CEDERBERG MUNICIPALITY

PERFORMANCE EVALUATION SUMMARY

Performance evaluation of:	**Reginald Bent**
Period	Midyear 2018/19
Panel Members	Municipal Manager
	Councilor
	Other
	Other
Date of evaluation	**27 February 2019**

PERFORMANCE RESULTS

	Total score for period	Total weight for period	Weighted percentage	Performance %
Operational Performance	35.40	59.00	80.00%	48.00%
Core Competency Requirements	18.04	20.04	20.00%	18.00%
Final Score	**53.44**	**79.04**	**100.00%**	**66.00%**

OVERALL PERFORMANCE

Category	Value
EPWP	100.00%
Town Planning	100.00%
Building Control	100.00%
Spatial Planning	100.00%
Refuse Removal	100.00%
Protection Services	88.89% / 11.11%
Integrated Human Settlements	100.00%
Libraries	50.00% / 50.00%
Resorts / Caravan Parks	66.67% / 33.33%
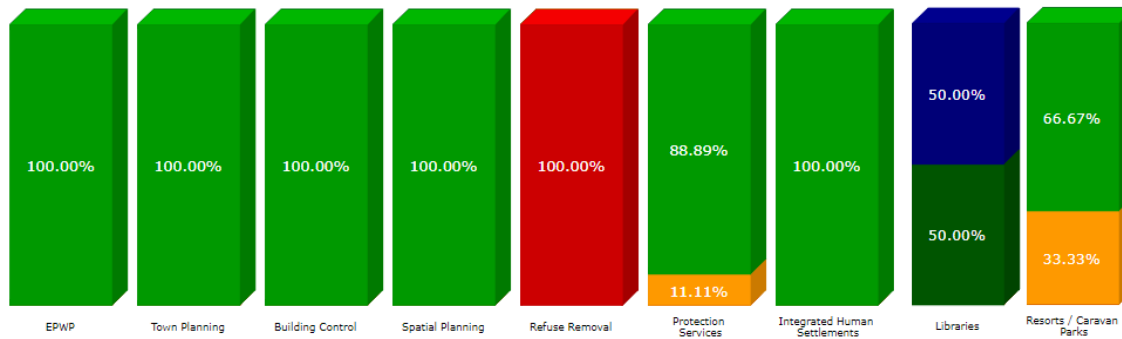
PERFORMANCE COMMENTS

Signed by panel members:	Municipal Manager	_____
	Councilor	_____
	Other	_____
	Other	_____
Signed by employee	Reginald Bent	_____ Date _____
Comments	…………………………………………………………………………………………………..	

PMS REF	Ref No	National KPA	Key Performance Indicator (KPI)	Unit of measurement	Targets				Weight	Own Score	Score	Final score	Performance Comment & Corrective Measures	Target	Actual	R
					Q1	Q2	Q3	Q4								
1	SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Building Control	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	90%	90%	90%	2	2	3	1.2	Refer to Graph			
2	SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Environment	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	90%	90%	90%	2	2	3	1.2	Refer to Graph			
3	SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Spatial Planning	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	90%	90%	90%	2	2	3	1.2	Refer to Graph			
4	SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Town Planning	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	90%	90%	90%	2	2	3	1.2	Refer to Graph			
5	SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Libraries	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	90%	90%	90%	2	2	3	1.2	Refer to Graph			
6	SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Integrated Human Settlements	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	90%	90%	90%	2	2	3	1.2	Refer to Graph			
7	SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Protection Services	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	90%	90%	90%	2	2	3	1.2	Refer to Graph			
8	SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Resorts / Caravan Parks	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	90%	90%	90%	2	2	3	1.2	Refer to Graph			
9	SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Refuse Removal	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	90%	90%	90%	2	2	3	1.2	Refer to Graph			
10	SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: EPWP	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	90%	90%	90%	2	2	3	1.2	Refer to Graph			
11	T35	Basic Service Delivery	Develop an Informal Settlement Management Plan and submit to Council by 31 December 2018	Informal Settlement Management Plan submitted to Council	0	0	0	1	2				Not applicable for the period			
12	T36	Basic Service Delivery	Develop an Informal Human Settlements Integration Strategy and submit to Council by 30 June 2019	Informal Human Settlements Integration Strategy submitted to Council	0	0	0	1	2				Not applicable for the period			

PMS REF	Ref No	National KPA	Key Performance Indicator (KPI)	Unit of measurement	Targets Q1	Targets Q2	Targets Q3	Targets Q4	Weight	Own Score	Score	Final score	Performance Comment & Corrective Measures	Target	Actual	R
13	T37	Local Economic Development	Spend 90% of the approved project budget to assist the elderly with transport (Graafwater to Clanwilliam) by 30 June 2019 [(Total expenditure on project/ Approved budget for the project) x100]	Percentage budget spend	20%	40%	70%	90%	2	2	3	1.2		40%	40%	G
14	T38	Basic Service Delivery	Conduct an assessment of all non-core assets (e.g. resorts & caravan parks) and capital assets (land) and submit a report with recommendations to Council by 31 October 2018	Report submitted to Council	0	1	0	0	2	2	3	1.2		1	1	G
15	T39	Basic Service Delivery	Develop a Social Development Framework and submit to Council by 31 March 2019	Social Development Framework submitted to Council	0	0	1	0	2				Not applicable for the period			
16	T40	Basic Service Delivery	Spend 90% of the approved project budget to assist vulnerable groups by 30 June 2019 [(Total expenditure on project/ Approved budget for the project)x100]	Percentage budget spent	20%	40%	70%	90%	2	2	3	1.2		40%	40%	G
17	T41	Basic Service Delivery	Develop a Municipal Coastal Management Program and submit to Council by 30 June 2019	Program submitted to Council	0	0	0	1	2				Not applicable for the period			
18	T42	Basic Service Delivery	Review Air Quality Management Plan and submit to Council for approval by 30 June 2019	Air Quality Management Plan submitted to Council	0	0	0	1	2				Not applicable for the period			
19	T47	Basic Service Delivery	Construct 100 top structures in Lamberts Bay Pr.No.114 by 30 June 2019	Number of top structures constructed	0	0	0	100	2				Not applicable for the period			
20	T48	Basic Service Delivery	Service 167 sites in Lamberts Bay, Ph1 Pr.No.114 by 30 June 2019	Number of sites serviced	0	0	0	167	2				Not applicable for the period			
21	T57	Basic Service Delivery	Service 185 sites in Lamberts Bay by 30 June 2019	Number of sites serviced	0	0	0	185	2				Not applicable for the period			

PMS REF	Ref No	National KPA	Key Performance Indicator (KPI)	Unit of measurement	Targets				Weight	Own Score	Score	Final score	Performance Comment & Corrective Measures	Target	Actual	R
					Q1	Q2	Q3	Q4								
22	T58	Local Economic Development	Create 127 jobs opportunities in terms of EPWP by 30 June 2019	Number of job opportunities created in terms of EPWP	0	0	0	127	3	Not applicable for the period						
23	T69	Basic Service Delivery	Report bi-annually to Council during the 2018/19 financial year on the progress made with the implementation of the regional dump site plan as per agreement with West Coast DM	Number of report submitted	0	1	0	1	2	2	3	1.2		1	1	G
24	D291	Good Governance and Public Participation	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	% of correspondence & complaints responded to within 10 working days	80%	80%	80%	80%	3	3	3	1.8		80%	80%	G
25	D292	Good Governance and Public Participation	Report quarterly to the MM on progress made with the handling of all items older than 30 days on the Quiddity system	Number of reports submitted to the MM	1	1	1	1	3	3	3	1.8		2	2	G
26	D293	Good Governance and Public Participation	Hold monthly meetings with management and submit minutes of the meeting to the MM	Number of meetings with management	3	3	3	3	3	3	3	1.8		6	6	G
27	D294	Good Governance and Public Participation	Hold bi-annual meetings with all staff of the department	Number of meetings held	0	1	0	1	3	3	3	1.8		1	1	G
28	D295	Good Governance and Public Participation	Submit quarterly progress report on risks to the Manager Legal Services	Number of reports submitted	1	1	1	1	2	2	3	1.2		2	2	G
29	D296	Good Governance and Public Participation	90% of capital budget for the directorate spent by 30 June	% of capital budget spent by 30 June	20%	40%	60%	90%	3	3	3	1.8		40%	55.34%	G2
30	D297	Good Governance and Public Participation	Report quarterly to SCM on Service Level Agreements (SLA's) with service providers in line with Section 116 of the MFMA	Number of forms submitted	1	1	1	1	3	3	3	1.8		2	2	G
31	D298	Good Governance and Public Participation	Monitor monthly that overtime taken adhere to the requirements of the Basic conditions of Employment Act and submit verification to this extend to the MM	Number of Pre-approvals submitted	3	3	3	3	3	3	3	1.8		6	6	G

PMS REF	Ref No	National KPA	Key Performance Indicator (KPI)	Unit of measurement	Targets				Weight	Own Score	Score	Final score	Performance Comment & Corrective Measures	Target	Actual	R
					Q1	Q2	Q3	Q4								
32	D299	Good Governance and Public Participation	100% compliance in accordance with Eunomia iComply system	% compliance	100%	100%	100%	100%	2	2	3	1.2		100%	100%	G
33	D300	Good Governance and Public Participation	Update the SDBIP monthly by the 20th of each month	Number of updates	3	3	3	3	3	3	3	1.8		6	6	G
34	D301	Good Governance and Public Participation	Submit reviewed by-laws /policies/standard operating procedures annually by 30 June 2018	% of by-laws /policies/standard operating procedures reviewed	0	0	0	100	2				Not applicable for the period			
35	D302	Good Governance and Public Participation	Visit Graafwater, Citrusdal and Lamberts Bay monthly	Number of visits to towns	9	9	9	9	3	3	3	1.8		18	18	G
Total									80			35.4				
Applicable weight for the period									59							

ANNEXURE B: CORE COMPETENCY FRAMEWORK										
Clusters	Leading Competencies	Competency Definition	Weighting	Score	Final Score	Core Competencies	Competency Definition	Weighting	Score	Final Score
Competency Name	Strategic Direction and Leadership	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate	1.67	5	1.67	Moral Competence	Able to identify moral triggers, apply reaosning that promotes honesty and 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	1.67	5	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
	Program and Project Management	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	Able to critically analyse information, challenges and trends	1.67	4	1.34
	Financial Management	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner	1.67	4	1.34	Knowledge and Information Management	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government	1.67	4	1.34
	Change Leadership	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	1.67	4	1.34	Communication	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	4	1.34
	Governance Leadership	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	1.67	4	1.34	Results and Quality Focus	Able to maintain high quality standards, focus and achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives	1.67	5	1.67
			10.02		9.02			10.02		9.02

TOTAL SCORE	18.04