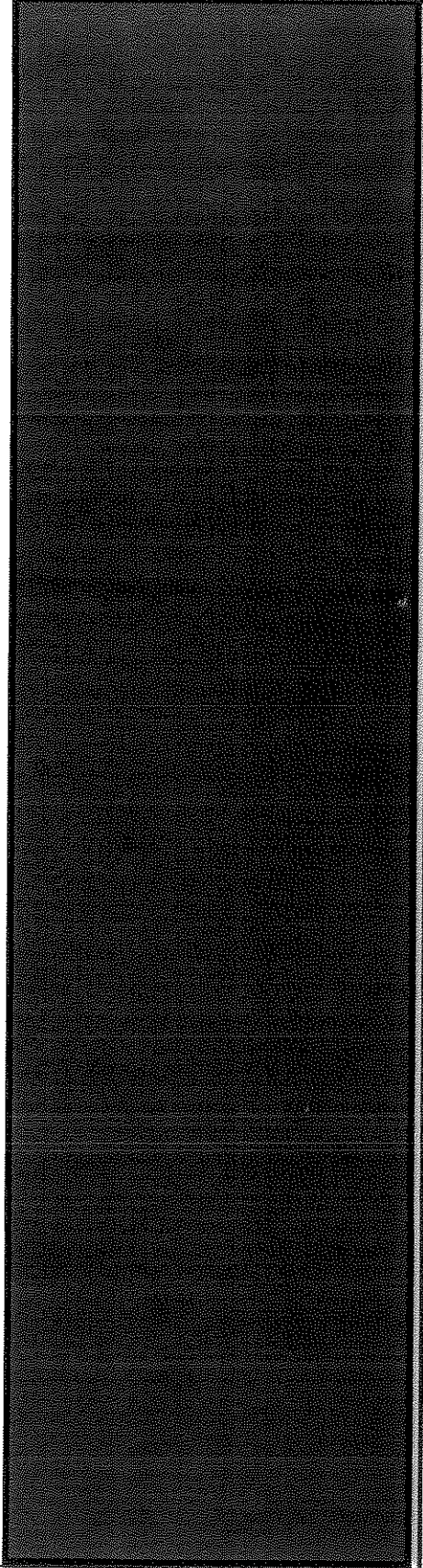


TSWELOPELE
LOCAL MUNICIPALITY
A MUNICIPALITY IN PROGRESS

PERFORMANCE PLAN
MUNICIPAL MANAGER
TSWELOPELE LOCAL MUNICIPALITY
2014 - 2015



SM

B.

15/11
CMS

1. Purpose

The performance plan defines the Council's expectations of the Municipal Manager 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

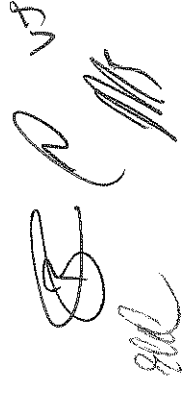
The following objects of local government will inform the Municipal Manager performance against set performance indicators:

- 2.1 Provide democratic and accountable government for local communities.
- 2.2 Ensure the provision of services to communities in a sustainable manner.
- 2.3 Promote social and economic development.
- 2.4 Promote a safe and healthy environment.
- 2.5 Encourage the involvement of communities and community organisations in the matters of local government.

3. Key Performance Areas

The following Key Performance Areas (KPA's) as outlined in the Local Government: Municipal Planning and Performance Management Regulations (2001) inform the strategic objectives listed in the table below:

- 3.1 Municipal Transformation and Organisational Development.
- 3.2 Basic Service Delivery and Infrastructure Development
- 3.3 Local Economic Development
- 3.4 Municipal Financial Viability and Management.
- 3.5 Good Governance and Public Participation.

Handwritten signatures and initials in the top right corner of the page. There are three distinct signatures: one that appears to be 'R', another that looks like 'P', and a third that is more stylized and possibly 'MS'. There are also some smaller initials or marks.

Municipal Manager

Key Performance Area	Weighting	Performance Indicator 2014/15	Target	Progress on date of review	Score				Evidence
					1 Q	2 Q	3 Q	4 Q	
1. Municipal Transformation and Organisational Development	20	Developed, Reviewed & approved Organisational PMS Policy & Framework	1 PMS Policy & Framework by June 2015						Council Resolution on the approval of the policy
		Reviewed organizational structure	1 Reviewed & approved organizational structure						Council Resolution on the approval of the organogram
		Developed Human Resource Policy	1 HR Policy						Approved HR Policy with Council resolution
		Developed IT Governance Policy	IT policy developed & reviewed						Council resolution on IT Policy approved
		Number of management meetings held	Fortnightly						Minutes and attendance registers of management meetings
		Number of officials & Councillors capacitated in terms of Workplace Skills Plan	All officials & Councillors trained as per the WSP						Approved Skills Audit, Workplace Skills Plan submissions & quarterly training reports
		Number of departmental meetings held	Quarterly						Minutes & attendance register

Total Score 0 0 0 0 0
 Weighted Score 0 0 0 0 0

Handwritten signature and initials, possibly 'S. M.' and 'MS'.

Municipal Manager

Key Performance Area	Weighting	Performance Indicator 2014/15	Target	Progress on date of review	Score				Evidence
					1 Q	2 Q	3 Q	4 Q	
2. Infrastructure Development and Service Delivery	20	Number of capital projects budgeted, monitored and implemented by the municipality for the 2014/15 FY.	All capital projects implemented by the municipality						List of all capital projects.
		Ensure the optimal operation and updating of the municipality's website	Quarterly updates						Screenshots of information updated
		Prepare the terms of reference and ensure conclusion of the service level agreement with the service providers appointed by the department.	Monthly						Signed SLA's with service providers

Total Score 0 0 0 0
 Weighted Score ### ### ### ###

3. Local Economic Development	20	Number of approved LED Strategies	1 Approved LED Strategy						Approved LED Strategy with Council resolution
		Number of emerging farmers trained	50 Farmers trained						Training report & attendance registers
		Number of cooperatives trained	30 Trained						Training report & attendance registers
		Number of Tourism Forums established	2 Tourism Forums						Minutes & attendance registers of meetings

Total Score ### ### ### ###
 Weighted Score ### ### ### ###

Handwritten signatures and initials, including a large signature that appears to be 'C. M. S.' and other initials.

Municipal Manager

Key Performance Area	Weighting	Performance Indicator 2014/15	Target	Progress on date of review	Score				Evidence
					1Q	2Q	3Q	4Q	
4. Municipal Financial Viability and Management	20	Prepare the municipality's mid-year performance assessment report as required by section 72 of the MFMA	1-Jan-15						Mid-year assessment report
		Approved schedule of budget timelines & IDP Review Process Plan	Approved budget schedule times & IDP						Approved budget schedule & IDP process plan
		Number of AG exceptions addressed by the municipality	All AG exceptions addressed						Consolidated Action / Recovery Plan
		Number of Revenue Enhancement Committee Members appointed	12 Members appointed						members for the Revenue Enhancement Committee
		Number of procedure manuals developed	2 Procedure manuals developed SCM & Credit Control						Approved procedure manuals
		Achieve financially unqualified audit report for the 2013/14 FY	Unqualified audit opinion						Auditor Generals Report
		Compiled & submitted 2013/14 AFS	1 Set of 2013/14 AFS submitted						Acknowledgment of receipt
		Compiled & submitted Mid-year financial statements to Treasury	1 Set of Mid-year financial statements submitted						Acknowledgment of receipt
		Number of asset updates conducted	12 Updates						Detailed updated asset register submitted to the MM
		Compiled, consolidated & approved municipal budget	1 Final approved municipal budget						Detailed budget & Council resolution
		Submitted budget adjustment	1 Council approved budget adjustment						Detailed adjustment budget & council resolution

Total Score 0 0 0 0
 Weighted Score ### ### ### ###

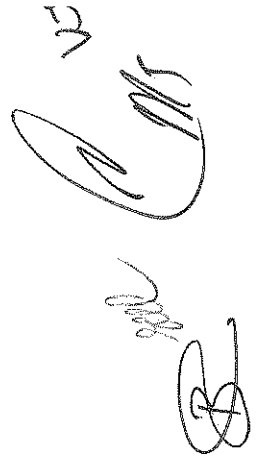
Municipal Manager

Key Performance Area	Weighting	Performance Indicator 2014/15	Target	Progress on date of review	Score				Evidence		
					1 Q	2 Q	3 Q	4 Q			
5. Good Governance and Public	20	Developed SDBIP for 2015/16	Approved SDBIP by the Mayor June 2015						2015/16 SDBIP signed by the Mayor		
		Development and review of the IDP	Approved reviewed IDP by April 2015						Approved IDP process plan and legislatively compliant IDP		
		Number of draft performance plans and agreements for the directors developed	5 Draft performance plans & agreements developed by June 2015						Performance Plans and agreements		
		Number of oversight committee meetings to consider the annual report	3 Meetings by March 2015						Oversight Committee Report & attendance registers		
		Number of audit committee meetings held	4 Meetings						Minutes & attendance registers of the Audit Committee & reports submitted to Council		
		Number of Risk Management Committee Meetings held	4 Meetings						Minutes & attendance registers of the Risk Management Committee		
		Updated municipal risk management register	Quarterly updated risk management register						Updated risk management registers		
		Developed and approved communication strategy	1 Approved communication strategy						Council resolution approving the communication strategy		
		Total Score					0	0	0	0	0
		Weighted Score					0	0	0	0	0



Municipal Manager

Core Managerial and Occupational Competencies	Weighting	Description/Definition	Comments/Observations				Rating				
			1 Q	2 Q	3 Q	4 Q	1 Q	2 Q	3 Q	4 Q	
Compulsory Core Competency Requirements											
Financial Management	10	Compiles and manages budgets, controls cash flow, institutes risk management and administers supply chain management processes in accordance with legal prescripts and generally recognised accounting practices in order to ensure the achievement of the Municipality's strategic objectives.									
People Management and Empowerment	20	Manages and encourages people, optimises their outputs and effectively manages relationships in order to achieve the Municipality's Strategic Objectives									
Client Orientation and Customer Focus	20	Willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice.									



Municipal Manager

Core Managerial and Occupational Competencies	Weighting	Description/Definition	Comments/Observations				Rating						
			1 Q	2 Q	3 Q	4 Q	1 Q	2 Q	3 Q	4 Q			
Strategic Capability and Leadership	10	Provides a vision, sets the direction for the administration and inspires others to deliver on the municipality's mandate											
Problem Solving and Analysis	10	Systematically identifies, analyses and resolves existing and anticipated problems in order to reach optimum solutions in a timely manner.											
Programme and Project Management	10	Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes.											
Honesty and Integrity	10	Displays and builds the highest standards of ethical and moral conduct in order to promote confidence and trust in the Municipality.											
Policy conceptualization and implementation	10	Ability to conceptualize policies and ensure policy implementation											

Signed and accepted by (Municipal Manager): _____ Date: 15 July 2014



Signed and accepted by (Mayor) on behalf of the Council: _____ Date: 17 July 2014



Municipal Manager

Key Performance Area

Key Performance Area	Weighting	Possible Rating	Rating Achieved			
			1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
1 Municipal Transformation and Organisational Development	20	20	0	0	0	0
2 Basic Service Delivery	20	20	0	0	0	0
3 Local Economic Development	20	20	0	0	0	0
4 Municipal Financial Viability and Management	20	20	0	0	0	0
5 Good Governance and Public Participation	20	20	0	0	0	0
Total Achieved	100	100	0	0	0	0

Weighted Score	100%
	80%

	0.00%	0.00%	0.00%	0.00%
	0.00%	0.00%	0.00%	0.00%

Core Competency Requirements

Compulsory

Core Competency Requirements	Weighting	Possible Rating	Rating Achieved			
			1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
1 Financial Management	10	10	0	0	0	0
2 People Management and Empowerment	20	20	0	0	0	0
3 Client Orientation and Customer Focus	20	20	0	0	0	0
4 Policy conceptualization & implementation	10	10				
Selected						
1 Strategic Capability and Leadership	10	10	0	0	0	0
2 Problem Solving and Analysis	10	10	0	0	0	0
3 Programme and Project Management	10	10	0	0	0	0
4 Honesty and Integrity	10	10	0	0	0	0
Total Achieved	100	100	0	0	0	0

Weighted Score	100%
	20%

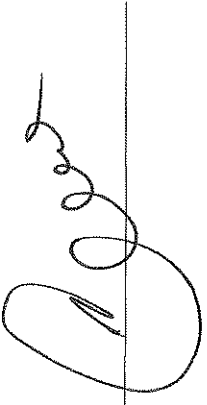
	0.00%	0.00%	0.00%	0.00%
	0.00%	0.00%	0.00%	0.00%

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Municipal Manager

0.00%	Final Weighted Score Achieved	0.00%	0.00%	0.00%
0.00%	Final Score Achieved	0.00%	0.00%	0.00%

- (a) a score of 130% to 135% is awarded a performance bonus of 6%; and
- (b) a score of 136% to 140% is awarded a performance bonus of 8%; and
- (c) a score of 141% to 145% is awarded a performance bonus of 10%; and
- (d) a score of 146% to 150% is awarded a performance bonus of 12%; and
- (e) a score of 151% and above is awarded a performance bonus of 14%

Signature: Municipal Manager: 

Date: 15 July 2014

Signature: Mayor: _____

Date: 17 July 2014

