PERFORMANCE AGREEMENT: 2019/20

Entered into by and between

NTABANKULU LOCAL MUNICIPALITY
The Employer)

Represented by the Municipal Manager, ***Luleka Nonyongo***

Duly authorized in terms of section 57 (2) (b) of the Municipal System Act, No. 32 of 2000

AND

Piwe Luvo Mpendulo
(The Employee)

N.A-P SD PLM

INTRODUCTION

1. *As provided in section 57(1) (a) of the Local Government Municipal Systems Act 32 of 2000, the council of* ***Ntabankulu Local Municipality*** *has entered into an employment contract with the* ***Director Technical Services, Piwe Luvo Mpendulo*** *for period of 5 years, commencing from* ***26 April 2018 and ending on 25 April 2023.***

2. *Section 57 (1) (b) of the Local Government Municipal Systems Act read with the contract of employment concluded between the employer and employee and the Municipal performance Regulations for Municipal Managers and managers directly accountable to the municipal manager require that a performance contract be concluded between the parties as herein undertaken.*

3. *The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Municipal Manager reporting to the Honourable Mayor, to a set of actions, outputs and outcomes that will ensure the attainment of both the local government policy goals and the performance objectives of Ntabankulu Local Municipality as enshrined in the Integrated Development Plan.*

4. *This performance contract is entered into between* ***Piwe Luvo Mpendulo****, the Director Technical Services and Ntabankulu Local municipality as represented by the Municipal Manager,* ***Luleka Nonyongo*** *and is based on the adopted Integrated Development plan 2019/2020 to 2021/2022 as reviewed in 2019 and the 2019/2020 Service Delivery Budget Implementation Plan.*

PLM ED N.A.P W

2. PURPOSE OF THE AGREEMENT

The purpose of this Agreement is to:

2.1 Comply with the provisions of Section 57(1)(b),(4A),(4B) 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 Performance contract and Performance Plan as the basis for assessing the suitability of the Employee for continued employment and/or to

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

2.7 Appropriately reward the Employee in accordance with the Employer's performance management framework in the event of outstanding performance; and

2.8 Give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved qualitative and quantitative service delivery.

3. COMMENCEMENT AND DURATION

*3.1 Notwithstanding the date of signature hereof this Agreement shall commence from the **1 July 2019** and shall remain in force until the **30th June 2020,** where-after a new Performance contract, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof within 1 month after the commencement of the new financial year.*

3.2 This Agreement shall terminate in its entirety on the termination of the Employee's contract of employment for whatever reason subject to relevant legislative prescripts.

3.3 The contents of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon subject to both parties reaching an agreement.

3.4 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or 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 included herein as **Annexure A**, which forms an integral part of this agreement enshrines the following (which are concluded by mutual consensus by parties based on key strategic documents of the Municipality):*

4.2 The overall performance objectives and targets that must be met by the Employee including the performance indicators and weightings;

4.3 The time frames for the achievement of those performance objectives and targets;

4.4 The performance objectives shall in addition be viewed within the context and in lieu of the overall contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM.

5.1 Both parties agree to participate in the performance management system that the Employer has adopted or introduced for the Municipality, Management and Municipal Staff.

5.2 Both parties hereby covenant to consult each other and arrive at a mutual agreement about the specific performance standards to be included in the performance management system.

5.3 The Municipal Manager undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to The Municipal Manager responsibilities) within the local government framework.

5.4 The criterion upon which the performance of the employee is to be evaluated is contained in annexure E and is included herein as an addendum and forms an important part of this contract.

5.5 The Employee must be assessed her performance in terms of the performance indicators(inputs/outputs/outcomes) identified in the attached Performance Plan (Annexure A)and include:

5.5.1 The Key Performance Areas and the Leading and Core Competencies, with a weighting of 80 and 20 respectively are listed herewith as agreed between the employer and employee.

5.5.2 The Key Performance Areas will constitute 80% of the Employee's assessment score, and will contain the following areas of which all of them are compulsory

N.P SD PLM LD

and weights must be allocated to each of them according to the scale of core and functional responsibilities:

Key Performance Areas (100% of Total)	Weight %
Municipal Institutional Development and organizational Transformation	02%
Basic Service Delivery	78%
Local Economic Development	02%
Municipal Financial Viability and Management	05%
Good Governance & Public Participation	12%
Total	100%

5.5.3 *The table below indicated six leading competencies which comprise of twenty (20) driving competencies that communicate what is expected for effective performance in local government*

5.5.4 *The competency framework further involves six(6) core competencies that act as drivers to ensure that the leading competencies are executed at an optimal level*

LEADING COMPETENCIES		Weight %
Strategic Direction and Leadership	• Impact and influence • Institutional performance Management • Strategic Planning and Management • Organisational Awareness	10
People Management	• Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and Dispute Management	10
Program and Project Management	• Program and Project Planning and Implementation • Service Delivery Management • Program and Project Monitoring and Evaluation	30
Financial Management	• Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring	10
Change Leadership	• Change Vision and Strategy • Process Design and Improvement	10

W.A.G PLM 2D

	• Change Impact Monitoring and Evaluation	
Governance Leadership	• Policy Formulation • Risk and Compliance Management • Cooperative Governance	10

CORE COMPETENCIES	Weight %
Moral Competence	3
Planning and Organising	5
Analysis and Innovation	3
Knowledge and Information Management	3
Communication	3
Results and Quality Focus	3
Total	**100%**

6. EVALUATING PERFORMANCE

6.1. "Annexure E" to this Agreement sets out the standards and procedures for evaluating the employee's performance, intervals for the evaluation of employee's performance and recognition of outstanding performance (awarding of a performance bonus)

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

6.3. The Employee's performance will be measured in terms of contributions to the goals and strategies contemplated in the Employer's Integrated Development Plan.

6.4. The annual performance appraisal must involve–

6.4.1. An assessment of the achievement of results as outlined in the performance plan;

6.4.2. An assessment of each Key Performance Area 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;

6.4.3. A rating on the five-point scale for each Key Performance Area; and

6.4.4. The use of the applicable assessment rating calculator to add the scores and calculate a final Key Performance Area score.

6.5. The core competencies must be assessed–

N.A.P SD PLM LW

6.5.1. According to the extent to which the specified standards have been met;
6.5.2. With an indicative rating on the five-point scale for each Criteria; and
6.5.3. By sing the applicable assessment rating calculator to add the scores and calculating a final score.

6.6. An overall rating is calculated by using the applicable assessment rating calculator, which represents the outcome of the performance appraisal.
6.7. Employee performance will be based on the following rating scale for both Key Performance Indicators and core competencies
6.8. The performance of the Employee must be evaluated by an evaluation panel constituted in terms of regulation 27(4)(d), (e) and (f) of the Regulations.

Level	***Terminology***	***Description***
5(130%above)	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 **PA** and Performance plan and maintained this in all areas of responsibility throughout the year.
4(110%-129%)	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(100%)	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 PA and Performance Plan.
2(81%-99%)	Performance 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

9. DEVELOPMENTAL REQUIREMENTS

9.1 The Personal Development Plan (PDP)is attached herein as annexure B and forms an integral part of this agreement for addressing developmental gaps

9.2 Both parties hereby agree to uphold the filling of gaps identified in the PDP

10. OBLIGATIONS OF THE EMPLOYER

The Employer shall –

10.1 Create an enabling environment to facilitate effective performance by the employee;
10.2 Provide access to skills development and capacity building opportunities;
10.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
10.4 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
10.5 Make available to the Employee such resources as the Employee may reasonably require from time to time assisting him/ her to meet the performance objectives and targets established in terms of this agreement.

11. ***EMPLOYEE OBLIGATIONS***

11.1 The employee is obliged to perform her functions to the best of her abilities and shall as far as is practically possible endeavour to meet the standards of performance as set out in this agreement.

11.2 The employee shall act in the good faith and in the best interest of the Municipality at all times

11.3 The employee shall be responsible for the completion or execution of the specific programs identified in her service delivery and budget implementation plans or KPA's within the timeframes agreed upon.

SD PLM LN 2D
W.A.P.

11.4 The employee shall co-operate with the employer in conducting the performance review.

12. EMPLOYER RIGHTS

The employer shall be entitled to:

12.1 Expect the employee to perform as agreed;

12.2 Alter the employee's responsibilities from time to time depending on the operational requirements of the organisation e.g. assign him/her to perform a special project not envisaged in his/her job description or service delivery and budget implementation plan.

12.3 Such circumstances as contemplated above shall be taken into account when the employee's performance is evaluated.

12.4 Take such corrective action or impose such disciplinary action or award such incentives as per policy.

13. EMPLOYEE RIGHTS

13.1 The employee shall be entitled to such co-operation and support as is reasonably required for him/her to perform his/her duties to the standard required of him/her.

13.2 In particular where a Personal Development Plan has identified a need for capacity building or training or other forms of support, the employee shall be entitled to receive same, bearing in mind relevant budgetary and other constraints which may not though be unreasonably withheld.

13.3 The employee shall be entitled to such corrective action remedies and/or incentives as are applicable depending on the outcome of his/her performance reviews.

14 MANAGEMENT OF EVALUATION OUTCOMES

14.1 The following table will be used to determine the payment of performance bonus to performance contract employees:

1. A score of 80% and below: Compulsory performance Counselling
2. A score of 81% -100% no reward

W.A.P PLM 58 20

3. A score of 101-129%: no reward
4. A score of 130%-149%: 5% to 9% of the annual total remuneration package
5. A score of 150% & above :10% to 14% of the annual total remuneration package

RANGE	SCORE	% Bonus
150 AND ABOVE	164 and above	14
	163	13.705
	162	13.42
	161	13.135
	160	12.85
	159	12.565
	158	12.28
	157	11.995
	156	11.71
	155	11.425
	154	11.14
	153	10.855
	152	10.57
	151	10.285
	150	10

RANGE	SCORE	% Bonus
Between 130 and 149	149	9
	148	8.6
	147	8.4
	146	8.2
	145	8
	144	7.8
	143	7.6
	142	7.4
	141	7.2
	140	7
	139	6.8
	138	6.6
	137	6.4
	136	6.2
	135	6
	134	5.8
	133	5.6
	132	5.4
	131	5.2
	130	5

14.1 In the case of unacceptable performance, the Employer–

14.2 must provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and

14.3 May, after appropriate performance counseling and having provided the necessary guidance and support as well as reasonable time for improvement in performance, consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

PLM SD W.A.P. W 2D

15. REWARD FOR PERFORMANCE

15.1 The annual increase will be determined by Council based on the affordability and the stipulations of the Contract of Employment and does not in any way form part of a reward for performance.

15.2 The payment of the reward shall be based on the period under review and results of the performance score as stipulated in annexure A and include the following:

15.2.1 The performance score obtained on marks by using the performance plan;
15.2.2 Where the external factors have a negative influence on the result of the performance, the Municipality may at its discretion decide to grant a reward.
15.2.3 The reward if granted, will be paid annually only after adoption by Council of the Annual Report for that financial year and after finalization of the appraisal;
15.2.4 The final outcome of the performance appraisal will determine the reward;
15.3 The rating scale shall be used for rating including the actual targets set and contained in annexure A.
15.4 The following formula shall be used to allocate the performance bonus after the total score has been calculated:

15.4.1. CALCULATING THE KPA PERFORMANCE

(a) Allocate score per target per KPA

(b) Multiply each score with weight per target and per KPA

(c) Add all scores per KPA and get one actual score per KPA

(d) Add all Actual Score per KPA and get the Overall Score

(e) Multiply Overall score with 33,3, get a performance Score

(f) Convert the Performance Score into a percentage by multiply by 80% and you get the percentage

NB: SAME PRINCIPLE TO THE CCR'S

16. CONSULTATION

16.1. Both parties to this agreement agree to consult each other in the event either party wishes to exercise a duty or function in terms of this agreement.
*16.2. **The employer** agrees to inform the **employee** of the outcome of any decisions taken pursuant to the exercise of powers contemplated in paragraph 16.1, as*

soon as is practicable to enable the employee to take any necessary action without delay.

17. CONSEQUENCE OF SUBSTANDARD PERFORMANCE

17.1 Where the employer is at any time during the employee's employment not satisfied with her performance with respect to any matter dealt with in this Agreement, the employer will give notice to the employee to attend a meeting with the Performance Evaluation Committee.

17.2 The employee shall have the opportunity at the meeting to satisfy the employer and the panel of the measures being taken to ensure that the employee's performance becomes satisfactory and any programme, including any dates, for implementing these measures.

17.3 Where there is a dispute or difference as to the performance of the employee under this agreement, the parties will confer with a view to resolving the dispute or difference.

17.4 If at any stage thereafter the employer holds the view that the performance of the employee is not satisfactory, the employer will, subject to compliance with applicable labour legislation, be entitled by notice in writing to the employee to terminate her employment in accordance with the notice period set out in the employee's contract of employment.

17.5 Nothing contained in this Agreement in any way limits the right of the employer to terminate the employee's contract of employment with notice for any other breach by the employee of her obligations to the employer or for any other valid reason in law.

W.A.P SS PLM LW 20

20. ATTESTATION

The parties hereby agree having read, understood and received a copy of this agreement which contents are hereby accepted in all entireties.

Thus done and signed at Ntabankulu on this ....17..... *of* ....July..... *2019*

AS WITNESSES:

.....

.....

.....

L Nonyongo
Municipal Manager

AS WITNESSES:

.....

.....

.....

P. L Mpendulo
Director Technical Services

PERFORMANCE PLAN

DIRECTORATE: TECHNICAL SERVICES FINANCIAL YEAR 2019/2020

Employee Name	PIWE LUVO MPENDULO	Authorised Supervisor: Name	Lukke Nomonde	
Employee Job Title	DIRECTOR TECHNICAL SERVICES	Supervisor Job Title	mm	
Employee Number	5322	Supervisor's Employee Number	5333	
Employee Signature		Supervisor's Signature		
Date	19/07/2019	Date	19/07/2019	

NTABANKULU LOCAL MUNICIPALITY

Supported KPA	Priority Area	IDP Objectives	IDP Objective number	IDP Strategies	Indicator			KPI Number	Baseline on the date of review (May 2019)	Annual Target	Activities	2019/2020 Quarter 1 target (July-September)	POE	2019/2020 Quarter 2 target (October-December)	POE	2019/2020 Quarter 3 target (January - March)	POE	2019/2020 Quarter 4 target (April - June)	POE	Measurement Source & Frequency	Budget Amount	Funding Source	Weightt (100%)
					Input	Output	Outcome																
BASIC SERVICE DELIVERY	Roads and storm water construction	To improve accessibility and mobility of community members through Construction of 48 km new access roads with Stormwater and 2 bridges by June 2022	BSD 01	To construct roads infrastructure as identified in the 3-year capital plan	Three year capital plan, Business plan, sector departments letter supporting project registrations for CoGTA District Appraisal Commette Approval, appointment of service providers	11.4 km of roads to be constructed	Improved mobility within town during all weather conditions	1.1.1	253 km of gravel access roads and 6km of surfaced roads have been constructed	construction of 6km of Nyabeni to Dwaku Access Road in Ward 03 and by June 2020	Facilitate procurement of service providers, manage planning & design, monitor construction up to completion	Approved Designs	Design report	Site Handed over to the contractor and construction of the roadbed complete	Site Handover Attendance Register , Signed monthly progress reports with photos, programme and cashflows	Tipping & Processing Complete	Signed monthly progress reports with photos, programme and cashflows	Project to be Complete	Completion Certificate and Close-out Report	Completion certificates; close out reports.	4 985 977,00	MIG	2,44
										Construction of 1.4 km Phathisa to Clinic Access Road in ward 2 by June 2020	Facilitate procurement of service providers, manage planning & design, monitor construction up to completion	Approved Designs	Design Report	Site Handed over to the contractor and construction of the roadbed complete	Site Handover Attendance Register , Signed monthly progress reports with photos, programme and cashflows	Tipping & Processing Complete	Signed monthly progress reports with photos, programme and cashflows	Project to be Complete	Completion Certificate	Completion certificates; close out reports.	1 105 800,00	MIG	2,44
										Construction of 2,3km Vulindlela to Mbhotshongweni access road (phase1) in ward 14 by June 2020	Facilitate procurement of service providers, manage planning & design, monitor construction up to completion	Approved Designs	Design Report	Site Handed over to the contractor and construction of the roadbed complete	Site Handover Attendance Register , Signed monthly progress reports with photos, programme and cashflows	Tipping & Processing Complete	Signed monthly progress reports with photos, programme and cashflows	Project to be Complete	Completion Certificate	Completion certificates; close out reports.	1 800 000,00	MIG	2,44
										Final release of retention of 12 km Mafuka to Sihlonyaneni Access Road with related stormwater in ward 9 by June 2020	Conduct inspections Issue list of defects Release retention when defects are rectified	Projects on defects liability period	Monitoring report	Release retention	Final Completion certificate & Close-out report	No target	No Target	NA	n/a	Completion certificates; close out reports.	299 145,45	MIG	2,44
										Final release of retention of 4,6km Lufafa via Siyaya to School Access Road with related stormwater in ward 11 by June 2020	Conduct inspections Issue list of defects Release retention when defects are rectified	Projects on defects liability period	Monitoring report	Release retention	Final Completion certificate & Close-out report	n/a	n/a	No target	n/a	Completion certificates; close out reports.	298 086,00	MIG	2,44
										Final release of retention of 6,5km Madwakazana Access Road Phase 2 with related stormwater in Ward 07 by June 2020	Conduct inspections Issue list of defects Release retention when defects are rectified	Projects on defects liability period	Monitoring report	Release retention	Final Completion certificate & Close-out report	No target	n/a	No Target	n/a	Completion certificates	481 132,87	MIG	2,44
										Completion of 9.9 km of Bhayi to Ntlangano Access Road in Ward 1 by June 2020	Conduct inspections Issue list of defects Release retention when defects are rectified	Projects on defects liability period	Monitoring report	Release retention	Final Completion certificate & Close-out report	No target	No Target	NA	n/a	Completion certificates	500 000	MIG	2,44
					Roads and transport facilities inspections, three year, stakeholder concultation, IDP document, SDF, ANDM integrated Transport Plan	Council approved Local Integrated Transport Plan	Improved and integrated transportation system		2015/16 Approved LITP	Reviewed and Council Adopted Local Intergrated Transport Plan by June 2020	Facilitate procurement of service provider. Monitor performance of Service provider	Facilitate procurement of service provider for the LITP review	Tender advert	Study underway	Signed monthly progress reports	Produce Draft LITP	Draft LITP	Adopted LITP	Adopted LITP with Council Resolution	Final LITP document	R250 000	ES	2,44
	Environmental Management	To contribute and support towards promoting climate change initiatives by 2022	BSD10	To construct paved side walks and also conduct landscaping of the road verge	Three year capital plan, Business plan, project registration with Cogta, appointment of service provider	Constructed sidewalks and landscaping	Improved safety for pedestrians and beautification of the town	1.10.3	Unconstructed pedestrain sidewalk	Construction of 500m pedestrian sidewalks and landscaping of 2500m² of the road verge in Ntabankulu town by June 2020	Facilitate procurement of service provider. Manage design development and monitor construction up to completion	Approved designs and facilitate procurement of service provider.	Approved designs and tender advert	Site handed over to the contractor and clearing and grubbing complete	Site Handover Attendance Register , Signed monthly progress reports with photos, programme and cashflows	Construction of sand bedding complete for the sidewalk and landscaping underway	Signed monthly progress reports with photos, programme and cashflows	Construction to be complete	Completion certificate	Completion certificates	3 000 000,00	MIG	2,44

Roads and storm water maintenance	To sustain accessibility and optimise a design life through maintenance of roads and stormwater facilities by June 2022	BSD 04	To regravel access roads as per the roads maintenance plan	Roads and Stormwater Maintenace Policy, Roads and Stormwater Maintenance Plan, Works Orders, Procurement of tools and materials, recruitment of labour	Number of kilometers regravelled and no of stormwater conduits maintained	Improved mobility during all weather conditions	1.4.1	42 km of municipal gravel roads with 1,2 km stormwater facilities maintained	To regravel 4 km of municipal gravel roads within town with related stormwater facilities by June 2020	Review maintenance plan, issue package order for prioritised roads, & monitor ,maintenance up to completion	Issue Package order and commence with maintenance	monthly progress reports	Complete 2km of regraveling	monthly progress reports and close-out report	Complete 2km of regraveling	monthly progress reports and close-out report	No Target	n/a	Completion certificates; close out reports.	1 500 000,00	ES	2,44
									To conduct maintenance 5 km in ward 17 of municipal gravel roads and related stormwater facilities by June 2020 as per the roads maintenance plan	Review maintenance plan, issue package order for prioitirised roads, & monitor ,maintenance up to completion	Issue Package order and commence with maintenance	mothly progress reports	Complete 2km of regraveling	Monthly progress monitoring report	Complete 2km of regraveling	Monthly monitoring report	Complete 1km of regraveling	Monthly monitoring report		1 500 000,00	ES	2,44
									Maintenance of 500m of stormwater control facilities within town by June 2020	Scope development , recruitmet of personnel, procurement of material, maintanance works	Assessement and scope development & procurement of materials	Scoping report	Facilitate Recruitment of personnel, Commence maintance works	Monthly progress reports and monitoring report	Conduct maintenance of 200m of stormwater control facilities as per the scoping report	Monthly maintenance progress report	Conduct maintenance of 300m of stormwater control facilities as per the scoping report	Monthly maintenance progress report	Monitoring report and close-out report	500 000,00	ES	2,44
Electrification of households	To increase the number of households with access to electricity to 27 481 household by June 2022	BSD 02	Provision of grid electricity to households in line with the municipality's elctrification plan.	Business Plan, Electrification Plan and Beneficiary List	27 481 electrified households	27 481 households with access to grid electricity	1.2.1	21 985 Households have access to Electricity. 3573 households are underway.	Installation of Electrification Infrastructure at Ntlangano village (496 households) in ward 1 by June 2020	Manage planning & design, monitor construction up to completion	Approved Designs	Design repor	Excavations and pole planting complete	Signed monthly progress reports with photos, programme and cashflows	Stringing & Installation of metres	Signed monthly progress reports with photos, programme and cashflows	Construction to be complete	Signed monthly progress reports with photos, programme, cashflows and final inpection request form.	Reports on INEP expenditure and households electrified	11 581 600,00	INEP	2,44
									Installation of Electrification Infrastructure at Bhayi village (119 households) in ward 1 by June 2020	Manage planning & design, monitor construction up to completion	Approved Designs	Design repor	Excavations and pole planting complete	Signed monthly progress reports with photos, programme and cashflows	Stringing & Installation of metres	Signed monthly progress reports with photos, programme and cashflows	Construction to be complete	Signed monthly progress reports with photos, programme, cashflows and final inpection request form.	Reports on INEP expenditure and households electrified	2 778 650,00	INEP	2,44
									Installation of Electrification Infrastructure at Madlalisa village (388 households) in ward 1 by June 2020	Manage planning & design, monitor construction up to completion	Approved Designs	Design repor	Excavations and pole planting complete	Signed monthly progress reports with photos, programme and cashflows	Stringing & Installation of metres	Signed monthly progress reports with photos, programme and cashflows	Construction to be complete	Signed monthly progress reports with photos, programme, cashflows and final inpection request form.	Reports on INEP expenditure and households electrified	9 059 800,00	INEP	2,44
									Installation of Electrification Infrastructure at Gwansu village (25 households) in ward 5 by June 2020	Manage planning & design, monitor construction up to completion	Approved Designs	Design repor	Excavations and pole planting complete	Signed monthly progress reports with photos, programme and cashflows	Stringing & Installation of metres	Signed monthly progress reports with photos, programme and cashflows	Construction to be complete	Signed monthly progress reports with photos, programme, cashflows and final inpection request form.	Reports on INEP expenditure and households electrified	583 750,00	INEP	2,44
									Installation of Electrification Infrastructure for 84 households extentions & infills in all wards by June 2020	Manage planning & design, monitor construction up to completion	Collect data	Design repor	Excavations and pole planting complete	Signed monthly progress reports with photos, programme and cashflows	Stringing & Installation of metres	Signed monthly progress reports with photos, programme and cashflows	Construction to be complete	Signed monthly progress reports with photos, programme, cashflows and final inpection request form.	Reports on INEP expenditure and households electrified	1 971 700,00	INEP	2,44
									Construction of 14.7km of Cola to Ntlangano link line in ward 1 by June 2020	Manage planning & design, monitor construction up to completion	Completed route selection and surveying	Signed monthly progress reports with photos, programme	Completed excavations and pole planting	Signed monthly progress reports with photos, programme and cashflows	Completed stringing and tensioning for the 14.7km link line	Signed monthly progress reports with photos, programme and cashflows	No target	N/A	Progress reports	4 024 500,00	INEP	2,44
Installation of LED solar powered streetlights	Promote safety through planning and installation of 100 LED street Lights		Installation of LED solar powered streedlights in the urban Area	Three year capital plan,Business plan.	100 LED solar powered streetlight to be installed	safer environment and reduced crime rate in the urban area	1.2.2	20 LED solar powered street lights installed	Installation of 20 Solar Powered LED Streelights in ward 08 & 13 (Urban Area) by June 2020	Facilitate procurement of service provider, manage Planning & design, monitor construction up to completion	Approved Designs & Facilicate procurement of service provider	Design report & Draft Advert	5 Streelights Install	Signed monthly progress reports with photos, programme and cashflows	10 Streelights Installed	Signed monthly progress reports with photos, programme and cashflows	5 Streelights Insta	Signed monthly progress reports with photos, programme and cashflows	close out report and completion certificates	3 000 000,00	MIG	2,44

W 9 pm N.A.P. 20

Community Facilities	To ensure community access to social infrastructure including construction of 5 sports field,10 new community halls,Upgrade 12 community halls and construct 7 pre-schools to improve community livelyhoods	BSO 03	To construct and upgrade community facilities as per 3-year capital plan	Three year capital plan, Business plan, building maintenance plan and applications to sector departments for District Appraisal Commetee Approval	No of community facilities constructed	community access to social infrastructure	1.3.1	3 sport fields, 25 Community halls and 4 pre-schools constructed. 6 Community Halls upgraded.	Final Release of Retention for Caba Community Hall in ward 10 by June 2020	Conduct inspections Issue list of defects Release retention when defects are rectified	Release retention	Final Completion certificate & Close-out report	No target	N/A	No Target	N/A	No Target	N/A	Completion certificate and close out reports	163 319 ,45	MIG	2,44
									Final release of retention of Mazeni Community Hall in ward 15 by June 2020	Conduct inspections Issue list of defects Release retention when defects are rectified	Release retention	Final Completion certificate & Close-out report	No target	NA	No Target	N/A	No target	NA	Completion certificate and close out reports	105 642.20	MIG	2,44
									Final release of Ntabankulu Sportfield phase two in ward 8 & 9 by June 2020	Conduct inspections Issue list of defects Release retention when defects are rectified	Inspection of the facility for defects	Inspection report	Release retention	Final Completion certificate & Close-out report	No Target	N/A	No target	NA	Completion certificate and close out reports	479 916.53	MIG	2,44
									Completion of Ntabankulu Multi-purpose Community Centre in ward 08 and 13 by June 2019	monitor construction up to completion	Complete paving	Signed monthly progress reports with photos, programme and cashflows	Construction Completed	Completion certificate	No Target	N/A	Release Retention	Final Completion certificate & Close-out report	Completion certificate and close out reports	5 038 825,57	MIG	2,44
									Completion of Madwaba Pre-school in ward 08 by June 2020	Facilitate procurement of service provider, monitor construction up to completion	Facilicate procurement of service provider & Site Handover	Draft Advert, Site Handover Attendance register	Construction Completed	Completion certificate	No Target	N/A	Release Retention	Final Completion certificate & Close-out report	Completion certificate and close out reports	1 719 078,00	MIG	2,44
									Completion of Mpoza Pre-school in ward 04 by June 2020	monitor construction up to completion	Construction Completed	Completion certificate	No target	n/a	Release retention	Final Completion certificate & Close-out report	No target	N/a	Completion certificate and close out reports	150 000,00	ES	2,44
									Completion of Cacadu Sport field in ward 11 by June 2020	Facilitate procurement of service provider, monitor construction up to completion	Facilicate procurement of service provider & Site Handover	Draft Advert, Site Handover Attendance register	landscaping, erosion protection and laying of topsoil completed	Signed monthly progress reports with photos, programme and cashflows	Construction completed	Signed monthly progress reports with photos, programme and cashflows Completion certificate	Grass maintenance	Maintenance report	Completion certificate Close Out Report	2 810 875.00	MIG	2,44
									Completion of Bulelani Pre-school in ward 08 by June 2020	Facilitate procurement of service provider, monitor construction up to completion	Facilicate procurement of service provider	Draft Advert	Construction Completed	Completion certificate	No Target	N/A	Release Retention	Final Completion certificate & Close-out report	Completion certificate and close out reports	1 000 000,00	ES	2,44
Expenditure Management	Implementation of effective , efficient processes and systems of managing municipal finances BY June 2022	FV05	To ensure improved project management	Three year capital plan, electrification plan and MIG Business plan.	Percentage of Capital Budget spent	Improved delivery of basic services	4.5.1	MIG and INEP Approved Budget	100% INEP expenditure by June 2020	Prepare and submit Expenditure report to Department of Energy and National treasury	25% expenditure reported to DOE and NT	Expenditure reports and proof of submission	50% expenditure reported to DOE and NT	Expenditure reports and proof of submission	75% expenditure reported to DOE and NT	Expenditure reports and proof of submission	100% expenditure reported to DOE and NT	Expenditure reports and proof of submission	Reports on total expenditure	30 000 000,00	INEP	2,50
									100% expenditure on MIG by June 2020	Prepare and submit Expenditure report to COGTA and National treasury	25% expenditure reported to COGTA and NT	Expenditure reports and proof of submission	50% expenditure reported to COGTA and NT	Expenditure reports and proof of submission	75% expenditure reported to COGTA and NT	Expenditure reports and proof of submission	100% expenditure reported to COGTA and NT	Expenditure reports and proof of submission	Reports on total expenditure	27 164 000,00	MIG	2,50

Public Participation	To promote Effective participation of stakeholders in the affairs of governance by June 2022	GG01	Ensure involvement of community members during planning, implementation and impact made by the of capital projects	Three year capital plan, electrification plan and MIG Business plan.	No of community meetings facilitated for capital projects	Improved community involvement and project ownership	5.1.2	Baseline Survey for the new projects Non-financial reporting at CoGTA	10 community meetings facilitated to maximise community participation on implemented MIG & INEP capital projects and projects planned for the forthcoming financial year, Key activities would be as follows: community engagements meetings, baseline survey, facilitate recruitment of labour, training of beneficiaries and Project Steering Committee members & reporting of non-financial impact to CoGTA during project implementation by June 2019	community engagements meetings, facilitate recruitment of labour, training of beneficiaries and Project Steering Committee members & reporting of non-financial impact to CoGTA during project implementation by June 2020	community meetings facilitated., Preparation and submission of Non-financial reports to Cogta & Trainings of PSC	Non-Financial reports and Proof of submission; attendance registers and minutes of meetings	community meetings facilitated., Preparation and submission of Non-financial reports to Cogta & Trainings of PSC	Non-Financial reports and Proof of submission; attendance registers and minutes of meetings	community meetings facilitated., Preparation and submission of Non-financial reports to Cogta & Trainings of PSC	Non-Financial reports and Proof of submission; attendance registers and minutes of meetings	Quarterly reports	-		2,40
Maintenance of municipal street lights	To ensure public safety through maintenance of 70% of assessed public lights as per maintanence plan by June 2022	BSD 05	promotion of safety through continuous maintenance of public lights	Identified scope of works and schedule of implementation	35 public lights to be mantained in the urban area	safer environment and reduced crime rate in the urban area	1.5.1	There are 214 street lights and 5 high must in ubarn area with only 74 working streetlights	To maintain 35 street lights in Ntabankulu town by June 2020.	Facilitate procurement of service provider, monitor maintenance up to completion	Facilitate procurement of service provider	Memo, specification, scope of works	Complete maintenance of 10 streetlights	Monthly maintenance progress report	Complete maintenance of 10 streetlights	Monthly maintenance progress report	Complete maintenance of 15 streetlights	Monthly maintenance progress report	Maintenance reports	300000	ES	2,44
								There are 5 highmast lights which are not in a working order	Maintenance of the 5 highmast light within Ward 08 and Ward 13 by June 2020	Facilitate procurement of service provider, monitor maintenance up to completion	Facilitate procurement of a service provide and handover the site to the contractor	Memo, specification, scope of works	Complete maintenance of 5 highmast lights	Monthly maintenance progress report	No target	N/A	No Target	N/A	Maintenance Report	700000	ES	2,44
Community halls and pre-schools maintanance	maintenance of 9 assessed public infrastructure as per maintenance plan by June 2022	BSD 06	To develop and implement a maintenance plan for community halls and pre-schools	Developed scope of works	3 public infrastructure maintained	Improved quality and aesthetic look of public infrastructure	1.6.1	There are 25 community halls and 4 pre-schools constructed	Maintenance of 2 community halls(Cola Community hall ward 5 and Zola Community Hall ward 17 and 1 pre-school at Habbu village by June 2020	Facilitate procurement of service provider, monitor maintenance up to completion	Facilitate procurement of service provider	Memo, specification, scope of works	Maintenance of 1community hall completed	Progress report	Maintenance of 1 community hall completed	Progress report	Maintenance of 1 pre-school completed	Progress report	Maintenance reports	R300 000	ES	2,44
	Provision of external works to municipal sites including fencing of 718m of palisade at pound and construction of security shelter at cemetry by June 2022.		To construct palisade fencing at pound and provide security shelter at cementry	Developed scope of works	518m of palisade fencing constructed	secured municipal sites	1.6.2	1131m of concrete palisade fencing completed.	518 m of concrete palisade fencing constructed at Municipal Pound by June 2020	Monitor fencing up to completion	Fencing of municipal pound completed	Progress repo	No target	N/A	No target	N/A	No target	N/A	Progress reports	R500 000	ES	2,44
Building Control & Maintenance	To enforce and improve the quality and aesthetic look of 3 buildings in the municipal area by June 2022	BSD 07	To develop and implement maintenance schedules for municipal buildings	Develop scope of works and schedule of implementation	3 municipal buildings maintained.	Improved quality and aesthetic look of 3 municipal buildings	1.7.1	12 existing municipal buildings (Transido, Manyano, Soc. Dev, ERF 85, Cultural Village, MPCC, Arts & Craft Centre, ERF 54 & ERF 52, State House), municipal pound, taxi rank.	Erf 85, Registry, library and State house maintained by June 2020	Facilitate procurement of service provider, monitor maintenance up to completion	Erf 85 maintained	Signed Maintenance report with photos	State house maintained	Signed Maintenance report with photos	Registry and library maintained	Signed Maintenance report with photos	Sites visited, Developed scope of works and appointment of service providers facilitated	Scoping report Draft advert	Progress reports	R610 000	ES	2,44
Development Planning	To solicit additional funding for infrastructure development by June 2022	BSD 08	Development of a business plan for the projects identified as key in the Ntabankulu Local	IDP, 3 year capital plan and electrification plan	One Business plan developed	Reduced infrastructure backlog	1.8.1	Key identified projects that require funding	Develop one business plan to solicit additional funding for infrastructure development by June 2020.	Collect data for infrastructure projects that need funding	Develop business plan	Draft business plan	Engage funders to solicit funding for Infrastructure projects	Minutes of the meeting, attendance register and the agenda of the meeting.	No target	n/a	No Target	N/A	Quarterly reports	N/A	N/A	2,00

N.A.P.

Good Governance	Audit	To provide clean and accountable governance structures by June 2022	GG06	Conduct periodic audits as per the internal audit plan on matters relating to governance processes, risk management and internal controls.	Approved Risk based Internal Audit Plan, Internal Audit Charter	Number of Internal Audit Reports produced	Reasonable assurance provided on matters relating to governance processes, risk management and internal controls	5.6.1	2017/2018 Audit action plan	90% reduced AG findings by June 2020	1. Develop Directorate audit action plan 2. Implementation of the plan with activities . 3. Compile audit action plan report.	20% reduced AG findings	Progress report on implementation of Audit Action Plan and audit action plan	40% reduced AG findings	Progress report on implementation of Audit Action Plan and audit action plan	60% reduced AG findings	Progress report on implementation of Audit Action Plan and audit action plan	90% reduced AG findings	Progress report on implementation of Audit Action Plan and audit action plan	Monthly and Quarterly Reports	R0	E/S	2,40
Good Governance	Risk	To provide quality service delivery through mitigation and reduction of strategic risks by June 2022.	GG07	Coordinate development and review of strategic and operational risk registers	Risk management policy, strategic risk register and operational risk registers	Number of reduced risks	Improved service delivery	5.7.1	Strategic risk register 2017/2018 and operational risk registers 2017/2018	80% mitigated risks by June 2020	1. Develop Directorate risk register 2. Implementation of the risk plan with activities to mitigate risks. 3. Compile risk report.	20% mitigated risks	Risk register report and Risk Register	40% mitigated risks	Risk register report and Risk Register	60% mitigated risks	Risk register report and Risk Register	80% mitigated risks	Risk register report and Risk Register	Monthly and Quarterly Reports	R0	E/S	2,40
Good Governance	PMS	To improve municipal performance towards achieving service delivery objectives by June 2022	GG05	Timely signing of performance contracts and agreements by directors, managers and officers	PMS policy, IDP/PMS Process Plan, PMS Procedure Manual	Number of signed performance agreements for directors, Managers and Officers	Improved institutional and individual performance	5.5.2	Signed Performance Agreements for Director, Managers and Officers for 2017/2018	Implemented PMS policy to Managers and Officers within the directorate by June 2020	1. Signing of perfomance by directorate officials 2. Organise logistics for assessments 3. Develop plan for assessments. 4. Compile assessment report.	Performance agreements signed and fourth quarter evaluations conducted	Signed performance score cards, evaluation report and attendance registers	first quarter evaluations conducted	evaluation report and attendance registers	Mid-term evaluations conducted	evaluation report and attendance registers	Third quarter evaluations conducted	evaluation report and attendance registers	Monthly and Quarterly Reports	R0	E/S	2,40
Good Governance	Compliance with Legislature	To adhere to the legislative prescripts that guide municipal planning and performance by June 2022	GG08	Develop, review and coordinate implementation of policies, sector plans and by-laws	Policies, by laws and sector plan	Number of approved policies, sector plans and by-laws	Clean and accountable governance	5.8.1	Existing contracts signed with Service Providers	Monitored performance of service providers as per the appointments by June 2020	1.Develop list of appointed service providers for directorate 2. Conduct monitoring and evluattion 3. Compile perfomance report	Monitored performance of service providers	Monthly and quarterly reports on performance of service providers	Monitored performance of service providers	Monthly and quarterly reports on performance of service providers	Monitored performance of service providers	Monthly and quarterly reports on performance of service providers	Monitored performance of service providers	Monthly and quarterly reports on performance of service providers	Monthly and Quarterly Reports	R0	E/S	2,40
Good Governance	Policies	To ensure compliance with Municipal legislative prescripts, policies, by-laws and sector plans by June 2022.	GG08	Develop, review and implement policies, sector plans and by-laws.	Policies and sector plans	Number of approved policies and sector plans	Approved policies and sector plans	5.8.1	4 policies and 3 bylaws in place	4 polices reviewed by June 2020	Identify policy gaps and review policies	No Target	N/A	No target	N/A	Gap analysis conducted	Draft Policies	Final policies to Council.	Adopted Policies and a Council resolution extract	Quarterly reports	Nil	Equitable share	2,00

PCM N.P.P 20

CORE COMPETENCY REQUIREMENTS

DIRECTORATE: Technical Services FINANCIAL YEAR: 2019/2020

Employee Name	Pine Luvo Mpendulo	Authorised Supervisor: Name	Luleka Nontongo
Employee Job Title	Director Technical Services	Supervisor Job Title	mm
Employee Number	5322	Supervisor's Employee Number	5333
Employee Signature		Supervisor's Signature	
Date	19/07/2019	Date	19/07/2019

PETENCIES WITH 20 DRIVING COMPETENCIES THAT COMMUNICATE WHAT IS EXPECTED FOR EFFECTIVE PERFORMANCE IN LOCAL G		
LEADING COMPETENCIES	**DRIVING COMPETENCIES**	**WEIGHT 100%**
Strategic Direction and Leadership	Impact and influence	
	Institutional performance Management	
	Strategic Planning and Management	
	Organisational Awareness	
People Management	Human Capital Planning and Development	10%
	Diversity Management	
	Employee Relations Management	
	Negotiation and Dispute Management	10%
Program and Project Management	Program and Project Planning and Implementation	
	Service Delivery Management	
	Program and Project Monitoring and Evaluation	30%
Financial Management	Budget Planning and Execution	
	Financial Strategy and Delivery	
	Financial Reporting and Monitoring	10%
Change Leadership	Change Vision and Strategy	
	Process Design and Improvement	
	Change Impact Monitoring and Evaluation	10%
Governance Leadership	Policy Formulation	
	Risk and Compliance Management	
	Cooperative Governance	10%
CORE COMPETENCIES (Drivers to ensure execution of Leading competencies are at optimal level)		
	Moral Competence	3%
	Planning and Organising	5%
	Analysis and Innovation	3%
	Knowledge and Information Management	3%
	Communication	3%
	Results and Quality Focus	3%

PLM 2.D NAP

PERSONAL DEVELOPMENT PLAN:

NAME & SURNAME: PIWE LUVO MPENDULO

This plan must be completed and reviewed during the planning phase of Employee Performance Management Cycle (July). The purpose is to provide opportunity for the Employee and the immediate supervisor to identify incumbent's strength, skills and competency gap. To complete this plan you need to know and understand your Department objectives, your customer's (internal and external), requirements and your key performance Indicators. The information provided should be considered in relation to the critical nature of the current position and your future career goals.

PLM N.A.P CD

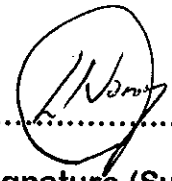
KPA CONFIRMATION	COMPETENCY IDENTIFICATION	DEVELOPMENT ACTION PLAN		TIME FRAMES	
Key Performance areas/outputs	**Competencies/Skills required to achieve KPA`s performance outputs**	**Proposed Solutions (short term)**	**Proposed Solutions (Long term)**	**Start**	**End**
Institutional Development & Organizational Transformation	Masters in Public Administration	Leadership Development Course	1 year	July 2018	June 2019

.....

Signature (incumbent)

19 July 2019

Date



.....

Signature (Supervisor)

19 July 2019.

Date