

DIRECTOR: INFRASTRUCTURE & PLANNING DEVELOPMENT

NAME:	TI MASHYANE	LINE MANAGER:	S MHLOPHE
EMPLOYEE NO.		JOB TITLE:	ACTING MUNICIPAL MANAGER
JOB TITLE:	ACTING DIRECTOR: INFRASTRUCTURE & PLANNING DEVELOPMENT	BUSINESS UNIT/SITE:	EXECUTIVE
DIVISION / BUSINESS UNIT:	INFRASTRUCTURE DEVELOPMENT	PERIOD:	1 JULY 2020 – 30 JUNE 2021
SITE:	34 VOOR STREET	REVIEW DATE:	
RATING SCALE:	1 = Not meeting the standards 2 = Meet some of the standards 3 = Meet all the standards 4 = Meet all & exceed some standards 5 = Meet & exceed all standards		

Key Performance Area's (KPA's) Weight =100%  
 Leading and Core Competencies Weight = 100%

**KEY PERFORMANCE AREA 1: BASIC SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT**

**KEY PERFORMANCE AREA5: LOCAL ECONOMIC DEVELOPMENT**

Area performance indicators and annual targets for 2020/21

Strategic objective 1.1: Improved access to basic services

Key Performance Area	Link to National Outcome	Performance Indicator (Unit of Measure)	Baseline (Previous Year Actuals)	Annual Target	Annual Budget	Q1 Target	Q1 Actual	Q2 Target	Q2 Actual	Q3 Target	Q3 Actual	Q4 Target	Q4 Actual	Annual Actual	Responsible Department	Quarterly Target	Verification	Final Status	
1.	1.	Number of Households Connected through rural electrification Projects for Year end June 2021:	0	12 connections	121000	0	0	0	0	0	0	0	0	0	Infrastructure and Planning Development	Planning and design, Planting and stringing for 12 household s'	Energyizing of 12 household connections, closeout report and	Project Site Visit Inspection and Progress Report	



and appointments for new roads	2.3	Number of road kilometres (km) rehabilitated for year end 30 June 2021 General	None	1, 25 km rehabilitate 500 metres	3 926 355,40	Milling of existing asphalt layer	Rehabilitate 1, 185km	Practical completion Certificate	Hand over	Infrastructure and Planning Development	Practical completion certificate	
	2.4	Number of road kilometres (km) rehabilitated for year end 30 June 2021 Van Rooyen and Kerk Street			3 606,30	Practical completion Certificate	Hand over	Liability Period	Payment Retention	Infrastructure and Planning Development	Practical completion certificate	
	2.5	Number of road kilometres (km) rehabilitated in the 2021 financial year Hoog street phase 1	None	rehabilitate 0,78 Kilometres	3461,1 918	Practical completion Certificate	Hand over	Liability Period	Payment Retention	Infrastructure and Planning Development	Practical completion certificate	
	2.6	Number of road kilometres (km) rehabilitated in the 2021 financial year Khayalethu Phase 2	Phase 1	Construction of 1 Km	3 135,91	Snag list	Liability Period	Payment of Retention		Infrastructure and Planning Development	Practical completion certificate	
	2.7	Length of roads levered through roan maintenance programmes	60KM	Maintenance of 60 KM on municipal roads		Ward 1 (5 KM) Ward 2 (5 KM) Ward 3 (5 KM)	Ward 4 (5 KM) Ward 5 (5 KM) Ward 6 (5 KM)	Ward 1 (5 KM) Ward 2 (5KM) Ward 3 (5 KM)	Ward 4 (5 KM) Ward 5 (5 KM) Ward 6 (5 KM)	Infrastructure and Planning Development	Ward councillor's letter	
	3.	Design and implement the community awareness programme on environmental protection	3.1	Number of environmental Protection initiatives undertaken in the 2021 Financial year		1	1	1	1	Infrastructure and Planning Development	Attendance Register	
	4.	Review 2021/22 SDF	4.1	Review and adopt draft 2021/22 Spatial Development framework				Draft SDF 2021/22	Final SDF 2021/22	Infrastructure and Planning Development	Council resolution	
	5.	Review and implement Town Planning Scheme	5.1	Develop and adopt Land Use Scheme						Infrastructure and Planning Development		

	6.	Create EPWP Jobs.	6.1	Number of Job opportunities created under Extended Public Works Programme	120	120	1 000	120									Infrastructure and Planning Development	Salary report	
	7.	Implement the community skills development plan	7.1	Develop a comprehensive Local Economic Development strategy	Draft LED strategy	Council adopt an LED strategy	R190	Adoption of LED Strategy									Infrastructure and Planning Development	Council resolution	
	8.	Ensure the municipal contribution to community safety	8.1	Number of Disaster Management Advisory Forum Meetings to be conducted	4	4	R11	1	1	1	1						Infrastructure and Planning Development	Report & attendance register	
	9.	Ensure the municipal contribution to community safety	9.1	Number of lightning conductors installed in the year ending June 2021	32	25	R130		25								Infrastructure and Planning Development	Proof of delivery and Invoice	
	10.	Ensure the municipal contribution to community safety	10.1	Number of Staff uniform Procured for the year ending June 2021	10	10	R70				10						Infrastructure and Planning Development	Proof of delivery and Invoice	
	11.	Ensure the municipal contribution to community safety	11.1	Number of Personal Protective Equipment procured in the year 2021	0	35	280				35						Infrastructure and Planning Development	Proof of delivery and Invoice	
	12.	Ensure the municipal	12.1	Number of breathing	none	4	R300	4									Infrastructure and Planning	Proof of delivery and Invoice	

LEADING AND CORE COMPETENCIES

Weight = 100%

	contribution to community safety	apparatus procured in the year ending June 2021																	Development		
	13.	13.1	none	1	R300	1													Community Services		Proof of delivery and Invoice
	Ensure the municipal contribution to community safety	Number of compressors procured in the year ending June 2021																			

Leading and Core Competencies

Weight = 100%

Weight (%)	LEADING COMPETENCIES (70%)		Progress on date of review
20	<ul style="list-style-type: none"> <li>Strategic Leadership</li> <li>Direction and</li> </ul>	<ul style="list-style-type: none"> <li>Impact and Influence</li> <li>Institutional Performance Management</li> <li>Strategic Planning and Management</li> <li>Organisational Awareness</li> </ul>	
10	<ul style="list-style-type: none"> <li>People Management</li> </ul>	<ul style="list-style-type: none"> <li>Human Capital Planning and Development</li> <li>Diversity Management</li> <li>Employee Relations Management</li> <li>Negotiation and Dispute Management</li> </ul>	
20	<ul style="list-style-type: none"> <li>Programme and Project Management</li> </ul>	<ul style="list-style-type: none"> <li>Programme and Project Planning and Implementation</li> <li>Service Delivery Management</li> <li>Programme and Project Monitoring and Evaluation</li> </ul>	
10	<ul style="list-style-type: none"> <li>Financial Management</li> </ul>	<ul style="list-style-type: none"> <li>Budget Planning and Execution</li> <li>Financial Strategy and Delivery</li> <li>Financial Reporting and Monitoring</li> </ul>	
5	<ul style="list-style-type: none"> <li>Change Leadership</li> </ul>	<ul style="list-style-type: none"> <li>Change Vision and Strategy</li> <li>Process Design and Improvement</li> <li>Change Impact Monitoring and Evaluation</li> </ul>	
5	<ul style="list-style-type: none"> <li>Governance Leadership</li> </ul>	<ul style="list-style-type: none"> <li>Policy Formulation</li> <li>Risk and Compliance Management</li> <li>Cooperative Governance</li> </ul>	
<b>LEADING COMPETENCIES FINAL SCORE</b>			





Weight (%)	CORE COMPETENCIES (30%)		Progress on date of review	Score
5	<ul style="list-style-type: none"> <li>Moral Competency</li> </ul>	<ul style="list-style-type: none"> <li>Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competency.</li> </ul>		
5	<ul style="list-style-type: none"> <li>Planning and Organising</li> </ul>	<ul style="list-style-type: none"> <li>Able to plan, prioritize and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manager risk.</li> </ul>		
5	<ul style="list-style-type: none"> <li>Analysis and Innovation</li> </ul>	<ul style="list-style-type: none"> <li>Able to critically analyse information, challenges and trends to establish and implement fact based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives</li> </ul>		
5	<ul style="list-style-type: none"> <li>Knowledge and Information Management</li> </ul>	<ul style="list-style-type: none"> <li>Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government</li> </ul>		
5	<ul style="list-style-type: none"> <li>Communication</li> </ul>	<ul style="list-style-type: none"> <li>Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome.</li> </ul>		
5	<ul style="list-style-type: none"> <li>Results and Quality Focus</li> </ul>	<ul style="list-style-type: none"> <li>Able to maintain high quality standards, focused on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.</li> </ul>		
<b>CORE COMPETENCIES FINAL SCORE</b>				
				/30

The assessment of the Manager on the performance of the competencies will be based on the following rating scale:



Achievement Levels	Description
<ul style="list-style-type: none"> <li>Basic</li> </ul>	Applies basic concepts, methods and understanding of local government operations, but requires supervision and development intervention
<ul style="list-style-type: none"> <li>Competent</li> </ul>	Develops and applies more progressive concepts, methods and understanding, plans and guides the work of others and executes progressive analysis
<ul style="list-style-type: none"> <li>Advanced</li> </ul>	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in depth analyses
<ul style="list-style-type: none"> <li>Superior</li> </ul>	Has a comprehensive understanding of local government operations, critical in shaping strategic directions and change, develops and applies comprehensive concepts and methods

Thus done and signed at Utrecht on the 25 day of July 2020.

AS WITNESSES:

1.   
 2.   
 ACTING DIRECTOR: INFRASTRUCTURE & PLANNING DEVELOPMENT

AS WITNESSES:

1.   
 2.   
 ACTING MUNICIPAL MANAGER