



PERFORMANCE PLAN

For

Mr G.M. Sineke



Ukhahlamba-Drakensberg Local Municipality

Municipal Manager

01 July 2016 to 30 June 2017



| RATING | DEFINITION OF SCORE |
|--------|---|
| 5 | Outstanding performance |
| 4 | Performance significantly above expectation |
| 3 | Fully effective |
| 2 | Performance not fully satisfactory |
| 1 | Unacceptable performance |

| | |
|----------------------------|--------------------------|
| Period Under Review | |
| Surname | Sineke |
| Name | GM |
| Municipality | Ubuhlebezwe Municipality |
| Department | Municipal Manager |
| Race | African |
| Gender | Male |
| Employee Number | 0214 |
| Date Of Appointment | 01 October 2011 |
| Salary Package | |



PERFORMANCE PLAN

| IDP / SDBIP NO. | OBJECTIVES | STRATEGIES | INDICATORS | WEIGHTING | UNIT OF MEASURE/ CALCULATIONS | 2016/2017 | | | | | ACTUAL | Achieved / Not Achieved | HOD Score | Panel Score | Comment / Corrective measure | PORTFOLIO OF EVIDENCE |
|---------------------|--|---|---|-----------|-------------------------------|--|--|--|--|--|--------|-------------------------|-----------|-------------|------------------------------|---|
| | | | | | | ANNUAL TARGET | QUARTER 1 | QUARTER 2 | QUARTER 3 | QUARTER 4 | | | | | | |
| | | | | | | PROJECTED | PROJECTED | PROJECTED | PROJECTED | PROJECTED | | | | | | |
| OUTCOME 9 | | | | | | DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT | | | | | | | | | | |
| NATIONAL KPA | | | | | | MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT | | | | | | | | | | |
| OMM01 | To improve performance and functioning of the municipality | Signing of performance agreements | Number of signed performance agreements for section 57 managers (MM, CFO, SD, IPD & Corporate) by 31-Jul-16 | 4 | Number | 5 performance agreements for section 57 managers signed (MM, CFO, SD, IPD & Corporate) by 31-Jul-16 | 5 performance agreements for section 57 managers signed (MM, CFO, SD, IPD & Corporate) by 31-Jul-16 | n/a | n/a | n/a | | | | | | Signed performance agreements |
| OMM02 | To improve performance and functioning of the municipality | Signing of operational plans | Number of signed operational plans for section 55 managers (ACFO, SCM, Asset, Internal Audit, IDP/PMS, Administration, Human Resources, I,T, PMU, Housing & Planning, LED/Tourism, Community Safety, Community Services) by 31-Jul-16 | 2 | Number | 13 operational plans for section 55 managers signed (ACFO, SCM, Asset manager, Internal Audit, IDP/PMS, Administration, Human Resources, I,T, PMU, Housing & Planning, LED/Tourism, Community Safety, Community Services) by 31-Jul-16 | 13 operational plans for section 55 managers signed (ACFO, SCM, Asset Manager, Internal Audit, IDP/PMS, Administration, Human Resources, I.T, PMU, Housing & Planning, LED/Tourism, Community Safety, Community Services) by 31-Jul-16 | n/a | n/a | n/a | | | | | | Signed operational plans |
| OMM03 | To improve performance and functioning of the municipality | Submission of performance agreements to COTGA | Turnaround time for submission of Performance Agreements to COGTA after signing by section 57's | 4 | Turnaround time | Submission of Performance Agreements to COGTA within 10 days of signing by section 57's | Submission of Performance Agreements to COGTA within 10 days of signing by section 57's | n/a | n/a | n/a | | | | | | Proof of submission |
| OMM04 | To improve performance and functioning of the municipality | Submission of performance reports to APAC | Number of reports submitted to APAC on performance by 30-Jun-17 | 2 | Number | 4 reports submitted to APAC on performance in terms of Section 46 of the MSA by 30-Jun-17 | 1 report submitted to APAC on performance in terms of Section 46 of the MSA by 30-Sep-16 | 1 report submitted to APAC on performance in terms of Section 46 of the MSA by 31-Dec-16 | 1 report submitted to APAC on performance in terms of Section 46 of the MSA by 31-Mar-17 | 1 report submitted to APAC on performance in terms of Section 46 of the MSA by 30-Jun-17 | | | | | | Signed minutes and signed attendance register |
| OMM05 | 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 5 working days | 4 | 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 & performance report |



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|--|--|---|---|-----------|-------------------------------|--|---|---|---|---|--------|-------------------------|-----------|-------------|------------------------------|--|
| | | | | | | ANNUAL TARGET | QUARTER 1 | QUARTER 2 | QUARTER 3 | QUARTER 4 | | | | | | |
| | | | | | | PROJECTED | PROJECTED | PROJECTED | PROJECTED | PROJECTED | | | | | | |
| OMM06 | To improve performance and functioning of the municipality | Submission of the updated risk register reports to the office of the MM | Number of updated risk register reports submitted to the office of the MM 5 working days. | 4 | 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 | | | | | | | | | | | | | | | | |
| OMM07 | To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development | Monitoring of the prioritised capital projects | Number of MANCO meetings whereby there will be monitoring of delivery/achievement of prioritised capital projects budgeted for (2016/17) by 30-Jun-17 | 2 | Number | 4 MANCO meetings whereby there will be monitoring of delivery/achievement of prioritised capital projects budgeted for (2016/17) 30-Jun-17 | 1 MANCO meeting whereby there will be monitoring of delivery/achievement of prioritised capital projects budgeted for (2016/17) 30-Sep-16 | 1 MANCO meeting whereby there will be monitoring of delivery/achievement of prioritised capital projects budgeted for (2016/17) 31-Dec-16 | 1 MANCO meeting whereby there will be monitoring of delivery/achievement of prioritised capital projects budgeted for (2016/17) 31-Mar-17 | 1 MANCO meeting whereby there will be monitoring of delivery/achievement of prioritised capital projects budgeted for (2016/17) 30-Jun-17 | | | | | | Manco Minutes |
| OMM08 | To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development | Inspection of prioritised capital projects | Number of inspections conducted for (2016/17) prioritised capital projects by 30 June 2017 | 3 | Number | 4 inspections conducted for (2016/17) prioritised capital projects by 30 June 2017 | 1 inspections conducted for (2016/17) prioritised capital projects by 30-Sep-16 | 1 inspections conducted for (2016/17) prioritised capital projects by 31-Dec-16 | 1 inspections conducted for (2016/17) prioritised capital projects by 31-Mar-17 | 1 inspections conducted for (2016/17) prioritised capital projects by 30-Jun-17 | | | | | | Dated photos |
| OUTCOME 9 COMMUNITY WORK PROGRAMME IMPLEMENTED AND COOPERATIVES SUPPORTED | | | | | | | | | | | | | | | | |
| NATIONAL KPA SOCIAL AND LOCAL ECONOMIC DEVELOPMENT | | | | | | | | | | | | | | | | |
| OMM09 | To improve sustainable economic growth and development | Holding of social portfolio committee meetings as per approved schedule | Number of social portfolio committee meetings held as per approved schedule by 30-Jun-17 | 1 | Number | Holding of 4 social portfolio committee meetings as per approved schedule by 30-Jun-17 | Holding of 1 social portfolio committee meeting as per approved schedule by 30-Sep-16 | Holding of 1 social portfolio committee meeting1 as per approved schedule by 31-Dec-16 | Holding of 1 social portfolio committee meeting as per approved schedule by 31-Mar-17 | Holding of 1 social portfolio committee meeting as per approved schedule by 30-Jun-17 | | | | | | Signed attendance register and a signed minutes |
| OMM10 | To improve sustainable economic growth and development | Supporting of HIV support groups | Number of HIV support groups supported with resources by 30-Jun-17 | 1 | number | Support 6 HIV support groups involved in food security projects with resources by 30-Jun-17 | n/a | n/a | n/a | Support 6 HIV support groups involved in food security projects with resources by 30-Jun-17 | | | | | | Photos and signed register by the chairpersons |



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| | | | | | | ANNUAL TARGET | QUARTER 1 | QUARTER 2 | QUARTER 3 | QUARTER 4 | | | | | | |
| | | | | | | PROJECTED | PROJECTED | PROJECTED | PROJECTED | PROJECTED | | | | | | |
| OMM11 | To promote culture of learning and enhance social development (illiteracy, skills, talent, education) | Commemoration of world aids day and awarding of best performing ward aids committees and support groups | Date by which the World Aids Day is commemorated and best performing ward aids committees and support groups are awarded | 1 | Date | Commemoration of World Aids Day and award ceremony for best performing ward aids committees and support groups by 31-Dec-16 | n/a | Commemoration of World Aids Day and award ceremony for best performing ward aids committees and support groups by 31-Dec-16 | n/a | n/a | | | | | | signed attendance register with photos |
| OMM12 | To promote culture of learning and enhance social development (illiteracy, skills, talent, education) | Commemoration of a national men's day | Date by which the National Men's day is commemorated | 1 | date | Commemoration of National Men's day by 30-Sep-16 | Commemoration of National Men's day by 30-Sep-16 | n/a | n/a | n/a | | | | | | Attendance register and photos |
| OMM13 | To promote culture of learning and enhance social development (illiteracy, skills, talent, education) | Commemoration of a national Women's day | Date by which the National Women's day is commemorated | 1 | date | Commemoration of National Women's day by 30-Sep-16 | Commemoration of National Women's day by 30-Sep-16 | n/a | n/a | n/a | | | | | | Attendance register and photos |
| OMM14 | To promote culture of learning and enhance social development (illiteracy, skills, talent, education) | Coordination of Izimbizo Zamadoda programme | Date by which Izimbizo Zamadoda will be coordinated | 2 | date | Coordinate 1 Izimbizo Zamadoda programme by 31-Dec-16 | n/a | Coordinate 1 Izimbizo Zamadoda programme by 31-Dec-16 | n/a | n/a | | | | | | Attendance register and photos |
| OUTCOME 9 | | | | | | | | | | | | | | | | |
| DEEPEN DEMOCRACY THROUGH A REFINED WARD COMMITTEE SYSTEM | | | | | | | | | | | | | | | | |
| NATIONAL KPA | | | | | | | | | | | | | | | | |
| GOOD GOVERNANCE AND PUBLIC PARTICIPATION | | | | | | | | | | | | | | | | |
| OMM15 | To improve performance and functioning of the municipality | Publishing of performance agreements | Turnaround time for publishing section 57 employees performance agreements after signing | 3 | Turnaround time | Publish section 57 employees' performance agreements within 14 days after signing. | Publish section 57 employees' performance agreements within 14 days after signing. | n/a | n/a | n/a | | | | | | Public notice & signed performance agreements |
| OMM16 | To improve performance and functioning of the municipality | Conducting performance reviews | Number of performance reviews conducted by 30-June-17 | 2 | Number | 2 performance reviews conducted by 30-Jun-17 | 1 performance review conducted by 30-sep-16 | n/a | 1 performance review conducted by 31-Mar-17 | n/a | | | | | | Signed attendance register with minutes |



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| | | | | | | ANNUAL TARGET | QUARTER 1 | QUARTER 2 | QUARTER 3 | QUARTER 4 | | | | | | |
| | | | | | | PROJECTED | PROJECTED | PROJECTED | PROJECTED | PROJECTED | | | | | | |
| OMM17 | To improve performance and functioning of the municipality | Preparation and submission of a mid-year performance report | Date by which Mid-year Performance Report is Prepared and submitted to the Mayor, & COGTA | 3 | Date | Prepare and submit the Mid-year Performance Report to the Mayor & COGTA by 25-Jan-17 | n/a | n/a | Prepare and submit the Mid-year Performance Report to the Mayor & COGTA by 25-Jan-17 | n/a | | | | | | Council signed minutes; proof of submissions |
| OMM18 | To promote accountability to the citizens of Ubhlebezwe | Holding of community consultation meetings | Number of community consultation meetings held for 2017/18 IDP by 30-Jun-17 | 2 | number | 8 community consultation meetings held for 2017/18 IDP(6 clustered and 2 ratepayers) by 30-Jun-17 | n/a | 4 community consultation meetings held for 2017/18 IDP(3 clustered and 1 ratepayers) by 31-Dec-16 | n/a | 4 community consultation meetings held for 2017/18 IDP (3 clustered and 1 ratepayers) by 30-Jun-17 | | | | | | Signed attendance register |
| OMM19 | To improve performance and functioning of the municipality | Submission of the annual performance report to AG | Date by which the 2015/16 Annual performance report is submitted to AG | 3 | Date | Submit 2015/16 Annual performance report to AG by 31-Aug-16 | | Submit 2015/16 Annual performance report to AG by 31-Aug-16 | n/a | n/a | | | | | | Proof of submission |
| OMM20 | To improve performance and functioning of the municipality | Submission of the draft annual report to Council | Date by which the 2015/16 Draft annual report is submitted to council for approval | 2 | Date | Submission of the 2015/16 draft annual report to council for approval by 31-Jan-17 | n/a | n/a | Submission of the 2015/16 draft annual report to council for approval by 31 Jan-17 | n/a | | | | | | Council minutes and attendance register |
| OMM21 | To improve performance and functioning of the municipality | Adoption of an oversight report | Date by which the 2015/16 oversight report is submitted to Council for adoption (MFMA section 129(1)) | 3 | Date | Submit the 2015/16 oversight report to Council for adoption (MFMA section 129(1)) by 31-Mar-17 | n/a | n/a | Submit the 2015/16 oversight report to Council for adoption (MFMA section 129(1)) by 31-Mar-17 | n/a | | | | | | Council minutes and attendance register |
| OMM22 | To promote accountability to the citizens of Ubhlebezwe | Publishing of the oversight report | Turnaround time for publishing of 2015/16 oversight report after adoption | 2 | Turnaround time | Publishing of 2015/16 oversight report within 14 days after adoption | n/a | n/a | n/a | Publishing of 2015/16 oversight report within 14 days after adoption | | | | | | public notice & council resolution |
| OMM23 | To improve the performance and functioning of the municipality | Submission of the oversight report | Date by which 2015/16 Oversight Report is submitted to COGTA | 3 | Date | Submission of 2015/16 Oversight Report to COGTA by 07-Apr-17 | n/a | n/a | n/a | 2015/16 Oversight Report submitted to COGTA by 07-Apr-17 | | | | | | Proof of submission |
| OMM24 | To improve the performance and functioning of the municipality | Development and approval of the risk based internal audit plan | Date by which a risk-based internal audit plan for 16/17 is developed and approved | 2 | Date | Develop and approve risk-based internal audit plan for 16/17 by 30-Sep-16 | | Develop and approve risk-based internal audit plan for 16/17 by 30-Sep-16 | n/a | n/a | | | | | | Risk based internal audit plan and signed APAC |



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|-----------------|--|---|---|-----------|-------------------------------|---|--|---|---|---|--------|-------------------------|-----------|-------------|------------------------------|---|
| | | | | | | ANNUAL TARGET | QUARTER 1 | QUARTER 2 | QUARTER 3 | QUARTER 4 | | | | | | |
| | | | | | | PROJECTED | PROJECTED | PROJECTED | PROJECTED | PROJECTED | | | | | | |
| | | | | | | | | | | | | | | | | minutes |
| OMM25 | To improve the performance and functioning of the municipality | Submission of internal audit reports | Number of internal audit reports submitted to the APAC by 30-Jun-17 | 3 | Number | 4 internal audit reports submitted to the APAC by 30-Jun-17 | 1 internal audit report submitted to the APAC by 30-Sep-16 | 1 internal audit report submitted to the APAC by 31-Dec-16 | 1 internal audit report submitted to the APAC by 31-Mar-17 | 1 internal audit report submitted to the APAC by 30-Jun-17 | | | | | | Internal audit report, signed APAC minutes |
| OMM26 | To improve the performance and functioning of the municipality | Holding of audit committee meetings | Number of APAC meetings held by 30-Jun-17 | 2 | Number | Holding of 4 APAC meetings by 30-Jun-17 | Holding of 1 APAC meetings by 30-Sep-16 | Holding of 1 APAC meetings by 31-Dec-16 | Holding of 1 APAC meetings by 30-Mar-17 | Holding of 1 APAC meetings by 30-Jun-17 | | | | | | APAC agenda; signed attendance register |
| OMM27 | To improve the performance and functioning of the municipality | Holding of risk management committee meetings | Number of risk management committee meetings held by 30-Jun-17 | 3 | Number | Holding of 4 risk management committee meetings by 30-Jun-17 | Holding of 1 risk management committee meeting by 30-Sep-16 | Holding of 1 risk management committee meeting by 31-Dec-16 | Holding of 1 risk management committee meeting by 31-Mar-17 | Holding of 1 risk management committee meeting by 30-Jun-17 | | | | | | Signed minutes and signed attendance register |
| OMM28 | To improve the performance and functioning of the municipality | submission of the IDP framework and process plan | Date by which the 2017/18 IDP framework and process plan is submitted to council for approval | 2 | Date | submit a 2017/18 IDP framework and process plan to council for approval by 31-Aug-16 | submit a 2017/18 IDP framework and process plan to council for approval by 31-Aug-16 | n/a | n/a | n/a | | | | | | Council minutes and attendance register |
| OMM29 | To promote accountability to the citizens of Ubhulebezwe | Publishing of 2017/2018 draft annual budget and draft IDP | Turnaround time for publishing of 2017/18 draft annual budget and draft IDP for public comments before final adoption | 3 | Turnaround time | Publish 2017/18 draft annual budget and draft IDP for public comments 21 days before final adoption | n/a | n/a | n/a | Publish 2017/18 draft annual budget and draft IDP for public comments 21 days before final adoption | | | | | | Council resolution and public notice |
| OMM30 | To promote accountability to the citizens of Ubhulebezwe | Publishing of 2017/2018 final annual budget and IDP | Turnaround time for publishing of the final annual budget and IDP for 2017/18 after its adoption | 2 | Turnaround time | final annual budget and IDP for 2017/18 made public within 14 days of its adoption | n/a | n/a | n/a | final annual budget and IDP for 2017/18 made public within 14 days of its adoption | | | | | | Council resolution and public notice |
| OMM31 | To improve the performance and functioning of the municipality | Holding of a general staff meeting | Number of general staff meetings held by 31-Mar-17 | 3 | Number | Holding of 2 general staff meetings by 31-Mar-17 | n/a | Holding of 1 general staff meeting by 31-Dec-16 | Holding of 1 general staff meeting by 31-Mar-17 | n/a | | | | | | Signed attendance registers |



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| | | | | | | ANNUAL TARGET | QUARTER 1 | QUARTER 2 | QUARTER 3 | QUARTER 4 | | | | | | |
| | | | | | | PROJECTED | PROJECTED | PROJECTED | PROJECTED | PROJECTED | | | | | | |
| OMM32 | To improve the performance and functioning of the municipality | Development of an action plan addressing AG queries | Date by which the Action Plan to address AG queries is developed | 2 | Date | Develop Action Plan to address AG queries by 28-Feb-17 | n/a | n/a | Develop Action Plan to address AG queries by 28-Feb-17 | n/a | | | | | | Action plan and signed MPAC minutes |
| OMM33 | To improve the performance and functioning of the municipality | Reviewal and approval of fraud prevention plan | Date by which the fraud prevention plan is reviewed and approved | 5 | date | Review and approve fraud prevention plan by 30-Jun-2017 | n/a | n/a | n/a | Review and approve fraud prevention plan by 30-Jun-2017 | | | | | | Fraud prevention plan and Council resolution |
| OUTCOME 9 | | | | | | IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY | | | | | | | | | | |
| NATIONAL KPA | | | | | | FINANCIAL VIABILITY AND FINANCIAL MANAGEMENT | | | | | | | | | | |
| OMM34 | To practice sound financial management principles | Tabling of the 2017/2018 draft annual budget | Date by which the 2017/18 Draft annual budget is tabled to council | 1 | Date | Tabling of 2017/18 Draft annual budget to council by the 31-Mar-17 | n/a | n/a | Tabling of 2017/18 Draft annual budget to council by the 31-Mar-17 | n/a | | | | | | Signed council minutes and resolution |
| OMM35 | To practice sound financial management principles | Submission of the 2017/18 draft annual budget | Date by which the 2017/18 Draft Annual Budget is submitted to PT & NT after approval by Council | 1 | Date | Submission of 2017/18 Draft Annual Budget to PT & NT after approval by Council (03-Apr-17) | n/a | n/a | n/a | Submission of Draft Annual Budget for 2017/18 to PT & NT after approval by Council (03-Apr-17) | | | | | | Proof of submission |
| OMM36 | To practice sound financial management principles | Adoption of the 2017/18 annual budget | Date by which the 2017/18 annual budget is adopted by Council | 1 | Date | 2017/18 annual budget adopted by Council (31-May-17) | n/a | n/a | n/a | 2017/18 annual budget adopted by Council (31-May-17) | | | | | | Council minutes and resolution |
| OMM37 | To practice sound financial management principles | Submission of the final 2017/18 annual budget | Turnaround time for submission of 2017/18 Final Budget to NT & PT after Council adoption | 1 | Turnaround time | 2017/18 Final Budget submitted to NT & PT within 10 days of council adoption | n/a | n/a | n/a | 2017/18 Final Budget submitted to NT & PT within 10 days of council adoption | | | | | | Proof of submission |
| OMM38 | To practice sound financial management principles | Monthly submission of section 71 reports to finance portfolio committee | Number of section 71 reports' submitted to finance portfolio committee by 30-Jun-17 | 1 | Number | submission of 12 section 71 reports' to finance portfolio committee by 30-Jun-17 | submission of 3 section 71 reports' to finance portfolio committee by 30-Sep-16 | submission of 3 section 71 reports' to finance portfolio committee by 31-Dec-16 | submission of 3 section 71 reports' to finance portfolio committee by 31-Mar-17 | submission of 3 section 71 reports' to finance portfolio committee by 30-Jun-17 | | | | | | Signed portfolio minutes and section 71 reports |
| OMM39 | To practice sound financial management principles | Submission of the 2017/18 draft SDBIP and annual performance agreements | Turnaround time for submission of 2017/18 draft SDBIP and annual performance agreements to Mayor after budget adoption | 1 | Turnaround time | Submission of 2017/18 draft SDBIP and annual performance agreements to Mayor within 14 days of budget adoption | n/a | n/a | n/a | Submission of 2017/18 draft SDBIP and annual performance agreements to Mayor within 14 days of budget adoption | | | | | | Signed council minutes and resolution |



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| | | | | | | PROJECTED | PROJECTED | PROJECTED | PROJECTED | PROJECTED | | | | | | |
| OMM40 | To practice sound financial management principles | Submission of the 2017/18 draft SDBIP | Turnaround time for submission of Draft 2017/18 SDBIP to COGTA after council approval | 1 | Turnaround time | Submission of the 2017/18 Draft SDBIP to COGTA within 10 days after council approval | n/a | n/a | n/a | Submission of the 2017/18 Draft SDBIP to COGTA within 10 days after council approval | | | | | | Proof of submission |
| OMM41 | To practice sound financial management principles | Adoption of 2017/18 SDBIP | Turnaround time for submission of 2017/18 SDBIP to Council for adoption after budget adoption | 1 | Turnaround time | Submit 2017/18 SDBIP to Council for adoption within 28 days after budget adoption | n/a | n/a | n/a | Submit 2017/18 SDBIP to Council for adoption within 28 days after budget adoption | | | | | | Signed minutes & attendance register |
| OMM42 | To practice sound financial management principles | Publication of adjusted 2016/17 SDBIP and IDP | Turnaround time for which the 2016/17 adjusted SDBIP and IDP is published after the approval of adjusted budget | 2 | Turnaround time | Publication of adjusted 2016/17 SDBIP and IDP within 10 days after approval of adjusted budget | n/a | n/a | Publication of adjusted 2016/17 SDBIP and IDP within 10 days after approval of adjusted budget | n/a | | | | | | Public notice |
| OUTCOME 9 IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY | | | | | | | | | | | | | | | | |
| NATIONAL KPA CROSS CUTTING INTERTEVATIONS | | | | | | | | | | | | | | | | |
| OMM43 | To improve performance and functioning of the municipality | Adoption of the 2017/18 IDP | Date by which the 2017/18 IDP is submitted to Council for adoption | 2 | Date | Submit 2017/18 IDP to Council for adoption by 31-May-17 | n/a | n/a | n/a | Submit 2017/18 IDP to Council for adoption by 31-May-17 | | | | | | Attendance register & Signed Minutes |
| OMM44 | To improve performance and functioning of the municipality | Holding of IDP stakeholder meeting | Number of IDP Stakeholder meetings held by 30-Jun-17 | 2 | Number | 2 IDP Stakeholders meetings held by 30-Jun-17 | n/a | 1 IDP Stakeholders meeting held by 30-Nov-16 | n/a | 1 IDP Stakeholders meeting held by 30-Jun-17 | | | | | | Signed Attendance register |
| OMM45 | To improve the performance and functioning of the municipality | Submission of back to basics report to the office of the Corporate Services | Turnaround time for submission of monthly back to basics template to Corporate Services after receiving template | 2 | Turnaround time | Submit the required information at a monthly back to basics meeting within 5 working days after receiving the template from Corporate Services | Submit the required information at a monthly back to basics meeting within 5 working days after receiving the template from Corporate Services | Submit the required information at a monthly back to basics meeting within 5 working days after receiving the template from Corporate Services | Submit the required information at a monthly back to basics meeting within 5 working days after receiving the template from Corporate Services | Submit the required information at a monthly back to basics meeting within 5 working days after receiving the template from Corporate Services | | | | | | Signed attendance register and Proof of submission |
| OMM46 | To improve the performance and functioning of the municipality | Submission of the back to basics to the office of the Corporate Services | Turnaround time for submission of quarterly back to basics template to Corporate Services after receiving template | 2 | Turnaround time | Submit the required information at a quarterly back to basics meeting within 5 working days after receiving the template from Corporate | Submit the required information at a quarterly back to basics meeting within 5 working days after receiving the template from Corporate | Submit the required information at a quarterly back to basics meeting within 5 working days after receiving the template from Corporate | Submit the required information at a quarterly back to basics meeting within 5 working days after receiving the template from Corporate | Submit the required information at a quarterly back to basics meeting within 5 working days after receiving the template from Corporate | | | | | | Signed attendance and Proof of submission |



| IDP / SDBIP NO. | OBJECTIVES | STRATEGIES | INDICATORS | WEIGHTING | UNIT OF MEASURE/ CALCULATIONS | 2016/2017 | QUARTERLY TARGETS & ACTUALS | | | | ACTUAL | Achieved / Not Achieved | HOD Score | Panel Score | Comment / Corrective measure | PORTFOLIO OF EVIDENCE |
|-----------------|------------|------------|------------|-----------|-------------------------------|---------------|-----------------------------|-----------|-----------|-----------|--------|-------------------------|-----------|-------------|------------------------------|-----------------------|
| | | | | | | ANNUAL TARGET | QUARTER 1 | QUARTER 2 | QUARTER 3 | QUARTER 4 | | | | | | |
| | | | | | | PROJECTED | PROJECTED | PROJECTED | PROJECTED | PROJECTED | | | | | | |
| | | | | | | Services | | Services | | | | | | | | |



Overall performance of the Municipal Manager

The municipal manager is ultimately responsible and accountable for the entire performance of the municipality (i.e. targets and actual results) as represented by departments. Therefore this requires that the panel score of the departments be averaged together with the municipal manager's departmental score to arrive at the overall municipal performance result. The figure depicts practical implementation of this principle.

| Department | Departmental Panel Score | Comment on strategic highlights per department | MM Score | Panel Score |
|-----------------------------------|---|---|-----------------|--------------------|
| Average Municipal Manager | | | | |
| Average Community Service | | | | |
| Average Finance | | | | |
| Average Corporate Services | | | | |
| Average Infrastructure | | | | |
| | Average Score for the quarter (total score divided by number of individual scores e.g. $4+5+3+2+4=18/5=3.6$) | | | |



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 | 30 | | | |
| 2. People Management | 10 | | | |
| 3. <i>Programme and Project Management</i> | 20 | | | |
| 4. Financial Management | 10 | | | |
| 5. Change Leadership | | | | |
| 6. Service Delivery Innovation | 10 | | | |
| 7. Governance Leadership | | | | |
| CORE COMPETENCIES | | | | |
| 8. <i>Moral Competence</i> | | | | |
| 9. <i>Planning and Organising</i> | 20 | | | |
| 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.



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 & Infrastructure Development | 5 | | |
| 2. Municipal Transformation & Institutional Development | 20 | | |
| 3. Social & Local Economic Development | 7 | | |
| 4. Financial Viability & Financial Management | 10 | | |
| 5. Good Governance & Public Participation | 50 | | |
| 6. Cross Cutting Interventions | 8 | | |
| 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:

Municipal Manager : _____

Signed in : _____ on ____ of _____ 20____

SIGNATURE OF EMPLOYER:

Mayor : _____

Signed in : _____ on ____ of _____ 20____