



Sundays River Valley  
MUNICIPALITY

## SUNDAYS RIVER VALLEY DISTRICT MUNICIPALITY

**PERFORMANCE PLAN : Lonwabo Ngqo**

**2015/2016**

**Municipal Manager**

**Municipal Manager's Office**

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<b>KPA 4. COMMUNITY SERVICES</b>									
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% compliance with landfill site conditions	100% compliance with landfill site conditions	100% compliance with landfill site conditions	100% compliance with landfill site conditions
<b>KPA 5. GOOD GOVERNANCE AND PUBLIC PARTICIPATION</b>									
To optimise the annual review and development of IDP/Budget process for all	Enhancing systems for integrated planning and implementation	% progress of IDP/Budget review (MMO00407)	100% progress of IDP review (IDP&Budget submitted to Council for adoption)	Council resolution(s)		6% IDP process plan drafted and submitted for Council approval by the end of the quarter (25%)	Situation analysis completed at the end of the quarter (50%)	DRAFT IDP submitted for Council approval by the end of the quarter (70%)	Published advert for IDP all wards consulted on IDP/Budget IDP submitted for council approval (100%)
To improve effectiveness in municipal governance	Implementation of Oversight Committee Resolutions	Number of resolutions executed (MMO00408)	All resolutions (EXCO; MPAC & Council) executed	Resolutions register; Minutes of meetings		4.4% All resolutions (EXCO; MPAC & Council) executed	All resolutions (EXCO; MPAC & Council) executed	All resolutions (EXCO; MPAC & Council) executed	All resolutions (EXCO; MPAC & Council) executed
	Monitoring the work of oversight committees	Number of MPAC meetings held (MMO00409)	4 meetings held in the year	Minutes of meetings; Attendance register;s;		4.4% 1 MPAC meeting held by the end of the quarter	1 MPAC meeting held by the end of the quarter	1 MPAC meeting held by the end of the quarter	1 MPAC meeting held by the end of the quarter
To ensure effective communication and enhanced municipal image	Implementation of the Communication Strategy	Number of stakeholder engagement plans executed as per communication strategy (MMO00411)	4 community outreach awareness campaigns executed by end of the year	Attendance register;s; Photos; Minutes of meetings		3.6% 1 community outreach awareness campaign executed by the end of the quarter	1 community outreach awareness campaign executed by the end of the quarter	1 community outreach awareness campaign executed by the end of the quarter	1 community outreach awareness campaign executed by the end of the quarter
To ensure that vulnerable groups participate in all government programs	Facilitate targeted beneficitation and participation for vulnerable groups in local government programmes/activities	Number of vulnerable group initiatives/programmes per category (Disabled, Youth, Elderly, Women, Children) (MMO00412)	Ten 10 programmes conducted by the end of year	Attendance registers; Reports; Photos of events; Minutes of programmes with photos;		4% Two programmes conducted (for Youth and Women) by the end of the quarter	Three programmes conducted (for Disabled, Elderly and Children) by the end of the quarter	Two programmes conducted (for Youth and Women) by the end of the quarter	Three programmes conducted (for Disabled, Elderly and Children) by the end of the quarter
		progress in reviewing of vulnerable groups policies (MMO00414)	policies sent to Council for adoption by the end of the second quarter	Minutes of meetings; Attendance registers; Policies		4% Draft policies made available to relevant committees for comments by the end of the quarter	Draft policies sent to Council for adoption by the end of the quarter	N/A	N/A
To ensure involvement of citizens and communities in local governance	Public participation strategy and vulnerable groups mainstreaming	# of special programmes conducted (MMO00413)	4 specials programmes convened by the end of the year	Attendance registers; Minutes of meetings; Reports; Photos		2.8% 1 special programme conducted by the end of the quarter	1 special programme conducted by the end of the quarter	1 special programme conducted by the end of the quarter	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% 5 signed performance agreements by the end of the quarter	N/A	5 performance agreements reviewed and signed by the end of the quarter	N/A

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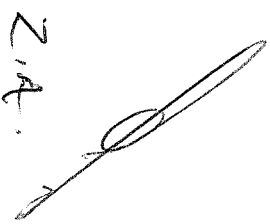


**CORE COMPETENCY REQUIREMENTS (CCR's) : Lonwabo Ngqo (Municipal Manager)**

2015/2016

Core Competency Requirement	Annual Target	Proof	Weighting	Targets			
				September 2015/2016	December 2015/2016	March 2015/2016	June 2015/2016
<b>CCR 2. OCCUPATIONAL</b>							
Change Management			23.8%				
Financial Management			28.6%				
Client orientation and Customer Focus			23.8%				
People Management and Empowerment			23.8%				

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APPENDIX B

(To the Performance Agreement)

**PERSONAL DEVELOPMENT PLAN (PDP)**

**Made and entered into by and between:**

**Sundays River Valley Municipality**

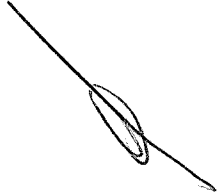
**As represented by the Mayor**

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

## **MUNICIPAL COMPETENCY REGULATIONS**

### **General Competency Levels of Senior Managers**

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

### **Minimum competency levels for Senior Managers**

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

**MINIMUM COMPETENCY LEVEL FOR Senior Managers**

Description	All Municipalities	Required Minimum Competency Level in Unit Standards	Competent/ Non-competent
Higher Education Qualification	At least NQF 6 level in fields related to area of work employed in.		
Work-related Experience	Minimum of 5 years of senior management level.		
Core Managerial and Occupational Competencies	As described in the performance regulations (CCRs)		
Financial and Supply Chain Management Competency Areas:			
	<b>SAGA US ID</b>	<b>UNIT STANDARD TITLE</b>	
<b>Strategic Leadership and Management</b>	116358	Contribute to the strategic planning process in a South African municipality	
<b>Strategic financial management</b>	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	
<b>Operational financial management</b>	116362	Manage a municipality's assets and liabilities	
	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	
<b>Governance, ethics and values in financial management</b>	116364	Plan a municipal budgeting and reporting cycle	
	116343	Apply the principles of ethics in a municipal environment	
	116363	Prepare and analyse municipal financial reports	
<b>Financial and performance reporting</b>	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 environment	
<b>Risk and change management</b>	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		

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

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

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