



PERFORMANCE PLAN

For

Mr G.M. Sineke



Ukhlebezwe Local Municipality

Municipal Manager

01 July 2018 to 30 June 2019



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	2018/2019					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						
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, Corporate, IPD & SD) by 30-Jul-18	3	Number	5 performance agreements for section 57 managers signed (MM , CFO, Corporate, IPD & SD) by 30-Jul-18	5 performance agreements signed (MM , CFO, Corporate, IPD & SD) by 30-Jul-18	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, Budget and reporting, Assets, Internal Audit, IDP/PMS, Administration, Human Resources, Information Technology, PMU, Housing & Planning, LED/Tourism, Community Safety, Community Services) by 31-Jul-18	3	Number	14 operational plans for section 55 managers signed (ACFO, SCM, Budget and reporting , Assets, Internal Audit, IDP/PMS, Administration, Human Resources, Information Technology, PMU, Housing & Planning, LED/Tourism, Community Safety, Community Services) by 31-Jul-18	14 operational plans for section 55 managers signed (ACFO, SCM, Budget and reporting ,Assets, Internal Audit, IDP/PMS, Administration, Human Resources ,Information Technology, PMU, Housing & Planning, LED/Tourism, Community Safety, Community Services) by 31-Jul-18	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	3	Turnaround time	Submission of Performance Agreements to COGTA within 10 working days of signing by section 57's	Submission of Performance Agreements to COGTA within 10 working 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-19	3	Number	4 reports submitted to APAC on performance by 30-Jun-19	1 report submitted to APAC on performance by 30-Sep-18	1 report submitted to APAC on performance by 31-Dec-18	1 report submitted to APAC on performance by 31-Mar-19	1 report submitted to APAC on performance by 30-Jun-19						A report, signed minutes and signed attendance register



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4						
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
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	3	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
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.	3	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
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 (2018/19)	3	Number	4 MANCO meetings whereby there will be monitoring of delivery/achievement of prioritised capital projects budgeted for (2018/19)	1 MANCO meeting whereby there will be monitoring of delivery/achievement of prioritised capital projects budgeted for (2018/19)	1 MANCO meeting whereby there will be monitoring of delivery/achievement of prioritised capital projects budgeted for (2018/19)	1 MANCO meeting whereby there will be monitoring of delivery/achievement of prioritised capital projects budgeted for (2018/19)	1 MANCO meeting whereby there will be monitoring of delivery/achievement of prioritised capital projects budgeted for (2018/19)						Manco Minutes
OMM08	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Inspection of prioritized Capital Projects	Number of inspections conducted for 2018/19 prioritized Capital Projects by 30-Jun-19	3	Number	4 Inspections conducted for 2018/19 prioritized Capital Projects by 30-Jun-19	1 Inspection conducted for 2018/19 prioritized Capital Projects by 30-Sept-18	1 Inspection conducted for 2018/19 prioritized Capital Projects by 31-Dec-18	1 Inspection conducted for 2018/19 prioritized Capital Projects by 31-Mar-19	1 Inspection conducted for 2018/19 prioritized Capital Projects by 30-Jun-19						Dated photos
OUTCOME 9		COMMUNITY WORK PROGRAMME IMPLEMENTED AND COOPERATIVES SUPPORTED														
NATIONAL KPA		SOCIAL AND LOCAL ECONOMIC DEVELOPMENT														
OMM09	To improve sustainable economic growth and development	Holding of social portfolio committee meetings	Number of social portfolio committee meetings held by 30-Jun-19	3	Number	Holding of 4 social portfolio committee by 30-Jun-19	Holding of 1 social portfolio committee meeting by 30-Sep-18	Holding of 1 social portfolio committee meeting by 31-Dec-18	Holding of 1 social portfolio committee meeting by 31-Mar-19	Holding of 1 social portfolio committee meeting by 30-Jun-19						Signed attendance register and a signed minutes



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
OMM10	To improve sustainable economic growth and development	Conducting of HIV and sexual assault campaigns	Date by which HIV and sexual assault campaign is conducted	3	Date	Conduct HIV and sexual assault campaign by 31-Mar-19	n/a	n/a	Conduct HIV and sexual assault campaign by 31-Mar-19	n/a						Dated Photos and attendance registers
OMM11	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Conduction of health and fitness campaigns for PLWHIV	Date by which health and fitness campaign for PLWHIV(People Living With HIV) is conducted	3	Date	Conduct health and fitness campaign for PLWHIV by 31-Dec-18	n/a	Conduct health and fitness campaign for PLWHIV by 31-Dec-18	n/a	n/a						signed attendance register with dated photos
OMM12	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Commemoration of world aids day and awarding of best performing support groups	Date by which the world aids day is commemorated and best performing support groups are awarded	3	Date	Commemoration of World Aids Day and award ceremony for best performing support group by 31-Dec-18	n/a	Commemoration of World Aids Day and award ceremony for best performing support group by 31-Dec-18	n/a	n/a						signed attendance register with dated photos
OMM13	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	3	Date	Commemoration of National Men's day by 30-Sep-18	Commemoration of National Men's day by 30-Sep-18	n/a	n/a	n/a						Attendance register and dated photos
OMM14	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	3	Date	Commemoration of National Women's day by 30-Sep-18	Commemoration of National Women's day by 30-Sep-18	n/a	n/a	n/a						Attendance register and dated photos



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
OMM15	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Coordination of teenage pregnancy campaigns	Date by which teenage pregnancy campaigns are coordinated	3	Date	Coordination of teenage pregnancy campaign by 30-Jun-19	n/a	n/a	n/a	Coordination of teenage pregnancy campaign by 30-Jun-19					Attendance register and dated photos	
OMM16	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Monitor coordination of inter-generational relationship between mother and daughter	Number of campaigns on inter-generational relationship between mother and daughter coordinated	3	Date	Monitor Coordination of 1 campaigns on inter-generational relationship between mother and daughter by 30-Jun-19	n/a	n/a	n/a	Monitor Coordination of 1 campaigns on inter-generational relationship between mother and daughter by 30-Jun-19					Attendance register and dated photos	
OMM17	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Monitor coordination of moral regeneration campaigns	Date by which Moral Regeneration campaigns is coordinated	3	Date	Monitor coordination of 1 moral regeneration campaigns by 31-Dec-18	n/a	Monitor coordination of 1 moral regeneration campaigns by 31-Dec-18	n/a	n/a					Attendance register and dated photos	
OMM18	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Monitor coordination of women in business campaign	Date by which women in business campaign is coordinated	3	Date	Monitor coordination of women in business campaign and showcasing by 30-Sept-18	Monitor coordination of women in business campaign and showcasing by 30-Sept-18	n/a	n/a	n/a					Attendance register and dated photos	
OUTCOME 9 DEEPEN DEMOCRACY THROUGH A REFINED WARD COMMITTEE SYSTEM																
NATIONAL KPA GOOD GOVERNANCE AND PUBLIC PARTICIPATION																
OMM19	To improve performance and functioning of the municipality	Publishing of Section 57 employees performance agreements	Turnaround time for publishing of publishing Section 57 employees performance agreements within 14 days 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	
OMM20	To improve performance and functioning of the municipality	Conducting performance reviews	Number of performance reviews conducted by 31-Mar-19	3	Number	4 performance reviews conducted by 31-Mar-19	2 performance review conducted by 30-sep-18	n/a	2 performance review conducted by 31-Mar-19	n/a					Signed attendance register with signed minutes	



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
OMM21	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-19	n/a	n/a	Prepare and submit the Mid-year Performance Report to the Mayor & COGTA by 25-Jan-19	n/a						Council signed minutes; proof of submissions
OMM22	To promote accountability to the citizens of Ubuhlebezwe	Commencement of the community consultation meetings	Number of community consultation meetings held for 2019/20 IDP by 30-Jun-19	3	number	8 community consultation meetings held for 2019/20 IDP (6 Clustered & 2 Ratepayers) by 30-Jun-19	n/a	4 community consultation meetings held for 2019/20 IDP (3 Clustered & 1 Ratepayers) by 31-Dec-18	n/a	4 community consultation meetings held for 2019/20 IDP (3 Clustered & 1 Ratepayers) by 30-Jun-19						Signed attendance register
OMM23	To improve performance and functioning of the municipality	Submission of the annual report with annual performance report to AG	Date by which the 2017/18 Annual Report and Annual performance report will be submitted to AG	3	Date	Submit 2017/18 Annual Report and Annual performance report to AG by 31-Aug-18		Submit 2017/18 Annual Report and Annual performance report to AG by 31-Aug-18	n/a	n/a						Proof of submission
OMM24	To improve performance and functioning of the municipality	Submission of the draft annual report to Council	Date by which the 2017/18 Draft annual report will be submitted to council	3	Date	Submission of the Draft 2017/18 annual report to council for approval by 31-Jan-19	n/a	n/a	Submission of the Draft 2017/18 annual report to council for approval by 31-Jan-19	n/a						Signed Council minutes and signed attendance register
OMM25	To improve performance and functioning of the municipality	Adoption of an oversight report	Date by which the 2017/18 oversight report is submitted to Council for adoption (MFMA section 129(1))	3	Date	Submit the 2017/18 oversight report to Council for adoption (MFMA section 129(1) by 31-Mar-19	n/a	n/a	Submit the 2017/18 oversight report to Council for adoption (MFMA section 129(1) by 31-Mar-19	n/a						Signed Council minutes and signed attendance register
OMM26	To promote accountability to the citizens of Ubuhlebezwe	Publishing of the oversight report	Turnaround time for publishing of an oversight report after adoption	3	Turnaround time	Publishing of 2017/18 Oversight report within 14 days after adoption	n/a	n/a	n/a	Publishing of 2017/18 Oversight report within 14 days after adoption						public notice & council resolution
OMM27	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	3	Date	Submission of 2017/18 Oversight Report to COGTA by 07-Apr-19	n/a	n/a	n/a	Submission of 2017/18 Oversight Report to COGTA by 07-Apr-19						Proof of submission



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OMM28	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 2018/19 is developed and approved	3	Date	Develop and approve risk-based internal audit plan for 2018/19 by 30-Sep-18	Develop and approve risk-based internal audit plan for 2018/19 by 30-Sep-18	n/a	n/a	n/a					Risk based internal audit plan and signed APAC minutes	
OMM29	To improve the performance and functioning of the municipality	Submission of internal audit reports APAC	Number of internal audit reports submitted to the APAC by 30-Jun-19	3	Number	4 internal audit reports submitted to the APAC by 30-Jun-19	1 internal audit report submitted to the APAC by 30-Sep-18	1 internal audit report submitted to the APAC by 31-Dec-18	1 internal audit report submitted to the APAC by 31-Mar-19	1 internal audit report submitted to the APAC by 30-Jun-19					Internal audit report, signed APAC minutes	
OMM30	To improve the performance and functioning of the municipality	Holding of audit committee meetings	Number of APAC meetings held by 30-Jun-19	3	Number	Holding of 4 APAC meetings by 30-Jun-19	Holding of 1 APAC meetings by 30-Sep-18	Holding of 1 APAC meetings by 31-Dec-18	Holding of 1 APAC meetings by 31-Mar-19	Holding of 1 APAC meetings by 30-Jun-19					APAC agenda; signed attendance register	
OMM31	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-19	3	Number	Holding of 4 risk management committee meetings by 30-Jun-19	Holding of 1 risk management committee meeting by 30-Sep-18	Holding of 1 risk management committee meeting by 31-Dec-18	Holding of 1 risk management committee meeting by 31-Mar-19	Holding of 1 risk management committee meeting by 30-Jun-19					Signed minutes and signed attendance register	
OMM32	To improve the performance and functioning of the municipality	Tabling of the IDP process plan	Date by which the 2018/19 IDP framework and process plan is submitted to council for approval	3	Date	submit a 2019/20 IDP framework and process plan to council for approval by 31-Aug-18	submit a 2019/20 IDP framework and process plan to council for approval by 31-Aug-18	n/a	n/a	n/a					Signed Council minutes and signed attendance register	
OMM33	To promote accountability to the citizens of Ubhlebezwe	Publishing of 2019/2020 draft annual budget and draft IDP	Turnaround time for publishing of 2019/2020 draft annual budget and draft IDP for public comments before final adoption	3	Turnaround time	Publish 2019/2020 draft annual budget and draft IDP for public comments 21 days before final adoption	n/a	n/a	n/a	Publish 2019/2020 draft annual budget and draft IDP for public comments 21 days before final adoption					Council resolution and public notice	
OMM34	To promote accountability to the citizens of Ubhlebezwe	Publishing the 2019/2020 annual budget and IDP	Turnaround time for publishing of the final annual budget and IDP for 2019/2020 after its adoption	3	Turnaround time	final annual budget and IDP for 2019/2020 made public within 14 days of its adoption	n/a	n/a	n/a	final annual budget and IDP for 2019/2020 made public within 14 days of its adoption					Council resolution and public notice	
OMM35	To improve the performance and functioning of the municipality	Holding of a general staff meeting	Number of general staff meetings held by 31-Mar-19	3	Number	Holding of 2 general staff meetings by 31-Mar-19	n/a	Holding of 1 general staff meeting by 31-Dec-18	Holding of 1 general staff meeting by 31-Mar-19	n/a					Signed attendance registers	



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
OMM36	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	3	Date	Develop Action Plan to address AG queries by 28-Feb-19	n/a	n/a	Develop Action Plan to address AG queries by 28-Feb-19	n/a						Action plan and signed Council minutes
OMM37	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 30-Jun-19	n/a	n/a	n/a	Review and approve fraud prevention plan by 30-Jun-19						Fraud prevention plan and Council resolution
OMM38	To improve the performance and functioning of the municipality	Finalising of Service Delivery Charter	Date by which Service Delivery Charter is finalised and submitted to Council for approval	3	Date	Finalise Service Delivery Charter and submit to Council for approval by 31-Dec-18	Development of Draft Service Delivery Charter by 30-Sept-18	Finalise Service Delivery Charter and submit to Council for approval by 31-Dec-18	n/a	n/a						Draft and Final Service Delivery Charter and Council Resolution
OMM39	To improve the performance and functioning of the municipality	Conducting of Batho Pele workshop to staff	Date by which Batho Pele workshop to staff is conducted	3	Date	Conducting of Batho Pele workshop to staff by 31-Dec-18	n/a	Conducting of Batho Pele workshop to staff by 31-Dec-18	n/a	n/a						Dated photos and attendance register
OUTCOME 9						IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY										
NATIONAL KPA						FINANCIAL VIABILITY AND FINANCIAL MANAGEMENT										
OMM40	To practice sound financial management principles	Tabling of the 2019/2020 draft annual budget	Date by which the 2019/2020 Draft annual budget is tabled to council for approval	3	Date	Tabling of 2019/2020 Draft annual budget to council for approval by the 31-Mar-19	n/a	n/a	Tabling of 2019/2020 Draft annual budget to council for approval by the 31-Mar-19	n/a						Signed council minutes and resolution
OMM41	To practice sound financial management principles	Submission of the 2019/2020 draft annual budget to PT & NT	Date by which the 2019/2020 Draft Annual Budget is submitted to PT & NT after approval by Council	3	Date	Submission of 2019/2020 Draft Annual Budget to PT & NT after approval by Council (03-Apr-19)	n/a	n/a	n/a	Submission of Draft Annual Budget for 2019/2020 to PT & NT after approval by Council (03-Apr-19)						Proof of submission
OMM42	To practice sound financial management principles	Adoption of the Final 2019/2020 annual budget	Date by which 2019/2020 Final budget is Adopted by Council	3	Date	2019/2020 Final budget adopted by Council (31-May-19)	n/a	n/a	n/a	2019/2020 Final budget adopted by Council (31-May-19)						Signed Council minutes & council resolution
OMM43	To practice sound financial management principles	Submission of the 2019/2020 final budget to NT & PT	Turnaround time for submission of 2019/2020 adopted final budget to NT & PT	3	Turnaround Time	Submission of 2019/2020 adopted Final Budget to NT & PT within 10 days of Council adoption	n/a	n/a	n/a	Submission of 2019/2020 adopted Final Budget to NT & PT within 10 days of Council adoption						Proof of submission



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
OMM44	To practice sound financial management principles	submission of section 71 reports to finance portfolio committee	Number of section 71 reports' submitted to finance portfolio committee by 30-Jun-19	3	Number	submission of 12 section 71 reports' to finance portfolio committee by 30-Jun-19	submission of 3 section 71 reports' to finance portfolio committee by 30-Sep-18	submission of 3 section 71 reports' to finance portfolio committee by 31-Dec-18	submission of 3 section 71 reports' to finance portfolio committee by 31-Mar-19	submission of 3 section 71 reports' to finance portfolio committee by 30-Jun-19						Signed portfolio minutes and section 71 reports
OMM45	To practice sound financial management principles	Submission of the 2019/2020 draft SDBIP and annual performance agreements to Mayor	Turnaround time for submission of 2019/2020 draft SDBIP and annual performance agreements to Mayor after budget adoption	3	Turnaround time	Submission of 2019/2020 draft SDBIP and annual performance agreements to Mayor within 14 days of budget adoption	n/a	n/a	n/a	Submission of 2019/2020 draft SDBIP and annual performance agreements to Mayor within 14 days of budget adoption						Signed council minutes and resolution
OMM46	To practice sound financial management principles	Submission of the 2019/2020 draft SDBIP to COGTA	Turnaround time for submission of Draft 2019/2020 SDBIP to COGTA after council approval	3	Turnaround time	Submission of the 2019/2020 Draft SDBIP to COGTA within 10 days after council approval	n/a	n/a	n/a	Submission of the 2019/2020 Draft SDBIP to COGTA within 10 days after council approval						Proof of submission
OMM47	To practice sound financial management principles	Adoption of 2019/2020 SDBIP to Council	Turnaround time for submission of 2019/2020 SDBIP to Council for adoption after budget adoption	3	Turnaround time	Submit 2019/2020 SDBIP to Council for adoption within 28 days after budget adoption	n/a	n/a	n/a	Submit 2019/2020 SDBIP to Council for adoption within 28 days after budget adoption						Signed council minutes & signed attendance register
OMM48	To practice sound financial management principles	Publication of adjusted 2018/19 SDBIP and IDP	Turnaround time for which the 2018/19 adjusted SDBIP and IDP is published after the approval of adjusted budget	3	Turnaround time	Publication of adjusted 2018/19 SDBIP and IDP within 10 days after approval of adjusted budget	n/a	n/a	Publication of adjusted 2018/19 SDBIP and IDP within 10 days after approval of adjusted budget	n/a						Public notice and council resolution
OUTCOME 9 IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY																
NATIONAL KPA CROSS CUTTING INTERTEVATIONS																
OMM49	To improve performance and functioning of the municipality	Adoption of the 2019/2020 IDP	Date by which the 2019/2020 IDP is submitted to Council for adoption	3	Date	Submit 2019/2020 IDP to Council for adoption by 31-May-19	n/a	n/a	n/a	Submit 2019/2020 IDP to Council for adoption by 31-May-19						Council resolution
OMM50	To improve performance and functioning of the municipality	Holding of IDP stakeholders meeting	Number of IDP Stakeholder meetings held by 30-Jun-19	3	Number	2 IDP Stakeholders meetings held by 30-Jun-19	n/a	1 IDP Stakeholders meeting held by 30-Nov-18	n/a	1 IDP Stakeholders meeting held by 30-Jun-19						Signed Attendance register
OMM51	To improve the performance and functioning	Submission of back to basics template to Cogta	Turnaround time for submission of monthly back to basics template to Cogta	3	Turnaround time	Submit the required information at a monthly back to basics to Cogta	Submit the required information at a monthly back to basics to Cogta within 10 working	Submit the required information at a monthly back to basics to Cogta	Submit the required information at a monthly back to basics to Cogta within 10 working	Submit the required information at a monthly back to basics to Cogta within 10 working						proof of receipt of template from COGTA



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
	of the municipality		after receiving template			within working 10 days after receiving the template from Municipal Departments	days after receiving the template from Municipal Departments	within 10 working days after receiving the template from Municipal Departments	days after receiving the template from Municipal Departments	days after receiving the template from Municipal Departments						and Proof of submission to COGTA
OMM52	To improve the performance and functioning of the municipality	Submission of the back to basics template to Cogta	Turnaround time for submission of quarterly back to basics template to Cogta after receiving template	3	Turnaround time	Submit the required information at a quarterly back to basics to Cogta within 12 working days after receiving the template from Municipal Departments	Submit the required information at a quarterly back to basics to Cogta within 12 working days after receiving the template from Municipal Departments	Submit the required information at a quarterly back to basics to Cogta within 12 working days after receiving the template from Municipal Departments	Submit the required information at a quarterly back to basics to Cogta within 12 working days after receiving the template from Municipal Departments	Submit the required information at a quarterly back to basics to Cogta within 12 working days after receiving the template from Municipal Departments						Proof of receipt of template from COGTA and Proof of submission to COGTA



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.

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



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	20			
2. People Management	10			
3. <i>Programme and Project Management</i>	10			
4. Financial Management	10			
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	10			
12. Communication	10			
13. Results and Quality Focus				
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 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		
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____