



UMZINYATHI DISTRICT
MUNICIPALITY

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UDJUSTED PERFORMANCE PLAN / SCORECARD - 2021/22

ANNEXURE A

ACTING SENIOR MANAGER: COMMUNITY SERVICES

NAME:	SABELO NGEMA	LINE MANAGER:	LETHUXOLO MTHEMBU
EMPLOYEE NO.	108110	JOB TITLE:	MUNICIPAL MANAGER
JOB TITLE:	ACTING SENIOR MANAGER: COMMUNITY SERVICES	PERIOD:	01 JULY 2021-30 JUNE 2022
DIVISION / BUSINESS UNIT:	COMMUNITY SERVICES	REVIEW DATE:	FEBRUARY 2022
RATING SCALE:	1 = Not meeting the standards 2 = Meet some of the standards 3 = Meet all the standards 4 = Meet all & exceed some standards 5 = Meet & exceed all standards		

Key Performance Area's (KPA's)

Weight = 100%

Leading and Core Competencies

Weight = 100%

No	SDBIP REF NO.	Weight (%)	Goal	Objective	Strategy	Baseline	Key Performance Indicator	Annual Target	Target Date	Method of Verification
1. KEY PERFORMANCE AREA (KPA): MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION										
1.1		3	HIGH PERFORMANCE MUNICIPALITY LEADING IN TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	ENSURE GOOD GOVERNANCE, FINANCIAL VIABILITY, EFFICIENT ADMINISTRATION AND OPTIMAL INSTITUTIONAL TRANSFORMATION. WITH CAPACITY TO EXECUTE ITS MANDATE.	Monitor the implementation of the Strategic Plan resolution register	52%	% Of Organisational Scorecard targets achieved	95-100%	Quarterly	Audited Quarterly Performance reports
1.2		3				New indicator	Number of Strategic planning reports submitted to the Executive Committee	4	Quarterly	Quarterly Strategic Plan report Resolution register Exco Resolution.
MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION - FINAL SCORE										
2. KEY PERFORMANCE AREA (KPA): GOOD GOVERNANCE AND PUBLIC PARTICIPATION										
/6										

No	SDBIP REF NO.	Weight (%)	Goal	Objective	Strategy	Baseline	Key Performance Indicator	Annual Target	Target Date	Method of Verification
2.1		5	IMPROVE ACCOUNTABILITY AND CORPORATE GOVERNANCE, WHILST CREATING A HEALTHY ENVIRONMENT AND SOCIAL COHESION	ENHANCE HEALTHY COMMUNITIES AND CITIZENS	Encourage participation in sport and recreational programmes by providing financial support, mentoring and coaching to sport codes.	3	No. of recreational sports programmes supported	3 Q1=1 Q2=1 Q4=1	Marathon – Q1 International day for PLWD – Q2 Marathon-Q4	Signed Close out report by the Head of Department endorsed by Portfolio Committee Registers. Action plan.
2.2		5				New Indicator	No. of District Aids Council (DAC) meetings held.	4	Quarterly	Attendance Registers

No	SDBIP REF NO.	Weight (%)	Goal	Objective	Strategy	Baseline	Key Performance Indicator	Annual Target	Target Date	Method of Verification
2.3		5	IMPROVE ACCOUNTABILITY AND CORPORATE GOVERNANCE, WHILST CREATING A HEALTHY ENVIRONMENT AND SOCIAL COHESION.	ENHANCE HEALTHY COMMUNITIES AND CITIZENS	Addressing of social ills, creating awareness and providing support for social cohesion.	New Indicator	No. of district disability forums held.	4	Quarterly	Registers.
2.4	5	Implementation of Economic Empowerment Programmes			2	No. of Economic Empowerment projects supported	16	30 June 2022	Beneficiary list.	
2.5	5	Facilitation of report back and public participation meetings			New Indicator	No. of Mayoral meetings with Amakhosi.	2	Bi-annual	Attendance Register.	
2.6	5				New indicator	No. of community report back meetings held	4	Quarterly	Attendance Register	

No	SDBIP REF NO.	Weight (%)	Goal	Objective	Strategy	Baseline	Key Performance Indicator	Annual Target	Target Date	Method of Verification
2.7		5			Conduct site visits to ensure that edibles are in compliance with the environmental Health by laws.	188	No of water samples to be taken from sources used for human consumption	180	50 Q1 50 Q2 40 Q3 40 Q4	Water samples results
2.8	CS 02	5	IMPROVE ACCOUNTABILITY AND CORPORATE GOVERNANCE, WHILST CREATING A HEALTHY ENVIRONMENT AND SOCIAL COHESION.	PROVIDE INDEPENDENT AND OBJECTIVE ASSURANCE ON THE MUNICIPAL INTERNAL CONTROL ACTIVITIES		42	No of food outlets visited and inspected both formal and informal	34	10 Q1 10 Q2 7 Q3 7 Q4	Certificate issued Health Inspection Report
2.9		5				New Indicator	No of business enterprises inspected for EHR compliance	60	20 Q1 20 Q2 10 Q3 10 Q4	Inspection Report Compliance Certificate

No	SDBIP REF NO.	Weight (%)	Goal	Objective	Strategy	Baseline	Key Performance Indicator	Annual Target	Target Date	Method of Verification
2.10		5			Monitor the implementation of risk action plans through risk reports on a quarterly basis.	52%	% Of risk mitigation strategies implemented	100%	Quarterly Q1-25% Q2-50% Q3-75% Q4-100%	Risk Management report
2.11		5			Ensure the implementation of AG Action plan	New indicator	% Of AG queries cleared as per the AG action plan	50-75%	Quarterly	AG Action plan
GOOD GOVERNANCE AND PUBLIC PARTICIPATION - FINAL SCORE										
3.	KEY PERFORMANCE AREA (KPA): CROSS CUTTING									
/55										

No	SDBIP REF NO.	Weight (%)	Goal	Objective	Strategy	Baseline	Key Performance Indicator	Annual Target	Target Date	Method of Verification
3.1	CS 05	5	(ACTIVE)STRENGTHENING DISASTER MANAGEMENT THROUGH LOCAL SUPPORT, MITIGATION AND RISK MANAGEMENT	ROBUST DISASTER MANAGEMENT AND FIRE SERVICES THAT IS DETECTIVE AND RESPONSIVE IN IMPLEMENTATION	Disaster Management and Fire services support to all Local Municipalities	100%	% of disaster cases addressed	100%	100%	Disaster Quarterly and Annual report
3.2		5	(ACTIVE)STRENGTHENING DISASTER MANAGEMENT THROUGH LOCAL SUPPORT, MITIGATION AND RISK MANAGEMENT	ROBUST DISASTER MANAGEMENT AND FIRE SERVICES THAT IS DETECTIVE, PREVENTATIVE AND RESPONSIVE IN IMPLEMENTATION	Disaster Management and Fire services support to all Local Municipalities	31 October 2020(summer) 30 April 2021 (winter)	Date of adoption of winter and summer incident response plans	31 October 2020(summer) 30 April 2021 (winter)	31 October 2021 (summer) 30 April 2022(winter)	EXCO resolution

No	SDBIP REF NO.	Weight (%)	Goal	Objective	Strategy	Baseline	Key Performance Indicator	Annual Target	Target Date	Method of Verification
3.3		5			Preparation of Disaster Annual Report to Council, KZN Cogta and Local Municipalities	30 September 2020	Date of completion of Disaster Annual Report	30 September 2021	30 September 2022	Exco Resolution
3.4	CS 03	5			Undertaking of Disaster Risk Reduction Projects and Programmes	34	No of disaster management awareness campaigns undertaken	20	10 Q3 10 Q4	Signed Awareness Campaign Forms
3.5		5	(ACTIVE)STRENGTHENING DISASTER MANAGEMENT THROUGH DEVELOPMENT OF DISASTER MANAGEMENT AND FIRE		Respond and recovery to disaster incidents	6 hours Response time to disaster incidents	Response time to disaster incidents	6 hours	Quarterly	Beneficiary Forms

No	SDBIP REF NO.	Weight (%)	Goal	Objective	Strategy	Baseline	Key Performance Indicator	Annual Target	Target Date	Method of Verification
3.6	CS 04	5			Respond and recovery to disaster incidents	72 hours' Time taken to undertake the damage assessment and distribution	Time taken to undertake the damage assessment and distribution	72 hours	Quarterly	Disaster Management Report Beneficiary Forms Photographs
3.7		5			Disaster Management and Fire services support to all Local Municipalities	New indicator	Date of completion of procurement of relief material	30 December 2021 30 June 2022	Bi-Annually	Quarterly Report Payment Voucher
CROSS CUTTING - FINAL SCORE										
4. KEY PERFORMANCE AREA(KPA): MUNICIPAL FINANCIAL VIABILITY										
/ 35										

No	SDBIP REF NO.	Weight (%)	Goal	Objective	Strategy	Baseline	Key Performance Indicator	Annual Target	Target Date	Method of Verification
4.1		2	PROMOTE SOUND FINANCIAL MANAGEMENT SYSTEM AND GOOD GOVERNANCE.	EFFECTIVELY MANAGE THE MUNICIPAL RESOURCES AND ENSURE FINANCIAL SUSTAINABILITY.	Preparation of Annual Departmental Procurement Plan for the next financial year	New Indicator	Date of submission of Annual Procurement Plan to SCM unit	30 June 2022	30 June 2022	Acknowledgement of receipt from SCM unit

No	SDBIP REF NO.	Weight (%)	Goal	Objective	Strategy	Baseline	Key Performance Indicator	Annual Target	Target Date	Method of Verification
4.2		2	PROMOTE SOUND FINANCIAL MANAGEMENT SYSTEM AND GOOD GOVERNANCE.	EFFECTIVELY MANAGE THE MUNICIPAL RESOURCES AND ENSURE FINANCIAL SUSTAINABILITY.	Comply with Supply Chain Management Policy to the Mayor and PT	100% compliance	% Compliance with Supply Chain Management Policy and regulations	100% compliance, as per the following categories: Petty cash purchases : R 0 – R 2000 Written or Verbal price quotations : R 2 000.01 – 30 000.00 Formal written price quotations :R30 000.01-R200 000 (7 days advert) Competitive bidding process : R 200 000.01 – and above(14 and 30 days)	Monthly	Compliance report by finance
MUNICIPAL FINANCIAL VIABILITY - FINAL SCORE										
/ 4										

COMPETENCY FRAMEWORK

Leading and Core Competencies Weight = 100%

Weight (%)	LEADING COMPETENCIES (70%)		Progress on date of review	Score
15	<ul style="list-style-type: none"> Strategic Leadership Direction and 	<ul style="list-style-type: none"> Impact and Influence Institutional Performance Management Strategic Planning and Management Organisational Awareness 		
15	<ul style="list-style-type: none"> People Management 	<ul style="list-style-type: none"> Human Capital Planning and Development Diversity Management Employee Relations Management Negotiation and Dispute Management 		
25	<ul style="list-style-type: none"> Programme and Project Management 	<ul style="list-style-type: none"> Programme and Project Planning and Implementation Service Delivery Management Programme and Project Monitoring and Evaluation 		
5	<ul style="list-style-type: none"> Financial Management 	<ul style="list-style-type: none"> Budget Planning and Execution Financial Strategy and Delivery Financial Reporting and Monitoring 		

Weight (%)	LEADING COMPETENCIES (70%)		Progress on date of review	Score
5	<ul style="list-style-type: none"> • Change Leadership 	<ul style="list-style-type: none"> • Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation 		
5	<ul style="list-style-type: none"> • Governance Leadership 	<ul style="list-style-type: none"> • Policy Formulation • Risk and Compliance Management • Cooperative Governance 		
LEADING COMPETENCIES FINAL SCORE				/70

Weight (%)	CORE COMPETENCIES (30%)		Progress on date of review	Score
5	<ul style="list-style-type: none"> • Moral Competency 	<ul style="list-style-type: none"> • Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competency. 		
5	<ul style="list-style-type: none"> • Planning and Organising 	<ul style="list-style-type: none"> • Able to plan, prioritize and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manager risk. 		

Weight (%)	CORE COMPETENCIES (30%)		Progress on date of review	Score
5	<ul style="list-style-type: none"> Analysis and Innovation 	<ul style="list-style-type: none"> Able to critically analyse information, challenges and trends to establish and implement fact based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives 		
5	<ul style="list-style-type: none"> Knowledge and Information Management 	<ul style="list-style-type: none"> 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 		
5	<ul style="list-style-type: none"> Communication 	<ul style="list-style-type: none"> 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. 		
5	<ul style="list-style-type: none"> Results and Quality Focus 	<ul style="list-style-type: none"> Able to maintain high quality standards, focused on 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. 		
CORE COMPETENCIES FINAL SCORE				/30

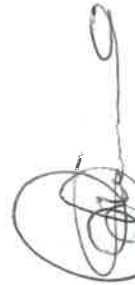
The assessment of the Manager on the performance of the competencies will be based on the following rating scale:

Achievement Levels	Description	Scoring
Basic	Applies basic concepts, methods and understanding of local government operations, but requires supervision and development intervention	1 -2
Competent	Develops and applies more progressive concepts, methods and understanding, plans and guides the work of others and executes progressive analysis	3
Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in depth analyses	4
Superior	Has a comprehensive understanding of local government operations, critical in shaping strategic directions and change, develops and applies comprehensive concepts and methods	5

Thus done and signed at Pundee on this the 1st day of March 2022.

AS WITNESSES:

1. 

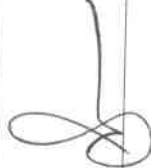


ACTING SENIOR MANAGER: COMMUNITY SERVICES

2. 

AS WITNESSES:

1. 

2. 


MUNICIPAL MANAGER