



PERFORMANCE PLAN

For

Mrs S.M. Ndebele



Ukhlebezwe Local Municipality
Infrastructure and Planning Development

01 July 2019 to 30 June 2020



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	2019/2020					Achieved / Not Achieved	HOD Score	Panel Score	Comment / Corrective measure	PORTFOLIO OF EVIDENCE
						QUARTERLY TARGETS & ACTUALS									
						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED											
OUTCOME 9						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 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						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-7.2km	Kilometres of gravel roads constructed by 30-Jun-20	3	Kilometre	7.2km of new Gravel roads to be constructed (Esidungeni 2km, Khambula 1.1km, Magawula 1.6km, Masomini 2.5km) by 30-Jun-20	n/a	n/a	n/a	7.2km of new Gravel roads to be constructed (Esidungeni 2km, Khambula 1.1km, Magawula 1.6km, Masomini 2.5km) by 30-Jun-20					Signed consultant's progress report and completion certificates



IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	INDICATORS	WEIGHTING	UNIT OF MEASURE/ CALCULATIONS	2019/2020 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						
IPD04	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Construction of new gravel roads-4km	Kilometres of gravel roads constructed by 31-Mar-20	3	Kilometres	4km of Esivandeni road constructed by 31-Mar-20	n/a	n/a	4km of Esivandeni road constructed by 31-Mar-20	n/a					Signed consultant's Progress Report and Completion certificate	
IPD05	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Municipal Infrastructure Grants	Date by which 2020/2021 Business Plans on MIS system are recommended	3	Date	Recommendation of 2020/2021 FY Business Plan on MIS system by 30-Nov-19	n/a	Recommendation of 2020/2021 FY Business Plan on MIS system by 30-Nov-19	n/a	n/a					System generated Business Plans and workflow history	
IPD06	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Municipal Infrastructure Grants	Date by which 2020/2021 FY projects are advertised		Date	Signing requisition for 2020/2021 FY projects for advertisement by 31-Mar-20	n/a	n/a	Approval of final design reports by 28-Feb-19 Signing of requisition for 2020/2021 FY projects for advertisement by 31-March-20	n/a					Final design report & Signed Requisition	
IPD07	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Construction of community halls	Number of constructed community halls completed by 30-Sept-19	3	Number	1 community hall (Nkweletsheni) construction completed by 30-Sept-19	1 community hall (Nkweletsheni) construction completed by 30-Sept-19	n/a	n/a	n/a					Completion Certificate & signed consultant's progress report	
IPD08	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Construction of a fire station	Date by which construction of a fire station is completed	3	Date	Construction completion of a fire station by 31-Mar-20	n/a	Construction of wall plates completed by 31-Dec-19	Construction completion of a fire station by 31-Mar-20	n/a					signed consultant's progress report & Completion Certificate	



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4						ACTUAL
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
IPD09	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Expansion of Municipal Building	Date by which expansion of Municipal Building is completed	3	Date	Expansion of Municipal Building completed by 31-Mar-20	n/a	Construction of wall plates completed by 31-Dec-19	Expansion of Municipal Building completed by 31-Mar-20	n/a					signed consultant's progress report & Completion Certificate	
IPD10	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Construction of black top roads- 1.5km	Kilometres of gravel roads constructed by 30-Sept-19	3	Kilometres	1.5km of Fairview road 1constructed by 30-Sept-19	1.5km of Fairview road 1constructed by 30-Sept-19	n/a	n/a	n/a					signed consultant's progress report & Completion Certificate	
IPD11	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Construction of sports fields	Number of sport fields constructed by 30-Jun-20	3	Number	1 Sportsfield (esiqandulweni) constructed by 30-Jun-20	n/a	Site handover and Establishment completed by 31-Dec-19	n/a	1 Sportsfield (esiqandulweni) constructed by 30-Jun-20					signed consultant's progress report and completion certificates	
IPD12	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-20	3	Square meters	400m2 of blacktop roads maintained (potholes) by 30-Jun-20	40m2 maintained by 30-Sep-19	120m2 maintained by 31-Dec-19	120m2 maintained by 31-Mar-20	120m2 maintained by 30-Jun-20					Signed report with dated photos before & after	
IPD13	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-20	3	Number	1 Community Facilities maintained as directed by prescripts from Social Development Services by 30-June-20	n/a	Signing of Requisition by 5-Oct-19	n/a	1 Community Facility maintained as directed by prescripts from Social Development Services by 30-Jun-20					Requisition , Signed report with dated photos before & after, memo from SD & Technical Assessment report	



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4						
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
IPD14	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-20	3	Kilometres	80KM of gravel roads maintained as per maintenance plan by 30-Jun-20	n/a	30km of gravel roads maintained as per maintenance plan by 31-Dec-19	n/a	50KM of gravel roads maintained as per maintenance plan by 30-Jun-20					signed report & dated photos before and after	
IPD15	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-Jun-20	3	Number	Monitor coordination of 4 meetings on progress of Housing project by 30-Jun-20	Monitor coordination of 1 meeting on progress of Housing project by 30-Sep-19	Monitor coordination of 1 meeting on progress of Housing project by 31-Dec-19	Monitor coordination of 1 meeting on progress of Housing project by 31-Jan-20	Monitor coordination of 1 meeting on progress of Housing project 30-Jun-20					Signed attendance register and minutes	
IPD16	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-20	3	Number	Monitor coordination of 4 meetings on progress on 150 Units - Phase 1 Community Residential Units by 30-Jun-20	Monitor coordination of 1 meeting on progress on 150 Units - Phase 1 Community Residential Units by 30-Sep-19	Monitor coordination of 1 meeting on progress on 150 Units - Phase 1 Community Residential Units by 31-Dec-19	Monitor coordination of 1 meeting on progress on 150 Units - Phase 1 Community Residential Units by 31-Mar-20	Monitor coordination of 1 meeting on progress on 150 Units - Phase 1 Community Residential Units by 30-Jun-20					Signed attendance register and minutes	
IPD17	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 10-May-20	n/a	n/a	monitor the submission of the draft Housing sector plan to IDP unit by 08-Mar-20	monitor the submission of the final Housing sector plan to IDP unit by 10-May-20					Proof of submission, Housing sector plan	



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4						ACTUAL
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
IPD18	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 of received building plans with dates and acceptance letters	
IPD19	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Electrification projects	Number of electrified households completed by 31-Mar-20	3	Number	483 households electrified in (Blackstore) by 31-Mar-20	n/a	n/a	483 households electrified in (Blackstore) by 31-Mar-20	n/a					Signed consultant's progress report with a list of households electrified & completion certificate	
IPD19.1	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development		Number of electrified households completed by 31-Dec-19	3	Number	50 households electrified (Bethal) by 31-Dec-19	n/a	50 households electrified (Bethal) by 31-Dec-19	n/a	n/a					Signed consultant's progress report with a list of households electrified & completion certificate	
IPD19.2	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic		Date by which requisition for advertising Ndonyane electrification project is signed	3	Date	Signing of requisition for advertising Ndonyane electrification project by 30-Apr-20	n/a	n/a	n/a	Signing of requisition for advertising Ndonyane electrification project by 30-Apr-20					Signed requisition	



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4						ACTUAL
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
	development															
IPD19.3	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development		Date by which requisition for advertising Fairview electrification project is signed		Date	Signing of requisition for advertising Fairview electrification project by 30-Apr-20	n/a	n/a	n/a	Signing of requisition for advertising Fairview electrification project by 30-Apr-20					Signed requisition	
IPD19.4	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Electrification projects	Number of households electrified by 31-Dec-19		Number	300 households electrified (Mandilini) by 31-Dec-19	n/a	300 households electrified (Mandilini) by 31-Dec-19	n/a	n/a					Signed consultant's progress report with a list of households electrified & completion certificate	
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						COMMUNITY WORK PROGRAMME IMPLEMENTED AND COOPERATIVES SUPPORTED										
NATIONAL KPA						SOCIAL AND LOCAL ECONOMIC DEVELOPMENT										
IPD21	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-	Job creation through maintenance programme	Number of jobs created through EPWP - maintenance projects by 30-Jun-20	5	Number	60 Jobs created through EPWP maintenance projects by 30-Jun-20	60 Jobs created through EPWP maintenance projects by 30-Sep-19	60 Jobs created through EPWP maintenance projects by 31-Dec-19	60 Jobs created through EPWP maintenance projects by 31-Mar-20	60 Jobs created through EPWP maintenance projects by 30-Jun-20					Signed Attendance register & time sheets	



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4						ACTUAL
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
	economic development															
OUTCOME 9						DEEPEN DEMOCRACY THROUGH A REFINED WARD COMMITTEE SYSTEM										
NATIONAL KPA						GOOD GOVERNANCE AND PUBLIC PARTICIPATION										
IPD22	To improve the performance and functioning of the municipality	Holding of departmental meetings	Number of departmental meetings held by 30-Jun-20	3	Number	Holding of 4 departmental meetings by 30-Jun-20	Holding of 1 departmental meeting by 30-Sep-19	Holding of 1 departmental meeting by 31-Dec-19	Holding of 1 departmental meeting by 31-Mar-20	Holding of 1 departmental meetings by 30-Jun-20					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-20	3	Number	4 IDP public participation meetings attended(2 clustered and 2 ratepayers) by 30-Apr-20	n/a	2 public participation meeting attended (1 clustered and 1 ratepayers)by 30-Nov-19	n/a	2 public participation meeting attended (1 clustered and 1 ratepayers) by 30-Apr-20					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-20	3	Number	Attend 16 council committee meetings (4 MANCO, 4 Portfolio, 4 EXCO, 4 Council meetings) by 30-Jun-20	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 30-Sep-19	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 31-Dec-19	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 31-Mar-20	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 30-Jun-20					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-20	3	number	Attend 4 Risk management committee meetings by 30-Jun-20	Attend 1 Risk management committee meetings by 30-Sep-19	Attend 1 Risk management committee meetings by 31-Dec-19	Attend 1 Risk management committee meetings by 31-Mar-20	Attend 1 Risk management committee meetings by 30-Jun-20					Signed minutes and signed attendance register	
OUTCOME 9						IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY										
NATIONAL KPA						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-20	3	Percentage	Percentage of a municipality's CAPITAL BUDGET actually spent on CAPITAL PROJECTS identified in the IDP at 100% by 30-Jun-20	Percentage of a municipality's CAPITAL BUDGET actually spent on CAPITAL PROJECTS identified in the IDP at 3% by 30-Sep-19	Percentage of a municipality's CAPITAL BUDGET actually spent on CAPITAL PROJECTS identified in the IDP at 30% by 31-Dec-19	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-20					Signed expenditure report	
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	



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4						ACTUAL		
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED								
OUTCOME 9						IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY												
NATIONAL KPA						CROSS CUTTING INTERTEVATIONS												
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 10-May-20	n/a	n/a	review and submission of draft spatial development framework to IDP unit by 08-Mar-20	Final review and submission of spatial development framework to IDP unit by 10-May-20					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 and Submission of Integrated Transport Plan	Date by which Integrated Transport Plan is developed and submitted to Council	3	Date	Development and Submission of final Integrated Transport Plan to Council by 30-June-20	n/a	n/a	n/a	Development and Submission of final Integrated Transport Plan to Council by 30-June 20					Council Resolution			
IPD30	To facilitate spatial development in the entire area of Ubuhlebezwe and at the same time achieve economic social and environmental sustainability	Monitor the facilitation of building plans	Date by which the facilitation of building plans is monitored	3	Date	Monitor the facilitation of building plans (23 sites & Golf course) by 31 Dec-2019	Approval of Inception report by 30 Sept-2019	Monitor the facilitation of building plans (23 sites & Golf course) by 31 Dec-2019	n/a	n/a					Signed report by Manager PH and Inception report			
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-20	n/a	n/a	n/a	Monitor the updating of data sets for GIS by 30-Apr-20					Spread sheet of collected data and mapping of the collected sets			



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
IPD32	To facilitate spatial development in the entire area of Ubuhlebezwe and at the same time achieve economic social and environmental sustainability	Monitor the submission of final ward profiles reflecting information for all wards within Ubuhlebezwe jurisdiction	Date by which the of final ward profiles reflecting information 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-20	Monitor the submission of ubuhlebezwe wards profiling reports focus areas that is demographics , infrastructure by 30-Sep-19	n/a	Monitor the submission of draft ward profiles reflecting information for all wards within Ubuhlebezwe jurisdiction by 31-Mar-20	Monitor the submission of final ward profiles reflecting information for all wards within Ubuhlebezwe jurisdiction by 30-May-20					Ward profile report on focus areas , draft ward profiles reports and final ward profiles report and applicable mapping	
IPD33	To facilitate spatial development in the entire area of Ubuhlebezwe and at the same time achieve economic social and environmental sustainability	Monitor the subdivision and registration of municipal roads	Date by which the subdivision and registration of municipal roads is monitored	3	Date	Monitor the subdivision and registration of municipal roads(Main road and Margaret street) by 30-Jun-20	Approval of Terms of Reference by 30-Sept-19	Approval of Service Level Agreement and Inception report by 31-Dec-19	n/a	Monitor the subdivision and registration of municipal roads(Main road and Margaret street) by 30-Jun-20					Terms of reference, Service Level Agreement , Inception report and Approval letter from MPT	
IPD34	To facilitate spatial development in the entire area of Ubuhlebezwe and at the same time achieve economic social and environmental sustainability	Review of Comprehensive report of Profiling of land for a landfill site and cemetery site	Date by which Comprehensive report is reviewed	3	Date	Review Comprehensive report of Profiling of land for a landfill site and cemetery site by 31-Dec-20	n/a	Review Comprehensive report of Profiling of land for a landfill site and cemetery site by 31-Dec-20	n/a	n/a					Proof of review of the comprehensive report	
IPD35	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 signed attendance register	



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4						ACTUAL
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
IPD36	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 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	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				
CORE COMPETENCIES				
8. Moral Competence				
9. Planning and Organising	10			
10. Analysing and Innovation				
11. 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

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		
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 :_IXOPO_____ on__06__of _JUNE_____ 2019_____

SIGNATURE OF EMPLOYER:

Municipal Manager : _____

Signed in :_IXOPO_____ on__06__of _JUNE_____ 2019_____