CEDERBERG MUNICIPALITY

PERFORMANCE EVALUATION SUMMARY

Performance evaluation of: Louis Volschenk

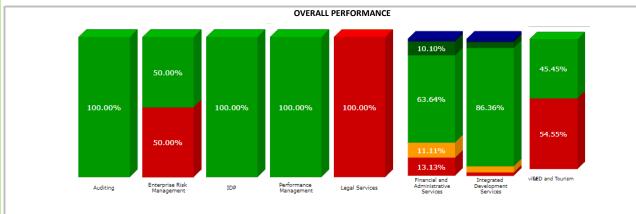
Period Midyear 2018/19

Panel Members Mayor

Councilor Other Other

Date of evaluation 27 February 2019

PERFORMANCE RESULTS				
	Total score	Total weight	Weighted	Performance %
	for period	for period	percentage	Periorillance /6
Operational Performance	30.00	50.00	80.00%	48.00%
Core Competency Requirements	20.04	20.04	20.00%	20.00%
Final Score	50.04	70.04	100.00%	68.00%



	nrnra.	2444105 0044451170		
	PERFOR	RMANCE COMMENTS		
Signed by panel members:	Mayor			
Signed by paner members.	iviayoi			
	Councilor			
	Councilor			
	Other			
Signed by employee	Louis Volschenk		Date	
Comments				

OPERATIONAL KPI'S

						Tar	gets						Performance			
PMS REF	Ref No	National KPA	Key Performance Indicator (KPI)	Unit of measurement	Q1	Q2	Q3	Q4	Weight	Own Score	Score	Final score	Comment &	Target	Actual	R
1	SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 80% of the KPI's of the Directorate: Financial and Administrative Services	80% of the KPI's of the directorate have been met as per Ignite Dashboard report	80%	80%	80%	80%	3	3	3	1.8	Refer to Graph			
2	SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 80% of the KPI's of the Directorate: Integrated Development Services	80% of the KPI's of the directorate have been met as per Ignite Dashboard report	80%	80%	80%	80%	3	3	3	1.8	Refer to Graph			
3	SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Internal Audit	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	90%	90%	90%	3	3	3	1.8	Refer to Graph			
4	SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: IDP	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	90%	90%	90%	3	3	3	1.8	Refer t	o Graph		
5	SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Performance Management	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	90%	90%	90%	3	3	3	1.8	Refer t	o Graph		
6	SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Enterprise Risk Management	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	90%	90%	90%	3	3	3	1.8	Refer t	o Graph		
7	SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Enterprise LED and Tourism	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	90%	90%	90%	3	3	3	1.8	Refer t	o Graph		
8	SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Legal Services	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	90%	90%	90%	3	3	3	1.8	Refer t	o Graph		
9	TL3	Municipal Transformation and Institutional Development	Complete the annual Risk Assessment and submit the strategic and operational risk register to the Risk Committee by 31 March 2019	Strategic and operational risk register submitted to the Risk Committee	0	0	1	0	2		Not applicable for the period					
10	T4	Municipal Transformation and Institutional Development	Review the Standing Rules of Order and submit to Council for approval by 30 September 2018	Reviewed Standing Rules of Order submitted to Council for approval	1	0	0	0	2	4	3	1.2		1	1	G

						Tai	rgets						Performance			
PMS REF	Ref No	National KPA	Key Performance Indicator (KPI)	Unit of measurement	Q1	Q2	Q3	Q4	Weight	Own Score	Score	Final score	Comment & Corrective Measures	Target	Actual	R
11	TL50	Local Economic Development	Conduct training initiatives with SMME's during the 2018/19 financial year	Number of training initiatives conducted	1	1	1	1	1	4	3	0.6		2	2	G
12	TL51	Local Economic Development	Develop a Preferential Procurement Policy and submit to Council by 31 March 2019	Preferential Procurement Policy submitted to Council	0	0	1	0	2		Not applicable for the period					
13	TL52	Local Economic Development	Conduct an Investment Promotion Indaba by 30 September 2018	Investment Promotion Indaba conducted	1	0	0	0	1	2	3	0.6	LED Manager Developed Investor Incentives Policy (which is part of the process), had an internal session with senior management. Investment Promotion Indaba is scheduled for February 2019	1	0	R
14	TL53	Local Economic Development	Develop an Investment Promotion Action Plan and submit to Council by 31 March 2019	Investment Promotion Action Plan submitted to Council	0	0	1	0	2		Not applicable for the period					
15	TL54	Local Economic Development	Develop a Destination of Choice Action Plan and submit to Council by 31 March 2019	Destination of Choice Action Plan submitted to Council	0	0	1	0	2		Not applicable for the period					
16	TL55	Local Economic Development	Develop a new Tourism Strategy for Cederberg municipal area and submit to Council by 31 December 2018	Tourism Strategy submitted to Council	0	1	0	0	2	2	3	1.2	Council was in recess from October 2018. A new tourism strategy is currently in process of being developed, and a process is underway with Exchange (Belgium) to assist by March 2019	1	0	R
17	TL56	Local Economic Development	Spend 90% of the approved project budget for the development of Beehives for SMME's by 30 June 2019 [(Total expenditure on project/Approved budget for the project)x100]	Percentage budget spend	20%	40%	70%	90%	2	3	3	1.2	Obtained council resolution and necessary permission from building control, developed specifications for the renovations in order to spend the funds. Procurement of service provider to be done in January	40%	0%	R
18	TL85	Good Governance and Public Participation	Develop and submit the risk based audit plan for 2019/20 to the Audit Committee by 30 June 2019	Risk based audit plan submitted to the Audit Committee	0	0	0	1	3			N	ot applicable for the perio	d		

						Tai	rgets						Performance			
PMS REF	Ref No	National KPA	Key Performance Indicator (KPI)	Unit of measurement	Q1	Q2	Q3	Q4	Weight	Own Score	Score	Final score	Comment & Corrective Measures	Target	Actual	R
19	TL86	Good Governance and Public Participation	Draft the annual performance report for 2017/18 and submit to the Auditor-General by 31 August 2018	Annual performance report for 2017/18 drafted and submitted to the Auditor-General	1	0	0	0	3	4	3	1.8		1	1	G
20	TL87	Good Governance and Public Participation	Compile and submit the draft annual report for 2017/18 to Council by 31 January 2019	Draft annual report for 2017/18 submitted to Council	0	0	1	0	3	Not applicable for the period						
21	TL88	Good Governance and Public Participation	Compile and submit the final annual report and oversight report for 2017/18 to Council by 31 March 2019	Final annual report and oversight report for 2017/18 submitted to Council	0	0	1	0	3	Not applicable for the period						
22	TL89	Good Governance and Public Participation	Submit the final reviewed IDP to Council by 31 May 2019	Final IDP submitted to Council	0	0	0	1	3	Not applicable for the period						
23	D1	Municipal Transformation and Institutional Development	Report quarterly to SCM in compliance with Section 116(2)(d) on the management of the contract or agreement and the performance of the contractor where an external service provider has been appointed	Number of reports submitted	1	1	1	1	1	4	3	0.6		2	2	G
24	D2	Municipal Transformation and Institutional Development	Submit quarterly progress report on risks to the Manager Legal Services	Number of reports submitted	1	1	1	1	1	2	3	0.6	We are currently in the process of reviewing our risk register for 2018/19. Q1 not submitted	2	1	R
25	D3	Municipal Transformation and Institutional Development	Update the SDBIP monthly by the 20th of each month	Number of updates	3	3	3	3	2	4	3	1.2		6	6	G
26	D4	Municipal Transformation and Institutional Development	100% compliance in accordance with Eunomia iComply system	% compliance	100%	100%	100%	100%	2	4	3	1.2		100%	100%	G
27	D5	Municipal Transformation and Institutional Development	Hold monthly EXCO meetings	Number of meetings held	3	3	3	3	3	3	3	1.8	No formal Exco meeting took place in July	6	5	0
28	D6	Municipal Transformation and Institutional Development	Hold an annual meeting with all staff	Number of meetings held	0	0	0	1	2	Not applicable for the period						

						Tar	gets			_			Performance			
PMS REF	Ref No	National KPA	Key Performance Indicator (KPI)	Unit of measurement	Q1	Q2	Q3	Q4	Weight	Own Score	Score	Final score	Comment & Corrective Measures	Target	Actual	R
29	D7	Municipal Transformation and Institutional Development	Achieve an unqualified audit opinion by 30 November 2018 for the 2017/18 financial year	Unqualified audit opinion received	0	1	0	0	3	5	3	1.8		1	1	G
30	D8	Municipal Transformation and Institutional Development	Approve the departmental SDBIP within 28 days after the approval of the main budget by Council	Departmental SDBIPs approved	0	0	0	1	3	Not applicable for the period						
31	D9	Municipal Transformation and Institutional Development	Monitor the implementation of the action plan developed to address all the issues raised in the management letter of the Auditor-General and submit quarterly progress reports to Executive Mayor	Number of progress reports monitored and submitted to Executive Mayor	1	1	1	1	3	4	3	1.8		2	2	G
32	D10	Municipal Transformation and Institutional Development	Submit the Final Top Layer SDBIP and the draft performance agreements of the S57 managers to the Mayor within 14 days after the budget has been approved by Council	Final Top Layer SDBIP and agreements submitted to the Mayor	0	0	0	1	3	Not applicable for the period						
33	D11	Municipal Transformation and Institutional Development	Source funding to implement a Client Relations Management System by 30 June 2019	Funding sourced for the implementation of a Client Relations Management System	0	0	0	1	2		Not applicable for the period					
				otal					80			30				
			Applicable weig	tht for the period					50							

Clusters Leading Competencies Competency Definition Weighting Score Final Score Core Competencies Competency Definition Strategic Direction and inspire and deploy others institution, and inspire and deploy others institution.	Weighting	Score	Final Score
Strategic Direction and institution, and inspire and deploy others reasoning that promotes honesty and			
Leadership to deliver on the strategic institutional mandate 1.07 5 1.07 MOTAL Competence integrity and consistently display behaviour that reflects moral competence	1.67	5	1.67
People Management Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives 1.67 1.67 Planning and Organising Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk	1.67	5	1.67
Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives 1.67 5 1.67 Analysis and Innovation challenges and trends	1.67	5	1.67
Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement pr	1.67	5	1.67
Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome	1.67	5	1.67
Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships		5	1.67
10.02 10.02	10.02		10.02

TOTAL SCORE 20.04