2023					25% spending of the Institutional Equitable Share	25% spending of the Institutional Equitable Share	25% spending of the Institutional Equitable Share	25% spending of the Institutional Equitable Share	Spending Report	
18	FMG Spent by 30 June 2023	New indicator	on by 30 June 2023	FMG	Own funding	Opex							25% spending of the FMG	25% spending of the FMG	25% spending of the FMG	25% spending of the FMG	Spending Report	
			FMG Spent by 30 June 2023				01/07/2022	30/06/2023					25% spending of the FMG	25% spending of the FMG	25% spending of the FMG	25% spending of the FMG	Spending Report	

6. KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION KPA WEIGH=30.77%

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
19	To monitor the development and implementation of Institutional Risk Register by 30 June 2023	Risk Register	Monitor the development and implementation of Institutional Risk register by 30 June 2023	Risk Management	Own funding	Opex	01/07/2022	30/06/2023	Monitor the development and implementation of Institutional Risk register	Monitor the development and implementation of Institutional Risk register	Monitor the development and implementation of Institutional Risk register	Monitor the development and implementation of Institutional Risk register	Institutional register and Implementation Report
20	To ensure the submission of 4 reports to Audit Committee by 30 June 2023	2021/22 Audit Committee Reports	Ensuring submission of 4 Audit reports to Audit Committee by 30 June 2023	Auditing	Own funding	Opex	01/07/2022	30/06/2023	Ensuring submission of 1 of the report to Audit Committee	Ensuring submission of 1 of the report to Audit Committee	Ensuring submission of 1 of the report to Audit Committee	Ensuring submission of 1 of the report to Audit Committee	Audit Committee Reports
21	% Implementation of Audit Committee	Audit Committee	100 % Implementation of audit	Auditing	Own funding	Opex	01/07/2022	30/06/2023	100 % Implementation of audit	100 % Implementation of audit	100 % Implementation of audit	100 % Implementation of audit	Resolution Register

22	Resolutions by 30 June 2023	Audit Committee Work Programme	Resolution Register	Committee Resolutions by 30 June 2023	Auditing	Own funding	Opex	01/07/2022	30/06/2023	Committee Resolutions	Committee Resolutions	Committee Resolutions	Committee Resolutions	Committee Resolutions	Committee Resolutions	Audit Committee Minutes
23	% of audit queries raised by internal audit unit by 30 June 2023	Internal Audit Action Plan	Internal Audit Action Plan	100% implementation of audit queries by internal audit unit by 30 June 2023	Clean Audit Report	Own funding	Opex	01/07/2022	30/06/2023	100% implementation of audit queries by internal audit unit	100% implementation of audit queries by internal audit unit	100% implementation of audit queries by internal audit unit	100% implementation of audit queries by internal audit unit	100% implementation of audit queries by internal audit unit	100% implementation of audit queries by internal audit unit	Action plan
24	% of audit queries raised by external audit unit by 30 June 2023	AG Action Plan	AG Action Plan	100% implementation of audit queries by external audit by 30 June 2023	Clean Audit Report	Own funding	Opex	01/07/2022	30/06/2023	100% implementation of audit queries by external audit	100% implementation of audit queries by external audit	100% implementation of audit queries by external audit	100% implementation of audit queries by external audit	100% implementation of audit queries by external audit	100% implementation of audit queries by external audit	Action plan
25	No of audit steering committee meeting by 30 June 2023	AG Action Plan	AG Action Plan	24 Steering Committee meeting to be Coordinated by 30 June 2023	Clean Audit Report	Own funding	Opex	01/07/2022	30/06/2023	6 Steering Committee meeting to be Coordinated	6 Steering Committee meeting to be Coordinated	6 Steering Committee meeting to be Coordinated	6 Steering Committee meeting to be Coordinated	6 Steering Committee meeting to be Coordinated	6 Steering Committee meeting to be Coordinated	Attendance register and minutes
26	Identification and Implementation of the departmental strategic risk by 30 June 2023	Risk Register	Risk Register	Strategic Risks for the department identified and implemented by 30 June 2023	Risk Management	Own funding	Opex	01/07/2022	30/06/2023	Mitigation of the Strategic Risks for the department	Mitigation of the Strategic Risks for the department	Mitigation of the Strategic Risks for the department	Mitigation of the Strategic Risks for the department	Mitigation of the Strategic Risks for the department	Mitigation of the Strategic Risks for the department	Departmental Risk Register and Implementation Report

7. PERFORMANCE WEIGHTINGS PER KEY PERFORMANCE AREAS

The criterion upon which the performance of the employee must be assessed consists of two 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	34.62
2. Spatial Rationale	0
3. Basic Service Delivery and Infrastructure Development	7.69
4. Local Economic Development	0
5. Municipal Finance Management and Viability	26.92
6. Good Governance and Public Participation	30.77
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.

11. 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.

12. SIGNATURES

DATE 02-03-2023



MUNICIPAL MANAGER
SHILENGE R.R

DATE 03-03-2023



CLLR. MALULEKE S.G
MAYOR