

# SUNDAYS RIVER VALLEY DISTRICT MUNICIPALITY

PERFORMANCE PLAN: Lonwabo Ngoqo

2015/2016

Municipal Manager

Municipal Manager's Office

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		PERFO	RMANCE PL	PERFORMANCE PLAN : Lonwabo Ng 2015/2016		oqo (Municipal Manager)	ger)	
		Va. Dafaman		WARRANT AND THE PROPERTY AND THE PROPERT			Targets	lets
Objective	Strategy	Key Performance Indicator (Project)	Annual Target	Proof	Weighting	September 2015/2016	December 2015/2016	March 2015/2016
KPA 1. INSTITUTIONAL MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT	. MUNICIPAL TRANSF	ORMATION AND ORG	ANISATIONAL	DEVELOPMENT				
To establish a vibrant institution that is able to deliver the strategic objectives stated in the IDP within the available resource hase	Enhancing systems for integrated planning and implementation	effective monitoring of the Corporate Services Department (MMO00430)	80% of all KPIS Reports from (and targets) of Internal Audit the corporate services department are met	Reports from Internal Audit	6%	6% 80% of all KPIS (and targets) of the corporate services department are met	80% of all KPIS 80% of all KPIS (and targets) of the targets) of the corporate corporate services services department are department are met	80% of all KPIS (and targets) of largets) of the corporate services department are met
KPA 2. BASIC SERVICE AND INFRASTRUCTURE DEVELOPMENT	AND INFRASTRUCTUR	RE DEVELOPMENT		anni de	***************************************	·		***************************************
MIG Funding is expended in the applicable financial year.	MIG funding is utilized effectively and efficiently	% of Grant Funding spent (MIG) (INF00350)	100% of Grant Funding spent	Payment certificates - Reports to standing committee	6%	6% 15% of Grant Funding spent	45% of Grant Funding spent	70% of Grant 100% Funding spent spent
To ensure a fully functional Performance Management System	Monitor implementation on IDP through SDBIP	oversight on all MIG projects (MMO00427)	4 quarterly reviews	Prgress reports; Reports to standing committee	4%	4% Progress report on all MIG projects	Progress report on all MIG projects	Progress report on all MIG projects
KPA 3. LOCAL ECONOMIC DEVELOPMENT	IC DEVELOPMENT							Average de la company de l
Creating a robust and inclusive local economy	Create credible institutional framework for investors and new	% funds transferred (CSS00425)	100% of the funds transferred	Reports to standing committee;	2.4%	2.4% SLA signed with beneficiaries	25% transferred	75% transferred
	business entrants to exploit business opportunities	progress in the LED research study (MMO00424)	шdy	Study; Minutes of meetings; attendance registers	2.4% N/A	N/A	Research proposal developed	Service provider appointed
Small town revitalization used for development	Development of bankable business plans	progress in the development of business plans (MMO00423)	6 business plans Business plans; developed reports to Council;	Business plans; reports to Council;	3.6%	3.6% Appointment of a service provider	key projects prioritized for 6 business plans the proposals Submitted to Council for approval	6 business plans submitted to Council for approval
Effective and compliant grant spending	Monitored grant spending	% expenditure on LED 100% grant exper (MMO00422)	100% expenditure	Section 52d report;	4%	4% 20%	40%	60%
To ensure LED fora are functional	Implementation of the LED strategy	# of LED (fora) initiatives conducted (MMO00421)	4 LED forum initiatives conducted	Minutes of meetings; attendance registers; photos; reports to standing committee	3.6%	3.6% Local business development forum established.	SMME indaba conducted	Co-operative indaba conducted
To strengthen the capacity SMME Development of SMMEs and Increase the number of viable emerging businesses	y SMME Development	# of development initiatives conducted (MMO00420)	8 development initiatives conducted	Reports to standing committee; Minutes of meetings; attendance registers.	49/	4% 2 development initiatives conducted	2 development initiatives conducted	2 development initiatives conducted

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Construction of the Constr	degraceritesamos bases tendentes en tendes de tendes de tendes de tendes en tendes en tendes en tendes en tende			priest to priest processors recognisations recognisation and the state of the second s		announcement for the second se			ngyana kannakana kangada kanamasan kanamas malika ada najakanda ada ada kanamasan kanamasan da da kanna
KPA 4. COMMUNITY SERVICES	ot monitoring of		alakada karinga karing	Renorts from IA:	40%			.00% compliance 1	00% compliance with
Communities have sufficient and affordable solid waste disposal options to encourage clean and healthy environment	Frequent monitoring of landfill sites	% compliance with Landfill sites conditions ( (CSS00382)	100% compliance with landfill site conditions	Reports from IA;	4%	4% 100% compliance with landfill site conditions	100% compliance with landfill site conditions	100% compliance 1 with landfill site conditions	100% compliance with with landfill site landfill site conditions conditions
KPA 5. GOOD GOVERNANCE AND PUBLIC PARTICIPATION	NCE AND PUBLIC PAR	RTICIPATION			-				
To optimise the annual	Enhancing systems for		100% progress	Council	6%	6% IDP process plan			Published advert for IDP
review and development of integrated planning	-	eview	of IDP review	resolution(s)			end of	submitted for a	all wards consulted on IDP/budget IDP submitted
			submitted to			wal		Эe	by the end of the for council approval
		n na	Council for adoption)			by the end of the quarter (25%)		quarter (70%) (	(100%)
To improve effectiveness in Implementation of municipal governance Oversight Committee	8	esolutions	All resolutions (EXCO; MPAC	Resolutions register; Minutes	4,4%	4.4% All resolutions (EXCO; MPAC &	ions (EXCO; Council)	Itions MPAC &	All resolutions (EXCO; MPAC & Council) executed
<b>,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</b>		(MMO00408)	& Council) executed	of meetings		Council) executed	executed	Council) executed	
nga	육	AC	held	Minutes of	4,4%	4,4% 1 MPAC meeting	1 MPAC meeting held by	1 MPAC meeting	1 MPAC meeting held by the end of the quarter
naunaren en e	over significant	(MMO00409)	iii ala yaai	Attendance registers;		1		Ì	
To ensure effective	Implementation of the	Number of stakeholder engagement plans	4 community	Attendance registers: Photos:	3.6%	3.6% 1 community outreach	1 community outreach awareness campaign	1 community outreach	1 community outreach awareness campaign
enhanced municipal image Strategy			awareness	Minutes of		awareness	y the end of		executed by the end of the
			campaigns executed by	meetings		campaign executed the quarter by the end of the		executed by the	quarter
annag proprietar		<b>Я</b> 11)	end of the year			quarter		end of the quarter	
To ensure that vulnerable groups participate in all	Facilitate targeted beneficiation and	Number of vulnerable group	Ten 10 programmes	Attendance registers;	4%	4% Two programmes conducted ( for	····	ammes (for	Three programmes conducted (for Disabled;
government programs		es/programmes	conducted by	Reports; Photos		Youth and Women)			Elderly and Children) by
Juneara and German American	local government programmes/activiities	(Disabled, Youth, Elderly, Women, Children)	חוב פות טו אפמו	Minutes of programmes with photos;		quarter			
		progress in reviewing	policies sent to	Minutes of	4%	Draft policies made	4% Draft policies made Draft policies sent to	N/A	N/A
			Council for adoption by the end of the	meetings; Attendance registers; Policies		available to relevant committees for comments by the	available to relevant Council for adoption by committees for the end of the quarter comments by the		
			second quarter			elia ol nie daarei		AND THE PROPERTY AND TH	e de la companya del companya de la companya del companya de la companya del companya del companya del companya de la companya del com
To ensure involvement of citizens and communities in local governance	Public participation # of special strategy and vulnerable programmes groups mainstreaming conducted (MMO00413)	# of special programmes conducted (MMO00413)	4 specials programmes convened by the end of the year	Attendance registers; Minutes of meetings; Reports; Photos	2.8%	2.8% 1 special programme conducted by the end of the quarter	1 special programme conducted by the end of the quarter	1 special 1 special programme conducted conducted by the the quarter 1 special programme conducted by the conducted by the conducted by the conducter 1 special programme.	1 special programme conducted by the end of the quarter
To ensure a fully functional Performance Management System	Implementation of performance management policy	# of signed performance agreements (MMO00415)	5 performance agreements signed	Signed Performance Agreements	3.6%	3.6% 5 signed performance agreements by the end of the quarter	N/A	5 performance agreements reviewed and signed by the	N A
	and the second s					A CONTRACTOR OF THE PROPERTY O		al activities and activities activities and activities activities and activities activities and activities ac	

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## PERFORMANCE PLAN : Lonwabo Ngoqo (Municipal Manager)

NO COMMING COMMING CONCESSOR SECURITY FROM THE PROPERTY SECURITY S		PORTUGUES AND DESTRUCTION OF THE PROPERTY OF T					(INF00384)	The statement of the st	PARTITURE DESCRIPTION OF THE CONTROL
	-				and Finance	compliance	(especially fruitless, wasteful, unauthorized expenditure as well as self-inflicted expenditure)	adherence to financial management policies	wasteful, unauthorised and irregular expenditure
100% compliance	100% compliance 100% compliance	100% compliance	4% 100% compliance	4%	Reports from IA	100%	% compliance	Implementation and	Flimination of fruitless and
	S S S S S S S S S S S S S S S S S S S		on unite		section 72 report	relevant bodies	council and relevant oversight bodies including government departments (MNA00401)	-	requirements of National Treasury department
All applicable reports submitted on time	submitted	All applicable reports submitted on time	4% All applicable reports submitted	4%	12 section 72 reports; 4 section		ensure timely submission of report to	Compliant mid-year reporting	To produce financial reports that meet the
				was a second contract of the second contract	Endpoints/responses/endpoints/unisponses/endpoints/endpoints/endpoints/endpoints/endpoints/endpoints/endpoints	-	MENT	BILITY AND MANAGI	KPA 6. FINANCIAL VIABILITY AND MANAGEMENT
controls in place to counter top 10 risks	controls in place of to counter top 10 trisks	controls in place to counter top 10 risks	4% controls in place to counter top 10 risks	4%	Reports ftom internal audit	Top ten risks addressed	To unsure that effective and sufficient are in place to manage risks in the institution (MMO00426)	Risk Management	To institutionalize risk management
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1 programme implemented by the end of the quarte	1 programme 1 implemented by the end of the quarte	1 programme implemented by the end of the quarte	4% 1 programme implemented by the end of the quarter	4%	Attendance registers; Minutes of meetings	4 employee wellness programmes conducted by the end of the	# of wellness programmes implemented (MMO00419)	Impementation of the Wellness Plan	To improve the wellness and staff environment of SRV employees
	plan by the end of the quarter		plan by the end of the quarter			plan by the end of year	(MMO00418)		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
2 HIV/AIDS programmes conducted as per plan by the end of the quarter	s per	2 HIV/AIDS programmes 2 HIV/AIDS conducted as per plan by programmes the end of the quarter conducted a	3.6% 2 HIV/AIDS  programmes conducted as per	3.6%	Attendance registers; Minutes of meetings;	8 programs implemented as per HIV/AIDS	# of HIV/Aids programmes implemented	Implementation of the HIV/AIDS plan	To intensify HIV/AIDS awareness and education in SRVM
Portfolio of evidence files up-to-date and compliant	Portfolio of Pevidence files up- uto-date and compliant	Portfolio of evidence files up-to-date and compliant to-date and compliant compliant	4% Portfolio of evidence files up-to-date and compliant	4%	Audit Opinion	Unqualified audit opinion	Positive audit opinion (MMO00417)		
All section 56 managers including the Municipal manager assessed by the Performance Review Panel by the end of the quarter	y the	All section 56 All section 56 managers assessed including the Municipal manager assessed by the manager by end of Performance Review the quarter quarter	4.4% All section 56 managers assessed by the Municipal manager by end of the quarter	4.4%	Minutes of meetings; Attendance registers;	All section 56 managers including the Municipal manager assessed quarterly	# of performance All section assessments conducted managers for all section 56 including managers Municipal (MMO00416) assessed quarterly		
					•				



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CORE COMPETENCY REQUIREMENTS (CCR's) : Lonwabo Ngoqo (Municipal Manager	REMENTS (CC	CCR's) : Lonwa <sup>2015/2016</sup>	bo Ngoqo (N	1unicipal Man	ager)		
					Та	Targets	
Core Competency Requirement	Annual Target	Proof	Weighting	September 2015/2016	December 2015/2016	March 2015/2016 June 2015/2016	une 2015/2016
Г							and the state of t
Change Management			23.8%				
			28.6%				Newspapers and the second seco
ustomer Focus			23.8%				
People Management and Empowerment			23.8%				protection of the second secon



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, . 10 (To the Performance Agreement)

## PERSONAL DEVELOPMENT PLAN (PDP) Made and entered into by and between:

Sundays River Valley Municipality
As represented by the Mayor
Mr. Zolile Lose

### And

Mr. Lonwabo Ronald Ngoqo

Period: 1 July 2015 to 30 June 2016

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### Training and Development

- Every employee is required to have a Personal Development Plan (PDP) that is used
- throughout the year.
- These plans form a key part of the skills development planning process.
- and development needs in order to improve job performance and to support PDPs provide an opportunity for managers and employees to jointly identify training
- individual development and succession planning.
- PDPs are not only used to increase the ability for a person to perform their current job
- National Qualifications Framework to enable the trainee to obtain recognition Suggested training or development activity should preferably be in line with the but also to prepare a person for the next position they do.
- towards a qualification.
- PDP does not just concern itself with formal training; other methods such as those
- (On-the-job-training; Mentoring; Study or reading; job rotation; involvement in a shown below can also be improved to build on existing skills.

### MUNICIPAL COMPETENCY REGULATIONS

specific project or task)

### General Competency Levels of Senior Managers

- the functions and powers assigned in terms of the Act experience and capacity to assume and fulfill the responsibilities and exercise The senior manager of a municipality must generally have the skills,
- competency levels. A senior manager must meet the prescribed financial management

### Minimum competency levels for Senior Managers

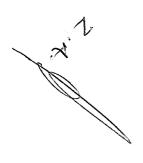
- Must be competent in the standards prescribed for financial and supply chain managerial and occupational competencies required for higher education qualification, work related experience, core The senior manager must comply with the minimum competency levels
- management competency areas as set out below

	MINIMATION COMPETENCY	FVFI FOR Senior Managers	
Description	All Municipalities		
Higher Education Qualification	At least NQF 6 level in fields related	el in fields related to area of work employed in.	
Work-related Experience	Minimum of 5 yea	Minimum of 5 years at senior management level.	Ī
Core Managerial and Occupational Competencies	As described in th	As described in the performance regulations (CCRs)	
Financial and Supply Chain Management Competency Areas:		Required Minimum Competency Level in Unit Standards	
	SAQA US ID	UNIT STANDARD TITLE	Competent/ Non-
		C	competent
Strategic Leadership and Management	116358	Contribute to the strategic planning process in a South African municipality	
Strategic financial management	116361	Interpret South African legislation and policy affecting municipal financial management	
	116342	Apply approaches to managing municipal income and expenditure within a multi-year framework	
	116362	Manage a municipality's assets and liabilities	
Operational financial management	116345	Apply the principles of budgeting within a municipality	
	119352	Apply principles of information systems to public finance and administration	
	119341	Apply cost management information systems in the preparation of management reports	
	119331	Conduct working capital management activities in accordance with sound financial management policy	
	116364	Plan a municipal budgeting and reporting cycle	
Governance, ethics and values in financial management	116343	Apply the principles of ethics in a municipal environment	
Financial and performance reporting	116363	Prepare and analyse municipal financial reports	
	119350	Apply accounting principles and procedures in the preparation of reports and decision making	
	119348	Apply selected GRAP (Generally Recognised Accounting Practices) to periodic accounting reporting process	
	116341	Conduct performance management to a South African municipal	
Risk and change management	116339	Apply risk management in South African municipalities	
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Financial and Supply Chain Management Competency Areas:		Required Minimum Competency Level in Unit Standards	
	SAQA US ID	UNIT STANDARD TITLE	Competent/ Non- competent
Legislation, policy and implementation	119334	Discuss the selected legislative framework governing the public sector management and administration environment	
	116348	Conduct stakeholder consultation around municipal finance programmes	
Supply Chain Management	116353	Discuss the selected legislative regulatory framework governing the public sector management and administration environment	

		Comments at next Review	
	*	Signature of Employee and Manager	
	ıager	Support Person	Skills Development Facilitator
ne: Mr. LMR Ngoqo	Employee Job Title: Municipal Manager	Work Opportunity Created to Practice s Skills Development Facilitator. kill / Development Area	doj nO
Employee Nar	ļ	Suggested Time Frames/ completion date	June 2016
PERSONAL DEVELOPMENT PLAN: Employee Name: Mr. LMR Ngoqo	JOB TITLE:	Suggested Training and / or activity and mode of delivery	Fort Hare Solutions
PERSONAL D		Outcomes Expected (what will I	116342
		Skill required / performance gap	Apply approaches to managing municipal income and expenditure within a multi-year framework
		Date of Entry	2015



July 2015	July 2015	July 2015	July 2015	July 2015
Municipal Supply Chain environment	Plan a municipality's budget and reporting cycle	Manage municipality's assets and liabilities	Contribute to capital planning and financing	Apply the principles of ethics in a municipal environment
116353	116364	116362	116347	116343
Fort Hare Solutions	Fort Hare Solutions	Fort Hare Solutions	Fort Hare Solutions	Fort Hare Solutions
June 2016	June 2016	June 2016	June 2016	June 2016
On job	On job	On job	On job	On job
Skills Development Facilitator	Skills Development Facilitator	Skills Development Facilitator	CFO	Oversight committees of Council