



# PERFORMANCE PLAN

For

**Ms S. Buthelezi**



**Ukhahlamba-Isixhoseni Local Municipality**  
Infrastructure and Planning Development

**01 July 2014 to 30 June 2015**



RATING	DEFINITION OF SCORE
5	Outstanding performance
4	Performance significantly above expectation
3	Fully effective
2	Performance not fully satisfactory
1	Unacceptable performance

<b>Period Under Review</b>	
<b>Surname</b>	Buthelezi
<b>Name</b>	Simphiwe
<b>Municipality</b>	Ubuhlebezwe Municipality
<b>Department</b>	Infrastructure and Planning Development
<b>Race</b>	African
<b>Gender</b>	Female
<b>Employee Number</b>	
<b>Date Of Appointment</b>	16 January 2013
<b>Salary Package</b>	



## PERFORMANCE PLAN

IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	UNIT OF MEASURE/ CALCULATIONS	2014/2015	QUARTERLY TARGETS & ACTUALS				Achieved / Not Achieved	HOD Score	Panel Score	Comment / Corrective measure	PORTFOLIO OF EVIDENCE
				ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
<b>OUTCOME 9</b>				<b>DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT</b>									
<b>NATIONAL KPA</b>				<b>MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT</b>									
IPD01	To improve performance and functioning of the municipality	Submission of quarterly reports to the office of the MM	4 quarterly performance reports submitted to the office of the MM within 5 working days of the end of each quarter	4 quarterly performance reports submitted to the office of the MM within 5 working days of the end of each quarter	1 quarterly performance report submitted to the office of the MM within 5 working days of the end of quarter 4 (quarter 4 of 13/14 financial year)	1 quarterly performance report submitted to the office of the MM within 5 working days of the end of quarter 1 (quarter 1 of 14/15 financial year)	1 quarterly performance report submitted to the office of the MM within 5 working days of the end of quarter 2 (quarter 2 of 14/15 financial year)	1 quarterly performance report submitted to the office of the MM within 5 working days of the end of quarter 3 (quarter 3 of 14/15 financial year)					Proof of submission & quarterly performance report
IPD02	To improve performance and functioning of the municipality	Submission of the risk register reports to the office of the MM	4 quarterly updated risk register reports submitted to the office of the MM within 5 working days of the end of the quarter	4 quarterly updated risk register reports submitted to the office of the MM within 5 working days of the end of the quarter	1 quarterly updated risk register report submitted to the office of the MM within 5 working days of the end of the quarter	1 quarterly updated risk register report submitted to the office of the MM within 5 working days of the end of the quarter	1 quarterly updated risk register report submitted to the office of the MM within 5 working days of the end of the quarter	1 quarterly updated risk register report submitted to the office of the MM within 5 working days of the end of the quarter					Proof of submission & quarterly updated risk register report
<b>OUTCOME 9</b>				<b>IMPROVED ACCESS TO BASIC SERVICES</b>									
<b>NATIONAL KPA</b>				<b>BASIC SERVICE DELIVERY &amp; INFRASTRUCTURE DEVELOPMENT</b>									



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				ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
IPD03	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Construction of new gravel roads	Approximately 10 kms of new Gravel roads to be constructed ( Sgedleni Road-4.1km, Mariathal Rd-Road – 1.34km, Mthembu=Mntungwa Road – 1.6km, Phambuka Road - 3km,by 31-April -16	Approximately 10 kms of new Gravel roads to be constructed ( Sgedleni Road-4.1km, Mariathal Rd-Road – 1.34km, Mthembu=Mntungwa Road – 1.6km, Phambuka Road - 3km,by 31-April -17	1. Advertised for contractors 2. Contractors appointment	1. Construction commencement - 30% completion	Construction in progress - 80% completion	Construction in progress - 100% completion					Advert; appointment letters & signed consultant's progress report, complete certificate
IPD04	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Construction of new gravel roads	Approximately 6.2 kms of new Gravel roads to be constructed ( Masulumane ni Road-2km, Mpizo Road - 1.0km, Dawa Road -2km, 2000 road- 1.2km) by 31- April-16	Approximately 6.2 kms of new Gravel roads to be constructed ( Masulumane ni Road-2km, Mpizo Road - 1.0km, Dawa Road -2km, 2000 road- 1.2km) by 31- April-17	1. Advertised for contractors 2. Contractors appointment	1. Construction commencement - 30% completion	Construction in progress - 80% completion	Construction in progress - 100% completion					Advert; appointment letters & signed consultant's progress report, complete certificate



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				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
	ent												
IPD05	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Construction of new gravel roads	Approximately 6.2 kms of new Gravel roads to be constructed ( Masulumane ni Road- 2km, Mpizo Road - 1.0km, Dawa Road -2km, 2000 road- 1.2km) by 31- April-16	Approximately 6.2 kms of new Gravel roads to be constructed ( Masulumane ni Road- 2km, Mpizo Road - 1.0km, Dawa Road -2km, 2000 road- 1.2km) by 31- April-16	1. Advertised for contractors 2. Contractors appointment	1. Construction commencement - 30% completion	Construction in progress - 80% completion	Construction in progress - 100% completion					Advert; appointment letters & signed consultant's progress report, complete certificate
IPD06	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	municipal infrastructure grants	advertise, designs consultants, 2015/2016 projects	1. advertisement of consultants. 2. Design documents 3. appointment of contractors	1. advertisement of consultants		1. Draft design documents 2. Draft tender document	3. Advert for contractors 4. Appointment of contractor					Advert, appointment letter, design report, signed monthly progress reports



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				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
IPD07	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Construction of community halls	1 community hall constructed (Webstown Hall) by 31-April-15	1 community hall constructed (Webstown Hall) by 31-April-15	1. Advertised for contractors	1. Contract appointment 2. Construction commencement - 30% completion	Construction in progress - 95% completion	Construction in progress - 100% completion					Advert; appointment letters & signed consultant's progress report, complete certificate
IPD08	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Upgrading of community halls	1 Upgraded community hall at 100% completion by 30-December 14 (Highflats Hall)	1 Upgraded community hall at 100% completion by 30-Dec-14 (Highflats Hall)	1 Upgraded community hall at 30% completion by 30-Sep-14 (Highflats Hall)	1 Upgraded community hall at 100% completion by 30-Dec-14 (Highflats Hall)	n/a	n/a					Advert; appointment letters & signed consultant's progress report



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				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
IPD09	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Construction of black top roads	Portion of East Street-0.4kmm constructed by 30-Jun-15	Portion of East Street-0.4km constructed by 30-Jun-15	1. Advertised for consultants	1. Consultant appointment 2. Design documents developed and approved. 3. Advertised for contractors 4. Contractors appointment	Construction in progress - 30% completion	Construction in progress - 100% completion					Advert; appointment letters & signed consultant's progress report
IPD10	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Maintenance of blacktop roads	60m2 of blacktop roads maintained (potholes) by 30-Jun-15	60m2 of blacktop roads maintained (potholes) by 30-Jun-15	n/a	n/a	30m2 maintained by 31-Mar-15	30m2 maintained by 30-Jun-15					Signed report with dated photos before & after



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				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
IPD11	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Maintenance of community facilities	4 community Facilities Maintained as directed by prescripts from Social Development Services by 30-June-2015	4 community Facilities Maintained as directed by prescripts from Social Development Services by 30-June-2015	1 community Facility Maintained as directed by prescripts from Social Development Services by 30-Sep-14	1 community Facility Maintained as directed by prescripts from Social Development Services by 31-Dec-14	1 community Facility Maintained as directed by prescripts from Social Development Services by 31-Mar-15	1 community Facility Maintained as directed by prescripts from Social Development Services by 30-Jun-15					Signed report with dated photos before & after
IPD12	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Maintenance of access roads	KM of gravel roads maintained-40km on as per maintenance plan by 30-Jun-15	KM of gravel roads maintained-40km on as per maintenance plan by 30-Jun-15	assessment of roads as per the maintenance plan	10km of gravel roads maintained on as per maintenance plan by 31-Dec-14	15km of gravel roads maintained on as per maintenance plan by 31-Mar-15	15km of gravel roads maintained on as per maintenance plan by 30-Jun-15					Maintenance plan, dated photos before and after





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				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
IPD13	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Development and adoption of the final ESDP	Development and submission of Final ESDP to be adopted by council by 30-June-15	Development and submission of Final ESDP to be adopted by council by 30-June-15	n/a	n/a	n/a	Development and submission of Final ESDP to be adopted by council by 30-June 2015					Final ESDP & Council Resolution
IPD14	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Holding of quarterly meetings with DoHS	Coordinate quarterly meetings on progress of Rural Housing Stage 1 sign by the municipality and submitted to DOHS (Ufafa, Mfulu mubi, Bhobhobho) by 31-Mar-15	Coordinate quarterly meetings on progress of Rural Housing Stage 1 sign by the municipality and submitted to DOHS (Ufafa, Mfulu mubi, Bhobhobho) by 31-Mar-15	Coordinate quarterly meetings on progress of Rural Housing Stage 1 sign by the municipality and submitted to DOHS (Ufafa, Mfulu mubi, Bhobhobho) by 31-Sep-14	Coordinate quarterly meetings on progress of Rural Housing Stage 1 sign by the municipality and submitted to DOHS (Ufafa, Mfulu mubi, Bhobhobho) by 31-Dec-14	Coordinate quarterly meetings on progress of Rural Housing Stage 1 sign by the municipality and submitted to DOHS (Ufafa, Mfulu mubi, Bhobhobho) by 31-Mar-15	n/a					Invitations; signed attendance register & signed progress report by IPD HOD



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				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
IPD15	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development		Coordinate quarterly meetings on progress of Peri Urban Housing Facilitation Studies to be submitted to DOHS(Gudlungo and Hlokozi ) by 30-Jun-15	Coordinate quarterly meetings on progress of Peri Urban Housing Facilitation Studies to be submitted to DOHS(Gudlungo and Hlokozi ) by 30-Jun-15	Coordinate quarterly meetings on progress of Peri Urban Housing Facilitation Studies to be submitted to DOHS(Gudlungo and Hlokozi ) by 31 Sept-14	Coordinate quarterly meetings on progress of Peri Urban Housing Facilitation Studies to be submitted to DOHS(Gudlungo and Hlokozi ) by 31 Dec-14	Coordinate quarterly meetings on progress of Peri Urban Housing Facilitation Studies to be submitted to DOHS(Gudlungo and Hlokozi ) by 30 Mar-2015	Coordinate quarterly meetings on progress of Peri Urban Housing Facilitation Studies to be submitted to DOHS(Gudlungo and Hlokozi ) by 30-Jun-2015					Invitations; signed attendance register & signed progress report by IPD HOD
IPD16	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development		Coordinate quarterly meetings on progress of Rural Housing Facilitation - stage 2 final approval( KwaThathani (750 units) BY 30-Jun-15	Coordinate quarterly meetings on progress of Rural Housing Facilitation - stage 2 final approval( KwaThathani (750 units) BY 30-Jun-15	Coordinate quarterly meetings on progress of Rural Housing Facilitation - stage 2 final approval( KwaThathani(750 units) BY 30-Sept-14	Coordinate quarterly meetings on progress of Rural Housing Facilitation - stage 2 final approval( KwaThathani(750 units) BY 30-Dec-14	Coordinate quarterly meetings on progress of Rural Housing Facilitation - stage 2 final approval( KwaThathani(750 units) BY 30-March-15	Coordinate quarterly meetings on progress of Rural Housing Facilitation - stage 2 final approval( KwaThathani(750 units) BY 30-March-15					Invitations; signed attendance register & signed progress report by IPD HOD



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				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
IPD17	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development		Coordinate a meeting on progress on 150 Units - Phase 1 Community Residential Units by 30-Jun-15	Coordinate a meeting on progress on 150 Units - Phase 1 Community Residential Units by 30-Jun-15	Coordinate a meeting on progress on 150 Units - Phase 1 Community Residential Units by 30-Sept-14	Coordinate a meeting on progress on 150 Units - Phase 1 Community Residential Units by 31-Dec-2014	Coordinate a meeting on progress on 150 Units - Phase 1 Community Residential Units by 31-March -2015	Coordinate a meeting on progress on 150 Units - Phase 1 Community Residential Units by 30-Jun-15					Invitations; signed attendance register & signed progress report by IPD HOD
IPD18	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development		Coordinate the provision of Human Shelter to beneficiaries affected by natural and made disasters by 30-Jun-15	Coordinate the provision of Human Shelter to beneficiaries affected by natural and made disasters by 30-Jun-15	n/a	n/a	n/a	Coordinate the provision of Human Shelter to beneficiaries affected by natural and made disasters by 30-Jun-15					Invitations; signed attendance register & signed progress report by IPD HOD



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				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
IPD19	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Submission of new building plans administration	Administration of New Building Plans submitted. 30-jun-15.	Administration of New Building Plans submitted. 30-jun-15.	Administration of New Building Plans submitted. 31-Sep-14.	Administration of New Building Plans submitted. 31-Dec-14	n/a	Administration of New Building Plans submitted. 30-jun-15.					Proof of submission
IPD20	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Illegal/Improper building operation turn around time	21 days turn around time for illegal/improper building operation	21 days turn around time for illegal/improper building operation	21 days turn around time for illegal/improper building operation	21 days turn around time for illegal/improper building operation	21 days turn around time for illegal/improper building operation	21 days turn around time for illegal/improper building operation					Register
OUTCOME 9				COMMUNITY WORK PROGRAMME IMPLEMENTED AND COOPERATIVES SUPPORTED									



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				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
NATIONAL KPA			SOCIAL AND LOCAL ECONOMIC DEVELOPMENT										
IPD21	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Job creation through maintenance programme	Sustainability of 35 Jobs created through EPWP - 35 jobs - maintenance projects by 30-Jun-15	Sustainability of 35 Jobs created through EPWP - 35 jobs - maintenance projects by 30-Jun-15	35 jobs created through EPWP - maintenance projects BY 31-Sep-14	35 jobs created through EPWP - maintenance projects BY 31-Dec-14	35 jobs created through EPWP - maintenance projects BY 31-Mar-15	35 jobs created through EPWP - maintenance projects BY 30-Jun-15					Attendance register & time sheets
OUTCOME 9			DEEPEN DEMOCRACY THROUGH A REFINED WARD COMMITTEE SYSTEM										
NATIONAL KPA			GOOD GOVERNANCE AND PUBLIC PARTICIPATION										
IPD22	To improve the performance and functioning of the municipality	Holding of quarterly departmental meetings	Holding of 4 quarterly departmental meetings by 30-Jun-15	Holding of 4 quarterly departmental meetings by 30-Jun-15	Holding of 1 quarterly departmental meeting by 31-Sep-14	Holding of 1 quarterly departmental meeting by 31-Dec-14	Holding of 1 quarterly departmental meeting by 31-Mar-15	Holding of 1 quarterly departmental meetings by 30-Jun-15					Signed attendance register & signed minutes



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				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
IPD23	To promote accountability to the citizens of Ubuhlebezwe	Attending public participation meetings	2 public participation meetings attended by Nov-14 and Apr-15	2 public participation meetings attended by Nov-14 and Apr-15	n/a	1 public participation meeting attended by Nov-14	n/a	1 public participation meeting attended by Apr-15					Signed attendance register
IPD24	To improve the performance and functioning of the municipality	Attending council committee meetings	Attend 16 council committee meetings (4 MANCO, 4 Portfolio, 4 EXCO, 4 Council meetings)	Attend 16 council committee meetings (4 MANCO, 4 Portfolio, 4 EXCO, 4 Council meetings)	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings)	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings)	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings)	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings)					Signed attendance register and signed minutes
<b>OUTCOME 9</b>				<b>IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY</b>									
<b>NATIONAL KPA</b>				<b>FINANCIAL VIABILITY AND FINANCIAL MANAGEMENT</b>									
IPD25	To practice sound financial management principles	100% spending of MIG	Percentage of a municipality's CAPITAL BUDGET actually spent on CAPITAL PROJECTS identified in the IDP at 100% by 30-Jun-15	Percentage of a municipality's CAPITAL BUDGET actually spent on CAPITAL PROJECTS identified in the IDP at 100% by 30-Jun-15	Percentage of a municipality's CAPITAL BUDGET actually spent on CAPITAL PROJECTS identified in the IDP at 3% by 31-Sep-14	Percentage of a municipality's CAPITAL BUDGET actually spent on CAPITAL PROJECTS identified in the IDP at 30% by 31-Sep-14	Percentage of a municipality's CAPITAL BUDGET actually spent on CAPITAL PROJECTS identified in the IDP at 30% by 31-Mar-15	Percentage of a municipality's CAPITAL BUDGET actually spent on CAPITAL PROJECTS identified in the IDP at 100% by 30-Jun-15					Signed MIG report



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				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
IPD26	To practice sound financial management principles	Compliance with the MFMA	4 quarterly progress reports submitted to IPD Portfolio Committee	4 quarterly progress reports submitted to IPD Portfolio Committee	1 quarterly progress report submitted to IPD Portfolio Committee	1 quarterly progress report submitted to IPD Portfolio Committee	1 quarterly progress report submitted to IPD Portfolio Committee	1 quarterly progress report submitted to IPD Portfolio Committee					Quarterly progress report to portfolio, signed portfolio minutes with signed attendance register
<b>OUTCOME 9</b>				<b>MUNICIPAL PLANNING, FINANCE AND SUPPORT</b>									
<b>NATIONAL KPA</b>				<b>SPATIAL DEVELOPMENT AND ENVIRONMENTAL MANAGEMENT</b>									
IPD27	To facilitate spatial development in the entire area of Ubhlebezwe and at the same time achieve economic social and environmental	Compilation of a wall to wall scheme	Compilation of a Urban land use Scheme for uBuhlebezwe as per the requirements of the KZN Planning and Development Act no 6 of 2008 by 30-Jun-15	Compilation of a Urban land use Scheme for uBuhlebezwe as per the requirements of the KZN Planning and Development Act no 6 of 2008 by 30-Jun-15	n/a	n/a	Compilation of draft Land use Scheme for uBuhlebezwe as per the requirements of the KZN Planning and Development Act no 6 of 2008 by 30-Mar-15	Compilation of final Land use Scheme for uBuhlebezwe as per the requirements of the KZN Planning and Development Act no 6 of 2008 by 30-Jun-15					Wall to Wall scheme compiled



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				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
	sustainability												
IPD28	To facilitate spatial development in the entire area of Ubuhlebezwe and at the same time achieve economic social and environmental sustainability	Finalisation of PDA applications	Turn around time of finalisation of PDA application – 3 months	Turn around time of finalisation of PDA application – 3 months	Turn around time of finalisation of PDA application – 3 months	Turn around time of finalisation of PDA application – 3 months	Turn around time of finalisation of PDA application – 3 months	Turn around time of finalisation of PDA application – 3 months					Register with dates
IPD29	To facilitate spatial development in the entire area of Ubuhlebezwe and at the same	Reviewing the Spatial Development Framework	Annual Review of the Spatial Development Framework by 31-Mar-15 & 30 June 2015.	Annual Review of the Spatial Development Framework by 31-Mar-15 & 30 June 2015.	n/a	n/a	Annual Review of the Spatial Development Framework by 31-Mar-15.	Annual Review of the Spatial Development Framework by 30 June 2015.					Reviewed SDF with signed minutes of IPD portfolio





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				PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
	time achieve economic social and environmental sustainability												
IPD30	To facilitate spatial development in the entire area of Ubuhlebezwe and at the same time achieve economic social and environmental sustainability	Updating the datasets for GIS	Updating of datasets for GIS by 30 June 2015	Updating of datasets for GIS by 30 June 2015	n/a	Updating of datasets for GIS by 31-Dec-14	n/a	Updating of datasets for GIS by 30-Jun-15					Updated datasets for GIS



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IPD31	To facilitate spatial development in the entire area of Ubhlebezwe and at the same time achieve economic social and environmental sustainability	Providing an analysis and status quo within Ubhlebezwe wards	Providing an analysis and status Quo occurring in all Ubhlebezwe Wards i.e. demographics, infrastructure and other services) by 31-Sep-14 & 30 June 2015.	Providing an analysis and status Quo occurring in all Ubhlebezwe Wards i.e. demographics, infrastructure and other services) by 31-Sep-14 & 30 June 2015.	Providing an analysis and status Quo occurring in all Ubhlebezwe Wards i.e. demographics, infrastructure and other services) by 31-Sep-14	n/a	n/a	Providing an analysis and status Quo occurring in all Ubhlebezwe Wards i.e. demographics, infrastructure and other services) by 30-Jun-15.					Ward profiles
IPD32	To facilitate spatial development in the entire area of Ubhlebezwe and at the same time achieve	Compiling of the SDF	Capture IDP projects spatially (CIF) by 30-Jun-15	Capture IDP projects spatially (CIF) by 30-Jun-15	n/a	n/a	n/a	Capture IDP projects spatially (CIF) by 30-Jun-15					Mps depicting IDP projects captured



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	economic social and environmental sustainability												



## 1. EVALUATION ON THE CORE MANAGEMENT CRITERIA (CMC)

CMC's are based on the eleven core competencies - every Manager should be assessed against all those CMC's that are applicable to her/his job. Compulsory CMC's for Managers are highlighted below: *(NOTE: Weight should be taken from the signed performance agreement for the year under review)*

CORE MANAGEMENT CRITERIA (CMC)	WEIGHT %	MILESTONES/COMMENTS	OWN RATING (BY MANAGER) (1-5)	RATING BY PANEL MEMBER (1-5)
1. Strategic Capability & Leadership				
2. Programme & Project Management	25			
<b>3. Financial Management (Compulsory)</b>	15			
4. Change Management				
5. Knowledge Management				
6. Service Delivery Innovation	15			
7. Problem Solving & Analysis				
<b>8. People Management &amp; Empowerment (Compulsory)</b>	15			
<b>9. Client Orientation &amp; Customer Focus (Compulsory)</b>	10			
10. Communication				
11. Honesty & Integrity				
<b>TOTAL</b>	<b>100%</b>			



## 2. EVALUATION ON THE CORE OCCUPATIONAL COMPETENCY (COC)

COC's are based on the eleven core competencies - every Manager should be assessed against all those COC's that are applicable to her/his job.

*(NOTE: Weight should be taken from the signed performance agreement for the year under review)*

CORE OCCUPATIONAL COMPETENCY	WEIGHT %	MILESTONES / COMMENTS	OWN RATING (BY MANAGER) (1-5)	RATING BY PANEL MEMBER (1-5)
1. Competence in Self Management				
2. Interpretation of and implementation within the legislation and national policy framework				
3. Knowledge of developmental local government				
4. Knowledge of Performance Management & Reporting				
5. Knowledge of global & South African specific political, social and economic contexts				
6. Competency on policy conceptualisation, analysis and implementation				
7. Knowledge of more than one functional municipal fields/discipline				
8. Skills in mediation				
9. Skills in governance				
10. Competence as required by other national line sector departments				



11. Exceptional and dynamic creativity to improve the functioning of the municipality				
12. Advanced influencing skills				
<b>13. Partnership and Stakeholder Relations</b>	<b>5</b>			
<b>14. Supply Chain Management</b>	<b>15</b>			
<b>TOTAL</b>	<b>100%</b>			



### 3. PERSONAL DEVELOPMENT PLAN

AREA TO BE DEVELOPED	TYPE OF INTERVENTION	TARGET DATE	PERFORMANCE REVIEW FOR PDP		
			PROGRESS	BARRIERS	ACTIONS TO OVERCOME BARRIERS



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#### 4. PERFORMANCE ASSESSMENT RATING

The assessment rating calculator will be used to add the scores and calculate a final KRA score (80%) and a final CMC & COC's score (20%)

The tables below should be completed by the summarized total of each panel member (*NOTE: Weight should be taken from the signed performance agreement for the year under review*)

KPA	Weight	Rating	Score
1. Basic Service Delivery	80%		
2. Municipal Institutional Development and Transformation	5%		
3. Social and Local Economic Development	5%		
4. Municipal Financial Viability	5%		
5. Good Governance and Public Participation	5%		
<b>Total</b>	%		
<b>x 80%</b>			<b>%</b>





Core Management Competencies	Weight	Rating	Score
1. Strategic Capability & Leadership	%		
2. Programme & Project Management	25%		
3. <i>Financial Management (Compulsory)</i>	15%		
4. Change Management	%		
5. Knowledge Management	%		
6. Service Delivery Innovation	15%		
7. Problem Solving & Analysis	%		
8. <i>People Management &amp; Empowerment (Compulsory)</i>	15%		
9. <i>Client Orientation &amp; Customer Focus (Compulsory)</i>	10%		
10. Communication	%		
11. Honesty & Integrity	%		
<b>Total</b>	<b>%</b>		
<b>x 20%</b>			



Core Occupational Competencies	Weight	Rating	Score
1. Competence in Self Management	%		
2. Interpretation of and implementation within the legislation and national policy framework	%		
3. Knowledge of developmental local government	%		
4. Knowledge of Performance Management & Reporting	%		
5. Knowledge of global & South African specific political, social and economic contexts	%		
6. Competency on policy conceptualisation, analysis and implementation	%		
7. Knowledge of more than one functional municipal fields/discipline	%		
8. Skills in mediation	%		
9. Skills in governance	%		
10. Competence as required by other national line sector departments	%		
11. Exceptional and dynamic creativity to improve the functioning of the municipality	%		
12. Advanced influencing skills			
<b>13. Partnership and Stakeholder Relations</b>	<b>5%</b>		
<b>14. Supply Chain Management</b>	<b>15%</b>		
<b>Total</b>	<b>0%</b>		
<b>x 20%</b>			



KPA	(A) SUB-TOTAL	(B) % OF ASSESSMENT	(A X B) TOTAL SCORE
KRA (Key Result Area)		80%	
CC (Conduct Criteria)		20%	
(C) FINAL SCORE			
FINAL SCORE IN PERCENTAGE (C / 5 X 100)			%

**SIGNATURE OF THE EMPLOYEE:**

Director IPD : \_\_\_\_\_

Signed in : \_\_\_\_\_ on \_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_

**SIGNATURE OF EMPLOYER:**

Municipal Manager : \_\_\_\_\_

Signed in : \_\_\_\_\_ on \_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_