## PERFORMANCE PLAN



For

Ms S. Buthelezi



Infrastructure and Planning Development **Ubuhlebezwe Local Municipality** 

01 July 2017 to 30 June 2018

	2	3	4	5	RATING
Unacceptable performance	Performance not fully satisfactory	Fully effective	Performance significantly above expectation	Outstanding performance	DEFINITION OF SCORE

Surname

Simphiwe

Buthelezi

Period Under Review

Gender

Department Municipality

Infrastructure and Planning Development

Ubuhlebezwe Municipality

Salary Package

Date Of Appointment Employee Number

16 January 2013

0269 Female African

<u> </u>	2	3	4	5	RATING
Unacceptable performance	Performance not fully satisfactory	Fully effective	Performance significantly above expectation	Outstanding performance	DEFINITION OF SCORE



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### PERFORMANCE PLAN

IPD03	OUTCOME 9 NATIONAL KPA	IPD02	IPD01	NATIONAL KPA	NO.	IDP/ SDBIP
To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	1	To improve performance and functioning of the municipality	To improve performance and functioning of the municipality	A		OBJECTIVES
Construction of new gravel roads-5.13km		Submission of the risk register reports to the office of the MM	Submission of performance reports to the office of the MM			STRATEGIES
Percentage of gravel roads constructed by 31-Mar-18		Number of updated risk register reports submitted to the office of the MM within the turnaround time	Number of performance reports submitted to the office of the MM within the turnaround time			INDICATORS
မ		ဒ	မ			WEIGHTING
Percentage	IMPROVED ACCE	Number	Number	MUNICIPAL TRAN	NS	UNIT OF MEASURE/ CALCULATIO
100% of new Gravel roads to be constructed (Harold Nxasana road 2km), Butateni 0.8km), (Mkhwanazi road 1km and Mncadi road 1.33km by 31-Mar -18	IMPROVED ACCESS TO BASIC SERVICES BASIC SERVICE DEVELOPMENT	4 updated risk register reports submitted to the office of the MM within 5 working days of the end of each quarter	4 performance reports submitted to the office of the MM within 5 working days of the end of each quarter	MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	PROJECTED	2017/2018 ANNUAL TARGET
Construction in progress-10% completion by 30-Sep-17	TURE DEVELOPMENT	1 updated risk register 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	UTIONAL DEVELOPMENT	PROJECTED	QUARTER 1
Construction in progress-30% completion by 31-		1 updated risk register 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 2	AND SUPPORT	PROJECTED	QUARTERLY TAI
Construction in progress-100% completion by 31-Mar-18		1 updated risk register 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 3		PROJECTED	QUARTERLY TARGETS & ACTUALS QUARTER 2 QUARTER 3
n/a		1 updated risk register report submitted to the office of the MM within 5 working days of the end of quarter 4	1 performance report submitted to the office of the MM within 5 working days of the end of quarter		PROJECTED	QUARTER 4
						Achieved / Not Achieved
						HOD Score
						Panel Score
						Comment / Corrective measure
appointme nt letter ,signed consultant' s progress report sand completion certificates		Proof of submission & quarterly updated risk register report	Proof of submission & quarterly performanc e report		EVIDENCE	PORTFOLIO OF



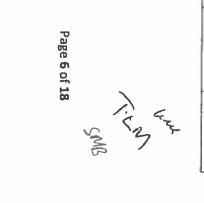
IPD06	IPD05	IPD04	IDP / SDBIP NO.
To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	OBJECTIVES
Construction of community halls	Municipal Infrastructure Grants	Construction of new gravel roads-1.5km	STRATEGIES
Percentage of constructed community hall (Kintail) by 29-Sep-17	Date of which design report and business plans are approved for 2018/19 projects	Percentage of gravel roads constructed by 30 June 2018	INDICATORS
ω	ယ	ω	WEIGHTING
Percentage	Date	Percentage	UNIT OF MEASURE/ CALCULATIO NS
100% completion of a community hall constructed (Kintail Hall) by 29-Sep-17	Approve design reports and business plans of 2018/2019 projects by 31-Mar-18	100% of new Gravel roads to be constructed (Sprenza road 1.5km), 30-June -	2017/2018 ANNUAL TARGET PROJECTED
100% completion of a community hall constructed (Kintail Hall) by 29 Sep-17	Development of Service Level Agreement by 30-Sept-17	Signing of requisition by 31 July 2017	QUARTER 1 PROJECTED
n/a	Approval of Business Plan on MIS system by 31-Dec-17	Construction in progress- 30% completion by 31-Dec-17	QUARTER 2 QUARTED
n/a	Approval of design reports and Signing of Requisition for advertising 2018/19 projects by 31-Mar-18	Construction in progress- 80% completion by 31-	QUARTERLY TARGETS & ACTUALS QUARTER 2 QUARTER 3 PROJECTED PROJECTED
n/a	n/a	100% of new roads constructed by 30-Jun-18	QUARTER 4 PROJECTED
			Achieved / Not Achieved
			HOD Score
			Panel Score
			Comment / Corrective measure
Completion Certificate & signed consultant' s progress report	Requisition s, Business Plans, Service Level Agreement & Design report	Signed Requisition ,appointme nt letter ,signed consultant' s progress report and completion certificates	PORTFOLIO OF EVIDENCE



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IPD09	IPD08	IPD07	IDP / SDBIP NO.
To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	To ensure provision, upgrading and maintenance of infrastructur e and services that enhances socio-economic development	OBJECTIVES
Construction of black top roads	Construction of black top roads-0.7km	Upgrading of council chamber and municipal entrance	STRATEGIES
Percentage of constructed roads completed by 30-June-17	Percentage of constructed roads completed by 31- Mar-2018	Percentage of Upgrading of council chamber and municipal entrance by 30-Jun-2018	INDICATORS
ω	ω	ω	WEIGHTING
Percentage	Percentage	Percentage	UNIT OF MEASURE/ CALCULATIO
100% completion of Golf Course Road (0.75 km) constructed by 30-Jun-18	100% completion of Chapel street (0.7km) constructed by 30-Jun-18	100% completion of upgrading of council chamber and municipal entrance by 30-Jun-2018	è
Approval of design reports and Signing of Requisition for advertising projects by 30-Sep-17	Construction commencement-50% completion by 30-Sept-17	Approval of designs and signing of requisition by 30-Sep-17	QUARTER 1
	Construction in progress- 80% completion by 31-	n/a	QUARTERLY TA QUARTER 2
Construction in progress- 40% completion by 31-	Construction in progress-100% completion by 31-Mar-18	30% completion of upgrading of council chamber and municipal entrance by 31-Mar-18	QUARTERLY TARGETS & ACTUALS QUARTER 2 QUARTER 3
100% completion of Golf Course Road constructed by 30-Jun-2018	n/a	100% completion of upgrading of council chamber and municipal entrance by 30-Jun-18	QUARTER 4
			Achieved / Not Achieved
			HOD Score
			Panel Score
			Comment / Corrective measure
Signed Requisition appointme nt letter signed consultant's progress report and completion certificates	signed consultant' s progress report and completion certificates	Proof of signed requisition, Designed consultant's progress report	PORTFOLIO OF EVIDENCE

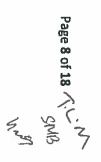
IPD12	IPD11	IPD10	IDP / SDBIP NO.
To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socioeconomic development	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socioeconomic development	OBJECTIVES
Maintenance of community facilities	Maintenance of blacktop roads	Upgrade of sports fields	STRATEGIES
Number of community Facilities Maintained as directed by prescripts from Social Development Services by 30-Jun- 18	Square meters of blacktop roads maintained (potholes) by 30-Jun-18	Percentage of upgraded sport field completed by 31-Dec-17	INDICATORS
ω	ω	ω	WEIGHTING
Number	Square meters	Percentage	UNIT OF MEASURE/ CALCULATIO NS
2 Community Facilities maintained as directed by prescripts from Social Development Services by 30- June- 18	400m2 of blacktop roads maintained (potholes) by 30-Jun-18	100% Completion of the upgrading of Jeffrey Zungu sports field by 31-Dec-17	2017/2018 ANNUAL TARGET PROJECTED
	40m2 maintained by 30-Sep-17	Construction commencement-50% completion by 30-Sept-17	QUARTER 1 PROJECTED
Signing of Requisition by 3 November 2017 and 1 Community Facility maintained as directed by prescripts from Social Development Services by 30- Dec-17	120m2 maintained by 31-Dec-17	Construction in progress 100% completion by 31-Dec-17	QUARTERLY TAR QUARTER 2 PROJECTED
n/a	120m2 maintained by 31-Mar-18		QUARTERLY TARGETS & ACTUALS QUARTER 2 QUARTER 3 PROJECTED PROJECTED
1 Community Facility maintained as directed by prescripts from Social Development Services by 30- Jun-18	120m2 maintained by 30-Jun-18		QUARTER 4 PROJECTED
			Achieved / Not Achieved
			HOD Score
			Panel Score
_			Comment / Corrective measure
Requisition , Signed report with dated photos before & after, memo from SD & Technical Assessmen t report	Signed report with dated photos before & after	Signed Consultant' s Report & Completion Certificate	PORTFOLIO OF EVIDENCE



IPD16	IPD15	IPD14	IPD13	IDP / SDBIP NO.
To ensure provision, upgrading and maintenance of infrastructure and services that	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	овлестіуєѕ
	Monitoring of meetings with DoHS		Maintenance of access roads	STRATEGIES
Date by which the final Housing sector plan is submitted to IDP unit	Number of meetings coordinated on progress on 150 Units - Phase 1 Community Residential Units by 30-Jun-18	Number of coordinated meetings on progress of housing projects by 30 June 2018	Kilometres of gravel roads maintained as per maintenance plan by 30-Jun-18	INDICATORS
ω	ω	ω	ω	WEIGHTING
date	Number	Number	Kilometres	UNIT OF MEASURE/ CALCULATIO NS
monitor the submission of the final Housing sector plan to IDP unit by 30-Apr-18	Monitor coordination of 4 meetings on progress on 150 Units - Phase 1 Community Residential Units by 30-Jun-18	Monitor coordination of 4 meetings on progress of Housing project by 30-Jun-18	80KM of gravel roads maintained as per maintenance plan by 30-Jun-18	2017/2018 ANNUAL TARGET PROJECTED
n/a	Monitor coordination of 1 meeting on progress on 150 Units - Phase 1 Community Residential Units by 30-Sep-17	Monitor coordination of 1 meeting on progress of Housing project by 30-Sep-17	20km of gravel roads maintained as per maintenance plan by 30-Sep-17	QUARTER 1 PROJECTED
n/a	Monitor coordination of 1 meeting on progress on 150 Units - Phase 1 Community Residential Units by 31-Dec-17	Monitor coordination of 1 meeting on progress of Housing project by 31-Dec-17	15km of gravel roads maintained as per maintenance plan by 31-Dec-17	QUARTERLY TA QUARTER 2 PROJECTED
monitor the submission of the draft Housing sector plan to IDP unit by 09-Mar-18	Monitor coordination of 1 meeting on progress on 150 Units - Phase 1 Community Residential Units by 31-Mar-18	Monitor coordination of 1 meeting on progress of Housing project by 31-Jan-18	15km of gravel roads maintained as per maintenance plan by 31-Mar-18	QUARTERLY TARGETS & ACTUALS QUARTER 2 QUARTER 3 PROJECTED PROJECTED
monitor the submission of the final Housing sector plan to tDP unit by 30-Apr-18	Monitor coordination of 1 meeting on progress on 150 Units - Phase 1 Community Residential Units by 30-Jun-18	Monitor coordination of 1 meeting on progress of Housing project 30-Jun-18	30km of gravel roads maintained as per maintenance plan by 30-Jun-18	QUARTER 4 PROJECTED
				Achieved / Not Achieved
				HOD Score
				Panel Score
				Comment / Corrective measure
Proof of submission , Housing sector plan	Signed attendance register and minutes	Signed attendance register and minutes	signed report & dated photos before and after	PORTFOLIO OF EVIDENCE



	IPD19	IPD17		IDP / SDBIP NO.
development	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 ensure provision, upgrading and maintenance of infrastructur e and services that enhances socio-economic development	socio- economic development	OBJECTIVES
	projects	Processing of Building and alteration plans		STRATEGIES
	Percentage of electrified wards completed by 31-Dec-17	Turnaround time for processing of building and alteration plans after receipt of payment fees  Percentage of electrification for Golf Course housing project completed by 30-June-18		INDICATORS
	ω	ω		WEIGHTING
	Percentage	Turnaround time		UNIT OF MEASURE/ CALCULATIO NS
	100% completion of the electrification of ward 5 (Mkhunya) phase 2 by 31-Dec-17	Processing of building and alteration plans within 30 days after receipt of payment fees  100% completion of the electrification in Golf Course housing project by 30-June-18		ANNUAL TARGET PROJECTED
	80% completion by 30-Sep-17	Processing of building and alteration plans within 30 days after receipt of payment fees  Signing of requisition by 31  July 2017		QUARTER 1 PROJECTED
	100% completion of electrification by 31-Dec17	Processing of building and alteration plans within 30 days after receipt of payment fees  Facilitate approval Eskom by 31 Dec-2017		QUARTER 2  QUARTER 2  PROJECTED
	n/a	Processing of building and alteration plans within 30 days after receipt of payment fees  30% completion of electrification by 31-Mar-18		QUARTERLY TARGETS & ACTUALS QUARTER 2 QUARTER 3 PROJECTED PROJECTED
	n/a	Processing of building and alteration plans within 30 days after receipt of payment fees  100% completion of electrification by 30-Jun-18		QUARTER 4 PROJECTED
				Achieved / Not Achieved
				Score Score
				Panel Score
				Comment / Corrective measure
	signed Pr ogress reports and closure report	Register of received building plans with dates and acceptance letters  Signed requisition, signed Progress reports, completion certificatio		PORTFOLIO OF EVIDENCE



IPD22	OUTCOME 9 NATIONAL KPA	IPD21	IPD20	IDP / SDBIP NO.
provision, upgrading and maintenance of infrastructure and services that enhances socio- economic development	PA To ensure	the performance and functioning of the municipality	To ensure provision, upgrading and maintenance of infrastructur e and services that enhances socio-economic development	OBJECTIVES
Job creation through maintenance programme		Submission of Infrastructure Infrastructure Planning & Development Portfolio items	Fencing of Marlathal Quarry and Ixopo Rank	STRATEGIES
Number of jobs created through EPWP - maintenance projects by 30-Jun-18		time for submission of Infrastructure Planning & Development Portfolio Items to Corporate Services after receiving circular.	Percentage of fencing completed by 30-June -18	INDICATORS
	טח	w	ω	WEIGHTING
Number	SOCIAL AND LO	Turnaroun d time	Percentage	UNIT OF MEASURE/ CALCULATIO NS
Sustainability of 50 Jobs created through EPWP maintenance projects by 30-Jun-18	COMMUNITY WORK PROGRAMME IMPLEMENTED AND COOPERATIVES SUPPORTED SOCIAL AND LOCAL ECONOMIC DEVELOPMENT	Submission of Infrastructure Infrastructure Planning & Development Portfolio items to Corporate Services within 7 working days after receiving circular	100% completion of the fencing for Mariathal Quarry and Ixopo Rank by 31-Jun-18	ANNUAL TARGET PROJECTED
Sustainability of 50 Jobs created through EPWP maintenance projects by 30-Sep-17	MENT COOPERATIV	Submission of Infrastructure Planning & Development Portfolio items to Corporate Services within 7 working days after receiving circular	Signing of requisition for Mariathal Quarry and Ixopo Rank by 4 July 2017	QUARTER 1 PROJECTED
Sustainability of 50 Jobs created through EPWP maintenance projects by 31-Dec-17	ES SUPPORTED	Submission of Infrastructure Planning & Development Portfolio items to Corporate Services within 7 working days after receiving circular	5% completion of fencing for Mariathal Quarry and Ixopo Rank by 31-Mar- 2018	QUARTER 2  QUARTER 2  PROJECTED
Sustainability of 50 Jobs created through EPWP maintenance projects by 31-Mar-18		Submission of Infrastructure Planning & Development Portfolio items to Corporate Services within 7 working days after receiving circular	40% completion of fencing for Mariathal Quarry and Ixopo Rank by 31-Mar- 2018	QUARTER 2 QUARTER 3  PROJECTED PROJECTED
Sustainability of 50 Jobs created through EPWP maintenance projects by 30-Jun-18		Submission of Infrastructure Planning & Development Portfolio items to Corporate Services within 7 working days after receiving circular	100% completion of fencing for Mariathal Quarry and Ixopo Rank by 30-Jun-2018	QUARTER 4 PROJECTED
				Achieved / Not Achieved
				HOD Score
				Panel Score
				Comment / Corrective measure
Signed Attendance register & time sheets		Proof of submission and circular	Signed Requisition , signed Progress reports and Completion certificate	PORTFOLIO OF EVIDENCE



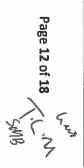
To s IPD27 fir man pri	OUTCOME 9	Perf IPD26 funct	PD25 funct	To acco	perful IPD23 funct		Olifonie a	IDP/
To practice sound refinancial management ele	A Marie Tay	To improve the Alperformance and functioning of the municipality	To improve the performance and functioning of the municipality	To promote accountability to the citizens of Ubuhlebezwe	To improve the performance and de functioning of the municipality			OBJECTIVES S
spending of MIG projects, small town rehabilitation projects, electrification projects and internal funded projects		Attending of risk management committee meetings	Attending council committee meetings	Attending IDP public participation meetings	Holding of departmental meetings			STRATEGIES
Percentage of a municipality's CAPITAL BUDGET actually spent on CAPITAL PROJECTS identified in the IDP by 30- Jun-18		Number of risk management committee meetings attended by 30-Jun-18	Number of council committee meetings attended by 30-Jun-18	Number of IDP public participation meetings attended by 30-Apr-18	Number of departmental meetings held by 30-Jun-18			INDICATORS
ω		ယ	ω	ω	ω			WEIGHTING
Percentage	IMPROVED MUNIC	number	Number	Number	Number	GOOD GOVERNA	SN	MEASURE/
Percentage of a municipality's CAPITAL BUDGET actually spent on CAPITAL PROJECTS identified in the IDP at 100% by 30-Jun-18	IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY FINANCIAL VIABILITY AND FINANCIAL MANAGEMENT	Attend 4 Risk management committee meetings by 30-Jun-18	Attend 16 council committee meetings (4 MANCO, 4 Portfolio, 4 EXCO, 4 Council meetings by 30 June 2018	4 IDP public participation meetings attended(2 clustered and 2 ratepayers) by 30-Apr-18	Holding of 4 departmental meetings by 30- Jun-18	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	PROJECTED	ANNUAL TARGET
Percentage of a municipality's CAPITAL BUDGET actually spent on CAPITAL PROJECTS identified in the IDP at 3% by 30-Sep-17	MINISTRATIVE CAPABILITY	Attend 1 Risk management committee meetings by 30-Sep-17	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 30-Sep-17	n/a	Holding of 1 departmental meeting by 30- Sep-17	PATION COMMITTEE SYST	PROJECTED	QUARTER 1
Percentage of a municipality's CAPITAL BUDGET actually spent on CAPITAL PROJECTS identified in the IDP at 30% by 31-Dec-17		Attend 1 Risk management committee meetings by 31-Dec-17	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 31-Dec-17	2 public participation meeting attended (1 clustered and 1 ratepayers )by 30-Nov-17	Holding of 1 departmental meeting by 31-Dec-17	EM	PROJECTED	QUARTER 2 QUARTER 3
Percentage of a municipality's CAPITAL BUDGET actually spent on CAPITAL PROJECTS identified in the IDP at 50% by 31-Mar-18		Attend 1 Risk management committee meetings by 31-Mar-18	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 31-Mar-18	n/a	Holding of 1 departmental meeting by 31- Mar-18		PROJECTED	QUARTER 3
Percentage of a municipality's CAPITAL BUDGET actually spent on CAPITAL PROJECTS identified in the IDP at 100% by 30-Jun-18		Attend 1 Risk management committee meetings by 30-Jun-18	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 30-Jun-18	2 public participation meeting attended (1 clustered and 1 ratepayers) by 30-Apr-18	Holding of 1 departmental meetings by 30-Jun-18		PROJECTED	QUARTER 4
								Not Achieved
								Score
							Ž.	Score
								Corrective
Signed expenditur e report		Signed minutes and signed attendance register	Signed attendance register and signed minutes	Signed attendance register	Signed attendance register & signed minutes		EVIDENCE	PORTFOLIO OF



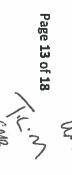
IPD30	IPD29	OUTCOME 9 NATIONAL KPA	IPD28	IDP / SDBIP NO.
To facilitate spatial development in the entire area of Ubuhlebezw e and at the same time achieve economic social and environment al sustainability	To facilitate spatial development in the entire area of Ubuhlebezwe and at the same time achieve economic social and environmenta	9 KPA	To practice sound financial management principles	OBJECTIVES
Development of Strategic Environmental Assessment	Reviewal and submission of annual SDF		Compliance with the MFMA	STRATEGIES
Date by which the Strategic Environmental Assessment is developed	Date by which the final spatial development framework is reviewed and submitted to IDP unit		Number of progress reports submitted to IPD Portfolio Committee by 30-Jun-18	INDICATORS
ω	ω		ω	WEIGHTING
Date	Date	CROSS CUTT	Number	UNIT OF MEASURE/ CALCULATIO NS
Development of Strategic Environmental Assessment by 30-Jun-18	Final review and submission of spatial development framework to IDP unit by 30-Apr-18	IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY CROSS CUTTING INTERTEVATIONS	6 progress reports submitted to IPD Portfolio Committee by 30-Jun-18	2017/2018 ANNUAL TARGET PROJECTED
Approval of terms of reference and signing of requisition for advertisement by 6-Jul -17	n/a	ND ADMINISTRATIVE C	2 progress report submitted to IPD Portfolio Committee by 30- Sep-17	QUARTER 1 PROJECTED
Approval of SLA by 31-Dec-17	n/a	APABILITY	1 progress report submitted to IPD Portfolio Committee by 31-Dec-17	QUARTERLY TA QUARTER 2 PROJECTED
Analysing inception report and submission of draft Strategic Environmental Assessment to Council by 31-Mar-18	review and submission of draft spatial development framework to IDP unit by 09-Mar-18		2 progress report submitted to IPD Portfolio Committee by 31- Mar-18	QUARTERLY TARGETS & ACTUALS QUARTER 2 QUARTER 3 PROJECTED PROJECTED
Submission of final to Strategic Environmental Assessment Council by 30-Jun-18	Final review and submission of spatial development framework to IDP unit by 30-Apr-18		1 progress report submitted to IPD Portfolio Committee by 30-Jun-18	QUARTER 4 PROJECTED
				Achieved / Not Achieved
				HOD Score
				Panel Score
				Comment / Corrective measure
Terms of reference, advert ,SLA,incepti on report ,appoiment letter and proof of submission	proof of submission , draft SDF and Final SDF		signed portfolio minutes and signed attendance register	PORTFOLIO OF EVIDENCE



IPD33	IPD32	IPD31	IDP / SDBIP NO.
spatial development in the entire area of Ubuhlebezw e and at the same time achieve economic social and environment al	To facilitate spatial development in the entire area of Ubuhlebezw e and at the same time achieve economic social and environment al sustainability	To facilitate spatial development in the entire area of Ubuhlebezwe and at the same time achieve economic social and environmenta	OBJECTIVES
of the Comprehensive Plan	Submission of surveying and sub dividing to council	Submission of Ogle farm precinct plan to council	STRATEGIES
the Comprehensiv e Infrastructure Plan is developed and approved	Date by which surveying and sub dividing of the municipal land is submitted to council	Date by which the Ogle farm precinct plan is submitted to council	INDICATORS
u	ω	ω	WEIGHTING
Dates	Date	Date	MEASURE/ CALCULATIO NS
and approval of the Comprehensive Infrastructure Plan by 30-Sep-17	Submission of final approved layout plans for the surveyed municipal land to Council by 30-Sep-17	Submission of final ogle farm precinct plan to Council by 30-Sep-17	ANNUAL TARGET PROJECTED
Submission of Comprehensive Infrastructure Plan to Council for approval by 30-Sept-17	Submission of final approved layout plans for the surveyed municipal land to Council by 30-Sep-17	Submission of final ogle farm precinct plan to Council by 30-Sep-17	QUARTER 1 PROJECTED
n/a			QUARTER 2 PROJECTED
η/a			QUARTER 2 QUARTER 3 PROJECTED PROJECTED
η/a			QUARTER 4 PROJECTED
			Not Achieved
			Score
		-20-5-20	Score
			Corrective measure
Final CIP, Signed council minutes and attendance register, council resolution	Layout plan, developme nt application , registration , Signed Council resolution	Ogle farm precinct plan,counci	PORTFOLIO OF EVIDENCE



IPD35	IPD34		IDP / SDBIP NO.
To facilitate spatial development in the entire area of Ubuhlebezw e and at the same time achieve economic social and environment al sustainability	To facilitate spatial development in the entire area of Ubuhlebezw e and at the same time achieve economic social and environment al sustainability	sustainability	P OBJECTIVES
Monitor the submission of final ward profiles reflecting in formation for all wards within Ubuhlebezwe jurisdiction	Monitoring of updated data sets		STRATEGIES
Date by which the of final ward profiles reflecting in formation for all wards within Ubuhlebezwe jurisdiction is submitted	Date by which Data Sets for GIS is updated		INDICATORS
w	w		WEIGHTING
date	date	10	UNIT OF MEASURE/ CALCULATIO
Monitor the submission of final ward profiles reflecting information for all wards within Ubuhlebezwe jurisdiction by 30-May-18	Updating of Data Sets for GIS by 30-Apr-18	PROJECTED	≥
Monitor the submission of ubuhlebezwe wards profiling reports focus areas that is demographics, infrastructure by 30-Sep-17	n/a	PROJECTED	QUARTER 1
n/a	n/a	PROJECTED	QUARTER 2
Monitor the submission of draft ward profiles reflecting information for all wards within Ubuhlebezwe jurisdiction by 31-Mar-18	n/a	PROJECTED	QUARTER 2 QUARTER 3
Monitor the submission of final ward profiles reflecting information for all wards within Ubuhlebezwe jurisdiction by 30-May-18	Monitor the updating of data sets for GIS by 30-Apr-18	PROJECTED	QUARTER 4
			Not Achieved
			Score
			Panel Score
			Comment / Corrective measure
Ward profile report on focus areas draft ward profiles reports and final ward profiles report and applicable mapping	Spread sheet of collected data and mapping of the collected sets		PORTFOLIO OF EVIDENCE



IPD37	IPD36	IDP / SDBIP NO.
To improve the performance and functioning of the municipality	To improve the performance and functioning of the municipality	OBJECTIVES
Submission of the back to basics to the office of the Corporate Services	Submission of the back to basics to the office of the Corporate Services	STRATEGIES
Turnaround time for submission of quarterly back to basics template to Corporate Services after receiving template	Turnaround time for submission of monthly back to basics template to Corporate Services after receiving template	INDICATORS
ယ	ω	WEIGHTING
Turnaround	Turnaround time	UNIT OF MEASURE/ CALCULATIO NS
Submit the required information at a quarterly back to basics meeting within 5 working days after receiving the template from Corporate Services	Submit the required information at a monthly back to basics meeting within 5 working days after receiving the template from Corporate Services	2017/2018 ANNUAL TARGET PROJECTED
Submit the required information at a quarterly back to basics meeting within 5 working days after receiving the template from Corporate Services	Submit the required information at a monthly back to basics meeting within 5 working days after receiving the template from Corporate Services	QUARTER 1 PROJECTED
Submit the required information at a quarterly back to basics meeting within 5 working days after receiving the template from Corporate Services	Submit the required information at a monthly back to basics meeting within 5 working days after receiving the template from Corporate Services	QUARTERLY TA QUARTER 2 PROJECTED
Submit the required information at a quarterly back to basics meeting within 5 working days after receiving the template from Corporate Services	Submit the required information at a monthly back to basics meeting within 5 working days after receiving the template from Corporate Services	QUARTERLY TARGETS & ACTUALS QUARTER 2 QUARTER 3 PROJECTED PROJECTED
Submit the required information at a quarterly back to basics meeting within 5 working days after receiving the template from Corporate Services	Submit the required information at a monthly back to basics meeting within 5 working days after receiving the template from Corporate Services	QUARTER 4 PROJECTED
		Achieved / Not Achieved
		HOD Score
		Panel Score
		Comment / Corrective measure
Proof of submission and signed attendance register	Proof of submission and signed attendance register	PORTFOLIO OF EVIDENCE

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# 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)

		TABLE OF THE PARTY	100%	TOTAL
				13. Results and Quality Focus
				12. Communication
				Management
				11. Knowledge and Information
				10. Analysing and Innovation
			10	9. Planning and Organising
				8. Moral Competence
		CORE COMPETENCIES	CORE C	
				7. Governance Leadership
			30	<ol><li>Service Delivery Innovation</li></ol>
				<ol><li>Change Leadership</li></ol>
			10	4. Financial Management
			30	<ol><li>Programme and Project Management</li></ol>
			10	2. People Management
			10	<ol> <li>Strategic Direction &amp; Leadership</li> </ol>
		LEADING COMPETENCIES	LEADING	
RATING BY PANEL MEMBER (1-5)	OWN RATING (BY MANAGER) (1- 5)	MILESTONES/COMMENTS	WEIGHT %	COMPETENCY FRAMEWORK STRUCTURE (CFS)

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.

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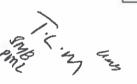




### 2. PERSONAL DEVELOPMENT PLAN

			PERFORMANCE REVIEW FOR PDP				
AREA TO BE DEVELOPED	TYPE OF INTERVENTION	TARGET DATE	PROGRESS	BARRIERS	ACTIONS TO OVERCOME BARRIERS		
CONTRACT LAW	Course	2017/16			25874.630V		
HUMAN RESOURCES. Management	Course	2017/18	2 200 6 250				
045	Course	2017/18		u-vosu = .			
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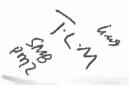


### 3. PERFORMANCE ASSESSMENT RATING

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
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%	YAKET SA
(C) FINAL SCORE			
FINAL SCORE IN PERCENTAGE (C / 5 X 100)			%

SIGNATURE OF THE	E EMPLOYEE:					
Director IPD	: Rutch					
Signed in	:_IXOPO	on	_80_	_of _	JUNE_	_2017
SIGNATURE OF EMPL	OYER:					
Municipal Manager	:		-		-	
Signed in	:_IXOPO	_on	_80_	_of _	JUNE_	_2017

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