



ADDENDUM PERFORMANCE PLAN /SCORECARD - 2016/17

ANNEXURE A

EXECUTIVE MANAGER: PLANNING AND ECONOMIC DEVELOPMENT

NAME:	EDWARD BONGA	LINE MANAGER:	SAKHELE PRAISEGOD ZULU
EMPLOYEE NO.	112047	JOB TITLE:	ACTING MUNICIPAL MANAGER
JOB TITLE:	EXECUTIVE MANAGER: PLANNING AND ECONOMIC DEVELOPMENT	BUSINESS UNIT/SITE	
DIVISION / BUSINESS UNIT:	PLANNING AND ECONOMIC DEVELOPMENT	PERIOD:	01 JULY 2016-30 JUNE 2017
SITE:		REVIEW DATE:	01 MARCH 2017
RATING SCALE:	1 = Not meeting the standards 2 = Meet some of the standards 3 = Meet all the standards 4 = Meet all & exceed some standards 5 = Meet & exceed all standards		

Key Performance Area's (KPA's)

Weight = 100%

Leading and Core Competencies

Weight = 100%

No	Weight (%)	Strategic Objective	Baseline	Key Performance Indicator	Annual Target	Target Date	Method of Verification
1. KPA 1 : MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT							
1.1	3	Preparation and submission of the Annual Performance Report to AG and relevant authorities	2014/15 Annual Performance Report	No of Annual Performance Reports prepared and submitted to AG and relative authorities	1	31 August 2016	Copy of the 2015/16 Annual Performance Report.
1.2	3	Preparation and submission and approval of the 1 st draft and final IDP, as required by the MFMA to all relevant authorities	2016/17 Draft IDP Review	Draft 2017/18 IDP Review prepared and submitted to Ministerial Representative for approval	1	31 March 2017	Approval by the Ministerial Representative
1.3	3		2016/17 Final IDP Review	Final 2017/18 IDP prepared and submitted to Ministerial Representative for adoption	1	30 June 2017	Approval by the Ministerial Representative
1.4	3	Preparation and submission of the draft oversight report to Municipal Public Accounts Committee	2014/15 Oversight Report	No of Oversight Report prepared and submitted to Ministerial Representative	1	31 March 2017	Copy of the Oversight Report Approval by the Ministerial Representative

No	Weight (%)	Strategic Objective	Baseline	Key Performance Indicator	Annual Target	Target Date	Method of Verification
1.5	3	Ensure the preparation and submission of the organisational performance management system reports to ExCo	2015/16 performance management system reports	No of quarterly performance progress reports submitted to Audit Committee and Ministerial Representative	8	30 September 2016 31 January 2017 30 April 2017 30 June 2017	Approval by the Ministerial Representative Audit Committee Minutes
1.6	3	Draft 2017/18 IDP Review and Tabled 2017/18 Budget	4	No of public consultation meetings	4	31 May 2017	2017/18 Public Consultation Minutes Attendance Registers
1.7	3	Preparation and submission of departmental monthly reports to the Acting Municipal Manager	12	No of departmental monthly reports prepared and submitted to the Acting Municipal Manager	12	Ten days after the end of each month	Acknowledgement of receipt by the Acting Municipal Manager.

No	Weight (%)	Strategic Objective	Baseline	Key Performance Indicator	Annual Target	Target Date	Method of Verification
1.8	3	Preparation and submission of departmental monthly reports to the Municipal Manager	4	No of quarterly reports prepared and submitted to the Acting Municipal Manager	4	30 September 2016 31 January 2017	Acknowledgement of receipt by the Acting Municipal Manager
1.9	3	Attend and participate in Top Management meetings	12	No of Top Management meetings attended	12	Monthly	Attendance Registers
1.10	3	Implement Risk Management Plan to mitigate critical risk identified	4	% of risk management plan implemented.	100%	30 September 2016 31 January 2017 30 April 2017 30 June 2017	Risk management report
2. KPA 2:LOCAL ECONOMIC DEVELOPMENT							
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No	Weight (%)	Strategic Objective	Baseline	Key Performance Indicator	Annual Target	Target Date	Method of Verification
2.1	4	To facilitate the appointment of the temporal board of directors for the district economic development agency	None	No. of Non - executive members of the board of directors appointed	5	30 September 2016	Appointment letters
2.2	4	Promoting SMME Informal /economy programme	1	No of enterprises in the manufacturing sector provided with training and product development	2	31 March 2017	Manufacturing sector support plan Copy of SLA /contract
2.3	4		New Indicator	No of Informal traders supported through the Informal Traders Upliftment programme	18	30 September 2016	Attendance register
2.4	4		N/A	No of support programmes developed for the Informal economy in line with Provincial strategy and programmes such as the Informal Traders Upliftment Programme II	1	31 March 2017	Copy of the signed MoU between EDTEA, W&RSETA and the District Municipality

No	Weight (%)	Strategic Objective	Baseline	Key Performance Indicator	Annual Target	Target Date	Method of Verification
2.5	4	Implementation of co-operatives support programme	16	No of agricultural co-operatives supported with training, mentorship, material, inputs and applications for funding as part of the support programme	6	31 December 2016	Attendance registers Certificate of attendance Copy of SLA /Contract Close out report
2.6	4	To ensure functionality of Community Tourism Offices and Battlefields Route through continuous financial assistance and monitoring.	5	No. of proposals received from Tourism Institutional structures	5	31 December 2016	Approved Business proposals by the Head of Department

No	Weight (%)	Strategic Objective	Baseline	Key Performance Indicator	Annual Target	Target Date	Method of Verification
2.7	4	To ensure functionality of Community Tourism Offices and Battlefields Route through continuous financial assistance and monitoring.	5	No of Tourism Institutional structures provided with grant funding	5	31 December 2016	Copies of proposals from CTOs and Battlefields Route Association approved by the Head of Department
2.8	4	To ensure job creation through the LED initiatives	70	No. of jobs created through municipality's LED initiatives including capital projects	50	30 June 2017	LED Initiatives Report approved by the Head of Department
2.9	4	Unleash District economic potential based on its comparative and competitive advantage.	1	No of Economic Sector Plans developed and adopted by Ministerial Representative	1	30 June 2017	Approval by the Ministerial Representative
3. KPA 3: CROSS CUTTING							

No	Weight (%)	Strategic Objective	Baseline	Key Performance Indicator	Annual Target	Target Date	Method of Verification
3.1	2	To improve access to municipal spatial data portal	None	No of quarterly updates on the GIS website	4	30 September 2016 31 January 2017 30 April 2017 30 June 2017	Quarterly Screen Shots Annexure 12
3.2	2	Capturing and mapping of 2015/16 IDP capital projects	16	No of 2016/17 IDP capital projects captured and mapped in GIS	16	30 June 2017	Maps of 2016/17 IDP capital projects
3.3	2	Provide assistance to local municipalities in processing of Planning and Development Act /SPULMA applications	100%	% of PDA/SPULMA applications processed within 120 days - completed	100%	30 September 2016 31 January 2017 30 April 2017 30 June 2017	JMPT Minutes
3.4	2	Establishment and functionality of the Joint Municipal Planning Tribunal	Signed agreement for the establishment of the Joint Municipal Planning Tribunal	No of members appointed for the Joint Municipal Planning Tribunal	5	31 December 2016	Appointment letters

No	Weight (%)	Strategic Objective	Baseline	Key Performance Indicator	Annual Target	Target Date	Method of Verification
3.5	2	Finalisation of the rezoning application for the South Regional Waste Site	North regional waste site has been handed over to the municipality and its operational	No of projects completed for the rezoning application for the South Regional Waste Site	1	30 June 2017	Copy of the completed rezoning application
3.6	2	Preparation of Environmental Management Framework	None	No of Environmental Management Framework adopted by Council	1	31 December 2016	Copy of the Environmental Management Framework Council Resolution
3.7	2	To audit, design and installation of signage across the district	2015/16 signage audit	No of signage projects completed	1	30 June 2017	Close out report endorsed by the Head of Department
4. KPA 4: GOOD GOVERNANCE AND PUBLIC PARTICIPATION							
4.1	5	Preparation and placement of the compliance related adverts on the newspapers	6	No of public notices placed for the Annual Report, Adjustment SDBIP, Draft IDP, Oversight Report, Final IDP, SDBIP	6	30 June 2017	Copy of the actual notice
5. KPA 5: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT							
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No	Weight (%)	Strategic Objective	Baseline	Key Performance Indicator	Annual Target	Target Date	Method of Verification
5.1	10	Preparation and approval Service Delivery and Budget Implementation Plan by Mayor	2016/17 Service Delivery and Budget Implementation	No of Service Delivery and Budget Implementation Reports prepared	1	28 Days after Budget Adoption	EXCO Resolution
5.2	5	MSCOA Implementation	None	No MSCOA Project Steering Committee Meetings attended	12	Monthly	Project Steering Committee Minutes

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COMPETENCY FRAMEWORK

Leading and Core Competencies

Weight = 100%

Weight (%)	LEADING COMPETENCIES (70%)		Progress on date of review	Score
20	<ul style="list-style-type: none"> Strategic Direction and Leadership 	<ul style="list-style-type: none"> Impact and Influence Institutional Performance Management Strategic Planning and Management Organisational Awareness 		
10	<ul style="list-style-type: none"> People Management 	<ul style="list-style-type: none"> Human Capital Planning and Development Diversity Management Employee Relations Management Negotiation and Dispute Management 		
20	<ul style="list-style-type: none"> Programme and Project Management 	<ul style="list-style-type: none"> Programme and Project Planning and Implementation Service Delivery Management Programme and Project Monitoring and Evaluation 		
5	<ul style="list-style-type: none"> Financial Management 	<ul style="list-style-type: none"> Budget Planning and Execution Financial Strategy and Delivery Financial Reporting and Monitoring 		
5	<ul style="list-style-type: none"> Change Leadership 	<ul style="list-style-type: none"> Change Vision and Strategy Process Design and Improvement Change Impact Monitoring and Evaluation 		
10	<ul style="list-style-type: none"> Governance Leadership 	<ul style="list-style-type: none"> Policy Formulation Risk and Compliance Management Cooperative Governance 		
LEADING COMPETENCIES FINAL SCORE				/70

Weight (%)	CORE COMPETENCIES (30%)		Progress on date of review	Score

Weight (%)	CORE COMPETENCIES (30%)		Progress on date of review	Score
5	<ul style="list-style-type: none"> Moral Competency 	<ul style="list-style-type: none"> Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competency. 		
5	<ul style="list-style-type: none"> Planning and Organising 	<ul style="list-style-type: none"> Able to plan, prioritize and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manager risk. 		
5	<ul style="list-style-type: none"> Analysis and Innovation 	<ul style="list-style-type: none"> Able to critically analyse information, challenges and trends to establish and implement fact based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives 		
5	<ul style="list-style-type: none"> Knowledge and Information Management 	<ul style="list-style-type: none"> Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government 		
5	<ul style="list-style-type: none"> Communication 	<ul style="list-style-type: none"> Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome. 		
5	<ul style="list-style-type: none"> Results and Quality Focus 	<ul style="list-style-type: none"> Able to maintain high quality standards, focused on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives. 		
CORE COMPETENCIES FINAL SCORE				/30

The assessment of the Manager on the performance of the competencies will be based on the following rating scale:

Achievement Levels	Description	Scoring
<ul style="list-style-type: none"> • Basic 	Applies basic concepts, methods and understanding of local government operations, but requires supervision and development intervention	1 -2
<ul style="list-style-type: none"> • Competent 	Develops and applies more progressive concepts, methods and understanding, plans and guides the work of others and executes progressive analysis	3
<ul style="list-style-type: none"> • Advanced 	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in depth analyses	4
<ul style="list-style-type: none"> • Superior 	Has a comprehensive understanding of local government operations, critical in shaping strategic directions and change, develops and applies comprehensive concepts and methods	5

Thus done and signed at DUNDÉE on this the 15 day of MARCH 2017.

AS WITNESSES:

1. AM

2. MJ [Signature]

[Signature]
EM: PLANNING AND ECONOMIC DEVELOPMENT

AS WITNESSES:

1. [Signature]

2. [Signature]

[Signature]
ACTING MUNICIPAL MANAGER