Annexure A

ADDENDUM TO THE PERFORMANCE PLAN OF:

C DU PLESSIS:

MUNICIPAL MANAGER

PERIOD: 1 JULY 2022 TO 30 JUNE 2023

1. PURPOSE

This addendum to the Performance Plan has the purpose to align the performance targets of the Employee with the amendments to the 2022/23 SDBIP as approved by Council on 30 March 2023.

This performance plan replaces the initial performance plan of the Employee for the 2022/23 year in its totality and this performance plan shall be used to evaluate the performance of the Employee for the 2022/23 financial year.

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.

3. PERFORMANCE REPORTING

3.2 The provision of the Performance Agreement relative to performance reporting time frames is herewith re-confirmed.

3.3 Whereas Section 57 of the Local Government Municipal Systems Act, 2000 provides that the appointment of the Employee is subject to participation in the performance management system of the Employer, the Parties herewith agree that the non-submission of performance information, on the electronic performance management systems and/or manually, on due dates as set out in the Performance Agreement may result therein that any possible performance reward due to the Employee may be forfeited at the discretion of the Employer.

3.4 It is herewith agreed that in instances where it becomes clear that any set target in respect of any reporting period cannot/shall not be achieved and/or has not been achieved, the Employee shall prepare a Memorandum addressed to the Executive Mayor detailing the following:

- Key Performance Indicator and target for the reporting period;
- Actual achievements on the target in accordance with the Key Performance Indicator;
- Reasons why the target could not be fully achieved;
- Proposals on corrective actions to be implemented to ensure that the target shall be achieved at a date and time indicated in the corrective actions which shall be prior to the end of the reporting year;
    - Provided that were the non-achievement becomes evident at such a late stage that corrective actions shall not result in achievement of the target prior to the year end, corrective actions must indicate how the matter shall be dealt with to ensure achievement in the shortest possible time after year end.
- The Employee shall at all times attach the Memorandum directed to the Executive Mayor to such reporting on the electronic performance management system.

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4. 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	Infrastructure and Basic Service Delivery	20
2	Financial Viability and Management	20
3	Good Governance and Public Participation	20
4	Institutional Development and Transformation	20
5	Operational Targets	20
	Total	100

5. INSTITUTIONAL SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN KEY PERFORMANCE INDICATORS ALLOCATED TO THE MUNICIPAL MANAGER AND/OR KEY PERFORMANCE IDICATORS IN RESPECT OF WHICH THE MUNICIPAL MANAGER HAS A SHARED RESPONSIBILITY

5.1 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.

KEY PERFORMANCE AREA	MUNICIPAL SFA	PROJECT NAME	IDP Objective	SDBIP Target 2022/23	KPI	Baseline	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target	Standards	Evidence	Weighting
KPA1: Basic Services & Infrastructure	Keep Kouga Serviced	Water loss reduction	To manage and ensure the provision of basic municipal services and the reduction of infrastructure backlogs.	Reduce water losses to 35% between water purchased/ produced and water sold/ accounted for	% Reduction in water losses between water purchased/ produced and water sold/ accounted for	49.1%	35%	35%	35%	35%	1 = No reduction 2 = Reduction to 36% 3 = Reduction to 35% 4 = Reduction to 34% 5 = Reduction to below 33%	Financial Statements indicating water purchases and water sold/accounted for	10
KPA1: Basic Services & Infrastructure	Keep Kouga Serviced Keep Kouga Safe	Water Quality	To manage and ensure the provision of basic municipal services and the reduction of infrastructure backlogs.	100% Compliance with SANS standards for drinking water	% Compliance with SANS standards for drinking water	New	100%	100%	100%	100%	1 = less than 90% compliance 2 = 91 to 97% compliance 3 = 98% compliance 4 = 99% compliance 5 = 100% compliance	Laboratory results on water testing conducted, calculate complaint tests as a % of total tests	10
KPA1: Basic Services & Infrastructure	Keep Kouga Serviced	Electricity loss reduction	To manage and ensure the provision of basic municipal services and the reduction of infrastructure backlogs.	Reduce non-distribution electricity losses to 10% between electricity purchased and electricity sold/ accounted for	% Reduction in electricity losses between electricity purchased and electricity sold/ accounted for	12.33%	12%	12%	11%	10%	1 = no reduction 2 = Reduction to 11% 3 = Reduction to 10% 4 = Reduction to 9%% 5 = Reduction to less than 9%	Financial statements indicating electricity purchases and electricity sold/accounted for, calculate % difference between purchased and sold/accounted for	10
KPA1: Basic Services & Infrastructure	Keep Kouga Serviced	MIG Expenditure	To manage and ensure the provision of basic municipal services and the reduction of	100% of MIG Grant funding spent	% Expenditure of MIG Grant Funding		5 of 100%	45 of 100%	75 of 100%	100 of 100%	1 = less than 90% expenditure 2 = 91 to 97% expenditure 3 = 98% expenditure 4 = 99% expenditure 5 = 100% expenditure	Financial statements indicating % MIG expenditure against MIG received for the year under review (roll overs to be included in	10

KEY PERFORMANCE AREA	MUNICIPAL SFA	PROJECT NAME	IDP Objective	SDBIP Target 2022/23	KPI	Baseline	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target	Standards	Evidence	Weighting
			infrastructure backlogs.									received and spent)	
KPA 2: Municipal Institutional Development and Transformation	Keep Kouga Growing	Staff Skills Development	To ensure that municipal services are administered in accordance with the principles of transparency and accountability to ensure good governance through service excellence	100% Expenditure of LGSETA funding received for staff development	% Expenditure of LGSETA funding received for staff development	98%	5 of 100%	20 of 100%	75 of 100%	100 of 100%	1 = less than 90% expenditure 2 = 91 to 96% expenditure 3 = 97% expenditure 4 = 98% expenditure 5 = 100% expenditure	Financial statements indicating LGSETA grant funding and expenditure	10
KPA 2: Municipal Institutional Development and Transformation	Keep Kouga Growing	Staff appointment	To ensure that municipal services are administered in accordance with the principles of transparency and accountability to ensure good governance through service excellence	Vacancy rate of less than 3% over a 3-month period against approved Organogram	% Vacancy rate over a 3-month period against approved Organogram	3%	3%	2.9%	2.8%	2.8%	1 = vacancy rate more than 5% 2 = Vacancy rate of 4% 3 = vacancy rate of 3% 4 = vacancy rate of 2% 5 = vacancy rate less than 2%	Organogram funded positions, proof of vacancies and appointments	5

KEY PERFORMANCE AREA	MUNICIPAL SFA	PROJECT NAME	IDP Objective	SDBIP Target 2022/23	KPI	Baseline	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target	Standards	Evidence	Weighting
KPA 4: Municipal Financial Viability and Management	Keep Kouga Growing	Revenue Collection	To manage and Develop financial services to ensure financial viability, compliance & reporting.	95% Revenue collected against revenue raised	% Revenue collected against revenue raised		95%	95%	95%	95%	1 = Less than 90% 2 = 90 to 94.99% 3 = 95% 4 = 95.01 to 96% 5 = More than 96% %	Financial Statements on revenue raised and revenue collected. (Debt older than 60 days to be excluded from revenue collection rates)	10
KPA 4: Municipal Financial Viability and Management	Keep Kouga Growing	Creditor Payments	To manage and Develop financial services to ensure financial viability, compliance & reporting.	100% of creditors paid within 30 days of invoice	% of creditors paid within 30 days from date of invoice		100%	100%	100%	100%	1 = less than 90% 2 = 91 to 97% 3 = 98% 4 = 99% 5 = 100%	Record of invoices submitted and paid calculated as a % paid within 30 days	10
KPA 4: Municipal Financial Viability and Management		Audit Corrective Actions	To manage and Develop financial services to ensure financial viability, compliance & reporting.	100% Implementation of corrective actions to address AG findings relevant to the 2021/22 year	% Implementation of corrective actions to address AG findings relevant to the 2021/22 year		5 of 100%	45 of 100%	75 of 100%	100 of 100%	1 = less than 90% 2 = 91 to 97% 3 = 98% 4 = 99% 5 = 100%	Audit Corrective Action Plan, proof of implementation	
KPA 4: Municipal Financial Viability and Management	Keep Kouga Growing	Staff Costs	To manage and Develop financial services to ensure financial viability, compliance & reporting.	34.8% of total operational expenditure attributable to staff costs	% Of total operational expenditure attributable to staff costs		35%	35%	35%	35%	1 = More than 40% 2 = 35 to 39% 3 = 34.8% 4 = 33 to 34% 5 = Less than 34%	Financial statements indicating total operational expenditure and staff cost expressed as a % of total OPEX	10

KEY PERFORMANCE AREA	MUNICIPAL SFA	PROJECT NAME	IDP Objective	SDBIP Target 2022/23	KPI	Baseline	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target	Standards	Evidence	Weighting
KPA 4: Municipal Financial Viability and Management	Keep Kouga Growing	Financial Viability	To manage and Develop financial services to ensure financial viability, compliance & reporting.	Current Ratio equal to or higher than 0.9:1	Current Ratio		0.9:1	0.9:1	0.9:1	0.9:1	1 = less than 0.1:1 2 = 0.1:1 3 = 0.9:1 4 = 1.0:1 5 = More than 1.0:1	Financial statements indicating current ratio	2
KPA 4: Municipal Financial Viability and Management	Keep Kouga Growing	Financial Viability	To manage and Develop financial services to ensure financial viability, compliance & reporting.	Liquidity ratio equal to or higher than 0.01:1	Liquidity ratio		0.01:1	0.01:1	0.01:1	0.01:1	1 = less than 0.001:1 2 = 0.001:1 to 0.009:1 3 = 0.01:1 4 = 0.02:1 to 0.09:1 5 = Better than 0.9:1	Financial statements indicating liquidity ratio	2
KPA 4: Municipal Financial Viability and Management	Keep Kouga Growing	Capital Budget Expenditure	To manage and develop financial services to ensure financial viability, compliance & reporting.	100% Completion of internally funded capital projects	% Completion of internally funded capital projects	New	5 of 100%	45 of 100%	75 of 100%	100 of 100%	1 = less than 90% 2 = 91 to 97% 3 = 98% 4 = 99% 5 = 100%	Completion certificates for internally funded capital projects	2
KPA 5: Good Governance and Public Participation	Good Governance	Performance Management	To ensure that municipal services are administered in accordance with the principles of transparency and accountability to ensure good	Improve overall Institutional SDBIP implementation performance by 5% compared to previous year.	% Increase in overall institutional SDBIP implementation performance compared to previous year	86.75% (2020/21)	0 of 5%	0 of 5%	0 of 5%	5 of 5%	1 = no improvement 2 = improvement up to 4.9% 3 = 5% improvement 4 = 5.1 to 6% improvement 5 = More than 6% improvement	Annual Institutional Performance Report	5

KEY PERFORMANCE AREA	MUNICIPAL SFA	PROJECT NAME	IDP Objective	SDBIP Target 2022/23	KPI	Baseline	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target	Standards	Evidence	Weighting
			governance through service excellence.										
KPA 5: Good Governance and Public Participation	Good Governance	Cascade Performance Management	To ensure that municipal services are administered in accordance with the principles of transparency and accountability to ensure good governance through service excellence.	100% of staff members below the Senior Management Level participates in the performance management system	% of staff at Line Management and First Line Supervisor level that have signed performance agreements and is subjected to performance reviews	New	-	100%	100%	100%	1 = Less than 50% 2 = 51 to 80% 3 = 81 to 90% 4 = 91 to 95% 5 = more than 95%	System participation records	3
KPA 5: Good Governance and Public Participation	Good Governance	Service Charter	To ensure that municipal services are administered in accordance with the principles of transparency and accountability to ensure good governance	1 Service Charter (Which includes service standards for all Departments) developed by 31 March 2023	Number of Service Charters Developed by 31 March 2023	New	0 of 1	0 of 1	1 of 1	0	1 = More than 1 month after due date 2 = Between 2 week and 1 month after due date 3 = within 2 weeks of due date 4 = 2 weeks to 1 month before due date	Minutes of the meeting of Council where the service charter was adopted	2

KEY PERFORMANCE AREA	MUNICIPAL SFA	PROJECT NAME	IDP Objective	SDBIP Target 2022/23	KPI	Baseline	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target	Standards	Evidence	Weighting
			through service excellence.								5 = More than 1 Month before due date		
Total													100%

6. OPERATIONAL KEY PERFORMANCE INDICATORS ALLOCATED TO THE MUNICIPAL MANAGER

6.1 The following Key Performance Indicators (KPI's) has been allocated to the Municipal Manager and the Municipal Manager shall 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. These operational Key Performance Indicators shall be taken into account in all performance reviews and performance evaluations of the Municipal Manager relevant to the 2022/23 year.

KEY PERFORMANCE AREA	MUNICIPAL SFA	PROJECT NAME	IDP Objective	Operational Target 2022/23)	KPI	Baseline	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target	Standards	Evidence	Weight
KPA 5: Good Governance and Public Participation	Good Governance	Performance Management	To ensure that municipal services are administered in accordance with the principles of	95%	% Achievement on the implementation of Institutional SDBIP targets for the Directorate Community Services	90% (2020/21)	10 of 95%	30 of 95%	75 of 95%	95 of 95%	1 = less than 85% 2 = 85 to 94% 3 = 95% 4 = 96 to 97% 5 = more than 97%	Annual Performance Report	15

KEY PERFORMANCE AREA	MUNICIPAL SFA	PROJECT NAME	IDP Objective	Operational Target 2022/23)	KPI	Baseline	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target	Standards	Evidence	Weight
			transparency and accountability to ensure good governance through service excellence.										
KPA 5: Good Governance and Public Participation	Good Governance	Performance Management	To ensure that municipal services are administered in accordance with the principles of transparency and accountability to ensure good governance through service excellence.	95%	% Achievement on the implementation of Institutional SDBIP targets for the Directorate Corporate Services	100% (2020/21)	10 of 95%	30 of 95%	75 of 95%	95 of 95%	1 = less than 85% 2 = 85 to 94% 3 = 95% 4 = 96 to 97% 5 = more than 97%	Annual Performance Report	15
KPA 5: Good Governance and Public Participation	Good Governance	Performance Management	To ensure that municipal services are administered in accordance with the principles of transparency and accountability to ensure good governance through	95%	% Achievement on the implementation of Institutional SDBIP targets for the Office of the Deputy Municipal Manager	New	10 of 95%	30 of 95%	75 of 95%	95 of 95%	1 = less than 85% 2 = 85 to 94% 3 = 95% 4 = 96 to 97% 5 = more than 97%	Annual Performance Report	15

KEY PERFORMANCE AREA	MUNICIPAL SFA	PROJECT NAME	IDP Objective	Operational Target 2022/23)	KPI	Baseline	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target	Standards	Evidence	Weight
			service excellence.										
KPA 5: Good Governance and Public Participation	Good Governance	Performance Management	To ensure that municipal services are administered in accordance with the principles of transparency and accountability to ensure good governance through service excellence.	95%	% Achievement on the implementation of Institutional SDBIP targets for the Directorate Finance	100% (2020/21)	10 of 95%	30 of 95%	75 of 95%	95 of 95%	1 = less than 85% 2 = 85 to 94% 3 = 95% 4 = 96 to 97% 5 = more than 97%	Annual Performance Report	20
KPA 5: Good Governance and Public Participation	Good Governance	Performance Management	To ensure that municipal services are administered in accordance with the principles of transparency and accountability to ensure good governance through service excellence.	95%	% Achievement on the implementation of Institutional SDBIP targets for the Directorate Infrastructure and Engineering	84.85% (2020/21)	10 of 95%	30 of 95%	75 of 95%	95 of 95%	1 = less than 85% 2 = 85 to 94% 3 = 95% 4 = 96 to 97% 5 = more than 97%	Annual Performance Report	20
KPA 5: Good Governance and Public Participation	Good Governance	Performance Management	To ensure that municipal services are administered	95%	% Achievement on the implementation of Institutional SDBIP targets for	71.42% (2020/21)	10 of 95%	30 of 95%	75 of 95%	95 of 95%	1 = less than 85% 2 = 85 to 94% 3 = 95% 4 = 96 to 97%	Annual Performance Report	15

KEY PERFORMANCE AREA	MUNICIPAL SFA	PROJECT NAME	IDP Objective	Operational Target 2022/23)	KPI	Baseline	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target	Standards	Evidence	Weight
			in accordance with the principles of transparency and accountability to ensure good governance through service excellence.		the Directorate Planning Development and Tourism						5 = more than 97%		
Total weighting													**100%**

6. MMFMA CIRCULAR 88 REPORTING

In terms of the provisions of 4.5 of the Performance Agreement of the Employee, the Employee undertakes to provide the following operational statistical information at the same agreed to reporting timelines for the provision of performance information.

As per the provisions of the Performance Agreement shall the performance of the Employee not be measured on these matters.

6.1 OUTPUT INDICATORS FOR QUARTERLY REPORTING

Reference	Performance Indicator	Reference	Data Element	2022/23 Achievement
GG2.11	Percentage of ward committees with 6 or more ward committee members (excluding the ward councilor)	GG2.11(1)	(1) Total number of ward committees with 6 or more members	
		GG2.11(2)	(2) Total number of wards	
GG2.12	Percentage of wards that have held at least once councilor-convened community meeting	GG2.12(1)	(1) Total number of councilor convened ward community meetings	
		GG2.12(2)	(2) Total number of wards	

6.2 QUARTERLY COMPLIANCE REPORTING INDICATORS

Reference	Performance Indicator	2022/23 Achievement
C1.	Number of signed performance agreements by the MM and section 56 managers	
C4.	Number of MPAC meetings held	
C5.	Number of recognised traditional leaders within your municipal boundary	
C6.	Number of formal (minuted) meetings between the Mayor, Speaker and MM were held to deal with municipal matters	
C11.	Number of litigation cases instituted by the municipality	
C12.	Number of litigation cases instituted against the municipality	
C13.	Number of forensic investigations instituted	
C14.	Number of forensic investigations conducted	

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6.3 COMPLIANCE QUESTIONS

Reference	Question	2022/23 Achievement
Q1.	Does the municipality have an approved Performance Management Framework?	
Q2.	Has the IDP been adopted by Council by the target date?	
Q3.	Does the municipality have an approved LED Strategy?	
Q4.	What are the main causes of work stoppage in the past quarter by type of stoppage?	
Q5.	How many public meetings were held in the last quarter at which the Mayor or members of the Mayoral/Executive committee provided a report back to the public?	
Q6.	When was the last scientifically representative community feedback survey undertaken in the municipality?	
Q7.	What are the biggest causes of complaints or dissatisfaction from the community feedback survey? Indicate the top four issues in order of priority.	
Q8.	Please list the locality, date and cause of each incident of protest within the municipal area during the reporting period:	
Q9.	Does the municipality have an Internal Audit Unit?	
Q10.	Is there a dedicated position responsible for internal audits?	
Q12.	Has an Audit Committee been established? If so, is it functional?	
Q13.	Has the internal audit plan been approved by the Audit Committee?	
Q14.	Has an Internal Audit Charter and Audit Committee charter been approved and adopted?	
Q15.	Does the internal audit plan set monthly targets?	
Q16.	How many monthly targets in the internal audit plan were not achieved?	
Q22	Please list the name of the structure and date of every meeting of an official IGR structure that the municipality participated in this quarter:	
Q23.	Where is the organisational responsibility for the IGR support function located within the municipality (inclusive of the reporting line)?	
Q24.	Is the MPAC functional? List the reasons why if the answer is not 'Yes'.	Y
Q25.	Has a report by the Executive Committee on all decisions it has taken been submitted to Council this financial year?	

6.4 OUTCOME INDICATORS FOR ANNUAL MONITORING

Reference	Performance Indicator	Reference	Data Element	Q1	Q2	Q3	Q4	2022/23 Achievement
GG2.1	Percentage of ward committees that are functional (meet four times a year, are quorate, and have an action plan)	GG2.1(1)	(1) Functional ward committees					
		GG2.1(2)	(2) Total number of wards					

Thus, done and signed on this 18th day of APRIL 2022 in the presence of the undersigned witnesses

EMPLOYEE

EXECUTIVE MAYOR

WITNESSES: