



PERFORMANCE PLAN

For

Ms S. Buthelezi



Ukhahlamba-Isixhoseni Local Municipality
Infrastructure and Planning 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	Simphiwe
Municipality	Ubuhlebezwe Municipality
Department	Infrastructure and Planning Development
Race	African
Gender	Female
Employee Number	0269
Date Of Appointment	16 January 2013
Salary Package	



PERFORMANCE PLAN

IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	INDICATORS	WEIGHTING	UNIT OF MEASURE/ CALCULATIONS	2016/2017	QUARTERLY TARGETS & ACTUALS				Achieved / Not Achieved	HOD Score	Panel Score	Comment / Corrective measure	PORTFOLIO OF EVIDENCE
						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
OUTCOME 9						DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT									
NATIONAL KPA						MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT									
IPD01	To improve performance and functioning of the municipality	Submission of quarterly reports to the office of the MM	Number of performance reports submitted to the office of the MM within 5 working days of the end of each quarter	3	Number	4 performance reports submitted to the office of the MM within 5 working days of the end of each quarter	1 performance report submitted to the office of the MM within 5 working days of the end of quarter 1	1 performance report submitted to the office of the MM within 5 working days of the end of quarter 2	1 performance report submitted to the office of the MM within 5 working days of the end of quarter 3	1 performance report submitted to the office of the MM within 5 working days of the end of quarter 4					Proof of submission & quarterly performance report
IPD02	To improve performance and functioning of the municipality	Submission of the updated risk register reports to the office of the MM	Number of updated risk register reports submitted to the office of the MM within 5 working days of the end of the quarter	2	Number	4 updated risk register reports submitted to the office of the MM within 5 working days of the end of each quarter	1 updated risk register report submitted to the office of the MM within 5 working days of the end of quarter 1	1 updated risk register report submitted to the office of the MM within 5 working days of the end of quarter 2	1 updated risk register report submitted to the office of the MM within 5 working days of the end of quarter 3	1 updated risk register report submitted to the office of the MM within 5 working days of the end of quarter 4					Proof of submission & quarterly updated risk register report
OUTCOME 9						IMPROVED ACCESS TO BASIC SERVICES									
NATIONAL KPA						BASIC SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT									
IPD03	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Construction of new gravel roads-4.6km	Percentage of gravel roads constructed by 31-Mar-17	3	Percentage	100% of new Gravel roads to be constructed 4.6km (0.930km Msenge, 0.30km Mxolisi Ngubo , 1.7km Nomakhele and 1.3km Thuleshe) by 31-Mar -17	Construction commencement - 5% completion by 30z--Sep-16	Construction in progress - 30% completion by 31-Dec-16	100% of new Gravel roads constructed by 31-Mar-17	n/a					signed consultant's progress report and completion certificates



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
IPD04	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	municipal infrastructure grants	Date of which design reports and business plans are approved for 2017/2018	2	Date	Approve Design reports and business plans of 2017/2018 projects by 31-Mar-17	Development of Service level agreement by 30-Sep-16	Approval of business plans on MIS systems by 31-Dec-16	Approval of design reports and signing of requisition by 31-Mar-17	n/a				Requisitions, business plans, SLA, design report	
IPD05	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Construction of community halls	Percentage of constructed community hall(Morningside de Soweto hall) by 30-Sep-16	3	Percentage	100% completion of a community hall constructed (phase 1 of Morningside Soweto hall) by 30-Sep-16	Construction in progress - 100% completion (Phase 1 of Morningside Soweto hall-) by 30-Sep-16	n/a	n/a	n/a				Completion certificate and signed consultant's progress report	
IPD06	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Construction of community halls	Percentage of constructed community hall(Madungeni) by 30-Jun-17	2	Percentage	100% completion of a community hall constructed (Madungeni) by 30-Jun-17	n/a	Construction commencement - 30% completion by 31-Dec-16	Construction in progress - 90% completion by 31-Mar-17	100% completion of a community hall constructed (Madungeni) by 30-Jun-17				Completion certificate and signed consultant's progress report	



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
IPD07	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Construction of community halls	Percentage of constructed community hall (Kintail) by 30-Jun-17	3	Percentage	100% completion of a community hall constructed (Kintail) by 30-Jun-17	Signing of requisition by 30-Sep-16	n/a	Construction commencement - 35% completion by 31-Mar-16	100% completion of a community hall constructed (Kintail) by 30-Jun-17					Requisitions, Completion certificate and signed consultant's progress report
IPD08	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Construction of black top roads	Percentage of constructed roads completed by 30-Sep-16	2	Percentage	100% completion of Phase 2 of East Street- (0.4km) constructed by 30-Sep-16	Construction in progress - 100% completion by 30-Sep-16	n/a	n/a	n/a					signed consultant's progress report and completion certificates
IPD09	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Upgrading of sports fields	Percentage of upgraded sport fields completed by 31-Mar-17	3	Percentage	100% completion of Jolivet sports field and Jeffrey Zungu phase 2 upgrade by 31-Mar-17	Construction commencement - 10% completion by 30-Sep-16	Construction in progress - 60% completion by 31-Dec-16	Construction in progress - 100% completion (Jolivet sports field upgrade and Jeffrey Zungu) by 31-Mar-17	n/a					signed consultant's progress report and completion certificates



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
IPD10	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Construction of a bus rank	Percentage completion of constructed bus rank by 30-Sep-16	2	Percentage	100% completion of a bus rank constructed by 30-Sep-16	Construction in progress - 100% completion by 30-Sep-16	n/a	n/a	n/a					signed consultant's progress report and completion certificates
IPD11	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Maintenance of blacktop roads	Square meters of blacktop roads maintained (potholes) by 30-Jun-17	3	Square meters	400m2 of blacktop roads maintained (potholes) by 30-Jun-17	40m2 maintained by 30-Sep-16	120m2 maintained by 31-Dec-16	120m2 maintained by 31-Mar-17	120m2 maintained by 30-Jun-17					Signed report with dated photos before & after
IPD12	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Maintenance of community facilities	Number of community Facilities Maintained as directed by prescripts from Social Development Services by 30-June- 2017	2	Number	2 community Facilities Maintained as directed by prescripts from Social Development Services by 30-June- 2017	n/a	Signing of requisition by 31-Oct-16	n/a	2 community Facilities Maintained as directed by prescripts from Social Development Services by 30-Jun- 17					Requisition ,Signed report with dated photos before & after, memo from SD and technical assessment report



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
IPD13	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Maintenance of access roads	Kilometres of gravel roads maintained as per maintenance plan by 30-Jun-17	5	Kilometres	40KM of gravel roads maintained as per maintenance plan by 30-Jun-17	10km of gravel roads maintained as per maintenance plan by 30-Sep-16	10km of gravel roads maintained as per maintenance plan by 31-Dec-16	10km of gravel roads maintained as per maintenance plan by 31-Mar-17	10km of gravel roads maintained as per maintenance plan by 30-Jun-17					Maintenance plan, dated photos before and after
IPD14	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Monitoring of meetings with DoHS	Number of coordinated meetings on progress of housing projects by 30 June 2017	5	Number	Monitor Coordination of 4 meetings on progress of Housing project by 30-Jun-17	Monitor Coordination of 1 meeting on progress of Housing by 30-Sep-16	Monitor Coordination of 1 meeting on progress of Housing project by 31-Dec-16	Monitor Coordination of 1 meeting on progress of Housing project by 31-Jan-17	Monitor Coordinate of 1 meeting on progress of Housing project by 30-Jun-17					Signed attendance register, Agenda, minutes, progress report and invitations
IPD15	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development		Number of meetings coordinated on progress on 150 Units - Phase 1 Community Residential Units by 30-Jun-17	5	Number	Monitor Coordination of 4 meetings on progress on 150 Units - Phase 1 Community Residential Units by 30-Jun-17	Monitor Coordination of 1 meeting on progress on 150 Units - Phase 1 Community Residential Units by 30-Sep-16	Monitor Coordinate of 1 meeting on progress on 150 Units - Phase 1 Community Residential Units by 31-Dec-16	Monitor Coordinate of 1 meeting on progress on 150 Units - Phase 1 Community Residential Units by 31-Mar-17	Monitor Coordinate 1 meeting on progress on 150 Units - Phase 1 Community Residential Units by 30-Jun-17					Invitations; signed attendance register & progress report and signed minutes
IPD16	To ensure provision, upgrading and maintenance of infrastructure and services that enhances		Date by which the production of the housing/migration sector plan as an annexure of the IDP is monitored	5	date	Monitoring of the production of housing/migration sector plan as an annexure of the IDP by 30-Apr-17	Approval of terms of reference and Signing of requisition by 30-Sep-16	n/a	n/a	Analysing and approving housing/migration sector plan by 30-Apr-17					Dated proof of the production of housing /migration sector plan



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
	socio-economic development														
IPD17	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Processing of Building and alteration plans	Turnaround time for processing of building and alteration plans after receipt of payment fees	5	Turnaround time	Processing of building and alteration plans within 30 days after receipt of payment fees	Processing of building and alteration plans within 30 days after receipt of payment fees	Processing of building and alteration plans within 30 days after receipt of payment fees	Processing of building and alteration plans within 30 days after receipt of payment fees	Processing of building and alteration plans within 30 days after receipt of payment fees					Register of accepted building plans, acceptance letters and comments from relevant departments and signed building inspectorate report
IPD18	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Electrification of wards	Percentage of electrified wards completed by 30-Sep-16	5	Percentage	100% completion of the electrification of ward 3 (Ofafa) by 30-Sep-16	100% completion by 30-Sep-16	n/a	n/a	n/a					Progress reports and closure report
IPD19	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-		Percentage of electrified wards completed by 31-Jun-17	3	Percentage	80% completion of the electrification of ward 5 (Mkhunya) phase 1 by 30-Jun-17	15% completion by 30-Sep-16	45% completion by 31-Dec-16	60% completion by 31-Mar-17	80% completion by 30-Jun-17					Progress reports



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
	economic development														
IPD20	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development		Percentage of electrified wards completed by 31-Dec-16	2	Percentage	100% completion of the electrification of ward 5 (Mkhunya) phase 2 by 31-Dec-16	75% completion by 30-Sep-16	100% completion of electrification by 31-Dec16	n/a	n/a					Progress reports and closure report
IPD21	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Conservative notices served for illegal/improper building operation	Turnaround time for serving conservative notices for illegal/improper building operations	3	Turnaround time	serve conservative notices for illegal/improper building operations within 21 days	serve conservative notices for illegal/improper building operations within 21 days	serve conservative notices for illegal/improper building operations within 21 days	serve conservative notices for illegal/improper building operations within 21 days	serve conservative notices for illegal/improper building operations within 21 days					Register of illegal building/improper land uses. Notices issued.
IPD22	To improve the performance and functioning of the municipality	Submission of Infrastructure Planning & Development Portfolio items	Turnaround time for submission of Infrastructure Planning & Development Portfolio items to Corporate Services after	2	Turnaround time	Submission of Infrastructure Planning & Development Portfolio items to Corporate Services within 7 working days after receiving circular	Submission of Infrastructure Planning & Development Portfolio items to Corporate Services within 7 working days after receiving circular	Submission of Infrastructure Planning & Development Portfolio items to Corporate Services within 7 working days after receiving circular	Submission of Infrastructure Planning & Development Portfolio items to Corporate Services within 7 working days after receiving circular	Submission of Infrastructure Planning & Development Portfolio items to Corporate Services within 7 working days after receiving circular					Proof of submission and circular



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
			receiving circular.												
OUTCOME 9 NATIONAL KPA						COMMUNITY WORK PROGRAMME IMPLEMENTED AND COOPERATIVES SUPPORTED SOCIAL AND LOCAL ECONOMIC DEVELOPMENT									
IPD23	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Job creation through maintenance programme	Number of jobs created through EPWP - maintenance projects by 30-Jun-17	5	Number	Sustainability of 75 Jobs created through EPWP maintenance projects by 30-Jun-17	Sustainability of 75 Jobs created through EPWP maintenance projects by 30-Sep-16	Sustainability of 75 Jobs created through EPWP maintenance projects by 31-Dec-16	Sustainability of 75 Jobs created through EPWP maintenance projects by 31-Mar-17	Sustainability of 75 Jobs created through EPWP maintenance projects by 30-Jun-17					Attendance register & time sheets
OUTCOME 9 NATIONAL KPA						DEEPEN DEMOCRACY THROUGH A REFINED WARD COMMITTEE SYSTEM GOOD GOVERNANCE AND PUBLIC PARTICIPATION									
IPD24	To improve the performance and functioning of the municipality	Holding of departmental meetings	Number of departmental meetings held by 30-Jun-17	1	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
IPD25	To promote accountability to the citizens of Ubuhlebezwe	Attending IDP public participation meetings	Number of IDP public participation meetings attended by 30-Apr-17	1	Number	4 IDP public participation meetings attended (2 clustered and 2 ratepayers) by 30-Apr-17	n/a	2 public participation meeting attended (1 clustered and 1 ratepayers) by 30-Nov-16	n/a	2 public participation meeting attended (1 clustered and 1 ratepayers) by 30-Apr-17					Signed attendance register
IPD26	To improve the performance and functioning of the	Attending council committee meetings	Number of council committee meetings attended by	1	Number	Attend 16 council committee meetings (4 MANCO, 4 Portfolio, 4 EXCO, 4 Council	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council					Signed attendance register and signed minutes



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
	municipality		30-Jun-17			meetings by 30 June 2017	meetings) by 30-Sep-16	meetings) by 31-Dec-16	meetings) by 31-Mar-17	meetings) by 30-Jun-17					
IPD27	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 attendance register
OUTCOME 9						IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY									
NATIONAL KPA						FINANCIAL VIABILITY AND FINANCIAL MANAGEMENT									
IPD28	To practice sound financial management principles	100% spending of MIG projects, small town rehabilitation projects, electrification projects and internal funded projects	Percentage of a municipality's CAPITAL BUDGET actually spent on CAPITAL PROJECTS identified in the IDP by 30-Jun-17	1	Percentage	Percentage of a municipality's CAPITAL BUDGET actually spent on CAPITAL PROJECTS identified in the IDP at 100% by 30-Jun-17	Percentage of a municipality's CAPITAL BUDGET actually spent on CAPITAL PROJECTS identified in the IDP at 3% by 30-Sep-16	Percentage of a municipality's CAPITAL BUDGET actually spent on CAPITAL PROJECTS identified in the IDP at 30% by 31-Dec-16	Percentage of a municipality's CAPITAL BUDGET actually spent on CAPITAL PROJECTS identified in the IDP at 50% by 31-Mar-17	Percentage of a municipality's CAPITAL BUDGET actually spent on CAPITAL PROJECTS identified in the IDP at 100% by 30-Jun-17					Signed expenditure report
IPD29	To practice sound financial management principles	Compliance with the MFMA	Number of progress reports submitted to IPD Portfolio Committee by 30-Jun-17	1	Number	6 progress reports submitted to IPD Portfolio Committee by 30-Jun-17	2 progress report submitted to IPD Portfolio Committee by 30-Sep-16	1 progress report submitted to IPD Portfolio Committee by 31-Dec-16	2 progress report submitted to IPD Portfolio Committee by 31-Mar-17	1 progress report submitted to IPD Portfolio Committee by 30-Jun-17					signed portfolio minutes and signed attendance register
IPD38	To practice sound financial management principles	Approval of 2016/17 conditional assessment report	Date by which the 2016/17 conditional assessment report is approved	1	date	Approve 2016/17 conditional assessment report by 30-Jun-17	n/a	n/a	n/a	Approve 2016/17 conditional assessment report by 30-Jun-17					2016/17 conditional assessment report
IPD39	To practice sound financial management principles	Approval of 2016/17 maintenance plan	Date by which the 2016/17 maintenance plan is approved	2	date	Approve 2016/17 maintenance plan by 30-Jun-17	n/a	n/a	n/a	Approve 2016/17 maintenance plan by 30-Jun-17					2016/17 maintenance plan



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						QUARTERLY TARGETS & ACTUALS									
						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED											
OUTCOME 9						IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY									
NATIONAL KPA						CROSS CUTTING INTERTEVATIONS									
IPD30	To facilitate spatial development in the entire area of Ubuhlebezwe and at the same time achieve economic social and environmental sustainability	Reviewal and submission of annual SDF	Date by which the annual spatial development framework is reviewed and submitted	1	Date	Annual review and submission of spatial development framework by 10-May-17	n/a	Monitor conduction of meetings with relevant sector departments by 31-Dec-16	n/a	Annual review and submission of spatial development framework by 10-May-17					Minutes of meetings, key focus report and proof of submission
IPD31	To facilitate spatial development in the entire area of Ubuhlebezwe and at the same time achieve economic social and environmental sustainability	Development of Ogle farm precinct plan	Date by which the Ogle farm precinct plan is developed	1	Date	Development of Ogle farm precinct plan by 30-Jun-17	Approval of terms of reference and signing of requisition for advertisement by 30-Sep-17	Approval of SLA by 31-Dec-16	Analysing inception report and submission of draft Ogle farm precinct plan to Council by 31-Mar-17	Submission of final ogle farm precinct plan to Council by 30-Jun-17					Terms of reference , advert ,SLA,inception report ,appointment letter and proof of submission
IPD32	To facilitate spatial development in the entire area of Ubuhlebezwe and at the same time achieve economic social and environmental sustainability	Development of surveying and sub dividing	Date by which surveying and sub dividing of the municipal land is developed	1	Date	Development of surveying and sub dividing of the municipal land by 30-Jun-17	Approval of terms of reference and signing of requisition for advertisement by 30-Sep-17	Approval of SLA by 31-Dec-16	Analysing inception report and draft layout plan by 31-Mar-17	Submission of final approved layout plans for the surveyed municipal land to Council by 30-Jun-17					Terms of reference , advert ,SLA,inception report ,appointment letter and layout plans



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
IPD33	To facilitate spatial development in the entire area of Ubuhlebezwe and at the same time achieve economic social and environmental sustainability	Development and approval of the Comprehensive Infrastructure Plan	Date by which the Comprehensive Infrastructure Plan is developed and approved	1	Dates	Development and approval of the Comprehensive Infrastructure Plan by 30-Sep16	Submission of the Comprehensive Infrastructure Plan to council for approval by 30-Sep-17	n/a	n/a	n/a					Signed council minutes and attendance register
IPD34	To facilitate spatial development in the entire area of Ubuhlebezwe and at the same time achieve economic social and environmental sustainability	Monitoring of updated data sets	Date by which the data set is updated for GIS	1	date	Monitor the updating of data sets for GIS by 30-Apr-17	n/a	n/a	n/a	Monitor the updating of data sets for GIS by 30-Apr-17					Spread sheet of collected and mapping of the collected data sets
IPD35	To facilitate spatial development in the entire area of Ubuhlebezwe and at the same time achieve economic social and	Monitor the submission of final ward profiles reflecting in formation for all wards within Ubuhlebezwe jurisdiction	Date by which the of final ward profiles reflecting in formation for all wards within Ubuhlebezwe jurisdiction is submitted	1	date	Monitor the submission of final ward profiles reflecting information for all wards within Ubuhlebezwe jurisdiction by 30-May-17	Monitor the submission of ubuhlebezwe wards profiling reports focus areas that is demographics , infrastructure by 30-Sep-17	n/a	Monitor the submission of draft ward profiles reflecting information for all wards within Ubuhlebezwe jurisdiction by 31-Mar-17	Monitor the submission of final ward profiles reflecting information for all wards within Ubuhlebezwe jurisdiction by 30-May-17					Ward profile report on focus areas , draft ward profiles reports and final ward profiles report and applicable mapping



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
	environmental sustainability														
IPD36	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 monthly back to basics template to Corporate Services after receiving template	2	Turnaround time	Submit the required information at a monthly back to basics meeting within 5 working days after receiving the template from Corporate Services	Submit the required information at a monthly back to basics meeting within 5 working days after receiving the template from Corporate Services	Submit the required information at a monthly back to basics meeting within 5 working days after receiving the template from Corporate Services	Submit the required information at a monthly back to basics meeting within 5 working days after receiving the template from Corporate Services	Submit the required information at a monthly back to basics meeting within 5 working days after receiving the template from Corporate Services					Proof of submission and signed attendance register
IPD37	To improve the performance and functioning of the municipality	Submission of the back to basics to the office of the Corporate Services	Turnaround time for submission of quarterly back to basics template to Corporate Services after receiving template	2	Turnaround time	Submit the required information at a quarterly back to basics meeting within 5 working days after receiving the template from Corporate 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)
LEADING COMPETENCIES				
1. Strategic Direction & Leadership				
2. People Management	10			
3. Programme and Project Management	20			
4. Financial Management	10			
5. Change Leadership				
6. Service Delivery Innovation	35			
7. Governance Leadership				
CORE COMPETENCIES				
8. Moral Competence				
9. Planning and Organising	5			
10. Analysing and Innovation				
11. Knowledge and Information Management				
12. Communication				
13. Results and Quality Focus	20			
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 and Infrastructure	70		
2. Municipal Transformation and Institutional Development	5		
3. Social and Local Economic Development	5		
4. Municipal Financial Viability and Financial Management	5		
5. Good Governance and Public Participation	5		
6. Crosscutting 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 IPD : _____

Signed in : _____ on ____ of _____ 20____

SIGNATURE OF EMPLOYER:

Municipal Manager : _____

Signed in : _____ on ____ of _____ 20____