

Performance Management Plan

LEGISLATION (WHERE APPLICABLE)	DATE	ACTIVITY	RESPONSIBLE PERSON
PLANNING			
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN & PERFORMANCE AGREEMENTS (MFMA Section 53 & 69)			
	26 March 2018	Workshop with IDP unit to determine KPI's, KPA's, council objectives and service delivery target and improvement projects	
	4 April 2018	Obtain pre-determined determine KPI's, KPA's, council objectives and service delivery target and improvement projects from IDP unit	
MPPMR Regulations 9 & 12 MSA Section 41	7 – 17 April 2018	Joint workshops with all directorates regarding draft SDBIP – PMS, Internal Audit & Risk Management	
MFMA Section 69 (3)(a)	30 April 2018	Compile draft SDBIP	
MSA Section 42	2 – 9 May 2018 Or together with the Budget PP process	Community participation process on draft SDBIP	
	5 – 14 May 2018	Verify SDBIP data with directorates	
	15 May 2018	Submit to Internal Audit for comments	
	30 May 2018	Table draft SDBIP in Council (simultaneous with Annual Budget and IDP)	
	2 June 2018	Obtain feedback report for Internal Audit (or Performance Audit Committee)	
MFMA Section 53 (2)	2 June 2018	Finalize SDBIP and Performance Agreements	
	4 & 5 June 2018	Workshop between MM, directors, Internal Audit, Risk Management and PMS unit	
	6 June 2018	Performance Agreements signed by section 54 and 56 employees	
	6 June 2018	Disclosure documentation for section 54 and 56 employees signed	
MFMA Section 53 (3)(a)	11 June 2018	Submit SDBIP and Performance Agreements to the Municipal Manager (14 Days after approval of Budget by Council)	

MFMA Section 53 (1)(C)(ii)	23 June 2018	Executive Mayor to approve SDBIP and Performance Agreements (28 Days after approval of Budget by Council)	
MSA Section 34 (1)	4 July 2018	Publish approved SDBIP and Performance Agreements in media and website	
MFMA Section 53 (3)(a) PMS Regulations '06 Regulation 5	4 July 2018	Submit hard & soft copies of SDBIP to Auditor General, National Treasury, Provincial Treasury and the DLGTA	
	11 July 2018	Submit copies of Performance Agreements to relevant Directors	
	29 July 2018	Item to Council for cognizance	
	30 July 2018	Obtain Council resolution	
MONITORING AND EVALUATION (QUARTERLY SDBIP)			
MFMA Section 72	23 June 2018; 22 September 2018; 17 December 2019; 23 March 2018	Letter to all directorates for completion of quarterly SDBIP and POE's	PMS Manager
	Within the first 2 days of the next month	Directors monitor SDBIP achievements monthly	All Directors
MSA Section 40 & 41	3 July 2018; 3 October 2018; 5 January 2019; 3 April 2019	Directors to sign off and submit quarter achievements with POE's to Office of Municipal Manager	All Directors
PMS Regulation '06 Regulation 28 (1)	4 July 2018; 4 October 2018; 6 January 2019; 6 April 2019	Directors meet with Municipal Manager on quarter achievements – top management meeting	Manager in the Office of the Municipal Manager
	7 July 2018; 7 October 2018; 7 January 2019; 7 April 2019	Obtain report and quarterly SDBIP with POE's from Office of the Municipal Manager	Manager in the Office of the Municipal Manager
	9 July 2018; 10 October 2018; 12 January 2019; 10 April 2019	Compile final quarterly SDBIP	PMS Manager
PMS Regulation '06 Regulation 28 (1)	10 July 2018; 10 October 2018; 12 January 2019; 10 April 2019	Submit final quarterly SDBIP to Internal Audit	PMS Manager
	11 August 2018; 11 November 2018; 11 February 2019; 11 May 2019	Obtain audit report from Internal Audit	CEA
	15 August 2018; 14 November 2018; 17 February 2019; 15 May 2019	Submit item to Council	PMS Manager
	28 August 2018; 28 November 2018; 27	Obtain Council resolution	PMS Manager

	February 2019; 28 May 2019		
	28 August 2018; 28 November 2018; 27 February 2019; 28 May 2019	Published approved report on Council's website	PMS Manager and Manager ICT
	28 August 2018; 28 November 2018; 27 February 2019; 28 May 2019	Submit report to Provincial Treasury and DLGTA	PMS Manager
QUARTERLY PERFORMANCE ASSESSMENT FOR SECTION 54 AND 56 MANAGERS			
	5 August 2018; 10 October 2018; 12 January 2019; 10 April 2019	Compile quarterly performance reviews and coaching reports	PMS Manager
	10 August 2018; 15 October 2018; 17 January 2019	Conduct quarterly performance reviews and coaching	Municipal Manager and PMS Manager
	29 July 2018; 28 October 2018; 30 January 2019; 28 April 2019	Report to Council	PMS Manager
	31 July 2018; 31 October 2018; 3 February 2019; 30 April 2019	Obtain Council resolution	PMS Manager
	31 July 2018; 31 October 2018; 31 January 2019; 30 April 2019	Formal records to be kept on reviews and coaching	PMS Manager
	31 July 2018; 31 October 2018; 3 February 2019; 30 April 2019	Submit report to Provincial Treasury and DLGTA	PMS Manager
	31 July 2018; 31 October 2018; 3 February 2019; 30 April 2019	Publish results on Council's website	PMS Manager
	After receipt of AG report on Annual Report	FORMAL ANNUAL PERFORMANCE ASSESSMENT	Appointed panel
MID-YEAR ASSESSMENT REPORT (SECTION 72 REPORT)			RESPONSIBLE PERSON
7 January 2019	Obtain second quarter achievements from Office of the Municipal Manager		PMS Manager
8 – 14 January 2019	Review IDP objectives, indicators and targets in line with the adjustment budget with directorates		PMS Manager and all Directors
15 January 2019	Draft Mid-Year Performance Assessment Report		PMS Manager

16 January 2019	Verify reviewed data and recommendations with directorates – Directors to sign off	PMS Manager and all Directors
16 January 2019	Submit report to Internal Audit	PMS Manager
19 January 2019	Feedback from Internal Audit	CEA
20 January 2019	Municipal Manager assess the municipality's service delivery performance during the first half of the financial year as set in the SDBIP	Municipal Manager and PMS Manager
20 January 2019	Municipal Manager sign off on Mid-Year Performance Assessment Report – MM Resolution	Municipal Manager
23 January 2019	Submit Mid-Year Performance Assessment to Executive Mayor	PMS Manager
25 January 2019	Submit hard & soft copies on approved Mid-Year Performance Assessment Report to National and Provincial Treasury, DLGTA and AG	PMS Manager
30 January 2019	Item to Council for cognizance	PMS Manager
3 February 2019	Obtain Council resolution	PMS Manager
6 February 2019	Publish approved Mid-Year Assessment Report on Council's website	PMS Manager and Manager ICT
ANNUAL REPORT		
25 June 2018	Distribute the National Treasury prescribed Annual Report template to all Directorates	PMS Manager
1 & 7 July 2018	Reminder to Directorates for requested information	PMS Manager
14 July 2018	Obtain all information for directorates	PMS Manager and all Directors
15 – 17 July 2018	Compile draft Annual Report	PMS Manager
18 July 2018	Municipal Manager meets with Directors on the Annual Report for verification	Office of the Municipal Manager
18 July 2018	Submit draft Annual Report to Internal Audit for comments	PMS Manager
25 July 2018	Obtain feedback from Internal Audit	CEA
25 July 2018	Submit draft Annual Report to Municipal Manager	PMS Manager
31 July 2018	Submit draft Annual Performance Report to Auditor General	PMS Manager
1 – 11 August 2018	Audit / Performance Committee considers draft annual report of municipality	CEA
8 August 2018	Obtain Executive Mayor's Foreword	Office of the Executive Mayor
8 August 2018	Obtain overview form Municipal Manager	Office of the Municipal Manager
11 - 15 August 2018	Corrections on draft Annual Report	PMS Manager
22 August 2018	Obtain unaudited annual financial statements from Directorate Finance	PMS Manager and CFO
25 August 2018	Mayor tables the unaudited annual report	PMS Manager
29 August 2018	Submits draft annual report, including consolidated annual financial statements and performance report to Auditor General	PMS Manager
29 August 2018	Annual performance report as submitted to Auditor General to be provided as input to the IDP analysis phase	PMS Manager

1 September 2018 – 20 October 2018	Auditor General audits annual report, including consolidated annual financial statements and performance data	Auditor General, PMS Manager and all Directors
15 October 2018	Obtain closed quotations for design, layout , edit and print of the Annual Report	PMS Manager
24 October 2018	Corrections / Adjustments on Annual Report, if allowed by AG	PMS Manager
28 October 2018	Adjudicate tenders and appoint printer	
3 – 14 November 2018	Municipalities receive and start to address the Auditor General's comments	Municipal Manager and all Directors
14 November 2018	Obtain 1 st printer's proof	PMS Manager
17 November 2018	Submit printers proof to Auditor General for final verification	PMS Manager
19 November 2018	Obtain Auditor General's & Municipal Manager's final approval	PMS Manager
18 November 2018	Notice in local news papers and website informing public of tabling of Annual Report	PMS Manager
20 -26 November 2018	Formal printing of Annual Report	PMS Manager
20 November 2018	Submit letter to Auditor General / Provincial Government informing that the Annual Report will be tabled	PMS Manager
28 November 2018	Mayor tables annual report and audited financial statements to Council, complete with the Auditor General's report	PMS Manager
5 December 2018	Audited annual report is made public and representations are invited	PMS Manager
5 December 2018	Submit hard & soft copies of Annual Report to Auditor General, Provincial & National Treasury, Provincial DLGTA & NW Legislator	PMS Manager
	Oversight Committee assesses annual report	Oversight Committee
PMS CAPACITY BUILDING		
25 - 27 June 2018	PMS capacity building assistance to directorates	PMS Manager
8 – 19 September 2018	Arrange skills audit in terms of minimum competency requirements for section 54 and 56 managers, Finance and Supply Chain personnel, in conjunction with Human Resources	PMS Manager and HR Manager
25 – 26 September 2018	PMS capacity building assistance to directorates	PMS Manager
30 September 2018	Item to Council on skills audit conducted	PMS Manager
18 - 19 December 2019	PMS capacity building assistance to directorates	PMS Manager
25 - 26 March 2018	PMS capacity building assistance to directorates	PMS Manager