



## **1. Purpose**

The performance plan defines the Council's expectations of the Municipal Manager's Performance Agreement to which this document is attached and Section 57(5) of the Municipal Systems Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the Municipality's Integrated Development Plan (IDP) and as reviewed annually.

## **2. Key responsibilities**

The following objects of Local Government will inform the employee's performance against set performance indicators:

- 2.1 Provide democratic and accountable government for local communities.
- 2.2 Ensure provision of services to communities in a sustainable manner.
- 2.3 Promote social and economic development.
- 2.4 Promote safe and healthy environment
- 2.5 Encourage the involvement of communities and community organisations in the matters of local government.

## **3. Key Performance Areas**

The following Key Performance Areas (KPA's) as outlined in the Local Government: Municipal Planning and Performance Management Regulations (2001) inform the strategic objectives listed in the table below

- 3.1 Municipal Transformation and Organisational Development.
- 3.2 Infrastructure Development and Service Delivery.
- 3.3 Local Economic Development (LED)
- 3.4 Municipal Financial Viability and Management.
- 3.5 Good Governance and Public participation

## SCORECARD

Key Performance Area	Weighting	Annual Target 2020/21	Key Performance Indicators	Performance status on date of review	Score			
					Q1	Q2	Q3	Q4
1. Basic Service Delivery	20	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Total Score \_\_\_\_\_

Weighted Score \_\_\_\_\_

Key Performance Area	Weighting	Annual Target 2020/21	Key Performance Indicators	Performance status on date of review	Score			
					Q1	Q2	Q3	Q4
2. Municipal Transformation and Development	20	Attendance Registers and Minutes	Departmental Meetings held and minuted		1	1	1	1
			Attendance Registers and Minutes		3	3	3	3
			Organisational Structure and Council Resolution		N/A	1	N/A	N/A
			Organisational Structure reviewed and approved by Council		N/A	1	N/A	N/A

Total Score \_\_\_\_\_

Weighted Score \_\_\_\_\_

Key Performance Area	Weighting	Annual Target 2020/21	Key Performance Indicators	Performance status on date of review	Score			
					Q1	Q2	Q3	Q4
3. Local Economic Development	20	Invitation to update & Updated Database of all vendors	Updated vendor database by 31 March 2021		1	1	1	1
		Reports signed by the HOD and Implementation of LED Strategy	Quarterly Reports prepared on the implementation of the LED Strategy by 30 June 2020		1	1	1	1
Total Score					_____			
Weighted Score					_____			

Key Performance Area	Weighting	Annual Target 2020/21	Key Performance Indicators	Performance status on date of review	Score			
					Q1	Q2	Q3	Q4
4. Financial Viability and Management	20	Monitor Expenditure	Ensure Aligned spending in accordance with the approved Budget		1	1	1	1
			Implementation of Financial recovery Plan		1	1	1	1
			Commence implementation of new budget		1	1	1	1

Total Score \_\_\_\_\_

Weighted Score \_\_\_\_\_

Focus Area	Weighting	Annual Target 2020/21	Key Performance Indicators	Performance status on date of review	Score			
					Q1	Q2	Q3	Q4
5. Good Governance and Public Participation	20	PMS Policy & Framework and Council Resolution	Reviewed & Approved PMS policy & framework by 31 December 2020		0	1	0	0
		Signed Performance Agreements and Plans	Signed performance Agreements and Plans for Senior Managers including the Municipal Manager for 2020/2021 concluded by 31 July 2020		4	0	0	0
		Approved SDBIP & Council Resolution	SDBIP 2020/2021 by the Mayor within 28 days after approval of the Budget and IDP by 31 July 2020		1	0	0	0
		Reports signed by the MM and the Mayor	Quarterly Performance Assessment for Senior Managers including Municipal Manager Concluded and signed off not later than 30 days after the end of each Quarter during 2020/2021		1	1	1	1
		Signed Annual Performance report for 2019/2020 FY submitted to AG	Annual Performance Reports prepared and submitted to AG by 31 August 2020 for 2019/20		1	0	0	0





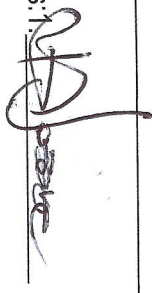



		Audit Reports submitted by Internal Audit	Quarterly internal audit reports prepared on the implementation of the Annual risk based Internal Audit Plan by 30 June 2021			1	1	1	1
		Proof of submission to Provincial and National COGTA	Monthly Back to Basics Templates Prepared and submitted to Provincial and National COGTA by 30 June 2021			3	3	3	3
		2 Communication strategic documents	Preparation of 2 Communication Strategic Documents by 31 October 2020			0	2	0	0
		Signed Reports by HOD on Departmental Risk Register	Quarterly Progress Reports on Departmental Risk Register by Council 30 June 2021			1	1	1	1
		Reports to address internal audit findings	Quarterly Report on progress made to address Internal Audit Findings by 30 June 2021			1	1	1	1
<b>Total Score</b>						<hr/> <hr/>			
<b>Weighted Score</b>						<hr/> <hr/>			

**PERFORMANCE PLAN FOR THE MUNICIPAL MANAGER FOR THE PERIOD:  
01 July 2020 to 30 June 2021**

Signed and accepted by the Municipal Manager (For the Employee)

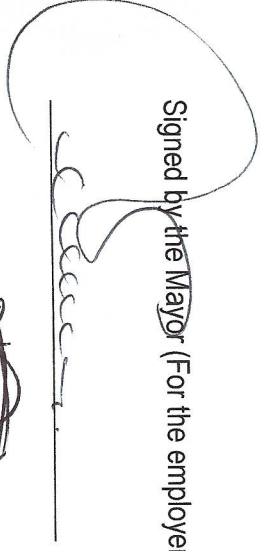
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As witnesses: 1. 

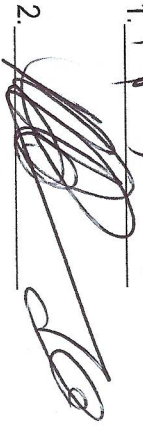
2. 

Date: 13 August 2020

Signed by the Mayor (For the employer);



As witnesses: 1. 

2. 

Date: 13 August 2020

**PERSONAL DEVELOPMENT PLAN**

(To be used for addressing Performance gaps)

Manager's Name: Pink Tschedi

Date: 2020/08/13

Job Title: Municipal Manager

Skills / Performance Gap(identified at Performance Evaluation)	Outcomes expected	Suggested activity (e.g. training, counselling, additional resources etc.)	Time frames to meet Performance Standards	Comments

Signed by the Municipal Manager [Signature]

Signed by the Mayor [Signature]