KOUGA
local municipality
Good Governance through Service Excellence

ADDENDUM TO THE PERFORMANCE PLAN OF:

D DE JAGER: DEPUTY MUNICIPAL MANAGER

FOR THE

2024/2025 FINANCIAL YEAR

1. **PURPOSE**

This addendum to the Performance Plan has the purpose of aligning the performance targets of the Employee with the amendments to the 2024/25 SDBIP as approved by Council on 31 March 2025.

This performance plan replaces the initial performance plan of the Employee for the 2024/25 year in its totality and this performance plan shall be used for the annual performance evaluation of the Employee for the 2024/25financial year.

2. KEY RESPONSIBILITIES

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

3. PERFORMANCE REPORTING

3.2 The provisions 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 nonsubmission 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.

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	5
2	Municipal Transformation and Institutional Development	35
4.	Municipal Financial Viability and Management	25
5.	Good Governance and Public Participation	35
	Total	100

5. RESPONSIBILITIES TO BE MEASURED IN TERMS OF THIS PERFORMANCE PLAN

5.1 KEY PERFORMANCE INDICATORS

The following Key Performance Indicators (KPI's) provides the means of measurement and details of performance evidence to be used in assessing progress towards, and/or achievement of the set target. The weightings show the relative importance of the key objectives to each other.

5.2 MANAGERIAL PERFORMANCE

Managerial Performance												
Ref No	National KPA	Strategic objectives	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets					Weight
							Annual	Q1	Q2	Q3	Q4	
D313	Municipal Transformation and Institutional Development	Attract, develop, and retain a highly skilled and motivated workforce for the municipality, ensuring effective talent management practices that align with its objectives, promote innovation, and enhance overall municipal performance	Conclude performance agreements with all permanent employed staff by 30 July Reporting directly to the DMM	% of performance agreements concluded	100%	Certificate of completion	**100%**	100%	0%	0%	0%	**11,1%**
D314	Municipal Transformation and Institutional Development	Attract, develop, and retain a highly skilled and motivated workforce for the municipality, ensuring effective talent management practices that align with its objectives, promote innovation, and	Conduct mid-year evaluation of all permanent employed staff by 31 January Reporting directly to the DMM	% of evaluations conducted	100%	Certificate of completion	**100%**	0%	0%	100%	0%	**11,1%**

Managerial Performance												
Ref No	**National KPA**	**Strategic objectives**	**Key Performance Indicator (KPI)**	**Unit of Measurement**	**Baseline**	**Portfolio of evidence**	**Targets**					**Weight**
							Annual	**Q1**	**Q2**	**Q3**	**Q4**	
		enhance overall municipal performance										
D318	Municipal Financial Viability and Management	Enhance financial management and the effective utilization of resources, thereby ensuring the long-term viability and sustainability of the organization	Spend 90% of the grant funding of the department by 30 June	% of the budget spent	90%	Capital expenditure report from SAMRAS	**90%**	0%	40%	60%	90%	**11.1%**
Managerial Performance total weights												**33,3%**

5.3 INSITUTIONAL PERFORMANCE

Strategic (Top Layer) Performance												
Ref No	**National KPA**	**Strategic objectives**	**Key Performance Indicator (KPI)**	**Unit of Measurement**	**Baseline**	**Portfolio of evidence**	**Targets**					**Weight**
							Annual	**Q1**	**Q2**	**Q3**	**Q4**	
TL34	Basic Service Delivery	Provide excellent, sustainable service delivery to all residents	Spend 90% of the allocated capital budget for ICT by 30 June 2025 {(Total actual capital expenditure /Total capital amount budgeted) x100}	% of budget spent	0%	Financial System Report	**90%**	0%	50%	0%	90%	**11,1%**
TL35	Good Governance and Public Participation	Adherence to and implementation of effective and efficient governance processes	Review the HR Strategy and Plan and submit to Local Labour Forum by 30 June 2025	HR Strategy and Plan reviewed and submitted to Local Labour Forum by 30 June 2025	0	Proof of submission to Committee Services	**1**	0	0	0	1	**11,1%**
TL36	Municipal Transformation and Institutional Development	Attract, develop, and retain a highly skilled and motivated workforce for the municipality, ensuring effective talent management practices that align with its objectives, promote innovation, and	Spend 90% of the Skills Development Training Budget	% Expenditure of the Skills Development Training Budget	0%	Financial System Report	**90%**	0%	0%	0%	90%	**11,2%**

Strategic (Top Layer) Performance												
Ref No	National KPA	Strategic objectives	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets					Weight
							Annual	Q1	Q2	Q3	Q4	
		enhance overall municipal performance										
TL37	Municipal Transformation and Institutional Development	Attract, develop, and retain a highly skilled and motivated workforce for the municipality, ensuring effective talent management practices that align with its objectives, promote innovation, and enhance overall municipal performance	Limit vacancy rate to 10% of funded posts by 30 June 2025 {(Number of funded posts vacant divided by budgeted funded posts) x100}	(Number of funded posts vacant divided by budgeted funded posts) x100	0%	HR Dashboard	**90%**	10%	25%	45%	90%	**11,1%**
TL38	Good Governance and Public Participation	Attract, develop, and retain a highly skilled and motivated workforce for the municipality, ensuring effective talent management practices that align with its objectives, promote	Review the Workplace Skills Plan and submit plan to the LGSETA by 30 April 2025	Workplace Skills Plan submitted to LGSETA by 30 April 2025	0	System confirmation	**1**	0	0	0	1	**11,1%**

Strategic (Top Layer) Performance												
Ref No	National KPA	Strategic objectives	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets					Weight
							Annual	Q1	Q2	Q3	Q4	
		innovation, and enhance overall municipal performance										
TL39	Good Governance and Public Participation	Attract, develop, and retain a highly skilled and motivated workforce for the municipality, ensuring effective talent management practices that align with its objectives, promote innovation, and enhance overall municipal performance	Report on the number of people from previously disadvantaged groups employed in the three highest levels of management in compliance with the municipality's approved employment equity plan	Number of reports on the EE Candidates employed in the three highest levels of management and report submitted to the Municipal Manager quarterly	0	Appointment letters	**1**	1	0	0	0	**11,1%**
Strategic (Top Layer) Performance total weights												**66,7%**
TOTAL												**100%**

6. PERFORMANCE STANDARDS

The parties herewith agree that in the review and evaluation of the performance of the Employee, the Employer shall apply the following performance standards as per the five-point rating scale as set out in Municipal Performance Regulations for Municipal Manager and Managers reporting directly to Municipal Managers (R805 dated 1 August 2006).

6.1 MANAGERIAL PERFORMANCE

Key Performance Indicator	Annual Target	Performance Standard
Conclude performance agreements with all permanent employed subordinate staff reporting directly to the Director by 30 July	**100%**	1 = 0 – 70% 2= 71 – 89% 3 = 90% 4 = 91 to 95% 5 = More than 95%
Conduct mid-year evaluation of all permanent employed subordinate staff reporting directly to the Director by 31 January	**100%**	1 = 0 – 70% 2= 71 – 89% 3 = 90% 4 = 91 to 95% 5 = More than 95%
Spend 90% of the grant funding of the department by 30 June	**90%**	1 = Less than 70% 2 = 71 to 89% 3 = 90% 4 = 91 to95% 5 = More than 95%

6.3 STRATEGIC PERFORMANCE

Key Performance Indicator (KPI)	Targets Annual	Performance Standard
Spend 90% of the allocated capital budget for ICT by 30 June 2025 {(Total actual capital expenditure /Total capital amount budgeted) x100}	**90%**	1 = Less than 70% 2 = 71 to 89% 3 = 90% 4 = 91 to95% 5 = More than 95%

Key Performance Indicator (KPI)	Targets Annual	Performance Standard
Review the HR Strategy and Plan and submit to Local Labour Forum by 30 June 2025	**1**	1 = Not done 2 = Not completed by due date 3 = Completed on due date 4 = Completed up to 14 days before due date 5 = Completed more than 14 days before due date (Date of submission to Committee Services shall be regarded as submission date)
Spend 90% of the Skills Development Training Budget	**90%**	1 = Less than 70% 2 = 71 to 89% 3 = 90% 4 = 91 to95% 5 = More than 95%
Limit vacancy rate to 10% of funded posts by 30 June 2025 {(Number of funded posts vacant divided by budgeted funded posts) x100}	**90%**	1 = Less than 80% funded posts filled 2 = 81 to 89% funded posts filled 3 = 90% funded posts filled 4 = 90.1% to 92% funded posts filled 5 = More than 92 % funded posts filled
Review the Workplace Skills Plan and submit plan to the LGSETA by 30 April 2025	**1**	1 = Not done 2 = Not submitted by due date 3 = Submitted on due date 4 = Submitted to Training Committee before submission on due date 5 = Submitted to Training Committee and Local Labour Forum before submission on due date
Report on the number of people from previously disadvantaged groups employed in the three highest levels of management in compliance with the municipality's approved employment equity plan by 30 June 2025	**1**	1 = Not done 2 = Not completed by due date 3 = Completed on due date 4 = Completed up to 14 days before due date 5 = Completed more than 14 days before due date

Thus, done and signed on this 28 day of MAY 2025 in the presence of the undersigned witnesses

EMPLOYEE

EMPLOYER

WITNESSES: ____________________

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