



PERFORMANCE PLAN

For

Ms NC Mohau



Ukhlebezwe Local Municipality

Social Development

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	Mohau
Name	Nonhlanhla Cynthia
Municipality	Ubuhlebezwe Municipality
Department	Social Development
Race	African
Gender	Female
Employee Number	
Date Of Appointment	01 November 2017
Salary Package	



PERFORMANCE PLAN

IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	INDICATORS	WEIGHTING	UNIT OF MEASURE/ CALCULATIONS	2018/2019					Achieved / Not Achieved	HOD Score	Panel Score	Comment / Corrective measure	PORTFOLIO OF EVIDENCE
						QUARTERLY TARGETS & ACTUALS									
						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED											
OUTCOME 9															
NATIONAL KPA															
DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT															
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT															
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 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 & 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 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															
NATIONAL KPA															
IMPROVED ACCESS TO BASIC SERVICES															
BASIC SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT															
SD03	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development		Number of maintained halls and municipal facility by brush cutting and cleaning by 30-Jun-19	3	Number	Monitor Maintenance of 2 halls (peace and Highflats hall) and 1 Municipal facility by doing brush cutting and cleaning by 30-Jun-19	Monitor Maintenance of 2 halls (peace and Highflats hall) and 1 Municipal facility by doing brush cutting and cleaning by 30-Sep-18	Monitor Maintenance of 2 halls (peace and Highflats hall) and 1 Municipal facility by doing brush cutting and cleaning by 31-Dec-18	Monitor Maintenance of 2 halls (peace and Highflats hall) and 1 Municipal facility by doing brush cutting and cleaning by 31-Mar-19	Monitor Maintenance of 2 halls (peace and Highflats hall) and 1 Municipal facility by doing brush cutting and cleaning by 30-Jun-19					Signed report by manager community services and HOD and time sheet with names and dates of facilities
SD04	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Monitor Maintenance of municipal parks	Number of Maintained municipal parks by 30-Jun-19	3	Number	Monitor Maintenance of 5 municipal parks by grass cutting by 30-Jun-19	Monitor Maintenance of 5 municipal parks by grass cutting by 30-Sep-18	Monitor Maintenance of 5 municipal parks by grass cutting by 31-Dec-18	Monitor Maintenance of 5 municipal parks by grass cutting by 31-Mar-19	Monitor Maintenance of 5 municipal parks by grass cutting by 30-Jun-19					Signed quarterly report by manager community services and HOD
SD05	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-Jun-19	3	Number	Monitor six days of refuse collection in businesses per week and once a week in residential by 30-Jun-19	Monitor six days of refuse collection in businesses per week and once a week in residential by 30-Sep-18	Monitor six days of refuse collection in businesses per week and once a week in residential by 31-Dec-18	Monitor six days of refuse collection in businesses per week and once a week in residential by 31-Mar-19	Monitor six days of refuse collection in businesses per week and once a week in residential by 30-Jun-19					Signed quarterly report by manager community services and HOD



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
SD06	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Collection of refuse in households within Ubuhlebezwe jurisdiction	households Percentage of refuse collection within Ubuhlebezwe jurisdiction by 30-Jun-19	3	Percentage	11.42% (2682 out of 23487) of households receiving refuse collection services by 30-Jun-18	11.42% (2682 out of 23487) of households receiving refuse collection services by 30-Sep-18	11.42% (2682 out of 23487) of households receiving refuse collection services by 31-Dec-18	11.42% (2682 out of 23487) of households receiving refuse collection services by 31-Mar-19	11.42% (2682 out of 23487) of households receiving refuse collection services by 30-Jun-19					Signed quarterly report by manager community services and HOD
SD06.1	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Monitor the coordination of clean up campaigns	Number of clean up campaigns coordinated by 30-Jun-19	3	Date	Monitor the coordination of 2 clean up campaigns by 30-Jun-19	n/a	1 Clean-up campaign conducted by 31-Dec-18	n/a	1 Clean-up campaign conducted by 30-Jun-19					Attendance register and dated photos
SD07	To ensure safety and security of the community	Monitor maintenance of law and order	Number of multi-disciplinary roadblocks conducted by 30-Jun-19	3	Number	Monitor that 8 multi-disciplinary roadblocks are conducted by 30-Jun-19	Monitor that 2 multi-disciplinary roadblocks are conducted by 30-Sep-18	Monitor that 2 multi-disciplinary roadblocks are conducted by 31-Dec-18	Monitor that 2 multi-disciplinary roadblocks are conducted by 31-Mar-19	Monitor that 2 multi-disciplinary roadblocks are conducted by 30-Jun-19					Dated photos
OUTCOME 9															
NATIONAL KPA															
COMMUNITY WORK PROGRAMME IMPLEMENTED AND COOPERATIVES SUPPORTED															
SOCIAL AND LOCAL ECONOMIC DEVELOPMENT															
SD08	To improve sustainable economic growth and development	Submission of progress reports on small farmers programme	Number of progress report on small farmers programme submitted to the portfolio committee by 30-Jun-19	3	number	Submit 4 progress report on small farmers programme to the portfolio committee by 30-Jun-19	Submit 1 progress report on small farmers programme to the portfolio committee by 30-Sept-18	Submit 1 progress report on small farmers programme to the portfolio committee by 31-Dec-18	Submit 1 progress report on small farmers programme to the portfolio committee by 31-Mar-19	Submit 1 progress report on small farmers programme to the portfolio committee by 30-Jun-19					Signed portfolio minutes & signed attendance register
SD09	To improve sustainable economic growth and development	Renewal of informal traders licenses	Turnaround time for renewal of informal traders licenses in Ixopo and Highflats	3	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
SD10	To improve sustainable economic growth and development	Monitor the sustainability of LED projects	Number of LED projects monitored by 30-Jun-19	3	Number	Monitor the sustainability of 20 LED projects by 30-Jun-19	Monitor the sustainability of 5 LED projects (Siyethemba cooperative, Stoneville project, Movement cooperative, Mkhulisi supplier & Gijima cooperative) by 30-Sept-18	Monitor the sustainability of 5 LED projects (Mvoti cooperative, Hluthankungu Fashion design, Nhlavini cooperative, Qhawekazi Fashion design & Mwelase Block Making) by 31-Dec-18	Monitor the sustainability of 5 LED projects (Ward 4 community project, Scottville cooperative, Mhlanda investments, Mvethi project & Khuthala project) by 31-Mar-19	Monitor the sustainability of 5 LED projects (Dynamo Darktrading, Skhuthaza Khaba project, Bambanani agriculture, Zamandla enterprise & Siyasutha trading) by 30-Jun-19					Signed report by manager LED and HOD and dated photos



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
SD11	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 for approval	3	Turnaround time	Monitor the submission of business license applications within 3 days upon the receipt of applications to the office of the Municipal Manager for approval	Monitor the submission of business license applications within 3 days upon the receipt of applications to the office of the Municipal Manager for approval	Monitor the submission of business license applications within 3 days upon the receipt of applications to the office of the Municipal Manager for approval	Monitor the submission of business license applications within 3 days upon the receipt of applications to the office of the Municipal Manager for approval	Monitor the submission of business license applications within 3 days upon the receipt of applications to the office of the Municipal Manager for approval					Business license register with date
SD12	To improve sustainable economic growth and development	Monitor the functionality of LED forum	Number of LED Forum meetings held by 30-Jun-19	3	Number	2 LED Forum meetings held by 30-Jun-19	n/a	1 LED Forum meeting held by 31-Dec-18	n/a	1 LED Forum meeting held by 30-Jun-19					Signed Minutes and signed attendance registers
SD13	To improve sustainable economic growth and development	Monitor the creation of jobs through EPWP	Number of jobs created through EPWP by 30-Jun-19	3	Number	Monitor the creation of 15 jobs through EPWP by 30-Jun-19	n/a	n/a	n/a	Monitor the creation of 15 jobs through EPWP by 30-Jun-19					Signed Attendance register with names of the people and Signed report by Manager CS and HOD
SD14	To improve sustainable economic growth and development	Coordination of CWP Rep Forum meetings	Number of CWP Rep Forum meetings coordinated by 30-Jun-19	3	Number	Coordinate 6 CWP Rep Forum meetings by 30-Jun-19	Coordinate 2 CWP Rep Forum meetings by 30-Sep-18	Coordinate 2 CWP Rep Forum meetings by 31-Dec-18	Coordinate 1 CWP Rep Forum meetings by 31-Mar-19	Coordinate 1 CWP Rep Forum meetings by 30-Jun-19					Proof of Invitations and signed attendance registers
SD15	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	3	Date	Monitor implementation of one Youth Programme emanating from the adopted Youth Development Strategy by 30-Jun-19	n/a	n/a	n/a	Monitor implementation of one Youth Programme emanating from the adopted Youth Development Strategy by 30-Jun-19					Signed report by manager community services and HOD
SD16	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	3	Date	Recommendations for External bursaries sent to the Office of the MM 20- Feb-19	n/a	n/a	Recommendations for External bursaries sent to the Office of the MM 20- Feb-19	n/a					Proof of submission to the Office of the MM and report signed by the panel and HOD
SD17	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	3	Date	Monitor Back to school campaign to be conducted by 31-Jan-19	n/a	n/a	Monitor Back to school campaign by 31-Jan-19	n/a					Signed attendance register and report signed by manager community services and HOD



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
SD18	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-19	3	Number	Monitor 4 Library services awareness campaign conducted by 30-Jun-19	Monitor 1 Library services awareness campaign conducted by 30-Sep-18	Monitor 1 Library services awareness campaign conducted by 31-Dec-18	Monitor 1 Library services awareness campaign conducted by 31-Mar-19	Monitor 1 Library services awareness campaign conducted by 30-Jun-19					Signed report by community services manager and HOD and dated pictures
SD18.1	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Coordination of career exhibition	Date by which career exhibition is coordinated	3	Date	Coordination of career exhibition by 31-Dec-18	n/a	Coordination of career exhibition by 31-Dec-18	n/a	n/a					Signed report by community services manager and HOD and dated pictures
SD19	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	3	Date	Monitor coordination of child protection week by 30-Jun-19	n/a	n/a	n/a	Monitor coordination of child protection week by 30-Jun-19					Signed Attendance register and dated photos
SD20	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	3	Date	Monitor commemoration of National Disability Day for disabled people by 31-Dec-18	n/a	Monitor commemoration of National Disability Day for disabled people by 31-Dec-18	n/a	n/a					Signed Attendance register and dated photos
SD21	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	3	Date	Monitor the coordination of Local Golden Games Selections for elderly people by 30-Sep-18	Monitor coordination of Local Golden Games Selections for elderly people by 30-Sep-18	n/a	n/a	n/a					Signed Attendance register and dated photos
SD22	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	3	Date	Monitor coordination of World Heritage Day Celebration and Art and Culture Programme by 30-Sep18	Monitor coordination of World Heritage Day Celebration and Art and Culture Programme by 30-Sep18	n/a	n/a	n/a					Signed Attendance register and dated photos



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
SD23	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Monitor coordination of umkhosi womhlanga	Date by which participation of Ubuhlebezwe Maidens in Umkhosi Womhlanga is coordinated	3	Date	Monitor coordination of the participation of Ubuhlebezwe Maidens in Umkhosi Womhlanga by 30-Sep-18	Monitor coordination of the participation of Ubuhlebezwe Maidens in Umkhosi Womhlanga by 30-Sep-18	n/a	n/a	n/a				Signed Attendance register and dated photos	
SD24	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	3	Date	Monitor coordination of commemoration of 16 days of Activism (Fight against children and women abuse) by 31-Dec-18	n/a	Monitor coordination of commemoration of 16 days of Activism (Fight against children and women abuse) by 31-Dec-18	n/a	n/a				Signed Attendance register and dated photos	
SD25	To improve sustainable economic growth and development	Creation of jobs through LED projects	Number of jobs created through LED projects by 30-Jun-19	3	number	Creation of 40 jobs through LED projects by 30-Jun-19	n/a	n/a	n/a	Creation of 40 jobs through LED projects by 30-Jun-19				Signed report by Manager LED and HOD with the names of the people	
OUTCOME 9															
NATIONAL KPA															
DEEPEN DEMOCRACY THROUGH A REFINED WARD COMMITTEE SYSTEM															
GOOD GOVERNANCE AND PUBLIC PARTICIPATION															
SD26	To promote accountability to the citizens of Ubuhlebezwe	Coordination of centralised ward committee	Number of centralised ward committee meetings coordinated by 30-Jun-19	3	number	Coordinate a sitting of 4 centralised ward committees meetings by 30-Jun-19	Coordinate a sitting of 1 centralised ward committees meeting by 30-Sept-18	Coordinate a sitting of 1 centralised ward committees meeting by 31-Dec-18	Coordinate a sitting of 1 centralised ward committees meeting by 31-Mar-19	Coordinate a sitting of 1 centralised ward committees meeting by 30-Jun-19				signed Attendance register and minutes	
SD27	To promote accountability to the citizens of Ubuhlebezwe	Submission of OSS progress report to Social Development portfolio	Number of OSS progress report submitted to SD portfolio committee by 30-Jun-19	3	Number	Submission of 4 progress report on OSS to SD portfolio committee by 30-Jun-19	Submission of 1 progress report on OSS to SD portfolio committee by 30-Sep-18	Submission of 1 progress report on OSS to SD portfolio committee by 31-Dec-18	Submission of 1 progress report on OSS to SD portfolio committee by 31-Mar-19	Submission of 1 progress report on OSS to SD portfolio committee by 30-Jun-19				Signed minutes and progress report	
SD28	To promote accountability to the citizens of Ubuhlebezwe	Co-ordination ward committee visits	Number of visits to ward committees meetings by Public Participation Officer co-ordinated by 30-Jun-19	3	Number	Co-ordinate 4 Public Participation Officer visits to ward committee meetings by 30-Jun-19	Co-ordinate 1 Public Participation Officer visits to ward committee meetings by 30-Sep-18	Co-ordinate 1 Public Participation Officer visits to ward committee meetings by 31-Dec-18	Co-ordinate 1 Public Participation Officer visits to ward committee meetings by 31-Mar-19	Co-ordinate 1 Public Participation Officer visits to ward committee meetings by 30-Jun-19				Signed Attendance register	
SD29	To promote accountability to the citizens of Ubuhlebezwe	Coordination of IDP roadshows	Number of IDP public participation meetings coordinated by 30-Apr-19	3	Number	8 IDP public participation meetings coordinated(6 clustered and 2 ratepayers) by 30-Apr-19	n/a	4 IDP public participation meetings coordinated(3 clustered and 1 ratepayers) by 30-Nov-18	n/a	4 IDP public participation meetings coordinated (3 clustered and 1 ratepayers)by 30-Apr-19				Signed attendance registers	



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
SD29.1	To promote accountability to the citizens of Ubuhlebezwe	Conduction of Community satisfaction survey	Date by which community satisfaction survey is conducted	3	Date	Conduct community satisfaction survey by 30-Jun-19	n/a	n/a	n/a	Conduct community satisfaction survey by 30-Jun-19				Signed report by HOD	
SD30	To improve the performance and functioning of the municipality	Holding of departmental meetings	Number of departmental meetings held 30-Jun-19	3	Number	Holding of 4 departmental meetings by 30-Jun-19	Holding of 1 departmental meeting by 30-Sep-18	Holding of 1 departmental meeting by 31-Dec-18	Holding of 1 departmental meeting by 31-Mar-19	Holding of 1 departmental meetings by 30-Jun-19				Signed attendance register & signed minutes	
SD31	To promote accountability to the citizens of Ubuhlebezwe	Attending public participation meetings	Number of public participation meetings attended by Conduct community satisfaction survey by 30-Apr-19	3	Number	4 IDP public participation meetings attended (2 clustered and 2 ratepayers) by Conduct community satisfaction survey by 30-Apr-19	n/a	2 IDP public participation meeting attended (1 clustered and 1 ratepayers)by 30-Nov-18	n/a	2 IDP public participation meeting attended (1 Clustered and 1 ratepayers) by Conduct community satisfaction survey by 30-Apr-19				Signed attendance register	
SD32	To improve the performance and functioning of the municipality	Attending council committee meetings	Number of council committee meetings attended by 30-Jun-19	3	Number	Attend 16 council committee meetings (4 MANCO, 4 Portfolio, 4 EXCO, 4 Council meetings) by 30-Jun-19	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 30-Sep-18	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 31-Dec-18	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 31-Mar-19	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 30-Jun-19				Signed attendance register	
SD33	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.	3	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	
SD34	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-19	3	Number	Attend 4 risk management committee meetings by 30-Jun-19	Attend 1 risk management committee meetings by 30-Sep-18	Attend 1 risk management committee meetings by 31-Dec-18	Attend 1 risk management committee meetings by 31-Mar-19	Attend 1 risk management committee meetings by 30-Jun-19				Signed attendance register	
OUTCOME 9															
NATIONAL KPA															
IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY															
FINANCIAL VIABILITY AND FINANCIAL MANAGEMENT															
SD35	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-19	5	Amount / Revenue	Monitor revenue collection of R3 100 000 through community safety services by 30-Jun-19	Monitor revenue collection of R775 000 through community safety services by 30-Sep-18	Monitor revenue collection of R775 000 through community safety services by 31-Dec-18	Monitor revenue collection of R775 000 through community safety services by 31-Mar-19	Monitor revenue collection of R775 000 through community safety services by 30-Jun-19				E-Natis report	
OUTCOME 9															
NATIONAL KPA															
IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY															
CROSS CUTTING INTERVENTIONS															
SD36	To improve safety and security within	Monitor fire safety awareness	Number of fire safety awareness campaigns	3	Number	Monitor 4 fire safety awareness	Monitor 1 fire safety awareness	Monitor 1 fire safety awareness campaign	Monitor 1 fire safety awareness campaign	Monitor 1 fire safety awareness campaign				Letter signed by the head of the institution visited.	



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
	the municipal environment	campaigns conducted	conducted by 30-Jun-19			campaigns conducted by 30-Jun-19	campaign conducted by 30-sep-18	conducted by 31-Dec-18	conducted by 31-Mar-19	conducted by 30-Jun-19					
SD37	To improve safety and security within the municipal environment	Monitor functionality of Disaster Management Advisory Forum	Number of Disaster Management Advisory Forum meetings held by 30-Jun-19	3	Number	Monitor 4 Disaster Management Advisory Forum meetings held by 30-Jun-19	Monitor 1 Disaster Management Advisory Forum meeting held by 30-Sep-18	Monitor 1 Disaster Management Advisory Forum meeting held by 31-Dec-18	Monitor 1 Disaster Management Advisory Forum meeting held by 31-Mar-19	Monitor 1 Disaster Management Advisory Forum meeting held by 30-Jun-19					Signed Attendance register and signed minutes
SD38	To improve safety and security within the municipal environment	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-19	3	number	Monitor 2 scheduled firebreaks conducted at three areas, i.e. little flower to insenarator, behind Mariathal two rooms & behind Ixopo high school by 30-Jun-19	Monitor 1 scheduled firebreaks conducted at three areas, i.e. little flower to insenarator, behind Mariathal two rooms & behind Ixopo high school by 30-sep-18	n/a	n/a	Monitor 1 scheduled firebreaks conducted at three areas, i.e. little flower to insenarator, behind Mariathal two rooms & behind Ixopo high school by 30-Jun-19					Dated pictures
SD39	To improve safety and security within the municipal environment	Monitor Fire inspections conducted in buildings within Ubuhlebezwe	Number of Fire inspection conducted in buildings within Ubuhlebezwe by 30-Jun-19	3	Number	Monitor 180 Fire inspections conducted in buildings within Ubuhlebezwe (120 businesses & 60 public institutions) Fire inspection in buildings within Ubuhlebezwe by 30-Jun-19	Monitor 45 Fire inspections conducted in buildings within Ubuhlebezwe (30 businesses, 15 public Institutions) conducted by 30-sep-18	Monitor 45 Fire inspections conducted in buildings within Ubuhlebezwe (30 businesses, 15 public Institutions) conducted by 31-Dec-18	Monitor 45 Fire inspections conducted in buildings within Ubuhlebezwe (30 businesses, 15 public Institutions) conducted by 31-Mar-19	Monitor 45 Fire inspections conducted in buildings within Ubuhlebezwe (30 businesses, 15 public Institutions) conducted by 30-Jun-19					Inspection reports
SD40	To improve safety and security within the municipal environment	Monitor monthly inspections for fire hydrants	Number of inspections for fire hydrants conducted by 30-Jun-19	3	Number	Monitor 12 inspections for 20 fire hydrants conducted by 30-Jun-19	Monitor 3 inspections for 20 fire hydrants conducted by 30-Sep-18	Monitor 3 inspections for 20 fire hydrants conducted by 31-Dec-18	Monitor 3 inspections for 20 fire hydrants conducted by 31-Mar-19	Monitor 3 inspections for 20 fire hydrants conducted by 30-Jun-19					Inspection reports
SD41	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-18	3	number	Monitor Arbor Day commemoration by planting 10 trees within Ubuhlebezwe by 30-Sep-18	Monitor Arbor Day commemoration by planting 10 trees within Ubuhlebezwe by 30-Sep-18	n/a	n/a	n/a					Dated Pictures
SD42	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-19	3	Date	Monitor submission of LED projects to Infrastructure, Planning and Development Department for reflection on municipal spatial plans by 30-Jun-19	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-19					Proof of submission to IPD Department.



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
SD43	To improve the performance and functioning of the municipality	Submission of back to basics report to the office of the Municipal Manager	Turnaround time for submission of monthly back to basics template to Municipal Manager after receiving template	3	Turnaround Time	Submit the required information at a monthly back to basics meeting within 5 working days after receiving the template from the office of the Municipal Manager	Submit the required information at a monthly back to basics meeting within 5 working days after receiving the template from the office of the Municipal Manager	Submit the required information at a monthly back to basics meeting within 5 working days after receiving the template from the office of the Municipal Manager	Submit the required information at a monthly back to basics meeting within 5 working days after receiving the template from the office of the Municipal Manager	Submit the required information at a monthly back to basics meeting within 5 working days after receiving the template from the office of the Municipal Manager					Proof of receipt of template, proof of submission and signed attendance register
SD44	To improve the performance and functioning of the municipality	Submission of back to basics report to the office of the Municipal Manager	Turnaround time for submission of quarterly back to basics template to Corporate Services after receiving template	3	Turnaround time	Submit the required information at a quarterly back to basics meeting within 5 working days after receiving the template from the office of the Municipal Manager	Submit the required information at a quarterly back to basics meeting within 5 working days after receiving the template from the office of the Municipal Manager	Submit the required information at a quarterly back to basics meeting within 5 working days after receiving the template from the office of the Municipal Manager	Submit the required information at a quarterly back to basics meeting within 5 working days after receiving the template from the office of the Municipal Manager	Submit the required information at a quarterly back to basics meeting within 5 working days after receiving the template from the office of the Municipal Manager					Proof of receipt of template, 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)
LEADING COMPETENCIES				
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				
CORE COMPETENCIES				
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			
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		
			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	40		
4. Financial Viability & Financial Management	5		
5. Good Governance & Public Participation	10		
6. Cross Cutting Interventions	10		
Total	%		
x 80%			%



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

SIGNATURE OF THE EMPLOYEE:

Director Social Developments : _____

Signed in : _____ on ____ of _____ 20____

SIGNATURE OF EMPLOYER:

Municipal Manager : _____

Signed in : _____ on ____ of _____ 20____