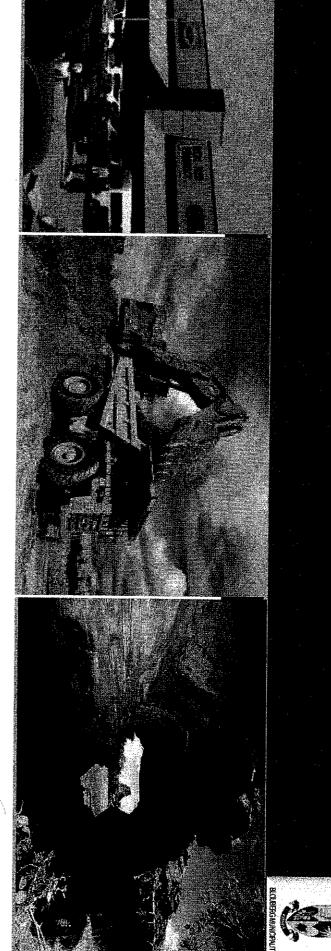
## REVISED 201718 PERFORMANCE PLAN FOR MM





Mission

To ensure delivery or glianty services through community participation and economic grows and job apparion of enable environmental apparation and account in the second community.

## Visior

A participatory municipality that turns prevailing

challenges into opportunities for growth and resources

\_\_development through applied to the color



## 2017/18 PERFORMANCE PLAN FOR MUNICIPAL MANAGER'S OFFICE

Signed by: Municipal Manager Ms Jubba MS

Machaba M.J.

Date 14-02-2618



Pheedi M.S.

Mayor

Witness 1: ...

Witness 2: .....

Date: 14) 02/2018

					Special Focus groups	Project Support for
					nt of fora, functional effective special focus groups	ne citation.  Establishma
	T				the needs and interests of special focus groupings.	
	:		က		2	
	children's day celebrated	event against women and children coordinated	Number of 16 days of	municipal Men's council	Number of ward based Men's forum established	
	day celebrated.	activism against women and children coordinated	2 events on 16 days of	-	22	
	calenda r	-	Events calenda	new indicator	New indicato	
	Z.		NA	NA A	11 Ward Based Men's' forum established	
	1 children's day event celebrated	against women and children coordinated	2 events on 16 days of activism	N/A	11 Ward Based Men's' forum established	
<u></u>	N/A		N/A	1 Municipal Men's Council establishe d		
<del>-</del>	N/A		NA	N/A		
					R 900 000.00	
Pictures	8 6 9				Reports, Attendance register	
	Munici pai Manag er's Office				Municip al Manag er's Office	

5. Number of Toke (1) Take a girl indicator work.  6. Number of Coordinated co	Office			school programm e				programme	Back to school programme					
5. Number of Ore (1) New own filted to condinated coordinated fora.  6. Number of Sopecial Establis 5 special fora 5 special fora girl child register occordinated coordinated coordinated coordinated and supported supported supported supported supported supported supported supported supported coordinated occordinated fora.  7. Number of Orment coordinated ation event occordinated events and events and supported supported supported supported coordinated occordinated events and supported supported supported supported coordinated occordinated events and supported supported supported supported coordinated occordinated events and supported supported supported coordinated occordinated events and supported supported supported supported supported events and supported supported occordinated events and supported supported occordinated events and supported supported supported event occordinated events and supported supported occordinated events and supported occordinated events and supported occordinated events and supported occordinated events and supported occordinated events occordinated events and supported occordinated events occordinated occordinated occordinated events occordinated occordinated occordinated events occordinated occordinated occordinated occordinated events occordinated occordin	Manag er's			through back to			program	to school	visited through			. 100		
S. Number of Che (1) Take a girl indicator campaign coordinated work (ampaign coordinated foral special foral special foral supported supported supported events and events supported supp	Municip al	ਨ	N/A	Schools visited	NIA	N/A	Back to school	Schools visited	Number of schools	Ċ.				
5. Number of Condinated coordinated and supported and commemor commemor ocommemor atton events and events and events apported and supported an			supporte d								<b>T</b>			
S. Number of Condinated coordinated Coordinated Supported South Supported South Supported South Supported Coordinated Supported Commemor of Injusting Supported Coordinated Supported Coordinated Coordinated Coordinated Supported Coordinated Coordinated Coordinated Coordinated Supported Coordinated Coordinated Coordinated Coordinated Coordinated Coordinated Coordinated Supported Coordinated Coordinate	Office		coordinat ed and					and supported	events				<sub></sub>	
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Take a girl condinated coordinated coordin	Office	and	ed and	ed and	73 7444	and	iora.	and	simported					
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Projection  Sharingic well bodies  Opportugion  S. Number of Child to Condinated Coordinated  6. Number of Special  6. Number of Special  S. Number of Cora in the Activity of Cora in the	Manag	ਨ	meetings	meetings	coordinated	meetings	special	meetings	focus fora					
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Strategy   Very Heart   Strategy   Strateg	Munici	Minutes,	5 special	5 special	5 special fora	5 special	Establis	20 Special	Number of	6		•••		•
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	a meeting, distribution, reminders and meeting	development of documentati on with invitation for	Developmen t of schedule of meetings, issue to all relevant stakeholders		
			To reduce the number of HIV/AIDS infections		
13.	12	<u> </u>	10.	9	
Number of CBO meetings coordinated	Number of HAST(HIV AND AIDS STI AND TB) awareness campaigns and preventions held	Number of ward Aids Council meetings organized	Number of Local HIV/AIDS Council meeting coordinated	Number of disability and elderly commemor ation event	
Four (4) CBO meetings coordinated	Four (4) HAST awareness campaigns	88 ward Aids Council meetings organized	Four (4) Local HIV/AIDS council meetings held	One(1) disability and elderly commemor ation event	
CBO databas e	Calend ar events	New indicat or	HIV/AI DS progra mme	Program me	
	<u> </u>	22 Ward Aids Council meetings organized	1	N/A	
<b>→</b>		22 Ward Aids Council meetings organized	-	Disability commemoratio n event	
_	· .	22 Ward Aids Council meetings organized		NA	
-	_	22 Ward Aids Council meetings organize d	_	Elderly commem oration event	
OPEX	OPEX	OPEX	OPEX		
Minutes, Attendanc e Register	Report Attendanc e Register	Minutes, Attendanc e Register	Minutes, Attendanc e Register	Report and attendance register	4 9 8 4 9 8 9 8
Munici pal Manag er's Office	Munici pal Manag er's Office	Munici pal Manag er's Office	Munici pal Manag er's Office	Municip al Manag er's Office	

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74 (3) (4)						7444777 7726777 74174122 7417423							
Organization	Filling of	To ensure	14.	Number of	Four (4)	Local			1	to di sentinggi amorbida internal e sanda	OPFX	Council	Minici
al Design and	section 57	compliance		vacant	reports	Govern	Implementa	implementation	implemen	impleme		, —	pal di
Human	managers	on		section 57	developed	ment:	tion report	report	tation	ntation			Manao
Resource	vacant posts	appointment		managers	on	Regulat	developed.	developed	report	report			ପ୍
capacity		of vacant		posts filled	Appointme	ion on			develope	develope			
		section 57		within 3	nt of	Appoint			۵.	а.			
		managers		months	section 57	ment							
		posts.			managers	and							
					for vacant	Conditi				-			
					posts in line	ons of							
					with	Employ							
					Regulation	ment of							
					annointmen	manage							
					t and	У	-						
					conditions								
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					employmen					<u>.</u>			
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	Developmen	To ensure	5	Signing of	Six (6)	PMS	All spnior	NI/A	NIA	N/A	0 170		2
Performance	t of draft	compliance		performanc	senior	policy	managers				00.00	employme	2
Management	performance	with		e plans	managers	frame	including						manao
	agreements,	Municipal		and	including	work	accounting					intracts	<u>σ</u>
	Engage	systems Act		agreements	Accounting		officer	-					:
	relevant			by all	officer with		signed						
	senior			section 57	signed		performanc						
	managers,			managers	performanc		e plans and						
	Subtrict file			for the new	e plans and		agreement.						
	mal			tinancial	agreements								
	Performance		÷	year and									
	or senior			individual								_	
	managers to			performanc			-						
	I i i i i i i i i i i i i i i i i i i i			Œ									

Sports Council support		
Coordination of sports programs	manager for signing and for municipal manager to the mayor for signing and submit he performance agreement to the MEC for department of Cooperative Governance Human Settlement and Affairs	
To enable sport council to function properly in identification of talents, facilitate workshops, host tournaments and competitions		
47.	16.	
Number of Sports council meetings coordinated and supported	Number of none section 57 employees with signed performance e plans	
4 Sports council meetings coordinated and supported	Approval of PMS Cascading process	
Concep ts docume nts	PMS Policy framew ork availabl e	
1 Sports council meetings coordinated and supported	N/A	
1 Sports council meetings coordinated and supported	N/A	
1 Sports council meetings coordinat ed and supporte d		
1 Sports council meetings coordinat ed and supporte d	Approved plan PMS cascadin g process plan	
R 600 000.00	OPEX	
Reports	Signed Performan ce Plans	10 12 P
Munici pal Manag er's Office	Munici pal Manag er's Office	

Intergovernm ental Relations		Institutional Management meetings	Coordination of Back to Basics program	Police
t of schedule of meetings, issue to all relevant stakeholders development of documentati on with invitation for	development of documentati on with invitation for a meeting, distribution, reminders and meeting	t of schedule of meetings, issue to all relevant stakeholders	5	Brojeca Bescripilo
		To hold management meetings for proper planning and monitoring.	To ensure full compliance to COGTA initiative.	
23		22.	21.	
Number of the local IGR Forum held		Number of manageme nt meetings held	Number of reports compiled and submitted to COGTA	White and the control of the control
4 meetings per annum		24 (1 bi- weekly)	12 Reports submitted	
Schedul e of the meeting s		Year plan develop ed	New indicato	
		6	3 reports submitted	
		6	3 reports submitted	
		6	3 reports submitted	
		6	3 reports submitte	C 45 (1)
OPEX		OPEX	OPEX	
Agenda Minutes/R eport, Attendanc e registers and Resolution implement ation monitor	e registers Resolution register	schedule of meetings Minutes/R eport Attendanc	Monthly reports submitted, acknowled gement	Position and Provided and Provided Prov
Munici pal Manag er's Office		Munici pal Manag er's Office	Munici pal Manag er's Office	

Expenditure Management	
Capture spending on MIG project, Compile spending report in term of	Describitan
	objective S
25.	
% of MIG spent by 30 June 2018	
100% ( Total budget spent/ Total budget)	Tange .
83% ( Total budget spent / Total budget)	PARTY VIA SILVE
36% MIG spending	
62% MIG spending	AGENERAL
76% MIG spendin g	
100% MIG spending	
R 45090 000.	
Quarte rly Financi al Report on MIG	
Municipa       Manager   office	Respon Salaiby

PROMULGAT ION OF BY- LAWS			
Developmen t and review of by-laws	a meeting, distribution, reminders and meeting		
Ensure compliance with regard to promulgation of by-laws			
24.			
Number of municipal by- laws promulgate d			
3 municipal by-laws promulgate d			
Municip al by – laws in place		n n	
Identify and Develop a Draft by- laws			
Conduct consultative session on draft by-laws for public scrutiny			
Promulga tion of 3 by-laws on governm ent gazette			
Dissemin ate approved by laws to stakehold ers			* 1500
OPEX			
Reports and Notice of promulgati on,			
Munici pal manag er			

spending on INEP project. Compile spending report in terms of section 71	section 71 report.
26	3
% INEP Grants spent by 30 June 2018	
100% ( Total budget spent/ Total budget)	
100% (Total budget spent/ Total budget)	
42% INEP Grants spending	Sepi Sepi
63% INEP Grant spending	
100% INEP Grant spendin g	4.3
N/A	
R 7 00000 0	
Quarte rly Financi al Report	(F)
Municipa       Manager 'office	

		Auditing	Project
Developmen t of schedule of meetings, issue to all relevant stakeholders	Develop risk audit plan, identify risks and mitigate them	Develop risk internal Plan for approval	Project Description
	To provide independent objective assurance and consulting activities of the internal control systems, risk managemen t and governance processes.	To provide independent objective assurance and consulting activities of the internal control systems, risk managemen t and governance processes.	ighledives
29.	28.	27.	
Number of audit committee meeting held	% implementati on of risk based internal audit plan	To develop risk based internal audit plan and submit to Audit Committee for approval.	CONTRACTOR OF THE PROPERTY OF
4 audit committee meeting held	100% implementati on of approved risk based audit plan	1 Approved risk based audit plan by 30 June 2018	Annuals.
Audit committee meeting are held as per MFMA	Risk based audit plan	Approved Risk based audit plan	Basaline 14.
Audit Audit committee meeting held	100% Implementa tion of approved risk based audit plan		ANCE AND SERVICE A
Audit committ ee meeting held	100% Implem entation of approve d risk based audit plan	N/A	
1 Audit committ ee meeting held	100% Impleme ntation of approve d risk based audit plan	NA A	
Audit Audit committee meeting held	100% Implemen tation of approved risk based audit plan	Risk Based Internal Pan developed and approved	
R 400 000.0 00 for allowa nce and	OPEX	OPEX	
Attendanc e register minutes, reports	Action Based Internal Audit plan & Implemen tation plan	Risk Based Internal Audit Plan & Council resolution	I I I I I I I I I I I I I I I I I I I
Municipal Manager s Office	Municipal Manager s Office	Municipal Manager 's office	

30. Number of 1 Action 2015/17 N/A 1 action plan municipal internal audit audit audit audit audit external external audit resolved.  30. Number of 1 Action plan plan. Action plan plan. Action plan in place internal audit a	Polen	Project Pascilption	able dives	7.5		Annua Traiger RPA 5	Basalius GOVER		AND SECOND					
on with invitation for nething distribution,		development of										192		
invitation for Invitation for a meeting, distribution, reminders and meeting, distribution, reminders and meeting.  Action Submission of AG action To improve plan to council for internal approved by plan to council for internal audit approved by plan to council for internal audit plan council for internal audit plan. Capture internal audit attend audit audit plan plan, capture raised by the caternal audit plan capture raised by the plan, capture raised by the caternal audit plan capture raised by the caternal audit plan capture raised by the caternal audit plan capture raised by the plan, capture raised by the caternal audit plan capture raised by the caternal audit plan capture raised by the plan capture raised by the caternal audit plan capture raised by the plan capture raised by audit plan capture raised by the plan capture raised by the plan capture raised by audit plan capture raised by the plan capture raised by audit plan capture raised by the plan capture raised by audit plan capture raised by the plan capture raised by audit plan capture raised by the plan capture		documentati										(SNT)		
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reminders and meeting  Action Submission of AG action of		a meeting,						-	- A-14-61-			····		
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Action Submission of AG action plan to municipal plan to municipal plan to municipal council for plan to municipal approved by systems and approved by internal audit approved by internal audit audit plan, capture internal audit audit plan, capture internal audit audit plan audit plan, capture internal audit audit plan audit plan, capture internal audit audit plan audit plan audit plan, capture internal audit plan audit plan audit plan audit aud		and meeting												
plan to municipal plan approved by council for internal approved by systems    Develop		Submission		30.	Number of	1 Action	2016/17	N/A	N/A	1 action	N/A	OPEX	Action	<b>S</b>
r internal approved by systems  To address all queries all queries internal audit plan resolved.  To address all queries all queries and annual resolved annually resolved annually audit audit queries annually resolved annually resolved resolved.  To address all queries and annually resolved resolved resolved resolved annually resolved	plan.	of AG action	To improve		AG action	plan.	Action plan			plan		; !	plan and	Ma
controls and systems  controls and systems  controls and systems  systems  31. % of internal 100% Internal audit 100% Internal audit 100% Internal internal internal internal audit		council for	internal		approved by		In place			submitte			council	
systems  31. % of internal audit queries all queries and queries queri		annrova	controls and		comoil					ald			resolution	
To address all queries all queries all queries on raised by the ture internal audit internal audit internal audit plan resolved.  Ind all queries and annual queries and annual audit plan queries annually resolved annually resolved annually resolved annually resolved		\$ 100 miles	systems		COGING			-	**	approve d by Council				
and queries and internal internal internal internal audit resolved resol		Develop	To address	<u>చ</u>	% of internal	100%	Internal audit	100%	100%	100%	100%	OPEX	Internal	Mun
t resolved. Internal audit undit internal audit internal internal audit internal audit internal audit internal internal audit		Andii Asias	all quenes		audit queries	Audit	unit in place	internal	internal	internal	internal		Audit	Man
nd resolved		nlan, capture	internal audit		resolved.	queries	and annual	audit	audit	audit	audit		Action	s Of
nd developed developed developed to developed		all issues				10001400	annually	resolved	resolved	resolved	quenes			
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To address 32. % of Auditor 100% Audit Action 100% 100% 100% 100% OPEX External ure raised by the external external audit audit audit audit audit audit audit resolved resolve		on progress					•							
on all queries General Plan External External External audit		Develop	To address	32.	% of Auditor	100%	Audit Action	100%	100%	100%	100%	OPEX	External	<u> </u>
ure raised by the queries audit audi		Audit Action	all queries		General		Plan	External	External	External	External	Ş	∆ırdi <del>i</del>	2 2
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nd .		raised by	audit					resolved	resolved		resolved		<u> </u>	
audit, attend		external							10001100	10001400	10001400		3	
		audit, attend					******							

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TO De	of trainings	t of schedule	Developmen									reporting	Risk	monitoring	Risk	risk	Determining	assessment	Risk	identification	Risk			members	committee	nsk	to audit &	allowances	Paying	on progress	to and report			
assurance	objective	independent	To provide	;					resolutions	resolutions	Resolve Risk					risk.	potential	from	municipality	the	To protect		-	are paid	Members	Committee	Risk	that Audit &	To ensure					
			36.								35.										34.								జ					
campaigns	awareness	risk	Number of					SHOUNDER	Committee	n xisk	Implementatio					<u></u>	managemen	risk	register for	project risk	To develop			•	allowances	Committee	Audit & Risk	payment of	% of		•			
campaigns	awareness	Risk	2					resolved	resolutions	committee	% risk							•			4				allowance	Committee	Audit & Risk	payment of	100%		,		0.01	
	on Plan	Implementati	Risk	1.73						_	New Indicator								-	indicator	New							meetings	Schedule of					
campaigns	awareness	Risk	_			per quarter	resolutions	committee	of risk	resolution	100%								risk register	update of	Review and		members	Committee	Risk	audit &	paid to	allowance	25%					
			N/A	quarter	resoluti	ee	committ	risk	on of	resoluti	100%						register	of risk	update	and	Review	member s	æ	Committ	& Risk	to audit	ce paid	allowan	25%					
SS	awarene	Risk		quarter	resoluti	ee	committ	risk	on of	resoluti	100%				•		register	of risk	update	and	Review	member	8	Committ	& Risk	to audit	ce paid	allowan	25%					
			N/A	quarter	s per	resolution	æ	committe	of risk	resolution	100%		·					ı	register	ent of risk	Developm	members	o	Committe	Risk	audit &	paid to	allowance	25%					
	•		OPEX					•			OPEX			·						!	OPEX						0	000.0	R400					
Invitation	1	e register	Attendanc					Register	resolution	Committee	Risk									register	Risk						,	re Report	Expenditu					
	s Office	Manager	Municipal						s Office	Manager	Municipal								s Office	Manager	Municipal						s Office	Manager	Municipal					

sk plementati Plan Plan curity	presented to and coordinated coordinated managemen consulting t, Risk and committees, Land Committee managemen and to t and Council for governance approval processes  Developmen t, Risk and Audit Committee managemen processes  Developmen t, Risk and Audit Committee managemen t, Risk and Audit Committees, EXC O committee managemen t, Risk and Audit Audit Committee and to Council for approval protect sand to Council for approval and develop municipal reports and evelop municipal and develop municipal and employees and compiled and employees and to compiled compiled employees and employ	
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				IDP review													•									Corruption	And	Anti-Fraud		
developed	Analysis phase, Draft IDP/Budget 2018/19	Process	t of IDP	Developmen	approval	Council for	and to	committee	EXC O	Committees,	Audit	t, Risk and	managemen	presented to	to be	of trainings	t of schedule	Developmen	reporting	Risk	Monitoring	response Bick	risk	Determining	assessment	Risk	identification	Risk		
	aligned to the budget	IDP/Budget	the 2018/19	To review	processes	governance	t and	managemen	system, risk	control	the internal	activities of	consulting	and	assurance	objective	independent	To provide				municipality.	the	risks within	mitigation of	and	reduction	To ensure		
				41.														40.									•	39.		
	Document	IDP/Budget	Credible	To develop						:	Supported	and	Coordinated	Campaigns	awareness	corruption	fraud and	Number of						,	t register	managemen	risk	To develop		
																		2						June 2017	by the 30	developed	register	1 Risk	ğ'li	
The state of the s		meetings.	Schedule of	Approved											-		(	Risk register						on Plan	implementati	t and Fraud	Managemen	Risk		
			,	Process														N/A					g	risk register	a revised	approval of	nt and			
			Phase	Analysis														_					g	register	of risk	update	and	Review		
Council	2017/18 complet ed and submitte	get	IDP/Bud	Draft														N/A					g	register	of risk	update	and	Review		
;	for approval	to Council	submitted	Final IDP														-						Register	Risk	update	and	Review		
		0	000.0	R 705								<del></del>				0	000.0	R 70							-			OPEX		
		resolution	Council	IDP and												¢	e register	Attendanc					nt	assessme	on risk	Reports	register	Risk		
		s Office	Manager'	Municipal												s Office	Manager	Municipal								s Office	Manager'	Municipal		

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	Development of IDP booklets		
	<u> </u>		
Develop reports to council on fraud and corruption cases investigated	Production of IDP/Budget Booklets	IDP\Budget 2018/19 Public Participation	Bisspriotion Bisspriotion Bisspriotion Submitted to Council for adoption by 31 March 2018 and Final IDP submitted to Council for approval by end of May 2018
To minimize corrupt activities	To develop smart IDP documents as part of corporate image promotion	To consult communities and stakeholders on the draft revised IDP/Budget	Objectives.
.4.	<i>‡</i> 3.	42.	<b>5.0</b>
Number of fraud and corruption cases investigated.	Number of IDP Booklets developed	Public Participation report	
Four (4) Reports developed	200 booklets IDP2018/19 Booklets	11 meetings	
New indicator	Approved IDP document	IDP/Budget Process plan	STANDAY SEVERAL TO
1 report developed	N/A	N	
1 report develop ed	NA	1 Rep forum meeting	
1 report develop ed	N A	NA	adoption by 31 March 2017
1 reported developed	200 booklets IDP2018/1 9 Booklets	10 meetings	
OPEX	R 180 000.00	OPEX	
Fraud and corruption Reports develope d and council	Delivery note	Attendanc e registers and reports	
Municipal manager	Municipal Manager's Office	Municipal Manager' s Office	

Participation of traditional leaders Council affairs	Arts & Culture	
Developmen t of schedule of meetings, issue to all relevant stakeholders development of documentati on with invitation for a meeting, distribution, reminders and meeting	Develop schedule to relevant stakeholders as per calendar	
	To give Support on Heritage celebrations of all traditional houses	Objectives.
46.	45.	6 A
Number of Mayor/Mago shi meetings coordinated and supported	Number of heritage and cluster cultural competition coordinated and supported	
4 Mayor/ Magoshi meetings coordinated and supported	Coordinatio n and financial support heritage events by traditional authorities that host the events	Annual Maga WPS
Approved Schedule of meetings/ Council Calendar	Year plan	Saseing Coon Govern
1 Mayor /Magoshi meeting coordinated and supports	Coordinati on and financial support heritage events by traditional authorities that host the events	
1 Mayor /Magos hi meeting coordin ated and support s	N/A	10 10 10 10 10 10 10 10 10 10 10 10 10 1
1 Mayor /Magosh i meeting coordina ted and supports	N/A	
1 Mayor / Magoshi meeting coordinat ed and supports	N/A	
OPEX	R 150 000.0	
Attendanc e Registers Reports/ Minutes Notice of the meetings	Report	Portion resolution
Municipal Manager' s office	Municipal Manager' s Office	Respons

Committee	Mayoral Public Participation program	Poledi V
Developmen t of schedule of meetings, issue to all relevant stakeholders, development of documentati on with invitation for a meeting, distribution, reminders and meeting	Developmen t of schedule of meetings, issue to all relevant stakeholders development of documentati on with invitation for a meeting, distribution, reminders and meeting	Project Best House
48	47.	Objectives No
8. Number of audit steering committee meeting coordinated		ARIMAS ODJASTVA
r of 24 audit g steering tee committee g meeting nated coordinated	r of 4 public is nated ted	
Year Plan ting intee nated	MPAC Programme	a de la constante de la consta
an 6 Audit steering committee meeting coordinated	Ime N/A	
Audit steering steering committed meeting coordin ated	N/A	
Audit steering committ e ee meeting coordina ted	4	
Audit steering committee meeting coordinat ed	N/A OP	
OPEX Attendanc e Register Reports/ Minutes Invitation	OPEX Notice of meeting Attendanc e Register Schedule of meetings	Parent Pa
Municipal Manager's Office	Municipal Manager c s Office	

		Communicati on management	Pojed
Develop of specification, Submit to SCM for procurement processes	Secure slots/ space with media houses	Developmen t of draft communicati on strategy and circulate it to all departments for inputs, finalization of the newsletter and submit to council for approval	
	materials are placed on the website in time To produce quarterly municipal newsletter	To provide communicati on support services, public liaison, marketing managemen t.	Gbja-um-ga
51.	50.	49.	
Number of corporate diaries (550) and calendars (1000) provided.	Number of media statements /articles issued	To review communicati on, corporate and branding strategy	
1550 corporate diaries (550) and calendars (1000) provided	16 media statements/a lerts issued to various media houses		
Communicat ion and Branding Strategy	Communicat ion and Branding Strategy/ Media Relations Policy		
N/A	.4	ommunica on and orporate orporate randing trategy vised	
N/A	-4	N/A	
Corpora te diaries (550) and calendar s (1000) provided	4	N/A	
N/A	4	N/A	
OPEX	OPEX	OPEX	
Delivery note	Media articles	ion y	E CONTROL DE CONTROL D
Municipal Manager's Office	Municipal Manager' s Office	Municipal Manager' s Office	

Advertisemen ts	Newsletter	Website management and maintenance
Securing advertiseme nt slots on radio and print media	Developmen t of draft newsletter n and circulate it to all departments for inputs, finalization of the newsletter and submit to service provider for printing	Pid Bac
To advertise posts, tenders, IDP/Budget and Council adverts.		Objectivas
54.	55	<b>52</b> .
Percent municipal events publicized	Number of community newsletters editions printed	Menthersur- Anib  Classification % of all submitted legislated and regulated municipal information posted on the website
	4 Editions and developed and printed comprise 28000 newsletters copies	Annualia Teneria 10% 100% posting of all website compliance content
100%	Municipal newsletter, Blouberg News, has been consistently produced on a quarterly basis in the previous financial years.	Baseline    Part   Part
100%	1 edition printed (4000 Newsletter copies)	ANCE ANTE PUBLIC PAR 100% Developme nt of a regulations regulations Posting of all quarterly required information
100%	1edition printed (4000 Newslet ter copies)	Q2(C)4 bec) 100% Posting of all quarterl y required informat ion
100%	1 edition printed ( 4000 Newslett er copies)	TANTANTANTANTANTANTANTANTANTANTANTANTANT
100%	1edition printed ( 4000 Newslette r copies)	100% Posting of all quarterly required informatio
R400, 000	000 R130,	(4. p)
Proof of advert	Delivery note Copy of newslette	Reports on website contents submitted and posted
Municipal Manager s Office	Municipal Manager s Office	Municipal Manager's Office

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							5						
Branding &		Promoting	55	Promoting	Developmen		Number of	N/A	N/A	N/A		Copies or	Municipal
Marketing		and branding		and branding	tand		A1 posters,					photos and	Manager
		Municipality		tne Municipality	production		folder files			-		orders	s Office
		•			nosters		Developed					9	
					folder files		and						
					& gazebos		produced						
Branding &		Promoting	56.	Promote	Developmen		Developme	N/A	N/A	N/A		Conies or	Manicipal
Marketing		and branding		batho pele	t and		nt and					photos and	Manager'
		the			production		production					delivery	s Office
		Ividiticipality			of nametags		of nametaes					orders	
SDBIP	Collect		57.	To develop	SDBIP	SDBIP	N/A	N/A	N/A	SDBIP	SPEX	Signed	Municipal
• <del></del>	information			2017/18	2017/18	2015/16 was				signed by		SDBIP	Manager
	rom departments		-	SDBIP and	developed	developed				the Mayor		and letter	s office.
	Develop a			Mayor for	submitted to	submitted to				Millill 20		ocknowdo	
<u>a</u> .	draft SDBIP,			signature	the Mayor	the Mayor			,	approval		daement.	
- (0	Submit to			within 28	within 28	within 28				of the			
	departments for inpure			days after	days after	days after				budget			
	incorporate			the budget	the budget	the budget							
0 =	inputs and				ć	Ç			•				
0	council for												
	approval by												
د د	2015 2015												
1 0	Submit to												
	the Mayor												
for	×									-			
S	signature,												
												-	

Annual report	Annual performance report	Political Parties
Distribute report template to all departments to update, consolidate all the reports and submit to council for	Submit to council for noting,  Distribute Annual Performance report template to all departments to update, consolidate all the reports and submit to council for approval, AG and all relevant sector departments	Personal Property of the Control of
<b>5</b> 9.	58	
Number of Annual Report prepared and submitted to Council for approval as per legislation(M	Number of developed Annual Performance Report submitted to AG.	
1 annual report developed and submitted o to all relevant stakeholders	One (1)Approved 2015/16 Annual Performance Report submitted to AG by the 31st August 2016	
Annual report consistently approved for the previous financial years in line with legislation	Approved Annual Performance Report 2014\15	
N/A	One (01) Annual performanc e report) developed and submitted to AG.	
N/A	N/A	
Approva I of Draft and final Draft Annual Report 2016/17 and oversigh t report	NA	
N/A	NA	
OPEX	OPEX	
Annual report, council resolution and acknowle dgement letters	Annual Performa nce re[ort (Sec 46) 2015/16 and acknowle dgement letter of receipt.	
Municipal Manager' s Office	Municipal Manager's Office	

·	Plan				
before EXCO, and ultimately to Council for approval and distribute to all relevant stakeholders	process plan	departments	relevant	approval,	
				the state of the s	
	60.				
Plan developed and submit to council for approval.	Number of IDP process		121 & 129)	FMA ,sec	3 41860 3 44 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5
Plan developed and submitted to council for approval by end of July 2016	One (01) IDP Process				
previous years .as per MSA (sec 30)	IDP Process plan for				
<del></del>	01 IDP Process			THE PROPERTY OF THE PROPERTY O	
	NA	·			
	NIA		council	by	
	NA				1
	OPEX	-			
s Office	Municipal		· ·		



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CORE COMPETNCY REQUIREMENTS FOR DIRECTOR: MUNICIPAL MANAGER (MACHABA JUNIAS)	DIRECTOR: N	UNICIPAL	MANAGER (M.	CHABA JUN	AS)
CORE MANAGERIAL CABALITY AND LEADERSHIP	WEIGHT	NWO	PANEL	FINAL	COMMENTS
		SCORE	SCORE	SCORE	
Programme and Project Management	10%	<b>F</b>			
Financial Management (Compulsory)	10%	チ		THE STORY OF THE S	
Change Management	10%	f			
Knowledge Management	(15%)	÷			
Service Delivery Innovation	(5%)	t			
Problem solving and Analysis	(10%)	Ŧ			
People and Diversity Management	(10%)	4			an to death of the contract of
Client Orientation & Customer focus (Compulsory)	(10%)	4			A TO THE PERSON WEST
Communication	10%	Ŧ			7.00
Accountability and Ethical conduct	(10%)	4			
People Management and Empowerment (Compulsory)	(5%)	t			
Total	100%	44			
SIGNATURE: Machada (25)	Date:   6	$\circ cpa$	19 ochicmber 2018	18	1