

2008/2009 Performance Agreement for Thandi Kumalo

Employee Information

First Name: Thandi
 Last Name: Kumalo
 Title: ED HRM&D
 Job Code: EDir

Review Dates

Originator: Thandi Kumalo
 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 Peta Mashinini:

Rating: 0.0

Weight: 10%

Managers Comments :

No comments

Rating by Thandi Kumalo:

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 Peta Mashinini:

Rating: 0.0

Weight: 10%

Managers Comments :

No comments

Rating by Thandi Kumalo:

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 Peta Mashinini:

Rating: 0.0

Weight: 10%

Managers Comments :

No comments

Rating by Thandi Kumalo:

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 Peta Mashinini:**Rating:** Select a rating...**Weight:** 20%**Managers Comments :**
*No comments***Rating by Thandi Kumalo:****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 Peta Mashinini:**Rating:** Select a rating...**Weight:** 10%**Managers Comments :**
*No comments***Rating by Thandi Kumalo:****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 Peta Mashinini:**Rating:** Select a rating...**Weight:** 20%**Managers Comments :**
*No comments***Rating by Thandi Kumalo:****Rating:** Select a rating...**Employees Comments :**
*No comments***Competence in Self Management****Rating by Peta Mashinini:****Rating:** Select a rating...**Weight:** 10%**Managers Comments :**
*No comments***Rating by Thandi Kumalo:****Rating:** Select a rating...**Employees Comments :**
*No comments***Interpretation of and implementation within the legislative and national policy frameworks****Rating by Peta Mashinini:****Rating:** Select a rating...**Weight:** 10%**Managers Comments :**
*No comments***Rating by Thandi Kumalo:****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:**

Development of shop stewards competencies as strategic business

Target:

Develop a fully functional programme for shop stewards

partners

Identify key skills required by shop stewards to be effective business partners

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

Sub KPI's
Comments

Rating by Peta Mashinini:

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Thandi Kumalo:

Rating: Select a rating...

Employees Comments :

No comments

1.2

Category: KPA: Municipal Transformation and Organisational development

KPI:

Implementation and continuous improvement of Human Resources Information system

Target:

Fully tested and operational Human Resources System Core Module

Implementation of self service module-viewing and updating of personnel information by section 57 employees

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

Sub KPI's
Comments

Rating by Peta Mashinini:

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Thandi Kumalo:

Rating: Select a rating...

Employees Comments :

No comments

1.3

Category: KPA: Municipal Transformation and Organisational development

KPI:

Create and maintain a safe and healthy environment

Target:

Baseline hearing and screening test of exposed employees and risk measurements

Baseline hearing and screening test of exposed employees - 3000 Employees

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

Sub KPI's
Comments

Rating by Peta Mashinini:

Rating: Select a rating...

Weight: %

Managers Comments :
*No comments***Rating by Thandi Kumalo:**

Rating: Select a rating...

Employees Comments :
*No comments***1.4****Category: KPA: Municipal Transformation and Organisational development****KPI:**

Cultivate a culture of valuing diversity

Target:

Diversity Management Plan

Formulate a comprehensive Diversity Management Plan

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

**Sub KPI's
Comments****Rating by Peta Mashinini:**

Rating: Select a rating...

Weight: %

Managers Comments :
*No comments***Rating by Thandi Kumalo:**

Rating: Select a rating...

Employees Comments :
*No comments***1.5****Category: KPA: Municipal Transformation and Organisational development****KPI:**

Operationalise the compliance requirements of Employment Equity Act

Target:

Development of the Employment Equity Plan

Development of EE Plan

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

**Sub KPI's
Comments****Rating by Peta Mashinini:**

Rating: Select a rating...

Weight: %

Managers Comments :
*No comments***Rating by Thandi Kumalo:**

Rating: Select a rating...

Employees Comments :
*No comments***1.6****Category: KPA: Municipal Transformation and Organisational development****KPI:**

Align EMM Structure to the EMM Strategy

Target:

To roll out the institutional review Process Phase 4: Establish and obtain approval for Divisional Structures

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

**Sub KPI's
Comments**

Rating by Peta Mashinini:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Thandi Kumalo:

Rating: Select a rating...

Employees Comments :
No comments

1.7

Category: KPA: Municipal Transformation and Organisational development

KPI:

Skills development legislation complied with and leveraged

Target:

Establish an Ekurhuleni Learning Academy to encompass and coordinate all HRD structures and activities

Review HRD Strategy and conduct a feasibility study for the establishment of a physical EMM Learning Academy and Launch a Strategy

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

**Sub KPI's
Comments**

Rating by Peta Mashinini:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Thandi Kumalo:

Rating: Select a rating...

Employees Comments :
No comments

1.8

Category: KPA: Municipal Transformation and Organisational development

KPI:

Research, develop and implement appropriate Human Capital Management Policies

Target:

Implement a professional, integrated recruitment and selection process

Development and approval of retention strategy

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

**Sub KPI's
Comments**

Rating by Peta Mashinini:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Thandi Kumalo:

Rating: Select a rating...

Employees Comments :
No comments

1.9

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. HR to facilitate and push for results. Quarterly report per cluster

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

Sub KPI's

Comments

Rating by Peta Mashinini:

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Thandi Kumalo:

Rating: Select a rating...

Employees Comments :

No comments

1.10

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 plans and is actively executing the development plan through on the job training and formal training interventions. Quarterly report per department

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

Sub KPI's

Comments

Rating by Peta Mashinini:

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Thandi Kumalo:

Rating: Select a rating...

Employees Comments :

No comments

1.11

Category: KPA: Municipal Transformation and Organisational development

KPI:

Internal and external communications procedures are determined per department and adhered to

Target:

Departmental Internal and External communication plan developed by Departmental Communication representative for ED approval. Plan is implemented.

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

**Sub KPI's
Comments**

Rating by Peta Mashinini:

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Thandi Kumalo:

Rating: Select a rating...

Employees Comments :

No comments

1.12

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 for staff in departments in line with EMM policies

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

**Sub KPI's
Comments**

Rating by Peta Mashinini:

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Thandi Kumalo:

Rating: Select a rating...

Employees Comments :

No comments

1.13

Category: KPA: Municipal Transformation and Organisational development

KPI:

EMM has a stable workforce

Target:

Disciplinary and grievance matters are dealt with as prescribed in the Collective Agreement

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

**Sub KPI's
Comments**

Rating by Peta Mashinini:

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Thandi Kumalo:

Rating: Select a rating...

Employees Comments :

No comments

1.14

Category: KPA: Municipal Transformation and Organisational development

KPI:

Service delivery is optimised through the use of ICT

Target:

Users are trained to populate Departmental ICT 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 Peta Mashinini:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Thandi Kumalo:

Rating: Select a rating...

Employees Comments :
No comments

1.15

Category: KPA: Municipal Transformation and Organisational development

KPI:

Provide strategic leadership, guidance and support in achieving the Cluster's 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 Peta Mashinini:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Thandi Kumalo:

Rating: Select a rating...

Employees Comments :
No comments

2.1

Category: KPA: Infrastructure Development and Service Delivery

KPI:

Develop and implement an effective community development programme

Target:

Implement a bursary strategy and award 100 bursaries to needy students and implement 5 learnership programmes

Award 100 bursaries

Award 5 learnerships

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

Sub KPI's
Comments

Rating by Peta Mashinini:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Thandi Kumalo:

Rating: Select a rating...

Employees Comments :
No comments

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

Development of supervisory and managerial industrial relations working knowledge

Target:

Develop basis for industrial relations skills for managers and supervisors

Develop and Build capacity for managers and supervisors in industrial relations and source relevant training from market of develop internally - 12 Employees

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

Sub KPI's**Comments****Rating by Peta Mashinini:**

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Thandi Kumalo:

Rating: Select a rating...

Employees Comments :

No comments

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

Service Delivery Charter is finalized and implemented by departments

Target:

Service Standard Charters for the Cluster is finalized and implemented. Quarterly report per cluster

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

Sub KPI's**Comments****Rating by Peta Mashinini:**

Rating: Select a rating...

Weight: %

Managers Comments :

No comments

Rating by Thandi Kumalo:

Rating: Select a rating...

Employees Comments :

No comments

3.1**Category: KPA: Local Economic Development****KPI:**

Achieve BBBEE procurement targets

Target:

70% of procurement to be BBBEE and in compliance with the SCM policy. Quarterly report per cluster

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

Sub KPI's

Comments

Rating by Peta Mashinini:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Thandi Kumalo:

Rating: Select a rating...

Employees Comments :
No comments

3.2

Category: KPA: Local Economic Development

KPI:

An effective Expanded Public Works Programme (EPWP) is implemented

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 department

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

**Sub KPI's
Comments**

Rating by Peta Mashinini:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Thandi Kumalo:

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 Capital Budget is spent within the budgeted financial year. 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 Peta Mashinini:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Thandi Kumalo:

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 95% of the approved operational budget is spent. 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 Peta Mashinini:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Thandi Kumalo:

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 in terms of the EMM Policy.

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

Sub KPI's
Comments

Rating by Peta Mashinini:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Thandi Kumalo:

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 monthly reports on monthly awards under R200,000 submitted to CM

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

Sub KPI's
Comments

Rating by Peta Mashinini:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Thandi Kumalo:

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% year on year. 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 Peta Mashinini: Rating: Select a rating... Weight: % Managers Comments : <i>No comments</i>	Rating by Thandi Kumalo: Rating: Select a rating... Employees Comments : <i>No comments</i>

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 Peta Mashinini: Rating: Select a rating... Weight: % Managers Comments : <i>No comments</i>	Rating by Thandi Kumalo: Rating: Select a rating... Employees Comments : <i>No comments</i>

4.7	
Category: KPA: Municipal Financial Viability and Management	
KPI: The EMM supply change is functioning properly	Target: Ensure that the EMM Supply Chain is functioning properly. Time from date of advertisement to award is less than 13 weeks. Monthly reports per cluster
Status: None	
Start: 07/01/2008	
Due: 06/30/2009	
% Complete: 0.0%	
Sub KPI's	

Comments

Rating by Peta Mashinini:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Thandi Kumalo:

Rating: Select a rating...

Employees Comments :
No comments

5.1

Category: KPA: Good Governance and Public Participation

KPI:

Establish Regional Wellness centres

Target:

Wellness Centre Operational

Establish three all inclusive Wellness Centre (OHS) and HIV & AIDS

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

**Sub KPI's
Comments**

Rating by Peta Mashinini:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Thandi Kumalo:

Rating: Select a rating...

Employees Comments :
No comments

5.2

Category: KPA: Good Governance and Public Participation

KPI:

All relevant departmental plans for the IDP are drafted within the timeframes and fully implemented

Target:

Review of the 2009/2010 Departmental IDP by February 2009

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

**Sub KPI's
Comments**

Rating by Peta Mashinini:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Thandi Kumalo:

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 audit report. Number of items to be reduced by 50% year on year

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

Sub KPI's
Comments

Rating by Peta Mashinini:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Thandi Kumalo:

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:

Implement proper contract and project management to ensure 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 Peta Mashinini:

Rating: Select a rating...

Weight: %

Managers Comments :
No comments

Rating by Thandi Kumalo:

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: _____
Thandi Kumalo

Manager: _____
Peta Mashinini