



PERFORMANCE PLAN

For

Ms S. Buthelezi



Ubhlebezwe Local Municipality
Infrastructure and Planning Development

01 July 2013 to 30 June 2014



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

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



PERFORMANCE PLAN

IDP / SDBIP NO.	NATIONAL KEY PERFORMANCE AREAS	STRATEGIC OBJECTIVES	OUTPUTS	INDICATORS	WEIGHT	2013/2014	QUARTERLY TARGETS & ACTUALS				ANNUAL BUDGET	ACTUAL	ACHIEVED /NOT ACHIEVED	HOD SCORE	PANEL SCORE	COMMENTS/CORRECTIVE ACTION	PORTFOLIO OF EVIDENCE	
						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4								
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED								
	MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT																	
IPD01	MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	To develop staff to ensure effective service delivery		Skills Audit Training	1	10 IPD staff members trained as per WSP	n/a	Training of 3 IPD Staff as per WSP by 30-Sep-13	Training of 3 IPD Staff as per WSP by 30-Dec-13	Training of 4 IPD Staff as per WSP by 30-Mar-14	AS PER WSP						Signed attendance register/ Confirmation of attendance & Approved WSP	
					AS PER WSP	n/a	AS PER WSP	AS PER WSP	AS PER WSP	AS PER WSP								
IPD02		Registration in a recognised professional body (ECSA)	2	4 staff members from IPD department registered with a professional body (ECSA)	n/a	4 staff members from IPD department registered with a professional body (ECSA)	n/a	2 staff members from IPD department registered with a professional body (ECSA)	2 staff members from IPD department registered with a professional body (ECSA)	n/a	AS PER WSP							Credible proof of registration with membership number (ECSA)
					AS PER WSP	n/a	AS PER WSP	AS PER WSP	n/a	AS PER WSP								
IPD03	To improve the performance and functioning of the municipality	HOD's submit quarterly performance reports to the office of the MM	1	4 quarterly performance reports submitted to the office of the MM		4 quarterly performance reports submitted to the office of the MM	1 quarterly performance report submitted to the office of the MM (quarter 4 of 12/13 financial year)	1 quarterly performance report submitted to the office of the MM (quarter 1 of 13/14 financial year)	1 quarterly performance report submitted to the office of the MM (quarter 2 of 13/14 financial year)	1 quarterly performance report submitted to the office of the MM (quarter 3 of 13/14 financial year)	OPEX						Proof of submission	
					OPEX	OPEX	OPEX	OPEX	OPEX	OPEX	OPEX							
IPD04	To improve the performance and functioning of the municipality	4 quarterly updated risk register reports submitted to the office of the MM	1	4 quarterly updated risk register reports submitted to the office of the MM		4 quarterly updated risk register reports submitted to the office of the MM	1 quarterly updated risk register report submitted to the office of the MM	1 quarterly updated risk register report submitted to the office of the MM	1 quarterly updated risk register report submitted to the office of the MM	1 quarterly updated risk register report submitted to the office of the MM	OPEX						proof of submission & updated risk register	
					OPEX	OPEX	OPEX	OPEX	OPEX	OPEX	OPEX							
					5													



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4							
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED							
IPD05	BASIC SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT	To ensure provision, upgrading and maintenance of infrastructure and services that enhances economic development	IDF Meetings (water, sanitation and electricity)	4 quarterly IDF meetings attended by 30-Jun-14 and reported to council (water, sanitation and electricity)	2	4 quarterly IDF meetings attended by 30-Jun-14 and reported to council (water, sanitation and electricity)	1 quarterly IDF meeting attended by 31-Sep-13 and reported to council (water, sanitation and electricity)	1 quarterly IDF meeting attended by 31-Dec-13 and reported to council (water, sanitation and electricity)	1 quarterly IDF meeting attended by 31-Mar-14 and reported to council (water, sanitation and electricity)	1 quarterly IDF meeting attended by 30-Jun-14 and reported to council (water, sanitation and electricity)	OPEX						Reports & signed council minutes & signed attendance register and minutes
						OPEX	OPEX	OPEX	OPEX	OPEX	OPEX						
IPD06			Municipal Infrastructure Grant Programme	3.44 kms of new Gravel roads to be constructed (Luswazi Road-1km, Kokhoza Road – 1.34km and Sidadweni Road – 1.1km)	4	3.44 kms of new Gravel roads to be constructed (Luswazi Road-1km, Kokhoza Road – 1.34km and Sidadweni Road – 1.1km)	1. Consultant appointed 2. Design documents developed and approved. 3. Advertised for contractors 4. Contractors appointment	1. Construction commencement - 50% completion	Construction in progress - 100% completion	n/a	R 3 485 350 (LUSWAZI-R927 680; KOKHOZA-R 1 404 622; SIDWADWENI-R 1 153 048)						Minutes of the Specification committee, TORs, copies of adverts, signed appointment letter, Consultant's status report, expenditure report & dated pictures
						R 3 485 350.00	R 139 414.00	R 2 342 155.20	R 1 003 780.80	n/a	3 485 350.00						
IPD07				Design and appointment of services providers for (Sgedleni, Mariathal, Phambuka,	3	n/a	n/a	n/a	1. Consultant appointed 2. Design documents developed and	1. Advertised for contractors 2. Contractors appointment	R 712 769.02 (SGEDLENI-R 180 504.43; MARIATHAL-R						Minutes of the Specification committee, TORs, copies of adverts, signed



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4							
						PROJECTED	PROJECT ED	PROJECT ED	PROJECT ED	PROJECT ED							
				Mthembu-Mntungwa, Masukwaneni, Mpizo, Dawa, 2000 and Mthamu Road by 30 June 2014				approved by 30-Mar-14	t by 30-Jun-30	62956.42; PHAMBUK A-R 66918.72; MTHEMBU - MNTUNGWA-70440.75; MASUKWANENI-88047.59*; MPIZO-R 43144.96; DAWA-R 92453.49; MTHAMUR-55031.84; 2000-R 53270.82)							appointment letter, Consultant's status report , expenditure report & dated pictures
						R 712 769.02	n/a	n/a	0	R 712 769.02	R 712 769.02						
IPD08			Community Sportfield	1 Sportsfield constructed (Eziqhingini Sportsfield) by 31-Mar-14	4	1 Sportsfield constructed (Eziqhingini Sportsfield) by 31-Mar-14	1. Consultant appointed 2. Design documents developed and approved. 3. Advertised for contractors 4. Contractors appointment	1. Construction commencement - 50% completion	Construction in progress - 100% completion	n/a	R 2 210 720						Minutes of the Specification committee , TORs, copies of adverts ,signed appointment letter, Consultant's status report , expenditure report & dated pictures
IPD09			Construction of roads	Design and appointment of service provider for Mgodli/Skeyi Road Phase 2 by 30 June 2014	3	Design and appointment of service provider for Mgodli/Skeyi Road Phase 2 by 30 June 2014	n/a	n/a	1. Consultant appointed 2. Design documents developed and approved by 30-Mar-14	1. Advertised for contractors 2. Contractors appointment by 30-Jun-30	R 28 238.43					Minutes of the Specification committee , TORs, copies of adverts ,signed appointment letter, Consultant's status report , expenditure	



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4							
						PROJECTED	PROJECT ED	PROJECT ED	PROJECT ED	PROJECT ED							
						R 28 238.43	n/a	n/a	0	R 28 238.43	R 28 238.43						report & dated pictures
IPD10			Construction of New Community Halls	1 new community hall constructed by 31-Mar-14 (MAHHEHLE COMMUNITY HALL)	4	1 new community hall constructed by 31-Mar-14 (MAHHEHLE COMMUNITY HALL)	1. Consultant appointed and approved. 2. Design documents developed and approved. 3. Advertised for contractors 4. Contractors appointment	1. Construction commencement - 50% completion	Construction in progress - 100% completion	n/a	R 2 213 193						Minutes of the Specification committee , TORs, copies of adverts ,signed appointment letter, Consultant's status report , expenditure report & dated pictures
						R 2 213 193	R 88 527.72	R 1 274 799.17	R 849 866.11	n/a	R 2 213 193						
IPD11			Design and appointment of service provider for Webstown community Hall by 30 June 2014		3	Design and appointment of service provider for Webstown community Hall by 30 June 2014	n/a	n/a	1. Consultant appointed 2. Design documents developed and approved by 30-Mar-14	1. Advertised for contractors 2. Contractors appointment by 30-Jun-30	R 97 574.09					Minutes of the Specification committee , TORs, copies of adverts ,signed appointment letter, Consultant's status report , expenditure report & dated pictures	
						R 97 574.09	n/a	n/a	0	R 97 574.09	R 97 574.09						



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4							
						PROJECTED	PROJECT ED	PROJECT ED	PROJECT ED	PROJECT ED							
IPD12			Upgrading of Community facilities(Hall II)	2 Upgraded community halls by 31-Mar-14 (Peace Initiative Hall and Highflats Hall)	4	2 Upgraded community halls by 31-Mar-14 (Peace Initiative Hall and Highflats Hall)	1. Consultant appointed 2. Design documents developed and approved. 3. Advertised for contractors 4. Contractors appointment 5. Construction commencement 40%	1. Construction commencement - 70% completion	Construction in progress - 100% completion	n/a	R 5 244 000 (HIGHFLAT S-R 1 710 000; PEACE-R 3 534 000)						Minutes of the Specification committee , TORs, copies of adverts ,signed appointment letter, Consultant's status report , expenditure report & dated pictures
						R 5 244 000	R 2 181 504	R 1 921 926	R 1 140 570	n/a	R 5 244 000						
IPD13			Black top roads	Morning View and Ithubalethu Road-2.5km	4	Morning View and Ithubalethu Road-2.5km	1. Consultant appointed 2. Design documents developed and approved. 3. Advertised for contractors 4. Contractors appointment	1. Construction commencement - 50% completion	Construction in progress - 100% completion	n/a	R 10 078 922.00						Minutes of the Specification committee , TORs, copies of adverts ,signed appointment letter, Consultant's status report , expenditure report & dated pictures
						R 10 078 922.00	R 403 156.88	R 5 805 459.07	R 3 870 306.05	n/a	R 10 078 922.00						



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4							
						PROJECTED	PROJECT ED	PROJECT ED	PROJECT ED	PROJECT ED							
IPD14			Streetlighting	Morning View and Ithubaletu Streetlights-63	4	Morning View and Ithubaletu Streetlights-63	1. Consultant appointed 2. Design documents developed and approved. 3. Advertised for contractors 4. Contractors appointment	1. Construction commencement - 50% completion	Construction in progress - 100% completion	n/a	R 1 891 078.00						Minutes of the Specification committee , TORs, copies of adverts ,signed appointment letter, Consultant's status report , expenditure report & dated pictures
						R 1 891 078.00	R 75 643.12	R 1 089 260.93	R 726 173.95	n/a	R 1 891 078.00						
IPD15			Upgrading of centenary road and grant avenue	Upgrading of Centenary road and Grant avenue-1.5 kms	4	Upgrading of Centenary road and Grant avenue-1.5 kms	Construction in progress - 100% completion	n/a	n/a	n/a	R 4 400 000						Close-out report
						R 4 400 000	R 4 400 000.00	n/a	n/a	n/a	R 4 400 000						
IPD16			Taxi and Bus Rank Facilities	Construction of Ixopo taxi, bus rank and hawkers market	4	Construction of Ixopo taxi, bus rank and hawkers market	1. Contractors appointment 2. Construction 10% completion	1. Construction commencement - 40% completion	1. Construction commencement - 80% completion	Construction in progress - 100% completion	R 7 743 000						Minutes of the Specification committee , TORs, copies of adverts ,signed appointment letter, Consultant's status report , expenditure report & dated pictures
						R 7 743 000	0	R 309 720.00	R 4 459 968.00	R 2 973 312.00	R 7 743 000						
IPD17			60m2 of blacktop roads maintained	60m2 of blacktop roads maintained (potholes)	2	60m2 of blacktop roads maintained (potholes)	15m2 maintained	15m2 maintained	15m2 maintained	15m2 maintained	OPEX						Dated pictures (before and after) & expenditure report
						OPEX	OPEX	OPEX	OPEX	OPEX	OPEX						



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4							
						PROJECTED	PROJECT ED	PROJECT ED	PROJECT ED	PROJECT ED							
IPD18			Maintenance of Community facilities (Halls)	4 community Facilities Maintained on a need-by-need basis	2	4 community Facilities Maintained on a need-by-need basis	1 community Facility Maintained on a need-by-need basis	1 community Facility Maintained on a need-by-need basis	1 community Facility Maintained on a need-by-need basis	1 community Facility Maintained on a need-by-need basis	OPEX						Dated pictures (before and after) & expenditure report
						OPEX	OPEX	OPEX	OPEX	OPEX	OPEX						
IPD19			Maintenance of Access Roads	KM of gravel roads maintained-45km on a need-by-need basis.	2	KM of gravel roads maintained-45km on a need-by-need basis.	10km of gravel roads maintained on a need-by-need basis.	10km of gravel roads maintained on a need-by-need basis.	10km of gravel roads maintained on a need-by-need basis.	15km of gravel roads maintained on a need-by-need basis.	OPEX						Dated pictures (before and after) & expenditure report
						OPEX	OPEX	OPEX	OPEX	OPEX	OPEX						
IPD20			Capital Investment/ Development Plan	Development and submission of Draft CIP to be adopted by council by 31-Dec-13	2	Development and submission of Draft CIP to be adopted by council by 31-Dec-13	n/a	Development and submission of Draft CIP to be adopted by council by 31-Dec-13	n/a	n/a	OPEX						Daft CIP & council resolution
						OPEX	n/a	OPEX	n/a	n/a	OPEX						
IPD21			Capital Investment/ Development Plan	Adoption of the Final CIP by Council by 31-Mar-14	2	Adoption of the Final CIP by Council by 31-Mar-14	n/a	n/a	Adoption of the Final CIP by Council by 31-Mar-14	n/a	OPEX						Final CIP & Council resolution
						OPEX	n/a	n/a	OPEX	n/a	OPEX						
IPD22			Electrification Service Development Plan	Development and submission of Draft ESDP to be adopted by council by 31-Dec-13	2	Development and submission of Draft ESDP to be adopted by council by 31-Dec-13	n/a	Development and submission of Draft ESDP to be adopted by council by 31-Dec-13	n/a	n/a	OPEX						Daft ESDP & council resolution
						OPEX	n/a	OPEX	n/a	n/a	OPEX						
IPD23			Electrification Service Development Plan	Adoption of the Final ESDP by Council by 31-Mar-14	2	Adoption of the Final ESDP by Council by 31-Mar-14	n/a	n/a	Adoption of the Final ESDP by Council by 31-Mar-14	n/a	OPEX						Final ESDP & Council resolution
						OPEX	n/a	n/a	OPEX	n/a	OPEX						



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4							
						PROJECTED	PROJECT ED	PROJECT ED	PROJECT ED	PROJECT ED							
IPD24			EPWP Policy	Development and submission of EPWP plan to be adopted by council by 31-Dec-13	2	Development and submission of EPWP plan to be adopted by council by 31-Dec-13	n/a	Development and submission of EPWP plan to be adopted by council by 31-Dec-13	n/a	n/a	OPEX						Approved EPWP & council resolution
						OPEX	n/a	OPEX	n/a	n/a	OPEX						
IPD25			Availability of infrastructural data spatially	Spatial data available digitally. Map depicting location of the stormwater	2	Spatial data available digitally. Map depicting location of the stormwater	1. Advertise for consultants 2. Consultant appointment	Assesment of stormwater data	Map depicting location of the stormwater	n/a	OPEX						SDF map depicting location of stormwater signed-off by?
						OPEX	OPEX	OPEX	OPEX	n/a	OPEX						
IPD26			Tripite Stage 1 agreement : Rural Housing Programme	Rural Housing Facilitation Stage 1 sign by the municipality and submitted to DOHS (Amanyuswa , Hlokozi, Ufafa and Gudlicingo)	2	Rural Housing Facilitation Stage 1 sign by the municipality and submitted to DOHS(Amanyuswa , Hlokozi, Ufafa and Gudlicingo)	n/a	n/a	Tripite stage 1 Agreement for Amanyuswa, Hlokozi, Ufafa and Gudlicingo), by 31-Mar-14	n/a	DOHS						project status report from consultant/department of HS & dated pictures & acknowledgement of receipt from DOHS
						DOHS	n/a	n/a	DOHS	n/a	DOHS						
IPD27			Tripite Stage 1 agreement : Peri Urban Housing Programme	Peri Urban Housing Facilitation Stage 1 sign by the municipality and submitted to DOHS(Ihlanzeni)	2	Peri Urban Housing Facilitation Stage 1 sign by the municipality and submitted to DOHS(Ihlanzeni)	n/a	n/a	Tripite stage 1 Agreement for Ihlanzeni), by 31-Mar-14	n/a	DOHS						project status report from consultant/department of HS & dated pictures & acknowledgement of receipt from DOHS
						DOHS		n/a	DOHS	n/a	DOHS						



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4							
						PROJECTED	PROJECT ED	PROJECT ED	PROJECT ED	PROJECT ED							
IPD28			Rural Housing Programme	Rural Housing Facilitation - stage 2 final approval(lbhobhobho(750 units), Mfulomubi(1500 units), KwaThathani(750 units))	2	Rural Housing Facilitation - stage 2 final approval(lbhobhobho(750 units), Mfulomubi(1500 units), KwaThathani(750 units))	Submission of beneficiary list for lbhobhobho and Mfulomubi, Commencement of construction for KwaThathani	200 KwaThathani units competed and handed over, submission of plans to NHRBC for lbhobhobho and KwaThathani	300KwaThathani units competed and handed over	250KwaThathani units competed and handed over	DOHS						project status report from consultant/de partment of HS & dated pictures & acknowledgment of receipt from DOHS
						DOHS	DOHS	DOHS	DOHS	DOHS	DOHS						
IPD29			Slums Clearance Programme	IDP planned housing projects (Highflats) to be unblocked due to lack of bulk, land and sanitation	2	IDP planned housing projects (Highflats) to be unblocked due to lack of bulk, land and sanitation	n/a	1 IDP planned housing project unblocked in key risk areas Highflats(Water & Sanitation, Land and EIA) by 31-Dec-13	n/a	n/a	DOHS						Report on unblocked IDP projects
						DOHS	n/a	DOHS	n/a	n/a	DOHS						
IPD30			Rectification Housing Programme	595 Fairview units completed under rectification programme	2	595 Fairview units completed under rectification programme	80 Fairview units completed under rectification programme by 30 Sep 13	140Fairview units completed under rectification programme by 30 Dec 13	280Fairview units completed under rectification programme by 30 Mar14	95 Fairview units completed under rectification programme by 30 Jun 13	DOHS						project status report from consultant/de partment of HS & dated pictures and signed beneficiary forms (if handed over)
						DOHS	DOHS	DOHS	DOHS	DOHS	DOHS						
IPD31			Rural Housing Programme	234 low cost houses completed and handed over in Sponya Rural	2	234 low cost houses completed and handed over in Sponya Rural	234 low cost houses completed and handed over in Sponya Rural by 31 Sep 13	n/a	n/a	n/a	DOHS						project status report from consultant/de partment of HS & dated pictures signed and beneficiary



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4								
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED								
						DOHS	DOHS	n/a	n/a	n/a	DOHS						forms	
IPD32			Peri Urban/Greenfields Housing Programme	385 houses supplied with Rain Water Harvesting (Mziki Agri Village)	2	385 houses supplied with Rain Water Harvesting (Mziki Agri Village)	n/a	385 houses supplied with Rain Water Harvesting (Mziki Agri Village) by 31-Dec-13	n/a	n/a	DOHS							project status report from consultant/department of HS & dated pictures and beneficiary forms
						DOHS	n/a	DOHS	n/a	n/a	DOHS							
IPD33			To meet the building regulations and standards	92 Sites in Mariathal Township repegged	3	92 Sites in Mariathal Township repegged	1. Terms of Reference compiled 2. SCM processes commenced	1. Service provider appointed 2. 92 sites re-peggged 3. Close out report	n/a	n/a	R 50 000							report to IPD portfolio and signed minutes and dated photos and certificate of completion signed by Hod
						R 50 000	0	R 50 000	n/a	n/a	R 50 000							
IPD34			7 days turn around time for illegal/improper building operation	7 days turn around time for illegal/improper building operation	2	7 days turn around time for illegal/improper building operation	7 days turn around time for illegal/improper building operation	7 days turn around time for illegal/improper building operation	7 days turn around time for illegal/improper building operation	7 days turn around time for illegal/improper building operation	OPEX							Register of illegal/improper building operations with dates of lodgment and issue of fines
						OPEX	OPEX	OPEX	OPEX	OPEX	OPEX							
					80													



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						PROJECTED	PROJECT ED	PROJECT ED	PROJECT ED	PROJECT ED							
	LOCAL ECONOMIC DEVELOPMENT																
IPD35		To ensure provision, upgrading and maintenance of infrastructure and services that enhances economic development	Job creation through Maintenance Programme (EPWP) & Capital projects	Sustainability of 30 Jobs created through EPWP - 30 jobs - maintenance projects	2	Sustainability of 30 Jobs created through EPWP - 30 jobs - maintenance projects	30 jobs - maintenance projects	30 jobs - maintenance projects	30 jobs - maintenance projects	30 jobs - maintenance projects	R 1289 440 (EPWP BUDGET)					Attendance register signed by appointed staff & proof of payment & certified copies of IDs	
						R 289 440	R 72 360	R 72 360.00	R 72 360.00	R 72 360.00	R 289 440						
IPD36				60 Job creation through EPWP capital projects	3	60 Job creation through EPWP capital projects	10 Jobs created through EPWP - capital projects by 30-Sep-13	40 Jobs created through EPWP - capital projects by 30-Dec-13	10 Jobs created through EPWP - capital projects by 30-Mar-14	n/a	CAPEX					Attendance register signed by appointed staff & proof of payment & certified copies of IDs	
						CAPEX	CAPEX	CAPEX	CAPEX	n/a	CAPEX						
					5												



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						PROJECTED	PROJECT ED	PROJECT ED	PROJECT ED	PROJECT ED							
IPD37	GOOD GOVERNANCE, COMMUNITY PARTICIPATION AND WARD COMMITTEE SYSTEMS	To promote accountability to the citizens of Ubuhlebezwe	Attend public participation meetings on budgets, idp and property rates	2 public participation meetings attended by Nov-13 and Apr-14	1	2 public participation meetings attended by Nov-13 and Apr-14	n/a	1 public participation meeting attended by Nov-13	n/a	1 public participation meeting attended by Apr-14	OPEX						Attendance register and minutes
						OPEX	n/a	OPEX	n/a	OPEX	OPEX						
IPD38		To improve the performance and functioning of the municipality	GIS awareness	Conduct four (4) GIS awareness to internal municipal department during 2nd & 4th quarter	2	Conduct four (4) GIS awareness to internal municipal department during 2nd & 4th quarter	n/a	2 GIS awarenesses conducted to the internal municipal departments by 31-Dec-13	n/a	2 GIS awarenesses conducted to the internal municipal departments by 30-Jun-14	OPEX						GIS awareness report
						OPEX	n/a	OPEX	n/a	OPEX	OPEX						
IPD39		To improve the performance and functioning of the municipality		Holding of 2 departmental meetings	1	Holding of 2 departmental meetings	Holding of 1 departmental meeting	n/a	Holding of 1 departmental meeting	n/a	OPEX						Attendance register and minutes
						OPEX	OPEX	n/a	OPEX	n/a	OPEX						
IPD40			Council committees meetings	Attend 16 council committee meetings (4 MANCO, 4 Portfolio, 4 EXCO, 4 Council meetings)	1	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)	OPEX						Attendance register & signed minutes
						OPEX	OPEX	OPEX	OPEX	OPEX	OPEX						
					5												



IDP / SDBIP NO.	NATIONAL KEY PERFORMANCE AREAS	STRATEGIC OBJECTIVES	OUTPUTS	INDICATORS	WEIGHT	2013/2014	QUARTERLY TARGETS & ACTUALS				ANNUAL BUDGET	ACTUAL	ACHIEVED /NOT ACHIEVED	HOD SCORE	PANEL SCORE	COMMENTS/CORRECTIVE ACTION	PORTFOLIO OF EVIDENCE
						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4							
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED							
	FINANCIAL VIABILITY AND FINANCIAL MANAGEMENT																
IPD41		To practice sound financial management principles	MFMA compliance	12 monthly capital expenditure reports prepared and submitted to the Portfolio committee	0.5	12 monthly capital expenditure reports prepared and submitted to the Portfolio committee	3 monthly capital expenditure reports prepared and submitted to the Portfolio committee	3 monthly capital expenditure reports prepared and submitted to the Portfolio committee	3 monthly capital expenditure reports prepared and submitted to the Portfolio committee	3 monthly capital expenditure reports prepared and submitted to the Portfolio committee	OPEX						Monthly capital expenditure report, attendance register & signed minutes
						OPEX	OPEX	OPEX	OPEX	OPEX							
					0.5												
IPD42	SPATIAL DEVELOPMENT AND ENVIRONMENTAL MANAGEMENT	To pursue investment in strategic infrastructure necessary to attract and maintain business	Wall to Wall Scheme	Development of a Wall to Wall Scheme for uBuhlebezwe as per the requirements of the KZN Planning and Development Act no 6 of 2008 by 31-May-14	1	Development of a Wall to Wall Scheme for uBuhlebezwe as per the requirements of the KZN Planning and Development Act no 6 of 2008 by 31-May-14	n/a	n/a	n/a	Development of a Wall to Wall Scheme for uBuhlebezwe as per the requirements of the KZN Planning and Development Act no 6 of 2008 by 31-May-14	OPEX						Approved wall to wall scheme
						OPEX	n/a	n/a	n/a	OPEX							



IDP / SDBIP NO.	NATIONAL KEY PERFORMANCE AREAS	STRATEGIC OBJECTIVES	OUTPUTS	INDICATORS	WEIGHT	2013/2014	QUARTERLY TARGETS & ACTUALS				ANNUAL BUDGET	ACTUAL	ACHIEVED /NOT ACHIEVED	HOD SCORE	PANEL SCORE	COMMENTS/CORRECTIVE ACTION	PORTFOLIO OF EVIDENCE		
						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4									
						PROJECTED	PROJECT ED	PROJECT ED	PROJECT ED	PROJECT ED									
IPD43			Turn around time of finalisation of PDA application – 3 months	Turn around time of finalisation of PDA application – 3 months	0.5	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	OPEX						Register of application with dates of lodgment and finalisation of PDA applications		
							OPEX	OPEX	OPEX	OPEX	OPEX	OPEX							
IPD44			Compilation of SDF	Capture IDP projects spatially (CIF) by 30-Jun-14	1	Capture IDP projects spatially (CIF) by 30-Jun-14	n/a	n/a	n/a	Capture IDP projects spatially (CIF) by 30-Jun-14	OPEX	OPEX						SDF map depiction location of projects	
								OPEX	n/a	n/a	n/a	OPEX	OPEX						
IPD45			To ensure provision, upgrading and maintenance of infrastructure and services that enhances economic development	Land disposal policy	Development and submission of Draft Land Disposal policy to be adopted by council by 31-Dec-13	1	Development and submission of Draft Land Disposal policy to be adopted by council by 31-Dec-13	n/a	Development and submission of Draft Land Disposal policy to be adopted by council by 31-Dec-13	n/a	n/a	R 220 000							Draft disposal policy & council resolution
IPD46					Submission of Final Land Disposal policy to be adopted by council by 31-Mar-14	1	Submission of Final Land Disposal policy to be adopted by council by 31-Mar-14	n/a	n/a	Submission of Final Land Disposal policy to be adopted by council by 31-Mar-14	n/a								
								R 220 000	OPEX	OPEX	R 220 000	OPEX							
					4.5														





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			
3. Financial Management (Compulsory)	15			
4. Change Management				
5. Knowledge Management				
6. Service Delivery Innovation	15			
7. Problem Solving & Analysis				
8. People Management & Empowerment (Compulsory)	15			
9. Client Orientation & Customer Focus (Compulsory)	10			
10. Communication				
11. Honesty & Integrity				
TOTAL	100%			



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				
13. Partnership and Stakeholder Relations	5			
14. Supply Chain Management	15			
TOTAL	100%			



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.Local Economic Development	5%		
4.Municipal Financial Viability	0.5%		
5.Good Governance and Public Participation	5%		
6.Spatial and Environmental Management	4.5%		
Total	%		
x 80%			%



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



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			
13. Partnership and Stakeholder Relations	5%		
14. Supply Chain Management	15%		
Total	0%		
x 20%			



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____