

Annexure A

Performance Plan

Mopani District Municipality



The **main parts** to this Performance Plan are:

1. Performance Plan Overview
2. Strategy Map
3. A statement about the *Purpose* of the Position;
4. A performance scorecard per Key Performance Area (KPI's), IDP Objectives, Objective Weightings, Performance Indicators (KPIs), KPI Weightings, Targets (quarterly), evidence required
5. A performance scorecard per Key Performance Area (Projects), IDP Objectives, Objective Weightings, Projects / Initiatives, Quarterly Deliverables, Evidence required
6. Competencies
7. Approval of Personal Performance Plan
8. Summary Scorecard
9. Rating Scales
10. Assessment Process

Name: Mr NL Ramathoka

Position: Director Technical Services

Accountable to: Municipal Manager

Plan Period: 01.07.2009 – 30.06.2010



Annexure A

PERFORMANCE PLAN

1. Purpose

The performance plan defines the Council's expectations of the Municipal Manager's performance agreement to which this document is attached and Section 57 (5) of the Municipal Systems Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the Municipality's Integrated Development Plan (IDP) and as reviewed annually.

2. Objects of Local Government

The following objects of local government will inform the Municipal Manager's performance against set performance indicators:

- 2.1 Provide democratic and accountable government for local communities.
- 2.2 Ensure the provision of services to communities in a sustainable manner.
- 2.3 Promote social and economic development.
- 2.4 Promote a safe and healthy environment.
- 2.5 Encourage the involvement of communities and community organisations in the matters of local government.

3. Key Performance Areas

The following Key Performance Areas (KPA's) as outlined in the Local Government: Municipal Planning and Performance Management

Regulations (2001) inform the strategic objectives listed in the table below:

- 3.1 Municipal Transformation and Organisational Development
- 3.2 Infrastructure Development and Service Delivery
- 3.3 Local Economic Development (LED)
- 3.4 Municipal Financial Viability and Management
- 3.5 Good Governance and Public Participation

4. BSC Perspectives

The BSC Methodology was used for the development of the Performance

Management System and will read as follows:

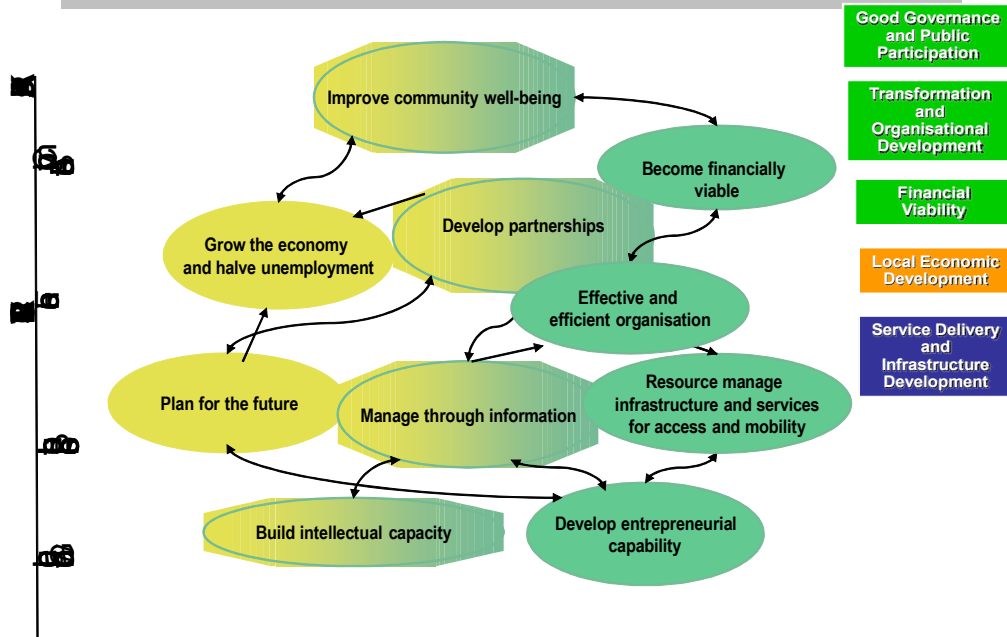
- 4.1 Community
- 4.2 Financial
- 4.3 Institutional Processes
- 4.4 Learning and Growth

5. Strategic Objectives

**The Key Performance Indicators are devised according to the IDP
Institutional Objectives to be achieved as depicted on the next page**

MOPANI DISTRICT STRATEGY MAP

To be the food basket of Southern Africa and the Tourism destination of choice



STRATEGIC VISION
“To be the Food Basket of Southern Africa and the Tourism Destination of choice”
STRATEGIC MISSION
- To provide integrated sustainable equitable services through democratic responsible and accountable governance
- Promoting the sustainable use of resources for economic growth to benefit the community
JOB PURPOSE
Position Goal
Provide leadership and understanding for diverse cultural groupings in order to achieve synergy for the highest standards of services to be delivered and to implement best practice developmental systems which is shared and owned by the community for sustainable economic growth
Position Purpose
The Director Technical Services is required to lead and direct the Mopani District in order that the service delivery requirements in his Department for water and sanitation, roads and storm water and the Integrated Development Plan are met
The Technical Director is accountable and responsible for amongst others:
➤ The Provision of Basic Water and Hygienic Sanitation systems
➤ The construction of District roads for safe accessible roads
➤ Cost effective project management of infrastructure development
➤ The implementing the municipality Integrated Development Plan (IDP) and respond to the needs of local communities



KPA 2. Basic Service Delivery - KPI's

IDP Objective	Obj. Weighting	Programme	Institutional KPI	KPI Weighting	2009/10 Quarterly Targets				Evidence Required
					1st Q	2nd Q	3rd Q	4th Q	
Resource manage infrastructure and services for access and mobility	100%	Water and Sanitation Services	Total number of households served (with basic water)	35%	203,968	203,968	208,100	212,232	Monthly reports
			Total number of households served with basic sanitation	35%	153,868	157,022	159,297	161,572	Monthly reports
		Energy	% functionality of District Energy Forum	5%	100% (quarterly meetings and quarterly reports)	100% (quarterly meetings and quarterly reports)	100% (quarterly meetings and quarterly reports)	100% (quarterly meetings and quarterly reports)	Agendas and minutes
		Project Management	% infrastructure projects that are EPWP	5%	60%	60%	60%	60%	Monthly reports
			% Roads projects finalised within time, budget and quality	20%				100%	Monthly and financial reports

KPA 2. Basic Service Delivery - Projects

IDP Objective	Obj. Weighting	Programme	Project / Initiative	Proj. Weighting	Budget 2009/10	Target date	2009/10 Quarterly Outputs				Evidence Required
							1st Q	2nd Q	3rd Q	4th Q	
Resource manage infrastructure and services for access and mobility	90%	Energy	District Energy Forum	1%		30-Jun	Energy coordination and interventions	Energy coordination and interventions	Energy coordination and interventions	Energy coordination and interventions	Agendas and minutes
			Electrification of Mageva	1%	2,000,000	31-Mar	Planning and design completed by end July. Oversee the electrification of the village	Oversee the electrification of the village and report monthly	Electrification completed by end Feb		Monthly progress reports
			Electrification of Metz Extension	1%	1,000,000	31-Mar	Planning and design completed by end Sept	Oversee the electrification of the village and report monthly	Electrification completed by end Feb		Monthly progress reports
		Maintenance and Upgrading of municipal assets	Operation and maintenance meetings	1%		30-Jun	Weekly reports, Monthly reports, development of O&M weekly and monthly plans and quarterly report.	Weekly reports, Monthly reports, development of O&M weekly and monthly plans and quarterly report.	Weekly reports, Monthly reports, development of O&M weekly and monthly plans and quarterly report.	Weekly reports, Monthly reports, development of O&M weekly and monthly plans and quarterly report.	Reports
			Water infrastructure maintenance	1%	150,108	30-Jun	Development of maintenance plans and programmes	Implementations of plans and training	Progress monitoring.	Progress monitoring, Interventions on challenges experienced on site.	Monthly progress reports
			Upgrading of Senwamokgope Sewage plant	1%	1,000,000	30-Oct	Consultant appointed. Planning and Design commenced	Planning and Design finalised			Monthly progress reports
			Upgrading of Phalaborwa Sewage plant	1%	1,000,000	31-Mar	Consultant appointed. Planning and Design commenced	Planning and Design finalised	Technical Report approved by DWAF		Monthly progress reports

KPA 2. Basic Service Delivery - Projects

IDP Objective	Obj. Weighting	Programme	Project / Initiative	Proj. Weighting	Budget 2009/10	Target date	2009/10 Quarterly Outputs				Evidence Required
							1st Q	2nd Q	3rd Q	4th Q	
Resource manage infrastructure and services for access and mobility		Maintenance and Upgrading of municipal assets	Upgrading of Nkowankowa Sewage plant	1%	1,000,000	31-Mar	Consultant appointed. Planning and Design commenced	Planning and Design finalised	Technical Report approved by DWAF		Monthly progress reports
			Upgrading of Tzaneen Sewage plant	1%	1,000,000	31-Mar	Consultant appointed. Planning and Design commenced	Planning and Design finalised	Technical Report approved by DWAF		Monthly progress reports
			Roads Maintenance	1%		30-Jun	Development of maintenance plans and programs	Implementations of plans and training	Progress monitoring.	Progress monitoring, Interventions on challenges experienced on site.	Monthly progress reports
		Thusong Centres	Nwamitwa MPCC (Thusong Centre)	2%	4,000,000	28-Feb	Earthworks completed by end Sept	Stormwater management	Installation of water supply services - Setting out of works - Excavation for foundations - Concrete works for trenches - Brickwork for foundation - Backfilling and compaction - Casting of concrete for foundation		Monthly progress reports

KPA 2. Basic Service Delivery - Projects

IDP Objective	Obj. Weighting	Programme	Project / Initiative	Proj. Weighting	Budget 2009/10	Target date	2009/10 Quarterly Outputs				Evidence Required
							1st Q	2nd Q	3rd Q	4th Q	
		Municipal Assets	Extension of Mopani office building	2%	46,960,418	30-Jun	Site establishment - Groundfloor foundation - Groundfloor Columns - 1st floor support - Deck and steel work - 1st floor slab - 1st floor columns - Ring beam - Roof structure - Brickwork for ground floor - Electrical and plumbing works - Groundfloor walls plastering - Ceiling for ground floor - 1st coat paint - Screeds	Screeds - Wall and floor finishing for 1st floor - Installation of doors - Sanitary works - Final paint ground floor walls Decking and steelworks - Columns - Steelworks and ring beams for 2nd floor - Brickwork - Roof structure - Plastering	Roof structure area D - Brickwork area D - Electrical and plumbing work - plastering - 1st coat paint - ceiling - wall and floor finishing - Doors and iron mongery - sanitary	Final paint and snag	Monthly progress reports

KPA 2. Basic Service Delivery - Projects

IDP Objective	Obj. Weighting	Programme	Project / Initiative	Proj. Weighting	Budget 2009/10	Target date	2009/10 Quarterly Outputs				Evidence Required
							1st Q	2nd Q	3rd Q	4th Q	
Resource manage infrastructure and services for access and mobility		Municipal Assets	Infrastructure Enhancement meetings	2%		30-Jun	Progress monitoring, Interventions on challenges experienced on site and monthly reports.	Progress monitoring, Interventions on challenges experienced on site and monthly reports.	Progress monitoring, Interventions on challenges experienced on site and monthly reports.	Progress monitoring, Interventions on challenges experienced on site and monthly reports.	Monthly progress reports
		Project Management	Review of Municipal Infrastructure Investment Framework Strategy	2%		31-Dec	Review of Municipal Infrastructure Investment Framework Strategy	Submission, Adoption and Approval by Council			Framework document, Council adoption minutes
			MIG Implementation strategy	1%		30-Jun	Implementation strategy to improve expenditure on MIG developed by end Sept. Report monthly on progress with expenditure on MIG	Report monthly on progress with expenditure on MIG	Report monthly on progress with expenditure on MIG	Report monthly on progress with expenditure on MIG	Monthly progress reports
			MIG District Coordination Meetings	1%		30-Jun	Monthly reports, MIG expenditure and commitments improvement and interventions.	Monthly reports, MIG expenditure and commitments improvement and interventions.	Monthly reports, MIG expenditure and commitments improvement and interventions.	Monthly reports, MIG expenditure and commitments improvement and interventions.	Agendas and minutes
			Projects Handover	1%		30-Jun		Project handover to community and confirmation of customer satisfaction		Project handover to community and confirmation of customer satisfaction	Monthly progress reports

KPA 2. Basic Service Delivery - Projects

IDP Objective	Obj. Weighting	Programme	Project / Initiative	Proj. Weighting	Budget 2009/10	Target date	2009/10 Quarterly Outputs				Evidence Required
							1st Q	2nd Q	3rd Q	4th Q	
Resource manage infrastructure and services for access and mobility		Recreation Facilities	Kgapane stadium	2%	2,000,000	31-Jan	Provision of floodlights for tennis courts.	Surfacing of netball court. Provision of river sand for volley ball court	Reap and scurrify existing vegetation and perpare for new grass. Irrigation for soccer fields, drainage system constructed. Repairs to sewage drainage system. Provision of security fence around sport complex		Monthly progress reports
			Lenyenye stadium	2%	2,000,000	30-Sep	Planning and design completed				Monthly progress reports
			Leretjeng Sport Centre	1%	1,200,000	31-Dec	Earthworks completed by end Sept	Palasade fencing constructed			Monthly progress reports
		Roads and transport	Kwgeetsi-Tours access road	2%	3,000,000	31-Mar	Site Handover, - Site Establishment - Site Clearance - Excavation for 900m - Layer works for 900m	Build 3 culverts - Buid 300m of V-drains -Conventional double seal for 900m	Project Handover		Monthly progress reports
			Mabulane to Lenokwe bridge	2%	3,000,000	30-Jun			Tender advertisement	Site Handover, Site Establishment, Site Clearance, Preparation of By-Pass	Monthly progress reports
			D1329 road (near Robothatha) Bridge	2%	3,000,000	30-Jun	Completion of design for the bridge.		Tender advertisement	Site Handover, Site Establishment, Site Clearance, Preparation of By-Pass	Monthly progress reports

KPA 2. Basic Service Delivery - Projects

IDP Objective	Obj. Weighting	Programme	Project / Initiative	Proj. Weighting	Budget 2009/10	Target date	2009/10 Quarterly Outputs				Evidence Required
							1st Q	2nd Q	3rd Q	4th Q	
Resource manage infrastructure and services for access and mobility		Roads and transport	Thabina to Maake road	2%	2,500,000	30-Jun			Tender advertisement	Site Handover - Site Establishment - Site clearance - Overhaul	Monthly progress reports
			D1331 Mothobeki Moshakga road	2%	2,500,000	30-Jun			Tender advertisement	- Accomodation of traffic - Overhaul - Clearing and grubbing - Drains - Borrow Material - Mass earthworks	Monthly progress reports
			Xikukwane to Xivullani road	2%	2,500,000	30-Jun			Tender advertisement	Site handover - Site establishment	Monthly progress reports
			Upgrading of Maseke to Mashishimale Phase IV	2%	3,000,000	31-Dec	Finishing and clearing	Project handover to community and confirmation of customer satisfaction			Monthly progress reports
			Makhusane to Namakgale road	2%	2,700,000	31-Mar	Site clearance - Mass earthworks	Preparation of layers. - Priming and sealing - Road markings and road signs	Project handover to community and confirmation of customer satisfaction		Monthly progress reports
			Dzumeri Kheyi road	2%	3,000,000	30-Jun				Tender advertisement	Monthly progress reports
			Makhushane Maune road	2%	3,000,000	30-Jun	Advertisement for consultants - Consultant appointment - Scoping Report	Completion of detail designs - Tender Advertisement	Site handover - Clearing and Grubbing - Mass earthworks - Preparation of layers	Priming and sealing - Road markings and road signs - Project completion	Monthly progress reports

KPA 2. Basic Service Delivery - Projects

IDP Objective	Obj. Weighting	Programme	Project / Initiative	Proj. Weighting	Budget 2009/10	Target date	2009/10 Quarterly Outputs				Evidence Required
							1st Q	2nd Q	3rd Q	4th Q	
Resource manage infrastructure and services for access and mobility		Roads and transport	Modjadji to Mavele road upgrade	2%	2,500,000	18-Dec	Construction of V-Drains - Construction of culverts - Final sealing layer	Project handover to community and confirmation of customer satisfaction			Monthly progress reports
			Lephephane Khujwane road	2%	3,000,000	31-Mar	Bulk earthworks - Completion of layer works	Priming and sealing - Stormwater management system - Road signs and markings	Project handover to community and confirmation of customer satisfaction		Monthly progress reports
			Matsotsosela bridge	2%	1,600,000	18-Dec	Placement of beams. Completion of the bridge deck, installation of guard rails, backfilling on bridge wings, stone pitching cleaning and snag list	Project handover to community and confirmation of customer satisfaction			Monthly progress reports
			Metz Bismark road	2%	5,200,000	30-Jun	Site Handover, Site Establishment, Site Clearance, Preparation of By-Pass	Stormwater management systems - Bulk earthworks - Base and sub-base Preparations	Priming and sealing - Road marking - Installation of road signs	Project handover to community and confirmation of customer satisfaction	Monthly progress reports
			Sekgopo road (Paving Storm water)	2%	2,000,000	30-Jun	Advertisement for consultant appointment - Appointment of consultant - Scoping and preliminary designs	. Detail designs	. Tender advertisement	Site handover - Site establishment - Site clearance and grubbing - Begin with bulk earthworks	Monthly progress reports
			District Transport Forum	2%		30-Jun	Transport coordination and interventions	Transport coordination and interventions	Transport coordination and interventions	Transport coordination and interventions	Monthly progress reports

KPA 2. Basic Service Delivery - Projects

IDP Objective	Obj. Weighting	Programme	Project / Initiative	Proj. Weighting	Budget 2009/10	Target date	2009/10 Quarterly Outputs				Evidence Required
							1st Q	2nd Q	3rd Q	4th Q	
Resource manage infrastructure and services for access and mobility		Water and Sanitation Services	Develop Sanitation and Water Demand Management Plan (WDM) in collaboration with DWAF and local municipalities to ensure that Sanitation and water demands are met	1%		30-Jun			Develop Sanitation and Water Demand Management Plan (WDM) in collaboration with DWAF and local municipalities to ensure that Sanitation and water demands are met	Water Demand Management Plan (WDM)	Water Demand Management Plan (WDM)
			Mopani rural household Sanitation	2%	45,000,000	30-Jun	EIA - Delivery of materials - Appointment of SMMEs	Pit digging, lining, slab casting and building of top structures	Pit digging, lining, slab casting and building of top structures and handover	Project handover to community and confirmation of customer satisfaction	Monthly progress reports
			Ritavi RWS (Upgrading and exit to existing plant, weir and addition pump station)	2%	5,000,000	30-Jun	Tender advertisement - Site handover - Site establishment	Setting out -Excavation -Earthworks -Earthworks (Pipe Trenches)	Gabions - Concrete works (structural) - Structural steel work	Medium Pressure Pipelines - Start with auxiliary and mechanical works	Monthly progress reports
			Giyani system N (Mapuve and bulk main supply main to Siyandhani)	2%	3,000,000	30-Jun	Site handover, Site establishment, Site clearance	Construction of reservoir	Construction of pump station		Monthly progress reports

KPA 2. Basic Service Delivery - Projects

IDP Objective	Obj. Weighting	Programme	Project / Initiative	Proj. Weighting	Budget 2009/10	Target date	2009/10 Quarterly Outputs				Evidence Required
							1st Q	2nd Q	3rd Q	4th Q	
Resource manage infrastructure and services for access and mobility		Water and Sanitation Services	Sekgosese groundwater development scheme	2%	5,500,000	30-Jun	Site handover - Site establishment - Refurbishment of 2 boreholes at Lemondokop - Repair 1 reservoir at Lemondokop - Refurbish 2 boreholes at Vaalwater - Refurbish 1 borehole at Itieleng	Refurbish 1 borehole at Phooko - Refurbish 1 borehole and repair 1 reservoir at Tshabelang - Refurbish 4 boreholes at Raphahlelo - Refurbish 2 boreholes and repair 1 reservoir at Senwamokgopo	Refurbish 2 boreholes and repair one reservoir at Sephukubje - Refurbish two boreholes and repair one reservoir at Reorfontein - refurbish one borehole at Thakgalane	Steel fixing for roof slab, casting of concrete for the roof, pipe work, installation of ladders and construction valve chambers and pipe work from the rising main.	Monthly progress reports
			Nkambako RWS additional pump station	1%	850,000	31-Mar	Feasibility study, EIA and Preparation of Technical Report	Approval of the technical report by DWAF and Preliminary designs	Registration of Project with MIG, and finalization of designs		Monthly progress reports
			Namakgale sewage works rehabilitation	2%	8,794,000	30-Jun	Tender advertisement - Site handover - Site establishment	Repair of the 200mm dia pipe line - Joints and fittings - Sump construction	Return pump station - Return pipeline	Begin with new conventional treatment segments	Monthly progress reports
			Boyelang Water supply & Reticulation	2%	6,200,000	30-Jun	Site handover - Site establishment - Site clearance - Excavation	Construction of 6 km reticulation lines. - Construction of 4km rising main	Construction of 1 booster pump - Provision of 205 yard connections Provisions of 205 water meters	Erection of 400 kl storage tank - Testing and commissioning of water lines	Monthly progress reports
			Thabina water reticulation	1%	700,000	30-Jun	Feasibility study, EIA and Preparation of Technical Report	Approval of the technical report by DWAF and Preliminary designs	Registration of Project with MIG, and finalization of designs	Tender Advert, Evaluation and appointment of the contractor	Monthly progress reports

KPA 2. Basic Service Delivery - Projects

IDP Objective	Obj. Weighting	Programme	Project / Initiative	Proj. Weighting	Budget 2009/10	Target date	2009/10 Quarterly Outputs				Evidence Required
							1st Q	2nd Q	3rd Q	4th Q	
Resource manage infrastructure and services for access and mobility		Water and Sanitation Services	Extension to middle Letaba water works	2%	8,424,576	30-Jun	Procuring of a contractor - Site establishment	Completion of sedimentation tanks - construction of two brick manholes	Completion of concrete casting for filter gallery - Brickwork for filter gallery - Completion of flocculation channels	Casting concrete for floor slabs for filter beds - Completing steel fixing for filter beds - concrete casting for walls	Monthly progress reports
			Extension to Modjadji water works	2%	6,269,364	31-Dec	Mechanical and Electrical Installations, Pipe work and completion of valve chambers	Project handover to community and confirmation of customer satisfaction			Monthly progress reports
			Upgrading of Giyani Sewage Works	2%	8,184,464	31-Mar	Steel Fixing and Concrete Works, Purchasing of electrical and mechanical equipment	Mechanical and Electrical Installations, Pipe work and completion of valve chambers	Project handover to community and confirmation of customer satisfaction		Monthly progress reports
			Modjadji outfall sewer (Mokgoba)	2%	2,000,000	30-Sep	Excavation, Bedding, Pipe laying, Backfilling, Testing of the system and Cleaning				Monthly progress reports
			Modjadji sewer reticulation	2%	5,100,000	31-Dec	Excavation, Bedding, Pipe laying, Backfilling, Testing of the system and Cleaning	Project handover to community and confirmation of customer satisfaction			Monthly progress reports
			Water reticulation to villages in GGM	2%	5,000,000	30-Jun	Site handover, Site establishment, Site clearance and Excavation	Bedding, Pipe laying, Provision of Blanket	Backfilling, mainholes, and installation of standpipes and testing of the system.	Project handover to community and confirmation of customer satisfaction	Monthly progress reports

KPA 2. Basic Service Delivery - Projects

IDP Objective	Obj. Weighting	Programme	Project / Initiative	Proj. Weighting	Budget 2009/10	Target date	2009/10 Quarterly Outputs				Evidence Required
							1st Q	2nd Q	3rd Q	4th Q	
Resource manage infrastructure and services for access and mobility		Water and Sanitation Services	Upgrading of Kgapane sewage plant	2%	15,800,000	31-Dec	Mechanical and Electrical Installations, Pipe work and completion of valve chambers	Project handover to community and confirmation of customer satisfaction			Monthly progress reports
			Mametja Sekororo RWS	2%	6,800,000	30-Jun	Site handover, Site establishment, Site clearance and Bulk Earthwork	Setting out, excavation, blinding and steel fixing	Concrete casting for foundation sedimentation tanks and filters	Steel fixing for retaining walls	Monthly progress reports
			Lenyenye sewage works (plant and outfall)	2%	6,500,000	30-Jun	Site handover, Site establishment, Site clearance	Bulk earthworks for new plant - Begin with construction of new package plant	Construction of New package plant	Completion of new package plant	Monthly progress reports
			Tours bulk water scheme	2%	3,500,000	31-Mar	Site handover - Site establishment - Site clearance - Excavation at Mosoma village	Bedding - Pipe laying at Mosoma village - provision of stand connection to each stand	Testing of the pipes and commissioning of the Mosoma village		Monthly progress reports
			Thapane Water Scheme	2%	2,000,000	30-Jun	Advertisement for consultant appointment - Scoping report and technical report - Geohydrological investigations for boreholes	Completion of designs - Approval of technical report by DWAF - MIG registration approved by end Dec	Site handover - Site establishment. - Trenching, bedding and backfilling and laying of pipes	Equipment of boreholes	Monthly progress reports
Resource manage infrastructure and services for access and mobility		Water and Sanitation Services	Mamaila Mphotwane Borehole	2%	2,500,000	30-Jun	Advertisement for consultant appointment - Scoping report and technical report - Geohydrological investigations for boreholes	Completion of designs - Approval of technical report by DWAF - MIG registration approved by end Dec	Site handover - Site establishment. - Trenching, bedding and backfilling and laying of pipes	Equipment of boreholes	Monthly progress reports

KPA 2. Basic Service Delivery - Projects

IDP Objective	Obj. Weighting	Programme	Project / Initiative	Proj. Weighting	Budget 2009/10	Target date	2009/10 Quarterly Outputs				Evidence Required
							1st Q	2nd Q	3rd Q	4th Q	
			Water Commission - GGM	2%	2,000,000	30-Jun	Advertisement for consultants. - Investigations - Investigation report	Technical report submitted to DWAF for approval - Implementations	Commissioning.		Monthly progress reports
			Selwane Water Scheme	1%	800,000	30-Jun	Advertisement for consultants - Consultant appointment - Scoping Report	Technical report approved by DWAF - MIG registration approved by end Dec		Tender advertisement - Contractor appointment - Site handover	Monthly progress reports
Improve Community well-being	10%	Fire Services	Maruleng Fire station Phase II (Tower, Storerooms and Sleeping Quarters)	60%	4,389,262	30-Jun	Site Handover, Site Establishment, Site Clearance, bulk earthworks, setting out of the building foundation and trenching	Blinding, Casting of concrete for footing, foundation brickwork, filling and compaction and slab casting	Brickwork, tubing, roofing and ceiling installation	Plastering, flooring, wiring, plumbing, painting, glazing and cleaning	Monthly progress reports
			Erection of Carports- Tzaneen Fire Station	30%	800,000	30-Jun		Service Provider appointed by end Dec	Construction of carports at Tzaneen Fire Station by end March		Monthly progress reports
			Control Room/ Activation System- Tzaneen Fire Station	10%	170,000	30-Sep		Commission the Control Room / Activation System in the Tzaneen Fire Station			Monthly progress reports

KPA 4. Municipal Financial Viability and Management - KPI's

IDP Objective	Obj. Weighting	Programme	Institutional KPI	KPI Weighting	2009/10 Quarterly Targets			
					1st Q	2nd Q	3rd Q	4th Q
Become financially viable	100%	Budget and Expenditure Management	R-value Capital Budget spent on roads (asset replacement, refurbishment and rehabilitation)	20%	35,519,500	42,500,000	42,500,000	42,500,000
			R-value capital spent on basic water and sanitation	20%	88,597,432	137,463,829	153,922,405	153,922,405
			R-value MIG expenditure	20%	59,702,667	119,405,334	179,108,001	238,810,668
			R-value capital budget spent on capital projects	20%	141,086,683	226,444,549	259,972,085	259,972,085
			% budget variance per directorate - Technical Services	20%	0%	0%	0%	0%

Evidence Required
Monthly and financial reports
Monthly and financial reports
Monthly and financial reports
Monthly and financial reports
Monthly and financial reports

KPA 5. Good Governance and Public Administration - KPI's

IDP Objective	Obj. Weighting	Programme	Institutional KPI	KPI Weighting	2009/10 Quarterly Targets				Evidence Required
					1st Q	2nd Q	3rd Q	4th Q	
Develop partnerships	100%	Communication	% customer satisfaction rating per directorate - Technical Services	100%				95%	Survey report

KPA 5. Good Governance and Public Participation - Projects

IDP Objective	Obj. Weighting	Programme	Project / Initiative	Proj. Weighting	Budget 2009/10	Target date	2009/10 Quarterly Outputs				Evidence Required
							1st Q	2nd Q	3rd Q	4th Q	
Effective and efficient organisation	100%	Governance and Administration	Portfolio committee Meetings	100%	18,000	30-Jun	Monthly departmental reports	Monthly departmental reports	Monthly departmental reports	Monthly departmental reports	Agendas and minutes

Competencies

	Definitions	Weighting
Strategic Capability and Leadership	Must be able to provide vision, set the direction for the municipality and inspire others in order to deliver on the municipality's mandate	5%
Programme and Project Management	Must be able to plan, manage, monitor and evaluate specific activities in order to ensure that policies are implemented and that Local Government objectives are achieved	20%
Financial Management	Must be able to know, understand and comply with the Municipal Finance Management Act No 56 of 2003.	5%
Change Management	Must be able to initiate and support municipal transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments	5%
Knowledge Management	Must be able to promote the generation and sharing of knowledge and learning in order to enhance the collective knowledge of the municipality	5%
Service Delivery Innovation	Must be able to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals	20%
Problem Solving and Analysis	Must be able to systematically identify, analyse and resolve existing and anticipated problems in order to reach optimum solutions in a timely manner	10%
People and Diversity Management	Must be able to manage and encourage people, optimise their outputs and effectively manage relationships in order to achieve the municipality's goals	5%
Client Orientation and Customer Focus	Must be willing and able to deliver services effectively in order to put the spirit of customer service (Batho Pele) into practice	10%
Communication	Must be able to exchange information and ideas in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence others to achieve the desired outcomes	5%
Accountability and Ethical Conduct	Must be able to display and build the highest standard of ethical and moral conduct in order to promote confidence and trust in the municipality	10%
Section Total:		100%

* These Competencies are dependent on final promulgation of the Guidelines in terms of the Regulations

Approval of the Personal Performance Plan

The process followed ensures individual alignment to the strategic intent of the institution and give clear direction on what needs to be achieved through a self-directed approach to execute on the objectives, to build sound relationships, to develop human capital and to strengthen the organisation through excellent performance. This plan has derived from intense workshopping to ensure integration, motivation and self-direction. The employer and employee both have responsibilities and accountabilities in getting value from this plan. Neither party can succeed without the support of the other.

Undertaking of the employer / superior	Undertaking of the employee
On behalf of my organisation, I undertake to ensure that a work environment conducive for excellent employee performance is established and maintained. As such, I undertake to lead to the best of my ability, communicate comprehensively, and empower managers and employees. Employees will have access to ongoing learning, will be coached, and will clearly understand what is expected of them. I herewith approve this Performance Plan.	I herewith confirm that I understand the strategic importance of my position within the broader organisation. I furthermore confirm that I understand the purpose of my position, as well as the criteria on which my performance will be evaluated twice annually. As such, I therefore commit to do my utmost to live up to these expectations and to serve the organisation, my superiors, my colleagues and the community with loyalty, integrity and enthusiasm at all times. I hereby confirm and accept the conditions to this plan.
Signed and accepted by the Supervisor on behalf of Council:	Signed and accepted by the Employee:
DATE:	DATE:

Summary Scorecard					
Position Outcomes/Outputs	Assess Weighting	1st Assessment	2nd Assessment	Total Score	Comment
Key Performance Areas	100				
Basic Service Delivery	80				
Municipal Financial Viability and Management	10				
Good Governance and Public Participation	10				
Competencies	100				
Overall Rating =	$KPA \times 0.8 + Competencies \times 0.2$	$KPA \times 0.8 + Competencies \times 0.2$	$KPA \times 0.8 + Competencies \times 0.2$	Average 1st assessment + 2nd assessment	

The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CMCs:				
5	4	3	2	1
Outstanding Performance	Performance Significantly Above Expectations	Fully Effective	Not Fully Effective	Unacceptable 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.	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.	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.	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.	Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

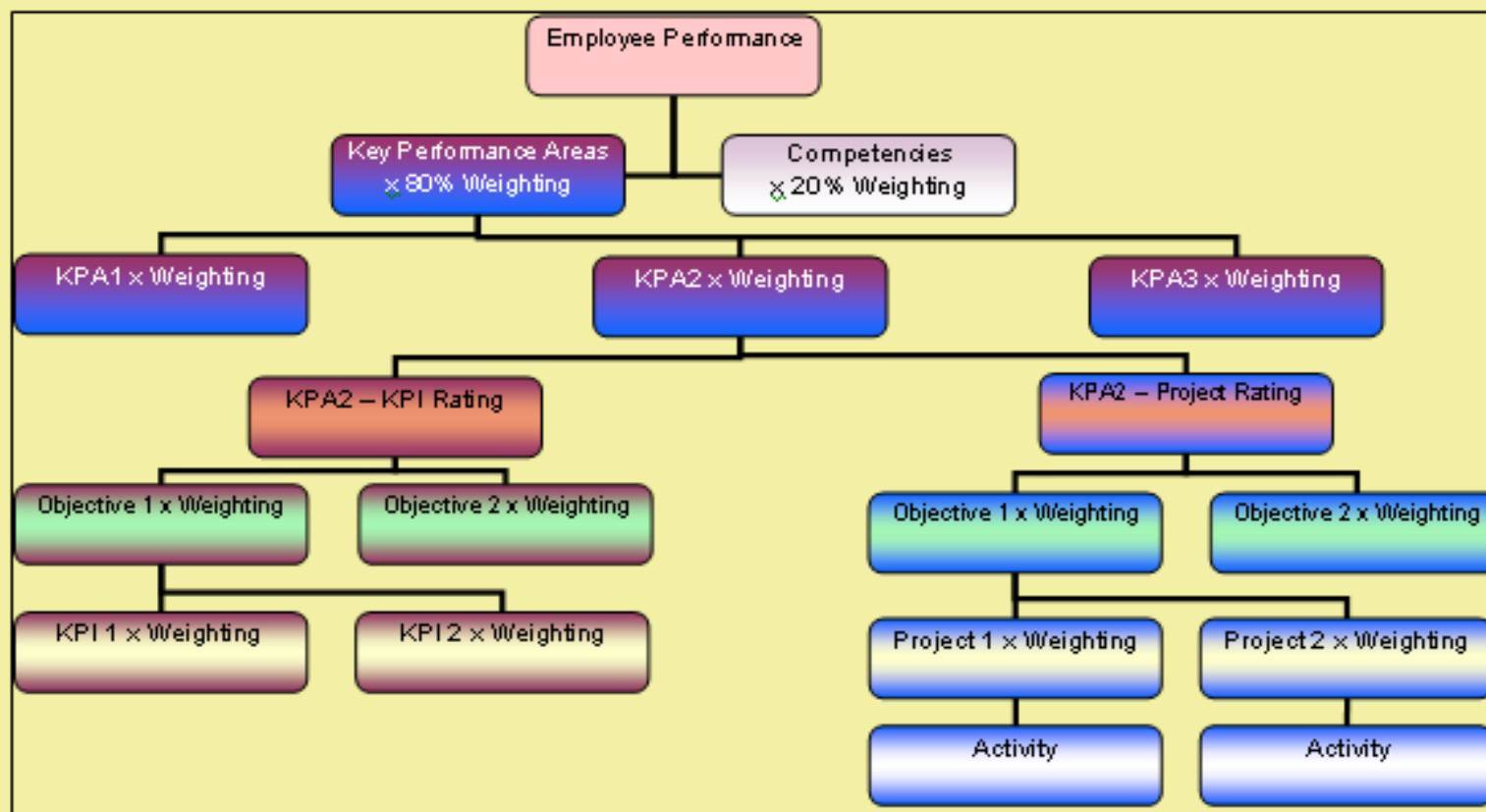
10. Performance Assessment Process

The following steps will be followed to ensure a fully participative and compliant performance assessment process is adhered to.

1. Performance Reviews:
 - 1.1. Formal reviews between employee and employer will take place in January and July of every year to measure the performance of the employee against the agreed performance targets for the half yearly and yearly reviews respectively.
 - 1.2. Data for the SDBIP will be captured before assessment date and scores will be calculated for the KPI's and Activities.
 - 1.3. Ratings for each KPI's and activity per project are copied to the Performance Plans.
 - 1.4. Assessment reports (both Institutional and Individual) must be audited and verified by either the internal audit unit or the District wide Performance Audit Committee.
2. The employee being assessed will compile a portfolio of evidence confirming the level of performance achieved for a given review period and submit to the panel as described in performance agreement, one calendar week prior to date of review. One independent person will be assigned to the panel by the council to act as an Observer.
3. The employee must also do a rating on him/herself and submit the rating to the panel together with the portfolio of evidence one calendar week prior to date of review.
4. The assessment rating calculator referred to in paragraph 6.5.1 of the performance agreement will be used to add the scores to arrive at an overall rating / score. The five point scale and the scores corresponds as follows:

Rating:	1	2	3	4	5
% Score:	0-66	67-99	100-132	133-166	167
5. The panel will focus on the differences between the employees rating and score and that of the SDBIP rating to give a final Key Performance Indicator rating. The **process** for Em ratings are as follows:
 - 5.1. Rate the achievement in scores for the KPI's and that of projects on a 5 point scale, indicating the level of over- or under performance in terms of decimal places shown example below: These are defined in the performance agreement (total weighting = 80%).
 - 5.2. Rate the employee's core competency requirements (CCR) on the 5 point scale indicating the level of over- or under performance in the decimal places (total weighting = 20

6. The Employee Scores are calculated as per the diagram below:



The above calculations are derived from the Performance Plans as follows:

Project Scores

KPA 4. Municipal Financial Viability and Management - Projects															
BS C	IDP Objective	Objective Weighting	Project / Initiative	Project Weighting	Budget 2007/08			2007/08 Quarterly Targets				Evidence Required	1st Assessment (rated 1-5)	2nd Assessment (rated 1-5)	Final Score
						Target date	Quantity - Output	1st Q	2nd Q	3rd Q	4th Q				
IS	Develop and improve systems, processes, procedures and policies by practicing sound governance	50%	Audit Register and plan		General Exp	01/07/08	Monitoring and coaching of audit staff. Monthly audit	Drafting of audit register and plan by end July 07. Ensure	Conduct audits i.to. developed plan. Monthly audit reporting. Updating of audit records. Inform all directorates when external	Conduct audits i.to. developed plan. Monthly audit reporting	Conduct audits i.to. developed plan. Monthly audit reporting	Register and plan and monthly reports			

Projects Score = Activity 1-5 score (decimal places shows % of target)
Activity score imported from SDBIP rating

KPI Scores

KPA 4. Municipal Financial Viability and Management - KPI's															
BSC	IDP Objective	Objective Weighting	Strategic KPI	Individual KPI	KPI Weighting	Baseline 2007/08	Annual 2007/08 target	2007/08 Quarterly targets				Evidence Required	1st Assessment (rated 1-5)	2nd Assessment (rated 1-5)	Final Score
								1st Q	2nd Q	3rd Q	4th Q				
IS	Increase financial viability through increased revenue and efficient budget management	60%	Financial viability (applicable i.to. MFMA)			11%	63%	50%	60%	10%	63%	financial reports			
			Revenue sourced to address backlog of services to meet national						-	497 000 , 000	497 000 , 000	497 000 , 000	financial reports		

KPI Score = 1-5 (decimal places shows % of target), KPI score imported from SDBIP Rating

Objective Score = Weight x

Core Competencies:

	Weighting	2nd Quarter	4th Quarter	Total Score
Strategic Capability	10 %			
Programme and Project Management	30 %			
Financial Management	15 %			
Change Management	15 %			
Supply Chain Management	30 %			
Weighting Total	100%			
Section Total:	20%			

A score from 1 – 5 is given and multiplied by the weight for the final score, i.e. 4 out of 5 *30% (weight) = 24% out of 30%

The various scores are all added, and then multiplied by 20% (0,2) to give the Competency score to be carried across to the Summary Scorecard

6. The performance bonus percentages described in paragraph 11 of the performance agreement will be calculated on a sliding scale as indicated in table below:

% Rating Over Performance	% Bonus
130 - 133.8	5%
133.9 – 137.6	6%
137.7 – 141.4	7%
141.5 - 145.2	8%
145.3 – 149	9%
150 – 153.4	10%
153.5 – 156.8	11%
156.9 – 160.2	12%
160.2 – 163.6	13%
163.7 – 167	14%

7. Performance bonus percentage for the two performance reviews will be used to calculate the average of the two reviews' scores and will determine the person's final percentage performance bonus.

performance bonus.

8. The Personal Development Plan (PDP) will be concluded at the panel discussion after the performance review had been finalised, and more clarity has been established on what the essential development needs for the relevant person will be.
9. The results of the performance and development review (PDR) will be submitted to the performance audit committee for final approval of the assessment/s.
10. The performance assessment results of the Municipal Manager will also be submitted to the MEC responsible for Local Government in the relevant Province.