

PERFORMANCE PLAN
DEPUTY MUNICIPAL MANAGER ELECTRICAL AND ENERGY SERVICES
UMHLATHUZE MUNICIPALITY

This plan defines the Council's expectations of the Deputy Municipal Manager Electrical and Energy Services (DMM EES) in accordance with the Deputy Municipal Manager Electrical and Energy Services' performance agreement to which this document is attached. 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 out the Municipality's Integrated Development Plan; Section 53 of the Municipal Finance Management Act, and particular, but not limited to Chapter three (3) of the Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006 (Regulation No. R805, dated 1 August 2006) which provides that a Managers' agreement must be linked to the measurable performance objectives approved in the Budget, the IDP and its Service Delivery and Budget Implementation Plan and determined in agreement with the MM (as representative of Council).

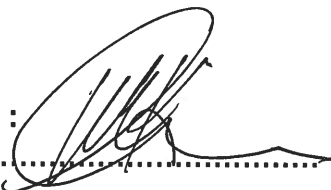
There are 6 parts to this plan:

1. A statement about the purpose of the position.
2. Performance review procedure DMM EES
3. Functional alignment of the individual performance scorecard to the Integrated Development Plan of the organisation
4. Score card detailing key performance areas (KPA's) and their related performance indicators, weightings and target dates.
5. Competency Requirements
6. Consolidated score (Performance Assessment Calculator)

The period of this plan is from 1 July 2017 to 30 June 2018.

Period for assessment is from 1 March 2018 to 30 June 2018

Signed and accepted by the **Deputy Municipal Manager :**
Electrical and Energy Services (DMM EES):



Date: 2018-04-11

Signed by the **Municipal Manager (MM)** on behalf of Council:



Date: 11-04-2018

1. POSITION PURPOSE

To perform all the duties and functions of the Deputy Municipal Manager Electrical and Energy Services (DMM EES) as required by the relevant legislation or reasonably stipulated by the MM, to be accountable for the execution of all the directions and resolutions of the Municipality, the co-ordination of all the activities of the Municipality, to be accountable for the general supervision, control and efficiency of the Department of the Deputy Municipal Manager Electrical and Energy Services and to ensure compliance with all of the key performance areas as set out in the contract of employment between the Council and the Deputy Municipal Manager Electrical and Energy Services.

2. PERFORMANCE REVIEW PROCEDURE

1. A performance review will be held on a quarterly basis with a formal performance review bi-annually in December/January and in June/July after the end of the financial year with the understanding that review in the first and third quarter may be verbal if performance is satisfactory.
2. The MM may request input from agendas, minutes and “customers” on the DMM EES’s performance throughout the review period. This may be done through discussion or by asking “customers” to complete a rating form to submit to the evaluation panel for consideration. Customers are people who are able to comment on the DMM EES’s performance since they have worked closely with him on some or all aspects of his job.
3. DMM EES to prepare for quarterly performance evaluation by providing a brief description of achievements, including reference to evidence, supporting documentation (documents, reports and/or resolutions with dates of submission) in the relevant column in section 4 (KPA scorecard below). Achievements to be reported on cumulatively.
4. DMM EES to provide a rating for himself for the final assessment against the agreed objectives in the column provided in the KPA scorecard.
5. DMM EES and Evaluation panel to meet to conduct formal performance rating and agree final scores. It may be necessary to have two meetings i.e. give DMM EES scores and allow him time to consider them before final agreement. In the event of a disagreement, the evaluation panel has the final say with regard to the final score that is given.
6. The Evaluation panel to provide ratings of DMM EES’s performance against agreed objectives as a result of portfolio of evidence and/or comments and “customer” input.
7. Initially the scoring should be recorded on the scorecard then transferred onto the consolidated score sheet.
8. Any reasons for non-compliance should be recorded during the review session by keeping of minutes of the review session.
9. The assessment of the performance of the DMM EES will be based on the following rating scale for KPA's:

Terminology	Description	Rating Level
Outstanding Performance	Performance far exceeding the standard expected of the DMM EES at this level. The appraisal indicates that the DMM EES has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.	5
Performance significantly above expectation	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the DMM EES has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.	4
Fully Effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the DMM EES has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.	3
Performance not fully Effective	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 DMM EES has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.	2
Unacceptable Performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the DMM EES has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The DMM EES 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.	1

10. Only those items relevant for the review period in question should be scored.
11. The assessment of the performance of the DMM EES on all Competencies will be based on the rating scale as reflected in section 4 of the performance plan.
12. The MM and DMM EES to prepare and agree on a personal development plan (PDP) for addressing developmental gaps.
13. The MM and DMM EES to set new objectives, targets, performance indicators, weightings and dates etc for the following financial year.
14. Poor work performance will be dealt with in terms of regulation 32 (3) of the Performance Regulations gazetted in Notice No 805, published on 1 August 2006.

3. FUNCTIONAL ALIGNMENT OF THE INDIVIDUAL PERFORMANCE SCORECARD TO THE INTEGRATED DEVELOPMENT PLAN (IDP) OF THE ORGANISATION

The Integrated Development Plan (IDP) 2017/2022 of the uMhlathuze Local Municipality is aligned to the prescribed National Key Performance Areas:

1. Good Governance and Public Participation
2. Basic Service Delivery
3. Local Economic Development
4. Institutional Development and Transformation
5. Financial Viability and Management
6. Cross Cutting

All departments within the organisation are accountable for the successful fulfilment of IDP specific programmes listed under each of the above National Key Performance Areas.

The Deputy Municipal Manager Electrical and Energy Services is directly accountable for the following IDP Programmes directly linked to the IDP Framework as indicated in the IDP column of the scorecard:

KPA 1 : GOOD GOVERNANCE AND PUBLIC PARTICIPATION		
GOALS	OBJECTIVES	STRATEGIES
1.1 Democratic, Responsible, Transparent, Objective and Equitable Municipal Governance	1.1.1 To ensure effective and efficient administration complying with its Legal Mandates	1.1.1.4 Development and review of policies that will lead to improved service delivery and legislative compliance 1.1.1.5 Compliance with the Occupational Health and Safety Act and Compensation for occupational injuries and diseases
	1.1.2 To maintain an organizational performance management system as a tool to monitor progress on service delivery	1.1.2.1 Monitor evaluate measure and review the performance of the municipality against indicators and targets set in the IDP
	1.1.6 To bring the organisation to an enabled risk maturity level	1.1.6.1 Implement and maintenance of a sound enterprise risk management
		1.1.6.2 Implement and maintenance of a sound fraud risk management system
		1.1.6.3 Implement and maintenance of business continuity management
	1.1.7 Ensure reliability and maintain independence of internal audit activity	1.1.7.2 Effective and value adding internal audit activity
KPA 2 : BASIC SERVICES AND INFRASTRUCTURE PROVISION		
GOALS	OBJECTIVES	STRATEGIES
2.1 Integrated Infrastructure and Efficient Services	2.1.1 To expand and maintain infrastructure in order to improve access to basic services and promote local economic development	2.1.1.3 Eradicate electricity supply backlogs through provision of basic electricity supply services
		2.1.1.7 Strive to improve reliability and service life of Municipal infrastructure, facilities and assets
	2.1.3 To ensure effective Fleet Management	2.1.3.1 Review and Implement Fleet management Plan

KPA 3 : LOCAL ECONOMIC DEVELOPMENT		
GOALS	OBJECTIVES	STRATEGIES
3.1 Viable Economic Growth and Development	3.1.5 To implement and co-ordinate Expanded Public Works Programme (EPWP) in a manner that enhances skills development and optimizes decent employment and entrepreneurship	3.1.5.1 Promote economic growth by successful implementation of EPWP community based projects
		3.1.5.2 Promoting economic growth by providing employment opportunities for Women and Youth
		3.1.5.3 Promoting economic growth by providing skills empowerment to the unemployed
KPA 4 : MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION		
GOALS	OBJECTIVES	STRATEGIES
4.1 A Municipality that is Resourced and Committed to attaining the vision and mission of the organisation	4.1.1 To create an appropriate organisational climate that will attract and ensure retention of staff	4.1.1.2 Compliancy with Employment Equity Act
		4.1.1.3 Implement EAP programs that promote and support health and well-being of employees
		4.1.1.4 Improve Citizens Skills levels and education
		4.1.1.5 Create and maintain sound relationship between management and labour
KPA 5 : MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT		
GOALS	OBJECTIVES	STRATEGIES
5.1 Sound Financial- and Supply Chain Management	5.1.1 Compliance with financial legislation and policies	5.1.1.1 GRAP compliance
		5.1.1.2 mSCOA compliant
		5.1.1.3 Review of all financial related policies
		5.1.1.4 Compliance with all MFMA and related local government financial legislation
	5.2.1 Sustainable Financial and supply chain Management	5.2.1.1 Provide continuous Internal Communication on Budget and Financial Management matters
		5.2.1.2 Asset Accounting Management
		5.2.1.3 Accurate and timeous billing and receipting of revenue
		5.2.1.4 Apply Adequate Internal controls
		5.2.1.5 Demand and acquisition management
		5.2.1.6 Contracts and Logistics management
		5.2.1.7 Apply adequate financial management methodologies

KEY PERFORMANCE AREA SCORECARD

STRATEGIC OBJECTIVE		IDP	PERFORMANCE TARGETS	TARGET DATE	WEIGHT	Audit Evidence Requirement	REPORT ACHIEVEMENTS – Indicate target met or not met by “X” (with brief descriptive achievements reported with reference to supportive documentation)				DMM EES SCORE Rating 1 2 3 4 5	EVAL PANEL SCORE Rating 1 2 3 4 5
							Q1	Q2	Q3	Q4		
							30 September 2017	31 December 2017	31 March 2018	30 June 2018		
ELECTRICITY INFRASTRUCTURE SERVICES												
Provision of electrical infrastructure	1.1.1	2.1.1.2	Ensure execution of maintenance of electrical distribution network as per maintenance plan and approved budget and report quarterly progress on the implementation of the maintenance plan.	Quarterly to 30 June 2018	12		<u>Target:</u> Execution of maintenance as per maintenance plan Report to Council	<u>Target:</u> Execution of maintenance as per maintenance plan Report to Council	<u>Target:</u> Execution of maintenance as per maintenance plan Report to Council	<u>Target:</u> Execution of maintenance as per maintenance plan Report to Council		
							<u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Achievements:</u> Target Met / Target Partially met Target Not met		
	1.1.2	2.1.1.2	Ensure the reduction of electricity connection backlog by connecting 120 additional households by 30 June 2018.	Quarterly to 30 Jun 2018	4		<u>Target:</u> 30 new connections	<u>Target:</u> 30 new connections	<u>Target:</u> 30 new connections	<u>Target:</u> 30 new connections		
							<u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Achievements:</u> Target Met / Target Partially met Target Not met		
Percentage of capital budget spent on capital projects/items budgeted for in the approved capital budget.	1.2	5.1.1	Ensure execution of all capital projects relating to electricity infrastructure provided for on the Capital Budget (component 5) by 30 June 2018.	30 Jun 2018	15		<u>Target:</u> 5% expenditure Evidence of expenditure Project status reports	<u>Target:</u> 30% expenditure Evidence of expenditure Project status reports	<u>Target:</u> 60% expenditure Evidence of expenditure Project status reports	<u>Target:</u> 90% expenditure Evidence of expenditure Project status reports		
							<u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Achievements:</u> Target Met / Target Partially met Target Not met		
To manage and achieve sustainable reduction of non-technical electricity losses	1.3	2.1.1.2	To ensure that non-technical electricity losses are kept within 8%.	Quarterly to 30 Jun 2018	8		<u>Target:</u> 8% per quarter	<u>Target:</u> 8% per quarter	<u>Target:</u> 8% per quarter	<u>Target:</u> 8% per quarter		
							<u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Achievements:</u> Target Met / Target Partially met Target Not met		

STRATEGIC OBJECTIVE		IDP	PERFORMANCE TARGETS	TARGET DATE	WEIGHT	Audit Evidence Requirement	REPORT ACHIEVEMENTS – Indicate target met or not met by “X” (with brief descriptive achievements reported with reference to supportive documentation)				DMM EES SCORE Rating 1 2 3 4 5	EVAL PANEL SCORE Rating 1 2 3 4 5
							Q1 30 September 2017	Q2 31 December 2017	Q3 31 March 2018	Q4 30 June 2018		
Management of Street Lighting	1.4	2.1.1.2	Ensure that 90% of general street lighting faults are restored within 72 hours (excludes lighting installations that have cable faults or stolen equipment). Report quarterly statistics to Council	Quarterly to 30 Jun 2018	5		<u>Target:</u> 90% restored	<u>Target:</u> 90% restored	<u>Target:</u> 90% restored	<u>Target:</u> 90% restored		
							<u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Achievements:</u> Target Met / Target Partially met Target Not met		
					44							
ELECTRICAL ENGINEERING SUPPORT SERVICES												
INFRASTRUCTURE AND ASSET MANAGEMENT												
Development of Electrical Asset Management System	2.1	2.1.1.7	Initiate steps towards development of Electrical Asset Management Plan by the 30 June 2018	30 Jun 2018	10		<u>Target:</u> Develop specification and advertise tender	<u>Target:</u>	<u>Target:</u> Appoint service provider to develop plan	<u>Target:</u> Submission of report to Asset Management steering Committee		
							<u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Achievements:</u> Target Met / Target Partially met Target Not met		
Ensure completion of projects within time and approved capital budget spent on capital projects/items budgeted for in the approved capital budget	2.2	5.2.1.6	Ensure that the contract monitoring plan is in place and quarterly technical contract monitoring report is submitted to Council	30 Jun 2018	10		<u>Target:</u> Implementation as per project plans Technical contract monitoring	<u>Target:</u> Implementation as per project plans Technical contract monitoring	<u>Target:</u> Implementation as per project plans Technical contract monitoring	<u>Target:</u> Implementation as per project plans Technical contract monitoring		
							<u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Achievements:</u> Target Met / Target Partially met Target Not met		
					20							
FLEET MANAGEMENT												
Council fleet and asset management	3.1.1	2.1.3.1	Replacement of Vehicles and Plant, Procurement of new	30 Jun 2018	12		<u>Target:</u> 5% of budgeted vehicles delivered	<u>Target:</u> 20% of budgeted vehicles delivered	<u>Target:</u> 60% of budgeted vehicles delivered	<u>Target:</u> 100% of budgeted vehicles delivered		

STRATEGIC OBJECTIVE		IDP	PERFORMANCE TARGETS	TARGET DATE	WEIGHT	Audit Evidence Requirement	REPORT ACHIEVEMENTS – Indicate target met or not met by “X” (with brief descriptive achievements reported with reference to supportive documentation)				DMM EES SCORE Rating 1 2 3 4 5	EVAL PANEL SCORE Rating 1 2 3 4 5
							Q1 30 September 2017	Q2 31 December 2017	Q3 31 March 2018	Q4 30 June 2018		
			plant in terms of Capital Budget by 30 June 2018				<u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Achievements:</u> Target Met / Target Partially met Target Not met		
	3.1.2	2.1.3.1	Ensure 95% fleet availability(<i>This includes minor accident damage that can be dealt with by Workshops, but excludes major accident repairs</i>)	30 Jun 2018	10		<u>Target:</u> 95% <u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Target:</u> 95% <u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Target:</u> 95% <u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Target:</u> 95% <u>Achievements:</u> Target Met / Target Partially met Target Not met		
					22							
ADMINISTRATION, RISK AND DEPARTMENTAL MANAGEMENT												
Workplace hazards are identified and associated risks are eliminated or controlled.	4.1.1	1.1.1.5	Ensure that 96 on the Job safety inspections are conducted as per planned inspection schedule by 30 June 2018. (Electricity 60, Mechanical workshop 24, Electrical Engineering Support 12)	Quarterly to 30 Jun 2018	4		<u>Target:</u> 24 Inspections <u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Target:</u> 24 Inspections <u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Target:</u> 24 Inspections <u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Target:</u> 24 Inspections <u>Achievements:</u> Target Met / Target Partially met Target Not met		
	4.1.2	1.1.6.1	Ensure the review and update of the Departmental Enterprise Risk register quarterly	Quarterly to 30 Jun 2018	4	a) Quarterly risk registers with reference to completed mitigation action plans b) Minutes departmental meetings where risk was discussed	<u>Target:</u> Quarterly risk register with reference to completed mitigation action plans <u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Target:</u> Quarterly risk register with reference to completed mitigation action plans <u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Target:</u> Quarterly risk register with reference to completed mitigation action plans <u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Target:</u> Quarterly risk register with reference to completed mitigation action plans <u>Achievements:</u> Target Met / Target Partially met Target Not met		
Sufficient	4.2	1.1.7.2	Respond to all internal	30 Jun 2018	4		<u>Target:</u>	<u>Target:</u>	<u>Target:</u>	<u>Target:</u>		

STRATEGIC OBJECTIVE		IDP	PERFORMANCE TARGETS	TARGET DATE	WEIGHT	Audit Evidence Requirement	REPORT ACHIEVEMENTS – Indicate target met or not met by “X” (with brief descriptive achievements reported with reference to supportive documentation)				DMM EES SCORE Rating 1 2 3 4 5	EVAL PANEL SCORE Rating 1 2 3 4 5
							Q1	Q2	Q3	Q4		
							30 September 2017	31 December 2017	31 March 2018	30 June 2018		
departmental response to internal and external audit and general enquiries and implement approved recommendation s timeously.			and external audit enquiries and other general enquiries and implement all approved recommendations within 30 days unless there is reason why implementation is not possible, in which case an agreed extended date to be agreed with and approved by the MM to ensure an unqualified audit report relating to the DMM EES area of responsibility				Implementation of recommendations within 30 days	Implementation of recommendations within 30 days	Implementation of recommendations within 30 days	Implementation of recommendations within 30 days		
							<u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Achievements:</u> Target Met / Target Partially met Target Not met		
Creating sustainable livelihoods through the provision of integrated services to communities, promoting a better life for all (Sukuma Sakhe)	4.3	1.1.4	% processing of issues emanating from Operation Sukuma Sakhe structures affecting the Electricity and Energy Services Department by 30 June 2017	30 June 2018	2	a. List of all issues raised b. DMM responses	<u>Target:</u> 100%	<u>Target:</u> 100%	<u>Target:</u> 100%	<u>Target:</u> 100%		
							<u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Achievements:</u> Target Met / Target Partially met Target Not met	<u>Achievements:</u> Target Met / Target Partially met Target Not met		
					14							
Total					100							

5. COMPETENCY REQUIREMENTS FOR THE DEPUTY MUNICIPAL MANAGER ELECTRICAL AND ENERGY SERVICES

Refer to separate document reflecting Competency requirements in terms of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers (GN 21 of 17 February 2014, Annexure A on DMS 1218872).

The ratings attached to this section will impact on the final performance score and will assist in identifying areas of development for inclusion in a personal development plan (PDP) for addressing developmental gaps.

6. CONSOLIDATED SCORE (Refer to Performance Assessment Rating Calculator)

The consolidated performance Evaluation Results will be attached separately to this Performance Plan