



PERFORMANCE PLAN

For

Mr G.M. Sineke



Ukhlebezwe Local Municipality

Municipal Manager

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	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 / SDBI P 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	COMMENT S/CORRECTIVE ACTION	PORTFOLIO OF EVIDENCE
						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4							
						PROJECTED	PROJECT ED	PROJECT ED	PROJECT ED	PROJECT ED							
OMM 01	MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	To improve performance and functioning of the municipality	Simplified IDPs focusing on planning for the delivery of 10 critical municipal services	IDP's Adopted by 30-May-14	1	14/15 IDP adopted by 30 May 2014	n/a	n/a	n/a	14/15 IDP adopted by 30 May 2014	OPEX					Adopted IDP & Council resolution	
					OPEX	n/a	n/a	n/a	OPEX								
OMM 02					1	14/15 IDP adopted by 30 May 2014	n/a	n/a	n/a	14/15 IDP adopted by 30 May 2015						Adopted IDP & Council resolution	
					OPEX	n/a	n/a	n/a	OPEX								
OMM 03					1	10 critical services identified & included in the 14/15 IDP by 30-May-14	n/a	n/a	n/a	10 critical services identified & included in the 14/15 IDP						Adopted IDP	
	OPEX	n/a	n/a	n/a	OPEX												
OMM 04			IDP aligned to Outcome 9	1	14/15 IDP aligned to outcome 9	n/a	n/a	n/a	14/15 IDP aligned to outcome 9						Adopted IDP		
					OPEX	n/a	n/a	n/a	OPEX								
OMM 05			2 IDP Representative Forum meetings held by Nov-13 and Apr-14	2	2 IDP Representative Forum meetings held by Nov-13 and Apr-14	n/a	1 IDP Representative Forum meetings held by Nov-13	n/a	1 IDP Representative Forum meetings held by Apr-14							Attendance register & minutes signed by Mayor	
					OPEX	n/a	OPEX	n/a	OPEX	OPEX							



IDP / SDBI P 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	COMMENT S/CORRECTIVE ACTION	PORTFOLIO OF EVIDENCE		
						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4									
						PROJECTED	PROJECT ED	PROJECT ED	PROJECT ED	PROJECT ED									
OMM 06	To improve performance and functioning of the municipality		Implementation of Performance Contracts	3 (as well as percentage) critical posts filled	1	n/a	n/a	n/a	n/a	n/a	OPEX						Approved organogram & payroll report/signed 13/14 Performance agreements		
OMM 07					1	100%	n/a	n/a	n/a	n/a	OPEX								Approved organogram
OMM 08					1	n/a	n/a	n/a	n/a	n/a	OPEX								Approved organogram
OMM 09			5 (100%) of performance agreements signed reflecting national government priorities	2	5 performance agreements signed (MM, CFO, SD, IPD & Corporate) by 30-Jul-13	5 performance agreements signed (MM, CFO, SD, IPD & Corporate) by 30-Jul-13	n/a	n/a	n/a	n/a	n/a	OPEX						5 signed 2013/14 performance agreements	
												OPEX	OPEX	n/a	n/a	n/a	OPEX		
OMM 10			1	100% performance agreements signed by 30-Jul-13	100% performance agreements signed by 30-Jul-13	n/a	n/a	n/a	n/a	n/a	n/a	OPEX							
												OPEX	OPEX	n/a	n/a	n/a	OPEX		
OMM 11			3	Ensuring Submission of Performance Agreements to COGTA within 10 days of signing by section 57's	Ensuring Submission of Performance Agreements to COGTA within 10 days of signing by section 57's	n/a	n/a	n/a	n/a	n/a	n/a	OPEX						Acknowledgements by COGTA	
												OPEX	OPEX	n/a	n/a	n/a	OPEX		



IDP / SDBI P 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	COMMENT S/CORRECTIVE ACTION	PORTFOLIO OF EVIDENCE
						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4							
						PROJECTED	PROJECT ED	PROJECT ED	PROJECT ED	PROJECT ED							
OMM 12				4 quarterly reviews conducted	3	4 quarterly reviews conducted by 30-Jun-14	1 quarterly review conducted by 30-Sep-13	1 quarterly review conducted by 30-Dec-13	1 quarterly review conducted by 31-Mar-14	1 quarterly review conducted by 30-Jun-14	OPEX						Quarterly performance reports
						OPEX	OPEX	OPEX	OPEX	OPEX	OPEX						
OMM 13				4 reports submitted to APAC, Council & COGTA on performance by 30-Jun-14 in terms of Section 46 of the MSA	2	4 reports submitted to APAC, Council & COGTA on performance by 30-Jun-14 in terms of Section 46 of the MSA	1 report submitted to APAC, Council & COGTA on performance by 31-Sep-13 in terms of Section 46 of the MSA	1 report submitted to APAC, Council & COGTA on performance by 31-Dec-13 in terms of Section 46 of the MSA	1 report submitted to APAC, Council & COGTA on performance by 31-Mar-14 in terms of Section 46 of the MSA	1 report submitted to APAC, Council & COGTA on performance by 30-Jun-14 in terms of Section 46 of the MSA	OPEX						Quarterly performance reports , agenda of APAC & minutes
						OPEX	OPEX	OPEX	OPEX	OPEX	OPEX						
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT				20												
OMM 14		To ensure provision, upgrading and maintenance of infrastructure and services that enhances economic development	Strengthened location factors	Strengthened location factors i.e. good quality houses, social & recreational facilities and street lights by 30-Jun-14	2	Strengthened location factors i.e. good quality houses, social & recreational facilities and street lights by 30-Jun-14	n/a	n/a	n/a	Strengthened location factors i.e. good quality houses, social & recreational facilities and street lights by 30-Jun-14	OPEX						Awarding letters
						OPEX	n/a	n/a	n/a	OPEX	OPEX						



IDP / SDBI P 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	COMMENT S/CORRECTIVE ACTION	PORTFOLIO OF EVIDENCE
						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4							
						PROJECTED	PROJECT ED	PROJECT ED	PROJECT ED	PROJECT ED							
OMM 15			Monitoring of delivery/achievement of prioritised Capital Projects	Monitoring of delivery/achievement of prioritised capital projects budgeted for (2013/14) quarterly (100% delivery/achievement of prioritised capital projects as per quarterly targets set)	3	Monitoring of delivery/achievement of prioritised capital projects budgeted for (2013/14) quarterly (100% delivery/achievement of prioritised capital projects as per quarterly targets set)	Monitoring of delivery/achievement of prioritised capital projects budgeted for (2013/14) quarterly (100% delivery/achievement of prioritised capital projects as per quarterly targets set)	Monitoring of delivery/achievement of prioritised capital projects budgeted for (2013/14) quarterly (100% delivery/achievement of prioritised capital projects as per quarterly targets set)	Monitoring of delivery/achievement of prioritised capital projects budgeted for (2013/14) quarterly (100% delivery/achievement of prioritised capital projects as per quarterly targets set)	Monitoring of delivery/achievement of prioritised capital projects budgeted for (2013/14) quarterly (100% delivery/achievement of prioritised capital projects as per quarterly targets set)	OPEX						Quarterly performance report
						OPEX	OPEX	OPEX	OPEX	OPEX	OPEX						
					5												
	LOCAL ECONOMIC DEVELOPMENT																



IDP / SDBI P 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							
OMM 16		To pursue investment in strategic infrastructure necessary to attract and maintain business	12 SMME's & Cooperatives trained by 31-Mar-14	Monitoring of the effective implementation of the SMME & Cooperatives capacity building programme by 31-Mar-14	2	Monitoring of the effective implementation of the SMME & Cooperatives capacity building programme by 31-Mar-14	n/a	n/a	Monitoring of the effective implementation of the SMME & Cooperatives capacity building programme by 31-Mar-14	n/a	OPEX						Signed attendance register
						OPEX	n/a	n/a	OPEX	n/a	OPEX						
OMM 17			Effective supervision on LED projects	Effective supervision on the service delivery of Social Development LED projects (4 LED projects) by 30-Jun-14	3	Effective supervision on the service delivery of Social Development LED projects (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 report & handover letters
						R 2 000 000	R 0	R 2 000 000.00	R 0.00	n/a							
					5												



IDP / SDBIP NO.	NATIONAL KEY PERFORMANCE AREAS	STRATEGIC OBJECTIVES	OUTPUTS	INDICATORS	WEIGHT	2013/2014	QUARTERLY TARGETS & ACTUALS				ANNUAL BUDGET	ACTUAL	ACHIEVED/ NOT ACHIEVED	HOD SCORE	PANEL SCORE	COMMENTS/CORRECTIVE ACTION	PORTFOLIO OF EVIDENCE
						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4							
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED							
OMM 18	GOOD GOVERNANCE & PUBLIC PARTICIPATION		Publication of Performance agreements for section 57 employees	Ensure the publication of section 57 employees performance agreements within 14 days of SDBIP approval	4	Publish section 57 employees performance agreements within 14 days of SDBIP approval	Publish section 57 employees performance agreements within 14 days of SDBIP approval	n/a	n/a	n/a	OPEX						Public notice, SDBIP & council resolution
			Functionality of OPMS	4 quarterly performance reviews conducted by 30-Jun-14	4	4 quarterly performance reviews conducted by 30-Jun-14	1 quarterly performance review conducted by 31-Sep-13	1 quarterly performance review conducted by 31-Dec-13	1 quarterly performance review conducted by 31-Mar-14	1 quarterly performance review conducted by 30-Jun-14	OPEX						Attendance register & minutes, signed assessment forms with scoresheets
		To improve the performance and functioning of the municipality	Mid-year Performance Report prepared & submitted to the Mayor, Provincial & National Treasury & COGTA	Ensuring the Mid-year Performance Report is prepared & submitted to the Mayor, Provincial & National Treasury & COGTA by 25 January 2014	4	Ensuring the Mid-year Performance Report is prepared & submitted to the Mayor, Provincial & National Treasury & COGTA by 25 January 2014	n/a	n/a	Ebsuring the Mid-year Performance Report is prepared & submitted to the Mayor, Provincial & National Treasury & COGTA by 25 January 2014	n/a	OPEX						Mid-year performance report, Council resolution & proof of submission/acknowledgement of receipt
OMM 19						OPEX	OPEX	n/a	n/a	n/a	OPEX						
OMM 20						OPEX	OPEX	OPEX	OPEX	OPEX	OPEX						
						OPEX	n/a	n/a	OPEX	n/a	OPEX						



IDP / SDBI P 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	COMMENT S/CORRECTIVE ACTION	PORTFOLIO OF EVIDENCE
						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4							
						PROJECTED	PROJECT ED	PROJECT ED	PROJECT ED	PROJECT ED							
OMM 21		To promote accountability to the citizens of Ukhuhlebezwe	IDP roadshow report	Commencement of community and stakeholder consultation on IDP for 2014/15 by (30-Nov-13 first round); 30-Apr-15 second round)	3	Commencement of community and stakeholder consultation on IDP for 2014/15 by (30-Nov-13 first round); 30-Apr-15 second round)	n/a	Commencement of community and stakeholder consultation on IDP for 2014/15 by (30-Nov-13 first round)	n/a	Commencement of community and stakeholder consultation on IDP for 2014/15 by 30-Apr-15 second round)	OPEX						Attendance register
						OPEX	OPEX	OPEX	OPEX	OPEX	OPEX						
OMM 22		To improve the performance and functioning of the municipality	Annual performance and annual report for the 11/12 financial year	Monitoring the submission of the Annual performance report to AG by 31 Aug-13	3	Monitoring the submission of the Annual performance report to AG by 31 Aug-13	Monitoring the submission of the Annual performance report to AG by 31 Aug-13	n/a	n/a	n/a	OPEX						Annual performance report & proof of submission/acknowledgement of receipt
						OPEX	OPEX	n/a	n/a	n/a	OPEX						
OMM 23		To improve the performance and functioning of the municipality	Annual performance and annual report for the 11/12 financial year	Monitoring the submission of the Draft annual report to council by 31 Jan-14	3	Monitoring the submission of the Draft annual report to council by 31 Jan-14	n/a	n/a	Monitoring the submission of the Draft annual report to council by 31 Jan-14	n/a	OPEX						Draft annual report & council resolution
						OPEX	n/a	n/a	OPEX	n/a	OPEX						
OMM 24		To improve the performance and functioning of the municipality	Annual performance and annual report for the 11/12 financial year	Monitoring the submission of the Final annual report to council by 31 Mar-14	3	Monitoring the submission of the Final annual report to council by 31 Mar-14	n/a	n/a	Monitoring the submission of the Final annual report to council by 31 Mar-14	n/a	OPEX						Final annual report & council resolution
						OPEX	n/a	n/a	OPEX	n/a	OPEX						
OMM 25			Oversight report for 2012/13 financial year	Monitoring of the adoption of an oversight report with comments on annual report for 2012/13 by 31-Mar-14 (MFMA section 129(1))	3	Monitoring of the adoption of an oversight report with comments on annual report for 2012/13 by 31-Mar-14 (MFMA section 129(1))	n/a	n/a	Monitoring of the adoption of an oversight report with comments on annual report for 2012/13 by 31-Mar-14	n/a	OPEX						Oversight report , oversight committee attendance register & minutes and council resolution



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4							
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED							
				section 129(1))					31-Mar-14 (MFMA section 129(1))								
						OPEX	n/a	n/a	OPEX	n/a	OPEX						
OMM 26		To promote accountability to the citizens of Ukhuhlebezwe		Monitoring of the publication of an oversight report for comments within 7 days of its adoption (MSA section 21a)	3	Monitoring of the publication of an oversight report for comments within 7 days of its adoption (MSA section 21a)	n/a	n/a	n/a	Monitoring of the publication of an oversight report for comments within 7 days of its adoption (MSA section 21a)	OPEX						Council minutes, council resolution & a public notice
						OPEX	n/a	n/a	n/a	OPEX	OPEX						
OMM 27		To improve the performance and functioning of the municipality		An Oversight Report submitted to NT, PT, AG & COGTA by the 31-Mar-14	3	An Oversight Report submitted to NT, PT, AG & COGTA by the 31-Mar-14	n/a	n/a	An Oversight Report submitted to NT, PT, AG & COGTA by the 31-Mar-14	n/a	OPEX						Proof of submission/acknowledgement of receipt
						OPEX	n/a	n/a	OPEX	n/a	OPEX						
OMM 28			Developed and approved risk-based internal audit plan	Developed and approved risk-based internal audit plan for 12/13 by 30 September 2013	3	Developed and approved risk-based internal audit plan for 12/13 by 30 September 2013	Developed and approved risk-based internal audit plan for 12/13 by 30 September 2013	n/a	n/a	n/a	OPEX						Approved risk based internal audit plan & APAC minutes and signed attendance register
						OPEX	OPEX	n/a	n/a	n/a	OPEX						



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4							
						PROJECTED	PROJECT ED	PROJECT ED	PROJECT ED	PROJECT ED							
OMM 29			Internal audit reports	4 quarterly internal audit reports submitted to the APAC by 30-Jun-14	3	4 quarterly internal audit reports submitted to the APAC by 30-Jun-14	1 internal audit report submitted to the APAC by 31-Sep-13	1 internal audit report submitted to the APAC by 31-Dec-13	1 internal audit report submitted to the APAC by 31-Mar-14	1 internal audit report submitted to the APAC by 30-Jun-14	OPEX						Internal audit reports, attendance register & APAC minutes
						OPEX	OPEX	OPEX	OPEX	OPEX	OPEX						
OMM 30			4 quarterly APAC meetings	Functionality of the audit committee - 4 quarterly APAC meetings by 30-Jun-14	3	Functionality of the audit committee - 4 quarterly APAC meetings by 30-Jun-14	Functionality of the audit committee - 1 quarterly APAC meeting by 31-Sep-13	Functionality of the audit committee - 1 quarterly APAC meeting by 31-Dec-13	Functionality of the audit committee - 1 quarterly APAC meeting by 31-Mar-14	Functionality of the audit committee - 1 quarterly APAC meeting by 30-Jun-14	OPEX						APAC minutes, attendance register
						OPEX	OPEX	OPEX	OPEX	OPEX	OPEX						
OMM 31			Functionality of the municipal governance processes	4 quarterly risk management committee meetings by 30-Jun-14	3	4 quarterly risk management committee meetings by 30-Jun-14	1 risk management committee meeting by 31-Sep-13	1 risk management committee meeting by 31-Dec-13	1 risk management committee meeting by 31-Mar-14	1 risk management committee meeting by 30-Jun-14	OPEX						Minutes & attendance register
						OPEX	OPEX	OPEX	OPEX	OPEX	OPEX						
OMM 32			IDP/Budget framework & process plan for preparation, tabling and approval of IDP and annual budget for 2014/15 (MFMA section 21)	Tabling of a timetable outlining key deadlines for the preparation, tabling and approval of IDP and Budget for 2014/15 by 31-Aug-13	3	Tabling of a timetable outlining key deadlines for the preparation, tabling and approval of IDP and Budget for 2014/15 by 31-Aug-13	Tabling of a timetable outlining key deadlines for the preparation, tabling and approval of IDP and Budget for 2014/15 by 31-Aug-13	n/a	n/a	n/a	OPEX						Approved IDP, Budget & PMS Process Plan; Council resolution
						OPEX	OPEX	n/a	n/a	n/a	OPEX						
OMM 33		To promote accountability to the citizens of Ukhulebezwe	Draft annual budget and IDP for 2014/15 (MFMA section 22)	Monitor that the draft annual budget and IDP for 2014/15 is made public within 7 days of its adoption	3	Monitor that the draft annual budget and IDP for 2014/15 is made public within 7 days of its adoption	n/a	n/a	n/a	Monitor that the draft annual budget and IDP for 2014/15 is made public within 7 days of its	OPEX						council minutes, council resolution & a public notice



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4								
						PROJECTED	PROJECT ED	PROJECT ED	PROJECT ED	PROJECT ED								
										adoption								
						OPEX	n/a	n/a	n/a	OPEX	OPEX							
OMM 34		To improve the performance and functioning of the municipality	Holding of 1 general staff meeting	Holding of 1 general staff meeting second quarter (31-Dec-13)	3	Holding of 1 general staff meeting second quarter (31-Dec-13)	n/a	Holding of 1 general staff meeting second quarter (31-Dec-13)	n/a	n/a	OPEX						Attendance register	
						OPEX	n/a	OPEX	n/a	n/a	OPEX							
OMM 35			Fraud Prevention workshops	2 fraud prevention workshops conducted for staff, management & Council-quarter 2; office based staff & general assistance-quarter 3)	3	2 fraud prevention workshops conducted for staff, management & Council-quarter 2; office based staff & general assistance-quarter 3)		1 fraud prevention workshops conducted for staff, management & Council		1 fraud prevention workshops conducted for general assistance								Signed attendance register & workshop slides
						OPEX	n/a	OPEX	OPEX	n/a	OPEX							
OMM 36			Improved Audit Opinion	Develop Action Plan to address AG queries by 28-Feb-14	3	Develop Action Plan to address AG queries by 28-Feb-14			Develop Action Plan to address AG queries by 28-Feb-14			OPEX						Action plan & signed minutes by APAC
						OPEX	n/a	n/a	OPEX	n/a	OPEX							
					60													
OMM 37	FINANCIAL VIABILITY AND FINANCIAL MANAGEMENT	To practice sound financial management principles		Monitoring tabling of the Draft annual budget before council by the 31-Mar-14	1	Monitoring tabling of the Draft annual budget before council by the 31-Mar-14	n/a	n/a	Monitoring tabling of the Draft annual budget before council by the 31-Mar-14	n/a	OPEX						Draft annual budget , signed minuted & council resolution	
						OPEX	n/a	n/a	OPEX	n/a	OPEX							



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4									
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED									
OMM 38				Ensuring the Submission of Draft Annual Budget for 2014/15 to PT & NT immediately after approval by Council (02-Apr-14)	1	Ensuring the Submission of Draft Annual Budget for 2014/15 to PT & NT immediately after approval by Council (02-Apr-14)	n/a	n/a	n/a	Ensuring the Submission of Draft Annual Budget for 2014/15 to PT & NT immediately after approval by Council (02-Apr-14)	OPEX						Acknowledgements by NT & PT or proof of post registration		
						OPEX	n/a	n/a	n/a	OPEX	OPEX								
OMM 39				Monitor the approval of annual budget by 30-May-14	1	Monitor the approval of annual budget by 30-May-14	n/a	n/a	n/a	Monitor the approval of annual budget by 30-May-14	OPEX								approved annual budget & council resolution
						OPEX	n/a	n/a	n/a	OPEX	OPEX								
OMM 40				Ensuring the 2014/15 Final Budget submitted to NT & PT within 10 days of Council approval (10-Jun-14)	1	Ensuring the 2014/15 Final Budget submitted to NT & PT within 10 days of Council approval (10-Jun-14)	n/a	n/a	n/a	Ensuring the 2014/15 Final Budget submitted to NT & PT within 10 days of Council approval (10-Jun-14)	OPEX						Acknowledgements by NT & PT or proof of post registration		
						OPEX	n/a	n/a	n/a	OPEX	OPEX								
OMM 41			Section 71 reports	Monthly supervision of section 71 reports' submission to finance portfolio committee, Exco and Council	2	Monthly supervision of section 71 reports' submission to finance portfolio committee, Exco and Council	Monthly supervision of section 71 reports' submission to finance portfolio committee, Exco and Council	Monthly supervision of section 71 reports' submission to finance portfolio committee, Exco and Council	Monthly supervision of section 71 reports' submission to finance portfolio committee, Exco and Council	Monthly supervision of section 71 reports' submission to finance portfolio committee, Exco and Council	Monthly supervision of section 71 reports' submission to finance portfolio committee, Exco and Council	OPEX							Attendance register and signed minutes



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	COMMENT S/CORRECTIVE ACTION	PORTFOLIO OF EVIDENCE
						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4							
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED							
						OPEX	OPEX	OPEX	OPEX	OPEX							
OMM 42			Draft SDBIP and annual performance agreements for 2013/14 (MFMA section 69(3))	Ensuring the Submission of draft SDBIP and annual performance agreements to Mayor within 14 days of budget approval for 2014/15	1	Ensuring the Submission of draft SDBIP and annual performance agreements to Mayor within 14 days of budget approval for 2014/15	n/a	n/a	n/a	Ensuring the Submission of draft SDBIP and annual performance agreements to Mayor within 14 days of budget approval for 2014/15	OPEX						Draft SDBIP, annual performance agreements, Exco & Council signed minutes
						OPEX	n/a	n/a	n/a	OPEX	OPEX						
OMM 43			Draft SDBIP and annual performance agreements for 2013/14 (MFMA section 69(3))	Ensuring the Submission of the Draft 2014/15 SDBIP to NT, PT & COGTA within 10 days of acknowledgment by Mayor (24-Jun-14)	1	Ensuring the Submission of the Draft 2014/15 SDBIP to NT, PT & COGTA within 10 days of acknowledgment by Mayor (24-Jun-14)	n/a	n/a	n/a	Ensuring the Submission of the Draft 2014/15 SDBIP to NT, PT & COGTA within 10 days of acknowledgment by Mayor (24-Jun-14)	OPEX						Draft SDBIP & acknowledgment letters
						OPEX	n/a	n/a	n/a	OPEX	OPEX						
OMM 44			Approved SDBIP (MFMA section 53(1))	Facilitate the approval of 2014/15 SDBIP by Council within 28 day of budget approval (28-Jun-14)	1	Facilitate the approval of 2014/15 SDBIP by Council within 28 day of budget approval (28-Jun-14)	n/a	n/a	n/a	Facilitate the approval of 2014/15 SDBIP by Council within 28 day of budget approval (28-Jun-14)	OPEX						Approved SDBIP & Council resolution
						OPEX	n/a	n/a	n/a	OPEX	OPEX						



IDP / SDBIP NO.	NATIONAL KEY PERFORMANCE AREAS	STRATEGIC OBJECTIVES	OUTPUTS	INDICATORS	WEIGHT	2013/2014	QUARTERLY TARGETS & ACTUALS				ANNUAL BUDGET	ACTUAL	ACHIEVED/ NOT ACHIEVED	HOD SCORE	PANEL SCORE	COMMENTS/CORRECTIVE ACTION	PORTFOLIO OF EVIDENCE
						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4							
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED							
OMM 45			Adopted SDBIP and municipal bank account details (MFMA section 9&12)	Ensure submission of SDBIP and municipal bank account details to provincial and national treasury by 30-Jun-14	1	Ensure submission of SDBIP and municipal bank account details to provincial and national treasury by 30-Jun-14	n/a	n/a	n/a	Ensure submission of SDBIP and municipal bank account details to provincial and national treasury by 30-Jun-14	OPEX						Proof of submission
						OPEX	n/a	n/a	n/a	OPEX	OPEX						
					10												



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 CORE MANAGEMENT CRITERIA (CMC)

CMC's are based on the eleven core competencies - every Manager should be assessed against all those CMC's that are applicable to her/his job. Compulsory CMC's for Managers are highlighted below: *(NOTE: Weight should be taken from the signed performance agreement for the year under review)*

CORE MANAGEMENT CRITERIA (CMC)	WEIGHT %	MILESTONES/COMMENTS	OWN RATING (BY MANAGER) (1-5)	RATING BY PANEL MEMBER (1-5)
1. Strategic Capability & Leadership	5			
2. Programme & Project Management	10			
3. Financial Management (Compulsory)	10			
4. Change Management				
5. Knowledge Management	5			
6. Service Delivery Innovation	10			
7. Problem Solving & Analysis				
8. People Management & Empowerment (Compulsory)	10			
9. Client Orientation & Customer Focus (Compulsory)	10			
10. Communication	5			
11. Honesty & Integrity	5			
TOTAL	100%			



2. EVALUATION ON THE CORE OCCUPATIONAL COMPETENCY (COC)

COC's are based on the eleven core competencies - every Manager should be assessed against all those COC's that are applicable to her/his job.

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

CORE OCCUPATIONAL COMPETENCY	WEIGHT %	MILESTONES / COMMENTS	OWN RATING (BY MANAGER) (1-5)	RATING BY PANEL MEMBER (1-5)
1. Competence in Self Management	5			
2. Interpretation of and implementation within the legislation and national policy framework	5			
3. Knowledge of developmental local government				
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				
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	5			
12. Advanced influencing skills				
13. Partnership and Stakeholder Relations	5			
14. Supply Chain Management	5			
TOTAL	100%			



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	5%		
2. Municipal Institutional Development and Transformation	20%		
3. Local Economic Development	5%		
4. Municipal Financial Viability	10%		
5. Good Governance and Public Participation	60%		
Total	%		
x 80%			%



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



Core Occupational Competencies	Weight	Rating	Score
1. Competence in Self Management	5%		
2. Interpretation of and implementation within the legislation and national policy framework	5%		
3. Knowledge of developmental local government	%		
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	%		
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	5%		
12. Advanced influencing skills			
13. Partnership and Stakeholder Relations	5%		
14. Supply Chain Management	5%		
Total	0%		
x 20%			



KPA	(A) SUB- TOTAL	(B) % OF ASSESSMEN T	(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__