

# 2008/2009 Performance Agreement for Moshema Mosia

## Employee Information

First Name: Moshema  
Last Name: Mosia  
Title: Executive Director:Community Safety  
Job Code:

## Review Dates

Originator: Moshema Mosia  
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.

**Rating by Mkhabela Sibeko:**

**Rating:** 0.0

**Weight:** 10%

**Managers Comments :**

*No comments*

**Rating by Moshema Mosia:**

**Rating:** Select a rating...

**Employees Comments :**

*No comments*

### Financial Management

Must be able to know, understand and comply with the Municipal Finance Management Act No 56 of 2003.

**Rating by Mkhabela Sibeko:**

**Rating:** 0.0

**Weight:** 20%

**Managers Comments :**

*No comments*

**Rating by Moshema Mosia:**

**Rating:** Select a rating...

**Employees Comments :**

*No comments*

### 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.

**Rating by Mkhabela Sibeko:**

**Rating:** 0.0

**Weight:** 10%

**Managers Comments :**

*No comments*

**Rating by Moshema Mosia:**

**Rating:** Select a rating...

**Employees Comments :**

*No comments*

### 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 Moshema Mosia:**

Rating: Select a rating...

Employees Comments :  
*No comments***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.

**Rating by Mkhabela Sibeko:**

Rating: Select a rating...

Weight: 20%

Managers Comments :  
*No comments***Rating by Moshema Mosia:**

Rating: Select a rating...

Employees Comments :  
*No comments***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.

**Rating by Mkhabela Sibeko:**

Rating: Select a rating...

Weight: 10%

Managers Comments :  
*No comments***Rating by Moshema Mosia:**

Rating: Select a rating...

Employees Comments :  
*No comments***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.

**Rating by Mkhabela Sibeko:**

Rating: Select a rating...

Weight: 10%

Managers Comments :  
*No comments***Rating by Moshema Mosia:**

Rating: Select a rating...

Employees Comments :  
*No comments***Competence in Self Management****Rating by Mkhabela Sibeko:**

Rating: Select a rating...

Weight: 10%

Managers Comments :  
*No comments***Rating by Moshema Mosia:**

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:****Target:**

An optimum staff complement is deployed to ensure effective service delivery

- Completed request forms of all funded, vacant positions in the department are submitted to HRM&D within a reasonable time frame.

- Departmental Quarterly reports are submitted to DCM:Operations.

**Status:**None  
**Start:**07/01/2008  
**Due:**06/30/2009  
**% Complete:**4.0%

**Sub KPI's  
Comments**

**Rating by Mkhabela Sibeko:**

**Rating:** Select a rating...

**Weight:** 4%

**Managers Comments :**  
*No comments*

**Rating by Moshema Mosia:**

**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 department has a personal development plan that is aligned to identified skills gaps and to employment equity plan and is actively executing the development plan through on the job training and formal training interventions.  
-Quarterly reports submitted to DCM: Operations.

**Status:**None  
**Start:**07/01/2008  
**Due:**06/30/2009  
**% Complete:**2.0%

**Sub KPI's  
Comments**

**Rating by Mkhabela Sibeko:**

**Rating:** Select a rating...

**Weight:** 2%

**Managers Comments :**  
*No comments*

**Rating by Moshema Mosia:**

**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:**

-Compile and implement departmental communication procedures.  
-100% compliance with departmental communication procedures.

**Status:**None  
**Start:**07/01/2008  
**Due:**06/30/2009  
**% Complete:**2.0%

**Sub KPI's  
Comments**

**Rating by Mkhabela Sibeko:**

**Rating:** Select a rating...

**Weight:** 2%

**Managers Comments :**

*No comments*

**Rating by Moshema Mosia:**

**Rating:** Select a rating...

**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 Management of staff to Levels 5 and 6 in 08/09.  
- Manage the performance of staff in line with the DPLG and EMM regulations and policies.

**Status:**None

**Start:**07/01/2008

**Due:**06/30/2009

**% Complete:**4.0%

**Sub KPI's**

**Comments**

**Rating by Mkhabela Sibeko:**

**Rating:** Select a rating...

**Weight:** 4%

**Managers Comments :**

*No comments*

**Rating by Moshema Mosia:**

**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 with expeditiously.  
  
-Formal disciplinary charges are laid within the time frame prescribed by the relevant policy.  
-Grievances are attended to and heard within the time frame prescribed in the relevant policy at all the two stages.

**Status:**None

**Start:**07/01/2008

**Due:**06/30/2009

**% Complete:**2.0%

**Sub KPI's**

**Comments**

**Rating by Mkhabela Sibeko:**

**Rating:** Select a rating...

**Weight:** 2%

**Managers Comments :**

*No comments*

**Rating by Moshema Mosia:**

**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 the departmental 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:**2.0%

**Sub KPI's**

**Comments**

**Rating by Mkhabela Sibeko:**

**Rating:** Select a rating...

**Weight:** 2%

**Managers Comments :**

*No comments*

**Rating by Moshema Mosia:**

**Rating:** Select a rating...

**Employees Comments :**

*No comments*

2.1

Category: KPA: Infrastructure Development and Service Delivery

**KPI:**

Establish Drive-thru licensing facility at Bedfordview

**Target:**

08/09: 1 (One drive-thru)

**Status:**None

**Start:**07/01/2008

**Due:**06/30/2009

**% Complete:**3.0%

**Sub KPI's**

**Comments**

**Rating by Mkhabela Sibeko:**

**Rating:** Select a rating...

**Weight:** 3%

**Managers Comments :**

*No comments*

**Rating by Moshema Mosia:**

**Rating:** Select a rating...

**Employees Comments :**

*No comments*

2.2

Category: KPA: Infrastructure Development and Service Delivery

**KPI:**

Provision for security systems at Alberotn, Boksburg and Wadeville Licensing facilities

**Target:**

08/09: 3 Licensing facilities with security systems

**Status:**None

**Start:**07/01/2008

**Due:**06/30/2009

**% Complete:**4.0%

**Sub KPI's**

**Comments**

**Rating by Mkhabela Sibeko:**

**Rating:** Select a rating...

**Weight:** 4%

**Rating by Moshema Mosia:**

**Rating:** Select a rating...

**Managers Comments :**  
*No comments*

**Employees Comments :**  
*No comments*

**2.3**

**Category: KPA: Infrastructure Development and Service Delivery**

**KPI:**  
Refurbish and fully furnish Springs,  
Benoni and Nigel Licensing Facilities

**Target:**  
08/09: 3 Licensing facilities

**Status:**None  
**Start:**07/01/2008  
**Due:**06/30/2009  
**% Complete:**2.0%

**Sub KPI's  
Comments**

**Rating by Mkhabela Sibeko:**

**Rating:** Select a rating...

**Weight:** 2%

**Managers Comments :**  
*No comments*

**Rating by Moshema Mosia:**

**Rating:** Select a rating...

**Employees Comments :**  
*No comments*

**2.4**

**Category: KPA: Infrastructure Development and Service Delivery**

**KPI:**  
Community members trained as life  
safety educators

**Target:**  
08/09: 40 public life safety educators

**Status:**None  
**Start:**07/01/2008  
**Due:**06/30/2009  
**% Complete:**4.0%

**Sub KPI's  
Comments**

**Rating by Mkhabela Sibeko:**

**Rating:** Select a rating...

**Weight:** 4%

**Managers Comments :**  
*No comments*

**Rating by Moshema Mosia:**

**Rating:** Select a rating...

**Employees Comments :**  
*No comments*

**2.5**

**Category: KPA: Infrastructure Development and Service Delivery**

**KPI:**  
Number of calls responded to within  
nationally defined speed of response  
per 100 calls

**Target:**  
08/09: 75

**Status:**None  
**Start:**07/01/2008  
**Due:**06/30/2009  
**% Complete:**1.0%

**Sub KPI's  
Comments**

**Rating by Mkhabela Sibeko:**

**Rating:** Select a rating...

**Rating by Moshema Mosia:**

**Rating:** Select a rating...

**Weight:** 1%

**Managers Comments :**

*No comments*

**Employees Comments :**

*No comments*

**2.6**

**Category: KPA: Infrastructure Development and Service Delivery**

**KPI:**

Emergency Services vehicles replaced

**Target:**

08/09: 20 Emergency Services vehicles replaced

**Status:**None

**Start:**07/01/2008

**Due:**06/30/2009

**% Complete:**2.0%

**Sub KPI's**

**Comments**

**Rating by Mkhabela Sibeko:**

**Rating:** Select a rating...

**Weight:** 2%

**Managers Comments :**

*No comments*

**Rating by Moshema Mosia:**

**Rating:** Select a rating...

**Employees Comments :**

*No comments*

**2.7**

**Category: KPA: Infrastructure Development and Service Delivery**

**KPI:**

Establish fully furnished and properly equipped fire stations at Daveyton and Etwatwa

**Target:**

08/09: 2 fire stations

**Status:**None

**Start:**07/01/2008

**Due:**06/30/2009

**% Complete:**5.0%

**Sub KPI's**

**Comments**

**Rating by Mkhabela Sibeko:**

**Rating:** Select a rating...

**Weight:** 5%

**Managers Comments :**

*No comments*

**Rating by Moshema Mosia:**

**Rating:** Select a rating...

**Employees Comments :**

*No comments*

**2.8**

**Category: KPA: Infrastructure Development and Service Delivery**

**KPI:**

Public education sessions conducted

**Target:**

08/09: 100 Public education sessions

**Status:**None

**Start:**07/01/2008

**Due:**06/30/2009

**% Complete:**2.0%

**Sub KPI's**

**Comments**

**Rating by Mkhabela Sibeko:**

**Rating:** Select a rating...

**Rating by Moshema Mosia:**

**Rating:** Select a rating...

**Weight:** 2%

**Managers Comments :**

*No comments*

**Employees Comments :**

*No comments*

**2.9**

**Category: KPA: Infrastructure Development and Service Delivery**

**KPI:**

Establish a fully and functional decentralised disaster management offices

**Target:**

08/09: 1 decentralised Disaster Management Office in Kempton Park

**Status:**None

**Start:**07/01/2008

**Due:**06/30/2009

**% Complete:**1.0%

**Sub KPI's**

**Comments**

**Rating by Mkhabela Sibeko:**

**Rating:** Select a rating...

**Weight:** 1%

**Managers Comments :**

*No comments*

**Rating by Moshema Mosia:**

**Rating:** Select a rating...

**Employees Comments :**

*No comments*

**2.10**

**Category: KPA: Infrastructure Development and Service Delivery**

**KPI:**

Establish a fully functional mobile radio technical workshop

**Target:**

08/09: 1 mobile radio technical workshop

**Status:**None

**Start:**07/01/2008

**Due:**06/30/2009

**% Complete:**2.0%

**Sub KPI's**

**Comments**

**Rating by Mkhabela Sibeko:**

**Rating:** Select a rating...

**Weight:** 2%

**Managers Comments :**

*No comments*

**Rating by Moshema Mosia:**

**Rating:** Select a rating...

**Employees Comments :**

*No comments*

**2.11**

**Category: KPA: Infrastructure Development and Service Delivery**

**KPI:**

Establish fully upgraded repeater sites at Duduza and Benoni

**Target:**

08/09: 2 repeater sites

**Status:**None

**Start:**07/01/2008

**Due:**06/30/2009

**% Complete:**2.0%

**Sub KPI's**

**Comments**

**Rating by Mkhabela Sibeko:**

**Rating by Moshema Mosia:**

**Rating:** Select a rating...

**Weight:** 2%

**Managers Comments :**  
*No comments*

**Rating:** Select a rating...

**Employees Comments :**  
*No comments*

#### 2.12

**Category: KPA: Infrastructure Development and Service Delivery**

**KPI:**

Installation of a functional satellite communication and tracking system

**Target:**

08/09: 1 tracking system

**Status:**None

**Start:**07/01/2008

**Due:**06/30/2009

**% Complete:**3.0%

**Sub KPI's  
Comments**

**Rating by Mkhabela Sibeko:**

**Rating:** Select a rating...

**Weight:** 3%

**Managers Comments :**  
*No comments*

**Rating by Moshema Mosia:**

**Rating:** Select a rating...

**Employees Comments :**  
*No comments*

#### 2.13

**Category: KPA: Infrastructure Development and Service Delivery**

**KPI:**

Service Delivery Charter is finalized and implemented by departments.

**Target:**

-Service standards are agreed upon.  
- Service Standards are adhered to and deviations from set standards are monitored.  
-Quarterly reports are submitted to DCM:Operations.

**Status:**None

**Start:**07/01/2008

**Due:**06/30/2009

**% Complete:**3.0%

**Sub KPI's  
Comments**

**Rating by Mkhabela Sibeko:**

**Rating:** Select a rating...

**Weight:** 3%

**Managers Comments :**  
*No comments*

**Rating by Moshema Mosia:**

**Rating:** Select a rating...

**Employees Comments :**  
*No comments*

#### 2.14

**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:**2.0%

**Sub KPI's  
Comments**

**Rating by Mkhabela Sibeko:**

**Rating:** Select a rating...

**Weight:** 2%

**Managers Comments :**

*No comments*

**Rating by Moshema Mosia:**

**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:**

-Implement an EPWP project with the aim of developing skills and creating jobs prioritising the following: 40%- Women, 30%- Youth and 2%-People with disabilities.  
-Quarterly progress reports are submitted to DCM: Operations.

**Status:**None

**Start:**07/01/2008

**Due:**06/30/2009

**% Complete:**1.0%

**Sub KPI's  
Comments**

**Rating by Mkhabela Sibeko:**

**Rating:** Select a rating...

**Weight:** 1%

**Managers Comments :**

*No comments*

**Rating by Moshema Mosia:**

**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 reports are submitted to DCM: Operations.

**Status:**None

**Start:**07/01/2008

**Due:**06/30/2009

**% Complete:**3.0%

**Sub KPI's  
Comments**

**Rating by Mkhabela Sibeko:**

**Rating:** Select a rating...

**Weight:** 3%

**Managers Comments :**

*No comments*

**Rating by Moshema Mosia:**

**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 reports on expenditure are submitted to DCM:Operations.  
 -[Ensure that allocation of unused budget are timeous reported and utilised]

**Status:**None**Start:**07/01/2008**Due:**06/30/2009**% Complete:**4.0%**Sub KPI's****Comments****Rating by Mkhabela Sibeko:**

Rating: Select a rating...

**Weight:** 4%**Managers Comments :***No comments***Rating by Moshema Mosia:**

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 expenditure are submitted to DCM:Operations.

**Status:**None**Start:**07/01/2008**Due:**06/30/2009**% Complete:**5.0%**Sub KPI's****Comments****Rating by Mkhabela Sibeko:**

Rating: Select a rating...

**Weight:** 5%**Managers Comments :***No comments***Rating by Moshema Mosia:**

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 and submitted to Finance Department to ensure all EMM assets are accounted for.  
 -Deviations are reported and permission for write-off has been obtained in line with the MFMA and the

**Status:**None  
**Start:**07/01/2008  
**Due:**06/30/2009  
**% Complete:**3.0%

**Sub KPI's  
Comments**

**Rating by Mkhabela Sibeko:**

**Rating:** Select a rating...

**Weight:** 3%

**Managers Comments :**  
*No comments*

**Rating by Moshema Mosia:**

**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 procurements under R200,000 are submitted to The City manager's office.

**Status:**None  
**Start:**07/01/2008  
**Due:**06/30/2009  
**% Complete:**5.0%

**Sub KPI's  
Comments**

**Rating by Mkhabela Sibeko:**

**Rating:** Select a rating...

**Weight:** 5%

**Managers Comments :**  
*No comments*

**Rating by Moshema Mosia:**

**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 value of short term insurance claims linked to negligence by 25% in 08/09.  
-Report monthly on all claims resulting from negligence to Finance Department.

**Status:**None  
**Start:**07/01/2008  
**Due:**06/30/2009  
**% Complete:**2.0%

**Sub KPI's  
Comments**

**Rating by Mkhabela Sibeko:**

**Rating:** Select a rating...

**Weight:** 2%

**Managers Comments :**  
*No comments*

**Rating by Moshema Mosia:**

**Rating:** Select a rating...

**Employees Comments :**  
*No comments*

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

Income completeness

**Target:**

Ensure that all processes leading to income collection are carried out in adherence to policies and procedures; and within the prescribed times in order to facilitate income completeness.

**Status:**None**Start:**07/01/2008**Due:**06/30/2009**% Complete:**2.0%**Sub KPI's****Comments****Rating by Mkhabela Sibeko:****Rating:** Select a rating...**Weight:** 2%**Managers Comments :***No comments***Rating by Moshema Mosia:****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% review of the Departmental IDP.

**Status:**None**Start:**07/01/2008**Due:**06/30/2009**% Complete:**2.0%**Sub KPI's****Comments****Rating by Mkhabela Sibeko:****Rating:** Select a rating...**Weight:** 1%**Managers Comments :***No comments***Rating by Moshema Mosia:****Rating:** Select a rating...**Employees Comments :***No comments***5.2****Category: KPA: Good Governance and Public Participation****KPI:**

Departmental Management

**Target:**

Coordinate the management of Departmental activities to ensure IDP and SDBIP targets are met.

**Status:**None**Start:**07/01/2008**Due:**06/30/2009**% Complete:**2.0%**Sub KPI's****Comments**

**Rating by Mkhabela Sibeko:**

Rating: Select a rating...

Weight: 2%

Managers Comments :  
*No comments***Rating by Moshema Mosia:**

Rating: Select a rating...

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 Auditor General's report in 08/09.  
-Reduce the number of negative contributions by 50% in 08/09 using 07/08 as a base line.

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:2.0%

**Sub KPI's  
Comments****Rating by Mkhabela Sibeko:**

Rating: Select a rating...

Weight: 2%

Managers Comments :  
*No comments***Rating by Moshema Mosia:**

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:**-The quality of goods and services provided/rendered by the Suppliers/Service Providers are monitored and measured against the relevant standards/specifications.  
-Where required, appropriate corrective actions are taken immediately.

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:2.0%

**Sub KPI's  
Comments****Rating by Mkhabela Sibeko:**

Rating: Select a rating...

Weight: 2%

Managers Comments :  
*No comments***Rating by Moshema Mosia:**

Rating: Select a rating...

Employees Comments :  
*No comments***5.5****Category: KPA: Good Governance and Public Participation****KPI:**

Employees are optimally engaged

**Target:**

-Overtime is restricted to the minimum

during normal working hours

and all overtime is compliant with legislation.  
- Reduce the Overtime expenditure by 20% using 2007/2008 Overtime expenditure as a baseline.

**Status:**None  
**Start:**07/01/2008  
**Due:**06/30/2009  
**% Complete:**1.0%

**Sub KPI's**  
**Comments**

**Rating by Mkhabela Sibeko:**

**Rating:** Select a rating...

**Weight:** 1%

**Managers Comments :**

*No comments*

**Rating by Moshema Mosia:**

**Rating:** Select a rating...

**Employees Comments :**

*No comments*

**5.6**

**Category: KPA: Good Governance and Public Participation**

**KPI:**  
EMM complies with legislation

**Target:**  
-Identify and List all National and Provincial Legislation and Standards which the Department have to comply with.  
-Formulate and agree on action plans and time frames for implementation of such plans in order to ensure compliance.

**Status:**None  
**Start:**07/01/2008  
**Due:**06/30/2009  
**% Complete:**2.0%

**Sub KPI's**  
**Comments**

**Rating by Mkhabela Sibeko:**

**Rating:** Select a rating...

**Weight:** 2%

**Managers Comments :**

*No comments*

**Rating by Moshema Mosia:**

**Rating:** Select a rating...

**Employees Comments :**

*No comments*

**5.7**

**Category: KPA: Good Governance and Public Participation**

**KPI:**  
Each employee knows what he/she is responsible for

**Target:**  
All Delegation of Powers and sub-delegations are approved and adhered to.

**Status:**None  
**Start:**07/01/2008  
**Due:**06/30/2009  
**% Complete:**5.0%

**Sub KPI's**  
**Comments**

**Rating by Mkhabela Sibeko:**

Rating: Select a rating...

Weight: 5%

**Managers Comments :***No comments***Rating by Moshema Mosia:**

Rating: Select a rating...

**Employees Comments :***No comments***5.8****Category: KPA: Good Governance and Public Participation****KPI:**

Recommendations and interventions of Internal Audit Reports are managed

**Target:**

-Remedial actions/Recommendations as prescribed by Internal Audit are attended to within the time frames outlined in the reports of Internal Audit.  
 -Internal Audit reports are 100% complied with.

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:2.0%

**Sub KPI's****Comments****Rating by Mkhabela Sibeko:**

Rating: Select a rating...

Weight: 2%

**Managers Comments :***No comments***Rating by Moshema Mosia:**

Rating: Select a rating...

**Employees Comments :***No comments***5.9****Category: KPA: Good Governance and Public Participation****KPI:**

Risks facing EMM are managed

**Target:**

-All Departmental Risk Management plans based on the Council risk register are in place.  
 -Quarterly reports are on actions taken by management to minimise the risks, are submitted to DCM:Operations.

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:2.0%

**Sub KPI's****Comments****Rating by Mkhabela Sibeko:**

Rating: Select a rating...

Weight: 2%

**Managers Comments :***No comments***Rating by Moshema Mosia:**

Rating: Select a rating...

**Employees Comments :***No comments***5.10****Category: KPA: Good Governance and Public Participation****KPI:**

External customers and stakeholders are satisfied with the standard and

**Target:**

Customised interventions to improve communication with external customers

frequency of communication

and stakeholders is established.

**Status:**None

**Start:**07/01/2008

**Due:**06/30/2009

**% Complete:**1.0%

**Sub KPI's**

**Comments**

**Rating by Mkhabela Sibeko:**

**Rating:** Select a rating...

**Weight:** 1%

**Managers Comments :**

*No comments*

**Rating by Moshema Mosia:**

**Rating:** Select a rating...

**Employees Comments :**

*No comments*

5.11

**Category: KPA: Good Governance and Public Participation**

**KPI:**

All reporting by departments comply with requirements of the MFMA

**Target:**

Where required, ensure that all reporting as prescribed by MFMA are adhered to.

**Status:**None

**Start:**07/01/2008

**Due:**06/30/2009

**% Complete:**2.0%

**Sub KPI's**

**Comments**

**Rating by Mkhabela Sibeko:**

**Rating:** Select a rating...

**Weight:** 2%

**Managers Comments :**

*No comments*

**Rating by Moshema Mosia:**

**Rating:** Select a rating...

**Employees Comments :**

*No comments*

### 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: \_\_\_\_\_  
Moshema Mosia

Manager: \_\_\_\_\_  
Mkhabela Sibeko

