



# **PERFORMANCE PLAN**

**For**

**Ms N.N.F. Buthelezi**



**Ubhlebezwe Local Municipality**

Social 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                | NNF                      |
| Municipality        | Ubuhlebezwe Municipality |
| Department          | Social Development       |
| Race                | African                  |
| Gender              | Female                   |
| Employee Number     | 0238                     |
| Date Of Appointment | 03 September 2012        |
| 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  |               |        |                       |           |             |                            |   |
|                 | <b>MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT</b> |  |                                 |   |        |   |  |  |  |  |               |        |                       |           |             |                            |   |
| SD01            |   | To improve performance and functioning of the municipality | Performance reports             | HOD's submit quarterly performance reports to the office of the MM          | 3      | 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          |        |                       |           |             |                            |   |
| SD02            |   |  | Risk assessment                 | 4 quarterly updated risk register reports submitted to the office of the MM | 2      | 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          |        |                       |           |             |                            |   |
|                 |   |  |                                 |   | 5      |   |  |  |  |  |               |        |                       |           |             |                            |   |
|                 |   |  |                                 |   |        |   |  |  |  |  |               |        |                       |           |             |                            |   |
|                 | <b>BASIC SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT</b>  |  |                                 |   |        |   |  |  |  |  |               |        |                       |           |             |                            |   |
|                 |   |  | Fire Safety Awareness Campaigns |   |        |   |  |  |  |  |               |        |                       |           |             |                            |   |



|      |  |  |  |  |  |  |   |   |   |      |  |  |  |  |  |                                    |   |   |
|------|--|--|--|--|--|--|---|---|---|------|--|--|--|--|--|------------------------------------|---|---|
| SD03 | To improve safety and security by ensuring community awareness, law enforcement and disaster risk prevention |  | Conduct 4 fire safety awareness campaigns by 30-Jun-14 (ufafa ward 3; joliet ward 7; mhlabashana ward 10; nokweja ward 11) | 1  | Conduct 4 fire safety awareness campaigns by 30-Jun-14 (ufafa ward 3; joliet ward 7; mhlabashana ward 10; nokweja ward 11) | 1 fire safety awareness campaign conducted by 31-Sep-13 (ufafa ward 3) | 1 fire safety awareness campaign conducted by 31-Dec-13 (joliet ward 7) | 1 fire safety awareness campaign conducted by 31-Mar-14 (mhlabashana ward 10) | 1 fire safety awareness campaign conducted by 30-Jun-14 (nokweja ward 11) | OPEX |  |  |  |  |  | Attendance register & dated photos |   |   |
| OPEX |  |  | OPEX   | OPEX   | OPEX   | OPEX   |   |   |   |      |  |  |  |  |  |                                    |   |   |
| SD04 |  | Traffic Law Enforcement  | Conduct 4 quarterly roadblocks by 30-Jun-14.   | 2  | Conduct 4 quarterly roadblocks by 30-Jun-14.   | Conduct 1 quarterly roadblocks by 30-Sep-13                            | Conduct 1 quarterly roadblocks conducted by 31-Dec-13                   | Conduct 1 quarterly roadblocks conducted by 31-Mar-14                         | Conduct 1 quarterly roadblocks conducted by 30-Jun-14                     | OPEX |  |  |  |  |  |                                    | Dated photos & fines issued                                 |   |
| OPEX |  | OPEX   | OPEX   | OPEX   | OPEX   |  |   |   |   |      |  |  |  |  |  |                                    |   |   |
| SD05 |  | Disaster Risk Management   | Review the Disaster Risk Management Plan by 30-Jun-14  | 2  | Review the Disaster Risk Management Plan by 30-Jun-14  | n/a  | n/a   | n/a   | Review the Disaster Risk Management Plan by 30-Jun-14                     | OPEX |  |  |  |  |  |                                    |   | Reviewed disaster risk management plan & council resolution |
| OPEX |  | OPEX   | OPEX   | OPEX   | OPEX   |  |   |   |   |      |  |  |  |  |  |                                    |   |   |
| SD06 |  | Disaster Risk Prevention   | Conduct 30 kms scheduled firebreaks by 31-Sep-13 and 30-Jun-14   | 1  | Conduct 30 kms scheduled firebreaks by 31-Sep-13 and 30-Jun-14   | Conduct 15 kms scheduled firebreaks burnt by 31-Sep-13                 | n/a   | n/a   | Conduct 15 kms scheduled firebreaks burnt by 30-Jun-14.                   | OPEX |  |  |  |  |  |                                    |   | Dated photos before and after                               |
| OPEX | OPEX   |  | OPEX   | OPEX   | OPEX   |  |   |   |   |      |  |  |  |  |  |                                    |   |   |
| SD07 | Disaster Risk Prevention   | Conduct 240 Fire inspection in buildings within Ubuhlebezwe by 30-Jun-14 | 1  | Conduct 240 Fire inspection in buildings within Ubuhlebezwe by 30-Jun-14 | 60 Inspections (45 businesses, 15 Institutions) conducted by 31-Sep-13   | 60 Inspections (45 businesses, 15 Institutions) conducted by 31-Dec-13 | 60 Inspections (45 businesses, 15 Institutions) conducted by 31-Mar-14. | 60 Inspections (45 businesses, 15 Institutions) conducted by 30-Jun-14.       | OPEX  |      |  |  |  |  |  |                                    | Attendance register/signed proof of visit by representative |   |
| OPEX | OPEX   | OPEX   | OPEX   | OPEX   | OPEX   |  |   |   |   |      |  |  |  |  |  |                                    |   |   |



|      |  |  |  |  |  |  |   |   |   |           |  |  |  |  |  |   |
|------|--|--|--|--|--|--|---|---|---|-----------|--|--|--|--|--|---|
| SD08 |  |  | 12 monthly inspections for 14 scheduled fire hydrants conducted by 30-Jun-14. (4 at Margaret str; 2 at Main str; 1 at High str; 1 at Commercial str; 1 at Centenary str; 1 at Valley view place; 1 at Fairview and 3 at Morningside) | 1  | 12 monthly inspections for 14 scheduled fire hydrants conducted by 30-Jun-14. (4 at Margaret str; 2 at Main str; 1 at High str; 1 at Commercial str; 1 at Centenary str; 1 at Valley view place; 1 at Fairview and 3 at Morningside) | 3 monthly inspections for 14 scheduled fire hydrants conducted by 31-Sep-13 (4 at Margaret str; 2 at Main str; 1 at High str; 1 at Commercial str; 1 at Centenary str; 1 at Valley view place; 1 at Fairview and 3 at Morningside) | 3 monthly inspections for 14 scheduled fire hydrants conducted by 31-Dec-13. (4 at Margaret str; 2 at Main str; 1 at High str; 1 at Commercial str; 1 at Centenary str; 1 at Valley view place; 1 at Fairview and 3 at Morningside) | 3 monthly inspections for 14 scheduled fire hydrants conducted by 31-Mar-14. (4 at Margaret str; 2 at Main str; 1 at High str; 1 at Commercial str; 1 at Centenary str; 1 at Valley view place; 1 at Fairview and 3 at Morningside) | 3 monthly inspections for 14 scheduled fire hydrants conducted by 30-Jun-14. (4 at Margaret str; 2 at Main str; 1 at High str; 1 at Commercial str; 1 at Centenary str; 1 at Valley view place; 1 at Fairview and 3 at Morningside) | OPEX      |  |  |  |  |  | Inspection reports  |
| SD09 | Effective Waste Management                                   | Refuse collection: daily on businesses and twice a week on residential | 2  | Refuse collection: daily on businesses and twice a week on residential | Refuse collection: daily on businesses and twice a week on residential   | Refuse collection: daily on businesses and twice a week on residential   | Refuse collection: daily on businesses and twice a week on residential  | Refuse collection: daily on businesses and twice a week on residential  | Refuse collection: daily on businesses and twice a week on residential  | OPEX      |  |  |  |  |  | Dated photos whilst the truck is collecting                       |
| SD10 | Maintenance of public facilities.                            | 25 halls and 20 sports fields maintained quarterly.                    | 2  | 25 halls and 20 sports fields maintained quarterly.                    | 25 halls and 20 sports fields maintained quarterly.  | 25 halls and 20 sports fields maintained quarterly.  | 25 halls and 20 sports fields maintained quarterly.   | 25 halls and 20 sports fields maintained quarterly.   | 25 halls and 20 sports fields maintained quarterly.   | R 250 000 |  |  |  |  |  | Expenditure & maintenance reports & dated photos before and after |
| SD11 | Develop Cemeteries and Crematorium Policy and review by-laws | Monthly monitoring of the cemeteries and crematorium services.         | 1  | Monthly monitoring of the cemeteries and crematorium services.         | Monthly monitoring of the cemeteries and crematorium services.   | Monthly monitoring of the cemeteries and crematorium services.   | Monthly monitoring of the cemeteries and crematorium services.  | Monthly monitoring of the cemeteries and crematorium services.  | Monthly monitoring of the cemeteries and crematorium services.  | R 250 000 |  |  |  |  |  | Monthly report  |



|                                   |  |  |    | R 250 000  | R 62 500  | R 62 500  | R 62 500  | R 62 500   | R 250 000 |  |  |  |  |  |   |
|-----------------------------------|--|--|----|--|---|---|---|--|-----------|--|--|--|--|--|---|
| SD12                              | Maintain verges, cemeteries, access points and public facilities | 5 (five) access points to Ixopo maintained quarterly and one park established by 30-Jun-14 | 2  | 5 (five) access points to Ixopo maintained quarterly and one park established by 30-Jun-14 | 5 (five) access points to Ixopo maintained by 30-Sep-13 | 5 (five) access points to Ixopo maintained by 31-Dec-13 | 5 (five) access points to Ixopo maintained by 31-Mar-14 | 5 (five) access points to Ixopo maintained and one park established by 30-Jun-14 | OPEX      |  |  |  |  |  | Quarterly reports, dated photos before and after & maintenance report |
|                                   |  |  |    | OPEX   | OPEX  | OPEX  | OPEX  | OPEX   | OPEX      |  |  |  |  |  |   |
| SD13                              | Cemetery Plan Development  | Development and adoption of the Cemetery Plan by 31-Jun-14                                 | 2  | Development and adoption of the Cemetery Plan by 31-Jun-14                                 | n/a   | n/a   | n/a   | Development and adoption of the Cemetery Plan by 31-Jun-14                       | R 250 000 |  |  |  |  |  | Approved cemetery plan & council resolution/MA NCO approval           |
|                                   |  |  |    | R 250 000  | n/a   | n/a   | n/a   | R 250 000.00   | R 250 000 |  |  |  |  |  |   |
| SD14                              | Integrated Waste Management Plan development                     | Integrated Waste Management Plan developed by 31-Mar-14                                    | 2  | Integrated Waste Management Plan developed by 31-Mar-14                                    | n/a   | n/a   | Integrated Waste Management Plan developed by 31-Mar-14 | n/a  | R 250 000 |  |  |  |  |  | Approved IWMP & council resolution                                    |
|                                   |  |  |    | R 250 000  | n/a   | n/a   | R 250 000   | n/a  | R 250 000 |  |  |  |  |  |   |
| SD15                              | Effective Waste Management                                       | 1346 households with access to refuse removal  | 1  | 1346 households with access to refuse removal  | 1346 households with access to refuse removal           | 1346 households with access to refuse removal           | 1346 households with access to refuse removal           | 1346 households with access to refuse removal                                    | OPEX      |  |  |  |  |  | Dated photos before & after   |
|                                   |  |  |    | OPEX   | OPEX  | OPEX  | OPEX  | OPEX   | OPEX      |  |  |  |  |  |   |
|                                   |  |  | 20 |  |   |   |   |  |           |  |  |  |  |  |   |
| <b>LOCAL ECONOMIC DEVELOPMENT</b> |  |  |    |  |   |   |   |  |           |  |  |  |  |  |   |



|      |  |  |   |  |   |   |   |  |   |                         |             |           |           |           |  |  |  |  |  |  |  |  |  |
|------|--|--|---|--|---|---|---|--|---|-------------------------|-------------|-----------|-----------|-----------|--|--|--|--|--|--|--|--|--|
| SD16 | To ensure provision, upgrading and maintenance of infrastructure and services that enhances economic development | Jobs created   | Sustainability of 102 Jobs created through EPWP - 101 jobs - maintenance projects         | 3  | Sustainability of 101 Jobs created through EPWP - 101 jobs - maintenance projects         | Sustainability of 101 Jobs created through EPWP - 101 jobs - maintenance projects | Sustainability of 101 Jobs created through EPWP - 101 jobs - maintenance projects | Sustainability of 101 Jobs created through EPWP - 101 jobs - maintenance projects                  | Sustainability of 101 Jobs created through EPWP - 101 jobs - maintenance projects | R 974 448 (EPWP BUDGET) |             |           |           |           |  | Attendance register signed by appointed staff & proof of payment & certified copies of IDs |  |  |  |  |  |  |  |
|      |  |  |   |  |   |   |   |  |   |                         | R 974 448   | R 243 612 | R 243 612 | R 243 612 | R 243 612  | R 974 448  |  |  |  |  |  |  |  |
| SD17 | To pursue investment in strategic infrastructure necessary to attract and maintain business                      | Ensuring that all LED projects are submitted to IPD for capturing in the SDF by 31-Mar-14          | Ensuring that all LED projects are submitted to IPD for capturing in the SDF by 31-Mar-14 | 3  | Ensuring that all LED projects are submitted to IPD for capturing in the SDF by 31-Mar-14 | n/a   | n/a   | Ensuring that all LED projects are submitted to IPD for capturing in the SDF by 31-Mar-14          | n/a   | OPEX                    |             |           |           |           |  | SDF map depicting location of LED projects   |  |  |  |  |  |  |  |
|      |  |  |   |  |   |   |   |  |   |                         | OPEX        | n/a       | n/a       | n/a       | OPEX   | OPEX   |  |  |  |  |  |  |  |
| SD18 |  | Implement the Agricultural Plan  | 25% implementation of the Ubhulebezwe Agricultural Plan by 30-Jun-14                      | 3  | 25% implementation of the Ubhulebezwe Agricultural Plan by 30-Jun-14                      | n/a   | n/a   | n/a  | 25% implementation of the Ubhulebezwe Agricultural Plan by 30-Jun-14              | OPEX                    |             |           |           |           |  | Agricultural plan, reports to SD portfolio & signed minutes                                |  |  |  |  |  |  |  |
|      |  |  |   |  |   |   |   |  |   |                         | OPEX        | n/a       | n/a       | n/a       | OPEX   | OPEX   |  |  |  |  |  |  |  |
| SD19 | Rescascitation of rail tourism   | NGG11 Locomotive rescascitated (rescascitation of rail tourism by renewing the train) by 30-Jun-14 | 3   | NGG11 Locomotive rescascitated (rescascitation of rail tourism by renewing the train) by 30-Jun-14 | n/a   | n/a   | n/a   | NGG11 Locomotive rescascitated (rescascitation of rail tourism by renewing the train) by 30-Jun-14 | R 3 145 000   |                         |             |           |           |           | Expenditure report & signed SD portfolio minutes |  |  |  |  |  |  |  |  |
|      |  |  |   |  |   |   |   |  |   |                         | R 3 145 000 | n/a       | n/a       | n/a       | R 3 145 000                                      | R 3 145 000  |  |  |  |  |  |  |  |



|      |  |  |   |   |   |   |   |   |             |             |  |  |  |  |   |
|------|--|--|---|---|---|---|---|---|-------------|-------------|--|--|--|--|---|
| SD20 | Business regulation  | Approval of the Business and Informal Traders Policy by Council by 31-Dec-13 | 3 | Approval of the Business and Informal Traders Policy by Council by 31-Dec-13                                | n/a   | Approval of the Business and Informal Traders Policy by Council by 31-Dec-13                  | n/a   | n/a   | OPEX        |             |  |  |  |  | Business & informal traders policy & reviewed by-laws & a signed council resolution?) |
|      |  |  |   | OPEX  | n/a   | OPEX  | n/a   | N   | OPEX        |             |  |  |  |  |   |
| SD21 | Community Work programme implemented and SMME's & Cooperatives supported | Produce (4) quarterly reports to Council on CWP implementation               | 3 | Produce (4) quarterly reports to Council on CWP implementation  | Produce (1) quarterly report to Council on CWP implementation by 30-Sep-13                    | Produce (1) quarterly report to Council on CWP implementation by 31-Dec-13                    | Produce (1) quarterly report to Council on CWP implementation by 31-Mar-14                    | Produce (1) quarterly report to Council on CWP implementation by 30-Jun-14                    | OPEX        |             |  |  |  |  | Report & signed minutes and attendance registers                                      |
|      |  |  |   | OPEX  | OPEX  | OPEX  | OPEX  | OPEX  | OPEX        |             |  |  |  |  |   |
| SD22 |  | Create 80 jobs through LED projects by 30-Jun-14                             | 3 | Create 80 jobs through LED projects by 30-Jun-14  | n/a   | n/a   | n/a   | Create 80 jobs through LED projects by 30-Jun-14  | R 3 145 000 |             |  |  |  |  | Approved business plans (this evidence is not relevant at all)                        |
|      |  |  |   |   | R 3 145 000   | n/a   | n/a   | n/a   | R 3 145 000 | R 3 145 000 |  |  |  |  |   |
| SD23 | Business regulation  | Support 12 SMME's & Cooperatives through training by 31-Mar-14               | 3 | Support 12 SMME's & Cooperatives through training by 31-Mar-14  | Training programme developed for 12 SMME's & Cooperatives by 30-Sep-13                        | Training programme implemented for 12 SMME's & Cooperatives by 31-Dec-13                      | Continuation of training programme implemented for 12 SMME's & Cooperatives by 31-Mar-14      | n/a   | R 3 00 000  |             |  |  |  |  | Training programme, Attendance register & expenditure report                          |
|      |  |  |   |   | R 3 00 000  | 0   | R 150 000   | R 150 000   | n/a         | R 300 000   |  |  |  |  |   |
| SD24 | Business regulation  | Process all business and informal trading licences within 21 days of receipt | 3 | 21 days turn-around time for processing of business and informal trading licence applications by 30-Jun-14. | 21 days turn-around time for processing of business and informal trading licence applications | 21 days turn-around time for processing of business and informal trading licence applications | 21 days turn-around time for processing of business and informal trading licence applications | 21 days turn-around time for processing of business and informal trading licence applications | OPEX        |             |  |  |  |  | Applications & issued licenses & register of received and finalised applications      |





|      |   |  |                          |  |   | by 30-Jun-14.   | by 30-Jun-14.   | by 30-Jun-14.   | by 30-Jun-14.  |   |   |      |  |            |  |  |   |   |  |
|------|---|--|--------------------------|--|---|---|---|---|--|---|---|------|--|------------|--|--|---|---|--|
|      |   |  |                          |  |   | OPEX  | OPEX  | OPEX  | OPEX   | OPEX  | OPEX  |      |  |            |  |  |   |   |  |
| SD25 |   |  | LED projects             | Implement 4 LED projects by 30-Jun-14                              | 3   | Implement 4 LED projects by 30-Jun-14                   | Procure inputs for LED projects by 30-Sep-13  | Implement 4 LED projects by 31-Dec-13                   | 4 LED projects handed over by 31-Mar-14                          | n/a   | R 2 000 000   |      |  |            |  |  | Expenditure reports & handover letters & dated photos |   |  |
|      |   |  |                          |  | 30  | R 2 000 000   | 0   | R 2 000 000   | 0  | n/a   | R 2 000 000   |      |  |            |  |  |   |   |  |
|      |   |  |                          |  |   |   |   |   |  |   |   |      |  |            |  |  |   |   |  |
| SD26 | GOOD GOVERNANCE, COMMUNITY PARTICIPATION AND WARD COMMITTEE SYSTEMS | To promote accountability to the citizens of Ubuhebezwe        | Improved Ward Committees | Coordinate sittings for 4 centralised ward committees by 30-Jun-14 | 0.5   | 4 central meetings coordinated by 30-Jun-14.            | 1 central meeting coordinated by 31-Sep-13  | 1 central meeting coordinated by 31-Dec-13              | 1 central meeting coordinated by 31-Mar-14.                      | 1 central meeting coordinated by 30-Jun-14.   | OPEX  |      |  |            |  |  | Attendance register                                   |   |  |
|      |   |  |                          |  |   |   | OPEX  | OPEX  | OPEX   | OPEX  | OPEX  | OPEX |  |            |  |  |   |   |  |
| SD27 |   | To improve the performance and functioning of the municipality |                          | Ward committees capacity building                                  | Train ward committees on module 2 (two) of the Ward Committee Training by 31-Mar-14 | 0.5   | Train ward committees on module 2 (two) of the Ward Committee Training by 31-Mar-14 | n/a   | n/a  | Train ward committees on module 2 (two) of the Ward Committee Training by 31-Mar-14 | n/a   | OPEX |  |            |  |  |   | Attendance register & certificates & training content |  |
|      |   |  |                          |  |   |   |   | OPEX  | n/a  | n/a   | n/a   | OPEX | OPEX   |            |  |  |   |   |  |
| SD28 |   |  |                          | IDP Road shows attended & coordinated                              | Coordinate 2 road shows by June 2014 (2nd quarter & 4th quarter)                    | 0.5   | Coordinate 2 road shows by June 2014 (2nd quarter & 4th quarter)                    | 0.5   | Coordinate 2 road shows by June 2014 (2nd quarter & 4th quarter) | n/a   | 1 IDP road show coordinated by June 2014.(Nov-2013) | n/a  | 1 IDP road shows coordinated by June 2014.(Apr-2014) | R 4 00 000 |  |  |   |   |  |
|      |   |  |                          |  |   |   |   |   |  |   |   |      |  |            |  |  |   |   |  |
| SD29 | Ward Support programme  | Develop and implement 1 wards support plan by 31-Dec-13        | 0.5                      | Develop and implement 1 wards support plan by 31-Dec-13            | 0.5   | Develop and implement 1 wards support plan by 31-Dec-13 | n/a   | Develop and implement 1 wards support plan by 31-Dec-13 | n/a  | n/a   | OPEX  |      |  |            |  |  | Ward Support Plan (who approves the plan?)            |   |  |
|      |   |  |                          |  |   |   |   |   |  |   |   |      |  |            |  |  |   |   |  |
| SD30 | Community-Based Planning  | Develop 12 ward-based plans by 31-Mar-14.                      | 0.5                      | Develop 12 ward-based plans by 31-Mar-14.                          | 0.5   | Develop 12 ward-based plans by 31-Mar-14.               | n/a   | n/a   | Develop 12 ward-based plans by 31-Mar-14.                        | n/a   | OPEX  |      |  |            |  |  | Ward Based Plan                                       |   |  |



|      |  |   |   |     | OPEX  | n/a  | n/a  | OPEX   | n/a  | OPEX      |  |  |  |  |  |   |
|------|--|---|---|-----|---|--|--|--|--|-----------|--|--|--|--|--|---|
| SD31 |  | Departmental meetings   | 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                         |
| SD32 |  | Council committee meetings attended                                   | 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      |  |  |  |  |  |   |
| SD33 |  | Functional Operation Sukuma Sakhe                                     | Functional Operation Sukuma Sakhe   | 0.5 | (4) Quarterly progress reports on ward profile submitted to council by 30-Jun-14        | 1 progress report on Ward profiles submitted to Council by 31-Mar-14                   | 1 progress report on Ward profiles submitted to Council by 31-Mar-14                   | 1 progress report on Ward profiles submitted to Council by 31-Mar-14                   | 1 progress report on Ward profiles submitted to Council by 31-Mar-14                   | OPEX      |  |  |  |  |  | Report to council, attendance register & signed minutes |
|      |  |   |   |     | OPEX  | OPEX   | OPEX   | OPEX   | OPEX   | OPEX      |  |  |  |  |  |   |
|      |  |   |   | 5   |   |  |  |  |  |           |  |  |  |  |  |   |
|      |  |   |   |     |   |  |  |  |  |           |  |  |  |  |  |   |
|      |  |   |   |     |   |  |  |  |  |           |  |  |  |  |  |   |
| SD34 | FINANCIAL VIABILITY AND FINANCIAL MANAGEMENT | To invest in the development of the municipal area to enhance revenue | Revenue generated through traffic fines   |     | R200 000 revenue generated through traffic fines by 31-Jun-14                           | R50 000 revenue generated through traffic fines by 31-Sep-13                           | R50 000 revenue generated through traffic fines by 31-Dec-13                           | R50 000 revenue generated through traffic fines by 31-Mar-14                           | R50 000 revenue generated through traffic fines by 30-Jun-14                           | R 200 000 |  |  |  |  |  | eNatis report   |
|      |  |   |   | 2   | R 200 000   | R 50 000   | R 50 000   | R 50 000   | R 50 000   | R 200 000 |  |  |  |  |  |   |



|      |                                |  |   |   |    |  |   |   |   |  |                  |  |  |  |  |  |   |
|------|--------------------------------|--|---|---|----|--|---|---|---|--|------------------|--|--|--|--|--|---|
| SD35 |                                |  | Revenue generated through learner's licensing | R 720 000 Revenue generated through learner's licensing by 30 June 2014                                       | 2  | R 720 000 Revenue generated through learner's licensing by 30 June 2014                                    | R180 000 revenue generated through learner's licensing by 31-Sep-13   | R180 000 revenue generated through learner's licensing by 31-Dec-13   | R180 000 revenue generated through learner's licensing by 31-Mar-14   | R180 000 revenue generated through learner's licensing by 30-Jun-14    |                  |  |  |  |  |  | eNatis report   |
|      |                                |  |   |   |    | <b>R 720 000</b>   | <b>R 180 000</b>  | <b>R 180 000</b>  | <b>R 180 000</b>  | <b>R 180 000</b>   |                  |  |  |  |  |  |   |
| SD36 |                                |  | Revenue generated through driver's licences   | R 840 000 Revenue generated through driver's licensing by 30 June 2014  | 2  | R 840 000 Revenue generated through driver's licensing by 30 June 2014                                     | R210 000 of revenue generated through driver's licensing by 31-Sep-13 | R210 000 of revenue generated through driver's licensing by 31-Dec-13 | R210 000 of revenue generated through driver's licensing by 31-Mar-14 | R 210 000 of revenue generated through driver's licensing by 30-Jun-14 |                  |  |  |  |  |  | eNatis report   |
|      |                                |  |   |   |    | <b>R 840 000</b>   | <b>R 210 000</b>  | <b>R 210 000</b>  | <b>R 210 000</b>  | <b>R 210 000</b>   | R 3 000 000      |  |  |  |  |  |   |
| SD37 |                                |  | Revenue generated through vehicle testing     | R204 000 revenue generated through vehicle testing by 30-Jun-14   | 2  | R204 000 revenue generated through vehicle testing by 30-Jun-14  | R51 000 revenue generated through vehicle testing by 31-Sep-13        | R51 000 revenue generated through vehicle testing by 31-Dec-13        | R51 000 revenue generated through vehicle testing by 31-Mar-14        | R51 000 revenue generated through vehicle testing by 30-Jun-14         |                  |  |  |  |  |  | eNatis report   |
|      |                                |  |   |   |    | <b>R 204 000</b>   | <b>R 51 000</b>   | <b>R 51 000</b>   | <b>R 51 000</b>   | <b>R 51 000</b>  |                  |  |  |  |  |  |   |
| SD38 |                                |  | Revenue generated through vehicle licensing   | R528 000 of revenue generated through vehicle licensing by 30-Jun-14  | 2  | R528 000 of revenue generated through vehicle licensing by 30-Jun-14                                       | R132 000 of revenue generated through vehicle licensing by 31-Sep-13  | R132 000 of revenue generated through vehicle licensing by 31-Dec-13  | R132 000 of revenue generated through vehicle licensing by 31-Mar-14  | R132 000 of revenue generated through vehicle licensing by 30-Jun-14   |                  |  |  |  |  |  | eNatis report   |
|      |                                |  |   |   |    | <b>R 528 000</b>   | <b>R 132 000</b>  | <b>R 132 000</b>  | <b>R 132 000</b>  | <b>R 132 000</b>   |                  |  |  |  |  |  |   |
|      |                                |  |   |   | 10 |  |   |   |   |  |                  |  |  |  |  |  |   |
|      |                                |  |   |   |    |  |   |   |   |  |                  |  |  |  |  |  |   |
| SD39 | COMMUNITY & SOCIAL DEVELOPMENT | To promote culture of learning to enhance social development (illiteracy, skills, talent, education) | Youth Development                             | Implement 1 Youth Development Programmes by 31-Mar-14 and 1 coordinate I Youth month celebration by 31-Jun-14 | 2  | Implement 2 Youth Development Programmes by 30-Jun-14 (namely Skills Development programme & Skills Audit) | n/a   | n/a   | Implement 1 Youth Development Programme by 31-Mar-14                  | Coordinate 1 Youth month celebration by 30-Jun-14                      | R 300 000        |  |  |  |  |  | attendance register & reports to MANCO                      |
|      |                                |  |   |   |    | <b>R 300 000</b>   | <b>n/a</b>  | <b>n/a</b>  | <b>n/a</b>  | <b>R 300 000</b>   | <b>R 300 000</b> |  |  |  |  |  |   |
| SD40 |                                |  | Bursaries Programme                           | Review the External Bursary Policy by 31-Dec-13   | 1  | Review the External Bursary Policy by 31-Dec-13  | n/a   | Review the External Bursary Policy by 31-Dec-13                       | n/a   | n/a  | OPEX             |  |  |  |  |  | Reviewed external bursary policy & signed portfolio minutes |
|      |                                |  |   |   |    | <b>OPEX</b>  | <b>n/a</b>  | <b>OPEX</b>   | <b>n/a</b>  | <b>n/a</b>   | <b>OPEX</b>      |  |  |  |  |  |   |



|      |  |                    |   |   |   |  |  |   |  |                  |  |  |  |  |  |  |   |
|------|--|--------------------|---|---|---|--|--|---|--|------------------|--|--|--|--|--|--|---|
| SD41 |  |                    | Award full bursaries to youth by 31-Jan-14  | 1 | Award full bursaries to youth by 31-Jan-14  | n/a  | n/a  | Award full bursaries to youth by 31-Jan-14                        | n/a  | R 300 000        |  |  |  |  |  |  | Award letters & expenditure report                                      |
|      |  |                    |   |   | <b>R 300 000</b>  | <b>n/a</b>   | <b>n/a</b>   | <b>R 300 000</b>  | <b>n/a</b>   | <b>R 300 000</b> |  |  |  |  |  |  |   |
| SD42 |  |                    | Support 23 high schools in improving matric results by 31-Mar-14.   | 1 | Support 23 high schools in improving matric results by 31-Mar-14.   | n/a  | n/a  | Support 23 high schools in improving matric results by 31-Mar-14. | n/a  |                  |  |  |  |  |  |  | Expenditure report & attendance register                                |
| SD43 |  | Back to school     | 4 Quarterly school visits by relevant Councillors coordinated by 31-Jun-14 (develop the schedule of meetings, & secure appointments with the school principals) | 1 | 4 Quarterly school visits by relevant Councillors coordinated by 31-Jun-14 (develop the schedule of meetings, & secure appointments with the school principals) | 1 Quarterly school visit by relevant Councillors coordinated | 1 Quarterly school visit by relevant Councillors coordinated | 1 Quarterly school visit by relevant Councillors coordinated      | 1 Quarterly school visit by relevant Councillors coordinated | R 15 000         |  |  |  |  |  |  | schedule of meetings & confirmation of visit signed by school principal |
| SD44 |  |                    | 1 back to school campaign coordinated by 31-Mar-14  | 1 | 1 back to school campaign coordinated by 31-Mar-14  | n/a  | n/a  | 1 back to school campaign coordinated by 31-Mar-14                | n/a  |                  |  |  |  |  |  |  | expenditure report & dated photos                                       |
|      |  |                    |   |   | <b>R 15 000</b>   | <b>n/a</b>   | <b>n/a</b>   | <b>R 15 000</b>   | <b>n/a</b>   |                  |  |  |  |  |  |  |   |
| SD45 |  | Sports Development | Coordinate SALGA Games by 31-Dec-13 ; Mayoral Cup by 30-Jun-14  | 2 | Coordinate SALGA Games by 31-Dec-13 ; Mayoral Cup by 30-Jun-14  | n/a  | Coordinate SALGA Games by 31-Dec-13                          | n/a   | Coordinate the Mayoral Cup by 30-Jun-14                      | R 350 000        |  |  |  |  |  |  | expenditure report & dated photos                                       |
|      |  |                    |   |   | <b>R 250 000</b>  | <b>n/a</b>   | <b>R 150 000</b>   | <b>n/a</b>  | <b>R 100 000</b>   |                  |  |  |  |  |  |  |   |
| SD46 |  |                    | Coordinate mother of all tournament by 30-Jun-14  | 2 | Coordinate mother of all tournament by 30-Jun-14  | n/a  | n/a  | n/a   | Coordinate mother of all tournament by 30-Jun-14             |                  |  |  |  |  |  |  | Expenditure report  |
|      |  |                    |   |   | <b>R 100 000</b>  | <b>n/a</b>   | <b>n/a</b>   | <b>n/a</b>  | <b>R 100 000</b>   | <b>R 350 000</b> |  |  |  |  |  |  |   |



|      |  |  |   |  |  |  |     |  |              |  |  |  |  |  |                                      |
|------|--|--|---|--|--|--|-----|--|--------------|--|--|--|--|--|--------------------------------------|
| SD47 | Disability Programme - Awareness         | Coordinate 12 parent a disabled child campaigns by 30-Sep-14   | 2 | Coordinate 12 parent a disabled child campaigns by 30-Sep-14   | Coordinate 12 parent a disabled child campaigns by 30 September 2013   | n/a  | n/a | n/a  | R 120 000    |  |  |  |  |  | Attendance register & dated pictures |
|      |  |  |   | R 120 000.00   | R 120 000.00   | n/a  | n/a | n/a  | R 120 000.00 |  |  |  |  |  |                                      |
| SD48 | Disability Programme - Capacity Building | Train 12 Disabled people on working skills by 31-Jun-14.   | 2 | Train 12 Disabled people on working skills by 31-Jun-14.   | n/a  | n/a  | n/a | Train 12 Disabled people on working skills by 31-Jun-14. | R 60 000     |  |  |  |  |  | Attendance register                  |
|      |  |  |   | R 60 000.00  | n/a  | n/a  | n/a | R 60 000.00  | R 60 000.00  |  |  |  |  |  |                                      |
| SD49 | HIV/AIDS Programme                       | Coordinate 3 abstinence programme in female youth to reduce HIV/AIDS infections by 31-Dec-13                         | 2 | Coordinate 3 abstinence programme in female youth to reduce HIV/AIDS infections by 31-Dec-13                         | n/a  | Coordinate 3 abstinence programme in female youth to reduce HIV/AIDS infections by 31-Dec-13 | n/a | n/a  | R 180 000    |  |  |  |  |  | Attendance register & dated pictures |
|      |  |  |   | R 180 000.00   | n/a  | n/a  | n/a | R 180 000.00   | R 180 000.00 |  |  |  |  |  |                                      |
| SD50 | Moral Regeneration Programme             | Coordinate 12 "Let's talk Mothers, Grannies and Daughters" , "Fathers, Grandfathers and sons" talkshows by 30-Sep-13 | 1 | Coordinate 12 "Let's talk Mothers, Grannies and Daughters" , "Fathers, Grandfathers and sons" talkshows by 30-Sep-13 | 12 "Let's talk Mothers, Grannies and Daughters" , "Fathers, Grandfathers and sons" talkshows coordinated by 30-September 2013. | n/a  | n/a | n/a  | R 90 000     |  |  |  |  |  | Attendance register                  |
|      |  |  |   | R 90 000.00  | R 90 000.00  | n/a  | n/a | n/a  | R 90 000.00  |  |  |  |  |  |                                      |

To promote culture of learning to enhance social development (illiteracy, skills, talent, education)



|      |                                      |   |   |   |   |     |   |  |              |                                    |
|------|--------------------------------------|---|---|---|---|-----|---|--|--------------|------------------------------------|
| SD51 | Teenage pregnancy & substance abuse  | Coordinate 12 campaigns on teenage pregnancy and substance abuse in high schools by 31-Mar-14 | 2 | Coordinate 12 campaigns on teenage pregnancy and substance abuse in high schools by 31-Mar-14 | n/a   | n/a | 12 campaigns on teenage pregnancy and substance abuse in high schools coordinated by 31-Mar-14. | n/a  | R 50 000     | Attendance register                |
|      |                                      |   |   | R 50 000.00   | n/a   | n/a | R 50 000.00   | n/a  | R 50 000.00  |                                    |
| SD52 | Gender development (children)        | Coordinate 1 campaign on Child Protection by 30-Jun-14.                                       | 1 | Coordinate 1 campaign on Child Protection by 30-Jun-14.                                       | n/a   | n/a | n/a   | 1 Child Protection Campaign Coordinated by 30-Jun-14 | R 50 000     | Attendance register                |
|      |                                      |   |   | R 50 000.00   | n/a   | n/a | n/a   | R 50 000.00  | R 50 000.00  |                                    |
| SD53 | Gender development (men)             | Coordinate 1 mens sector indaba by 30-Sep-13  | 1 | Coordinate 1 mens sector indaba by 30-Sep-13  | Coordinate 1 mens sector indaba by 30-Sep-13                                    | n/a | n/a   | n/a  | R 30 000     | Attendance register                |
|      |                                      |   |   | R 30 000.00   | R 30 000.00   | n/a | n/a   | n/a  | R 30 000.00  |                                    |
| SD54 | Gender development (women)           | Coordinate 1 (one) "how to grow a small business" women workshop by 30-Sep-13.                | 2 | Coordinate 1 (one) "how to grow a small business" women workshop by 30-Sep-13.                | 1 (one) "how to grow a small business" women workshop coordinated by 30-Sep-13. | n/a | n/a   | n/a  | R 40 000     | Attendance register                |
|      |                                      |   |   | R 40 000.00   | R 40 000.00   | n/a | n/a   | n/a  | R 40 000.00  |                                    |
| SD55 | Gender Development (Senior Citizens) | Coordinate Golden Games by 30-Sep-13  | 2 | Coordinate Golden Games by 30-Sep-13  | Coordinate Golden Games by 30-Sep-13  | n/a | n/a   | n/a  | R 150 000    | Attendance register dated pictures |
|      |                                      |   |   | R 150 000.00  | R 150 000.00  | n/a | n/a   | n/a  | R 150 000.00 |                                    |



|      |  |  |                                |  |    |  |  |  |   |  |              |  |  |  |  |  |                                      |
|------|--|--|--------------------------------|--|----|--|--|--|---|--|--------------|--|--|--|--|--|--------------------------------------|
| SD56 |  |  | Performing Arts                | Coordinate 1 performing arts festival by 30-Sep-13   | 2  | Coordinate 1 performing arts festival by 30-Sep-13   | 1 performing arts festival coordinated by 30-Sep-13                            |  | n/a   | n/a  | R 180 000    |  |  |  |  |  | Attendance register & dated pictures |
|      |  |  |                                |  |    | R 180 000.00   | n/a  | R 180 000.00   | n/a   | n/a  | R 180 000.00 |  |  |  |  |  |                                      |
| SD57 |  |  | Commemoration of National Days | Commemorate 8 National Days (National Child Protection week, Womens Day, Freedom Day, Senior Citizens Celebration, National Disability Day, World Aids Day, Umkhosi Womhlanga) by 30-Jun-14. | 2  | Commemorate 8 National Days (National Child Protection week, Womens Day, Freedom Day, Senior Citizens Celebration, National Disability Day, World Aids Day, Umkhosi Womhlanga) by 30-Jun-14. | 2 National Days (Women's Day and Umkhosi Womhlanga) commemorated by 30-Sep-13. | 3 National Days (Senior Citizens Celebration, National Disability Day, World Aids Day) commemorated by 31-Dec-13 | 1 National Days (Womens Day, ) commemorated by 31-Mar-14. | 2 National Days (Freedom Day, National Child Protection week) commemorated by 30-Jun-14. | R 240 000    |  |  |  |  |  | Attendance register dated pictures   |
|      |  |  |                                |  |    | R 240 000.00   | R 60 000.00  | R 90 000.00  | R 30 000.00   | R 60 000.00  | R 240 000.00 |  |  |  |  |  |                                      |
|      |  |  |                                |  | 30 |  |  |  |   |  |              |  |  |  |  |  |                                      |



## 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<br>(BY MANAGER) (1-5) | RATING BY PANEL<br>MEMBER<br>(1-5) |
|--|-------------|---------------------|----------------------------------|------------------------------------|
| 1. Strategic Capability & Leadership                           |             |                     |                                  |                                    |
| 2. Programme & Project Management                              | 15          |                     |                                  |                                    |
| <b>3. Financial Management (Compulsory)</b>                    | 10          |                     |                                  |                                    |
| 4. Change Management   | 5           |                     |                                  |                                    |
| 5. Knowledge Management  |             |                     |                                  |                                    |
| 6. Service Delivery Innovation                                 | 10          |                     |                                  |                                    |
| 7. Problem Solving & Analysis                                  | 5           |                     |                                  |                                    |
| <b>8. People Management &amp; Empowerment (Compulsory)</b>     | 10          |                     |                                  |                                    |
| <b>9. Client Orientation &amp; Customer Focus (Compulsory)</b> | 10          |                     |                                  |                                    |
| 10. Communication  | 5           |                     |                                  |                                    |
| 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<br>% | MILESTONES /<br>COMMENTS | OWN RATING<br>(BY MANAGER) (1-5) | RATING BY PANEL MEMBER<br>(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   | 5           |                          |                                  |                                 |
| 4. Knowledge of Performance Management & Reporting   | 5           |                          |                                  |                                 |
| 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                         | 5           |                          |                                  |                                 |
| 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>10</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 |
| CPDM                 | Training             | December 2012 | Registered                 | None     | N/A                          |
|                      |                      |               |                            |          |                              |
|                      |                      |               |                            |          |                              |
|                      |                      |               |                            |          |                              |
|                      |                      |               |                            |          |                              |
|                      |                      |               |                            |          |                              |
|                      |                      |               |                            |          |                              |
|                      |                      |               |                            |          |                              |
|                      |                      |               |                            |          |                              |
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|                      |                      |               |                            |          |                              |



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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                                 | 20%      |        |          |
| 2. Municipal Institutional Development and Transformation | 5%       |        |          |
| 3. Local Economic Development                             | 30%      |        |          |
| 4. Municipal Financial Viability                          | 10%      |        |          |
| 5. Good Governance and Public Participation               | 5%       |        |          |
| 6. Community and Social Development                       | 30%      |        |          |
| <b>Total</b>  | <b>%</b> |        |          |
| <b>x 80%</b>  |          |        | <b>%</b> |



| Core Management Competencies                                   | Weight   | Rating | Score |
|--|----------|--------|-------|
| 1. Strategic Capability & Leadership                           | %        |        |       |
| 2. Programme & Project Management                              | 15%      |        |       |
| 3. <i>Financial Management (Compulsory)</i>                    | 10%      |        |       |
| 4. Change Management   | 5%       |        |       |
| 5. Knowledge Management  | %        |        |       |
| 6. Service Delivery Innovation                                 | 10%      |        |       |
| 7. Problem Solving & Analysis                                  | 5%       |        |       |
| 8. <i>People Management &amp; Empowerment (Compulsory)</i>     | 10%      |        |       |
| 9. <i>Client Orientation &amp; Customer Focus (Compulsory)</i> | 10%      |        |       |
| 10. Communication  | 5%       |        |       |
| 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   | 5%         |        |       |
| 4. Knowledge of Performance Management & Reporting   | 5%         |        |       |
| 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                         | 5%         |        |       |
| 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>10%</b> |        |       |
| <b>Total</b>   | <b>0%</b>  |        |       |
| <b>x 20%</b>   |            |        |       |



| KPA                                     | (A)<br>SUB-TOTAL | (B)<br>% OF<br>ASSESSMENT | (A X B)<br>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 Social Developments : \_\_\_\_\_

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

**SIGNATURE OF EMPLOYER:**

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

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