



# **PERFORMANCE PLAN**

**For**

**Mr G.M. Sineke**



**Ukhahlamba-Drakensberg Local Municipality**

Municipal Manager

**01 July 2016 to 30 June 2017**



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

<b>Period Under Review</b>	
<b>Surname</b>	Sineke
<b>Name</b>	GM
<b>Municipality</b>	Ubuhlebezwe Municipality
<b>Department</b>	Municipal Manager
<b>Race</b>	African
<b>Gender</b>	Male
<b>Employee Number</b>	0214
<b>Date Of Appointment</b>	01 October 2011
<b>Salary Package</b>	



## PERFORMANCE PLAN

IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	INDICATORS	WEIGHTING	UNIT OF MEASURE/ CALCULATIONS	2016/2017					ACTUAL	Achieved / Not Achieved	HOD Score	Panel Score	Comment / Corrective measure	PORTFOLIO OF EVIDENCE	
						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4							
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED							
<b>OUTCOME 9</b>						<b>DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT</b>											
<b>NATIONAL KPA</b>						<b>MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT</b>											
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-16	4	Number	5 performance agreements for section 57 managers signed (MM, CFO, SD, IPD & Corporate) by 31-Jul-16	5 performance agreements for section 57 managers signed (MM, CFO, SD, IPD & Corporate) by 31-Jul-16	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, Asset, Internal Audit, IDP/PMS, Administration, Human Resources, I,T, PMU, Housing & Planning, LED/Tourism, Community Safety, Community Services) by 31-Jul-16	2	Number	13 operational plans for section 55 managers signed (ACFO, SCM, Asset manager, Internal Audit, IDP/PMS, Administration, Human Resources, I,T, PMU, Housing & Planning, LED/Tourism, Community Safety, Community Services) by 31-Jul-16	13 operational plans for section 55 managers signed (ACFO, SCM, Asset Manager, Internal Audit, IDP/PMS, Administration, Human Resources, I.T, PMU, Housing & Planning, LED/Tourism, Community Safety, Community Services) by 31-Jul-16	n/a	n/a	n/a						Signed operational plans	
OMM03	To improve performance and functioning of the municipality	Submission of performance agreements to COTGA	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 performance reports to APAC	Number of reports submitted to APAC on performance by 30-Jun-17	2	Number	4 reports submitted to APAC on performance in terms of Section 46 of the MSA by 30-Jun-17	1 report submitted to APAC on performance in terms of Section 46 of the MSA by 30-Sep-16	1 report submitted to APAC on performance in terms of Section 46 of the MSA by 31-Dec-16	1 report submitted to APAC on performance in terms of Section 46 of the MSA by 31-Mar-17	1 report submitted to APAC on performance in terms of Section 46 of the MSA by 30-Jun-17						Signed minutes and signed attendance register	
OMM05	To improve performance and functioning of the municipality	Submission of performance reports to the office of the MM	Number of performance reports submitted to the office of the MM within 5 working days	4	Number	4 performance reports submitted to the office of the MM within 5 working days of the end of each quarter	1 performance report submitted to the office of the MM within 5 working days of the end of quarter 1	1 performance report submitted to the office of the MM within 5 working days of the end of quarter 2	1 performance report submitted to the office of the MM within 5 working days of the end of quarter 3	1 performance report submitted to the office of the MM within 5 working days of the end of quarter 4						Proof of submission & 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 updated risk register reports to the office of the MM	Number of updated risk register reports submitted to the office of the MM 5 working days.	4	Number	4 updated risk register reports submitted to the office of the MM within 5 working days of the end of each quarter	1 updated risk register report submitted to the office of the MM within 5 working days of the end of quarter 1	1 updated risk register report submitted to the office of the MM within 5 working days of the end of quarter 2	1 updated risk register report submitted to the office of the MM within 5 working days of the end of quarter 3	1 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
<b>OUTCOME 9 IMPROVED ACCESS TO BASIC SERVICES</b>																
<b>NATIONAL KPA BASIC SERVICE DELIVERY &amp; INFRASTRUCTURE DEVELOPMENT</b>																
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 (2016/17) by 30-Jun-17	2	Number	4 MANCO meetings whereby there will be monitoring of delivery/achievement of prioritised capital projects budgeted for (2016/17) 30-Jun-17	1 MANCO meeting whereby there will be monitoring of delivery/achievement of prioritised capital projects budgeted for (2016/17) 30-Sep-16	1 MANCO meeting whereby there will be monitoring of delivery/achievement of prioritised capital projects budgeted for (2016/17) 31-Dec-16	1 MANCO meeting whereby there will be monitoring of delivery/achievement of prioritised capital projects budgeted for (2016/17) 31-Mar-17	1 MANCO meeting whereby there will be monitoring of delivery/achievement of prioritised capital projects budgeted for (2016/17) 30-Jun-17						Manco Minutes
OMM08	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Inspection of prioritised capital projects	Number of inspections conducted for (2016/17) prioritised capital projects by 30 June 2017	3	Number	4 inspections conducted for (2016/17) prioritised capital projects by 30 June 2017	1 inspections conducted for (2016/17) prioritised capital projects by 30-Sep-16	1 inspections conducted for (2016/17) prioritised capital projects by 31-Dec-16	1 inspections conducted for (2016/17) prioritised capital projects by 31-Mar-17	1 inspections conducted for (2016/17) prioritised capital projects by 30-Jun-17						Dated photos
<b>OUTCOME 9 COMMUNITY WORK PROGRAMME IMPLEMENTED AND COOPERATIVES SUPPORTED</b>																
<b>NATIONAL KPA SOCIAL AND LOCAL ECONOMIC DEVELOPMENT</b>																
OMM09	To improve sustainable economic growth and development	Holding of social portfolio committee meetings as per approved schedule	Number of social portfolio committee meetings held as per approved schedule by 30-Jun-17	1	Number	Holding of 4 social portfolio committee meetings as per approved schedule by 30-Jun-17	Holding of 1 social portfolio committee meeting as per approved schedule by 30-Sep-16	Holding of 1 social portfolio committee meeting as per approved schedule by 31-Dec-16	Holding of 1 social portfolio committee meeting as per approved schedule by 31-Mar-17	Holding of 1 social portfolio committee meeting as per approved schedule by 30-Jun-17						Signed attendance register and a signed minutes
OMM10	To improve sustainable economic growth and development	Supporting of HIV support groups	Number of HIV support groups supported with resources by 30-Jun-17	1	number	Support 6 HIV support groups involved in food security projects with resources by 30-Jun-17	n/a	n/a	n/a	Support 6 HIV support groups involved in food security projects with resources by 30-Jun-17						Photos and signed register by the chairpersons



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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)	Commemoration of world aids day and awarding of best performing ward aids committees and support groups	Date by which the World Aids Day is commemorated and best performing ward aids committees and support groups are awarded	1	Date	Commemoration of World Aids Day and award ceremony for best performing ward aids committees and support groups by 31-Dec-16	n/a	Commemoration of World Aids Day and award ceremony for best performing ward aids committees and support groups by 31-Dec-16	n/a	n/a						signed attendance register with photos
OMM12	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Commemoration of a national men's day	Date by which the National Men's day is commemorated	1	date	Commemoration of National Men's day by 30-Sep-16	Commemoration of National Men's day by 30-Sep-16	n/a	n/a	n/a						Attendance register and photos
OMM13	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Commemoration of a national Women's day	Date by which the National Women's day is commemorated	1	date	Commemoration of National Women's day by 30-Sep-16	Commemoration of National Women's day by 30-Sep-16	n/a	n/a	n/a						Attendance register and photos
OMM14	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Coordination of Izimbizo Zamadoda programme	Date by which Izimbizo Zamadoda will be coordinated	2	date	Coordinate 1 Izimbizo Zamadoda programme by 31-Dec-16	n/a	Coordinate 1 Izimbizo Zamadoda programme by 31-Dec-16	n/a	n/a						Attendance register and photos
<b>OUTCOME 9</b>																
<b>DEEPEN DEMOCRACY THROUGH A REFINED WARD COMMITTEE SYSTEM</b>																
<b>NATIONAL KPA</b>																
<b>GOOD GOVERNANCE AND PUBLIC PARTICIPATION</b>																
OMM15	To improve performance and functioning of the municipality	Publishing of performance agreements	Turnaround time for publishing section 57 employees performance agreements after signing	3	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
OMM16	To improve performance and functioning of the municipality	Conducting performance reviews	Number of performance reviews conducted by 30-June-17	2	Number	2 performance reviews conducted by 30-Jun-17	1 performance review conducted by 30-sep-16	n/a	1 performance review conducted by 31-Mar-17	n/a						Signed attendance register with minutes



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4						
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
OMM17	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	3	Date	Prepare and submit the Mid-year Performance Report to the Mayor & COGTA by 25-Jan-17	n/a	n/a	Prepare and submit the Mid-year Performance Report to the Mayor & COGTA by 25-Jan-17	n/a						Council signed minutes; proof of submissions
OMM18	To promote accountability to the citizens of Ubhlebezwe	Holding of community consultation meetings	Number of community consultation meetings held for 2017/18 IDP by 30-Jun-17	2	number	8 community consultation meetings held for 2017/18 IDP(6 clustered and 2 ratepayers) by 30-Jun-17	n/a	4 community consultation meetings held for 2017/18 IDP(3 clustered and 1 ratepayers) by 31-Dec-16	n/a	4 community consultation meetings held for 2017/18 IDP (3 clustered and 1 ratepayers) by 30-Jun-17						Signed attendance register
OMM19	To improve performance and functioning of the municipality	Submission of the annual performance report to AG	Date by which the 2015/16 Annual performance report is submitted to AG	3	Date	Submit 2015/16 Annual performance report to AG by 31-Aug-16		Submit 2015/16 Annual performance report to AG by 31-Aug-16	n/a	n/a						Proof of submission
OMM20	To improve performance and functioning of the municipality	Submission of the draft annual report to Council	Date by which the 2015/16 Draft annual report is submitted to council for approval	2	Date	Submission of the 2015/16 draft annual report to council for approval by 31-Jan-17	n/a	n/a	Submission of the 2015/16 draft annual report to council for approval by 31 Jan-17	n/a						Council minutes and attendance register
OMM21	To improve performance and functioning of the municipality	Adoption of an oversight report	Date by which the 2015/16 oversight report is submitted to Council for adoption (MFMA section 129(1))	3	Date	Submit the 2015/16 oversight report to Council for adoption (MFMA section 129(1)) by 31-Mar-17	n/a	n/a	Submit the 2015/16 oversight report to Council for adoption (MFMA section 129(1)) by 31-Mar-17	n/a						Council minutes and attendance register
OMM22	To promote accountability to the citizens of Ubhlebezwe	Publishing of the oversight report	Turnaround time for publishing of 2015/16 oversight report after adoption	2	Turnaround time	Publishing of 2015/16 oversight report within 14 days after adoption	n/a	n/a	n/a	Publishing of 2015/16 oversight report within 14 days after adoption						public notice & council resolution
OMM23	To improve the performance and functioning of the municipality	Submission of the oversight report	Date by which 2015/16 Oversight Report is submitted to COGTA	3	Date	Submission of 2015/16 Oversight Report to COGTA by 07-Apr-17	n/a	n/a	n/a	2015/16 Oversight Report submitted to COGTA by 07-Apr-17						Proof of submission
OMM24	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 16/17 is developed and approved	2	Date	Develop and approve risk-based internal audit plan for 16/17 by 30-Sep-16		Develop and approve risk-based internal audit plan for 16/17 by 30-Sep-16	n/a	n/a						Risk based internal audit plan and signed APAC



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4						
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
																minutes
OMM25	To improve the performance and functioning of the municipality	Submission of internal audit reports	Number of internal audit reports submitted to the APAC by 30-Jun-17	3	Number	4 internal audit reports submitted to the APAC by 30-Jun-17	1 internal audit report submitted to the APAC by 30-Sep-16	1 internal audit report submitted to the APAC by 31-Dec-16	1 internal audit report submitted to the APAC by 31-Mar-17	1 internal audit report submitted to the APAC by 30-Jun-17						Internal audit report, signed APAC minutes
OMM26	To improve the performance and functioning of the municipality	Holding of audit committee meetings	Number of APAC meetings held by 30-Jun-17	2	Number	Holding of 4 APAC meetings by 30-Jun-17	Holding of 1 APAC meetings by 30-Sep-16	Holding of 1 APAC meetings by 31-Dec-16	Holding of 1 APAC meetings by 30-Mar-17	Holding of 1 APAC meetings by 30-Jun-17						APAC agenda; signed attendance register
OMM27	To improve the performance and functioning of the municipality	Holding of risk management committee meetings	Number of risk management committee meetings held by 30-Jun-17	3	Number	Holding of 4 risk management committee meetings by 30-Jun-17	Holding of 1 risk management committee meeting by 30-Sep-16	Holding of 1 risk management committee meeting by 31-Dec-16	Holding of 1 risk management committee meeting by 31-Mar-17	Holding of 1 risk management committee meeting by 30-Jun-17						Signed minutes and signed attendance register
OMM28	To improve the performance and functioning of the municipality	submission of the IDP framework and process plan	Date by which the 2017/18 IDP framework and process plan is submitted to council for approval	2	Date	submit a 2017/18 IDP framework and process plan to council for approval by 31-Aug-16	submit a 2017/18 IDP framework and process plan to council for approval by 31-Aug-16	n/a	n/a	n/a						Council minutes and attendance register
OMM29	To promote accountability to the citizens of Ubhulebezwe	Publishing of 2017/2018 draft annual budget and draft IDP	Turnaround time for publishing of 2017/18 draft annual budget and draft IDP for public comments before final adoption	3	Turnaround time	Publish 2017/18 draft annual budget and draft IDP for public comments 21 days before final adoption	n/a	n/a	n/a	Publish 2017/18 draft annual budget and draft IDP for public comments 21 days before final adoption						Council resolution and public notice
OMM30	To promote accountability to the citizens of Ubhulebezwe	Publishing of 2017/2018 final annual budget and IDP	Turnaround time for publishing of the final annual budget and IDP for 2017/18 after its adoption	2	Turnaround time	final annual budget and IDP for 2017/18 made public within 14 days of its adoption	n/a	n/a	n/a	final annual budget and IDP for 2017/18 made public within 14 days of its adoption						Council resolution and public notice
OMM31	To improve the performance and functioning of the municipality	Holding of a general staff meeting	Number of general staff meetings held by 31-Mar-17	3	Number	Holding of 2 general staff meetings by 31-Mar-17	n/a	Holding of 1 general staff meeting by 31-Dec-16	Holding of 1 general staff meeting by 31-Mar-17	n/a						Signed attendance registers



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
OMM32	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-17	n/a	n/a	Develop Action Plan to address AG queries by 28-Feb-17	n/a						Action plan and signed MPAC minutes
OMM33	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	5	date	Review and approve fraud prevention plan by 30-Jun-2017	n/a	n/a	n/a	Review and approve fraud prevention plan by 30-Jun-2017						Fraud prevention plan and Council resolution
<b>OUTCOME 9</b>						<b>IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY</b>										
<b>NATIONAL KPA</b>						<b>FINANCIAL VIABILITY AND FINANCIAL MANAGEMENT</b>										
OMM34	To practice sound financial management principles	Tabling of the 2017/2018 draft annual budget	Date by which the 2017/18 Draft annual budget is tabled to council	1	Date	Tabling of 2017/18 Draft annual budget to council by the 31-Mar-17	n/a	n/a	Tabling of 2017/18 Draft annual budget to council by the 31-Mar-17	n/a						Signed council minutes and resolution
OMM35	To practice sound financial management principles	Submission of the 2017/18 draft annual budget	Date by which the 2017/18 Draft Annual Budget is submitted to PT & NT after approval by Council	1	Date	Submission of 2017/18 Draft Annual Budget to PT & NT after approval by Council (03-Apr-17)	n/a	n/a	n/a	Submission of Draft Annual Budget for 2017/18 to PT & NT after approval by Council (03-Apr-17)						Proof of submission
OMM36	To practice sound financial management principles	Adoption of the 2017/18 annual budget	Date by which the 2017/18 annual budget is adopted by Council	1	Date	2017/18 annual budget adopted by Council (31-May-17)	n/a	n/a	n/a	2017/18 annual budget adopted by Council (31-May-17)						Council minutes and resolution
OMM37	To practice sound financial management principles	Submission of the final 2017/18 annual budget	Turnaround time for submission of 2017/18 Final Budget to NT & PT after Council adoption	1	Turnaround time	2017/18 Final Budget submitted to NT & PT within 10 days of council adoption	n/a	n/a	n/a	2017/18 Final Budget submitted to NT & PT within 10 days of council adoption						Proof of submission
OMM38	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-17	1	Number	submission of 12 section 71 reports' to finance portfolio committee by 30-Jun-17	submission of 3 section 71 reports' to finance portfolio committee by 30-Sep-16	submission of 3 section 71 reports' to finance portfolio committee by 31-Dec-16	submission of 3 section 71 reports' to finance portfolio committee by 31-Mar-17	submission of 3 section 71 reports' to finance portfolio committee by 30-Jun-17						Signed portfolio minutes and section 71 reports
OMM39	To practice sound financial management principles	Submission of the 2017/18 draft SDBIP and annual performance agreements	Turnaround time for submission of 2017/18 draft SDBIP and annual performance agreements to Mayor after budget adoption	1	Turnaround time	Submission of 2017/18 draft SDBIP and annual performance agreements to Mayor within 14 days of budget adoption	n/a	n/a	n/a	Submission of 2017/18 draft SDBIP and annual performance agreements to Mayor within 14 days of budget adoption						Signed council minutes and resolution





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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4						
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
OMM40	To practice sound financial management principles	Submission of the 2017/18 draft SDBIP	Turnaround time for submission of Draft 2017/18 SDBIP to COGTA after council approval	1	Turnaround time	Submission of the 2017/18 Draft SDBIP to COGTA within 10 days after council approval	n/a	n/a	n/a	Submission of the 2017/18 Draft SDBIP to COGTA within 10 days after council approval						Proof of submission
OMM41	To practice sound financial management principles	Adoption of 2017/18 SDBIP	Turnaround time for submission of 2017/18 SDBIP to Council for adoption after budget adoption	1	Turnaround time	Submit 2017/18 SDBIP to Council for adoption within 28 days after budget adoption	n/a	n/a	n/a	Submit 2017/18 SDBIP to Council for adoption within 28 days after budget adoption						Signed minutes & attendance register
OMM42	To practice sound financial management principles	Publication of adjusted 2016/17 SDBIP and IDP	Turnaround time for which the 2016/17 adjusted SDBIP and IDP is published after the approval of adjusted budget	2	Turnaround time	Publication of adjusted 2016/17 SDBIP and IDP within 10 days after approval of adjusted budget	n/a	n/a	Publication of adjusted 2016/17 SDBIP and IDP within 10 days after approval of adjusted budget	n/a						Public notice
<b>OUTCOME 9 IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY</b>																
<b>NATIONAL KPA CROSS CUTTING INTERVENTIONS</b>																
OMM43	To improve performance and functioning of the municipality	Adoption of the 2017/18 IDP	Date by which the 2017/18 IDP is submitted to Council for adoption	2	Date	Submit 2017/18 IDP to Council for adoption by 31-May-17	n/a	n/a	n/a	Submit 2017/18 IDP to Council for adoption by 31-May-17						Attendance register & Signed Minutes
OMM44	To improve performance and functioning of the municipality	Holding of IDP stakeholder meeting	Number of IDP Stakeholder meetings held by 30-Jun-17	2	Number	2 IDP Stakeholders meetings held by 30-Jun-17	n/a	1 IDP Stakeholders meeting held by 30-Nov-16	n/a	1 IDP Stakeholders meeting held by 30-Jun-17						Signed Attendance register
OMM45	To improve the performance and functioning of the municipality	Submission of back to basics report to the office of the Corporate Services	Turnaround time for submission of monthly back to basics template to Corporate Services after receiving template	2	Turnaround time	Submit the required information at a monthly back to basics meeting within 5 working days after receiving the template from Corporate Services	Submit the required information at a monthly back to basics meeting within 5 working days after receiving the template from Corporate Services	Submit the required information at a monthly back to basics meeting within 5 working days after receiving the template from Corporate Services	Submit the required information at a monthly back to basics meeting within 5 working days after receiving the template from Corporate Services	Submit the required information at a monthly back to basics meeting within 5 working days after receiving the template from Corporate Services						Signed attendance register and Proof of submission
OMM46	To improve the performance and functioning of the municipality	Submission of the back to basics to the office of the Corporate Services	Turnaround time for submission of quarterly back to basics template to Corporate Services after receiving template	2	Turnaround time	Submit the required information at a quarterly back to basics meeting within 5 working days after receiving the template from Corporate	Submit the required information at a quarterly back to basics meeting within 5 working days after receiving the template from Corporate Services	Submit the required information at a quarterly back to basics meeting within 5 working days after receiving the template from Corporate	Submit the required information at a quarterly back to basics meeting within 5 working days after receiving the template from Corporate Services	Submit the required information at a quarterly back to basics meeting within 5 working days after receiving the template from Corporate Services						Signed attendance and Proof of submission



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
						Services		Services								



### **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.

<b>Department</b>	<b>Departmental Panel Score</b>	<b>Comment on strategic highlights per department</b>	<b>MM Score</b>	<b>Panel Score</b>
<b>Average Municipal Manager</b>				
<b>Average Community Service</b>				
<b>Average Finance</b>				
<b>Average Corporate Services</b>				
<b>Average Infrastructure</b>				
	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)
<b>LEADING COMPETENCIES</b>				
1. Strategic Direction & Leadership	30			
2. People Management	10			
3. <i>Programme and Project Management</i>	20			
4. Financial Management	10			
5. Change Leadership				
6. Service Delivery Innovation	10			
7. Governance Leadership				
<b>CORE COMPETENCIES</b>				
8. <i>Moral Competence</i>				
9. <i>Planning and Organising</i>	20			
10. Analysing and Innovation				
11. Knowledge and Information Management				
12. Communication				
13. Results and Quality Focus				
<b>TOTAL</b>	<b>100%</b>			

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		
			PROGRESS	BARRIERS	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 CFS'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	7		
4. Financial Viability & Financial Management	10		
5. Good Governance & Public Participation	50		
6. Cross Cutting Interventions	8		
<b>Total</b>	%		
<b>x 80%</b>			<b>%</b>



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

**SIGNATURE OF THE EMPLOYEE:**

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

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

**SIGNATURE OF EMPLOYER:**

Mayor : \_\_\_\_\_

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