



# **PERFORMANCE PLAN**

**For**

**Mr G.M. Sineke**



**Ukhahlamba-Buthe Buthe Local Municipality**

Municipal Manager

**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

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



## PERFORMANCE PLAN

IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	INDICATORS	WEIGHTING	UNIT OF MEASURE/ CALCULATIONS	2019/2020					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						
<b>OUTCOME 9</b>						<b>DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT</b>										
<b>NATIONAL KPA</b>						<b>MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT</b>										
OMM01	To improve performance and functioning of the municipality	Signing of performance agreements	Number of signed performance agreements for section 54A & 56 managers (MM , CFO, Corporate, IPD & SD ) by 30-Jul-19	3	Number	5 performance agreements for section 54A & 56 managers signed (MM , CFO, Corporate, IPD & SD ) by 30-Jul-19	5 performance agreements signed (MM , CFO, Corporate, IPD & SD ) by 30-Jul-19	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, Budget and reporting, Assets, Internal Audit, IDP/PMS, Administration, Human Resources, Information Technology, PMU, Housing & Planning, LED/Tourism, Community Safety, Community Services) by 31-Jul-19	3	Number	14 operational plans for section 55 managers signed (ACFO, SCM, Budget and reporting, Assets, Internal Audit, IDP/PMS, Administration, Human Resources, Information Technology, PMU, Housing & Planning, LED/Tourism, Community Safety, Community Services) by 31-Jul-19	14 operational plans for section 55 managers signed (ACFO, SCM, Budget and reporting, Assets, Internal Audit, IDP/PMS, Administration, Human Resources, Information Technology, PMU, Housing & Planning, LED/Tourism, Community Safety, Community Services) by 31-Jul-19	n/a	n/a	n/a						Signed operational plans
OMM03	To improve performance and functioning of the municipality	Submission of performance agreements	Turnaround time for submission of Performance Agreements to COGTA after signing by section 54A & 56 managers	3	Turnaround time	Submission of Performance Agreements to COGTA within 10 working days of signing by section 54A & 56 managers	Submission of Performance Agreements to COGTA within 10 working days of signing by section 54A & 56 managers	n/a	n/a	n/a						Proof of submission
OMM04	To improve performance and functioning of the municipality	Submission of reports to APAC	Number of reports submitted to APAC on performance by 30-Jun-20	3	Number	4 reports submitted to APAC on performance by 30-Jun-20	1 report submitted to APAC on performance by 30-Sep-19	1 report submitted to APAC on performance by 31-Dec-19	1 report submitted to APAC on performance by 31-Mar-20	1 report submitted to APAC on performance by 30-Jun-20						A report, signed minutes and signed attendance register



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4						
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
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	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 & performance report
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.	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
<b>OUTCOME 9</b>						<b>IMPROVED ACCESS TO BASIC SERVICES</b>										
<b>NATIONAL KPA</b>						<b>BASIC SERVICE DELIVERY &amp; INFRASTRUCTURE DEVELOPMENT</b>										
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 (2019/20)	3	Number	4 MANCO meetings whereby there will be monitoring of delivery/achievement of prioritised capital projects budgeted for (2019/20)	1 MANCO meeting whereby there will be monitoring of delivery/achievement of prioritised capital projects budgeted for (2019/20)	1 MANCO meeting whereby there will be monitoring of delivery/achievement of prioritised capital projects budgeted for (2019/20)	1 MANCO meeting whereby there will be monitoring of delivery/achievement of prioritised capital projects budgeted for (2019/20)	1 MANCO meeting whereby there will be monitoring of delivery/achievement of prioritised capital projects budgeted for (2019/20)						Manco Minutes
OMM08	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Inspection of prioritized Capital Projects	Number of inspections conducted for 2019/20 prioritized Capital Projects by 30-Jun-20	3	Number	4 Inspections conducted for 2019/20 prioritized Capital Projects by 30-Jun-20	1 Inspection conducted for 2019/20 prioritized Capital Projects by 30-Sept-19	1 Inspection conducted for 2019/20 prioritized Capital Projects by 31-Dec-19	1 Inspection conducted for 2019/20 prioritized Capital Projects by 31-Mar-20	1 Inspection conducted for 2019/20 prioritized Capital Projects by 30-Jun-20						Dated photos
<b>OUTCOME 9</b>						<b>COMMUNITY WORK PROGRAMME IMPLEMENTED AND COOPERATIVES SUPPORTED</b>										
<b>NATIONAL KPA</b>						<b>SOCIAL AND LOCAL ECONOMIC DEVELOPMENT</b>										
OMM09	To improve sustainable economic growth and development	Holding of social portfolio committee meetings	Number of social portfolio committee meetings held by 30-Jun-20	3	Number	Holding of 4 social portfolio committee by 30-Jun-20	Holding of 1 social portfolio committee meeting by 30-Sep-19	Holding of 1 social portfolio committee meeting by 31-Dec-19	Holding of 1 social portfolio committee meeting by 31-Mar-20	Holding of 1 social portfolio committee meeting by 30-Jun-20						Signed attendance register and a signed minutes



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OMM10	To improve sustainable economic growth and development	Conducting of HIV and sexual assault campaigns	Date by which HIV and sexual assault campaign is conducted	3	Date	Conduct HIV and sexual assault campaign by 31-Mar-20	n/a	n/a	Conduct HIV and sexual assault campaign by 31-Mar-20	n/a						Report, Attendance register and dated photos
OMM11	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Conduction of health and fitness campaigns for PLWHIV	Date by which health and fitness campaign for PLWHIV(People Living With HIV) is conducted	3	Date	Conduct health and fitness campaign for PLWHIV by 31-Dec-19	n/a	Conduct health and fitness campaign for PLWHIV by 31-Dec-19	n/a	n/a						Report, Attendance register and dated photos
OMM12	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Commemoration of world aids day and awarding of best performing support groups	Date by which the world aids day is commemorated and best performing support groups are awarded	3	Date	Commemoration of World Aids Day and award ceremony for best performing support group by 31-Dec-19	n/a	Commemoration of World Aids Day and award ceremony for best performing support group by 31-Dec-19	n/a	n/a						Report, Attendance register and dated photos
OMM13	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	3	Date	Commemoration of National Men's day by 30-Sep-19	Commemoration of National Men's day by 30-Sep-19	n/a	n/a	n/a						Report, Attendance register and dated photos
OMM14	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	3	Date	Commemoration of National Women's day by 30-Sep-19	Commemoration of National Women's day by 30-Sep-19	n/a	n/a	n/a						Report, Attendance register and dated photos



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
OMM15	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Coordination of Ward Aids committee Thuma mina campaigns	Date by which Ward Aids committee Thuma mina campaigns is coordinated	1	Date	Coordination of Ward Aids committee-Thuma mina campaign by 30-Jun-20	n/a	n/a	Coordination of Ward Aids committee-Thuma mina campaign by 31-Mar-20	Coordination of Ward Aids committee-Thuma mina campaign by 30-Jun-20						Report, Attendance register and dated photos
OMM16	To promote culture of learning and enhance social development (illiteracy, skills, talent, education)	Coordination of teenage pregnancy campaigns	Date by which teenage pregnancy campaigns are coordinated	3	Date	Coordination of teenage pregnancy campaign by 30-Jun-20	n/a	n/a	n/a	Coordination of teenage pregnancy campaign by 30-Jun-20						Report, Attendance register and dated photos
<b>OUTCOME 9</b>						<b>DEEPEN DEMOCRACY THROUGH A REFINED WARD COMMITTEE SYSTEM</b>										
<b>NATIONAL KPA</b>						<b>GOOD GOVERNANCE AND PUBLIC PARTICIPATION</b>										
OMM17	To improve performance and functioning of the municipality	Publishing of Section 54A & 56 employees performance agreements	Turnaround time for publishing of publishing Section 54A & 56 employees performance agreements within 14 days after signing	3	Turnaround time	Publish section 54A & 56 employees' performance agreements on newspapers and website within 14 days after signing		n/a	n/a	n/a						Public notice & signed performance agreements
OMM18	To improve performance and functioning of the municipality	Conducting performance reviews for HOD's and Line managers	Number of performance reviews for HOD's and Line managers conducted by 31-Mar-20	3	Number	4 performance reviews conducted for HOD's and Line managers by 31-Mar-20		n/a	2 performance reviews conducted for HOD's and Line managers by 30-Sep-19	2 performance reviews conducted for HOD's and Line managers by 31-Mar-20						Signed attendance register with signed minutes
OMM19	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-20	n/a	n/a	Prepare and submit the Mid-year Performance Report to the Mayor & COGTA by 25-Jan-20	n/a						Council signed minutes; proof of submissions
OMM20	To promote accountability to the citizens of Ubhlebezwe	Commencement of the community consultation meetings	Number of community consultation meetings held for 2020/21 IDP by 30-Jun-20	3	number	8 community consultation meetings held for 2020/21 IDP (6 Clustered & 2 Ratepayers) by 30-Jun-20	n/a	4 community consultation meetings held for 2020/21 IDP (3 Clustered & 1 Ratepayers) by 31-Dec-19	n/a	4 community consultation meetings held for 2020/21 IDP (3 Clustered & 1 Ratepayers) by 30-Jun-20						Signed attendance register



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OMM21	To improve performance and functioning of the municipality	Submission of the annual report with annual performance report to AG	Date by which the 2018/19 Annual Report and Annual performance report will be submitted to AG	3	Date	Submit 2018/19 Annual Report and Annual performance report to AG by 31-Aug-19	Submit 2018/19 Annual Report and Annual performance report to AG by 31-Aug-19	n/a	n/a	n/a						Proof of submission
OMM22	To improve performance and functioning of the municipality	Submission of the draft annual report to Council	Date by which the 2018/19 Draft annual report will be submitted to council	3	Date	Submission of the Draft 2018/19 annual report to council for approval by 31-Jan-20	n/a	n/a	Submission of the Draft 2018/19 annual report to council for approval by 31-Jan-20	n/a						Council signed minutes, signed attendance register and council resolution
OMM23	To improve performance and functioning of the municipality	Adoption of an oversight report	Date by which the 2018/19 oversight report is submitted to Council for adoption (MFMA section 129(1))	3	Date	Submit the 2018/19 oversight report to Council for adoption (MFMA section 129(1) by 31-Mar-20	n/a	n/a	Submit the 2018/19 oversight report to Council for adoption (MFMA section 129(1) by 31-Mar-20	n/a						Signed Council minutes, signed attendance register and council resolution
OMM24	To promote accountability to the citizens of Ubhulebezwe	Publishing of the oversight report	Turnaround time for publishing of an oversight report after adoption on newspapers and website	3	Turnaround time	Publishing of 2018/19 oversight report on newspapers and website within 14 days after adoption	n/a	n/a	n/a	Publishing of 2018/19 oversight report on newspapers and website within 14 days after adoption						public notice & council resolution
OMM25	To improve the performance and functioning of the municipality	Submission of the oversight report to COGTA	Date by which an Oversight Report is submitted to COGTA	3	Date	Submission of 2018/19 Oversight Report to COGTA by 07-Apr-20	n/a	n/a	n/a	Submission of 2018/19 Oversight Report to COGTA by 07-Apr-20						Proof of submission
OMM26	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 2019/20 is developed and approved	3	Date	Develop and approve risk-based internal audit plan for 2019/20 by 30-Sep-19	Develop and approve risk-based internal audit plan for 2019/20 by 30-Sep-19	n/a	n/a	n/a						Risk based internal audit plan and signed APAC minutes
OMM27	To improve the performance and functioning of the municipality	Submission of internal audit reports APAC	Number of internal audit reports submitted to the APAC as per approved Internal Audit Plan by 30-Jun-20	3	Number	4 internal audit reports submitted to the APAC as per approved Internal Audit Plan by 30-Jun-20	1 internal audit report submitted to the APAC as per approved Internal Audit Plan by 30-Sep-19	1 internal audit report submitted to the APAC as per approved Internal Audit Plan by 31-Dec-19	1 internal audit report submitted to the APAC as per approved Internal Audit Plan by 31-Mar-20	1 internal audit report submitted to the APAC as per approved Internal Audit Plan by 30-Jun-20						Internal audit report, signed APAC minutes



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
OMM28	To improve the performance and functioning of the municipality	Holding of audit committee meetings	Number of APAC meetings held by 30-Jun-20	3	Number	Holding of 4 APAC meetings by 30-Jun-20	Holding of 1 APAC meetings by 30-Sep-19	Holding of 1 APAC meetings by 31-Dec-19	Holding of 1 APAC meetings by 31-Mar-20	Holding of 1 APAC meetings by 30-Jun-20						APAC agenda; signed attendance register
OMM29	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-20	3	Number	Holding of 4 risk management committee meetings by 30-Jun-20	Holding of 1 risk management committee meeting by 30-Sep-19	Holding of 1 risk management committee meeting by 31-Dec-19	Holding of 1 risk management committee meeting by 31-Mar-20	Holding of 1 risk management committee meeting by 30-Jun-20						Signed minutes and signed attendance register
OMM30	To improve the performance and functioning of the municipality	Tabling of the IDP process plan	Date by which the 2020/21 IDP framework and process plan is submitted to council for approval	3	Date	submit a 2020/21 IDP framework and process plan to council for approval by 31-Aug-19	submit a 2020/21 IDP framework and process plan to council for approval by 31-Aug-19	n/a	n/a	n/a						Signed Council minutes, signed attendance register and council resolution
OMM31	To promote accountability to the citizens of Ubuhlebezwe	Publishing of 2020/2021 draft annual budget and draft IDP	Turnaround time for publishing of 2020/2021 draft annual budget and draft IDP for public comments before final adoption	3	Turnaround time	Publish 2020/21 draft annual budget and draft IDP in newspapers and website for public comments 21 days before final adoption	n/a	n/a	n/a	Publish 2020/21 draft annual budget and draft IDP in newspapers and website for public comments 21 days before final adoption						Council resolution and public notice
OMM32	To promote accountability to the citizens of Ubuhlebezwe	Publishing the 2020/2021 annual budget and IDP	Turnaround time for publishing of the final annual budget and IDP for 2020/2021 after its adoption	3	Turnaround time	final annual budget and IDP for 2020/2021 made public within 14 days of its adoption	n/a	n/a	n/a	final annual budget and IDP for 2020/2021 made public within 14 days of its adoption						Council resolution and public notice
OMM33	To improve the performance and functioning of the municipality	Holding of a general staff meeting	Number of general staff meetings held by 31-Mar-20	3	Number	Holding of 2 general staff meetings by 31-Mar-20	n/a	Holding of 1 general staff meeting by 31-Dec-19	Holding of 1 general staff meeting by 31-Mar-20	n/a						Signed attendance registers
OMM34	To improve the performance and functioning of the municipality	Monitor that action plan addressing AG queries is developed and reviewed	Date by which the Action Plan to address AG queries is developed and reviewed	3	Date	Monitor that Action Plan to address AG queries is developed and reviewed by 30-Jun-20	Monitor that Action Plan to address AG queries is developed and reviewed by 30-Sep-19	Monitor that Action Plan to address AG queries is developed and reviewed by 31-Dec-20	Monitor that Action Plan to address AG queries is developed and reviewed by 31-Mar-20	Monitor that Action Plan to address AG queries is developed and reviewed by 30-Jun-20						Reviewed Action plan
OMM35	To improve the performance and functioning of the municipality	Review and approval of fraud prevention plan	Date by which the fraud prevention plan is reviewed and approved	3	Date	Review and approve fraud prevention plan by 30-Jun-20	n/a	n/a	n/a	Review and approve fraud prevention plan by 30-Jun-20						Fraud prevention plan and Council resolution





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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
OMM36	To improve the performance and functioning of the municipality	Reviewing of Service Delivery Charter	Date by which Service Delivery Charter is reviewed and submitted to Council for approval	3	Date	Review Service Delivery Charter and submit to Council for approval by 30-Jun-20	n/a	n/a	n/a	Review Service Delivery Charter and submit to Council for approval by 30-Jun-20					Service Delivery charter and Council Resolution	
OMM37	To improve the performance and functioning of the municipality	Conducting of Batho Pele workshop to staff	Date by which Batho Pele workshop to staff is conducted	3	Date	Conducting of Batho Pele awareness campaign to staff by 31-Mar-20	n/a		Conducting of Batho Pele awareness campaign to staff by 31-Mar-20	n/a					Dated photos and attendance register	
<b>OUTCOME 9 IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY</b>																
<b>NATIONAL KPA FINANCIAL VIABILITY AND FINANCIAL MANAGEMENT</b>																
OMM38.0	To practice sound financial management principles	Solicit inputs from staff on the Draft annual budget	Date by which inputs on the 2020/2021 Draft annual budget is solicited from staff	3	Date	Solicit inputs from internal staff on the 2020/2021 Draft annual budget by 31-Mar-20	n/a	n/a	Solicit inputs from internal staff on the 2020/2021 Draft annual budget by 31-Mar-20	n/a					Agenda, Attendance Register	
OMM38	To practice sound financial management principles	Tabling of the 2020/2021 draft annual budget	Date by which the 2020/2021 Draft annual budget is tabled to council for approval	3	Date	Tabling of 2020/2021 Draft annual budget to council for approval by the 31-Mar-20	n/a	n/a	Tabling of 2020/2021 Draft annual budget to council for approval by the 31-Mar-20	n/a					Signed council minutes and resolution	
OMM39	To practice sound financial management principles	Submission of the 2020/2021 draft annual budget to PT & NT	Date by which the 2020/2021 Draft Annual Budget is submitted to PT & NT after approval by Council	3	Date	Submission of 2020/2021 Draft Annual Budget to PT & NT after approval by Council (03-Apr-20)	n/a	n/a	n/a	Submission of Draft Annual Budget for 2020/2021 to PT & NT after approval by Council (03-Apr-20)					Proof of submission	
OMM40	To practice sound financial management principles	Adoption of the Final 2020/2021 annual budget	Date by which 2020/2021 Final budget is Adopted by Council	3	Date	2020/2021 Final budget adopted by Council (31-May-19)	n/a	n/a	n/a	2020/2021 Final budget adopted by Council (31-May-19)					Signed Council minutes & council resolution	
OMM41	To practice sound financial management principles	Submission of the 2020/2021 final budget to NT & PT	Turnaround time for submission of 2020/2021 adopted final budget to NT & PT	3	Turnaround Time	Monitor the submission of 2020/2021 adopted Final Budget to NT & PT within 10 days of Council adoption	n/a	n/a	n/a	Monitor the submission of 2020/2021 adopted Final Budget to NT & PT within 10 days of Council adoption					Proof of submission	
OMM42	To practice sound financial management principles	submission of section 71 reports to finance portfolio committee	Number of section 71 reports' submitted to finance portfolio committee by 30-Jun-20	3	Number	submission of 12 section 71 reports' to finance portfolio committee by 30-Jun-20	submission of 3 section 71 reports' to finance portfolio committee by 30-Sep-19	submission of 3 section 71 reports' to finance portfolio committee by 31-Dec-19	submission of 3 section 71 reports' to finance portfolio committee by 31-Mar-20	submission of 3 section 71 reports' to finance portfolio committee by 30-Jun-20					Signed portfolio minutes and section 71 reports	



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
OMM43	To practice sound financial management principles	Submission of the 2020/2021 draft SDBIP and annual performance agreements to Mayor	Turnaround time for submission of 2020/2021 draft SDBIP and annual performance agreements to Mayor after budget adoption	3	Turnaround time	Submission of 2020/2021 draft SDBIP and annual performance agreements to Mayor within 14 days of budget adoption	n/a	n/a	n/a	Submission of 2020/2021 draft SDBIP and annual performance agreements to Mayor within 14 days of budget adoption						Signed council minutes and resolution
OMM44	To practice sound financial management principles	Submission of the 2020/2021 draft SDBIP to COGTA	Turnaround time for submission of Draft 2020/2021 SDBIP to COGTA after council approval	3	Turnaround time	Submission of the 2020/2021 Draft SDBIP to COGTA within 10 days after council approval	n/a	n/a	n/a	Submission of the 2020/2021 Draft SDBIP to COGTA within 10 days after council approval						Proof of submission
OMM45	To practice sound financial management principles	Adoption of 2020/2021 SDBIP to Council	Turnaround time for submission of 2020/2021 SDBIP to Council for adoption after budget adoption	3	Turnaround time	Submit 2020/2021 SDBIP to Council for adoption within 28 days after budget adoption	n/a	n/a	n/a	Submit 2020/2021 SDBIP to Council for adoption within 28 days after budget adoption						Signed council minutes, signed attendance register & Council resolution
OMM46	To practice sound financial management principles	Publication of adjusted 2019/20 SDBIP and IDP	Turnaround time for which the 2018/19 adjusted SDBIP and IDP is published after the approval of adjusted budget	3	Turnaround time	Publication of adjusted 2019/20 SDBIP and IDP in newspapers and website within 10 days after approval of adjusted budget	n/a	n/a	Publication of adjusted 2019/20 SDBIP and IDP in newspapers and website within 10 days after approval of adjusted budget	n/a						Public notice and council resolution
<b>OUTCOME 9 IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY</b>																
<b>NATIONAL KPA CROSS CUTTING INTERECTIONS</b>																
OMM47	To improve performance and functioning of the municipality	Adoption of the 2020/2021 IDP	Date by which the 2020/2021 IDP is submitted to Council for adoption	3	Date	Submit 2020/2021 IDP to Council for adoption by 30-Jun-20	n/a	n/a	n/a	Submit 2020/2021 IDP to Council for adoption by 30-Jun-20						Council resolution
OMM48	To improve performance and functioning of the municipality	Holding of IDP stakeholders meeting	Number of IDP Stakeholder meetings held by 30-Jun-20	3	Number	2 IDP Stakeholders meetings held by 30-Jun-20	n/a	1 IDP Stakeholders meeting held by 30-Nov-19	n/a	1 IDP Stakeholders meeting held by 30-Jun-20						Signed Attendance register
OMM49	To improve the performance and functioning of the municipality	Submission of back to basics template to Cogta	Turnaround time for submission of monthly back to basics template to Cogta after receiving template	3	Turnaround time	Submit the required information at a monthly back to basics to Cogta within working 10 days after receiving the	Submit the required information at a monthly back to basics to Cogta within 10 working days after receiving the template from	Submit the required information at a monthly back to basics to Cogta within 10 working days after receiving the	Submit the required information at a monthly back to basics to Cogta within 10 working days after receiving the template from	Submit the required information at a monthly back to basics to Cogta within 10 working days after receiving the template from						proof of receipt of template from COGTA and Proof of submission



IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	INDICATORS	WEIGHTING	UNIT OF MEASURE/ CALCULATIONS	2019/2020	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						
						template from Cogta	Cogta	template from Cogta	Cogta	Cogta						n to COGTA
OMM50	To improve the performance and functioning of the municipality	Submission of the back to basics template to Cogta	Turnaround time for submission of quarterly back to basics template to Cogta after receiving template	3	Turnaround time	Submit the required information at a quarterly back to basics to Cogta within 12 working days after receiving the template from Cogta	Submit the required information at a quarterly back to basics to Cogta within 12 working days after receiving the template from Municipal Departments	Submit the required information at a quarterly back to basics to Cogta within 12 working days after receiving the template from Cogta	Submit the required information at a quarterly back to basics to Cogta within 12 working days after receiving the template from Cogta	Submit the required information at a quarterly back to basics to Cogta within 12 working days after receiving the template from Cogta						Proof of receipt of template from COGTA and Proof of submission to COGTA



### **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.

<b>Department</b>	<b>Departmental Panel Score</b>	<b>Comment on strategic highlights per department</b>	<b>MM Score</b>	<b>Panel Score</b>
<b>Average Municipal Manager</b>				
<b>Average Community Service</b>				
<b>Average Finance</b>				
<b>Average Corporate Services</b>				
<b>Average Infrastructure</b>				
	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)
<b>LEADING COMPETENCIES</b>				
1. Strategic Direction & Leadership	20			
2. People Management	10			
3. <i>Programme and Project Management</i>	10			
4. Financial Management	10			
5. Change Leadership				
6. Service Delivery Innovation	10			
7. Governance Leadership	10			
<b>CORE COMPETENCIES</b>				
8. <i>Moral Competence</i>				
9. <i>Planning and Organising</i>	10			
10. Analysing and Innovation				
11. Knowledge and Information Management	10			
12. Communication	10			
13. Results and Quality Focus				
<b>TOTAL</b>	<b>100%</b>			

A person appointed as a senior manager must have the competencies as set out in this framework. Focus must also be placed on the eight Batho Pele principles.





### 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		
<b>Total</b>	%		
<b>x 80%</b>			<b>%</b>



KPA	(A) SUB-TOTAL	(B) % OF ASSESSMENT	(A X B) TOTAL SCORE
KRA (Key Result Area)		80%	
CC (Conduct Criteria)		20%	
(C) FINAL SCORE			
FINAL SCORE IN PERCENTAGE (C / 5 X 100)			%

**SIGNATURE OF THE EMPLOYEE:**

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

Signed in : IXOPO on 06 of JUNE 2019

**SIGNATURE OF EMPLOYER:**

Mayor : \_\_\_\_\_

Signed in : IXOPO on 06 of JUNE 2019