



# **PERFORMANCE PLAN**

**For**

**Mrs S.M. Ndebele**

**Ubuhlebezwe Local Municipality**  
Infrastructure and Planning 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	Ndebele
Name	Simphiwe Maxine
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	2018/2019	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	ACTUAL					
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
OUTCOME 9 NATIONAL KPA						DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT										
IPD01	To improve performance and functioning of the municipality	Submission of performance reports to the office of the MM	Number of performance reports submitted to the office of the MM within the turnaround time	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 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	3	Number	4 updated risk register reports submitted to the office of the MM within 5 working days of the end of each quarter	1 updated risk register report submitted to the office of the MM within 5 working days of the end of quarter 1	1 updated risk register report submitted to the office of the MM within 5 working days of the end of quarter 2	1 updated risk register report submitted to the office of the MM within 5 working days of the end of quarter 3	1 updated risk register report submitted to the office of the MM within 5 working days of the end of quarter 4						Proof of submission & quarterly updated risk register report
OUTCOME 9 NATIONAL KPA						IMPROVED ACCESS TO BASIC SERVICES 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-6.2km	Percentage of gravel roads constructed by 31-mar-19	3	Percentage	100% of new Gravel roads to be constructed (Shelembe road 1km, Nxele road 1.2km and Esivandeni road 4km) by 31-mar-19	Construction in progress-5% completion by 30-Sep-18	Construction in progress-45% completion by 31-Dec-18	Construction in progress-100% completion by 31-Mar-19	n/a						appointment letter, signed consultants progress report and completion certificate



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	ACTUAL					
						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 by which 2019/2020 Business Plans on MIS system are recommended	3	Date	Recommendation for 2019/2020 FY Business Plan on MIS system by 30-Sept-18	Recommendation of 2019/2020 FY Business Plan on MIS system by 30-Sept-18	n/a	n/a	n/a						System generate Business Plans and workflow history
IPD05	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Municipal Infrastructure Grants	Date by which 2019/2020 FY projects are advertised		Date	Signing of requisition for 2019/2020 FY projects for advertisement by 31-Mar-19	n/a	Approval of final designs reports by 31-Dec-18	Signing of requisition for 2019/2020 FY projects for advertisement by 31-Mar-19	n/a						Final design report & Signed Requisition
IPD06	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-	Construction of community halls	Percentage of constructed community hall (Nkweletsheni & Amazabeko) by 31-Mar-19	3	Percentage	100% completion of a community hall constructed (Nkweletsheni & Amazabeko) by 31-Mar-19	n/a	Construction in progress 45% completion by 31-Dec-18	Construction in progress 100% completion (Nkweletsheni & Amazabeko) by 31-Mar-19	n/a						Completion Certificate & signed consultant's progress report



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	ACTUAL					
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
	economic development															
IPD07	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Expansion of Municipal Building	Percentage of expansion of Municipal Building by 31-Mar-19	3	Percentage	100% completion of expansion of Municipal Building by 31-Mar-19	50% completion of expansion of Municipal Building by 30-Sept-18	75% completion of expansion of Municipal Building by 31-Dec-18	100% completion of expansion of Municipal Building by 31-Mar-19	n/a						signed consultant's progress report & Completion Certificate
IPD08	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Construction of black top roads-2.3km	Percentage of constructed roads completed by 31-Mar-19	3	Percentage	100% completion of Lower Valley view road 0.8km and Fairview roads 1.5km constructed by 31-Mar-19	Construction in progress-5% completion by 30-Sep-18	Construction in progress-45% completion by 31-Dec-18	Construction in progress-100% completion by 31-Mar-19	n/a						signed consultant's progress report and completion certificate
IPD09	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-	Construction of black top roads	Percentage of constructed roads completed by 30-Sept-18	3	Percentage	100% completion of Golf Course Road (0.75km) constructed by 30-Sept-18	Construction in progress- 100% completion by 30-Sept-18	n/a	n/a	n/a						signed consultant's progress report and completion certificate



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	ACTUAL					
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
	economic development															
IPD10	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Upgrade of sports fields	Percentage of upgraded sport field completed by 31-Mar-19	3	Percentage	100% Completion of the upgrading of Pass4 Phungula sports field by 31-Mar-19	Construction commencement- 5% completion by 30-Sept-18	Construction in progress 45% completion by 31-Dec-18	Construction in progress 100% completion by 31-Mar-19	n/a						Signed Consultation Report Completion Certificate
IPD10.1	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development		Percentage of upgraded sport field completed by 31-dec-18		Percentage	100% Completion of the upgrading of KwaDladla sports field by 31-dec-18	Construction commencement- 30% completion by 30-Sept-18	Construction in progress 100% completion by 31-dec-18	n/a	n/a						Signed Consultation Report Completion Certificate
IPD11	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-	Maintenance of blacktop roads	Square meters of blacktop roads maintained (potholes) by 30-Jun-19	3	Square meters	400m2 of blacktop roads maintained (potholes) by 30-Jun-19	40m2 maintained by 30-Sep-18	120m2 maintained by 31-Dec-18	120m2 maintained by 31-Mar-19	120m2 maintained by 30-Jun-19						Signed report with dated photos before & after



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
	economic development															
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-Jun-19	3	Number	1 Community Facilities maintained as directed by prescripts from Social Development Services by 30-June-19	n/a	Signing of Requisition by 5-Oct-18	n/a	1 Community Facility maintained as directed by prescripts from Social Development Services by 30-Jun-19						Requisition , Signed report with dated photos before & after, memo from SD & Technical Assessment t report
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-19	3	Kilometres	80KM of gravel roads maintain/ed as per maintenance plan by 30-Jun-19	20km of gravel roads maintained as per maintenance plan by 30-Sep-18	15km of gravel roads maintained as per maintenance plan by 31-Dec-18	15km of gravel roads maintained as per maintenance plan by 31-Mar-19	30km of gravel roads maintained as per maintenance plan by 30-Jun-19						signed report & dated photos before and after
IPD14	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-	Monitoring of meetings with DoHS	Number of coordinated meetings on progress of housing projects by 30-Jun-19	3	Number	Monitor coordination of 4 meetings on progress of Housing project by 30-Jun-19	Monitor coordination of 1 meeting on progress of Housing project by 30-Sep-18	Monitor coordination of 1 meeting on progress of Housing project by 31-Dec-18	Monitor coordination of 1 meeting on progress of Housing project by 31-Jan-19	Monitor coordination of 1 meeting on progress of Housing project 30-Jun-19						Signed attendance register and minutes



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
	economic development															
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-19	3	Number	Monitor coordination of 4 meetings on progress on 150 Units - Phase 1 Community Residential Units by 30-Jun-19	Monitor coordination of 1 meeting on progress on 150 Units - Phase 1 Community Residential Units by 30-Sep- 18	Monitor coordination of 1 meeting on progress on 150 Units - Phase 1 Community Residential Units by 31-Dec-18	Monitor coordination of 1 meeting on progress on 150 Units - Phase 1 Community Residential Units by 31-Mar-19	Monitor coordination of 1 meeting on progress on 150 Units - Phase 1 Community Residential Units by 30-Jun-18						Signed attendance register and minutes
IPD16	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development		Date by which the final Housing sector plan is submitted to IDP unit	3	date	monitor the submission of the final Housing sector plan to IDP unit by 3-May-19	n/a	n/a	monitor the submission of the draft Housing sector plan to IDP unit by 06-Mar-19	monitor the submission of the final Housing sector plan to IDP unit by 3-May-19						Proof of submission, Housing sector plan
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	3	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 received building plans with dates and acceptance letters





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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
IPD18	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Electrification in Golf Course housing project	Percentage of electrification for Golf Course housing project completed by 30-Sept-18	3	Percentage	100% completion of the electrification in Golf Course housing project by 30-Sept-18	100% completion of electrification by 30-Sept-18	n/a	n/a	n/a						Signed Progress reports completion certificate
IPD19	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development		Electrification projects	Percentage of electrified wards completed by 31-Dec-18	3	Percentage	100% completion of the electrification of ward 1 (Webbstown infills) by 31-Dec-18	n/a	100% completion of the electrification of ward 1 (Webbstown infills) by 31-Dec-18	n/a	n/a					signed Consultants Progress reports and closure report
IPD19.1	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development			Percentage of electrified wards completed by 30-Jun-19		Percentage	70% completion of the electrification of Ward 13 (Blackstore) by 30-Jun-19	n/a	20% completion of the electrification of Ward 13 (Blackstore) by 31-Dec-18	45% completion of the electrification of Ward 13 (Blackstore) by 31-Mar-18	70% completion of the electrification of Ward 13 (Blackstore) by 30-Jun-19					Signed Consultants Progress reports and closure report



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
IPD19.2	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development		Percentage of electrified wards completed by 30-Jun-19		Percentage	100% completion of the electrification of Ntlosane & Stewartsview by 30-Jun-19	n/a	n/a	n/a	100% completion of the electrification of Ntlosane & Stewartsview by 30-Jun-19						Signed Consultants Progress reports and closure report
IPD20	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 receiving circular.	3	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
OUTCOME 9 NATIONAL KPA						COMMUNITY WORK PROGRAMME IMPLEMENTED AND COOPERATIVES SUPPORTED SOCIAL AND LOCAL ECONOMIC DEVELOPMENT										
IPD21	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-19	5	Number	Sustainability of 50 Jobs created through EPWP maintenance projects by 30-Jun-19	Sustainability of 50 Jobs created through EPWP maintenance projects by 30-Sep-18	Sustainability of 50 Jobs created through EPWP maintenance projects by 31-Dec-18	Sustainability of 50 Jobs created through EPWP maintenance projects by 31-Mar-19	Sustainability of 50 Jobs created through EPWP maintenance projects by 30-Jun-19						Signed Attendance register time sheet
OUTCOME 9 NATIONAL KPA						DEEPEN DEMOCRACY THROUGH A REFINED WARD COMMITTEE SYSTEM GOOD GOVERNANCE AND PUBLIC PARTICIPATION										



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
IPD22	To improve the performance and functioning of the municipality	Holding of departmental meetings	Number of departmental meetings held by 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
IPD23	To promote accountability to the citizens of Ubuhlebezwe	Attending IDP public participation meetings	Number of IDP public participation meetings attended by 30-Apr-19	3	Number	4 IDP public participation meetings attended(2 clustered and 2 ratepayers ) by 30-Apr-19	n/a	2 public participation meeting attended (1 clustered and 1 ratepayers )by 30-Nov-18	n/a	2 public participation meeting attended (1 clustered and 1 ratepayers ) by 30-Apr-19						Signed attendance register
IPD24	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 and signed minutes
IPD25	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 minutes and signed attendance register
OUTCOME 9 NATIONAL KPA						IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY FINANCIAL VIABILITY AND FINANCIAL MANAGEMENT										
IPD26	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-19	3	Percentage	Percentage of a municipality's CAPITAL BUDGET actually spent on CAPITAL PROJECTS identified in the IDP at 100% by 30-Jun-19	Percentage of a municipality's CAPITAL BUDGET actually spent on CAPITAL PROJECTS identified in the IDP at 3% by 30-Sep-18	Percentage of a municipality's CAPITAL BUDGET actually spent on CAPITAL PROJECTS identified in the IDP at 30% by 31-Dec-18	Percentage of a municipality's CAPITAL BUDGET actually spent on CAPITAL PROJECTS identified in the IDP at 50% by 31-Mar-19	Percentage of a municipality's CAPITAL BUDGET actually spent on CAPITAL PROJECTS identified in the IDP at 100% by 30-Jun-19						Signed expenditure report



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
IPD27	To practice sound financial management principles	Compliance with the MFMA	Number of progress reports submitted to IPD Portfolio Committee by 30-Jun-19	3	Number	5 progress reports submitted to IPD Portfolio Committee by 30-Jun-19	1 progress report submitted to IPD Portfolio Committee by 30-Sep-18	1 progress report submitted to IPD Portfolio Committee by 31-Dec-18	1 progress report submitted to IPD Portfolio Committee by 31-Mar-19	2 progress report submitted to IPD Portfolio Committee by 30-Jun-19						signed portfolio minutes and signed attendance register
OUTCOME 9						IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY										
NATIONAL KPA						CROSS CUTTING INTERECTIONS										
IPD28	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 final spatial development framework is reviewed and submitted to IDP unit	3	Date	Final review and submission of spatial development framework to IDP unit by 3-May-19	n/a	n/a	review and submission of draft spatial development framework to IDP unit by 06-Mar-19	Final review and submission of spatial development framework to IDP unit by 3-May-19						proof of submission, draft SDF and Final SDF
IPD29	To facilitate spatial development in the entire area of Ubuhlebezwe and at the same time achieve economic social and environmental sustainability	Development of Strategic Environmental Assessment	Date by which the Strategic Environmental Assessment is developed and submitted to Council	3	Date	Development and Submission of final Strategic Environmental Assessment to Council by 30-Sept-18	Development and Submission of final Strategic Environmental Assessment to Council by 30-Sept-18	n/a	n/a	n/a						Council Resolution



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
IPD30	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 Integrated Local Transport Plan	Date by which the Integrated Local Transport Plan is developed and approved	3	Date	Receiving of final Integrated Local Transport Plan from the Consultant by 30-Jun-19	Approval of Terms of Reference and signing of requisition for advertisement by 16-Jul-18	Approval of Service Level Agreement by 31-Dec-18	Analysing of Inception Report and submission of draft Integrated Local Transport Plan to Council by 31-Mar-19	Receiving of final Integrated Local Transport Plan from Consultant by 30-Jun-18						Final CIP Signed council minutes and attendance register council resolution
IPD31	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 for GIS	Date by which Data Sets for GIS is updated	3	Date	Monitor the updating of Data Sets for GIS by 30-Apr-19	n/a	n/a	n/a	Monitor the updating of data sets for GIS by 30-Apr-19						Spreadsheet of collected data and mapping the collected sets
IPD32	To facilitate spatial development in the entire area of Ubuhlebezwe and at the same time achieve economic social and environment	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	3	Date	Monitor the submission of final ward profiles reflecting information for all wards within Ubuhlebezwe jurisdiction by 30-May-19	Monitor the submission of ubuhlebezwe wards profiling reports focus areas that is demographics , infrastructure by 30-Sep-18	n/a	Monitor the submission of draft ward profiles reflecting information for all wards within Ubuhlebezwe jurisdiction by 31-Mar-19	Monitor the submission of final ward profiles reflecting information for all wards within Ubuhlebezwe jurisdiction by 30-May-19						Ward profile report of focus areas , draft ward profiles reports a final ward profiles report and applicability mapping



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
	al sustainability															
IPD33	To improve the performance and functioning of the municipality	Submission of the back to basics 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 Municipal Manager	Submit the required information at a monthly back to basics meeting within 5 working days after receiving the template from Municipal Manager	Submit the required information at a monthly back to basics meeting within 5 working days after receiving the template from Municipal Manager	Submit the required information at a monthly back to basics meeting within 5 working days after receiving the template from Municipal Manager	Submit the required information at a monthly back to basics meeting within 5 working days after receiving the template from Municipal Manager						Proof of receipt of template, proof of submission and signature of attendants registered
IPD34	To improve the performance and functioning of the municipality	Submission of the back to basics to the office of the Municipal Manager	Turnaround time for submission of quarterly back to basics template to Municipal Manager 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 Municipal Manager	Submit the required information at a quarterly back to basics meeting within 5 working days after receiving the template from Municipal Manager	Submit the required information at a quarterly back to basics meeting within 5 working days after receiving the template from Municipal Manager	Submit the required information at a quarterly back to basics meeting within 5 working days after receiving the template from Municipal Manager	Submit the required information at a quarterly back to basics meeting within 5 working days after receiving the template from Municipal Manager						Proof of receipt of template, proof of submission and signature of attendants registered



## 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	10			
2. People Management	10			
3. Programme and Project Management	30			
4. Financial Management	10			
5. Change Leadership				
6. Service Delivery Innovation	30			
7. Governance Leadership				
<b>CORE COMPETENCIES</b>				
8. Moral Competence				
9. Planning and Organising	10			
10. Analysing and Innovation				
11. Knowledge and Information Management				
12. Communication				
13. Results and Quality Focus				
<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 and Infrastructure	60		
2. Municipal Transformation and Institutional Development	10		
3. Social and Local Economic Development	5		
4. Municipal Financial Viability and Financial Management	10		
5. Good Governance and Public Participation	5		
6. Crosscutting Interventions	10		
<b>Total</b>	<b>%</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 IPD : \_\_\_\_\_

Signed in :\_IXOPO\_\_\_\_\_on\_\_\_\_of \_\_\_\_\_

**SIGNATURE OF EMPLOYER:**

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

Signed in :\_IXOPO\_\_\_\_\_on\_\_\_\_of \_\_\_\_\_