



# **PERFORMANCE PLAN**

**For**

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



**Ukhahlamba-Isixhoseni Local Municipality**

Social Development

**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

Period Under Review	
Surname	Buthelezi
Name	NNF
Municipality	Ubuhlebezwe Municipality
Department	Social Development
Race	African
Gender	Female
Employee Number	0238
Date Of Appointment	03 September 2012
Salary Package	



# PERFORMANCE PLAN

IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	INDICATORS	WEIGHTING	UNIT OF MEASURE/ CALCULATIONS	QUARTERLY TARGETS & ACTUALS					Achieved / Not Achieved	HOD Score	Panel Score	Comment / Corrective measure	PORTFOLIO OF EVIDENCE
						2016/2017	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
						ANNUAL TARGET	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
<b>OUTCOME 9</b>															
<b>NATIONAL KPA</b>															
<b>DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT</b>						<b>MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT</b>									
SD01	To improve performance and functioning of the municipality	Submission of the performance reports to the office of the MM	Number of performance reports submitted to the office of the MM within the turnaround time	5	Number	4 performance reports submitted to the office of the MM within 5 working days of the end of the quarter	1 performance report submitted to the office of the MM within 5 working days of the end of the quarter	1 performance report submitted to the office of the MM within 5 working days of the end of the quarter	1 performance report submitted to the office of the MM within 5 working days of the end of the quarter	1 performance report submitted to the office of the MM within 5 working days of the end of the quarter				Proof of submission & quarterly performance report	
SD02	To improve performance and functioning of the municipality	Submission of the risk register reports to the office of the MM	Number of updated risk register reports submitted to the office of the MM within the turnaround time	5	number	4 updated risk register reports submitted to the office of the MM within 5 working days of the end of the quarter	1 updated risk register report submitted to the office of the MM within 5 working days of the end of the quarter	1 updated risk register report submitted to the office of the MM within 5 working days of the end of the quarter	1 updated risk register report submitted to the office of the MM within 5 working days of the end of the quarter	1 updated risk register report submitted to the office of the MM within 5 working days of the end of the quarter				Proof of submission & quarterly updated risk register report	
<b>OUTCOME 9</b>															
<b>NATIONAL KPA</b>															
<b>IMPROVED ACCESS TO BASIC SERVICES</b>						<b>BASIC SERVICE DELIVERY &amp; INFRASTRUCTURE DEVELOPMENT</b>									
SD03	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Monitor Maintenance of halls and sport fields	Number of community halls maintained by doing brush cutting and cleaning of facilities by 30-Jun-17	4	number	Monitor maintenance of 28 community halls by doing brush cutting and cleaning of municipal facilities by 30-Jun-17	Monitor maintenance of 28 community halls by doing brush cutting and cleaning of municipal facilities by 30-Sep-16	Monitor maintenance of 28 community halls by doing brush cutting and cleaning of municipal facilities by 31-Dec-16	Monitor maintenance of 28 community halls by doing brush cutting and cleaning of municipal facilities by 31-Mar-17	Monitor maintenance of 28 community halls by doing brush cutting and cleaning of municipal facilities by 30-Jun-17				Signed report by manager community services and HOD and timesheet with names and dates of facilities	
SD04			Number of maintained town halls and municipal facility by brush cutting and cleaning by 30-Jun-17	4	number	Monitor Maintenance of 2 town halls (peace and Highflats hall) and 1 Municipal facility by doing brush cutting and cleaning by 30-Jun-17	Monitor Maintenance of 2 town halls (peace and Highflats hall) and 1 Municipal facility by doing brush cutting and cleaning by 30-Sep-16	Monitor Maintenance of 2 town halls (peace and Highflats hall) and 1 Municipal facility by doing brush cutting and cleaning by 31-Dec-16	Monitor Maintenance of 2 town halls (peace and Highflats hall) and 1 Municipal facility by doing brush cutting and cleaning by 31-Mar-17	Monitor Maintenance of 2 town halls (peace and Highflats hall) and 1 Municipal facility by doing brush cutting and cleaning by 30-Jun-17				Signed report by manager community services and HOD and timesheet with names and dates of facilities	
SD05			Number of sport fields Maintained by doing brush cutting and cleaning. By 30-Jun-17	4	Number	Monitor Maintenance of 20 sport fields by doing brush cutting and cleaning. By 30-Jun-17	Monitor Maintenance of 20 sport fields by doing brush cutting and cleaning. By 30-Sep-16	Monitor Maintenance of 20 sport fields by doing brush cutting and cleaning. By 31-Dec-16	Monitor Maintenance of 20 sport fields by doing brush cutting and cleaning. By 31-Mar-17	Monitor Maintenance of 20 sport fields by doing brush cutting and cleaning. By 30-Jun-17					Signed report by manager community services and HOD and timesheet with names and dates of facilities



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						2016/2017	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
						ANNUAL TARGET	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
SD06	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Monitor Maintenance of verges, cemeteries, access points and public facilities	Number of Maintained municipal parks by 30-Jun-17	5	Number	Monitor Maintenance of 5 municipal parks by grass cutting by 30-Jun-17	Monitor Maintenance of 5 municipal parks by grass cutting by 30-Sep-16	Monitor Maintenance of 5 municipal parks by grass cutting by 31-Dec-16	Monitor Maintenance of 5 municipal parks by grass cutting by 31-Mar-17	Monitor Maintenance of 5 municipal parks by grass cutting by 30-Jun-17					Signed quarterly report by manager community services and HOD
SD07	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Monitor collection of waste from households and businesses	Number of days within which refuse is collected in businesses and residential by 30 June 2017	5	Number	Monitor six days of refuse collection in businesses per week and once a week in residential by 30 June 2017	Monitor six days of refuse collection in businesses per week and once a week in residential by 30-Sep-16	Monitor six days of refuse collection in businesses per week and once a week in residential by 31-Dec-16	Monitor six days of refuse collection in businesses per week and once a week in residential by 31-Mar-17	Monitor six days of refuse collection in businesses per week and once a week in residential by 30-Jun-17					Signed quarterly report by manager community services and HOD
SD08	To ensure safety and security of the community	Monitor maintenance of law and order	Number of quarterly roadblocks conducted by 30-Jun-17	3	Number	Monitor that 4 roadblocks are conducted by 30-Jun-17	Monitor that 4 roadblocks are conducted by 30-Sep-16	Monitor that 4 roadblocks are conducted by 31-Dec-16	Monitor that 4 roadblocks are conducted by 31-Mar-17	Monitor that 4 roadblocks are conducted by 30-Jun-17					Tickets and dated photos
<b>OUTCOME 9</b>															
<b>NATIONAL KPA</b>															
<b>COMMUNITY WORK PROGRAMME IMPLEMENTED AND COOPERATIVES SUPPORTED</b>															
<b>SOCIAL AND LOCAL ECONOMIC DEVELOPMENT</b>															
SD09	To improve sustainable economic growth and development	Submission of progress reports on small farmers support programme	Number progress reports on small farmers support programme submitted to portfolio committee by 30-Jun-17	3	number	Submit 4 progress reports on small farmers support programme to the portfolio committee by 30-Jun-17	Submit 4 progress reports on small farmers support programme to the portfolio committee by 30-Sep-16	Submit 4 progress reports on small farmers support programme to the portfolio committee by 31-Dec-16	Submit 4 progress reports on small farmers support programme to the portfolio committee by 31-Mar-17	Submit 4 progress reports on small farmers support programme to the portfolio committee by 30-Jun-17					Signed portfolio minutes and attendance register
SD10	To improve sustainable economic growth and development	Renewal of informal traders licenses	Turnaround time for renewal of informal traders licenses in Ixopo and Highflats	2	Turnaround time	Renewal of informal traders licenses in Ixopo and Highflats within 30 days after the submission of renewal form	n/a	Renewal of informal traders licenses in Ixopo and Highflats within 30 days after the submission of renewal form	n/a	n/a					Hawkers licenses and register with date
SD11	To improve sustainable economic growth and development	Monitor the Implementation of LED projects	Number of LED projects implemented by 30-Jun-17	3	Number	Monitor the Implementation of 2 LED projects by 30-Jun-17	n/a	n/a	n/a	Monitor the Implementation of 2 LED projects by 30-Jun-17					Signed report by manager LED and HOD
SD12	To improve sustainable economic growth and development	Monitor Processing of business licenses	Turnaround time for submitting business license applications upon the receipt of applications to the office of the Municipal Manager	2	Turnaround time	Monitor the Submission business license applications within 3 days upon the receipt of applications to the office of the Municipal Manager for	Monitor the Submission business license applications within 3 days upon the receipt of applications to the office of the	Monitor the Submission business license applications within 3 days upon the receipt of applications to the office of the Municipal Manager for approval	Monitor the Submission business license applications within 3 days upon the receipt of applications to the office of the Municipal	Monitor the Submission business license applications within 3 days upon the receipt of applications to the office of the Municipal					Business license register with date



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
			for approval			approval	Municipal Manager for approval		Manager for approval	Manager for approval					
SD13	To improve sustainable economic growth and development	Monitor the functionality of LED forum	Number of LED Forum meetings held by 30-Jun-17	2	Number	2 LED Forum meetings held by 30-Jun-17	n/a	1 LED Forum meeting held by 31-Dec-16	n/a	1 LED Forum meeting held by 30-Jun-17					Minutes and attendance registers
SD14	To improve sustainable economic growth and development	Monitor the creation of jobs through EPWP projects	Number of jobs created through EPWP by 30-Jun-17	2	Number	Monitor the Creation of 60 jobs through EPWP by 30-Jun-17	Monitor the Creation of 60 jobs through EPWP by 30-Sep-16	Monitor the Creation of 60 jobs through EPWP by 31-Dec-16	Monitor the Creation of 60 jobs through EPWP by 31-Mar-17	Monitor the Creation of 60 jobs through EPWP by 30-Jun-17					Attendance register with names of the people and signed report by manager CM and HOD
SD15	To improve sustainable economic growth and development	Coordination of CWP Rep Forum meetings	Number of CWP Rep Forum meetings coordinated by 30-Jun-17	2	number	Coordinate 6 CWP Rep Forum meetings by 30-Jun-17	Coordinate 2 CWP Rep Forum meetings by 30-Sep-16	Coordinate 1 CWP Rep Forum meetings by 31-Dec-16	Coordinate 2 CWP Rep Forum meetings by 31-Mar-17	Coordinate 1 CWP Rep Forum meetings by 30-Jun-17					Proof of Invitations and attendance registers
SD16	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Monitor the implementation of Youth Programme	Date by which one youth programme emanating from the adopted Youth Development Strategy is implemented by 30-Jun-17	2	Date	Monitor implementation of one Youth Programme emanating from the adopted Youth Development Strategy by 30-Jun-17	n/a	n/a	n/a	Monitor implementation of one Youth Programme emanating from the adopted Youth Development Strategy by 30-Jun-17					Signed report by manager community services and HOD
SD17	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Awarding of external bursaries	Date by which the recommendations for External bursaries are sent to the Office of the MM	2	Date	Recommendations for External bursaries sent to the Office of the MM 31- Jan-17	n/a	n/a	Recommendations for External bursaries sent to the Office of the MM 31- Jan-17	n/a					Proof of submission to the Office of the MM and report signed by the panel and HOD
SD18	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Monitor back to school campaign	Date by which Back to school campaign is conducted	1	Date	Monitor Back to school campaign to be conducted by 31-Jan-17	n/a	n/a	Monitor Back to school campaign to be conducted by 31-Jan-17	n/a					Signed attendance register and report signed by manager community services and HOD
SD19	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Monitor Library services awareness campaign	Number of Library services awareness campaign conducted by 30-Jun-17	1	Number	Monitor 4 Library services awareness campaign conducted by 30-Jun-17	Monitor 1 Library services awareness campaign conducted by 30-Sep-16	Monitor 1 Library services awareness campaign conducted by 31-Dec-16	Monitor 1 Library services awareness campaign conducted by 31-Mar-17	Monitor 1 Library services awareness campaign conducted by 30-June-17					Signed report community services and HOD and dated pictures



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
SD20	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Monitor the Support performing groups with equipment	Number of performing art groups supported with equipment by 30-June-2017	2	Number	Monitor the Support of 11 performing art groups with equipment by 30-June-2017	n/a	n/a	n/a	Monitor the Support of 11 performing art groups with equipment by 30-June-2017				Hand over certificates and photos	
SD21	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Monitor coordination of child protection week	Date by which Child protection week campaign is coordinated	1	Date	Monitor coordination of child protection week by 30-Jun-17	n/a	n/a	n/a	Monitor coordination of child protection week by 30-Jun-17				Attendance register and photos	
SD22	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Monitor commemoration of a national disability day	Date by which National Disability Day for disabled people is commemorated	1	Date	Monitor commemoration of National Disability Day for disabled people by 31-Dec-16	n/a	Monitor commemoration of National Disability Day for disabled people by 31-Dec-16	n/a	n/a				Attendance register and photos	
SD23	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Monitor coordination of the local golden games selection	Date by which Local Golden Games Selections for elderly people is coordinated	1	Date	Monitor the coordination of Local Golden Games Selections for elderly people by 30-Sep-16	Monitor coordination of Local Golden Games Selections for elderly people by 30-Sep-16	n/a	n/a	n/a				Attendance register and photos	
SD24	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Monitor coordination of the world heritage day celebration and arts & culture programme	Date by which World Heritage Day Celebration and Art and Culture Programme is coordinated	1	Date	Monitor coordination of World Heritage Day Celebration and Art and Culture Programme by 30-Sep16	Monitor coordination of World Heritage Day Celebration and Art and Culture Programme by 30-Sep16	n/a	n/a	n/a				Attendance register and dated photos	
SD25	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Monitor coordination of umkhosi womhlanga	date by which participation of Ubhlebezwe Maidens in Umkhosi Womhlanga is coordinated by 30-Sep-16	1	Date	Monitor coordination of the participation of Ubhlebezwe Maidens in Umkhosi Womhlanga by 30-Sep-16	Monitor coordination of the participation of Ubhlebezwe Maidens in Umkhosi Womhlanga by 30-Sep-16	n/a	n/a	n/a				Attendance register and dated photos	



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						ANNUAL TARGET	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
SD26	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Monitor coordination of commemoration of the activist programme	Date by which 16 days of Activism ( Fight against children and women abuse) is commemorated	1	Date	Monitor coordination of commemoration of 16 days of Activism ( Fight against children and women abuse) by 31-Dec-16	n/a	Monitor coordination of commemoration of 16 days of Activism ( Fight against children and women abuse) by 31-Dec-16	n/a	n/a				Attendance register & photos	
<b>OUTCOME 9</b>															
<b>NATIONAL KPA</b>															
<b>DEEPEN DEMOCRACY THROUGH A REFINED WARD COMMITTEE SYSTEM</b>															
<b>GOOD GOVERNANCE AND PUBLIC PARTICIPATION</b>															
SD27	To promote accountability to the citizens of Ubhulebezwe	Coordination of centralised ward committee	Number of centralised ward committee meetings coordinated by 30-Jun-17	3	number	Coordinate a sitting of 2 centralised ward committees meetings by 30-Jun-17	n/a	Coordinate a sitting of 1 centralised ward committees meeting by 31-Dec-16	n/a	Coordinate a sitting of 1 centralised ward committees meeting by 30-Jun-17				Attendance register and minutes	
SD28	To promote accountability to the citizens of Ubhulebezwe	Submission of progress report on OSS	Number of OSS progress report submitted to SD portfolio committee by 30- June -17	2	Number	Submission of 4 progress report on OSS to SD portfolio committee by 30- June -17	Submission of 1 progress report on OSS to SD portfolio committee by 30-Sep -16	Submission of 1 progress report on OSS to SD portfolio committee by 31-Dec -16	Submission of 1 progress report on OSS to SD portfolio committee by 31-Mar-17	Submission of 1 progress report on OSS to SD portfolio committee by 30- June -17				Signed minutes and progress report	
SD29	To promote accountability to the citizens of Ubhulebezwe	Coordination of ward committee functionality	Number of Public Participation Officer visits to ward committees coordinated by 30-Jun-17	2	Number	Coordinate 4 Public Participation Officer visits to ward committees 30-Jun-17	Coordinate 1 Public Participation Officer visits to ward committees 30-Sep-16	Coordinate 1 Public Participation Officer visits to ward committees 31-Dec-16	Coordinate 1 Public Participation Officer visits to ward committees 31-Mar-17	Coordinate 1 Public Participation Officer visits to ward committees 30-Jun-17				Signed Attendance register	
SD30	To promote accountability to the citizens of Ubhulebezwe	Coordination of IDP roadshows	Number of IDP public participation meetings coordinated by 30-Apr-17	3	Number	8 IDP public participation meetings coordinated(6 clustered and 2 ratepayers) by 30-Apr-17	n/a	4 IDP public participation meetings coordinated(3 clustered and 1 ratepayers) by 30-Nov-16	n/a	4 IDP public participation meetings coordinated (3 clustered and 1 ratepayers )by 30-Apr-17				Signed attendance registers	
SD31	To improve the performance and functioning of the municipality	Holding of departmental meetings	Number of departmental meetings held 30-Jun-17	2	Number	Holding of 4 departmental meetings by 30-Jun-17	Holding of 1 departmental meeting by 30-Sep-16	Holding of 1 departmental meeting by 31-Dec-16	Holding of 1 departmental meeting by 31-Mar-17	Holding of 1 departmental meetings by 30-Jun-17				Signed attendance register & signed minutes	
SD32	To promote accountability to the citizens of Ubhulebezwe	Attending public participation meetings	Number of public participation meetings attended by 30-Jun-17	2	Number	4 IDP public participation meetings attended (2 clustered and 2 ratepayers)by 30-Jun-17	n/a	2 IDP public participation meeting attended (1 clustered and 1 ratepayers )by 30-Nov-16	n/a	2 IDP public participation meeting attended (1 Clustered and 1 ratepayers) by 30-Jun-17				Signed attendance register	
SD33	To improve the performance and functioning of the municipality	Attending council committee meetings	Number of council committee meetings attended by 30-Jun-17	2	Number	Attend 16 council committee meetings (4 MANCO, 4 Portfolio, 4 EXCO, 4 Council meetings by 30Jun-17	Attend 4 council committee meetings (1 MANCO, 1 Portfolio,1 EXCO, 1 Council meetings) by 30-Sep-16	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 31-Dec-16	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 31-Mar-17	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 30-Jun-17				Signed attendance register and signed minutes	



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						2016/2017	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
						ANNUAL TARGET	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
SD34	To improve the performance and functioning of the municipality	Submission of Social Development Portfolio items	Turnaround time for submission of Social Development Portfolio items to Corporate Services after receiving circular.	2	Turnaround time	Submission of Social Development Portfolio items to Corporate Services within 7 working days after receiving circular	Submission of Social Development Portfolio items to Corporate Services within 7 working days after receiving circular	Submission of Social Development Portfolio items to Corporate Services within 7 working days after receiving circular	Submission of Social Development Portfolio items to Corporate Services within 7 working days after receiving circular	Submission of Social Development Portfolio items to Corporate Services within 7 working days after receiving circular					Proof of submission and circular
SD35	To improve the performance and functioning of the municipality	Attending of risk management committee meetings	Number of risk management committee meetings attended by 30-Jun-17	2	Number	Attend 4 risk management committee meetings by 30-Jun-17	Attend 1 risk management committee meetings by 30-Sep-16	Attend 1 risk management committee meetings by 31-Dec-16	Attend 1 risk management committee meetings by 31-Mar-17	Attend 1 risk management committee meetings by 30-Jun-17					Signed minutes and signed attendance register
<b>OUTCOME 9</b> <b>NATIONAL KPA</b> <b>IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY</b> <b>FINANCIAL VIABILITY AND FINANCIAL MANAGEMENT</b>															
SD36	To invest in the development of the municipal area to enhance revenue	Monitor the increase of revenue through community safety services	Amount / Revenue collected through community safety services by 30-Jun-17	5	Amount / Revenue	Monitor revenue collection of R3 500 00 through community safety services by 30-Jun-17	Monitor revenue collection of R875 000 through community safety services by 30-Sep-16	Monitor revenue collection of R875 000 through community safety services by 31-Dec-16	Monitor revenue collection of R875 000 through community safety services by 31-Mar-17	Monitor revenue collection of R875 000 through community safety services by 30-Jun-17					E-Natis report
<b>OUTCOME 9</b> <b>NATIONAL KPA</b> <b>IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY</b> <b>CROSS CUTTING INTERVENTIONS</b>															
SD37	To ensure safety and security of the community	Monitor fire safety awareness campaigns conducted	Number of fire safety awareness campaigns conducted by 30-Jun-17	2	Number	Monitor 4 fire safety awareness campaigns conducted by 30-Jun-17	Monitor 1 fire safety awareness campaign conducted by 30-Sep-16	Monitor 1 fire safety awareness campaign conducted by 31-Dec-16	Monitor 1 fire safety awareness campaign conducted by 31-Mar-17	Monitor 1 fire safety awareness campaign conducted by 30-Jun-17					Letter signed by the head of the institution visited.
SD38	To ensure safety and security of the community	Monitor functionality of Disaster Management Advisory Forum	Number of Disaster Management Advisory Forum meetings held by 30-Jun-17	1	Number	Monitor 4 Disaster Management Advisory Forum meetings held by 30th June 2017	Monitor 1 Disaster Management Advisory Forum meeting held by 30-Sep-16	Monitor 1 Disaster Management Advisory Forum meeting held by 31-Dec-16	Monitor 1 Disaster Management Advisory Forum meeting held by 31-Mar-17	Monitor 1 Disaster Management Advisory Forum meeting held by 30-Jun-17					Attendance register and signed minutes
SD39	To ensure safety and security of the community	Monitor implementation of scheduled firebreaks	Number of scheduled firebreaks at three areas conducted, i.e. little flower to incinerator, behind Mariathal two rooms & behind Ixopo high school by 30-Jun-17	1	number	Monitor 2 scheduled firebreaks conducted at three areas, i.e. little flower to incinerator, behind Mariathal two rooms & behind Ixopo high school by 30-Jun-17	Monitor 1 scheduled firebreaks conducted at three areas, i.e. little flower to incinerator, behind Mariathal two rooms & behind Ixopo high school by 30-Sep-16	n/a	n/a	Monitor 1 scheduled firebreaks conducted at three areas, i.e. little flower to incinerator, behind Mariathal two rooms & behind Ixopo high school by 30-Jun-17					Dated pictures
SD40	To ensure safety and security of the community	Monitor Fire inspections conducted in buildings within Ubuhlebezwe	Number of Fire inspection conducted in buildings within Ubuhlebezwe by 30-Jun-17	1	Number	Monitor 180 Fire inspections conducted in buildings within Ubuhlebezwe (120 businesses & 60 public institutions) Fire inspection in buildings within	Monitor 45 Fire inspections conducted in buildings within Ubuhlebezwe (30 businesses, 15 public Institutions) conducted by 30-	Monitor 45 Fire inspections conducted in buildings within Ubuhlebezwe (30 businesses, 15 public Institutions) conducted by 31-Dec-16	Monitor 45 Fire inspections conducted in buildings within Ubuhlebezwe (30 businesses, 15 public Institutions) conducted by 31-Mar-	Monitor 45 Fire inspections conducted in buildings within Ubuhlebezwe (30 businesses, 15 public Institutions) conducted by 30-Jun-					Inspection reports





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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
						Ubuhlebezwe by 30-Jun-17	sep-16		17	17					
SD41	To ensure safety and security of the community	Monitor monthly inspections for 20 fire hydrants	Number of inspections for 20 fire hydrants conducted by 30-Jun-17	1	Number	Monitor 12 inspections for 20 fire hydrants conducted by 30-Jun-17	Monitor 3 inspections for 20 fire hydrants conducted by 30-Sep-16	Monitor 3 inspections for 20 fire hydrants conducted by 31-Dec-16	Monitor 3 inspections for 20 fire hydrants conducted by 31-Mar-17	Monitor 3 inspections for 20 fire hydrants conducted by 30-Jun-17				Inspection reports with dates	
SD42	To facilitate spatial development in the entire era of Ubuhlebezwe and at the same time achieve economic and environmental sustainability.	Monitor the commemoration of Arbor Day	Number of trees planted within Ubuhlebezwe by 30-Sep-16	2	number	Monitor Arbor Day commemoration by planting 10 trees within Ubuhlebezwe by 30-Sep-16.	Monitor Arbor Day commemoration by planting 10 trees within Ubuhlebezwe by 30-Sep-16	n/a	n/a	n/a				Dated Pictures	
SD43	To facilitate spatial development in the entire era of Ubuhlebezwe and at the same time achieve economic and environmental sustainability.	Geo referencing funded LED projects	Date by which all LED projects are submitted to Infrastructure, Planning and Development Department by 30-Jun-17	2	Date	Monitor submission of LED projects to Infrastructure, Planning and Development Department for reflection on municipal spatial plans by 30-Jun-17	n/a	n/a	n/a	Monitor submission of LED projects to Infrastructure, Planning and Development Department for reflection on municipal spatial plans by 30-Jun-17				Proof of submission to IPD Department.	
SD44	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		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				Proof of submission and signed attendance register	
SD45	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		Turnaround time	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	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	Submit the required information at a quarterly back to basics meeting within 5 working days after receiving the template from Corporate Services				Proof of submission and signed attendance register	



## 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				
2. People Management	10			
3. Programme and Project Management	20			
4. Financial Management	20			
5. Change Leadership				
6. Service Delivery Innovation	20			
7. Governance Leadership				
<b>CORE COMPETENCIES</b>				
8. Moral Competence				
9. Planning and Organising	10			
10. Analysing and Innovation				
11. Knowledge and Information Management	10			
12. Communication				
13. Results and Quality Focus	10			
<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	25		
2. Municipal Transformation & Institutional Development	10		
3. Social & Local Economic Development	30		
4. Financial Viability & Financial Management	5		
5. Good Governance & Public Participation	20		
6. Cross Cutting Interventions	10		
<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:**

Director Social Developments : \_\_\_\_\_

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

**SIGNATURE OF EMPLOYER:**

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

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