

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	2016/17
Surname	Mnguni
Name	Mduduzi Stanley
Municipality	Umhlabyalingana Local Municipality
Department	Community Services Department
Race	African
Gender	Male
Employee Number	70001
Date Of Appointment	04 November 2013
Salary Package	

KPA 1: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT

WEIGHT: 100%

STRATEGIC OBJECTIVES	MEASURABLE OUTPUT	PERFORMANCE MEASURES / INDICATOR	Year under Review								OWN RATING (1-5)	Rating By Municipal Manager	RATING BY PANEL MEMBER / MM (1-5)	COMMENTS
			Q1		Q2		Q3		Q4					
			Target	Actual	Target	Actual	Target	Actual	Target	Actual				
	Number of Quartely Performance Reports Drafted and submitted	4- Quartely Performance Reports Drafted and submitted by 30 June 2017	1-Quartely Performance Reports Drafted and submitted		1- Quartely Performance Reports Drafted and submitted		1- Quartely Performance Reports Drafted and submitted		1- Quartely Performance Reports Drafted and submitted					
	Number of MID-Year submitted	Number of MID-Year Report submitted by 30 June	N/A		N/A		1 Mid-year report by 25 January		N/A					

		2017					2017							
To provide an improved access to community/public facilities to minimum standards	Number of Community Services Portfolio Meetings held	12- Community Services Portfolio Meetings held by 30 June 2017	3- Community Services Portfolio Meetings held		3- Community Services Portfolio Meetings held		3- Community Services Portfolio Meetings held		3- Community Services Portfolio Meetings held					
	Number of departmental staff meetings	12 Departmental meetings held by 30 June 2017	3- Departmental meetings held by 30 June 2017		3- Departmental meetings held by 30 June 2017		3- Departmental meetings held by 30 June 2017		3- Departmental meetings held by 30 June 2017					
	Number of staff performance agreements and work performance plans drafted, signed and submittedstaff performance agreements and work performance plans drafted, signed and submitted to Corporate Services Departmof staff performance agreements andwork performance plans drafted, signed and submitted by staff and supervisors		N/A		N/A		N/A					

INDIGENT REGISTER

To provide for an effective involvement of the public in municipal affairs	Number of Annual Reports prepared and submitted	Number of Annual Reports prepared and submitted by 30 June 2017	1- Draft Annual Report prepared and submitted		N/A		1- Council Approved Annual Report prepared and submitted		N/A				
	Council approved indigent register and policy	Updated and adopted indigent register and 100 house hold with access to free basic indigent services by 30 June 2017	Updating indigent register, identifying the qualifying families and providing free basic service		Updating indigent register, identifying the qualifying families and providing free basic service		Provision of free basic service		Adoption of an updated indigent register				

KPA 3: Basic service delivery and infrastructure development

WEIGHT: (0%)

MEASURABLE	PERFORMANCE	Year under Review	COMMENTS	OWN	RATING
------------	-------------	-------------------	----------	-----	--------

STRATEGIC OBJECTIVES	OUTPUT	E MEASURES / INDICATOR	Q1		Q2		Q3		Q4			
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		

INTEGRATED WASTE MANAGEMENT

To facilitate an improvement in access to community/public facilities to minimum standards	No. of reports on registration of landfill sites and number of licences obtained (Mbazwana and Skhemelele)	4-reports on registration of landfill sites and 2 licences obtained by 30 June 2017	1 progress report on registration /licencing of 2 landfill sites		1 progress report on registration /licencing of 2 landfill sites		1 progress report on registration /licencing of 2 landfill sites		1 Final report on registration /licencing of 2 landfill sites				
	No. of Waste management policies, by-law and tariffs reviewed	1 -Waste management policy, 1-by-law and 1-tariffs reviewed	N/A		Review of waste management policy, bylaws and tariffs		Tabling of Draft Waste Management policy, Wby-law and tariffs to Portfolio Committee, EXCO and		Council adopt IWMP, Waste policy, Waste by-law and Waste policy				

							Council						
	Number of refuse removal agreements for businesses signed and number of businesses with access to waste removal	51 refuse removal agreements for businesses signed and 51 businesses with access to waste removal by 30 June 2017	51 refuse removal agreements for businesses signed and 51 businesses with access to refuse removal		51 businesses with access to refuse removal		51 businesses with access to refuse removal		51 businesses with access to refuse removal				
	No of refuse removal awareness campaigns conducted	4- refuse removal awareness campaign conducted by 30 June 2017	1 refuse removal awareness campaign		1 refuse removal awareness campaign		1 refuse removal awareness campaign		1 refuse removal awareness campaign				

MANAGERS PERFORMANCE PLAN FOR THE YEAR UNDER REVIEW

KPA 4: Basic service delivery and infrastructure development

WEIGHT: (0%)

MEASURABLE	PERFORMANCE	Year under Review	COMMENTS	OWN	RATING
------------	-------------	-------------------	----------	-----	--------

STRATEGIC OBJECTIVES	E OUTPUT	E MEASURES / INDICATOR	Q1		Q2		Q3		Q4			
			Target	Actual	Target	Actual	Target	Actual	Target	Actual		
MUNICIPAL FACILITIES												
To facilitate an improved access to community/public facilities to minimum standards	Number of reports on Municipal facilities maintained	4 reports on 20 municipal facilities maintained(2 public library,6 municipal offices, 4 community halls and 10sportsfield) by 30 June 2017	1 Report on maintainanc e of municipal facilities		1 Report on maintainanc e of municipal facilities		1 Report on maintainanc e of municipal facilities		1 Report on maintainanc e of municipal facilities			

MANAGERS PERFORMANCE PLAN FOR THE YEAR UNDER REVIEW

KPA 5: Cross Cutting Interventions

WEIGHT: (0%)

Year under Review												COMMENTS	OWN RATING (1-5)	RATING BY PANEL MEMBER R/MM (1-5)
STRATEGIC OBJECTIVES	MEASURABLE OUTPUT	PERFORMANCE MEASURES / INDICATOR	Q1		Q2		Q3		Q4					
			Target	Actual	Target	Actual	Target	Actual	Target	Actual				
												Challenges		
												Successes		
												Learnings		
												Recommendations	Assessment	(Rating)
												Remarks	(Rating)	(or 1-5)
												Signature		
												Date		

DISASTER, FIRE AND OHS SECTION

To provide effective support to environmental management	No. of municipal disaster management advisory forum	4 Municipal Disaster Management advisory forum by 30	1 Municipal Disaster Management advisory forum		1 Municipal Disaster Management advisory forum		1 Municipal Disaster Management advisory forum				
--	---	--	--	--	--	--	--	--	--	--	--

initiative in the area	forum meetings	June 2017											
	No. of incidents reports compiled	12 monthly incidents reports by 30 June 2017	3 monthly incidents reports		3 monthly incidents reports		3 monthly incidents reports		3 monthly incidents reports				
	No. of awareness campaign on risk reduction	12 monthly awareness campaign on risk reduction by 30 June 2017	03 monthly awareness campaign on risk reduction		03 monthly awareness campaign on risk reduction		03 monthly awareness campaign on risk reduction		03 monthly awareness campaign on risk reduction				
	No. of Fire Drills Conducted	4 Fire Drills Conducted in Municipl Boundaries by 30 June 2017	Conduct 1 Fire Drills in Municipal Boundaries		Conduct 1 Fire Drills in Municipal Boundaries		Conduct 1 Fire Drills in Municipal Boundaries		Conduct 1 Fire Drills in Municipal Boundaries				
	No. of evaluation Reports on Municipal Buildings and offices	4 reports on OHS Programmes by 30 June 2017	1 evaluation Report on Municipal Buildings and Offices, OHS Committee meeting and Fire drill		1 evaluation Report on Municipal Buildings and Offices, OHS Committee meeting and Fire drill		1 evaluation Report on Municipal Buildings and Offices, OHS Committee meeting and Fire drill		1 evaluation Report on Municipal Buildings and Offices, OHS Committee meeting and Fire drill				
	no. of reports on compliance inspections	24 reports on compliance inspection by 30 June 2017	6 compliance inspection reports		6 compliance inspection reports		6 compliance inspection reports		6 compliance inspection reports				

	No. Of reports on OHS Equipment's	1 reports on OHS equipment serviced by 30 June 2017	N/A		1 reports on OHS equipment serviced		N/A		N/A				
	Review of disaster management plan	Reviewed and adopted Disaster Management Plan by 30 June 2017	N/A		N/A		Draft Reviewed Disaster Management Plan tabled to Council		Reviewal of Disaster Management Plan				

MANAGERS PERFORMANCE PLAN FOR THE YEAR UNDER REVIEW

KPA 6: BASIC SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT

WEIGHT: (0%)

STRATEGIC OBJECTIVE	MEASURABLE OUTPUT	PERFORMANCE MEASURES / INDICATOR	Year under Review				COMMENTS	OWN RATING (1-5)	RATING BY PANEL
			Q1	Q2	Q3	Q4			

	No. of Vehicles Speed Screened	9000 Vehicles Screened for Speed Timing by 30 June 2017	Speed Screening of 2250 Vehicles		Speed Screening of 2250 Vehicles		Speed Screening of 2250 Vehicles		Speed Screening of 2250 Vehicles				
	No. of Multi- Disciplinary Roadblocks	24 Multidisciplinary Roadblock by 30 June 2017	6 Multi Disciplinary Road Blocks		6 Multi Disciplinary Road Blocks		6 Multi Disciplinary Road Blocks		6 Multi Disciplinary Road Blocks				
	No. of Direct Charge Drunken/Speed Driving	60 Direct Charge Drunken Driving/Speed by 30 June 2017	Charge 15 Drunken/Speed Drivers		Charge 15 Drunken/Speed Drivers		Charge 15 Drunken/Speed Drivers		Charge 15 Drunken/Speed Drivers				
	Charge per enforcement hour	1 charge per enforcement hour by 30 June 2017	1 charge per enforcement hour		1 charge per enforcement hour		1 charge per enforcement hour		1 charge per enforcement hour				
	Number of hours law enforcement	6500 hours spend on Law Enforcement by 30 June 2017	1500 hours spend on Law enforcement		1750 hours spend on Law enforcement		1750 hours spend on Law enforcement		1500 hours spend on Law enforcement				
	road safety awareness campaigns	12 road safety awareness campaign 30 June 2017	3 road safety awareness campaign		3 road safety awareness campaign		3 road safety awareness campaign		3 road safety awareness campaign				
	No. of routine roadside roadblocks	80 routine roadside roadblocks by 30 June 2017	20 routine roadside roadblocks		20 routine roadside roadblocks		20 routine roadside roadblocks		20 routine roadside roadblocks				
	No. of speed operations conducted	80 speed operations conducted by 30 June 2017	20 speed operations		20 speed operations		20 speed operations		20 speed operations				

	No. of Temporal Driving License Issued	880 Temporal Driving Licence Issued by 30 June 2017	Issue 220 Temporal Driving Licence		Issue 220 Temporal Driving Licence		Issue 220 Temporal Driving Licence		Issue 220 Temporal Driving Licence				
	Number of Duplicate Learners Licence Issued	96 duplicate learners issued by 30 June 2017	Issuing of 24 Duplicate Learners Licence		Issuing of 24 Duplicate Learners Licence		Issuing of 24 Duplicate Learners Licence		Issuing of 24 Duplicate Learners Licence				
	Number of PrDP issued	900 Professional Driving Permit (PrDP) by 30 June 2017	255 Professional Driving Permit (PrDP) by June 2016		255 Professional Driving Permit (PrDP) by June 2016		255 Professional Driving Permit (PrDP) by June 2016		255 Professional Driving Permit (PrDP) by June 2016				

KPA : BASIC SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT

WEIGHT: (0%)

Year under Review												RATING BY PANEL MEMBER / MM (1-5)	
STRATEGIC OBJECTIVES	MEASURABLE OUTPUT	PERFORMANCE MEASURES / INDICATOR	Q1		Q2		Q3		Q4		COMMENTS		OWN RATING (1-5)
			Target	Actual	Target	Actual	Target	Actual	Target	Actual			

LIBRARY SERVICES												
To facilitate improvement in access to community/public facilities to min	Number of Promotions Conducted	08 promotions conducted by 30 June 2017	Conduct 2 Promotion of Library Services		Conduct 2 Promotion of Library Services		Conduct 2 Promotion of Library Services		Conduct 1 Promotion of Library Services			
	Number of audio visuals circulated	480 audio visuals circulated by 30 June 2017	Circulation of 120 Audio Visuals		Circulation of 120 Audio Visuals		Circulation of 120 Audio Visuals		Circulation of 120 Audio Visuals			
	Number of books circulated	12800 books circulated by 30 June 2017	Circulation of 3200 Books		Circulation of 3200 Books		Circulation of 3200 Books		Circulation of 3200 Books			
	Number of users have access to internet	720 users have access to internet by 30 June 2017	Promotion of access to internet to 180 users		Promotion of access to internet to 180 users		Promotion of access to internet to 180 users		Promotion of access to internet to 180 users			
	Number of books exchanged	8 books exchanged by 30 June 2017	Exchange 2 Book		Exchange 2 Book		Exchange 2 Book		Exchange 2 Book			
	Number of people trained on computer	360 people trained on computer by 30 June 2017	90 people trained on Basic Computer Skills		90 people trained on Basic Computer Skills		90 people trained on Basic Computer Skills		90 people trained on Basic Computer Skills			

--	--	--	--	--	--	--	--	--	--	--	--	--	--

KPA : Good governance and Public participation

WEIGHT: (0%)

STRATEGIC OBJECTIVES	MEASURABLE OUTPUT	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			

WARD COMMITTEES & PUBLIC PARTICIPATION

To provide for an effective involvement of the public in municipal affairs	Number of Ward Committee Meetings Held	12 Ward Committee Meetings per ward (totalling to 204 meetings) by June 2017	3 Ward Committee Meetings Per Ward		3 Ward Committee Meetings Per Ward		3 Ward Committee Meetings Per Ward		3 Ward Committee Meetings Per Ward				
--	--	--	------------------------------------	--	------------------------------------	--	------------------------------------	--	------------------------------------	--	--	--	--

KPA : Good governance and Public participation

WEIGHT: (0%)

STRATEGIC OBJECTIVES	MEASURABLE OUTPUT	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			

SPECIAL SOCIAL PROGRAMMES

To provide for an effective involvement of the public in municipal affairs	Number of youth programmes implemented	3 Youth Projects implemented (Jabula uzibheke, career exhibition and June 16 celebration) by 30 June 2017	N/A		Jabula Uzibheke		1 career exhibition		Youth Day (June 16) Celebration				
--	--	--	-----	--	-----------------	--	---------------------	--	---------------------------------	--	--	--	--

2. KNOWLEDGE, SKILLS AND BEHAVIOR REQUIREMENTS

Core Management Criteria (CMC)

CORE MANAGEMENT CRITERIA (CMC)	WEIGHT %	MILESTONES/COMMENTS	OWN RATING (BY MANAGER) (1-5)	RATING BY PANEL MEMBER / MM (1-5)
1. Strategic Capability and Leadership	10			
2. Programme and Project Management	05			
3. Financial Management (Compulsory)	10			
4. Change Management	05			
5. Knowledge Management	05			
6. Service Delivery Innovation	05			
7. Problem Solving and Analysis	05			
8. People Management & Empowerment (Compulsory)	05			
9. Client Orientation & Customer Focus (Compulsory)	05			
10. Communication	05			
11. Honesty & Integrity	05			
CORE COMPETENCIES CORE MANAGEMENT CRITERIA (CMC)				
1. Competence in Self-Management	05			

2. Interpretation and implementation within the legislation and national policy framework	05			
3. Knowledge of developmental local government	05			

AREATOBEDEVELOPED	TYPE OF INTERVENTION	TARGETDATE	PERFORMANCE REVIEW FOR PDP	
4. Knowledge of Performance Management and Reporting	05			
5. Knowledge of global & South African specific political, social and economic context				
6. Competency on policy conceptualization, analysis and implementation	05			
7. Knowledge of more than one functional municipal fields/discipline	05			
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	05			
TOTAL	100%			

3. PERSONAL DEVELOPMENT PLAN

4. PERFORMANCE ASSESSMENT RATING

The assessment rating calculator will be used to add the scores and calculate a final KRA score (80%) and a final CMC & COC's 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	20		
Basic Service Delivery and Infrastructure Development	40		
Local Economic Development			
Financial Viability and Financial Management	10		
Good Governance and Community Participation	10		
Spatial Planning and Environmental Management			
Total	80		
x 80%	80%		%

Leading Competency		Weight	Rating	Score
Strategic capability and Leadership		10		
People management		05		
Program and project management		05		
Financial management		10		
Change leadership		05		
Governance leadership		10		
Core Competency				
Moral Competence		05		
Planning and organising		15		
Analysis and Innovation		05		
Knowledge and information management		10		
Communication		10		
Results and quality focus		10		
Total		%		
x 20%				

	(A) SUB-TOTAL	(B) % OF ASSESSMENT	(AXB) TOTALSCORE
Key Performance Area		80%	
Competency Framework		20%	
(C) FINALSORE			

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: _____)

Date: 28 JULY 2016

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

SIGNATURE: _____

Name of Reporting Officer: S.E Bukhosini

Date: 28/07/2016