



PERFORMANCE PLAN: 2024/2025 FINANCIAL YEAR

DIRECTORATE: CORPORATE SERVICES

HEAD OF DIRECTORATE: MR AS. NAIDOO

LEVELS/RATINGS IN COLOURS	LEVELS /RATINGS	DESCRIPTIONS
	5	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA Performance Plan and maintained this in all areas of responsibility throughout the year.
	4	Performance is significantly higher than the expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
	3	Performance fully meets expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators and fully achieved all others throughout the year.
	2	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in PA and Performance Plan.
	1	Performance does not meet the standard expected of the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

KFA No.	National Treasury Reference/ BCMM Code.	Key Performance Indicator	Project/ Programme	Baseline (Annual Performance of 2023/24 - Unaudited)	Annual target for 2024/25	Target for 2024/2025 SDBIP per Quarter						Resources Allocated for 2024/2025 SDBIP per Quarter				
						1st Quarter Planned Target- ending September 2024	Portfolio of evidence	2nd Quarter Planned Target- ending December 2024	Portfolio of evidence	3rd Quarter Planned Target- ending March 2025	Portfolio of evidence	4th Quarter Planned Target- ending June 2025	Portfolio of evidence	1st Quarter Planned Budget	2nd Quarter Planned Budget	3rd Quarter Planned Budget

STRATEGIC OUTCOME 3: A CONNECTED CITY (WEIGHTS = 21%)

BCMM INDICATORS

KFA 20	CC 4	Number of Municipal Offices and Halls with Wi-Fi hotspots installed	Wifi	1	1 (WiFi Controller-ICT Munifin Building)	0	N/A	0	N/A	0	N/A	1 (WiFi Controller-ICT Munifin Building)	Close out report	Operational Budget				
KFA 20	CC 201	Number of Servers procured for Disaster Recovery	Disaster Recovery Enhancement	0	1	0	N/A	0	N/A	0	N/A	1	Invoices	Operational Budget				
KFA 20	CC7	Number of BCMM halls and offices with Fibre Network installed	Fiber Network		1 (Gonubie)	0	N/A	0	N/A	0	N/A	1 (Gonubie)	Invoices	Operational Budget				

STRATEGIC OUTCOME 5: A WELL GOVERNED CITY (WEIGHTS = 79%)

NATIONAL PRESCRIBED INDICATORS

KFA 41	LED 1.31	Number of individuals connected to apprenticeships and learnerships through municipal interventions	Skills Development for unemployed local youth (Implementation of FRP)	50 learners	40 learners	10 learners	letters of appointments	20 learners (10)	letters of appointments	30 learners (10)	letters of appointments	40 learners (10)	letters of appointments	Operational Cost				
KFA 46	GG 1.21	Staff Vacancy Rate	Filling of vacant funded posts	16%	13%	16%	Staff Complement and Vacant funded posts reports	15%	Staff Complement and Vacant funded posts reports	14%	Staff Complement and Vacant funded posts reports	13%	Staff Complement and Vacant funded posts reports	N/A	N/A	N/A	N/A	N/A
KFA 46	GG 1.22	Percentage of vacant posts filled within 3 months -	Filling of vacant funded posts within 3 months	30%	(30% of all vacant funded post where the recruitment process has been initiated per quarter)	0%	N/A	0%	N/A	20%	approved request to advertise and adverts, recruitment file	20%	approved request to advertise and adverts, recruitment file	N/A	N/A	N/A	N/A	N/A

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KFA 46	GG 5.11	Number of active suspensions longer than three months	Finalisation of all outstanding suspensions that are longer 3 months	18	18 (Suspensions longer than 3 months not to exceed 18 per quarter)	18 (Suspensions longer than 3 months not to exceed 18 per quarter)	1st quarter report	18 (Suspensions longer than 3 months not to exceed 18 per quarter)	2nd quarter report	18 (Suspensions longer than 3 months not to exceed 18 per quarter)	3rd quarter report	18 (Suspensions longer than 3 months not to exceed 18 per quarter)	4th quarter report	N/A	N/A	N/A	N/A	N/A
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**BCMM INDICATORS**

KFA 41	C9/WGC 27	% of the municipality's budget actual spent on implementing its workplace skills plan (LGSETA Grant only).	Human Resource Development	87%	100%	20%	Solar Printout Report	40% (20%)	Solar Printout Report	60% (30%)	Solar Printout Report	90% (30%)	Solar Printout Report	Operational Cost				
KFA 41	WGC 150	% of grant spent on implementing ISDG Program.	ISDG	85%	100%	20%	Solar Printout Report	40%(20%)	Solar Printout Report	60%(30%)	Solar Printout Report	100%(30%)	Solar Printout Report	Operational Cost				
KFA 46	WGC 1	Number of people from employment equity target groups (females) employed in the 3 highest levels of Management	Implementation of Employment Equity Plan	1	2 (Female) employed in the 3 highest levels of Management	0	N/A	1	Letter of appointment	0	N/A	1	Letter of appointment	Employee Cost				
KFA 20	WGC 205	Milestones towards implementation of Automated Performance Management System (Phase 2)	Implementation of electronic Performance Management System CM, HOD and Task Grade Levels 15-20	Manual System - Performance Management System	Milestones towards implementation of Automated Performance Management System (Phase 2)	Implement electronic Performance Management System for City Manager and all HODs	Screenshot from the system, quarterly report	Implement electronic Performance Management System for Task grade Levels 18-20	Screenshot from the system, quarterly report	Implement electronic Performance Management System for Task grade Levels 16-17	Screenshot from the system, quarterly report	Implement electronic Performance Management System for Task grade Levels 15	Screenshot from the system, quarterly report	R 1 400 000-00	R 150 000-00	N/A	N/A	R 1 850 000-00

**BCMM INDICATORS FOR ALL HEADS OF DIRECTORATES**

		Percentage of Council resolutions related to the Directorate implemented within	N/A	N/A	100%	100%	Copy of Council resolutions related to the Directorate	100%	Copy of Council resolutions related to the Directorate	100%	Copy of Council resolutions related to the Directorate	100%	Copy of Council resolutions related to the Directorate	N/A	N/A	N/A	N/A	N/A
		Percentage of Auditor Generals findings /queries related to the Directorate resolved within timeframes	N/A	N/A	100%	100%	Copy of Audit Action plan	N/A	N/A	N/A	N/A	N/A						
		Percentage of identified risk resolved within timeframes as specified in the risk register within timeframes	N/A	N/A	100%	100%	Copy of risk register related to the Directorate	100%	Copy of risk register related to the Directorate	100%	Copy of risk register related to the Directorate	100%	Copy of risk register related to the Directorate	N/A	N/A	N/A	N/A	N/A

HEAD OF DIRECTORATE: CORPORATE SERVICES

MR A.S. NAIDOO

SIGNATURE:

DATE:

MUNICIPAL MANAGER:

MR MXOLISI YAWA

SIGNATURE:

DATE:

*A.S. Naidoo*  
28/06/2024

*MXolisi Yawa*  
28/06/24