

PERFORMANCE PLAN / SCORECARD – 2020/21
ANNEXURE A

MUNICIPAL MANAGER

NAME:	S MHLONGU	LINE MANAGER:	LY MHLONGU
EMPLOYEE NO.		JOB TITLE:	MAYOR
JOB TITLE:	MUNICIPAL MANAGER	BUSINESS UNIT/SITE:	COUNCIL CHAMBER
DIVISION / BUSINESS UNIT:	EXECUTIVE	PERIOD:	1 JULY 2020 – 30 JUNE 2021
SITE:	34 VOOR STREET, MAIN OFFICE	REVIEW DATE:	
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%

KEY PERFORMANCE AREA 4: GOOD GOVERNANCE AND PUBLIC PARTICIPATION (PUTTING PEOPLE FIRST)

Area performance indicators and annual targets for 2020/21

Key Performance Area	Link to Municipal Objective/Output	Measurable Performance Indicator (Unit of Measure)	Baseline (Previous Year Actuals)	Annual Target		Actual	Remarks
				Q1	Q2		
Strategic objective 2.3: Ensure a participative, transparent and accountable governance	Link to Municipal Objective/Output	Measurable Performance Indicator (Unit of Measure)	Baseline (Previous Year Actuals)	Annual Budget 20	Actual	Actual	Check that on all variables the target is met. If not, indicate the reasons for non-achievement.
				Q1	Target	Actual	
				Q2	Target	Actual	
				Q3	Target	Actual	

T.M MW 7 c P.M 7 c R.M 1-1

Weight (%)	LEADING COMPETENCIES (70%)		Progress on date of review	Score
5	Change Leadership	<ul style="list-style-type: none"> Change Vision and Strategy Process Design and Improvement Change Impact Monitoring and Evaluation 		
5	Governance Leadership	<ul style="list-style-type: none"> Policy Formulation Risk and Compliance Management Cooperative Governance 		
LEADING COMPETENCIES FINAL SCORE				
				170

Weight (%)	CORE COMPETENCIES (30%)		Progress on date of review	Score
5	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	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	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 		
10	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 		
10	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	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				
				130

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

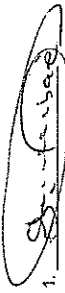
Achievement Levels	Description	Scoring
Basic	Applies basic concepts, methods and understanding of local government operations, but requires supervision and development intervention	1-2
Competent	Develops and applies more progressive concepts, methods and understanding, plans and guides the work of others and executes progressive analysis	3

T.M Mw P.M Z.S S.M W.H

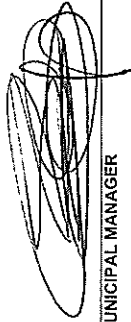
<ul style="list-style-type: none"> Advanced 	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in depth analyses	4
<ul style="list-style-type: none"> Superior 	Has a comprehensive understanding of local government operations, critical in shaping strategic directions and change, develops and applies comprehensive concepts and methods	5

Thus done and signed at Utrecht on this the 25 day of July 2020.

AS WITNESSES:

1. 

2. 

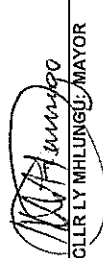


ACTING MUNICIPAL MANAGER

AS WITNESSES:

1. 

2. 


CLLR LY MHLUNGU, MAYOR