

MAKHADO LOCAL MUNICIPALITY



MM PERFORMANCE PLAN

2015/2016 FINANCIAL YEAR

PERIOD: 01/07/2015 TO 30/06/2016
NAME OF EMPLOYEE: MUTSHINYALI I.P

TABLE OF CONTENT

- 1. VISION AND STRATEGIC MAP**
- 2. MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT**
- 3. BASIC SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT**
- 4. MUNICIPAL FINANCE MANAGEMENT AND VIABILITY**
- 5. LOCAL ECONOMIC DEVELOPMENT**
- 6. GOOD GOVERNANCE AND PUBLIC PARTICIPATION**
- 7. COMPETENCIES**
- 8. RATINGS**
- 9. PERFORMANCE PROCESSES**
- 10. SUMMARY OF KPA**
- 11. APPROVAL**

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1. VISION, MISSION AND STRATEGIC MAP

VISION, MISSION AND STRATEGIC MAP

The Vision of Makhado Local Municipality is: **"A dynamic hub for socio – economic development by 2025"**

The Mission of Makhado Local Municipality is: **To ensure effective utilization of economic resources to address socio- economic imperatives through mining, tourism and agriculture**

Makhado Municipality has identified 8 Strategic Objectives which are contained in the Integrated Development Plan. All municipal programmes will be aligned to the objectives outlined in the figure below:



Priority Issue/Program	Development Objective	Key Performance Indicators/Masurable Objective	KPI weight	Baseline	Annual Targets	Project Name	Project/Indicator Description	Location	Funding Source	Budget R1000	Start Date	End Date	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	Portfolio Of Evidence
2. MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT (20)																	
Integrated Development Planning	Good governance and administrative excellence	To review the IDP for 2015/2016 financial year by 31 May 2015	20	IDP review for 2014/2015 was completed and approved by Council before 31 May 2014	IDP review for 2015/2016 completed and approved by Council by 31 May 2015	IDP Review	Compile IDP analysis phase. Organise the IDP rep forum. Conduct Strategic Planning session and present to the IDP rep forum. Draft IDP completed and submitted to Council for adoption by 31 March 2016. IDP Public participation. Final IDP submitted to council for adoption by 31 May 2016	Makhado Municipality	Income	Operational	1/7/2015	30/6/2016	Complete the IDP analysis phase and conduct the IDP representative forum.	Conduct Strategic Planning session and complete the IDP strategic chapter	Draft IDP completed and submitted to Council for adoption by 31 March 2016	Final IDP submitted to council for adoption by 31 May 2016	Council resolutions, Draft IDP, Strategic plan report. Attendance register, Invitations for strategic plan, IDP Consultation attendance register, IDP Analysis phase
Performance Management	Good governance and administrative excellence	To develop the SDBIP 2016/2017 and submit to the Mayor for signature within 28 days after approval of the budget	20	SDBIP 2015/2016 was developed and submitted to the Mayor for approval of the budget	SDBIP 2016/2017 developed and submitted to the Mayor for signature within 28 days after approval of the budget	SDBIP Development	Collect information from departments. Develop a draft SDBIP. Submit to departments for inputs. Incorporate inputs and submit to council for approval by 31 March 2015. Submit to the Mayor for signature. Submit to council for adoption.	Makhado Municipality	Income	Operational	1/4/2015	30/6/2016	N/A	N/A	N/A	SDBIP signed by the Mayor within 28 days after approval of the budget	Signed SDBIP
Performance Management	Good governance and administrative excellence	Number of organisational performance reports developed and submitted to Council by 30 June 2015	20	8	8	Quarterly performance reports	Develop a reporting template and send to departments. Receive completed template and consolidate into one report. Organise SDBIP Management meeting to consider the report. Submit the report to Council for approval.	Makhado Municipality	Income	Operational	1/7/2015	30/6/2016	2 (Draft Annual Report 2014/2015 in term of Section 46 MSA and Fourth Quarter SDBIP performance Report 2014/2015)	1 (First Quarter SDBIP performance Report 2015/2016)	4 (Mid Year Budget and Performance Report 2015/2016 in terms of section 72 MSA, Draft and Final Annual Report	Third Quarter SDBIP performance Report	Draft Annual Report, Fourth Quarter SDBIP Report 2014/2015, First Quarter SDBIP Report 2015/2016, Mid Year Performance Report 2015/2016, Oversight, Final Annual Report, Council Resolutions
Performance Management	Good governance and administrative excellence	% Section 57 Managers with signed performance agreements by 30 June 2015 (# of managers with signed performance agreements/# of managers)	20	100% (3/3)	100%	Performance agreements	Develop draft performance agreements. Engage the relevant Section 57 Managers. Submit the final performance agreement to Municipal Manager for signing. Submit the signed agreement to MEC for Cooperative Governance Human Settlement and Traditional Affairs.	Makhado Municipality	Income	Operational	1/7/2015	30/6/2016	100%	100%	100%	100%	Signed Performance Agreements
Performance Management	Good governance and administrative excellence	# of section 57 managers individual assessment conducted by 30 June 2015	20	4 section 57 managers individual assessment conducted	4 section 57 managers individual assessment conducted	Individual Performance Assessment	Write a memorandum for approval of panel members and dates. Invite the Panel. Conduct assessment and compile assessment report.	Makhado Municipality	Income	Operational	1/7/2015	30/6/2016	1 (Annual Assessment 2013/2014)	1 (Informal Assessment 2014/2015)	1 (Formal Assessment 2014/2015)	1 (Informal Assessment 2014/2015)	Scorecards, Attendance Register
3. BASIC SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT (20)																	
To ensure access to Sustainable Basic Services	Project Management	% completion of M/G projects by 30th June 2015	100	100%	100%	M/G	Implement all project according to SDBIP timelines and specific project plan	All Wards	Operational	Operational	01/07/2013	30/06/2014	N/A	N/A	N/A	100%	Project Report
4. MUNICIPAL FINANCE MANAGEMENT AND VIABILITY (20)																	

Priority Issue/Program	Development Objective	Key Performance Indicators/Measurable Objective	KPI weight	Baseline	Annual Targets	Project Name	Project/Indicator Description	Location	Funding Source	Budget 15/16 R'000	Start Date	End Date	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	Portfolio Of Evidence
Expenditure management	Sound Financial Management and viability	% Capital budget spent by 30 June 2016 (Total budget spent/Total budget)	33	75% (Total budget spent/Total budget)	75 (Total budget spent/Total budget)	Capital Budget	Capture spending on capital project. Compile spending report in terms of section 71 report.	Makhado Municipality	Income	163 398 800.12	1/7/2015	30/6/2016	10%	40%	70%	100%	Quarterly Financial Report
Expenditure management	Sound Financial Management and viability	% MIG spent by 30 June 2016	33	75% (Total budget spent/Total budget)	100% (Total budget spent/Total budget)	MIG	Capture spending on MIG project. Compile spending report in terms of section 71 report.	Makhado Municipality	Income	112 264 000.00	1/7/2015	30/6/2016	10%	40%	70%	100%	Quarterly Financial Report
Expenditure management	Sound Financial Management and viability	% INEP Grants spent by 30 June 2016	33	100% (Total budget spent/Total budget)	100% (Total budget spent/Total budget)	INEP	Capture spending on INEP project. Compile spending report in terms of section 71 report.	Makhado Municipality	Income	17 000 000.00	1/7/2015	30/6/2016	10%	40%	70%	100%	Quarterly Financial Report

5. LOCAL ECONOMIC DEVELOPMENT (20)

Local Economic Development	Invest in local economy	# of LED job opportunities created	50	600	800	LED job opportunities	Community works programme, Expanded public works programme, Community projects	Makhado Municipality	Income	Operational	1/7/2015	30/06/2016	N/A	N/A	N/A	600	EPWP, CWP, and Community Projects reports
Local Economic Development	Invest in local economy	# of LED projects supported 30th June 2014	50	9	6	LED Strategy	Community works programme, Transnet/Furniture, Rural Farmers (tractor handing), Saluunayhe Pottery farm, Local Builder Training (NHBC), Dzamani Informal traders facility	Makhado Municipality	Income	Operational	1/7/2015	30/9/2016	N/A	N/A	6	100	LED strategy implementation report

6. GOOD GOVERNANCE AND PUBLIC PARTICIPATION (20)

Risk Management	Good governance and Administrative Excellence	To coordinate 13 risk management activities by 30 June 2016	9	13 activities were coordinated	13 risk activities coordinated	Risk Management project	Facilitate and coordinate risk management meetings	Makhado Municipality	Income	OPEx	1/7/2015	30/6/2016	2 risk activities (Develop Quarterly Strategic Monitoring Risk Report, Risk Management Committee Meeting held)	3 risk activities (Develop Quarterly Strategic Monitoring Risk Report, Operational Risk Assessment Report developed, Risk Management Committee Meeting held)	3 risk activities (Develop Quarterly Strategic Monitoring Risk Report, Strategic Risk Assessment for 2016/2017 done, Risk Management Committee Meeting held)	5 risk activities (Risk Management Plan 2016/2017 developed, Strategic Monitoring Risk Management Policy and Strategy, Fraud Response Plan developed, Risk Management Committee Meeting held)	Attendance register, Minutes and Programme
Fraud and Anti-Corruption	Good governance and Administrative Excellence	% Fraud and Anti-Corruption cases attended by 30 June 2016 (# of cases attended/# of cases reported)	9	100% (# of cases attended/# of cases reported)	100% (# of cases attended/# of cases reported)	Fraud and Anti-Corruption	Investigate allegations of fraud and corruption	Makhado Municipality	Income	OPEx	1/7/2015	30/6/2016	100% (# of cases attended/# of cases reported)	100% (# of cases attended/# of cases reported)	100% (# of cases attended/# of cases reported)	100% (# of cases attended/# of cases reported)	Case Register

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Priority Issue/Program	Development Objective	Key Performance Indicators/Measurable Objective	KPI weight	Baseline	Annual Targets	Project Name	Project/Indicator Description	Location	Funding Source	Budget 15/16 (R'000)	Start Date	End Date	1st Q Targets	2nd Q Targets	3rd Q Targets	4th Q Targets	Portfolio Of Evidence
Internal Auditing	Good governance and Administrative Excellence	To develop the Charter, Audit and Performance Audit Charter and submit to council for approval by 30th June 2016	9	Internal Audit Charter, Audit and Performance Audit Charter was developed and submitted to council for approval	Internal Audit Charter, Audit and Performance Audit Charter developed and submitted to council for approval	Internal Audit Charter	Develop the charter and submit to council for approval	Makhado Municipality	Income	OPEX	1/4/2015	30/6/2015	N/A	N/A	N/A	Internal Audit Charter, Audit and Performance Audit Charter developed and submitted to council for approval by 30th June 2015	Council Resolution, Copy of the plan
Internal Auditing	Good governance and Administrative Excellence	To submit the three (3) year rolling plan and Annual plan to council for approval by 30 June 2016	9	Three (3) year Internal Audit rolling plan and Annual plan was approved	Approved three (3) year Internal Audit rolling plan and Annual plan	Internal Audit 3 Year Plan	Develop the internal audit 3 year plan	Makhado Municipality	Income	OPEX	1/4/2015	30/6/2015	N/A	N/A	N/A	Approved three (3) year Internal Audit rolling plan and Annual plan	Copy of the plan
Internal Auditing	Good governance and Administrative Excellence	% implementation of the Approved Internal Audit Plan by 30th June 2016 (# of queries addressed/# of queries in the action plan)	9	100%	100%	Internal Audit Plan	Implementation of the Approved Internal Audit Plan	Makhado Municipality	Income	OPEX	1/7/2015	30/6/2016	100% (# of projects executed/# of projects in the action plan)	100% (# of projects executed/# of projects in the action plan)	100% (# of projects executed/# of projects in the action plan)	100% (# of projects executed/# of projects in the action plan)	Internal Audit report to Audit and Performance Audit Committee
Internal Auditing	Good governance and Administrative Excellence	% implementation of the AG(SA) action plan by 30 June 2016	9	80%	100%	AG(SA) action plan	Implementation of the AG(SA) action plan	Makhado Municipality	Income	OPEX	1/7/2015	30/6/2016	100% (# of queries resolved/# of queries in the action plan)	100% (# of queries resolved/# of queries in the action plan)	100% (# of queries resolved/# of queries in the action plan)	100% (# of queries resolved/# of queries in the action plan)	Progress report
Internal Auditing	Good governance and Administrative Excellence	# of Audit and Performance Audit Committee meetings held by 30 June 2016	9	7	7	Audit and Performance Audit Committee	Organize Audit and Performance Audit Committee meetings	Makhado Municipality	Income	OPEX	1/7/2015	30/6/2016	3	2	1	1	Minutes, Attendance register, invitations
Internal Auditing	Good governance and Administrative Excellence	# of Audit and Performance Audit Reports developed and submitted to Council by 30 June 2015	9	4	4	Audit and Performance Audit Committee Reports	Develop Audit and Performance Audit Committee Reports	Makhado Municipality	Income	OPEX	1/7/2015	30/6/2016	1	1	1	1	Council resolution, Attendance register
Internal Auditing	Good governance and Administrative Excellence	# of Audit Steering Committee meetings held by 30 June 2016	9	8	8	Audit Steering Committee	Organize Audit Steering Committee meetings	Makhado Municipality	Income	OPEX	1/7/2015	30/6/2016	2	2	2	2	Minutes, Attendance register, invitations
Internal Auditing	Good governance and Administrative Excellence	# of ORCA meetings held by 30 June 2016	9	5	6	Operation Clean Audit (ORCA)	Organize ORCA meetings	Makhado Municipality	Income	OPEX	1/7/2015	30/6/2016	2	2	1	1	Minutes, Attendance register, invitations

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Priority Issue/Program	Development Objective	Key Performance Indicators/Measurable Objective	KPI weight	Baseline	Annual Targets	Project Name	Project/Indicator Description	Location	Funding Source	Budget 15/16 R'000	Start Date	End Date	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	Portfolio Of Evidence
Internal Auditing	Good governance and Administrative Excellence	To submit the IAA and APAC Assessment report submitted to Council by 30 June 2016	9	2	2	IAA and APAC Assessment report	Organize IAA and APAC Assessment report and submit to council	Makhado Municipality	Income	OPEX	1/7/2015	30/6/2016	N/A	1	N/A	1	Report, Council Resolution

2

7. COMPETENCIES

Core Competencies	Weight
Strategic Capability and Leadership	10
Programme and Project Management	10
Financial Management	10
Change Leadership	10
Governance Leadership	10
People Management	10
Core Occupational Competencies	Weight
Moral Competencies	5
Knowledge and Information Management	10
Planning and organising	10
Analysis and Innovation	5
Results and Quality Focus	10
	100

8. ASSESSMENT RATINGS

The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CMCs:				
5	4	3	2	1
Outstanding Performance	Performance Significantly Above Expectations	Fully Effective	Not Fully Effective	Unacceptable Performance
Performance far exceeds the standard expected of an employee at this level	Performance is significantly higher than the standard expected in the job.	Performance fully meets the standards expected in all areas of the job.	Performance is below the standard required for the job in key areas.	Performance does not meet the standard expected for the job.

9. ASSESSMENT PROCESS

6.1.1. Assessment of the achievement of results as outlined in the Performance Plan

- (a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA
- (b) Values on actual performance are supplied for KPI's and Activities under each KPA as part of the Institutional Assessment. Based on the Target for an activity or KPI, over or under performance are calculated and converted to the 1-5 point scale. These scores are carried over to the applicable employee's performance plan. During assessment, the employee has a chance to motivate for higher scores. The panel members have a chance to ask questions regarding
- (c) The final scores are converted to % Performance by making use of COGTA Performance Assessment Rating Calculator

6.1.2. Assessment of the CCRs

- (a) Each CCR should be assessed according to the extent to which the specified standards have been met
- (b) An indicative rating on the five-point scale should be provided for each CCR
- (c) This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score
- (d) The score is translated to a final CCR percentage through COGTA Performance Assessment Rating Calculator (refer to paragraph 6.5.1)

10. SUMMARY OF KPAS

Key Performance Areas	Weighting
Municipal Transformation and Organisational Development	20
Basic Service Delivery	20
Local Economic Development (LED)	20
Municipal Financial Viability and Management	20
Good Governance and Public Participation	20

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11. APPROVAL

On behalf of Makhado Municipality, I undertake to ensure that a work environment conducive for excellent employee performance is established and maintained. As such, I undertake to lead to the best of my ability, communicate comprehensively, and empower managers and employees. Employees will have access to ongoing learning, will be coached, and will clearly understand what is expected of them. I herewith approve this Performance Plan

I herewith confirm that I understand the strategic importance of my position within the broader organisation. I furthermore confirm that I understand the purpose of my position as well as the criteria on which my performance will be evaluated twice annually. As such I therefore commit to do my utmost to live up to these expectations and serve the organisation, my superiors, colleagues and community with loyalty, integrity and enthusiasm at all times. I hereby confirm and accept the conditions to this plan

Signed and approved by the Mayor on behalf of Council


CLLR MUTAVHATSINDI F.D
MAYOR
Date 20/07/2015

Signed and accepted by the Employee


MR MUTSHINYALI I.P
MUNICIPAL MANAGER
Date 20/07/2015