KOUGA
local municipality
Good Governance through Service Excellence

ADDENDUM TO THE PERFORMANCE PLAN OF:

CHARL DU PLESSIS: 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 2024/25 financial 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.

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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.

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	25
2	Municipal Transformation and Institutional Development	25
4.	Municipal Financial Viability and Management	25
5.	Good Governance and Public Participation	25
	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	
D3	Municipal Transformation and Institutional Development	Adherence to and implementation of effective and efficient governance processes	Formal evaluation of the performance of directors in terms of their signed agreements	Number of formal evaluations completed	2	Evaluation records	**12**	0	6	6	0	**9,09%**
D4	Municipal Transformation and Institutional Development	Adherence to and implementation of effective and efficient governance processes	Informal evaluation of the performance of directors in terms of their signed agreements	Number of informal evaluations completed	2	Evaluation records	**12**	6	0	6	0	**9,09%**
D5	Municipal Transformation and Institutional Development	Adherence to and implementation of effective and efficient governance processes	Conclude performance agreements with all directors by the end of July	Number of performance agreements signed	6	Signed performance agreements	**6**	6	0	0	0	**9,09%**
D6	Municipal Transformation and Institutional Development	Adherence to and implementation of effective and efficient governance processes	Conclude performance agreements with all permanent employed staff reporting directly to the MM by end of July	% of performance agreements concluded	0%	Certificate	**100%**	100%	0%	0%	0%	**9,09%**
D7	Municipal Transformation and Institutional Development	Adherence to and implementation of effective and efficient governance	Conduct mid-year evaluation of all permanent employed staff reporting directly to	% of evaluations conducted	0%	Certificate	**100%**	0%	0%	100%	0%	**9,09%**

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	
		processes	the MM by 28 February									
Managerial Performance total weights												45,45%

5.4 STRATEGIC 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	
TL61	Good Governance and Public Participation	Adherence to and implementation of effective and efficient governance processes	Obtain and maintain an unqualified audit opinion on Annual Financial Statements for the 2023/24 financial year	Audit opinion received on the Annual Financial Statements for 2024/25	1	Audit report	**1**	0	1	0	0	**9,09%**
TL62	Good Governance and Public Participation	Adherence to and implementation of effective and efficient governance processes	Compile a Risk Based Audit Plan (RBAP) and submit to the Audit Committee by 30 June 2025	RBAP submitted to the Audit Committee	1	Item submission	**1**	0	0	0	1	**9,09%**
TL63	Good Governance and Public Participation	Adherence to and implementation of effective and efficient governance processes	Compile a strategic risk register and submit to the Audit Committee by 31 May 2025	Strategic risk report submitted to the Audit Committee	1	Item submission	**1**	0	0	0	1	**9,09%**

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	
TL64	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	The percentage of the municipal capital budget spent on capital projects as at 30 June 2025	% of the municipal capital budget spent	55,48%	Section 71 Report	**90%**	5%	40%	75%	90%	**9,09%**
TL71	Basic Service Delivery	Provide excellent, sustainable service delivery to all residents	Operating expenditure against total budget	% of operating expenditure against total budget (Excluding non-cash items)	89,50%	Financial System Report	**90%**	22,50%	45%	67,50%	90%	**9,09%**
TL72	Basic Service Delivery	Provide excellent, sustainable service delivery to all residents	Capital Grant Expenditure	% of capital expenditure against capital grant funding received (Conditional grants received by 1 July 2024)	100%	Financial System Report	**90%**	5%	45%	75%	90%	**9,10%**
Strategic (Top Layer) Performance total weights												**54,55%**
TOTAL												**100%**

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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 (KPI)	Targets Annual	Performance Standard
Formal evaluation of the performance of directors in terms of their signed agreements (Quarter 2 and 4)	**12**	1 = No formal evaluations conducted 2 = Formal evaluations conducted more than 3 months after end of quarter 3 = Formal evaluations conducted within 3 months of end of quarter (year end within 3 months of AG Report) 4/5 = Formal evaluations conducted within 2 months of end of quarter (year end within 2 months of AG Report)
Informal evaluation of the performance of directors in terms of their signed agreements (Quarter 1 and 3)	**12**	1 = No informal evaluations conducted 2 = Informal evaluations conducted more than 3 months after end of quarter 3 = Informal evaluations conducted within 3 months of end of quarter 4/5 = Informal evaluations conducted within 2 months of end of quarter
Conclude performance agreements with all directors by the end of July	**6**	1 = No performance agreements concluded 2 = Concluded after 31 July 3 = Concluded by 31 July 4 = Concluded up to 14 days before 31 July 5 = Concluded more than 14 days before 31 July
Conclude performance agreements with all permanent employed staff reporting directly to the MM by end of July	**100%**	1 = No performance agreements concluded 2 = Concluded after 31 July 3 = Concluded by 31 July 4 = Concluded up to 14 days

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Key Performance Indicator (KPI)	Targets Annual	Performance Standard
		before 31 July 5 = Concluded more than 14 days before 31 July
Conduct mid-year evaluation of all permanent employed staff reporting directly to the MM by 28 February	**100%**	1 = No evaluations conducted 2 = Evaluations conducted after due date 3 = Evaluations conducted by 28 February 4 = Evaluations conducted up to 14 days before 28 February 5 = Evaluations conducted more than 14 days before 28 February

6.2 STRATEGIC PERFORMANCE

Key Performance Indicator (KPI)	Targets Annual	Performance Standard
Obtain and maintain an unqualified audit opinion on Annual Financial Statements for the 2023/24 financial year	**1**	1 = Disclaimer 2 = Qualified 3 = Unqualified AFS 4 = Unqualified AFS with no material matters raised 5 = Clean Audit on AFS
Compile a Risk Based Audit Plan (RBAP) and submit to the Audit Committee 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 Committees for submission to Audit Committee regarded as submission date)
Compile a strategic risk register and submit to the Audit Committee by 31 May 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 Committees for submission to Audit Committee regarded as submission date)

Key Performance Indicator (KPI)	Targets Annual	Performance Standard
The percentage of the municipal capital budget spent on capital projects as at 30 June 2025	**90%**	1 = Less than 70% 2 = 71 to 89% 3 = 90% 4 = 91 to95% 5 = More than 95% **(Only calculated on capital budget provisions prior to adjustments budget)**
Operating expenditure against total budget	**90%**	1 = Less than 70% 2 = 71 to 89% 3 = 90% 4 = 91 to95% 5 = More than 95%
Capital Grant Expenditure	**90%**	1 = Less than 70% 2 = 71 to 89% 3 = 90% 4 = 91 to95% 5 = More than 95% **(Only calculated on capital budget provisions prior to adjustments budget)**

Thus, done and signed on this 6 day of JUNE 2025 in the presence of the undersigned witnesses

EMPLOYEE

EXECUTIVE MAYOR

WITNESSES:

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