



PERFORMANCE PLAN

For

Mr G.M. Sineke



Ukhahlamba-Buthe Buthe Local Municipality

Municipal Manager

01 July 2015 to 30 June 2016



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	Sineke
Name	GM
Municipality	Ubuhlebezwe Municipality
Department	Municipal Manager
Race	African
Gender	Male
Employee Number	0214
Date Of Appointment	01 October 2011
Salary Package	



PERFORMANCE PLAN

IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	INDICATORS	WEIGHTING	UNIT OF MEASURE/ CALCULATIONS	2014/2015					Achieved / Not Achieved	HOD Score	Panel Score	Comment / Corrective measure	PORTFOLIO OF EVIDENCE
						QUARTERLY TARGETS & ACTUALS									
						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED											
OUTCOME 9		DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT													
NATIONAL KPA		MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT													
OMM01	To improve performance and functioning of the municipality	Signing of performance agreements	Number of signed performance agreements for section 57 managers (MM, CFO, SD, IPD & Corporate) by 31-Jul-15	4	Number	5 performance agreements for section 57 managers signed (MM, CFO, SD, IPD & Corporate) by 31-Jul-15	5 performance agreements for section 57 managers signed (MM, CFO, SD, IPD & Corporate) by 31-Jul-15	n/a	n/a	n/a					Signed performance agreements
OMM02	To improve performance and functioning of the municipality	Signing of operational plans	Number of signed operational plans for section 55 managers (ACFO, SCM, Chief Accountant, Internal Audit, IDP/PMS, Administration, Human Resources, PMU, Housing & Planning, LED/Tourism, Community Safety, Community Services) by 31-Jul-15	3	Number	12 operational plans for section 55 managers signed (ACFO, SCM, Chief Accountant, Internal Audit, IDP/PMS, Administration, Human Resources, PMU, Housing & Planning, LED/Tourism, Community Safety, Community Services) by 31-Jul-15	12 operational plans for section 55 managers signed (ACFO, SCM, Chief Accountant, Internal Audit, IDP/PMS, Administration, Human Resources, PMU, Housing & Planning, LED/Tourism, Community Safety, Community Services) by 31-Jul-15	n/a	n/a	n/a					Signed operational plans
OMM03	To improve performance and functioning of the municipality	Submission of performance agreements	Turnaround time for submission of Performance Agreements to COGTA after signing by section 57's	4	Turnaround time	Submission of Performance Agreements to COGTA within 10 days of signing by section 57's	Submission of Performance Agreements to COGTA within 10 days of signing by section 57's	n/a	n/a	n/a					Proof of submission
OMM04	To improve performance and functioning of the municipality	Submission of reports to APAC	Number of reports submitted to APAC on performance by 30-Jun-16	3	Number	4 reports submitted to APAC on performance in terms of Section 46 of the MSA by 30-Jun-16	1 report submitted to APAC on performance in terms of Section 46 of the MSA by 30-Sep-15	1 report submitted to APAC on performance in terms of Section 46 of the MSA by 31-Dec-15	1 report submitted to APAC on performance in terms of Section 46 of the MSA by 31-Mar-16	1 report submitted to APAC on performance in terms of Section 46 of the MSA by 30-Jun-16					Signed minutes and signed attendance register
OMM05	To improve performance and functioning of the municipality	Submission of quarterly reports to the office of the MM	Number of quarterly performance reports submitted to the office of the MM within the turnaround time	3	Number	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 1	1 quarterly performance report submitted to the office of the MM within 5 working days of the end of quarter 2	1 quarterly performance report submitted to the office of the MM within 5 working days of the end of quarter 3	1 quarterly performance report submitted to the office of the MM within 5 working days of the end of quarter 4					Proof of submission & quarterly performance report



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
OMM06	To improve performance and functioning of the municipality	Submission of the risk register reports to the office of the MM	Number of quarterly updated risk register reports submitted to the office of the MM within the turnaround time	3	Number	4 quarterly updated risk register reports submitted to the office of the MM within 5 working days of the end of each quarter	1 quarterly updated risk register report submitted to the office of the MM within 5 working days of the end of quarter 1	1 quarterly updated risk register report submitted to the office of the MM within 5 working days of the end of quarter 2	1 quarterly updated risk register report submitted to the office of the MM within 5 working days of the end of quarter 3	1 quarterly updated risk register report submitted to the office of the MM within 5 working days of the end of quarter 4					Proof of submission & quarterly updated risk register report
OUTCOME 9						IMPROVED ACCESS TO BASIC SERVICES									
NATIONAL KPA						BASIC SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT									
OMM07	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Monitoring of the prioritised capital projects	Number of MANCO meetings whereby there will be monitoring of delivery/achievement of prioritised capital projects budgeted for (2015/16) quarterly	5	Number	4 MANCO meeting whereby there will be monitoring of delivery/achievement of prioritised capital projects budgeted for (2015/16) quarterly	1 MANCO meeting whereby there will be monitoring of delivery/achievement of prioritised capital projects budgeted for (2015/16) quarterly	1 MANCO meeting whereby there will be monitoring of delivery/achievement of prioritised capital projects budgeted for (2015/16) quarterly	1 MANCO meeting whereby there will be monitoring of delivery/achievement of prioritised capital projects budgeted for (2015/16) quarterly	1 MANCO meeting whereby there will be monitoring of delivery/achievement of prioritised capital projects budgeted for (2015/16) quarterly					Manco Minutes
OUTCOME 9						COMMUNITY WORK PROGRAMME IMPLEMENTED AND COOPERATIVES SUPPORTED									
NATIONAL KPA						SOCIAL AND LOCAL ECONOMIC DEVELOPMENT									
OMM08	To improve sustainable economic growth and development	Sitting of quarterly social portfolio committee meetings as per approved schedule	Number of quarterly social portfolio committee meetings set as per approved schedule by 30-Jun-16	1	Number	Sitting of 4 quarterly social portfolio committee meetings as per approved schedule by 30-Jun-16	Sitting of 1 quarterly social portfolio committee meeting as per approved schedule by 30-Sep-15	Sitting of 1 quarterly social portfolio committee meeting as per approved schedule by 31-Dec-15	Sitting of 1 quarterly social portfolio committee meeting as per approved schedule by 31-Mar-16	Sitting of 1 quarterly social portfolio committee meeting as per approved schedule by 30-Jun-16					Signed attendance register and a signed minutes
OMM09	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Submission of training request to Corporate Services Department	Date by which the training request for 6 HIV Support Groups in Food Security is submitted to Corporate Services Department	2	Date	Submit a training request for 6 HIV Support Groups in Food Security to Corporate Services Department by 30-Sep-15	Submit a training request for 6 HIV Support Groups in Food Security to Corporate Services Department by 30-Sep-15	n/a	n/a	n/a					Memo signed by OMM and acknowledged by Director Corporate Services
OMM10	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Commemoration of a world aids day	Date by which a World Aids Day is commemorated	1	Date	Commemoration of World Aids Day by 31-Dec-15	n/a	Commemoration of World Aids Day by 31-Dec-15	n/a	n/a					signed attendance register with photos



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
OMM11	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Submission of training request to Corporate Services Department	Date by which the Training request of 120 Ward Aids Committee members on HAST is submitted to Corporate Services Dept	1	date	Submit a Training request of 120 Ward Aids Committee members on HAST to Corporate Services Dept by 30-Sep-15	Submit a Training request of 120 Ward Aids Committee members on HAST to Corporate Services Dept by 30-Sep-15	n/a	n/a	n/a					Memo signed by OMM and acknowledged by Director Corporate Services
OUTCOME 9						DEEPEN DEMOCRACY THROUGH A REFINED WARD COMMITTEE SYSTEM									
NATIONAL KPA						GOOD GOVERNANCE AND PUBLIC PARTICIPATION									
OMM12	To improve performance and functioning of the municipality	Publishing of performance agreements	Turnaround time for publishing section 57 employees performance agreements after signing	2	Turnaround time	Publish section 57 employees' performance agreements within 14 days after signing.	Publish section 57 employees' performance agreements within 14 days after signing.	n/a	n/a	n/a					Public notice & signed performance agreements
OMM13	To improve performance and functioning of the municipality	Conducting quarterly performance reviews	Number of quarterly performance reviews conducted by 30-June-16	2	Number	2 quarterly performance reviews conducted by 30-June-16	1 quarterly performance review conducted by 30-Sep-15	n/a	1 quarterly performance review conducted by 31-Mar-16	n/a					Signed attendance register with minutes
OMM14	To improve performance and functioning of the municipality	Preparation and submission of a mid-year performance report	Date by which Mid-year Performance Report is Prepared and submitted to the Mayor, & COGTA	2	Date	Prepare and submit the Mid-year Performance Report to the Mayor & COGTA by 25-Jan-16	n/a	n/a	Prepare and submit the Mid-year Performance Report to the Mayor & COGTA by 25-Jan-16	n/a					Council signed minutes; proof of submissions
OMM15	To promote accountability to the citizens of Ubhlebezwe	Holding of community consultation meetings	Number of community consultation meetings held for 2016/17 IDP by 30-Jun-16	2	number	2 community consultation meetings held for 2016/17 IDP by 30-Jun-16	n/a	1 community consultation meetings held for 2016/17 IDP by 31-Dec-16	n/a	1 community consultation meetings held for 2016/17 IDP by 30-Jun-16					Signed attendance register
OMM16	To improve performance and functioning of the municipality	Submission of the annual report to AG	Date by which the Annual performance report is submitted to AG	2	Date	Submit Annual report to AG by 31-Aug-15	Submit Annual report to AG by 31-Aug-15	n/a	n/a	n/a					Proof of submission
OMM17	To improve performance and functioning of the municipality	Submission of the draft annual report to Council	Date by which the Draft annual report is submitted to council for approval	2	Date	Submission of the Draft annual report to council for approval by 31-Jan-16	n/a	n/a	Submission of the Draft annual report to council for approval by 31 Jan-16	n/a					Council minutes and attendance register



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
OMM18	To improve performance and functioning of the municipality	Adoption of an oversight report	Date by which the 2014/15 oversight report is submitted to Council for adoption (MFMA section 129(1))	2	Date	Submit the 2014/15 oversight report to Council for adoption (MFMA section 129(1)) by 31-Mar-16	n/a	n/a	Submit the 2014/15 oversight report to Council for adoption (MFMA section 129(1)) by 31-Mar-16	n/a				Council minutes and attendance register	
OMM19	To promote accountability to the citizens of Ubulhebezwe	Publishing of the oversight report	Turnaround time for publishing of an oversight report after adoption	2	Turnaround time	An oversight report published within 14 days after adoption	n/a	n/a	n/a	An oversight report published within 14 days after adoption				public notice & council resolution	
OMM20	To improve the performance and functioning of the municipality	Submission of the oversight report to COGTA	Date by which an Oversight Report is submitted to COGTA	2	Date	Submit An Oversight Report to COGTA by 07-Apr-16	n/a	n/a	n/a	An Oversight Report submitted to COGTA by 07-Apr-16				Proof of submission	
OMM21	To improve the performance and functioning of the municipality	Development and approval of the risk based internal audit plan	Date by which a risk-based internal audit plan for 15/16 is developed and approved	2	Date	Develop and approve risk-based internal audit plan for 15/16 by 30-Sep-15	Develop and approve risk-based internal audit plan for 15/16 by 30-Sep-15	n/a	n/a	n/a				Risk internal audit plan and signed APAC minutes	
OMM22	To improve the performance and functioning of the municipality	Submission of internal audit reports to APAC	Number of quarterly internal audit reports submitted to the APAC by 30-Jun-16	2	Number	4 quarterly internal audit reports submitted to the APAC by 30-Jun-16	1 internal audit report submitted to the APAC by 30-sep-15	1 internal audit report submitted to the APAC by 31-Dec-15	1 internal audit report submitted to the APAC by 31-Mar-16	1 internal audit report submitted to the APAC by 30-Jun-16				Internal audit report, signed APAC minutes	
OMM23	To improve the performance and functioning of the municipality	Holding of audit committee meetings	Number of quarterly APAC meetings held by 30-Jun-16	2	Number	Holding of 4 quarterly APAC meetings by 30-Jun-16	Holding of 1 quarterly APAC meetings by 30-Sep-15	Holding of 1 quarterly APAC meetings by 31-Dec-15	Holding of 1 quarterly APAC meetings by 30-Mar-16	Holding of 1 quarterly APAC meetings by 30-Jun-16				APAC agenda; signed attendance register	
OMM24	To improve the performance and functioning of the municipality	Holding of risk management committee meetings	Number of quarterly risk management committee meetings held by 30-Jun-16	2	Number	4 quarterly risk management committee meetings by 30-Jun-16	1 risk management committee meeting by 30-sep-15	1 risk management committee meeting by 31-Dec-15	1 risk management committee meeting by 31-Mar-16	1 risk management committee meeting by 30-Jun-16				Signed minutes and signed attendance register	
OMM25	To improve the performance and functioning of the municipality	submission of the IDP process plan	Date by which the 2016/17 IDP framework and process plan is submitted to council for approval	2	Date	submit a 2016/17 IDP framework and process plan to council for approval by 31-Aug-15	submit a 2016/17 IDP framework and process plan to council for approval by 31-Aug-15	n/a	n/a	n/a				Council minutes and attendance register	



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
OMM26	To promote accountability to the citizens of Ubhulebezwe	Publishing of 2016/2017 draft annual budget and draft IDP	Turnaround time for publishing of 2016/17 draft annual budget and draft IDP for public comments before final adoption	2	Turnaround time	Publish 2016/17 draft annual budget and draft IDP for public comments 21 days before final adoption	n/a	n/a	n/a	Publish 2016/17 draft annual budget and draft IDP for public comments 21 days before final adoption					Council resolution and public notice
OMM27	To promote accountability to the citizens of Ubhulebezwe	Publishing of 2016/2017 final annual budget and IDP	Turnaround time for publishing of the final annual budget and IDP for 2016/17 after its adoption	2	Turnaround time	final annual budget and IDP for 2016/17 made public within 14 days of its adoption	n/a	n/a	n/a	final annual budget and IDP for 2016/17 made public within 14 days of its adoption					Council resolution and public notice
OMM28	To improve the performance and functioning of the municipality	Holding of a general staff meeting	Number of general staff meetings held by 31-Mar-16	3	Number	Holding of 2 general staff meetings by 31-Mar-16	n/a	Holding of 1 general staff meeting by 31-Dec-15	Holding of 1 general staff meeting by 31-Mar-16	n/a					Signed attendance registers
OMM29	To improve the performance and functioning of the municipality	Development of an action plan addressing AG queries	Date by which the Action Plan to address AG queries is developed	2	Date	Develop Action Plan to address AG queries by 28-Feb-16	n/a	n/a	Develop Action Plan to address AG queries by 28-Feb-16	n/a					Action plan and signed council minutes
OMM30	To improve the performance and functioning of the municipality	Reviewal and approval of fraud prevention plan	Date by which the fraud prevention plan is reviewed and approved	3	date	Review and approve fraud prevention plan by 31-Mar-2016	n/a	n/a	Review and approve fraud prevention plan by 31-Mar-2016	n/a					Fraud prevention plan and Council resolution
OUTCOME 9 IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY															
NATIONAL KPA FINANCIAL VIABILITY AND FINANCIAL MANAGEMENT															
OMM31	To practice sound financial management principles	Tabling of the 2016/2017 draft annual budget to Council	Date by which the 2016/17 Draft annual budget is tabled to council	2	Date	Tabling of 2016/17 Draft annual budget to council by the 31-Mar-16	n/a	n/a	Tabling of 2016/17 Draft annual budget to council by the 31-Mar-16	n/a					Signed council minutes and resolution
OMM32	To practice sound financial management principles	Submission of the 2016/17 draft annual budget to PT & NT	Date by which the 2016/17 Draft Annual Budget is submitted to PT & NT after approval by Council	2	Date	Submission of 2016/17 Draft Annual Budget to PT & NT after approval by Council (02-Apr-16)	n/a	n/a	n/a	Submission of Draft Annual Budget for 2016/17 to PT & NT after approval by Council (02-Apr-16)					Proof of submission
OMM33	To practice sound financial management principles	Adoption of the 2016/17 annual budget	Date by which the 2016/17 annual budget is adopted by Council	3	Date	2016/17 annual budget adopted by Council (31-May-16)	n/a	n/a	n/a	2016/17 annual budget adopted by Council (31-May-16)					Council minutes and resolution
OMM34	To practice sound financial management principles	Submission of the final 2016/17 annual budget to NT & PT	Turnaround time for submission of 2016/17 Final Budget to NT & PT after Council adoption	2	Turnaround time	2016/17 Final Budget submitted to NT & PT within 10 days of council adoption	n/a	n/a	n/a	2016/17 Final Budget submitted to NT & PT within 10 days of council adoption					Proof of submission



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
OMM35	To practice sound financial management principles	Monthly submission of section 71 reports to finance portfolio committee	Number of section 71 reports' submitted to finance portfolio committee by 30-Jun-16	2	Number	12 Monthly submission of section 71 reports' to finance portfolio committee by 30-Jun-16	3 Monthly submission of section 71 reports' to finance portfolio committee by 30-Sep-15	3 Monthly submission of section 71 reports' to finance portfolio committee by 31-Dec-15	3 Monthly submission of section 71 reports' to finance portfolio committee by 31-Mar-16	3 Monthly submission of section 71 reports' to finance portfolio committee by 30-Jun-16				Signed portfolio minutes and section 71 reports	
OMM36	To practice sound financial management principles	Submission of the 2016/17 draft SDBIP and annual performance agreements to the Mayor	Turnaround time for submission of 2016/17 draft SDBIP and annual performance agreements to Mayor after budget adoption	2	Turnaround time	Submission of 2016/17 draft SDBIP and annual performance agreements to Mayor within 14 days of budget adoption	n/a	n/a	n/a	Submission of 2016/17 draft SDBIP and annual performance agreements to Mayor within 14 days of budget adoption				Signed council minutes and acknowledgment of agreements by Mayor	
OMM37	To practice sound financial management principles	Submission of the 2016/17 draft SDBIP to COGTA	Turnaround time for submission of Draft 2016/17 SDBIP to COGTA after council approval	2	Turnaround time	Submission of the Draft 2016/17 SDBIP to COGTA within 10 days after council approval	n/a	n/a	n/a	Submission of the Draft 2015/16 SDBIP to NT, PT & COGTA within 10 days after council approval				Proof of submission	
OMM38	To practice sound financial management principles	Adoption of 2016/17 SDBIP to Council	Turnaround time for submission of 2016/17 SDBIP to Council for adoption after budget adoption	3	Turnaround time	Submit 2016/17 SDBIP to Council for adoption within 28 days after budget adoption	n/a	n/a	n/a	Submit 2016/17 SDBIP to Council for adoption within 28 days after budget adoption				Signed minutes & attendance register	
OMM39	To practice sound financial management principles	Submission of the SDBIP and municipal bank account details to PT & NT	Date by which the SDBIP and municipal bank account details is submitted to provincial and national treasury	2	Date	Submission of SDBIP and municipal bank account details to provincial and national treasury by 30-Jun-16	n/a	n/a	n/a	Submission of SDBIP and municipal bank account details to provincial and national treasury by 30-Jun-16				Proof of submission	
OUTCOME 9 IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY															
NATIONAL KPA CROSS CUTTING INTERECTIONS															
OMM40	To improve performance and functioning of the municipality	Adoption of the 2016/17 IDP	Date by which the 2016/17 IDP is submitted to Council for adoption	3	Date	Submit 2016/17 IDP to Council for adoption by 29-May-16	n/a	n/a	n/a	Submit 2016/17 IDP to Council for adoption by 29-May-16				Attendance register & Signed Minutes	
OMM41	To improve performance and functioning of the municipality	Holding of IDP stakeholders meeting	Number of IDP Stakeholder meetings held by 30-Jun-16	3	Number	2 IDP Stakeholders meetings held by 30-Jun-16	n/a	1 IDP Stakeholders meeting held by 30-Nov-15	n/a	1 IDP Stakeholders meeting held by 30-Jun-16				Signed Attendance register	
OMM42	To improve the performance and functioning of the	Submission of the back to basics to the office of the Director	Turnaround time for submission of monthly back to basics completed template to Director Corporate	2	Turnaround time	5 days within which the monthly back to basics completed template submitted to the office of the	5 days within which the monthly back to basics completed template submitted to the office of the	5 days within which the monthly back to basics completed template submitted to the office of the	5 days within which the monthly back to basics completed template submitted to the office of the	5 days within which the monthly back to basics completed template submitted to the office of the Director				attendance register	



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						QUARTERLY TARGETS & ACTUALS									
						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED											
	municipality	Corporate Services	Services			Director Corporate Services.	Director Corporate Services.	Director Corporate Services.	Director Corporate Services.	Corporate Services.					
OMM43	To improve the performance and functioning of the municipality	Submission of the back to basics to the office of the Director Corporate Services	Turnaround time for submission of quarterly back to basics completed template to Director Corporate Services	2	Turnaround time	5 days within which the quarterly back to basics completed template submitted to the office of the Director Corporate Services.	5 days within which the quarterly back to basics completed template submitted to the office of the Director Corporate Services.	5 days within which the quarterly back to basics completed template submitted to the office of the Director Corporate Services.	5 days within which the quarterly back to basics completed template submitted to the office of the Director Corporate Services.	5 days within which the quarterly back to basics completed template submitted to the office of the Director Corporate Services.					Invitation and attendance register



Overall performance of the Municipal Manager

The municipal manager is ultimately responsible and accountable for the entire performance of the municipality (i.e. targets and actual results) as represented by departments. Therefore this requires that the panel score of the departments be averaged together with the municipal manager’s departmental score to arrive at the overall municipal performance result. The figure depicts practical implementation of this principle.

Department	Departmental Panel Score	Comment on strategic highlights per department	MM Score	Panel Score
Average Municipal Manager				
Average Community Service				
Average Finance				
Average Corporate Services				
Average Infrastructure				
	Average Score for the quarter (total score divided by number of individual scores e.g. $4+5+3+2+4=18/5=3.6$)			



1. EVALUATION ON THE COMPETENCY FRAMEWORK STRUCTURE (CFS)

CFS's are based on the thirteen core competencies - every Manager should be assessed against all those CFS's that are applicable to her/his job. Compulsory CFS's for Managers are highlighted below:

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

COMPETENCY FRAMEWORK STRUCTURE (CFS)	WEIGHT %	MILESTONES/COMMENTS	OWN RATING (BY MANAGER) (1-5)	RATING BY PANEL MEMBER (1-5)
LEADING COMPETENCIES				
1. Strategic Direction & Leadership	10			
2. People Management	20			
3. <i>Programme and Project Management</i>	10			
4. Financial Management	20			
5. Change Leadership				
6. Service Delivery Innovation	10			
7. Governance Leadership	10			
CORE COMPETENCIES				
8. <i>Moral Competence</i>				
9. <i>Planning and Organising</i>	10			
10. Analysing and Innovation				
11. Knowledge and Information Management				
12. Communication				
13. Results and Quality Focus	10			
TOTAL	100%			

A person appointed as a senior manager must have the competencies as set out in this framework. Focus must also be placed on the eight Batho Pele principles.



2. PERSONAL DEVELOPMENT PLAN

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



3. 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 & Infrastructure Development	5%		
2. Municipal Transformation & Institutional Development	20%		
3. Social & Local Economic Development	5%		
4. Financial Viability & Financial Management	20%		
5. Good Governance & Public Participation	40%		
6. Cross Cutting Interventions	10%		
Total	%		
x 80%			%



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:

Municipal Manager : _____

Signed in : _____ on ____ of _____ 20____

SIGNATURE OF EMPLOYER:

Mayor : _____

Signed in : _____ on ____ of _____ 20____