

PERFORMANCE AGREEMENT



MATATIELE

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MADE AND ENTERED INTO BY BETWEEN:

THE MATATIELE MUNICIPALITY
AS REPRESENTED BY THE MUNICIPAL MANAGER

DR DAMIAN. C. T. NAKIN

AND

SIYABULELA MZOBANZI MBEDLA

IDENTITY NUMBER:
6907035928084

THE GENERAL MANAGER OF COMMUNITY SERVICES OF MATATIELE
LOCAL MUNICIPALITY

FOR THE

FINANCIAL YEAR: 1 JULY 2018 – 30 JUNE 2019

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PERFORMANCE AGREEMENT

ENTERED INTO AND BETWEEN:

The **Matatiele Local Municipality** herein represented by **Dr Damian C.T Nakin**, in his capacity as the Municipal Manager (hereinafter referred to as the **Employer** or Supervisor).

And

Siyabulela Mzobanzi Mbedla, the General Manager of Community Services of the Matatiele Local Municipality (hereinafter referred to as the **Employee**).

WHEREBY IT IS AGREED AS FOLLOWS:

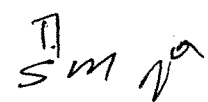
1. INTRODUCTION

- 1.1 The **Employer** has entered into a contract of employment with the **Employee** in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The **Employer** and the **Employee** are hereinafter referred to as "the Parties".
- 1.2 Section 57(1)(b) of the Systems Act, read in conjunction with the Contract of Employment concluded between the parties, stipulates that the parties must conclude an Annual Performance Agreement. The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Sections 57(4)(a), 57(4)(b) and 57(5) of the Systems Act.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Annual Performance Agreement is to:

- 2.1 comply with the provisions of Section 57(1)(b), 4(a), 4(b) and (5) of the Systems Act as well as the Contract of Employment entered into between the parties;
- 2.2 specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance expectations and accountabilities;
- 2.3 specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 monitor and measure performance against set targeted outputs;
- 2.5 use the Annual Performance Agreement and Performance Plan as the basis for assessing the suitability of the Employee for permanent employment and/or to assess



whether the Employee has met the performance expectations applicable to his/her job;

- 2.6 appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and
- 2.7 give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the 1st of December 2016 and will remain in force until the 30th of June 2017, at which point a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the following financial year or any portion thereof.
- 3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by no later than the beginning of each successive financial year.
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason.
- 3.4 The contents of this Agreement may be revised at anytime during the abovementioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of Government of Council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out:
 - 4.1.1 the performance objectives and targets that must be met by the employee; and
 - 4.1.2 the time frames within which those performance objectives and targets must be met.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan (IDP), the Service Delivery and Budget Implementation Plan (SDBIP) and the Employer's approved budget and shall include key objectives, key performance indicators (KPI's), target dates and weightings.
- 4.3 The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.
- 4.4 The Employee's performance will, in addition, be measured in terms of contribution to the goals and strategies set out in the Employer's Integrated Development Plan.


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5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the Performance Management System that the Employer adopts or introduces for the Employer, management and municipal staff of the Employer.
- 5.2 The Employee accepts that the purpose of the Performance Management System will be to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required.
- 5.3 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.

6. PERFORMANCE MANAGEMENT SYSTEM CRITERIA

- 6.1 The Employee agrees to participate in the performance management and development system that the Employer adopts.
- 6.2 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.
- 6.3 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
 - 6.3.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the KPA's and the Core Competency Requirements (CCR's) respectively. The CCR's are made up of the Core Managerial Competencies (CMC's) and Core Occupational Competencies (COC's).
 - 6.3.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
 - 6.3.3 KPA's covering the main areas of work will account for 80% and CMC's will account for 20% of the final assessment.
- 6.4 The Employee's assessment will be based on his/her performance in terms of the outputs/outcomes (performance indicators) identified as per attached Performance Plan (Annexure A), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

KEY PERFORMANCE AREAS (KPA's)	WEIGHTING
Basic Service Delivery	50%
Municipal Institutional Development and Transformation	10%
Local Economic Development (LED)	10%
Municipal Financial Viability and Management	20%
Good Governance and Public Participation	10%
Spatial Development	-
TOTAL	100%


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- 6.5 The CCR's will make up the other 20% of the Employee's assessment score. CMC's that are deemed to be the most critical for the Employee's specific job should be selected from the list below as agreed to between the Employer and Employee.

CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES		
CORE MANAGERIAL COMPETENCIES (CMC's)	√	WEIGHT
1. Strategic Capability and Leadership		10 %
2. Programme and Project Management		
3. Financial Management	✓	
4. Change Management		
5. Knowledge Management		
6. Service Delivery Innovation	✓	10%
7. Problem Solving and Analysis	✓	10%
8. People Management and Empowerment	✓	10%
9. Client Orientation and Customer Focus	✓	10%
10. Communication	✓	10%
11. Honesty and Integrity	✓	10%
CORE OCCUPATIONAL COMPETENCIES (COC's)	√	WEIGHT
1. Competency in self management		
2. Interpretation of and implementation within the legislative and national policy frameworks	✓	10%
3. Knowledge of developmental local government	✓	5%
4. Knowledge of performance management and reporting	✓	5%
5. Knowledge of global and South African specific political, social and economic contexts	✓	5%
6. Competence in policy conceptualisation, analysis and implementation	✓	5%
7. Knowledge of more that one functional municipal field/discipline		
8. Skills in mediation		
9. Skills in governance		
10. Competence as required by other national line sector departments		
11. Exceptional and dynamic creativity to improve the functioning of the municipality		
TOTAL		100%

7. EVALUATING PERFORMANCE

- 7.1 The Performance Plan (Annexure A) to this Agreement sets out:
- 7.1.1 the standards and procedures for evaluating the Employee's performance; and
 - 7.1.2 the intervals for the evaluation of the Employee's performance.
- 7.2 Despite the establishment of intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force.

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- 7.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.
- 7.4 The Employee's performance will be measured in terms of contribution to the goals and strategies set out in the Employer's IDP.
- 7.5 The annual performance appraisal will involve:
- 7.5.1 Assessment of achievement of results as outlined in the Performance Plan:
- (a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.
 - (b) An indicative rating on the five-point scale should be provided for each KPA.
 - (c) The applicable assessment rating calculator (refer to paragraph 7.5.3 below) must then be used to add the scores and calculate a final KPA score.
- 7.5.2 Assessment of CCR's:
- (a) Each CCR should be assessed according to the extent to which the specified standards have been met.
 - (b) An indicative rating on the five-point scale should be provided for each CCR.
 - (c) The applicable assessment rating calculator (refer to paragraph 7.5.1 above) must then be used to add the scores and calculate a final CCR score.
- 7.5.3 Overall rating – an overall rating is calculated by using the applicable assessment rating calculator. Such overall rating represents the outcomes of the performance appraisal.
- 7.6 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	Performance far exceeds the standard expected of an Employee at this level. 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.

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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.

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

- 7.7.1 Mayor;
- 7.7.2 Chairperson of the Audit Committee;
- 7.7.3 Ward Committee Member (on a rotational basis), where applicable;
- 7.7.4 Member of the Mayoral Committee (Executive Committee); and
- 7.7.5 Mayor and/or Municipal Manager from another municipality.

8. SCHEDULE FOR PERFORMANCE REVIEWS

8.1 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:

1ST QUARTER : 01 JULY 2018- 30 SEPTEMBER 2018
2ND QUARTER : 01 OCTOBER 2018- 31 DECEMBER 2019
3RD QUARTER : 01 JANUARY 2019 - 31 MARCH 2019
4TH QUARTER : 01 APRIL – 30 JUNE 2019

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- 8.2 The Employer shall keep a record of the mid-year review and annual assessment meetings.
- 8.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.
- 8.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure A from time to time for operational reasons. The Employee will be fully consulted before any such change is made.
- 8.5 The Employer may amend the provisions of Annexure A whenever the Performance Management System is adopted, implemented, and/or amended as the case may be. In that case the Employee will be fully consulted before any such change is made.

9. DEVELOPMENTAL REQUIREMENTS

- 9.1 The Personal Development Plan (PDP) for addressing gaps is attached as Annexure B.

10. OBLIGATIONS OF THE EMPLOYER

- 10.1 The Employer shall:
 - 10.1.1 Create an enabling environment to facilitate effective performance by the Employee;
 - 10.1.2 Provide access to skills development and capacity building opportunities;
 - 10.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
 - 10.1.4 on the request of the Employee delegate such powers reasonably required by the Employee to enable him/her to meet the performance objectives and targets established in terms of this Agreement; and
 - 10.1.5 make available to the Employee such resources as the Employee may reasonably require from time to time to assist him/her to meet the performance objectives and targets established in terms of this Agreement.

11. CONSULTATION

- 11.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others:
 - 11.1.1 a direct effect on the performance of any of the Employee's functions;
 - 11.1.2 commit the Employee to implement or to give effect to a decision made by the Employer; and
 - 11.1.3 A substantial financial effect on the Employer.

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- 11.2 The Employer agrees to inform the Employee of the outcomes of any decisions taken pursuant to the exercise of powers contemplated in 11.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

12. MANAGEMENT OF EVALUATION OUTCOMES

- 12.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 12.2 A performance bonus of 5% to 14% of inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance,
- 12.3 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.
- 12.4 In the case of unacceptable performance, the Employer shall:
- 12.4.1 provide systematic remedial of development support to assist the Employee to improve his/her performance; and
- 12.4.2 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.

13. DISPUTE RESOLUTION

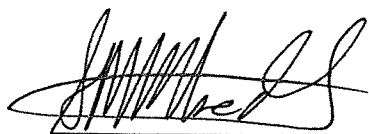
- 13.1 Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/or any other matter provided for, shall be mediated by:
- 13.1.1 The MEC for Local Government and the Province within thirty (30) days of receipt of a formal dispute from the Employee; or
- 13.1.2 Any other person appointed by the MEC; and
- 13.1.3 In the event that the mediation process contemplated above fails, clause 19.3 of the Employee's Contract of Employment shall apply.

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.

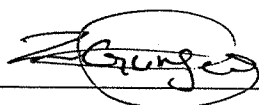
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17 May 2019

Thus done and signed at MATATATIEL LOCAL MUNICIPALITY on this the 29/7/ Of 2018

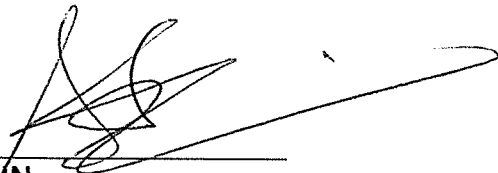


SIYABULELA MZOBANZI MBEDLA
EMPLOYEE

AS WITNESSES:

1. 

2. 



DAMIAN C.T. NAKIN
MUNICIPAL MANAGER

AS WITNESSES:

1. _____

2. _____



MATATIELE

LOCAL MUNICIPALITY

ANNEXURE A

PERFORMANCE PLAN

DEPARTMENT: COMMUNI SERVICES

YEAR: 2018 - 2019

NAME:	SIYABULELA MZOBANZI MBEDLA	LINE MANAGER:	Dr DCT NAKIN
EMPLOYEE NO.	120001	JOB TITLE:	MUNICIPALITY MANAGER
JOB TITLE:	GENERAL MANAGER	BUSINESS UNIT/SITE	
DIVISION/BUSINESS UNIT	COMMUNITY SERVICES	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%

1. Basic Service Delivery	50%
2. Municipal Institutional Development and Transformation	5%
3. Good Governance and Public Participation	5%
4. Municipal Financial Viability and Management	10%
5. Local Economic Development (LED)	10%
6. Spatial Development	-

Core Competency Requirements (CCRs) = Weight = 20%

LEADING COMPETENCIES (LC's)	CORE COMPETENCIES (CC's)
1. Strategic Direction and Leadership	1. Moral Competency
-	10%
	05%

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2. People Management	-	10%	2. Planning and Organizing	15%
3. Program and Project Management	-	10%	3. Analysis and Innovation	-
4. Financial Management	-	05%	4. Knowledge and Information management	10%
5. Change Leadership	-	15%	5. Communication	10%
6. Governance Leadership			6. Results and Quality Focus	10%

GENERAL MANAGER: COMMUNITY SERVICES PERFORMANCE PLAN FOR 2018-2019 FINANCIAL YEAR.

PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWNING RATING	RATING BY PANEL
							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.	PIG105	Basic Service Delivery & Infrastructure	50%	Provision of sound Environmental, Waste and Conservation Management through plans, systems and strategies		1. Promote integrated waste management planning and implementation by 31 July 2019.	1. Review and adoption of the annual IWMP.		Appointment of a designated Waste Management Officer and establishment of Local Waste Management Committee.		Initiate a research on best practice management of dedicated waste streams		Establish effective communication of information and participation to waste multi-stakeholder forum in the Local, District and Province.				

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							JULY - SEP		OCT - DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
						P2. To establish effective compliance and regulatory framework for waste management.	Engage wards 1, 19, 20 and 26 on applicable waste by-laws		Enforcement of waste by-laws		Enforcement of waste by-laws		Enforcement of waste by-laws				
						Promote effective and efficient waste municipal services in the peri-urban areas of Cedarville, Maluti and Matatiele and the CBD	Weekly Waste Removal and Disposal Services		Weekly Waste Removal and Disposal Services		Weekly Waste Removal and Disposal Services		Weekly Waste Removal and Disposal Services				

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							JULY - SEP		OCT - DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
						4. Promote Waste Management Awareness in Rural areas in four Ward Clusters.	Present to STANC O strategy of expanding Waste Collection on to Wards 2, 3, 6 and ward 10.		Conduct engagements in sample villages in ward 2 for waste collection				Present to STANC O a consolidated report on the conduct ed engagements.				

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							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
						5. To ensure effective management of Landfill Sites 31 July 2019 by submitting four reports on the compliance of the Land fill sites.	1 st Quarter Report on the state of the Landfill Site.		2 nd quarter on the state and functionality of the Land fill Site		3 rd quarter on the state and functionality of the land site		4 th quarter on the state and the functionality of the land fill site.				
		Basic Service Delivery				Provision of Burial and Cemetery Services and submission of quarterly reports on burial and cemetery services provided.	Submission of 1 st quarter report		2 ND quarter report		3 rd quarter report		4 th quarter report				

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							JULY - SEP		OCT - DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
2	P1G10701	BASIC SERVICE DELIVERY		Management and maintenance of municipal infrastructure and public amenities	Number of maintained municipal facilities by June 2019	Submission of four quarterly reports to management and council on management and maintenance work done.	1 st quarter report on management and maintenance of municipal facilities		2 nd quarter report on management and maintenance of municipal facilities		3 rd quarter reports on management and maintenance of municipal facilities		4 th quarter report on management and maintenance of municipal facilities and submission of management and maintenance plan for 2019/2020 f/y to management and council				

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							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
4.	P5C9060.04	Basic Services Delivery		Provision of Crime Prevention and Law Enforcement Strategies and Program med.	Adopted Community Safety Plan and function al Community Safety Forum by 30 June 2019	Establishment of a multi-Stakeholder Community Safety Forum for the Municipality.	One Draft Community Safety Plan		Adoption of the Annual CSF and Launch of the Local CSF		Launch of and participation to the District CSF		Monitoring and review of Local Community Safety Plan				
					Number of Law Enforcement Operations by 30 June 2019	Provision of four quarterly reports on Traffic and Police Law &By-Laws Enforcement in the Municipal Area to Council	1 st quarter report		2 nd quarter report		3 rd quarter report		4 th quarter report				

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							JULY – SEP		OCT – DEC		JAN – MAR		APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
				Provision of Licensing, Registering & Testing Service	Number of registered, licensed and tested persons and vehicles by 30 June 2019	100 % processing of applications for vehicle registration, learner drivers licenses	Quarterly reports to Council on applications received		Quarterly report to Council on applications received		Quarterly reports to council on applications received		Quarterly reports on applications received				
		Basic Service Delivery		Provision of Disaster Management and Fire Rescue Management Services .	Adopted Disaster and Fire Management Plan.	Adopted Disaster and Fire Management Plan.	Present at Disaster and Fire Management Plan to Council.		N/A		N/A		N/A				

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							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
						Submission of 4 quarterly reports to all responses to disaster , fire and rescue call outs	1 st quarter report		2 nd quarter report		3 rd quarter report		4 th quarter report				
P3G4011		Local Economic Development	10 %	Reduction of poverty and contribution to public employment	Number of poverty alleviations and Public Employment Programmes	Creation of 5 EPWP Projects	Contracting 412 beneficiaries		Submission of reports of Grant expenditure to Council and EPWP RS		Submission of reports of Grant expenditure to EPWPR S and Council		Submission of reports of Grant expenditure to EPWPR S and Council				

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PROJECT NUMBER	IDP REF	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 - JUNE 2019								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWNING RATING	RATING BY PANEL
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							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
		Municipal Financial Viability and Management	20 %	Budget Planning and Monitoring for the Department	Number of Bid Committees attended	Participation and Contribution to sound SCM processes	Attendance to Bid Committees Meetings		Attendance to Bid Committees Meetings		Attendance to Bid Committees Meetings		Attendance to Bid Committees Meetings				
				N/A	N/A				Participation on to Budget Planning Processes		Participation to Budget Planning Processes						

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWNING RATING	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN – MAR		APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
		Good Governance and Public Participation	10 %	Participation in good governance and clean audit structures	Number of good governance and structures participation	Participation in good governance and clean audit structures	Attendance to Risk Management and Audit Committee, individual contribution to the Clean Audit ,Response to AG RFI and MPAC functioning	Attendance to Risk Management and Audit Committee individual contribution to the Clean Audit ,Response to AG RFI and MPAC functioning	Attendance to Risk Management and Audit Committee individual contribution to the Clean Audit ,Response to AG RFI and MPAC functioning	Attendance to Risk Management and Audit Committee individual contribution to the Clean Audit ,Response to AG RFI and MPAC functioning	Attendance to Risk Management and Audit Committee individual contribution to the Clean Audit ,Response to AG RFI and MPAC functioning						
		Institutional Development and Transformation	10 %	Creating sound and positive human relations within the Department	Coherent and united staff component	Twelve Departmental Management Meetings, for staff General Meeting and for Team Building Sessions	Three Departmental Meeting, one Staff General Meetings	Three Departmental Meeting, one Staff General Meetings	Three Departmental Meeting, one Staff General Meetings	Three Departmental Meeting, one Staff General Meetings	Three Departmental Meeting, one Staff General Meetings						

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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	10%	Plan, structure, measure, control and pull information together in order to achieve pre-specified goals.			
2. People Management	10%	Employee Relations Management.			
3. Program and Project Management	10%	Planning Programs and Projects implementation.			
4. Financial Management	05%	- Budget Planning and Execution. - Financial Reporting and Monitoring.			
5. Change Leadership	15%	Systematic approach to problem solving.			
6. Governance Leadership					
TOTAL	50%				

2. CORE COMPETENCY (CC)

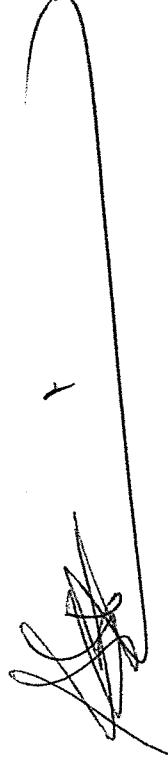
Core Occupational Competency	Weight %	Milestones	Comments	Own Rating (By Manager) (1-5)	Rating (By Panel Member) (1-5)
1. Moral Competency	05%	Encourage adherence to municipal values			
2. Planning and Organizing.	15%	Development of broad initiatives and action plans for the realization of municipal objectives			
3. Analysis & Innovation					
4. Knowledge and Information Management.	10%	New theories and conceptual models.			
5. Communication	10%	- Communicate appropriate & useful information to others in order to provide optimal service delivery. - Quality assurance.			
6. Results and Quality Focus	10%				
TOTAL	50%				

PERSONAL DEVELOPMENT PLAN (SERVES AS ANNEXURE A OF THE PLAN)

AREA TO BE DEVELOPED	TYPE OF INTERVENTION	TARGET DATE	PERFORMANCE REVIEW FOR PDP		
			Progress	Barriers	Actions to Overcome Barriers
Administration , management and leadership competencies 5	Attainment of NQF level 8 &9 in Public Administration	30 JUNE 2019	1.Doing research Report		
			2. To for NQF Level 9 IN 2019		

I undertake to support the Manager: with the achievement of the above Performance Development Plan.

SIGNATURE.



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 the General Manager: Corporate Services, **Mr Siyabulela Mzobanzi Mbedla**

Date: 10 June 2018.