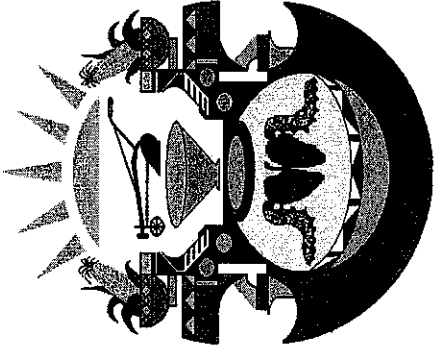


GREATER GIYANI MUNICIPALITY



**PERFORMANCE PLAN
DIRECTOR CORPORATE AND SHARED SERVICES: SHIVITI MT**

2017/18

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1. LEGISLATION


The following legislation governs the development of the SDBIP and Performance management plan and functions within Strategic Planning and LED department.

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 manager**, 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

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2. VISION AND MISSION

The SDBIP must ensure that all projects and programmes assist the municipality to realise its vision. The SDBIP gives effect to the IDP and budget, and is a plan to be monitored quarterly and annually as required by legislation.

Vision

"A Municipality where environmental sustainability, tourism and agriculture thrive for economic growth"

The Mission outlines how and when and what resources the municipality is to employ to realise the vision of the municipality.

Mission:

"A democratic and accountable municipality that ensures the provision of services through sound environmental management practices, local economic development and community participation"

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3. 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:

KPAs	STRATEGIC OBJECTIVES 2017/18
1. Spatial Rational	To develop an effective spatial framework that promotes integrated and sustainable development
2. Institutional Development and Transformation	To develop and retain the best human capital, effective and efficient administrative and operational support systems
3. Infrastructure Development and Basic Service Delivery	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life
4. Local Economic Development	To create an enabling environment for sustainable economic growth
5. Financial Viability	To improve financial management systems to enhance revenue base
6. Good Governance and Public Participation	To develop governance structures and systems that will ensure effective public consultation and organizational discipline

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KPA 2: Institutional Development And Transformation: KPA Weight= 54

Output 1: Implement A Differentiated Approach To Municipal Financing, Planning And Support, Output 4: Actions

Supportive Of The Human Settlement Outcomes

Strategic Planning To Develop And Retain The Best Human Capital, Effective And Efficient Administrative And Operational Support Systems

Programme	Measurable Objectives/ key performance indicator	Baseline	Annual Target	Budget	Start Date	Completion Date	1 ST Q TARGET	2 ND Q TARGET	3 RD Q TARGET	4 TH Q TARGET	Portfolio of evidence	KPI Weight
Council Services	# of Council meeting convened by 30 June 2018	11 Council meetings held in 2015/16	6 Council Meetings to be coordinated and supports by 30 June 2018	Operational	01/07/2017	30/062018	1 council meeting	1 council meeting	2 council meetings	2 council meetings	Minutes, Attendance register, notice of invitations.	7.7
Council Services	# of Executive Committee Meetings convened by 30 June 2018	13 Executive Committee held in 2015/16	12 Executive Committee Meetings to be coordinated and supports by 30 June 2018	Operational	01/07/2017	30/062018	3 EXCO meetings	3 EXCO meetings	3 EXCO meetings	3 EXCO meetings	Minutes, Attendance register, notice of invitations.	7.7
Council Services	# of portfolio committee meetings to be held by 30 June 2018	11 Portfolio Committee meetings held in 2016/17	12 portfolio committee (Corporate & shared service 30 June 2018 by	Operational	01/07/2017	30/062018	3 portfolio committee (Corporate & shared service	3 portfolio committee (Corporate & shared service	3 portfolio committee (Corporate & shared service	3 portfolio committee (Corporate & shared service	Attendance Register and Minutes	7.7

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Council Services	# of reports developed on implementation of council resolutions by 30 June 2018	8 reports developed in 2015/16	4 progress reports on implementation of council resolutions to be developed by 30 June 2018	Operational	01/07/2017	30/06/2018	1 Council resolution implementation report	1 Council resolution implementation report	1 Council resolution implementation report	1 Council resolution implementation report	1 Council resolution implementation report	1 Council resolution implementation report	Proof of submission and ATR	7.7
Human Resources and Organizational Development	To Submit the annual training report for 2016/17 financial year by 30 April 2018	Annual Training Report Submitted in 2015/16	Submission of Annual training and WSP Report for 2016/17 by 30 April 2018	Operational	01/07/2017	30/06/2018	N/A	Development of the Draft Annual Training report	Submission of Annual Training report	WSP/ Annual Training Report and Proof of Submission	7.7			
Human Resources and Organizational Development	To submit the Employment Equity report to Dept of Labour by 31 December 2017	Employment Equity Report Submitted in 2016/17	Submit Employment Equity to Dept of Labour report by 31 December 2017	Operational	01/07/2017	30/06/2018	N/A	Development of the Employment Equity report	Submission of Annual Training report	Employment Equity Report and Proof of Submission	7.7			
Human Resources and Organizational Development	To Compile OHS reports on-site inspection conducted by 30 June 2018	4	4 OHS On-site inspection conducted developed by 30 June 2018	Operational	01/07/2017	30/06/2018	1 progress report on OHS	1 progress report on OHS	1 progress report on OHS	OHS implementation report	7.7			

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Human Resources and Organizational Development	To review HR policies Framework by 30 June 2018	HR Policies	Review of the HR policies of levels below section 54/56 by 30 June 2018	Operational	01/07/2017	30/06/2018	N/A	Invite inputs from departments regarding the new HR policy	Submit the draft HR policies to Council for provisional approval. Consultation with organised labour	Submit the final Draft HR policies to Council for approval	HR policies and Council Resolution	7.7
Human Resources and Organizational Development	To review the Organogram by 30 June 2018	Approved Organogram 2016/2017	Approved Organogram by May 2018	Operational	01/07/2017	30/06/2018	N/A	Invite inputs from departments regarding the new organogram	Submit the draft organogram to Council for inputs. Consultation with organised labour	Submit the final Draft Organogram to Council for approval	Approved Organogram and Council Resolution	7.7
Human Resources and Organizational Development	# of posts filled in terms of the approved priority list by 30 June 2018	Approved Organogram 2016/2017	32 Post filled in terms of the organogram 30 June 2018	Operational	01/07/2017	30/06/2018	8 Positions to be filled	8 Positions to be filled	8 Positions to be filled	8 Positions to be filled	Advertisement, Shortlisting reports, Interview reports and Appointment letters	7.7
Information Technology	To maintain network Infrastructure by 30 June 2018	Network Infrastructure maintained in 2016/17	Maintenance of network Infrastructure by 30 June 2018	Operational	01/07/2017	30/06/2018	Maintenance of network Infrastructure	Maintenance of network Infrastructure	Maintenance of network Infrastructure	Maintenance of network Infrastructure	Maintenance Register	7.7

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Information Technology	% update of municipal website by 30 June 2018	Website updated 100% in 2016/17 Financial Year	100% updating of municipal website by 30 June 2018	Operational	01/07/2017	30/062018	100% information sent to SITA to update the website	100% information sent to SITA to update the website	100% information sent to SITA to update the website	100% information sent to SITA to update the website	100% information sent to SITA to update the website	Sent Mail	7.7
Information Technology	# of IT Steering Committee Meetings to be coordinated by 30 June 2018	1 meeting held in 2015/16 Financial year	4x IT Steering Committee meetings to be coordinate by 30 June 2018	Operational	01/07/2017	30/062018	1 x IT steering committee meetings coordinated	1 x IT steering committee meetings coordinated	1 x IT steering committee meetings coordinated	1 x IT steering committee meetings coordinated	1 x IT steering committee meetings coordinated	Attendance Registers and Minutes	7.7

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KPA's Financial Viability KPA Weight=13

Outcome Nine (Output 6: Administrative And Financial Capability)

Strategic Objective: To Improve Financial Management Systems To Enhance Revenue Base

Programme	Measurable Objectives/ key performance indicator	Baseline	Annual Target	Budget	Start Date	Completion Date	1 st Q TARGET	2 nd Q TARGET	3 rd Q TARGET	4 th Q TARGET	Portfolio of evidence	KPI Weight
Assets and Inventory Management	No of departmental assets verifications conducted by 30 June 2018	Departmental Assets	2 departmental asset verifications to be conducted by 30 June 2018	Operational	01/07/2017	30/062018	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	33.33
SCM – Demand Management	No of departmental procurement plan developed and implemented by 30 June 2018	Allocated Budget	1 plan developed and implemented by 30 June 2018	Operational	01/07/2017	30/062018	N/A	N/A	N/A	1 Annual Procurement Plan developed	Approved annual departmental procurement plan	33.33
Expenditure management	% budget spending on departmental Capital budget by 30 June 2018	Allocated Budget	100 % spending of the departmental projected Capital budget by	Operational	01/07/2017	30/062018	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	Quarterly Financial Report	33.33

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							30 June 2018									
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KPA 6: Public Participation And Good Governance: KPA Weight= 33
Output 5: Deepen Democracy Through A Refined Ward Committee Model, Output 6: Administrative And Financial Capability)
Strategic Objective: To Develop Governance Structures And Systems That Will Ensure Effective Public Consultation And Organizational Discipline

Programme	Measurable Objectives/ key performance indicator	Baseline	Annual Target	Budget	Start Date	Completion Date	1 st Q TARGET	2 nd Q TARGET	3 rd Q TARGET	4 th Q TARGET	Portfolio of evidence	KPI Weight
Auditing	% of departmental audit queries raised by internal audit unit addressed by 30 June 2018	Internal Audit Action Plan	100% departmental audit queries raised by internal audit unit addressed by 30 June 2018	Operational	01/07/2017	30/062018	100% departmental audit queries raised by internal audit unit addressed	100% departmental audit queries raised by internal audit unit addressed	100% departmental audit queries raised by internal audit unit addressed	100% departmental audit queries raised by internal audit unit addressed	Report on departmental related internal audit queries addressed	12.5

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Auditing	% of departmental queries raised by external audit unit addressed 30 June 2018	AGSA Action	100% departmental queries raised by external audit unit addressed 30 June 2018	Operational	01/07/2017	30/06/2018	100% departmental queries raised by external audit unit addressed	100% departmental queries raised by external audit unit addressed	100% departmental queries raised by external audit unit addressed	100% departmental queries raised by external audit unit addressed	Report on departmental related external audit queries addressed	12.5
Risk Management	No of departmental risk register developed and monitored 30 June 2018	Risk Register	1 Departmental Risk register development and monitored by 30 June 2018	Operational	01/07/2017	30/06/2018	Review and update of risk register	Review and update of risk register	Review and update of risk register	Review and update of risk register	Departmental Risk Register and Implementation Report	
Public Participation	To coordinate 310 ward committee meetings by 30 June 2018	210	310 Ward Committee meetings coordinated by 30 June 2018	Operational	01/07/2017	30/06/2018	Coordinate 31 ward committee meetings and submit quarterly ward committee report to Council.	Coordinate 31 ward committee meetings and submit quarterly ward committee report to Council.	Coordinate 31 ward committee meetings and submit quarterly ward committee report to Council.	Coordinate 31 ward committee meetings and submit quarterly ward committee report to Council.	Minutes, Attendance register, Ward committee quarterly report	
Policies and By-Laws	# of by-laws to be reviewed by 30 June 2018	20 by laws in place	10 By-Laws to be reviewed by 30 June 2018	Operational	01/07/2017	30/06/2018	Development and review of draft 10 of the draft bylaws	Submit 10 draft bylaws to Council for provisional approval	Work shopping of Councillors and Public Participation on draft by laws	Final submission of the 10 bylaws to Council for final approval	10 draft bylaws Provisional approved by Council, newspaper notice,	

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														attendance registers for public consultation, Final council resolutions and Promulgation notice for the 20 by laws in the provincial gazette	
														and publishing in Provincial Gazette	
														N/A	
														N/A	
														Award 15 bursaries to qualifying applicants	
														Advertisement for applicants to respond	
Promote community and environmental welfare	To award 15 bursaries to qualifying learners by 30 June 2018	20	15 Bursaries awarded to be qualifying needy learners by 30 June 2018	124 Report back meetings convened by 30 June 2018	Operational	01/07/2017	30/062018	31 Ward Public Meetings	31 Ward Public Meetings	31 Ward Public Meetings	31 Ward Public Meetings	31 Ward Public Meetings	N/A		
Public Participation	# of MPAC Public Hearing to be coordinated 30 June 2018	120 Report back meetings held	1 MPAC Public Hearing to be coordinated by 31 March	1 MPAC Public Hearing to be coordinated on the 23 Feb 2016	Operational	01/07/2017	30/062018	31 Ward Public Meetings	31 Ward Public Meetings	31 Ward Public Meetings	31 Ward Public Meetings	31 Ward Public Meetings	N/A		
Public Hearing of MPAC	# of MPAC Public Hearing to be coordinated by 31 March	1 MPAC Public hearing conducted on the 23 Feb 2016	1 MPAC Public Hearing to be coordinated by 31 March	1 MPAC Public Hearing to be coordinated on the 23 Feb 2016	Operational	01/07/2017	30/062018	31 Ward Public Meetings	31 Ward Public Meetings	31 Ward Public Meetings	31 Ward Public Meetings	31 Ward Public Meetings	N/A		

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	2018		2018															
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4. PERFORMANCE WEIGHTINGS PER KEY PERFORMANCE AREAS

The criteria 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
Spatial Rational	0%
Institutional Development and Transformation	5 %
Infrastructure Development and Basic Service Delivery	0 %
Local Economic Development	0 %
Financial Viability	13 %
Good Governance and Public Participation	33%
TOTAL WEIGHTING	100%

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TABLE C: CORE COMPETENCY REQUIREMENTS (CCRs)

CORE MANAGEMENT COMPETENCIES	INDICATE CHOICE (X)	WEIGHTING
Programme and Project Management		20%
Financial Management	Compulsory	15%
Knowledge Management		15
People Management and empowerment	Compulsory	20%
Client Orientation and Customer focus	Compulsory	15%
Communication		15%
TOTAL PERCENTAGE		100%

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5. 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.

6. 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.

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7. 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.

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DIRECTOR CORPORATE AND SHARED SERVICES
SHIVITI MT

DATE.....2017/07/27.....

.....
ACTING MUNICIPAL MANAGER
MALULEKE RH

DATE.....2017/07/27.....