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Performance Plan MM  
2017/18

PERIOD: 1 JULY 2017 TO 30 JUNE 2018

MUNICIPAL MANAGER

THE EMPLOYEE OF THE MUNICIPALITY

MR C DU PLESSIS

AND

ME. E VAN LINGEN

AS REPRESENTED BY THE EXECUTIVE MAYOR

THE MUNICIPALITY OF KOUGA

Entered into by and between

PERFORMANCE PLAN



Annexure A

Kouga Municipality

## 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

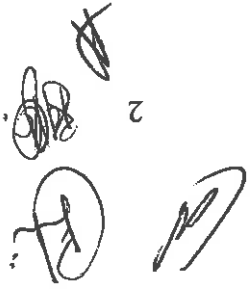
It is expressly agreed that while certain key responsibilities of the Municipal Manager shall be measured in terms of the Performance Agreement and the Performance plan, the duties of the Municipal Manager shall not be restricted to the measured responsibilities only.

The following Departmental objectives will inform the Municipal Manager's performance against set performance indicators:

2.1 The delivery of support services to Council and the community in the following areas:

1. Financial Viability and Management
2. Good Governance and Public participation
3. Institutional Development and Transformation
4. Local Economic Development
5. Infrastructure and Basic Service Delivery

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### 3. KEY PERFORMANCE AREAS

The following Key Performance Areas (KPA's) as set in consultation with the employee inform the strategic objectives, listed in the table below:

KPA No	Key Performance Area	Weight
1	Financial Viability and Management	25
2	Good Governance and Public Participation	25
3	Institutional Development and Transformation	25
4	Infrastructure and Basic Service Delivery	25
	<b>Total</b>	<b>100</b>

### 4. KEY PERFORMANCE INDICATORS

The following Key Performance Indicators (KPI's) provide the details of the evidence that must be provided to show that a key objective has been obtained. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.

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KEY PERFORMANCE AREA	INFRASTRUCTURE AND BASIC SERVICES					
	STRATEGY	Provide infrastructure and basic services to communities in Kouga	QUARTERLY TARGETS			PERFORMANCE STANDARDS
			30 September 2017	31 December 2017	31 March 2018	
INSTITUTIONAL OBJECTIVES	KPI					
Reduce water losses to 35%	% water losses calculated against water purchased/produced	Approve process plan for the reduction in water losses by 30 September 2017	Oversee compliance with water loss reduction program	Oversee compliance with water loss reduction program	Water losses reduced to 35%	1 = no reduction in water losses 2 = water losses reduced to 36% 3 = water losses reduced to 35% 4 = water losses reduced to between 30 and 34% 5 = water losses reduced by more than 30%
Prepare Infrastructure Master Plan for Kouga Municipality	Number of Infrastructure Master Plans prepared and approved	Approve process plan for the development of an Infrastructure master plan by 30 September 2017	Submit Infrastructure Audit to Council by 30 November 2017	Approve projected budgets, and management plans aligned with the Infrastructure master plan	Approve infrastructure master plan by 30 September 2017	1 = more than 14 days late 2 = 1 to 13 days late 3 = on due date 4 = up to 1 week prior to due date 5 = more than 1 week prior to due date
Prepare infrastructure maintenance plan	Number of infrastructure maintenance plans approved	Submit infrastructure maintenance audit to Council before 30 September 2017	Approve infrastructure maintenance plan before 15 October 2017	N/a	N/a	1 = more than 14 days late 2 = 1 to 13 days late 3 = on due date 4 = up to 1 week prior to due date 5 = more than 1 week prior to due date
Review Disaster Management Plan for Kouga before 30 November 2017	Approve process plan for the review of the disaster management plan before 30 August 2017	Submit the review of the Kouga Disaster Management Plan to Council by 30 November 2017	N/a	N/a		1 = more than 14 days late 2 = 1 to 13 days late 3 = on due date 4 = up to 1 week prior to due date 5 = more than 1 week prior to due date

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KEY PERFORMANCE AREA		MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT				
STRATEGY	Develop the capacity of the institution to optimize service delivery					PERFORMANCE STANDARDS
INSTITUTIONAL OBJECTIVES	KPI	QUARTERLY TARGETS				
		30 September 2017	31 December 2017	31 March 2018	30 June 2018	
100% of skills development budget spent on skills development	% of skills development budget appropriated	Approve process plan for staff training as per the Work Place Skills Plan	Oversee the implementation of the Work Place Skills Plan	Oversee the implementation of the Work Place Skills Plan	100% of skills development budget appropriated spent	1 = expenditure below 65% 2 = expenditure between 66 and 89% 3 = 90% expenditure 4 = 91 to 95% expenditure 5 = expenditure in excess of 95%
Improve the achievement of Employment Equity Targets through monitoring of appointments	% of appointment made in terms of the approved Recruitment and Selection Policy	100% of appointments made in terms of the Recruitment and Selection Policy	100% of appointments made in terms of the Recruitment and Selection Policy	100% of appointments made in terms of the Recruitment and Selection Policy	100% of appointments made in terms of the Recruitment and Selection Policy	1 = less than 65% 2 = between 66 and 94% 3 = 95% 4 = 96 to 99% 5 = 100%

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AREA	KEY PERFORMANCE STRATEGY	FINANCIAL VIABILITY AND MANAGEMENT						
		INSTITUTIONAL OBJECTIVES	KPI	QUARTERLY TARGETS				PERFORMANCE STANDARDS
				30 September 2016	31 December 2016	31 March 2016	30 June 2017	
95% of FMG budget appropriately spent	% of FMG budget appropriately spent	95% of FMG budget for the quarter appropriately spent	95% of FMG budget for the quarter appropriately spent	95% of FMG budget for the quarter appropriately spent	95% of FMG budget for the quarter and year in total appropriately spent	1 = less than 80% 2 = 81 to 94% 3 = 95% 4 = 96% 5 = 97% or more		
94% revenue collected against revenue raised	% of revenue collected against revenue raised	94% revenue collected against revenue raised for the quarter	94% revenue collected against revenue raised for the quarter	94% revenue collected against revenue raised for the quarter	94% revenue collected against revenue raised for the quarter and year in total	1 = less than 80% 2 = 81 to 90% 3 = 91 to 94% 4 = 95% 5 = more than 95%		
95% of Capital Budget spent on intended purposes	% of capital budget spent on intended purposes	95% of Capital Budget spent on intended purposes as per capital expenditure plan for the quarter	95% of Capital Budget spent on intended purposes as per capital expenditure plan for the quarter	95% of Capital Budget spent on intended purposes as per capital expenditure plan for the quarter	95% of Capital Budget spent on intended purposes as per capital expenditure plan for the quarter and year in total	1 = less than 80% 2 = 81 to 94% 3 = 95% 4 = 96% 5 = 97% or more		
95% of MIG budget appropriately spent	% of MIG budget appropriately spent	95% of MIG budget appropriately spent as per quarterly expenditure targets	95% of MIG budget appropriately spent as per quarterly expenditure targets	95% of MIG budget appropriately spent as per quarterly expenditure targets	95% of MIG budget appropriately spent as per quarterly and annual expenditure targets	1 = less than 80% 2 = 81 to 94% 3 = 95% 4 = 96% 5 = 97% or more		
95% of Department of Energy grant funding appropriately spent	% of Department of Energy grant funding appropriately spent	95% of Department of Energy grant funding appropriately spent as per quarterly expenditure targets	95% of Department of Energy grant funding appropriately spent as per quarterly expenditure targets	95% of Department of Energy grant funding appropriately spent as per quarterly expenditure targets	95% of Department of Energy grant funding appropriately spent as per quarterly and annual expenditure targets	1 = less than 80% 2 = 81 to 94% 3 = 95% 4 = 96% 5 = 97% or more		

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KEY PERFORMANCE AREA		GOOD GOVERNANCE AND PUBLIC PARTICIPATION				
STRATEGY		Ensure that the institution is managed in accordance with the principles of good governance and that public participation is encouraged and supported				
INSTITUTIONAL OBJECTIVES	KPI	QUARTERLY TARGETS			PERFORMANCE STANDARDS	
		30 September 2015	31 December 2015	31 March 2016		30 June 2016
4 Meetings of the Audit and Performance Audit Committee per year	Number of Audit and Performance Audit Committee Meetings per year	1/4 Audit/Performance Audit Committee Meetings held	2/4 Audit/Performance Audit Committee Meetings held	3/4 Audit/Performance Audit Committee Meetings held	4/4 Audit/Performance Audit Committee Meetings held	1= no meetings held 2 = 1 to 3 meetings held 3 = 4 meetings held 4 = 4 meetings held on time 5 = more than 4 meetings held
2 Institutional Performance Reports submitted to Council	Number of Institutional Performance reports submitted to Council	1/ 2 Institutional Performance Report in respect of the 2016/17 year submitted to Council before 31 August 2017	N/a	2/ 2 Institutional Performance report in respect of the first 2 quarters of the 2017/18 year submitted to Council before 31 January 2018	N/a	1 = no reports submitted 2 = 1 report submitted 3 = 2 reports submitted 4 = 2 reports submitted on time 5 = 2 reports submitted with corrective action plans
Departmental SDBIP completed by 31 August 2017	Date of completion of Departmental SDBIP	Approve Departmental SDBIP by 31 August 2017	Oversee implementation of Departmental SDBIP's	Oversee implementation of Departmental SDBIP's	Oversee implementation of Departmental SDBIP's	1 = more than 14 days late 2 = 1 to 13 days late 3 = on due date 4 = up to 1 week prior to due date 5 = more than 1 week prior to due date
Compliance with relevant legislation tested annually	Number of findings in the Audit report on matters of non-compliance with legislation	N/a	Number of findings as per the Audit Report on non-compliance with legislation	Overstight over corrective action plan implementation	Overstight over corrective action plan implementation	1 = more than 15 findings 2 = 6 to 14 findings 3 = 5 findings 4 = 1 to 4 findings 5 = no findings
The implementation of an action plan to address matters as raised in the management letter	Due date compliance in the approval of the action plan	N/a	Action Plan developed and approved addressing the AG Management	Overstight over corrective action plan implementation	Overstight over corrective action plan implementation	1 = more than a week late 2 = up to 1 week late 3 = on due date 4 = up to 1 week prior to due date 5 = more than 1 week prior to due date

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of the Auditor General			Letter by 31 October 2017			1 = more than a week late 2 = up to 1 week late 3 = on due date 4 = up to 1 week prior to due date 5 = more than 1 week prior to due date
Evaluation of the performance of Senior Managers	Due date compliance for performance reviews conducted for the year	4 Performance review conducted by 31 August 2017	4 Performance review conducted by 31 October 2017	4 Performance review conducted by 10 February 2017	4 Performance review conducted by 30 April 2017	1 = less than 85% 2 = 95 to 86% 3 = 96% 4 = 97 to 99% 5 = 100%
Implement resolutions of Council	% of resolutions of Council implemented within the required time frame	100% resolutions of Council implemented within the required time frame	100% resolutions of Council implemented within the required time frame	100% resolutions of Council implemented within the required time frame	100% resolutions of Council implemented within the required time frame	1 = less than 85% 2 = 95 to 86% 3 = 96% 4 = 97 to 99% 5 = 100%
Procurement practices in full compliance with the SCM policy to avoid legal action	Number of successful appeals against SCM practices	0 successful appeals against SCM practices	0 successful appeals against SCM practices	0 successful appeals against SCM practices	0 successful appeals against SCM practices	1 = more than 5 2 = 3 to 4 successful appeals 3 = 2 successful appeals 4 = 1 successful appeals 5 = 0 successful appeals
Review the Delegation Register annually before 30 September	Due date compliance with the review of the Delegation Register	Delegation Register reviewed before 30 September 2017	N/a	N/a	N/a	1 = more than 14 days late 2 = 1 to 13 days late 3 = on due date 4 = up to 1 week prior to due date 5 = more than 1 week prior to due date
Submit Annual Report on due dates	Due date compliance with the submission of the Annual Report	First Draft of the Annual Report submitted to the AG before 31 August 2017	N/a	Draft Annual Report submitted to Council before 31 January 2018 and final Annual Report before 31 March 2018	N/a	1 = more than 14 days late 2 = 1 to 13 days late 3 = on due date 4 = up to 1 week prior to due date 5 = more than 1 week prior to due date
Submit mid-year performance report to Council as per Section 72 of the MFMA	Due date compliance with the submission of the mid-year performance report to Council	N/a	Mid-year performance report submitted to Council before 31 January 2018	Oversee implementation of corrective action plan	Oversee implementation of corrective action plan	1 = more than 14 days late 2 = 1 to 13 days late 3 = on due date 4 = up to 1 week prior to due date 5 = more than 1 week prior to due date




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Approved Risk Based Audit Plan	Due date compliance for the Approval of the Risk Based Audit Plan	N/A	Risk Based Audit Plan approved by 31 January 2018	Oversee Implementation of the Plan	Oversee Implementation of the plan	1 = more than 14 days late 2 = 1 to 13 days late 3 = on due date 4 = up to 1 week prior to due date 5 = more than 1 week prior to due date

Thus done and signed at JEFFREYS BAY on this the 31 day of JULY 2017.

**AS WITNESSES:**

1. 

  
EMPLOYEE

2. 

  
EXECUTIVE MAYOR