

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

					UNIT OF	2018/2019		QUARTERLY TAP	RGETS & ACTUALS			Achieved /	HOD	Panel	Comment /	
IDP / SDBIP	OBJECTIVES	STRATEGIES	INDICATORS	WEIGHTING	MEASURE/ CALCULATIO	ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	ACTUAL	Not Achieved	Score	Score	Corrective measure	PORTFOL OF
NO.					NS	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						EVIDENC
OUTCOME 9 NATIONAL K					 		DACH TO MUNICIPAL FINAL		JPPORT							
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 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 o submissi & quarte performa e repor
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 o submissi & quarte updated risk regis report
OUTCOME 9 NATIONAL K					 	IMPROVED ACCESS TO E	BASIC SERVICES RY & INFRASTRUCTURE DE	EVELOPMENT								
IPD03	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socioeconomic development	Construction of new gravel roads-6.2km	Percentage of gravel roads constructed by 31-mar-19		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						appointm nt letter ,signed consultar s progres report sai completic certificate

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NO.					NS	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						EVIDENC
IPD04	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socioeconomic 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 Busines Plans ar workflow history
IPD05	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socioeconomic 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						Completi Certifica & signe consultai s progres report



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IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	INDICATORS	WEIGHTING	MEASURE/ CALCULATIO	ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	ACTUAL	Not Achieved	Score	Score	Corrective measure	PORTFOL OF EVIDENC
NO.					NS	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						EVIDENC
IPD07	economic development To ensure provision, upgrading and maintenance of infrastructur e and services that onbances.	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 consultar s progres report & Completi Certificat
	enhances socio- economic development															
IPD08	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socioeconomic 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 consultar s progres report ar completic certificate
IPD09	To ensure provision, upgrading and maintenance of infrastructure and services that enhances	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 consultat s progres report ar completio certificate

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IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	INDICATORS	WEIGHTING N	UNIT OF MEASURE/ CALCULATIO NS	ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	ACTUAL	Not Achieved	Score	Score	Corrective measure	PORTFOL OF EVIDENC
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	economic development															
IPD10	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Upgrade of	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 Consulta s Report Completi Certifica
IPD10.1	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socioeconomic development	sports fields	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 Consulta s Report Completi Certifica
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 wi dated photos before & after

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NO.					NS	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						EVIDENC
	economic development															
IPD12	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socioeconomic 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 will dated photos before & after, memo from SD & Technica Assessmut report
IPD13	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socioeconomic 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/ned 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 an after
IPD14	To ensure provision, upgrading and maintenance of infrastructure and services that enhances	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 attendan register and minutes

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IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	INDICATORS	WEIGHTING	MEASURE/ CALCULATIO	ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	ACTUAL	Not Achieved	Score	Score	Corrective measure	PORTFOL OF EVIDENC
NO.					NS	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						LVIDLING
	economic development															
IPD15	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socioeconomic 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 attendan register and minutes
IPD16	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socioeconomic 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 o submissi , Housin sector pla
IPD17	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socioeconomic 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 wi dates ar acceptan letters

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IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	INDICATORS	WEIGHTING	MEASURE/ CALCULATIO	ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	ACTUAL	Not Achieved	Score	Score	Corrective measure	PORTFOL OF EVIDENC
NO.					NS	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						EVIDENC
IPD18	To ensure provision, upgrading and maintenance of infrastructur e and services that enhances socioeconomic development	Electrification in Golf Course housing project	Percentage of electrification for Golf Course housing project completed by 30-Sept-18		Percentage	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 Progres reports completi certificat n
IPD19	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socioeconomic 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 C nsultan Progres reports and closure report
IPD19.1	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socioeconomic 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 Consultats Progress reports and closure report

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OBJECTIVES	STRATEGIES	INDICATORS	WEIGHTING	MEASURE/ CALCULATIO	ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	ACTUAL	Not Achieved	Score	Score	Corrective measure	PORTFOL OF EVIDENC
				NS	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						EVIDENC
To ensure provision, upgrading and maintenance of infrastructure and services that enhances socioeconomic 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 Consulta ts Progre s reports and closure report
functioning	Submission of Infrastructure Planning & Development Portfolio items	Turnaround time for submission of Infrastructure Planning & Development Portfolio items to Corporate Services after receiving circular.	3	Turnaroun d 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
PA					SOCIAL AND LOCAL ECO	GRAMME IMPLEMENTED A DNOMIC DEVELOPMENT	AND COOPERATIVES SUPP	OKIED							
To ensure provision, upgrading and maintenance of infrastructure and services that enhances socioeconomic 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 Attendan register time shee
	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socioeconomic development To improve the performance and functioning of the municipality PA To ensure provision, upgrading and maintenance of infrastructure and services that enhances socioeconomic	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development To improve the performance and functioning of the municipality PA To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic	To ensure provision, upgrading and maintenance and fitness to the municipality To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development To improve the performance and Development Portfolio items Development Portfolio items Development To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic PA To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic Turnaround time for submission of Infrastructure Planning & Development Portfolio items to Corporate Services after receiving circular. PA To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development To improve the Infrastructure performance and Development Portfolio items Development Portfolio items to Corporate Services after receiving circular. PA To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio- economic development To improve the performance and items of the municipality To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio- economic development To improve the performance and performance and maintenance of infrastructure functioning of the municipality To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio- economic	To ensure provision, upgrading and maintenance of fine functioning of the municipality To ensure provision, upgrading and maintenance of fine fastructure and services that enhances sociologic fines to corporate Services after receiving circular. To improve the provision of the municipality To improve the performance and functioning of the municipality To the performance and provision of the municipality To the performance and functioning of the municipality To ensure provision, upgrading and maintenance of infrastructure and services that enhances sociologic occonomic of the provision, upgrading and maintenance of sinfrastructure and services that enhances sociologic occonomic occorporate sociologic occonomic occioned as the provision of the provision, upgrading and maintenance projects by 30-Jun-19 To ensure provision, upgrading and maintenance projects by 30-Jun-19 Percentage of electified wards completed by 30-Jun-19 To ensure provision, upgrading and maintenance projects by 30-Jun-19 Percentage of electrified wards completed by 30-Jun-19 To ensure provision, upgrading and maintenance projects by 30-Jun-19 Number of social AND LOCAL ECC Proporate Social AND Local ECC Proporat	To improve condinic development To improve Planning & Development Planning & Development Portfolio items to Corporate municipality of the more provision, upgrading and maintenance of infrastructure performance and services that the municipality of the municipality of the provision, upgrading and maintenance of infrastructure and services that the municipality of the municipality of the provision, upgrading and maintenance of infrastructure and services that through infrastructure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic of the provision, upgrading and maintenance of infrastructure and services that enhances socio-economic of the entrough infrastructure and services of infrastructure and services of the entrough infrastructure and services of the entrough infrastructure and services of the entrough infrastructure and services that enhances socio-economic of the entrough infrastructure and services of that enhances socio-economic or infrastructure and services after entrough infrastructure and services of that enhances socio-economic or infrastructure and services of that enhances socio-economic or infrastructure and services of the electrification of the electrificat	DOBLECTIVES TO ensure performance and and envicioning of the municipality To improve functioning of the municipality To improve submission of the environment functioning of the municipality To resure performance and and services functionally of the environment functioning of the municipality To resure performance and and services functioning of the environment functioning of the items to Corporate Services within 7 working days after receiving circular. To ensure performance and environs that enhances sociological control of the environment functioning	To ensure provision, upgrading and enhances sociol-ectoring development functioning of the municipality and enhances performance functioning of the municipality and enhances sociol-ectoring enhances of infrastructure functioning of the municipality and enhances sociol-ectoring enhances of infrastructure functioning of the municipality and enhances of infrastructure functioning of the municipality enhances of infrastructure functioning enhances of infrastructure functioning enhances of infrastructure functioning of the municipality enhances of infrastructure functioning enhances of infrastructure functioning enhances of infrastructure functioning enhances enhances enhances enhances enhances sociol-economic enhances enhances enhances enhances enhances enhances enhances encolonic electrified wards completed by 30-Jun-19 enhances enhances enhances enhances enhances enhances enhances enhances enhances encolonic electrified wards every enhanced enhances enhances encolonic electrified wards every enhanced enhances enhances enhances encolonic electrified by an electrification of Ntdeath electrification of Infrastructure Planning & Submission of Infrastructure Planning & Development Portfolio items to Corporate Corporate Corporate Corporate Services within 7 working days after receiving circular electrification of Submission of Infrastructure Planning & Development Portfolio items to Corporate Co	To ensure provision, upgrading and maintenance of letern leters the municipality if tens under provision the municipality and provision them of them municipality and maintenance of infrastructure and services that enhances sociol-geoconomic downloads and maintenance of infrastructure and services that enhances sociol-geoconomic downloads and maintenance of infrastructure provision, upgrading and maintenance programme and services on the enhances sociol-geoconomic deconomic development provision, upgrading and maintenance programme programme and services on the enhances sociol-geoconomic deconomic development provision, upgrading and maintenance programme programme and services on the enhances sociol-geoconomic development provision, upgrading and services on the enhances sociol-geoconomic development provision, upgrading and services on the enhances sociol-geoconomic development provision, upgrading and services on the enhances sociol-geoconomic development provision, upgrading and services on the enhances sociol-geoconomic development provision, upgrading and services which and services on the enhances sociol-geoconomic development provision, upgrading and services which and services on the enhances sociol-geoconomic development provision, upgrading and services which and services by 30-Jun-19 and services sociol-geoconomic development provision of time to the electrification of hydrogeneral provision of the electrification of hydrogeneral provision of times to corporate services with a particular and services by 30-Jun-19 and services by 30-Jun-19 and	Objectives STRATEGIES Modified Percentage of objectified provision, upgrading and maintenance of infrastructure performance functioning of the municipality Portfolio items to Corporate Services after ceeping circular	To ansure provision, uniformitical and and services that enhance sociole-ectronicity of the municipality of the municipality of the portion of the municipality of the portion of the items to Corporate exervision, provision, proposion, programing and municipality of the performance of the municipality of the portion of the portion of the items to Corporate exervision of the items to Corporate exervision of the items to Corporate exervision of the items of t	To ensure provision, upgrading and and services enter encompleted functioning Portfolio tems to of the municipality in Encourage of the municipality in Encourage of the municipality and and services and encourage of the municipality and and an enterprise provision, upgrading and and encourage of the municipality and and encourage of the municipality and encourage of the encourage of the municipality and encourage of the municipality and encourage of the encourage of the encourage of the municipality and encourage of the encoura	To insure provision, and services after proposition of the electrification of historical solutions and services and municipality interests to Copporate and services and and an interest to terms to Copporate and services and and an interest to terms to Copporate and services and and an interest to terms to Copporate and and the provision of the certain of the provision of the provision of the certain of the provision of the provision of the certain of the provision of the provision of the certain of the provision of t	To instruct problems of the municipality of them to be observed that the municipality of the munici

DEEPEN DEMOCRACY THROUGH A REFINED WARD COMMITTEE SYSTEM
GOOD GOVERNANCE AND PUBLIC PARTICIPATION

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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 attendan 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 attendan 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 attendan registe and signe 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 signo attendan register
OUTCOME 9						IMPROVED MUNICIPAL F	NANCIAL AND ADMINISTR	RATIVE CAPABILITY								
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IPD26	To practice sound financial management principles	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 expendit e repor

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IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	INDICATORS	WEIGHTING	MEASURE/ CALCULATIO	ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	ACTUAL	Not Achieved	Score	Score	Corrective measure	PORTFOL OF EVIDENC
NO.					NS	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						LVIDLING
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 signe attendand register
OUTCOME: NATIONAL						IMPROVED MUNICIPA CROSS CUTTING INT		IINISTRATIVE CAPABIL	ITY							
IPD28	To facilitate spatial development in the entire area of Ubuhlebezwe and at the same time achieve economic social and environmenta	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 o submissi , draft SI and Fina SDF
IPD29	To facilitate spatial development in the entire area of Ubuhlebezw e and at the same time achieve economic social and environment al 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 Resolutio

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					UNIT OF	2018/2019		QUARTERLY TA	RGETS & ACTUALS			Achieved /	HOD	Panel	Comment /	
IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	INDICATORS	WEIGHTING	MEASURE/ CALCULATIO	ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	ACTUAL	Not Achieved	Score	Score	Corrective measure	PORTFOL OF EVIDENC
NO.					NS	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						EVIDENC
IPD30	To facilitate spatial development in the entire area of Ubuhlebezw e and at the same time achieve economic social and environment al 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 CII Signed council minutes and attendan register council resolutio
IPD31	To facilitate spatial development in the entire area of Ubuhlebezw e and at the same time achieve economic social and environment al 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						Spread sheet o collecte data an mapping the collecte sets
IPD32	To facilitate spatial development in the entire area of Ubuhlebezw e 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	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 o focus are , draft wa profiles reports a final war profiles report ar applicab mapping

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					UNIT OF	2018/2019					Achieved /	HOD	Panel	Comment /		
IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	INDICATORS	WEIGHTING	MEASURE/ CALCULATIO	ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	ACTUAL	Not Achieved	Score	Score	Corrective measure	PORTFOL OF EVIDENC
NO.					NS	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						EVIDENC
	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 o receipt o template proof o submissi and sign attendan register
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 submissificant signs attendan 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		
Strategic Direction & Leadership	10			
People Management	10			
3. Programme and Project Managemen	t 30			
4. Financial Management	10			
5. Change Leadership				
6. Service Delivery Innovation	30			
7. Governance Leadership				
	CORE	COMPETENCIES		
8. Moral Competence				
9. Planning and Organising	10			
10. Analysing and Innovation				
Knowledge and Information Management				
12. Communication				
13. Results and Quality Focus				
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

	TYPE OF INTERVENTION	TARGET DATE	PERFORMANCE REVIEW FOR PDP		
AREA TO BE DEVELOPED			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)

КРА	Weight	Rating	Score
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		
Total	%		
x 80%			%



КРА	(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)			%

Signed in :_IXOPO_____on___of ____

SIGNATURE OF THE EMPLOYEE: