

CEDERBERG MUNICIPALITY

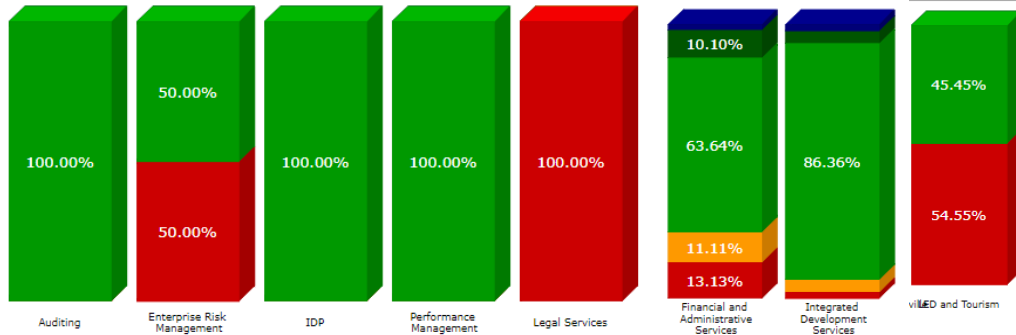
PERFORMANCE EVALUATION SUMMARY

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 for period	Total weight for period	Weighted percentage	Performance %
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%

OVERALL PERFORMANCE



PERFORMANCE COMMENTS

Signed by panel members: Mayor _____
 Councilor _____
 Other _____
 Other _____

Signed by employee Louis Volschenk _____ Date _____

Comments

OPERATIONAL KPI'S

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 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 to 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 to 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 to 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 to 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 to 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

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					Q1	Q2	Q3	Q4								
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	Not applicable for the period						

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					Q1	Q2	Q3	Q4								
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	O
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						

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					Q1	Q2	Q3	Q4								
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						
Total									80			30				
Applicable weight for the period									50							

