



**MATATIELE**  
LOCAL MUNICIPALITY

**PERFORMANCE AGREEMENT**

**MADE AND ENTERED INTO BY BETWEEN:**

**THE MATATIELE MUNICIPALITY**

**AS REPRESENTED BY THE MUNICIPAL MANAGER**

**DR D.C.T. NAKIN**

**AND**

**MVUMIKAZI NDWANDWE**

**IDENTITY NUMBER: 7910310302081**

**GENERAL MANAGER: INFRASTRUCTURE SERVICES**

**FOR**

**2018/2019**

**FINANCIAL YEAR**

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This agreement sets out the objective of the Department in relation to the Employee, Ms. Mvumikazi Ndwandwe and the expectations of the Employer, Dr. DCT Nakin for the performance of the Employee. The agreement further provides for a systematic evaluation of the performance of the Manager in achieving key objectives.

## 1. JOB DETAILS

Employee Number	:	630006
Component	:	INFRASTRUCTURE SERVICES
Location	:	INFRASTRUCTURE SERVICES DEPARTMENT
Salary level	:	TASK Grade 17
Notch (package)	:	R 813 635.00
Occupational classification	:	GENERAL MANAGER INFRASTRUCTURE
Designation	:	GENERAL MANAGER INFRASTRUCTURE SERVICES

## MANDATE OF THE EMPLOYER

### 2. JOB PURPOSE

Describe the purpose of the job (overall focus) as it relates to the Vision and Mission of the Department. Capture the overall accountability that the jobholder has in relation to her / his position.

- 2.1. Authorise, monitor and control infrastructure implementation.
- 2.2. Accountable for maintenance and efficiency of operation of adequate, electricity, roads, storm water drainage and kerbing.
- 2.3. Manage complex civil structures projects from conceptualisation, design contract management, quality assurance and compliance and ensure their proper integration to the municipality's overall plan (IDP).
- 2.4. Manage all infrastructure-related grant funding allocated to the Municipality.
- 2.5. Provide professionally advisory to the municipality on project conceptualisation, design project management and implementation.
- 2.6. Ensure diligent execution of municipal functions and management of the department in accordance with applicable legislation.

### 3. STRATEGIC CONTEXT OF EMPLOYER:

3.1 In line with the Vision of the Department and the Employer, the Employee is committed to assisting and supporting the management and staff of the Department in attaining service excellence in the performance of their line function.

3.2 In supporting the Department, the Employee has set its vision as follows:

3.2.1 A Pro-active Department, dedicated to ensure capacity for quality service delivery

### 3.3 The Employee commits herself to the Mission of:

3.3.1 Providing outstanding and responsive Human Capital management, in a highly efficient, effective and economical manner.

## 4. CORE FUNCTIONS

Describe the key functions that the jobholder is required to perform, based on the job profile, and the departmental strategic/operational plan.

- 4.1. Develop and improve infrastructure management procedures and systems.
- 4.2. Ensure compliance with the requirements of all relevant applicable legislation and other related prescripts.
- 4.3. Manage the compilation and submission of monthly, quarterly, mid-term and annual directorate reports in line with the legislative requirements for council and other organs of the state and ensure that they support municipal programme.
- 4.4. Oversee the enforcement of planning and building regulations to ensure compliance.
- 4.5. Oversee and manage council property accordance with policy and laid down procedures.
- 4.6. Perform financial monitoring through commissioning, operations and maintenance to ensure effective and efficient functioning of the department within the budgetary constraints of the Municipality
- 4.7. Oversee the management of all equipment and capital resources to ensure accountability by the department.
- 4.8. Manage all department's contracts and tenders according to the approval SLA's terms of reference, letter of appointment and contracted project time lines and as per project brief. Responsible to ensure proper infrastructure development and planning, project management and administration.

## 5. DUTIES, RESPONSIBILITIES AND ACCOUNTABILITY

The Employee shall report to the General Manager of Corporate Services as her supervisor on all parts of this agreement. The Employee shall:

- 5.1 Timeously alert the supervisor of any emerging factors that could preclude the achievement of any performance agreement undertakings, including the contingency measures that she proposes to take to ensure the impact of such deviation from the original agreement is minimized.
- 5.2 Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations.
- 5.3 Discuss and there after document for record and future use any revision of the targets as necessary as well as progress made towards the achievement of performance agreement measures.

In turn the supervisor shall:

- 5.4 Create an enabling environment to facilitate effective performance by the Employee
- 5.5 Provide access to skills development and capacity building opportunities.
- 5.6 Work collaboratively to solve problems and generate solutions to common problems within the Department that may be impacting on the performance of the Employee

5.7 Monitor and evaluate the employee's performance

5.8 Endeavor to provide support in the form of coaching, guidance, mentoring, training and Counseling to the manager should signs of substandard performance show

## **6. REPORTING**

- 6.1 The Employee must timeously alert the supervisor of any emerging factors that could preclude the achievement of any performance agreement undertakings, including the contingency measures that he/she proposes to take to ensure the impact of such deviation from the original agreement is minimized.

## **7. PERFORMANCE MANAGEMENT SYSTEM**

- 7.1 The Employee agrees to participate in the performance management and development system that the Employer adopts.
- 7.2 The Employee undertakes to actively focus towards the promotion and implementation of Key Performance Areas (KPA's) (including special projects relevant to the Employee's responsibilities) within the local government framework and Core Competency Requirements (CCRs). The CCR's are made up of the Core Managerial Competencies (CMC's) and Core Occupational Competencies (COC's).
- 7.3 The Employer will consult the Employee about the specific performance standards that will be included in the Performance Management System as applicable to the Employee

## **8. DEVELOPMENTAL REQUIREMENTS**

- 8.1 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan (Annexure A) as well as the actions agreed to and implementation must take place within set time frames.

## **9. TIMETABLE AND RECORDS OF REVIEW DISCUSSIONS AND ANNUAL APPRAISAL**

The performance of each Employee in relation to his/her performance agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

First quarter:	July 2018 – September 2018
Second quarter:	October 2018 – December 2018
Third quarter:	January 2019 – March 2019
Fourth quarter:	April 2019 – June 2019

## **10. MANAGEMENT OF PERFORMANCE OUTCOMES**

- 10.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 10.2 A performance bonus of 5% to 14% of inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance.
- 10.3 The Employee will be eligible for progression to the next higher remuneration package, within the relevant remuneration band, after completion of at least twelve months (12) service at current

remuneration package at end of financial year (30 June) subject to a fully effective assessment.

**10.4 In the case of unacceptable performance, the Employer shall:**

- 10.4.1 provide systematic remedial of development support to assist the Employee to improve his/her performance; and
- 10.4.2 after appropriate performance and counseling and having provided the necessary guidance and/or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the Contract of Employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

**11. DISPUTE RESOLUTION**

- 11.1 Any disputes about the nature of the Employee's Performance Agreement, whether it relates to key responsibilities, priorities, methods of assessment and/or salary increment in this agreement, shall be mediated in terms of the following:
  - 11.1.1 A performance dispute will be declared in writing by an affected employee within 21 working days of the occurrence if the need to do so arises.
  - 11.1.2 A Performance Dispute Resolution Tribunal will be appointed within 10 working days by the Municipal Manager after receipt of such complaint.
  - 11.1.3. A Performance Dispute Resolution Tribunal will be made up of not less than 3 members and not more than 5 members.
  - 11.1.4. The members of the Performance Dispute Resolution Tribunal will be drawn from municipal officials serving in the managerial and supervisory positions, whose post level are above that of the accused employee.
  - 11.1.5. The Performance Dispute Tribunal will have a Chairperson appointed by the Municipal Manager.
  - 11.1.6. The Performance Dispute Tribunal Chairperson shall convene a meeting within 14 working days of the receipt of the dispute to hear the dispute.
  - 11.1.7. The employee will be afforded representation rights and other rights as accorded in the disciplinary procedure
  - 11.1.8. The proceedings of the Tribunal shall be recorded by means of a mechanical device.
  - 11.1.9. The employee shall lead evidence in chief and the supervisor or manager of the employee shall reply in stating the employer's side of the story.
  - 11.1.10. The employee and his/her representative shall cross-examine the manager or supervisor.
  - 11.1.11. The Tribunal shall deliver its verdict within 10 working days after completion of the proceedings to the Municipal Manager.
  - 11.1.12. The employee shall be advised about the decision of the tribunal within five working days of receipt of the verdict of the tribunal by the Municipal Manager.

11.1.13. If the employee is not satisfied with the outcome of the performance dispute resolution, the matter can then be treated in terms of the grievance procedure of the Municipality.

11.1.14. If the matter is not resolved in terms of the grievance procedure, the matter may be referred to the Bargaining Council for resolution by the employee or dealt with in terms of the other applicable law.

## 12. AMENDMENT OF AGREEMENT

Amendments to the agreement should be in writing and can only be effected after discussion and agreement by both parties.

## 13. PERFORMANCE MANAGEMENT CRITERIA

Performance will be assessed according to the information contained in the Performance Plan and the Core Competency Requirements (CCRs) framework (attached as Annexure A). The specific KPAs and CCRs together with their weightings are as follows:

KEY PERFORMANCE AREAS (KPA's)	WEIGHTING
Basic Service Delivery and Infrastructure	65%
Municipal Institutional Development and Transformation	15%
Local Economic Development (LED)	5%
Municipal Financial Viability and Management	10%
Good Governance and Public Participation	5%
Spatial Development	-
<b>TOTAL</b>	<b>100%</b>

CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES		
LEADING COMPETENCIES (LC's)	✓	WEIGHT
1. Strategic Direction and Leadership	✓	15%
2. People Management	✓	10%
3. Program and Project Management	✓	5%
4. Financial Management	✓	10%
5. Change Leadership	✓	5%
6. Governance Leadership	✓	5%
CORE COMPETENCIES (CC's)	✓	WEIGHT
1. Moral Competency	✓	5%
2. Planning and Organizing	✓	10%
3. Analysis and Innovation	✓	10%
4. Knowledge and Information management	✓	5%
5. Communication	✓	10%
6. Results and Quality Focus	✓	10%
<b>TOTAL</b>		<b>100%</b>

13.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the KPAs and the Core Competency Requirements (CCRs) respectively.

13.2 Each area of assessment will be weighted and will contribute a specific part to the total score.

13.3 KPA's covering the main areas of work will account for 80% and CCR's will account for 20% of the final assessment. Up to twelve (12) CCRs could be selected from the list that are deemed to be critical.

13.4 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CCR's:

RATING	DEFINITION OF RATING	DESCRIPTION
5	Outstanding	Performance far exceeds the standard expected of an Employee at this level.

	performance	The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the Performance Agreement and Performance Plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the Performance Agreement and Performance Plan.
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the Employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the Performance Agreement and Performance Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the Employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the Performance Agreement and Performance Plan. The Employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

For purposes of evaluating the performance of the Employee, an evaluation panel constituted by the following persons will be established:

- 13.4.1 General Manager: Corporate Services;
- 13.4.2 General Manager from the Department where the employee comes from to be the chairperson of the panel (GM: CS in this case); and
- 13.4.3 One other (any) General Manager.
- 13.4.4 A member of the Audit Committee Member.

#### 14. GENERAL

- 14.1 The contents of this Agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer.
- 14.2 Nothing in this Agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his/her Contract of Employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.

## 15. SIGNATURES OF PARTIES TO THE AGREEMENT

The contents of this document have been discussed and agreed with the Employee concerned.

Name of Employee: **Ms. Mvumikazi Ndwandwe**

Signature:  .....

Date: 20/08/2018 .....

AND

Name of Supervisor: **Dr DCT Nakin**

Municipal **Manager: Matatiele Local Municipality**

Signature:  .....

Date: 20/8/2018 .....



**MATATIELE**  
LOCAL MUNICIPALITY

## ANNEXURE A

### PERFORMANCE PLAN

DEPARTMENT: INFRASTRUCTURE SERVICES  
UNIT: INFRASTRUCTURE GOVERNANCE  
YEAR: 2018/19

NAME:	MVUMIKAZI NDWANDWE	LINE MANAGER:	DR. DCT NAKIN
EMPLOYEE NO.	630006	JOB TITLE:	MUNICIPAL MANAGER
JOB TITLE:	GENERAL MANAGER: INFRASTRUCTURE SERVICES	BUSINESS UNIT/SITE	INFRASTRUCTURE SERVICES DEPARTMENT
DIVISION/BUSINESS UNIT	INFRASTRUCTURE SERVICES DEPARTMENT	PERIOD:	1 JULY 2018- 30 JUNE 2019
SITE	102 MAIN STREET, MATATIELE: 4730	REVIEW DATE:	
RATING SCALE			
1	Not meeting the standard		
2	Meet some of the standards		
3	Meet all the standards		
4	Meet all and exceed some standards		
5	Meet & exceed all standards		

Key Performance Areas (KPA's)

Weight = 80%

Core Competency Requirements (CCRs)

Weight = 20%

MANAGER'S PERFORMANCE PLAN FOR 2018-2019 FINANCIAL YEAR

PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVE /OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2018- JUNE 2019								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY - SEP		OCT - DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
1	P1G0102.01.3	Basic Service Delivery	55	To provide access to communities through gravel roads network by 30 June 2019	Construction of 26,9 km of new gravel access roads network  Maintenance and rehabilitation of 11,5km gravel access roads	Percentage of access roads construction completed by set date  Kilometers of gravel roads maintained and rehabilitated by set date	Stage 4 (40%)		Stage 6 (60 %)		Stage 8 (80%)		Stage 8 (95%)				
2				To provide safe obstacle crossings and connection of communities through bridges by 30 June 2019	Planning and funding sourcing for bridges	Funding Sourced and approved by CoGTA by set date	Procurement completed		Feasibility study.		Business plan submitted to CoGTA.		Funding Approved by CoGTA				

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVE /OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2018- JUNE 2019								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY - SEP		OCT - DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
3	P1G0102.01	Basic Service Delivery			Manages the Construction progress of 24m Bridge and construction of new bridges	Percentage of bridge construction completed by set date	Stage 5 (40%)		Stage 6 (60%)		Stage 7 (80% completion		Stage 8 (100% completion				
							N/A		Procurement completed		N/A		10m maintained and rehabilitated				
4					Maintenance and rehabilitation of bridges.	Meters of bridge maintained and rehabilitated by set date.											
5	P1G0103.01	Basic Service Delivery		To ensure that communities have access to recreational facilities.	Construction of 2 sports fields	Percentage of sport center construction progress completed by set date	Stage 5 (40%)		Stage 6 (60%)		Stage 7 (80%)		Stage 8 (95%)				

PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVE/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2018 – JUNE 2019								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN – MAR		APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
6				To upgrade gravel roads infrastructure to paved surface by 30 June 2019	Planning for and source funding for 10km of paved roads	Funding approved by CoGTA by set date	Procurement completed										
								Feasibility study report					Business plan submitted to CoGTA.			Funding Approved by CoGTA.	
7	P1G0102.02.1	Basic Service Delivery		To provide adequate storm water channeling by 30 June 2019	Construction of 7.1km surfaced roads	Percentage of internal streets construction progress completed by set date	Stage 5 (40%)										
								Stage 6 (60%)					Stage 7 (80% completion)			Stage 8 (100% completion)	
20	P1G0102.05	Basic Service Delivery			Installation of 300m of Concrete storm water drains.	Number of meters of concrete storm pipes installed by set date	75m					75m			75m		
					Installation of 2000m of kerbing.	Number of meters of kerbing and channelling completed by set date	500m				500m			500m			
					Excavate 3000m for Drainage.	Total number of meters of drains excavated by set date	750m				750m			750m			

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVE /OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2018- JUNE 2019								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY - SEP		OCT - DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
		Basic Service Delivery		To provide minor maintenance for paved surfaced roads by 30 June 2019	6000m <sup>2</sup> of Pothole patching	Number of square meters of potholes patched on by set date	1500m <sup>2</sup>		1500m <sup>2</sup>		1500m <sup>2</sup>		1500m <sup>2</sup>				
P1G0102.06					900m <sup>2</sup> of Verge tarring	Number of square meters of verge tarring completed by set date	200m <sup>2</sup>		200m <sup>2</sup>		250m <sup>2</sup>		250m <sup>2</sup>				
					Acquisition of maintenance materials.	Number of cubic meters of G5,crushed stone, crusher dust, sand, number of bags of cement, number of bags of tar fix, meters of kerbs, number of tar drums procured annually	Procure Material		Procure Material		Procure Material		Procure Material				
				To create a safe pedestrian access infrastructure by 30 June 2018	Planning and funding sourcing for walkways	Funding Sourced and approved by CoGTA by set date	Procurement Completed		Feasibility study report		Business plan submitted to CoGTA.		Funding sourced and Approved by CoGTA				
21																	

PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVE /OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2018 – JUNE 2019								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN – MAR		APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
		Basic Service Delivery		Provide access to electricity by June 2019	Connection of 1960 households to electricity by 30 June 2019	Number of households connected to Electricity	Procurement completed		Project execution plans at 50% completion by 31 Dec 2018		1960 households connected by 30 March 2019						
				Replace 3 Mini sub in and 1 Ring main unit		Number of mini subs and RMUs replaced by 30 June 2019	Procurement complete by 28 Sept 2018.		3 Mini Sub & 1 ring main unit supplied, delivered and mounted by 30 December 2018								
				Installation of 55 new street lights and high masts		Number of street lights and High masts installed by set date	Procurement complete by 28 Sept 2018		28 new Street Lights.		27 new street lights and 3 High Masts						
				To provide agricultural infrastructure by 30 June 2019	Construction of Silo	Percentage of construction progress	Stage 5 (40%)		Stage 6 (60%)		Stage 7 (80% completion		Stage 8 (100% completion				

PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVE /OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2018- JUNE 2019								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
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							JULY - SEP		OCT - DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
					Construction of Fresh Produce	Percentage of construction progress of Fresh Produce	Stage 5 (40%)		Stage 6 (60%)		Stage 7 (80% completion		Stage 8 (100% completion				
				To provide safety wear for staff by 30 June 2019	Acquisition of protective clothing for Infrastructure Services Staff	Number of staff provided with protective uniform by set date	Present Terms of Reference to BSC completed		Tender Advert completed		Delivery of protective clothing						
32	P5G08019.01	Municipal Institutional Transformation & Development	15	Provide conducive working environment and office space	Construction of Council Chamber and Offices	Percentage of construction progress of council chamber as set in the implementation plan	Stage 5 (40%)		Stage 6 (60%)		Stage 7 (80% completion		Stage 8 (100% completion				
				Provide Training to Councilors and Staff on Human Settlement Policies by June 2019	Training of Councilors and Staff	Number of councilors, and staff invited for trainings	37 Councilors and 10 staff members				37 Councilors and 10 staff members						

PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVE /OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2018– JUNE 2019								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN – MAR		APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
				Provide quality affordable services by June 2018/9	Liaise with line function managers	Number of departmental meetings sat	4		4		4		4				
				To provide work opportunities through the implementation of Capital Projects by 30 June 2019	Provision of 450 EFT's opportunities	Full Time Equivalent opportunities provided through the implementation of Capital Projects	50 FTE's		100 FTE's		100 FTE's		100 FTE's				
34	P16102.01.8	Local Economic Development	5%	To ensure that budget for basic service delivery is expended efficiently by June 2019	Budget Control- submission of monthly reports by the 04 <sup>th</sup> of each month	100% budget allocation by 30 June 2019	20% spent		60% spent		75% spent		100% spent				
35		Financial Viability	10														

PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVE /OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2018– JUNE 2019								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
			5%	Review of policies, plans and SOPs	Number of approved Policies , plans and Standard Operating Procedure reviewed by set date.	Review of 2 policies, 1 Plan, & 2 Standard Operating Procedures by 30 June 2019.	Conduct information sharing on the reviewed policies, and Plans		Conduct information sharing on the reviewed policies, and Plans		Presentations of the reviewed policies, Plans, & Standard Operating Procedures at the Annual Strategic Planning workshop.		Presentations of the reviewed policies, Plans, & Standard Operating Procedures to the municipal governance structures				
36		Good governance & public participation		Comply to legislation, adopted policies and plans	Process Building plan applications	Percentage of building plans applications processed within 30 days of receipt by 30 June 2019	100%		100%		100%		100%				
				Comply With national Building Regulations	Issue notices of illegal building construction.	Percentage of illegal notices served	100%		100%		100%		100%				

PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVE /OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2018- JUNE 2019								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY - SEP		OCT - DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
				Provide Housing Consumer Education programme by 30 June 2019	Conduct Education to 1500 beneficiaries	Number of beneficiaries of Housing Consumer Education programme applying for inclusion in the National Housing Register	500		500			500					

## CORE COMPETENCY REQUIREMENTS

### 1. LEADING COMPETENCIES

Core Management Criteria (CMC)	Weight %	Milestones/Comments	Own Rating (By Manager) (1-5)	Rating (By Panel Member) (1-5)
1. Strategic Direction and Leadership	15	Evaluate all activities to determine value and alignment to strategic intent  Align Strategies and goals across all Functional areas		
2. People Management	10	Develop and incorporate best practice people management processes, approaches and tools across the department  Identify trends and predict capacity requirements to facilitate unified transition and performance management.		
3. Program and Project Management	5	Consider and initiate projects that focus on achievement of the long-term objectives		
4. Financial Management	10	Develop planning tools to assist in evaluating and monitoring future expenditure  Set budget frameworks for the institution  Set Strategic direction for the institution on expenditure and other financial processes  Improve financial management and achieve financial savings  Identify and implement new methods to improve asset control  Display Professionalism in dealing with financial data and processes		
5. Change Leadership	5	Actively adapt current structures and processes to incorporate the change interventions  Mentor and guide team members on the effects of change, resistance factors and how to		

		integrate change		
6. Governance Leadership	5	Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework		
<b>TOTAL</b>	<b>50%</b>			

CORE COMPETENCY (CC)

Core Occupational Competency	Weight %	Milestones/Comments	Own Rating (By Manager) (1-5)	Rating (By Panel Member) (1-5)
1. Moral Competency	5	Create an Environment conducive of moral practices		
2. Planning and Organizing	10	Able to project and forecast short, medium and long term requirements of the institution and local government  Translate policy into relevant projects to facilitate the achievement of the institutional objectives		
3. Analysis and Innovation	10	Create an environment conducive to analytical and fact-based problem solving  Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence  Create an environment that fosters innovative thinking and follows a learning organization approach		
4. Knowledge and Information Management	5	Establish partnerships across local government to facilitate knowledge management  Recognize and exploit knowledge points in interactions with internal and external stakeholders.		
5. Communication	10	Able to inspire and motivate others through positive communication that is impactful and relevant		
6. Results and Quality Focus	10	Commit to exceed the results and quality		

		standards, monitor own performance and implement remedial interventions when required		
		Overcome setbacks and adjust action plans to realize goals.		
<b>TOTAL</b>	<b>50%</b>			

**PERSONAL DEVELOPMENT PLAN**

AREA TO BE DEVELOPED	TYPE OF INTERVENTION	TARGET DATE	PERFORMANCE REVIEW FOR PDP		
			Progress	Barriers	Actions to Overcome Barriers
Advanced strategic decision-making capabilities to think faster and more creatively	Executive Development Programme	June 2019	Application information requested from Wits Business School	N/A	N/A
<b>Strength in business acumen in core areas such as finance, management and strategy</b>					

I undertake to support..... (name of Manager) with the achievement of the above Performance Development Plan

SIGNATURE: 

Name of **Municipal Manager**: DET Ntshini

Date: 11/08/2018

#### AGREEMENT TO PERFORMANCE AND DEVELOPMENT PLAN

I agree with the objectives as set out in the Performance Development Plan and undertake to achieve the objectives as agreed on.

SIGNATURE: 

Name of **Manager**: MVUMIKAZI Ndwendwe

Date: 11/08/2018