

PERFORMANCE PLAN
DEPUTY CITY MANAGER ELECTRICAL AND ENERGY SERVICES
UMHLATHUZE MUNICIPALITY

This plan defines the Council's expectations of the Deputy City Manager Electrical and Energy Services (DCM EES) in accordance with the Deputy City 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 in the Municipality's Integrated Development Plan; Section 53 of the Municipal Finance Management Act, and particularly, 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 DCM 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 2023 to 30 June 2024.

Signed and accepted by the Deputy City Manager
Electrical and Energy Services (DCM EES): Date: 31/07/2023

Signed by the City Manager (CM) on behalf of Council: Date: 31/07/2023

1. POSITION PURPOSE

To perform all the duties and functions of the Deputy City Manager Electrical and Energy Services (DCM 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 City 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 City 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 CM may request input from agendas, minutes and “customers” on the DCM 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 DCM EES’s performance since they have worked closely with him on some or all aspects of his job.
3. DCM 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. **DCM EES to provide a rating for himself for the mid-year- and final assessment against the agreed objectives in the column provided in the KPA scorecard.**
5. DCM 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 DCM 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 DCM 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 DCM 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 DCM EES at this level. The appraisal indicates that the DCM 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 DCM 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 DCM 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 DCM 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 DCM 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 DCM 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 DCM EES on all Competencies will be based on the rating scale as reflected in section 4 of the performance plan.
12. The CM and DCM EES to prepare and agree on a personal development plan (PDP) for addressing developmental gaps.
13. The CM and DCM 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) 2022/2027 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 City 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:

NATIONAL 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 Compliance with the Occupational Health and Safety Act and Compensation for occupational injuries and diseases
	1.1.3 Ensure Institutionalisation of Batho Pele Culture	1.1.3.1 Implement a Service Charter to meet set standards
	1.1.6 To bring the organisation to an enabled risk maturity level	1.1.6.1 Implementation and maintenance of an efficient Enterprise Risk Management system and Business Continuity
	1.1.7 Ensure reliability and maintain independence of internal audit activity	1.1.7.1 Effective Audit Committee
		1.1.7.2 Effective and value adding internal audit activity
NATIONAL 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
	2.1.2 To maintain quality of services as per standard and legal prescripts	2.1.1.8 Strive to improve reliability and service life of Municipal infrastructure, facilities and assets
		2.1.2.3 Implementation of energy efficiency, and renewable energy technologies
	2.1.4 To ensure effective Fleet Management	2.1.2.4 provision of electricity supply as per NERSA standards
		2.1.4.1. Review and Implement Fleet management Plan

NATIONAL 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	4.1.1.1 Review and implement the attraction, recruitment and retention strategies.
		4.1.1.2 Review and implement Employment Equity Policy
		4.1.1.3 Review and Implement EAP Policy and plans
		4.1.1.4 Develop an effective training and development strategy and programs
		4.1.1.5 Create and maintain sound labour relations between employer and employees
		4.1.1.6 Maintenance of an organisational structure in line with organisational objectives
NATIONAL 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 compliant
		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 relevant local government financial legislation
	5.2.1 Sustainable Financial management (Expenditure and Revenue)	5.2.1.1 Provide continuous Internal Communication and support 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
	5.3.1 Supply Chain Management	5.2.1.5 Accurate and timeous payments of creditors
		5.2.1.6 Apply adequate financial management methodologies
		5.3.1.1 Demand and acquisition management
		5.3.1.2 Accurate contracts and logistics management
		5.3.1.3 Apply adequate financial management methodologies

4. KEY PERFORMANCE AREA SCORECARD

Refer to a separate document reflecting the Key Performance Area Scorecard, **Appendix A1 on DMS 1063627**.

The ratings attached to this section will performance in terms of the outputs/outcomes (performance indicators) identified in the KPA scorecard are linked to each of the relevant KPA's, which constitute 80% of the overall assessment result as per the weightings agreed to.

5. COMPETENCY REQUIREMENTS FOR THE DEPUTY CITY 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, **Appendix A2 on DMS 1609299**.

The ratings attached to this section will impact on the final performance score and will constitute 20% of the overall assessment result 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

PERFORMANCE SCORECARD 2023/2024
DEPUTY CITY MANAGER ELECTRICAL AND ENERGY SERVICES

DEPUTY CITY MANAGER ELECTRICITY AND ENERGY SERVICES 2023/2024

Strategic Objective	IDP Strategy	KPI No.	Key Performance Indicator	Annual Target	Weight	Audit Evidence Requirement	Quarterly Targets			
							Q1	Q2	Q3	Q4
							01 Jul - 30 Sept	01 Oct - 31 Dec	01 Jan - 31 Mar	01 Apr - 30 Jun
KPA: Good Governance and Public Participation (7 KPIs = 32%)										
1.1.1 To ensure effective and efficient administration complying with its Legal Mandates	1.1.1.4 Compliance with the Occupational Health and Safety Act and Compensation for occupational injuries and diseases	EES 1	% Implementation of OHS Recommendations from inspections and investigations.	100%	5	a) List of Recommendations for the quarter b) Summary Report from OHS Manager	100% of OHS Recommendations due for the quarter implemented	100% of OHS Recommendations due for the quarter implemented	100% of OHS Recommendations due for the quarter implemented	100% of OHS Recommendations due for the quarter implemented
		EES 2	Date of conducting OHS Baseline Risk Assessment	31-Dec-23	4	a) Baseline Risk Register signed by DCM	N/A	OHS Baseline Risk Assessment conducted	N/A	N/A
		EES 3	Number of Job Safety Inspections conducted to ensure improvement of Safety in Municipality Work Environment	80	5	a) Copies of Signed Inspection Reports	20 Job Safety Inspections conducted	20 Job Safety Inspections conducted	20 Job Safety Inspections conducted	20 Job Safety Inspections conducted
1.1.3 Ensure Institutionalisation of Batho Pele Culture	1.1.3.1 Implement a Service Charter to meet set standards	EES 4	Number of Batho Pele activities implemented in the Electrical and Energy Services Department	4	4	a) Pictorial evidence of door labels inserted b) Flyer/ Poster for Awareness Campaign c) Proof of name tags procured d) Reviewed Service Standards	Door Labels for all Offices insterted	Batho Pele Awareness Campaign conducted	Name tags for all departmental employees procured	Departmental Service Standards Reviewed
1.1.6 To bring the organisation to an enabled risk maturity level	1.1.6.1 Implementation and maintenance of an efficient Enterprise Risk Management system and Business Continuity	EES 5	% completion of Action Plans for each quarter as documented in the strategic risk register for Electrical and Energy Services Department	100%	5	a) Updated risk register b) Sign-off document as proof of endorsement by DMM c) Executive summary report on achievements by CRO	100% completion of Action Plans due for the quarter	100% completion of Action Plans due for the quarter	100% completion of Action Plans due for the quarter	100% completion of Action Plans due for the quarter
1.1.7 To ensure reliability and maintain independence of internal audit activities	1.1.7.2 Effective and value adding internal audit activity	EES 6	% implementation of previously raised Internal Audit recommendations within Electrical and Energy Services Department	100%	5	a) Quarterly Register of Findings from Internal Audit with status of progress on implementation plans(Quarterly follow-up reports)	100% implementation of IA recommendations due within Q4	100% implementation of IA recommendations due within Q1	100% implementation of IA recommendations due within Q2	100% Resolution of Internal Audit findings due within Quarter 3
		EES 7	% Resolution of 2022/23 AG findings in the overall AG Action Plan	100%	4	a) Quarterly Report on the resolution of AG findings by CAE	N/A	N/A	50% of AG findings resolved	100% of AG findings resolved
KPA: Basic Services and Infrastructure Provision (9 KPIs = 41%)										
Electrical Infrastructure 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	EES 8	Average % maintenance of electrical distribution network as per maintenance plan	90% (Average)	6	a) Approved Maintenance Plan b) Quarter report on maintenance	90% maintenance of electrical distribution network	90% maintenance of electrical distribution network	90% maintenance of electrical distribution network	90% maintenance of electrical distribution network
		EES 9	Number of new households provided with new Electricity connections (Municipal supply) Ref. T2.15	80	4	a) Quarterly report on new households connected	10 new connections	15 new connections	25 new connections	30 new connections
		EES 10	% of complete new dwellings applications connected within 30 days	100%	5	Application Meter connection	100% of complete applications due for Q1 connected	100% of complete applications due for Q2 connected	100% of complete applications due for Q3 connected	100% of complete applications due for Q4 connected
		EES 11	Electricity losses kept within 8%. T2,18	<8% (Average)	5	a) Quarterly statistics report on technical electricity losses	<8% per quarter	<8% per quarter	<8% per quarter	<8% per quarter

PERFORMANCE SCORECARD 2023/2024
DEPUTY CITY MANAGER ELECTRICAL AND ENERGY SERVICES

STRATEGIC OBJECTIVE	IDP STRATEGY	KPI NO.	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	WEIGHT	AUDIT EVIDENCE REQUIREMENT	Q1	Q2	Q3	Q4
							01 JUL - 30 SEPT	01 OCT - 31 DEC	01 JAN - 31 MAR	01 APR - 30 JUN
		EES 12	Percentage of general street lighting faults restored within 72 hours (excluding cable faults or stolen equipment) T2,19	70% (Average)	4	a) Quarterly statistics report on restoration of street light	70% restored within72 hours	70% restored within72 hours	70% restored within72 hours	70% restored within 72 hours
		EES 13	Percentage of unplanned outages that are restored to supply within industry standard timeframe 24hrs	100%	5	a) Quarterly statistics report on number of unplanned outages	100% unplanned outages restored	100% unplanned outages restored	100% unplanned outages restored	100% unplanned outages restored
		EES 14	Date of submitting the annual Risk Report to Council on the implementation of the Electrical Master Plan	30-Jun-24	4	a) Risk Report b) Council Resolution noting the Ris Report	N/A	N/A	N/A	Risk Report submitted to Council
Fleet Management										
2.1.4 Ensure effective Fleet Management	2.1.4.1. Review and Implement Fleet management Plan	EES 15	Perenatge replacement of Vehicles and Plant, Procurement of new plant in terms of Capital Budget 2023/	100% (Cumulative)	6	a) Quarterly report on vehicles/plant delivered b) Quarterly Report to Portfolio Committee	0% of budgeted vehicles delivered	10% of budgeted vehicles delivered	60% of budgeted vehicles delivered	100% of budgeted vehicles delivered
		EES 16	number of quarterly reports submitted to Council on Fleet Management	4	3	a) Quarterly report on fleet management submitted to Council b) Council Minutes	1 Quarterly Report	1 Quarterly Report	1 Quarterly Report	1 Quarterly Report
KPA: MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION (2 KPIs = 09%)										
4.1.1 To create an appropriate organisational climate that will attract and ensure retention of staff	4.1.1.4 Develop an effective training and development strategy and programs	EES 17	Date of submitting signed Performance Plans for all employees below section 56 Managers (Level 14 upwards) within Electrical and Energy Services Department	31-Jul-23	5	a) Signed Performance Plans b) Proof of submission to PMS Unit	2023/24 Performance Plans fro employee below section 56 Managers signed and submitted to PMS Unit	N/A	N/A	N/A
		EES 18	Number of Performance Assessments for employees below section 56 Managers conducted within Electrical and Energy Services Department	2	4	a) Assessment Report b) Attendance Register	2022/23 Annual Performance Assessments conducted by 31 August 2023	N/A	2023/24 Mid-Year Performance Assessments conducted by 31 January 2024	N/A
KPA: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT (4 KPIs = 18%)										
5.2.1 Sustainable Financial management (Expenditure and Revenue)	5.2.1.6 Apply adequate financial management methodologies	EES 19	Execution and implementation of Capital projects (100% spend) as indicated in the IDP and SDBIP (component 5) on electrical infrastructure services department	100%	7	a) Spending report per quarter	7,2% expenditure	37,6% expenditure	69,8% expenditure	100% expenditure
		EES 20	Number of technical contract monitoring activities conducted	4	4	a) Approved Project Plas b) Quarterly contract monitoring progress report to Council in terms of aproved plan	Technical contract monitoring	Technical contract monitoring	Technical contract monitoring	Technical contract monitoring
5.3.1 Supply Chain Management	5.3.1.2 Accurate contracts and logistics management	EES 21	% of departmental contracts managed in compliance with section 116 of MFMA (Contracts must be in place and monitored, variations must be approved through necessary proceses, etc)	100%	4	a) Quarterly contract management report signed by DCM	100% of contracts in compliance with S116 of MFMA	100% of contracts in compliance with S116 of MFMA	100% of contracts in compliance with S116 of MFMA	100% of contracts in compliance with S116 of MFMA
	5.3.1.1 Demand and acquisition management	EES 22	Date of submitting Procurement Plan	30-Jun-24	3	a) Proof of procurement plan submission	N/A	N/A	N/A	Procurement Plan for 2024/2025 submitted to SCM
Signed off by the Deputy City Manager EES:.....Date: 31.07.2023						Signed by the CITY MANAGER:.....Date: 31/07/23				