

ANNUAL PERFORMANCE PLAN & PERSONAL DEVELOPMENT PLAN

The following annual management review on **Key Performance Areas (KPA)** and **Competency Framework** (Leading Competencies and Core Competencies) agreed to in each manager performance agreement has to be completed.

The annual performance appraisal involves the assessment of the achievement of results of the KRA's, CMC's and COC's in accordance with the five-point scale of (1-5).

RATING	DEFINITION OF SCORE
5	Outstanding performance
4	Performance significantly above expectation
3	Fully effective
2	Performance not fully satisfactory
1	Unacceptable performance

DETAILS OF THE MANAGER

1. MANAGERS PERFORMANCE PLAN FOR THE YEAR UNDER REVIEW

Period Under Review	01 JULY 2016 TO 18 JUNE 2017
Surname	MSANE
Name	NOKUPHINA VUMANI FAIRHOPE
Municipality	UMHLABUYALINGANA
Department	CORPORATE SERVICES
Race	AFRICAN
Gender	FEMALE
Employee Number	40001
Date Of Appointment	19 JUNE 2014
Salary Package	

KPA 1: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT

WEIGHT: 100%

OBJECTIVE	STRATEGY	PERFORMANCE MEASURES / INDICATOR	Year under Review: 2016/2017								OWN RATING (1-5)	Rating By Municipal Manager	RATING BY PANEL MEMBER (1-5)	COMMENTS
			Q1		Q2		Q3		Q4					
			Target	Actual	Target	Actual	Target	Actual	Target	Actual				
			Copy contents from Organizational Structure, Staff Establishment, and Financial Statements											
To attract and retain qualified and experienced staff across the staff establishment	1.1.1 To create and retain sufficient capacity for effective administration	Council resolution adopting Organogram by 30 June 2017	n/a		n/a		Draft Organogram tabled as part of 2017/2018 IDP Review		Council approved Organogram by 31 May 2017					
To attract and retain qualified and experienced staff across the staff establishment	1.1.1 To create and retain sufficient capacity for effective administration	12 vacant position as per approved organogram by 30 June 2017	3		3		6		n/a					

To attract and retain qualified and experienced staff across the staff establishment	1.1.1 To create and retain sufficient capacity for effective administration	1 Employment Equity Report submitted to Department of Labour in compliance to Employment Equity Act by 30 September 2016	1 Employment Equity Report tabled to Local Labour Forum and submitted to Department of Labour by 30 September 2016		1 Report on EEP implementation		1 Report on EEP implementation		1 Report on EEP implementation					
To attract and retain qualified and experienced staff across the staff establishment	1.1.1 To create and retain sufficient capacity for effective administration	Council approved Reviewed Employment Equity Plan by 30 September 2016	Council approved Reviewed Employment Equity Plan by 30 September 2016		n/a		n/a		n/a					
To attract and retain qualified and experienced staff across the staff establishment	1.1.1 To create and retain sufficient capacity for effective administration	Number of people from employment equity target groups employed in the three highest levels of management in	2 people from employment equity target groups employed in the three highest levels of management in compliance with the a municipality'		2 people from employment equity target groups filled in the three highest levels (Section Managers) in compliance		n/a		n/a					

		compliance with the a municipality's approved employment equity plan by 30 June 2017	s approved employment equity plan by 30 September 2016		to Approved Employment Equity Plan by 31 December 2016									
To attract and retain qualified and experienced staff across the staff establishment	1.1.1 To create and retain sufficient capacity for effective administration	Establishment of Employment Equity Committee (as a sub-committee of Local Labour Forum) and Number of EE Committee Reports	1 Employment Equity Committee (as a sub-committee of Local Labour Forum) established and 1 Quarterly report by 30 September 2016		1 Employment Equity Committee (as a sub-committee of Local Labour Forum) Quarterly report by 31 December 2016		1 Employment Equity Committee (as a sub-committee of Local Labour Forum) Quarterly report by 31 March 2017		1 Employment Equity Committee (as a sub-committee of Local Labour Forum) Quarterly report by 30 June 2017					
To attract and retain qualified and experienced staff across the staff	1.1.1. To create and retain sufficient capacity for effective administration	4 Reports on implementation of Council approved Retention	1 Report on implementation of Council approved Retention Strategy by		1 Report on implementation of Council approved Retention Strategy by 31 December 2016		1 Report on implementation of Council approved Retention Strategy by 31 March 2017		1 Report on implementation of Council approved Retention Strategy by 30 June 2017					

establishment		Strategy by 30 June 2017	30 September 2016											
To attract and retain qualified and experienced staff across the staff establishment	1.1.1 To create and retain sufficient capacity for effective administration	12 Monthly leave analysis reports for all staff members by June 2017	3 Monthly leave analysis reports by September 2016		3 monthly leave analysis reports by December 2016		3 monthly leave analysis reports by March 2017		3 monthly leave analysis reports by June 2017					
To attract and retain qualified and experienced staff across the staff establishment	1.1.1 To create and retain sufficient capacity for effective administration	12 Monthly staff attendance analysis report forming part of monthly report to Municipal Manager by June 2017	3 Monthly staff attendance analysis report forming part of monthly report to Municipal Manager by September 2016		3 Monthly staff attendance analysis report forming part of monthly report to Municipal Manager by December 2016		3 Monthly staff attendance analysis report forming part of monthly report to Municipal Manager by March 2017		3 Monthly staff attendance analysis report forming part of monthly report to Municipal Manager by June 2017					
To attract and retain qualified and experienced staff across the staff establishment	1.1.2 To develop workplace skills plan for efficient administration	1 % of municipality's payroll budget actually spent on implementing Workplace Skills Plan by 30 June 2016	25%		25%		25%		25%					

To attract and retain qualified and experienced staff across the staff establishment	1.1.2 To develop workplace skills plan for efficient administration	1 Workplace Skills Plan submitted to LGSETA by 30 April 2017 and 1 Report on skills audit by 30 June 2017	Report on employees' work profiles/job descriptions and personal development plans by 30 September 2016		Report on Skills Audit Conducted and number of training needs identified by 31 December 2016		1 Report on trainings conducted/rolled out as per Workplace Skills Plan 2016/2017 by 31 March 2017		Workplace Skills Plan submitted to LGSETA by 30 April 2017						
To attract and retain qualified and experienced staff across the staff establishment	1.1.2 To develop workplace skills plan for efficient administration	3 induction programme rolled out to newly appointed staff by 30 June 2017	3 induction programme rolled out to newly appointed staff by 30 June 2017		1 induction programme rolled out to newly appointed staff by 30 September 2016		1 induction programme rolled out to newly appointed staff by 31 March 2017		n/a						
To attract and retain qualified and experienced staff across the staff establishment	1.1.2 To develop workplace skills plan for efficient administration	12 training and capacity building programmes rolled out to Councillors and staff by 30 June 2017	3		3		3		3						
To attract and retain qualified and experienced staff across	1.1.2 To develop workplace skills plan for efficient administration	Training Committee as Local Labour Forum sub-committee established	1 Training Committee meeting as Local Labour Forum sub-committee and 1 report by		1 Training Committee Meeting as Local Labour Forum sub-committee and 1		1 Training Committee Meeting as Local Labour Forum sub-committee and 1 report by March		1 Training Committee Meeting as Local Labour Forum sub-committee						

the staff establishment		d, 4 meetings and reports by June 2017:	September 2016		report by December 2016		2017		and 1 report by June 2017					
To attract and retain qualified and experienced staff across the staff establishment	1.1.2 To develop workplace skills plan for efficient administration	Approved Human Resource Training Plan by 30 September 2016	Council Resolution approving H RTP by 30 Sept 2016		n/a		n/a		n/a					
To provide the optimal institutional structure to render effective and efficient services	1.2.2 To manage and enhance the performance of the municipality	Human Resources Reports (Staff Performance) submitted to Municipal Manager by 30 June 2017	3 Reports on staff performance by 30 September 2016		3 Reports on staff performance by 31 December 2016		3 Reports on staff performance by 31 March 2017		3 Reports on staff performance by 30 June 2017					
To provide the optimal institutional structure to render effective and efficient services	1.2.2 To manage and enhance the performance of the municipality	4 Quarterly Departmental Performance reports submitted to Municipal Manager by June 2017	1 quarterly report by September 2016		1 quarterly report by December 2016		1 quarterly report by March 2017		1 quarterly report by June 2017					

To provide the optimal institutional structure to render effective and efficient services	1.2.2 To manage and enhance the performance of the municipality	1 Departmental Annual Performance Report by 31 July 2016 and 1 Mid-year Performance Report by Jan 2017	1 (2015/2016) Annual Report by 31 July 2016		n/a		1 Mid-year report and 1 Annual Report by 25 January 2017		n/a					
To provide the optimal institutional structure to render effective and efficient services	1.2.2 To manage and enhance the performance of the municipality	12 Departmental meetings by 30 June 2017	3 monthly departmental meetings by 30 September 2016		3 monthly departmental meetings by 31 December 2016		3 monthly departmental meetings by 31 March 2017		3 monthly staff meetings by 30 June 2017					
To provide the optimal institutional structure to render effective and efficient services	1.2.2 To manage and enhance the performance of the municipality	5 Section 54 and 56 Senior Managers Performance Agreements signed and approved by Council by 31 July 2016 and 5 Draft Performance Agreements of Senior Managers	5 Section 54 and 56 Senior Managers Performance Agreements signed and approved by Council and submitted to CoGTA by 31 July 2016		n/a		n/a		Submission of 5 Draft Performance Agreements of Senior Managers (Section 54 and 56) to Mayor by 28 June 2017					

		(Section 54 and 56) to Mayor by 28 June 2017												
To provide the optimal institutional structure to render effective and efficient services	1.2.1 To administer the affairs of the municipality in accordance to relevant legislations and policies	12 Local Labour Forum Meetings held by 30 June 2017	3 Meetings by September 2016		3 Meetings by December 2016		3 Meeting by March 2017		3 meetings by June 2017					
To provide the optimal institutional structure to render effective and efficient services	1.2.1 To administer the affairs of the municipality in accordance to relevant legislations and policies	Develop 4 Policies & Review 5 Municipal Policies by 30 June 2017 (Develop- 1. Leave Policy 2. Telephone and Cellphone Policy 3. Access to Information Policy 4. Acting Allowance) Review- 1. Confidentiality 2. Communication Policy 3. In-service training	Develop 1 & Review 1 Municipal Policies		Develop 1 & Review 1 Municipal Policies		Develop 1 & Review 2 Municipal Policies		Develop 1 & Review 1 Municipal Policies					

		Policy 4. Use of Municipal Assets and Resources Policy -5. PMS Framework and Policy												
To provide the optimal institutional structure to render effective and efficient services	1.2.1 To administer the affairs of the municipality in accordance to relevant legislations and policies	4 workshops rolled out to staff and Councillors on Policies Developed & Reviewed by 30 June 2017	1 workshop rolled out to staff and Councillors on Policies Developed & Reviewed by 30 September 2016		1 workshop rolled out to staff and Councillors on Policies Developed & Reviewed by 31 December 2016		1 workshop rolled out to staff and Councillors on Policies Developed & Reviewed by 31 March 2017		1 workshop rolled out to staff and Councillors on Policies Developed & Reviewed by 30 June 2017					
To provide the optimal institutional structure to render effective and efficient services	1.2.1 To administer the affairs of the municipality in accordance to relevant legislations and policies	Council Approved 2016/2017 Municipal Calendar by 30 June 2017	n/a		n/a		n/a		Council Approved 2017/2018 Municipal Calendar by 30 June 2017					
To provide the optimal institutional structure to render effective and efficient services	1.2.1 To administer the affairs of the municipality in accordance to relevant	Council Approved Standing Rules and Orders and Roles and responsibilities	Council Approved Standing Rules and Orders and Roles and responsibilities		n/a		n/a		n/a					

	legislations and policies	(Councillors) by 31 September 2016	(Councillors)											
To provide the optimal institutional structure to render effective and efficient services	1.2.1 To administer the affairs of the municipality in accordance to relevant legislations and policies	4 Ordinary Council Meetings by 30 June 2016	1 Ordinary Council Meeting by September 2016		1 Ordinary Council Meeting by December 2016		1 Ordinary Council Meeting by March 2017		1 Ordinary Council Meeting by June 2017					
To provide the optimal institutional structure to render effective and efficient services	1.2.1 To administer the affairs of the municipality in accordance to relevant legislations and policies	12 Ordinary EXCO meetings by 30 June 2017	3 Ordinary EXCO meetings by September 2016		3 Ordinary EXCO meetings by December 2016		3 Ordinary EXCO meetings by March 2017		3 Ordinary EXCO meetings by June 2017					
To provide the optimal institutional structure to render effective and efficient services	1.2.1 To administer the affairs of the municipality in accordance to relevant legislations and policies	12 Ordinary Corporate Portfolio meetings by 30 June 2017	3 Ordinary Corporate Portfolio meetings by September 2016		3 Ordinary Corporate Portfolio meetings by December 2016		3 Ordinary Corporate Portfolio meetings by March 2017		3 Ordinary Corporate Portfolio meetings by June 2017					
To provide the optimal institutional structure to render effective	1.1.3 To develop and introduce an integrated information management	100% Quarterly Compliance to Section 75 of the	100% Quarterly Compliance to Section 75 of the Municipal		100% Quarterly Compliance to Section 75 of the Municipal		100% Quarterly Compliance to Section 75 of the Municipal		100% Quarterly Compliance to Section 75 of the					

and efficient services	t system in compliance with section 75 of the MFMA	Municipal Finance Management Act and 4 Reports by 30 June 2017	Finance Management Act and 1 Report by 30 September 2016		Finance Management Act and 1 Report by 31 December 2015		Finance Management Act and 1 Report by 31 March 2017		Municipal Finance Management Act and 1 Report by 30 June 2017					
To provide the optimal institutional structure to render effective and efficient services	1.1.3 To develop and introduce an integrated information management system in compliance with section 75 of the MFMA	Council Approved IT Governance framework (Review) by 30 June 2017	n/a		1 Workshop Draft I.T governance framework by 31 December 2016		1 Workshop Draft I.T governance framework by 31 March 2017 Review and adopt I.T governance framework by 31 March 2017		n/a					
To provide the optimal institutional structure to render effective and efficient services	1.1.3 To develop and introduce an integrated information management system in compliance with section 75 of the MFMA	4 IT/Audit Steering Committee meetings by 30 June 2017	1 IT/Audit Steering Committee Meeting by 30 September 2016		1 IT/Audit Steering Committee Meeting by 31 December 2016		1 IT/Audit Steering Committee Meeting by 31 March 2017		1 IT/Audit Steering Committee Meeting by 30 June 2017					
To provide the optimal institutional structure to render effective and efficient services	1.1.3 To develop and introduce an integrated information management system in compliance with section 75 of the MFMA	19 IT Policies by 30 June 2017	n/a		n/a		10 ICT Policies developed and Reviewed by 31 March 2017		9 ICT Policies developed and Review by 30 June 2017.					

	MFMA													
To provide the optimal institutional structure to render effective and efficient services	1.2.1 To keep records and create institutional memory	4 Quarterly reports on implementation of file plan and electronic records management by 30 June 2017	1 Quarterly reports on implementation of file plan and electronic records management by 30 September 2016		1 Quarterly reports on implementation of file plan and electronic records management by 31 December 2016		1 Quarterly reports on implementation of file plan and electronic records management by 31 March 2017		1 Quarterly reports on implementation of file plan and electronic records management by 30 June 2017					
To provide the optimal institutional structure to render effective and efficient services	1.2.1 To keep records and create institutional memory	Council Approved Reviewed Records Management Policy and Procedure in line with Electronic records management system by 31 December 2016	Draft Records Management Policy and Procedure submitted to Municipal Manager by 30 September 2016		Records Management Policy and Procedure tabled to Council for adoption by 31 December 2016		n/a		n/a					
To provide the optimal institutional structure to render effective and efficient services	1.2.1 To administer the affairs of the municipality in accordance to relevant legislations and policies	4 reports of legal services provided by 30 June 2017	1 report on legal services provided by 30 September 2016		1 report on legal services by 31 December 2016		1 report on legal services by 31 March 2017		1 report on legal services by 30 June 2017					

To provide the optimal institutional structure to render effective and efficient services	1.2.1 To administer the affairs of the municipality in accordance to relevant legislations and policies	4 Quarterly Reports on contracts of service providers tabled to Council by 30 June 2017	1 Quarterly Report on contracts of service providers tabled to Council by 30 September 2016		1 Quarterly Report on contracts of service providers tabled to Council by 31 December 2016		1 Quarterly Report on contracts of service providers tabled to Council by 31 March 2017		1 Quarterly Report on contracts of service providers tabled to Council by 30 June 2017					
To attract and retain qualified and experienced staff across the staff establishment	1.2.1 To administer the affairs of the municipality in accordance to relevant legislations and policies	4 Quarterly Health and Safety Committee as Local Labour Forum sub-committee Meetings and reports by June 2017	1 Health and Safety Committee as Local Labour Forum sub-committee and report by September 2016		1 Health and Safety Committee as Local Labour Forum sub-committee and report by December 2016		1 Health and Safety Committee as Local Labour Forum sub-committee and report by March 2017		1 Health and Safety Committee as Local Labour Forum sub-committee and report by June 2017					
To attract and retain qualified and experienced staff across the staff establishment	1.1.3 To render employee assistance support	4 Quarterly reports on Employees Assistance Programme by 30 June 2017	1 report on Employees Assistance Programme by September 2016		1 report on Employees Assistance Programme by December 2016		1 report on Employees Assistance Programme by March 2017		1 report on Employees Assistance Programme by June 2017					
To attract and retain qualified and experienced staff across the staff establishment	1.1.3 To render employee assistance support	1 Wellness day held by 30 November 2016	n/a		Wellness Day held by 30 November 2016		n/a		n/a					

MANAGERS PERFORMANCE PLAN FOR THE YEAR UNDER REVIEW

KPA 2: BASIC SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT

WEIGHT: (0%)

OBJECTIVES	STRATEGY	PERFORMANCE MEASURES / INDICATOR	Year under Review								COMMENTS	OWN RATING (1-5)	RATING BY PANEL MEMBER / MM (1-5)
			Q1		Q2		Q3		Q4				
			Target	Actual	Target	Actual	Target	Actual	Target	Actual			
			Copy targets from Organisational Scorecard, SOBP and insert Actuals at end of each quarter								Challenges Successes Planned Measures for improvement	Self Assessment (Ref Pg 10) (1-5)	Ref Panel (1-5)
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

KPA 3: LOCAL ECONOMIC DEVELOPMENT

WEIGHT: (0%)

Year under Review													RATING BY PANEL MEMBER / MM (1-5)
OBJECTIVES	STRATEGY	PERFORMANCE MEASURES / INDICATOR	Q1		Q2		Q3		Q4		COMMENTS	OWN RATING (1-5)	
			Target	Actual	Target	Actual	Target	Actual	Target	Actual			
			Copy targets from Organisational Scorecard (SPB) and insert Actuals at end of each quarter										
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

MANAGERS PERFORMANCE PLAN FOR THE YEAR UNDER REVIEW

KPA 4: FINANCIAL VIABILITY AND FINANCIAL MANAGEMENT

WEIGHT: (10%)

OBJECTIVES	STRATEGY	PERFORMANCE MEASURES / INDICATOR	Year under Review								COMMENTS	OWN RATING (1-5)	RATING BY PANEL MEMBER / MM (1-5)
			Q1		Q2		Q3		Q4				
			Target	Actual	Target	Actual	Target	Actual	Target	Actual			
			Challenges, Successes, Factors, Measures for improvement										
To develop and maintain systems and procedures for effective and sound management of municipal finances	To comply with financial reporting requirements as outlined in the MFMA	4 Reports on Report on departmental expenditure submitted to Corporate Portfolio by 30 June 2017	1 (Quarterly Expenditure Report to Corporate Portfolio by 30 September 2016)		1 (Quarterly Expenditure Report to Corporate Portfolio by 31 December 2016)		1 (Quarterly Expenditure Report to Corporate Portfolio by 31 March 2017)		1 (Quarterly Expenditure Report to Corporate Portfolio by 30 June 2017)				

MANAGERS PERFORMANCE PLAN FOR THE YEAR UNDER REVIEW

KPA 5: GOOD GOVERNANCE AND COMMUNITY PARTICIPATION

WEIGHT: (0%)

OBJECTIVES	STRATEGY	PERFORMANCE MEASURES / INDICATOR	Year under Review								COMMENTS	OWN RATING (1-5)	RATING BY PANEL MEMBER / MM (1-5)
			Q1		Q2		Q3		Q4				
			Target	Actual	Target	Actual	Target	Actual	Target	Actual			
			Copy targets from Organisational Scorecard. All BP and insert Actuals at end of each quarter.										
											Challenges Successes Planned Measures for Improvement	Self Assessment (Ref Pg 4 for 1-5)	(Ref Pg 4 for 1-5)
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

MANAGERS PERFORMANCE PLAN FOR THE YEAR UNDER REVIEW
KPA 6: CROSS CUTTING

WEIGHT: (10%)

OBJECTIVES	STRATEGY	PERFORMANCE MEASURES / INDICATOR	Year under Review								COMMENTS	OWN RATING (1-5)	RATING BY PANEL MEMBER / MM (1-5)
			Q1		Q2		Q3		Q4				
			Target	Actual	Target	Actual	Target	Actual	Target	Actual			
			Challenges Opportunities Risks Measures for improvement										
To create an efficient and functional structure for effective development and delivery of services	To proactively identify and address potential risks that may affect functioning of the organisation	4 Reports on Risk Register Action Plan submitted to Corporate Portfolio on quarterly basis by 30 June 2017	1 (Quarterly Risk Assessment Report to Corporate Portfolio by 30 September 2016)		1 (Quarterly Risk Assessment Report to Corporate Portfolio by 31 December 2016)		1 (Quarterly Risk Assessment Report to Corporate Portfolio by 31 March 2017)		1 (Quarterly Risk Assessment Report to Corporate Portfolio by 30 June 2017)				
To create an efficient and functional structure for effective development and delivery of services	To proactively identify and address potential risks that may affect functioning of the organisation	Council resolution on approved Reviewed Business Continuity Plan by 30 June 2017	n/a		n/a		Draft Review Business Continuity Plan tabled to IT/Audit Steering Committee by 31 March 2017		Reviewed Business Continuity Plan tabled to Council by 30 June 2017				

2. PERSONAL DEVELOPMENT PLAN

AREA TO BE DEVELOPED	TYPE OF INTERVENTION	TARGET DATE	PERFORMANCE REVIEW FOR PDP		
			PROGRESS	BARRIERS	ACTIONS TO OVERCOME BARRIERS
Labour Relations	Training on Industrial Relations	30/09/2016			
Contract Management	Course on Contract Management	30/09/2016			

3. PERFORMANCE ASSESSMENT RATING

The assessment rating calculator will be used to add the scores and calculate a final KPA score (80%) and a final Leading and Core Competencies score (20%)

The tables below should be completed by the summarized total of each panel member (*NOTE: Weight should be taken from the signed performance agreement for the year under review*)

KPA	Weight	Rating	Score
Municipal Transformation and Institutional Development	80%		
Basic Service Delivery and Infrastructure Development	0%		
Local Economic Development	0%		
Financial Viability and Financial Management	10%		
Good Governance and Community Participation	0%		
Cross Cutting	10%		
Total			
x 80%	80%		%

Leading Competency	Weight	Rating	Score
Strategic Direction and Leadership	5		
People Management	10		
Programme and Project Management	5		
Financial Management	10		
Change Leadership	10		
Governance Leadership	10		
TOTAL	50		
Core Competency			
Moral Competence	10		
Planning and Organising	10		
Analysis and Innovation	5		
Knowledge and Information Management	10		
Communication	5		
Results and Quality Focus	10		
TOTAL	50		
Total	100 %		
x 20%			

Batho Pele Principles		Weight	Rating	Score
1. Consultation				
2. Service standards				
3. Access				
4. Courtesy				
5. Information				
6. Openness and transparency				
7. Redress				
8. Value for money				

	(A) SUB-TOTAL	(B) % OF ASSESSMENT	(A X B) TOTAL SCORE
Key Performance Area		80%	
Core Competencies		20%	
(C) FINAL SCORE			

SIGNATURES OF MEMBERS OF THE EVALUATION PANEL

Chairperson : _____

Member : _____

Member : _____


Member : _____

Member : _____

Signed in _____ on _____ of _____ 20____

AGREEMENT TO PERFORMANCE AND DEVELOPMENT PLAN:

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

SIGNATURE: 

(Name of Manager: NVF MSANE)

Date: 28 JULY 2016

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

SIGNATURE: 

Name of Reporting Officer: SE BUKHOSINI

Date: 28 JULY 2016