Amended Performance Plan

Director: Planning, Development & Integrated Services

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The Performance Plan sets out:

- a) 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
- b) 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;
- In the instance where an indicator do 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.

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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	Kay Dayfayyaanaa ladisatay (KDI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets				Weight
Rei No	National KPA	Key Performance Indicator (KPI)	Onit of Measurement	Daseiine	Portiolio of evidence	Q1	Q2	Q3	Q4	vveignt
SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Municipal Planning & Building Control	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90.91%	Updated SDBIP and report	90%	90%	90%	90%	4
SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Water Services	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	100%	Updated SDBIP and report	90%	90%	90%	90%	4
SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Public Works	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	11.11%	Updated SDBIP and report	90%	90%	90%	90%	4
SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Public Works – Fleet Management	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	100%	Updated SDBIP and report	90%	90%	90%	90%	4
SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Public Works – Municipal Facilities, Parks & Open Spaces & Building Maintenance	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	Updated SDBIP and report	90%	90%	90%	90%	4
SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Public Works – Solid Waste & Area Cleaning	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	16.67%	Updated SDBIP and report	90%	90%	90%	90%	4
SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Community Liaison - Touwsrivier	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	92.31%	Updated SDBIP and report	90%	90%	90%	90%	2
SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Community Liaison - Rawsonville	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	92.86%	Updated SDBIP and report	90%	90%	90%	90%	2

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Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets				Weight
					Capital Expenditure/Progress	Q1	Q2	Q3	Q4	
T11	Basic Service Delivery	Spend 95% of the capital budget linked to the upgrade of the Fanie Otto and Rawsonville Sport Field by 30 June 2025	% of the budget spent	0%	Reports for mentioned quarters (SAMRAS extract) and/or Draft Annual Financial Statements as at 30 June 2025	0%	20%	60%	95%	2
T43	Basic Service Delivery	Achieve 95% average water quality level as measured per SANS 241 criteria during the 2024/25 financial year	% water quality level per quarter	95.33%	Quarterly summary of water quality compliance	95%	95%	95%	95%	3
T44	Basic Service Delivery	Review the 5 year Water Service Development Plan IDP Water Sector Input Report and submit to Council for consideration by 31 March 2025	Water Service Development Plan IDP Water Sector Input Report submitted to Council for consideration	1	Proof of Council Resolution	0	0	1	0	2
T45	Basic Service Delivery	Spend 95% of the budget allocated towards the pipe cracking projects/works by 30 June 2025	% of budget spent	100%	Capital Expenditure/Progress Reports (SAMRAS extract) and/or Draft Annual Financial Statements as at 30 June 2025	0%	30%	60%	95%	4
T46	Basic Service Delivery	80% of sewage samples comply with effluent standard during the 2024/25 financial year	% of sewage samples compliant	80.68%	Quarterly summary of sanitation quality compliance	80%	80%	80%	80%	3
T47	Basic Service Delivery	Spend 95% of the budget allocated towards the improvement of the sewerage system by 30 June 2025	% of budget spent	98.09%	Capital Expenditure/Progress Reports for mentioned quarters (SAMRAS extract) and/or Draft Annual Financial Statements as at 30 June 2025	0%	30%	60%	95%	4
T48	Basic Service Delivery	Recycle 80 tonnes of waste by 30 June 2025	Tonnage of waste recycled	121.91	Waste recycling report	20	20	20	20	4
T49	Basic Service Delivery	Spend 95% of the budget allocated for the Regional Socio Economic Programme by 30 June 2025	% of budget spent	3.48%	Capital Expenditure/Progress Reports for mentioned quarters (SAMRAS extract) and/or Draft Annual Financial Statements as at 30 June 2025	0%	0%	0%	95%	2
D521	Municipal Transformation and Institutional Development	Submit monthly reports to the MM by the 21st of each month on the performance and activities of the directorate	Number of reports submitted	12	Proof of submission to MM	3	3	3	3	2

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Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	m (5 1) 5 11	Targets				W-1-1-6
Ref No					Portfolio of evidence	Q1	Q2	Q3	Q4	Weight
D522	Municipal Financial Viability and Management	Achieve 90% of the activities listed in the Demand Management Plan on a monthly basis	% of activities achieved	80%	Progress as stipulated on the Demand Management Plan	90%	90%	90%	90%	4
D523	Municipal Financial Viability and Management	100% of Auditor General findings addressed within the directorate by 30 June	% of AG findings addressed	100%	Signed-off implementation report	0%	0%	0%	100%	2
D524	Municipal Financial Viability and Management	100% of LGMTEC recommendations addressed within the directorate by 31 December	% of LGMTEC recommendation addressed	100%	Signed-off implementation report	0%	100%	0%	0%	2
D525	Basic Service Delivery	Attend to Collaborator inbox items within 30 days of receipt	% of items attended to within 30 days	100%	Collab report	100%	100%	100%	100%	2
D526	Good Governance and Public Participation	Report quarterly to the MM on progress with ward priorities	Number of reports submitted	2	Proof of submission of the report	1	1	1	1	2
D527	Good Governance and Public Participation	Hold monthly meetings with staff	Number of meetings held	5	Minutes of the meetings held	3	2	2	3	2
D528	Good Governance and Public Participation	Conduct monthly budget meeting with all divisions on the spending of their budget	Number of meetings conducted	0	Minutes of the meetings held	3	2	2	3	2
D529	Basic Service Delivery	Conduct bi-weekly site inspections of directorate operations	Number of site inspections	5	Inspection notes	6	5	5	6	2
D530	Good Governance and Public Participation	Complete the upgrade of the Fairburn building by 30 November	Upgrade completed	0	Completion certificate	0	1	0	0	3
D531	Good Governance and Public Participation	Conduct a study for the extension of existing and/or identification of new cemeteries by 31 March	Study completed	0	Report submitted to the MM	0	0	1	0	3
D532	Good Governance and Public Participation	R0 overspent on the overtime budget on a monthly basis	South African Rands overspent	0	Financial system report (Income & Expenditure statements)	R0.00	R0.00	R0.00	R0.00	2
	TOTAL 8								80	

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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.

Competency	Definition	Weight
	LEADING COPETENCIES	
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

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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.			
Analysis and innovation	Able to critically analyses 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		

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