

2008/2009 Performance Agreement for Mark Wilson

Employee Information
<div style="text-align: right; margin-right: 20px;"> First Name: Mark Last Name: Wilson Title: General Manager Electricity and Energy Job Code: </div>

Review Dates
Originator: Patrick Flusk (07_08) Review Period: 07/01/2008 - 06/30/2009 Due Date: 06/30/2009

Core Competency Requirements (CCR's)		
This section is for evaluating demonstration of competencies. There must be a rating for each competency before the form is sent for signatures.		
People Management and Empowerment Must be able to manage and encourage people, optimise their outputs and effectively manage relationships in order to achieve the municipality's goals.		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> Rating by Mkhabela Sibeko: Rating: 0.0 Weight: 10% Managers Comments : <i>No comments</i> </td> <td style="width: 50%; vertical-align: top;"> Rating by Mark Wilson: Rating: Select a rating... Employees Comments : <i>No comments</i> </td> </tr> </table>	Rating by Mkhabela Sibeko: Rating: 0.0 Weight: 10% Managers Comments : <i>No comments</i>	Rating by Mark Wilson: Rating: Select a rating... Employees Comments : <i>No comments</i>
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Financial Management Must be able to know, understand and comply with the Municipal Finance Management Act No 56 of 2003.		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> Rating by Mkhabela Sibeko: Rating: 0.0 Weight: 10% Managers Comments : <i>No comments</i> </td> <td style="width: 50%; vertical-align: top;"> Rating by Mark Wilson: Rating: Select a rating... Employees Comments : <i>No comments</i> </td> </tr> </table>	Rating by Mkhabela Sibeko: Rating: 0.0 Weight: 10% Managers Comments : <i>No comments</i>	Rating by Mark Wilson: Rating: Select a rating... Employees Comments : <i>No comments</i>
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Client Orientation and Customer Focus Must be willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice.		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> Rating by Mkhabela Sibeko: Rating: 0.0 Weight: 20% Managers Comments : <i>No comments</i> </td> <td style="width: 50%; vertical-align: top;"> Rating by Mark Wilson: Rating: Select a rating... Employees Comments : <i>No comments</i> </td> </tr> </table>	Rating by Mkhabela Sibeko: Rating: 0.0 Weight: 20% Managers Comments : <i>No comments</i>	Rating by Mark Wilson: Rating: Select a rating... Employees Comments : <i>No comments</i>
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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.		

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: 10%

Managers Comments :
*No comments***Rating by Mark Wilson:**

Rating: Select a rating...

Employees Comments :
*No comments***Strategic Capability and Leadership**

Must be able to provide a vision, set the direction for the municipality and inspire others in order to deliver on the municipality's mandate.

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: 10%

Managers Comments :
*No comments***Rating by Mark Wilson:**

Rating: Select a rating...

Employees Comments :
*No comments***Interpretation of and implementation within the legislative and national policy frameworks****Rating by Mkhabela Sibeko:**

Rating: Select a rating...

Weight: 10%

Managers Comments :
*No comments***Rating by Mark Wilson:**

Rating: Select a rating...

Employees Comments :
*No comments***Knowledge of global and South African specific political social and economic contexts****Rating by Mkhabela Sibeko:**

Rating: Select a rating...

Weight: 20%

Managers Comments :
*No comments***Rating by Mark Wilson:**

Rating: Select a rating...

Employees Comments :
*No comments***Knowledge of more than one functional municipal field and discipline****Rating by Mkhabela Sibeko:**

Rating: Select a rating...

Weight: 10%

Managers Comments :
*No comments***Rating by Mark Wilson:**

Rating: Select a rating...

Employees Comments :
*No comments***KPA's**

This section is for evaluating accomplishments of goals.

The weights for the goals in this section must add up to 100, and there must be a rating for each goal before the form is sent for signatures.

1.1**Category: KPA: Municipal Transformation and Organisational development****KPI:**

An optimum staff complement is deployed to ensure effective service delivery

Target:

All funded, vacant positions in departments within cluster are filled within a reasonable time frame. Quarterly report per cluster

[Weight distribution between line management and HR]

Status:None
Start:07/01/2008
Due:06/30/2009
% Complete:0.0%

Sub KPI's
Comments

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Mark Wilson:

Rating: Select a rating...

Employees Comments :
No comments

1.2

Category: KPA: Municipal Transformation and Organisational development

KPI:

To comply with the MFMA competency levels and to improve Service delivery through all employees in cluster having on the job training

Target:

Each employee in the cluster has a personal development plan that is aligned to identified skills gaps and to employment equity plans and is actively executing the development plan through on the job training and formal training interventions. Quarterly report per cluster

Status:None
Start:07/01/2008
Due:06/30/2009
% Complete:0.0%

Sub KPI's
Comments

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Mark Wilson:

Rating: Select a rating...

Employees Comments :
No comments

1.3

Category: KPA: Municipal Transformation and Organisational development

KPI:

Internal communications procedures are determined per department and adhered to

Target:

100% compliance with departmental communication interventions
[Compile departmental procedures]

Status:None
Start:07/01/2008
Due:06/30/2009
% Complete:0.0%

Sub KPI's
Comments

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Rating by Mark Wilson:

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Employees Comments :

No comments

1.4

Category: KPA: Municipal Transformation and Organisational development

KPI:

Performance Management of departmental staff is becoming a way of life

Target:

Roll out of Performance of staff in departments managed in line with the DPLG and EMM regulations and policies

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

Sub KPI's

Comments

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Mark Wilson:

Rating: Select a rating...

Employees Comments :

No comments

1.5

Category: KPA: Municipal Transformation and Organisational development

KPI:

EMM has a stable workforce

Target:

Disciplinary and grievance matters are dealt with expeditiously
[Separate categories of cases within control and handed over]

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

Sub KPI's

Comments

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Mark Wilson:

Rating: Select a rating...

Employees Comments :

No comments

1.6

Category: KPA: Municipal Transformation and Organisational development

KPI:

Service delivery is optimised through the use of ICT

Target:

All Operations Cluster software systems are utilised and users are trained to populate the systems within the EMM time frames and business cycles

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

**Sub KPI's
Comments**

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Mark Wilson:

Rating: Select a rating...

Employees Comments :

No comments

2.1

Category: KPA: Infrastructure Development and Service Delivery

KPI:

Percentage of downtime for electricity services in kWh lost

Target:

08/09: 1 % kWh lost (Less than)

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

Sub KPI's

Comments

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Mark Wilson:

Rating: Select a rating...

Employees Comments :

No comments

2.2

Category: KPA: Infrastructure Development and Service Delivery

KPI:

Number of protective structures/boxes installed.

Target:

08/09: 500

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

Sub KPI's

Comments

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Mark Wilson:

Rating: Select a rating...

Employees Comments :

No comments

2.3

Category: KPA: Infrastructure Development and Service Delivery

KPI:

Km of streets provided with streetlights

Target:

08/09: 24

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

**Sub KPI's
Comments**

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Mark Wilson:

Rating: Select a rating...

Employees Comments :

No comments

2.4

Category: KPA: Infrastructure Development and Service Delivery

KPI:

Number of households provided with
FBE-EMM supply area

Target:

08/09: 7000

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

Sub KPI's

Comments

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Mark Wilson:

Rating: Select a rating...

Employees Comments :

No comments

2.5

Category: KPA: Infrastructure Development and Service Delivery

KPI:

No of electricity supply
connections(Number of
stands/households)

Target:

08/09: 7000

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

Sub KPI's

Comments

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Mark Wilson:

Rating: Select a rating...

Employees Comments :

No comments

2.6

Category: KPA: Infrastructure Development and Service Delivery

KPI:

Number of high mast lights provided

Target:

08/09: 58

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

**Sub KPI's
Comments**

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Mark Wilson:

Rating: Select a rating...

Employees Comments :

No comments

2.7

Category: KPA: Infrastructure Development and Service Delivery

KPI:

Number of households provided with FBE -Eskom supply area.

Target:

08/09: 10000

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

Sub KPI's

Comments

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Mark Wilson:

Rating: Select a rating...

Employees Comments :

No comments

2.8

Category: KPA: Infrastructure Development and Service Delivery

KPI:

Service Delivery Charter is finalized and implemented by departments

Target:

Service standards are agreed to and adhered to deviations to standards set are monitored. Quarterly report per cluster

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

Sub KPI's

Comments

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Mark Wilson:

Rating: Select a rating...

Employees Comments :

No comments

2.9

Category: KPA: Infrastructure Development and Service Delivery

KPI:

Provide strategic leadership, guidance and support in achieving the Council approved SDBIP targets

Target:

Strategic leadership and guidance are provided to achieve the 08/09 SDBIP targets.

Status:None

Start:07/01/2008
Due:06/30/2009
% Complete:0.0%

Sub KPI's
Comments

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Mark Wilson:

Rating: Select a rating...

Employees Comments :
No comments

3.1

Category: KPA: Local Economic Development

KPI:

An effective Expanded Public Works Programme (EPWP) is implemented. View in its broadest sense - not only technical projects - skills development in any area to be recognised.

Target:

Achievement of Skills Development and Job Opportunities targets per department as determined by the EPWP - 40% - women; 30% - youth; 2% -people with disabilities. Quarterly report per cluster

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

Sub KPI's
Comments

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Mark Wilson:

Rating: Select a rating...

Employees Comments :
No comments

3.2

Category: KPA: Local Economic Development

KPI:

Achieve B-BBEE procurement targets

Target:

70% of discretionary spending - procurement to be from B-BBEE/SMME vendors and in compliance with the (Supply Chain Management policies) SCF. Quarterly report per cluster

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

Sub KPI's
Comments

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Mark Wilson:

Rating: Select a rating...

Employees Comments :
No comments

4.1**Category: KPA: Municipal Financial Viability and Management****KPI:**

Capital Budget Spent

Target:

At least 85% of the Approved (Original) Capital Budget is spent within the budgeted financial year on projects in the SDBIP. Monthly report on spend per cluster

[Ensure that allocation of unused budget are timeous reported and utilised]

Status:None**Start:**07/01/2008**Due:**06/30/2009**% Complete:**0.0%**Sub KPI's****Comments****Rating by Mkhabela Sibeko:****Rating:** Select a rating...**Weight:** %**Managers Comments :***No comments***Rating by Mark Wilson:****Rating:** Select a rating...**Employees Comments :***No comments***4.2****Category: KPA: Municipal Financial Viability and Management****KPI:**

The Ekurhuleni Municipality Infrastructure is properly maintained

Target:

At least 90% of the operational maintenance budget is spent to ensure a proper functioning municipality. Monthly report on spend per cluster

Status:None**Start:**07/01/2008**Due:**06/30/2009**% Complete:**0.0%**Sub KPI's****Comments****Rating by Mkhabela Sibeko:****Rating:** Select a rating...**Weight:** %**Managers Comments :***No comments***Rating by Mark Wilson:****Rating:** Select a rating...**Employees Comments :***No comments***4.3****Category: KPA: Municipal Financial Viability and Management****KPI:**

EMM assets are controlled

Target:

Ensure that Quarterly Accountability statements are signed to ensure all EMM assets are accounted for. Deviations are reported and permissions for write-off has been obtained in line with the MFMA and the EMM delegations of authority

Status:None

Start:07/01/2008
Due:06/30/2009
% Complete:0.0%

Sub KPI's
Comments

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Mark Wilson:

Rating: Select a rating...

Employees Comments :
No comments

4.4

Category: KPA: Municipal Financial Viability and Management

KPI:

Delegations relating to Supply Chain Management is adhered to

Target:

Departmental Reports on monthly on quotations under R200,000 collated

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

Sub KPI's
Comments

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Mark Wilson:

Rating: Select a rating...

Employees Comments :
No comments

4.5

Category: KPA: Municipal Financial Viability and Management

KPI:

Reduce Short Term Insurance Claims

Target:

Reduce the number of and value of short term insurance claims linked to negligence by 25% quarter on quarter. Report monthly on all claims reported by departments whereby an EMM staff member has been negligent

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

Sub KPI's
Comments

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Mark Wilson:

Rating: Select a rating...

Employees Comments :
No comments

4.6

Category: KPA: Municipal Financial Viability and Management

KPI:

Income completeness

Target:

Ensure income completeness in departments by proper management. Initiate activities/utilise equipment to support completeness of billing. Monthly report per cluster

Status:None**Start:**07/01/2008**Due:**06/30/2009**% Complete:**0.0%**Sub KPI's****Comments****Rating by Mkhabela Sibeko:****Rating:** Select a rating...**Weight:** %**Managers Comments :***No comments***Rating by Mark Wilson:****Rating:** Select a rating...**Employees Comments :***No comments***5.1****Category: KPA: Good Governance and Public Participation****KPI:**

All relevant departmental plans for the IDP is drafted with the timeframes and fully implemented

Target:

100% reviews and implementation of IDP's

Status:None**Start:**07/01/2008**Due:**06/30/2009**% Complete:**0.0%**Sub KPI's****Comments****Rating by Mkhabela Sibeko:****Rating:** Select a rating...**Weight:** %**Managers Comments :***No comments***Rating by Mark Wilson:****Rating:** Select a rating...**Employees Comments :***No comments***5.2****Category: KPA: Good Governance and Public Participation****KPI:**

Departmental Management

Target:

Coordinate Management of Departmental activities to ensure IDP and SDBIP targets are met

Status:None**Start:**07/01/2008**Due:**06/30/2009**% Complete:**0.0%**Sub KPI's****Comments****Rating by Mkhabela Sibeko:****Rating:** Select a rating...**Weight:** %**Rating by Mark Wilson:****Rating:** Select a rating...

Managers Comments :
No comments

Employees Comments :
No comments

5.3

Category: KPA: Good Governance and Public Participation

KPI:

Proper controls are in place to ensure the effective management of the municipality

Target:

The department does not contribute negatively to the EMM audit report. Number of item. (50% year on year reduction)

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

**Sub KPI's
Comments**

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Mark Wilson:

Rating: Select a rating...

Employees Comments :
No comments

5.4

Category: KPA: Good Governance and Public Participation

KPI:

EMM receives good value for money through proper contract management

Target:

Service providers are monitored and measured in terms of quality and standards of products and services rendered

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

**Sub KPI's
Comments**

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Mark Wilson:

Rating: Select a rating...

Employees Comments :
No comments

5.5

Category: KPA: Good Governance and Public Participation

KPI:

Employees are optimally engaged during normal working hours

Target:

Overtime is restricted to the minimum and all overtime is compliant with legislation. Departmental targets.

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

Sub KPI's

Comments

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Mark Wilson:

Rating: Select a rating...

Employees Comments :
No comments

5.6

Category: KPA: Good Governance and Public Participation

KPI:

EMM complies with legislature

Target:

All relevant National and Provincial legislation are complied with

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

**Sub KPI's
Comments**

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Mark Wilson:

Rating: Select a rating...

Employees Comments :
No comments

5.7

Category: KPA: Good Governance and Public Participation

KPI:

EMM complies with legislation

Target:

All relevant National and Provincial legislation are complied with.
Determine standards and list of relevant legislation.
Agree to plans and time frames for implementation and compliance.

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

**Sub KPI's
Comments**

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Mark Wilson:

Rating: Select a rating...

Employees Comments :
No comments

5.8

Category: KPA: Good Governance and Public Participation

KPI:

Each employee knows what he/she is responsible for

Target:

All delegations of powers and sub-delegations are approved and adhered to

Status:None
Start:07/01/2008
Due:06/30/2009
% Complete:0.0%

Sub KPI's
Comments

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Mark Wilson:

Rating: Select a rating...

Employees Comments :
No comments

5.9

Category: KPA: Good Governance and Public Participation

KPI:

Recommendations and interventions of Internal Audit Reports are managed

Target:

Remedial action as prescribed by Internal Audit are managed. Reports are 100% complied with

Status:None
Start:07/01/2008
Due:06/30/2009
% Complete:0.0%

Sub KPI's
Comments

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Mark Wilson:

Rating: Select a rating...

Employees Comments :
No comments

5.10

Category: KPA: Good Governance and Public Participation

KPI:

Risks facing EMM are managed

Target:

All Departmental Risk Management plans are in place and quarterly reports are produced of action taken by management on losses and the verification process

Status:None
Start:07/01/2008
Due:06/30/2009
% Complete:0.0%

Sub KPI's
Comments

Rating by Mkhabela Sibeko:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Mark Wilson:

Rating: Select a rating...

Employees Comments :
No comments

5.11

Category: KPA: Good Governance and Public Participation	
KPI: External customers and stakeholders are satisfied with the standard and frequency of communication Status: None Start: 07/01/2008 Due: 06/30/2009 % Complete: 0.0% Sub KPI's Comments	Target: Customised interventions to improve communications with external customers and stakeholders
Rating by Mkhabela Sibeko: Rating: Select a rating... Weight: % Managers Comments : <i>No comments</i>	Rating by Mark Wilson: Rating: Select a rating... Employees Comments : <i>No comments</i>

5.12	
Category: KPA: Good Governance and Public Participation	
KPI: All reporting by departments comply with requirements of the MFMA Status: None Start: 07/01/2008 Due: 06/30/2009 % Complete: 0.0% Sub KPI's Comments	Target: Where required, ensure that all reporting are linked to the MFMA and are reported on
Rating by Mkhabela Sibeko: Rating: Select a rating... Weight: % Managers Comments : <i>No comments</i>	Rating by Mark Wilson: Rating: Select a rating... Employees Comments : <i>No comments</i>

Personal Development Plan (PDP)

Use the section below to describe development objectives. Define the knowledge/skill that you are attempting to develop, the reason it is important to your current/future performance, the specific action/s to be taken, and the expected timeline for accomplishment. Progress, results and ratings should be entered throughout and at the conclusion of development action/s.

Signatures

When your review form reaches the Signature Mode, click on the Send button to sign the document. Your electronic signature will be stored in this section of the form.

Signatures indicate that the Performance Assessment discussion has been held.

Employee: _____
Mark Wilson

Manager: _____
Mkhabela Sibeko