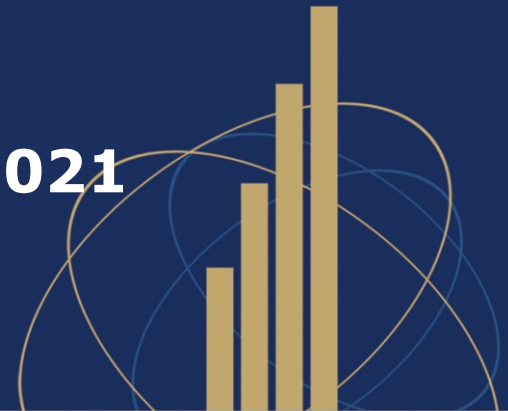




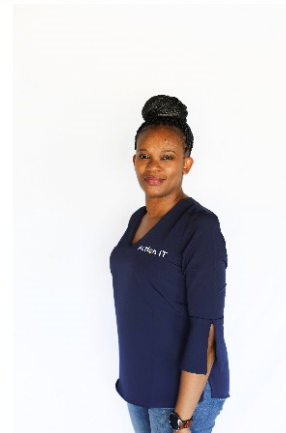
Municipal System Act Municipal Staff Regulations September 2021 Implementation 1 July 2022



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Government Finance, Audit & Risk Officers

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Presented by
Zimasa Sipamla

SAQA Recognised Professional Body

Agenda

1. **Regulations to Comply with**
2. **Risks to Consider include**
3. **Define Organisational Structure**
4. **Alignment: IDP -> SDBIP -> Performance Agreements;**
5. **Competencies vs. Indicators**
6. **Next Steps**
7. **Questions**



1. Regulations to Comply with

Municipal Systems Act,
2000 (ACT NO.32 OF
2000)
NO.890 Municipal Staff
Regulations
No.891 Guidelines for the
Implementation of the
Municipal Staff
Regulations



Establishment of Performance Management and Development System – Section 31



A municipality **must** adopt a performance management and development system that **complies** with the provisions of this chapter.

Performance Management and Development System Requirements

– Section 34



1. A staff member **must**-

- a) **be committed** to serve the public and to a collective sense of responsibility for performance in terms of standards and targets; and
- b) **participate** in the overall performance management system of the municipality, as well as the staff members' individual performance evaluation and reward system in order to maximise the ability of the municipality as a whole, to achieve its objectives.

2. The municipality, as represented by the relevant supervisor, and staff member **must**, during the planning phase, **agree on**-

- a) **performance objectives** and **targets** that the staff member is expected to achieve during a performance cycle;
- b) specific **performance standards**, **weightings** for targets and **performance indicators** for measuring achievement of performance against set targets; and
- c) job specific **competencies** to be assessed in the performance cycle.

Performance Management and Development System Requirements – Section 34



3. The supervisor and staff member **must** ensure that performance management is **aligned** to the staff member's job, and KPAs relevant to the post that the staff member holds.
4. The KPAs **must** relate to the staff member's **functional area** and **must** consist of **not less than 5** and **not more than 7 KPAs**.
5. The KPIs-
 - a) include the input, quality or impact of an output by which performance in respect of a KPA is measured; and
 - b) must be measurable and verifiable.
6. The **performance standard** for each KPI **may** be **qualitative or quantitative** but must also satisfy the criteria set out in sub-regulation (5).
7. The KPA weighting demonstrates the relative weight of each KPA.

Performance Management and Development System Requirements – Section 34



8. The **job specific competencies**, as derived from Annexure A, **must** include the name and definition of the specific competency, the **expected level of capability**, the relevant **weightings**, be specific and applicable to the job of the staff member.
9. The staff member's job specific competencies **should not exceed six competencies** within a performance cycle.
10. The supervisor **must**, during the performance cycle, **monitor, coach** and **provide feedback** to the staff member.
11. The supervisor and staff member **must** undertake a **formal mid-year performance review**. The review **must be recorded** as a formal engagement between the supervisor and staff member.
12. The supervisor and staff member **must** undertake an **annual performance assessment** for each performance cycle based on the performance agreement.

Performance Management and Development System Requirements – Section 34



13. The criteria upon which the performance of the staff member **must** be assessed consist of **two components**: **KPAs** and **job specific competencies**. The staff member's performance must be assessed against both components. KPAs covering the main areas of the work will account for **80%** of the weight while the job specific competencies will constitute **20%** of the overall assessment result as per the weightings agreed in terms of the performance agreement.
14. The supervisor and staff member **must** conclude the annual performance assessment process as a **formal engagement co-signed** by the supervisor and staff member. The annual performance assessment must be recorded and signed by the supervisor and staff member.
15. The supervisor **must** ensure that any relevant **personal development and career incidents** are deliberated upon with the staff member during the performance appraisal or assessment.

2. Risks to consider include:



**Organisational Structure
not in-line with the
regulations**



**Stakeholders
blocking progress**

Indicators not

SMART

S: Specific

M: Measurable

A: Achievable

R: Realistic

T: Time-Framed



**Insufficient Budget
to ensure compliance**



**Job Descriptions
Not in-place**

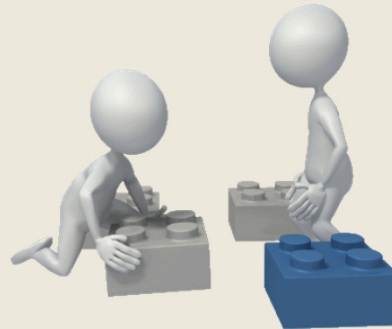


**Available Funds
not prioritised**

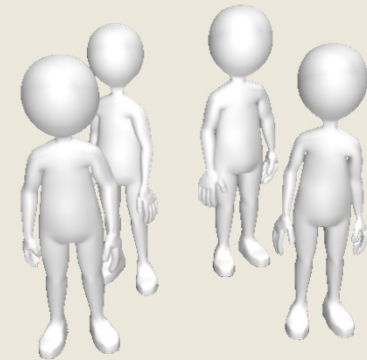
2. Risks to consider include:



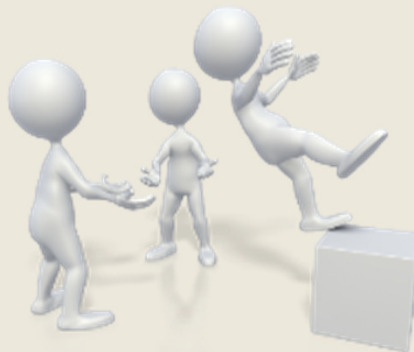
**Not meeting
compliance deadlines**



**Insufficient internal
capability to implement**



No Union support



Consultant Dependency



**No Integration with
other systems**



**Consistent approach
not followed**

3. Organisational Structure

Section 57

Directors

Section 56

Managers

**Employment
Contract**

Supervisors

Individuals

Teams



4. Alignment: IDP -> SDBIP -> Performance Agreements



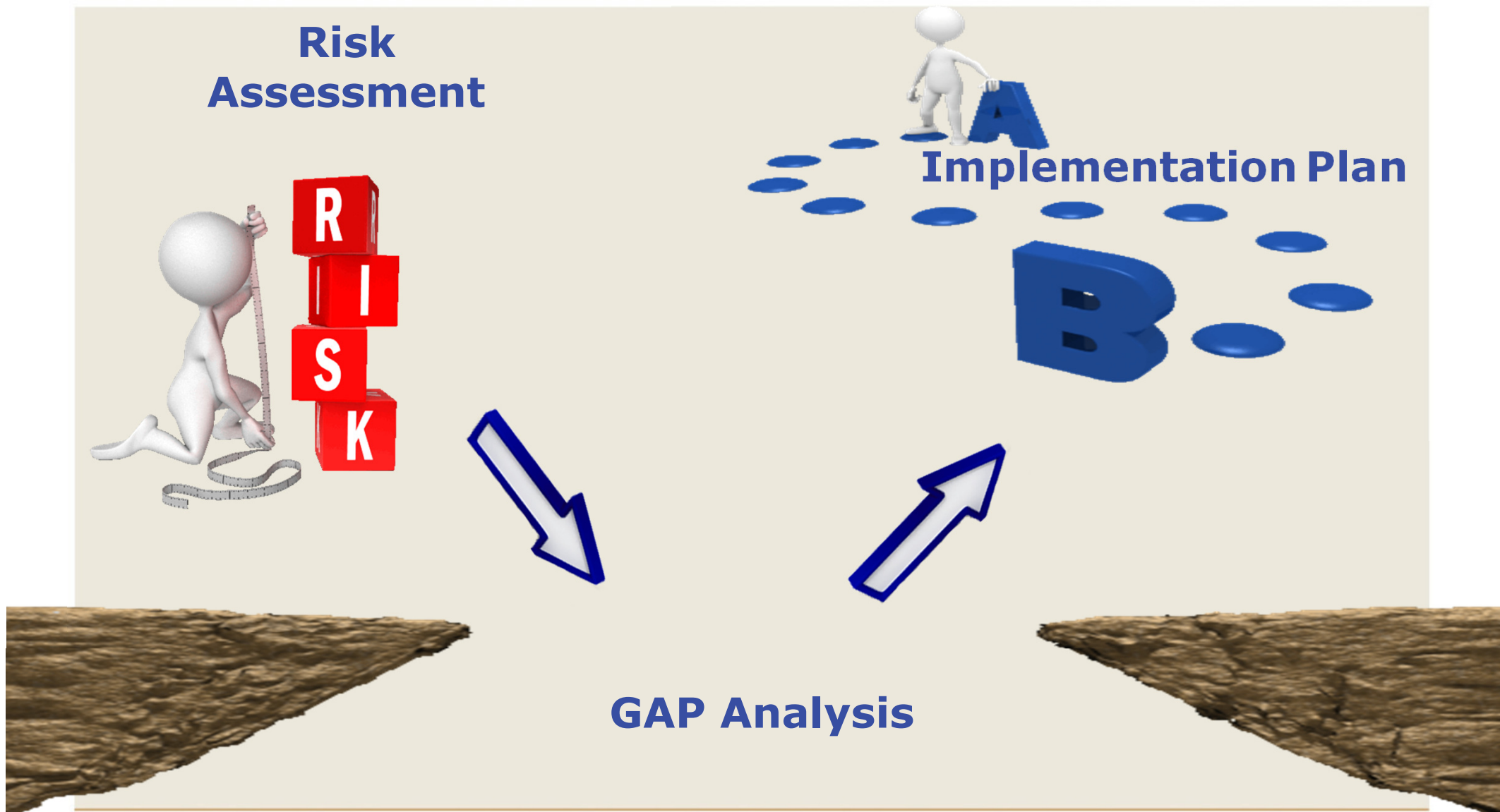
5. Competencies and Indicators



Types of Competencies



6. Next Steps

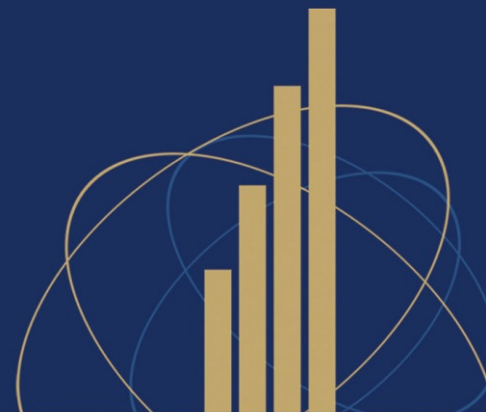


7. Questions





Thank You!



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