



PERFORMANCE PLAN

MADE AND ENTERED INTO BY AND BETWEEN

**THE NELSON MANDELA BAY METROPOLITAN MUNICIPALITY
AS REPRESENTED BY**

**THE EXECUTIVE MAYOR
COUNCILLOR DANNY JORDAAN**

AND

**JOHANN METTLER
ACTING CITY MANAGER**

THE EMPLOYEE OF THE MUNICIPALITY

FOR THE PERIOD

FINANCIAL YEAR: 1 JULY 2016 TO 30 JUNE 2017

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PERFORMANCE PLAN: MR JOHANN METTLER

This performance plan is divided into four sections:

- **Section A** : Performance Plan
- **Section B** : Core Competency Requirements
- **Section C** : Rating Calculator
- **Section D** : Signature Page

SECTION A: PERFORMANCE PLAN - OFFICE OF THE CITY MANAGER

KEY PERFORMANCE AREA (KPA)	KEY PERFORMANCE ELEMENT (KPE)	Q1	Q2	TARGET-QUARTER ENDING 30 SEPTEMBER 2016	TARGET-QUARTER ENDING 31 DECEMBER 2016	TARGET-QUARTER ENDING 31 MARCH 2017	ANNUAL TARGET-QUARTER ENDING 30 JUNE 2017	RECOMMENDED PORTFOLIO OF EVIDENCE	RECOMMENDED INTERPRETATION OF RATING SCALE	WEIGHTING PER KPI	WEIGHTING PER KPA
KPA 1: Effective city governance	KPE 1.1: Governance	1	1	80%	80%	80%	80%	2016/17 SDBIP Institutional Performance Reports	5. Greater than 90% achievement 4. Greater than 80% up to 90% achievement 3. 80% achievement 2. Less than 80% down to 70% achievement 1. Less than 70% achievement	9%	17%
KPA 1: Effective city governance	KPE 1.2: Internal Controls	1	1	2015/16 performance information and financial statements submitted to the Auditor-General by 31 August 2016	Receipt of Unqualified Audit Report by December 2016	N/A	N/A	2015/16 performance information and financial statements Email / letter to the Auditor-General Audit Report	5. Unqualified audit opinion with no matters of emphasis 4. N/A 3. Unqualified audit opinion 2. Adverse opinion 1. Disclaimer	8%	8%
KPA 2: Integrated service delivery to a well-structured city	KPE 2.1: Service delivery	1	2	80%	80%	80%	80%	2016/17 SDBIP Institutional Performance Reports	5. Greater than 90% achievement 4. Greater than 80% up to 90% achievement 3. 80% achievement 2. Less than 80% down to 70% achievement 1. Less than 70% achievement	9%	9%
KPA 3: Inclusive economic development and job creation	KPE 3.1: Economic development and job creation	1	3	80%	80%	80%	80%	2016/17 SDBIP Institutional Performance Reports	5. Greater than 90% achievement 4. Greater than 80% up to 90% achievement 3. 80% achievement 2. Less than 80% down to 70% achievement 1. Less than 70% achievement	9%	25%
KPA 3: Inclusive economic development and job creation	KPE 3.2: Expanded Public Works Programme	1	3	1402	2906	3477	6009	EPWP Reports Institutional Performance Reports	5. Greater than 7511 4. Greater than 6009 up to 7511 3. 6009 by June 2017 2. Less than 6009 down to 4507 1. Less than 4507	8%	8%
KPA 3: Inclusive economic development and job creation	KPE 3.2: Expanded Public Works Programme	1	3	270	656	1092	1830	EPWP Reports Institutional Performance Reports	5. Greater than 2288 4. Greater than 1830 up to 2288 3. 1830 by June 2017 2. Less than 1830 down to 1372 1. Less than 1372	8%	8%

KEY PERFORMANCE AREA (KPA)	KEY PERFORMANCE ELEMENT (KPE)	KPI NO	KEY PERFORMANCE INDICATOR (KPI)	TARGET-QUARTER ENDING 30 SEPTEMBER 2016	TARGET-QUARTER ENDING 31 DECEMBER 2016	TARGET-QUARTER ENDING 31 MARCH 2017	ANNUAL TARGET-QUARTER ENDING 30 JUNE 2017	RECOMMENDED PORTFOLIO OF EVIDENCE	RECOMMENDED INTERPRETATION OF RATING SCALE	WEIGHTING PER KPI	WEIGHTING PER KPA
KPA 4: Institutional and capacity development	KPE 4.1: Institutional and capacity development	4.1	% achievement of the two (2) KPIs reflected under the key performance area "Institutional and capacity development" in the 2016/17 SDBIP (refer to Annexure A)	80%	80%	80%	80%	2016/17 SDBIP Institutional Performance Reports	5. Greater than 90% achievement 4. Greater than 80% up to 90% achievement 3. 80% achievement 2. Less than 80% down to 70% achievement 1. Less than 70% achievement	9%	16.5%
KPA 4: Institutional and capacity development	KPE 4.2: Performance Management	4.2.1	Conducting performance reviews / evaluations with Section 56 Managers in line with Local Government Municipal Performance Regulations	Performance agreements/ plans of direct reporting senior managers in place 2015/16 Fourth quarter performance reviews conducted with direct reporting senior managers	2016/17 First quarter performance reviews conducted with direct reporting senior managers	2016/17 Mid-Term performance reviews conducted with direct reporting senior managers	2016/17 Third quarter performance reviews conducted with direct reporting senior managers	Senior Managers' Performance Agreements / Plans Attendance Registers Minutes Reports on Reviews Reports on Annual evaluations	5: In addition to 3 and 4 below, demonstrate a % quarter-to-quarter improvement in Institutional performance 4: In addition to 3 below, conduct EXCO meetings where "Directorate Performance" (Directorate KPIs, targets and actual performance reported) is an agenda item 3: 2016/17 Third quarter performance reviews conducted and 2015/16 Annual performance evaluations conducted after adoption of the 2015/16 Annual and Oversight Report 2: Any 5 of the quarterly performance reviews / annual performance evaluations not completed / conducted 1: More than 5 quarterly performance reviews / annual performance evaluations not completed / conducted	7.5%	7.5%
KPA 5: Financial Sustainability and Viability	KPE 5.1: Financial Management	5.1.1	% achievement of the six (6) KPIs reflected under the key performance area "Financial Sustainability and Viability" in the 2016/17 SDBIP (refer to Annexure A)	80%	80%	80%	80%	2016/17 SDBIP Institutional Performance Reports	5. Greater than 90% achievement 4. Greater than 80% up to 90% achievement 3. 80% achievement 2. Less than 80% down to 70% achievement 1. Less than 70% achievement	9%	32.5%
KPA 5: Financial Sustainability and Viability	KPE 5.1: Financial Management	5.1.2	% of the Municipality's budget actually spent on implementing its Workplace Skills Plan	0.011%	0.036%	0.071%	0.114%	Financial reports	5: 0.114% by April 2017 4: 0.114% by May 2017 3: 0.114% 2: Below 0.114% down to 0.071% 1: Below 0.071% down to 0%	7.5%	7.5%
KPA 5: Financial Sustainability and Viability	KPE 5.1: Financial Management	5.1.3	% of the Municipality's Capital Budget actually spent	10%	30%	60%	95%	Financial reports	5: Above 97% to 100% 4: Above 95% up to 97% 3: 95% 2: Below 95% down to 24% 1: Below 24%	8%	8%
KPA 5: Financial Sustainability and Viability	KPE 5.1: Financial Management	5.1.4	% of the Municipality's approved Operating Budget spent on repairs and maintenance	1.70%	3.40%	4.67%	5.94%	Financial reports	5: 7% 4: Above 5.94% up to 6.99% 3: 5.94% 2: Below 5.94 down to 2% 1: Below 2%	8%	8%

SECTION B: CORE COMPETENCY REQUIREMENTS (100%)

MINIMUM COMPETENCY LEVELS

NO	Competence	Description	Generic performance standards	WEIGHT
1	<p>CORE MANAGERIAL COMPETENCIES: Financial management</p> <p>Also listed under:-</p> <p>FINANCIAL AND SUPPLY CHAIN MANAGEMENT COMPETENCIES: Strategic financial management</p>	<p>Interpret South African legislation and policy affecting municipal financial management (116361)</p> <p>Apply approaches to managing municipal income and expenditure within a multi-year framework (116342)</p> <p>Manage a municipality's assets and liabilities (116362)</p>	<p>= Apply the techniques of sound financial management in local government.</p> <p>= Identify and describe the key elements in the structure of public policy making in South Africa and the connections and power relations between them.</p> <p>= Interpret the elements of initiatives taken through various pieces of legislation to promote sound financial management in local government.</p> <p>= Demonstrate, through analysis, an understanding of the environment in which policy-making takes place with emphasis on factors that significantly impinge on policy making.</p> <p>= Demonstrate an understanding of the principles of good governance and ethical behaviour within a municipal setting.</p> <p>= Develop approaches to managing a municipality's revenue in a sustainable manner.</p> <p>= Develop a subsidy framework for municipal rates and tariffs that encourages efficient and effective use of resources while promoting equity.</p> <p>= Apply the different approaches to forecasting municipal income and expenditure over the medium term.</p> <p>= Assess the organizational implications of planning income and expenditure over the medium term.</p> <p>= Contribute to the design rates, tariffs and user charges.</p> <p>= Develop a credit control and debt collection policy.</p> <p>= Provide advice to a municipality on optimizing relationships with the financial community.</p> <p>= Describe and prepare proposals to accessing bank finance.</p> <p>= Consider the merits of hire purchase transactions and leasing of municipal assets.</p> <p>= Plan for contingent municipal liabilities.</p> <p>= Develop a municipal asset management plan.</p>	8%

2	CORE MANAGERIAL COMPETENCIES: People management and empowerment	Manages and encourages people, optimises their outputs and effectively manages relationships in order to achieve organisational goals.	= Delegates and empowers others to increase contribution and level of responsibility. = Applies labour and employment legislation and regulations consistently. = Recognises individuals and teams and provides developmental feedback in accordance with performance management principles. = Adheres to internal and national standards with regard to HR practices. = Deals with labour matters according to legislation. = Identifies competencies required and ensures that all employees in the directorate have personal development plans. = Manages conflict through a participatory and transparent approach.	8%
3	CORE MANAGERIAL COMPETENCIES: Client orientation and customer focus	Understands the service needs of a client/customer (internal or external) and actively focuses on anticipating, meeting and exceeding the needs in a timely and appropriate manner.	= Follows through on client enquiries, requests and complaints in a timely manner. = Advises clients about status of issues or progress of projects. = Maintains clear communication with clients regarding mutual expectations and monitors client satisfaction. = Implements Batho Pele principles. = Aligns the organisational structure and management processes to support the client's vision.	8%
4	CORE MANAGERIAL COMPETENCIES: Honesty and Integrity	Displays and builds the highest standards of ethical and moral conduct in order to promote confidence and trust.	= Conducts self in accordance with organisational code of conduct and policies. = Reports fraud, corruption, nepotism and maladministration. = Honours the confidentiality of matters and does not use it for personal gain or the gain of others. = Discloses conflict of interest issues. = Uses work-time for organisational matters and not for personal matters.	8%
5	FINANCIAL AND SUPPLY CHAIN MANAGEMENT COMPETENCIES: Strategic leadership and management	Contribute to the strategic planning process in a South African Municipality (116358)	= Formulate vision and mission statements in a South African Municipality as required by the Local Government Legislative Framework. = Conduct a stakeholder analysis and develop a framework for a community participation process. = Identify key performance areas applicable to institutional strategies as required by the Local Government Legislative Framework. = Formulate institutional strategies. = Demonstrate knowledge of the legislative framework for integrated development planning and apply requirements of legislation.	9%

			= Formulate programmes and develop methods for monitoring the implementation of a strategic plan and related programmes.	
5	FINANCIAL AND SUPPLY CHAIN MANAGEMENT COMPETENCIES: Strategic leadership and management (Continues)	Determines and articulates the vision, sets the direction for the organisation and/or directorate and inspires others to deliver on the organisational mandate.	= Gives direction and realises the organisation's strategic objectives as expressed in the SDBIP, Budget and IDP.	9% continues
			= Develops detailed action plans to execute strategic initiatives.	
			= Achieves strategic objectives against specified performance measures.	
			= Translates strategies into action plans.	
			= Builds and supports a high-performance team.	
			= Communicates strategic plan to the directorate(s).	
			= Provides strategic leadership to relevant key Council structures.	
		Conducts a stakeholder analysis and develops a framework for a community participation process.	= Various stakeholders are identified that should be consulted in municipal strategic planning process, after which a database is developed.	
		Demonstrates knowledge of the legislative framework for integrated development planning and applies requirements of legislation.	= An Institutional IDP and SDBIP is drafted and reviewed according to legislation and institutional timelines.	
		Formulates programs and develops methods for monitoring the implementation of a strategic plan and related programmes.	= Develops indicators to be used in the measurement of the delivery of all elements of a strategic plan and effects periodic monitoring and evaluation.	
6	FINANCIAL AND SUPPLY CHAIN MANAGEMENT COMPETENCIES: Operational Financial Management	Apply the principles of budgeting within a municipality (116345)	= Demonstrate an awareness of the role of a budget in the municipal context.	9%
			= Differentiate between formats of budgets used in a municipality.	
			= Evaluate a municipal budgeting system.	
			= Contribute to preparing a municipal budget that reflects an integrated developmental plan.	
			= Differentiate between approaches to preparing a municipal budget.	
		Apply principles of information systems to public finance and administration (119352)	= Identify and describe the elements of management information systems (MIS) relevant to public finance management and administration.	
		= Utilize information technology to aid management planning.		
		= Assess and provide recommendations on the risk associated with information technology.		

6 FINANCIAL AND SUPPLY CHAIN MANAGEMENT COMPETENCIES: Operational Financial Management (Continues)	Apply cost management information systems in the preparation of management reports (119341)	= Identify and apply different methods of accounting for costs in the public setting.
		= Compile costing information for management control.
		= Prepare cost performance reports using variance analysis techniques.
		= Present relevant data to support non-routine short-term decisions.
	Conduct working capital management activities in accordance with sound financial management policy (119331)	= Use the working capital management policy applicable to the public management and administration sector.
		= Use financial information to inform working capital decisions.
		= Manage accounts receivable.
		= Manage inventory.
		= Manage cash resources.
	Plan a municipal budgeting and reporting cycle (116364)	= Identify the roles and responsibilities of municipal political executive and senior management required by the local government legislative framework for budgeting
		= Plan a municipal budget calendar in accordance with the legislation
		= Develop a legislatively compliant municipal budget and treasury office
		= Comply with the conditions for municipal delegations
	Maximises the organisation's business sense and displays a sound business understanding in applying the most effective management practices to achieve organisational financing goals and objectives.	= Demonstrates knowledge of general concepts of financial planning, budgeting and forecasting and how they interrelate.
		= Manages and monitors financial risk.
	Applies the techniques of sound financial management in local government.	= Defines and evaluates mechanisms and processes for deciding the overall levels of expenditure at local government level.
	Demonstrates an understanding of the principles of good governance and ethical behaviour within a municipal setting.	= Defines the notions of political and managerial accountability and separation of responsibilities within the municipal context.
	Uses the working capital management policy applicable to the public management and administration sector.	= Explains the working capital policy in the public finance management and administration sector.
		= Identifies the element covered by the working capital policy.
		= Demonstrates the need to manage the overall working capital position to meet overall financial management policy.
	Manages inventory.	= Applies government guidelines relating to procurement and inventory.
		= Provides management techniques and practices are used with reference to various inventory items.

9% continues

			= Implements Asset Management Strategy.	
6	FINANCIAL AND SUPPLY CHAIN MANAGEMENT COMPETENCIES: Operational Financial Management (Continues)	Identifies the roles and responsibilities of municipal political executive and senior management required by the local government legislative framework for budgeting.	= Identifying the roles and responsibilities of municipal political executives, accounting officers and senior managers in the budget preparations are identified using regulatory framework.	9% continues
			= The typical scope of this outcome will include roles and responsibilities of the Mayor, Municipal Manager, Council, Chief Finance Officer and Senior Managers.	
		Plans a municipal budget calendar in accordance with the legislation.	= The typical scope of this outcome will include community participation, Integrated Development Plans, Mayoral activities and budget approval.	
		Develops a legislatively compliant municipal Budget and Treasury Office.	= Develops a budget that complies with relevant legislation.	
7	FINANCIAL AND SUPPLY CHAIN MANAGEMENT COMPETENCIES: Governance, ethics and values in financial management	Applies the principles of ethics in a municipal environment (116343)	= Demonstrate knowledge and insight into existing legislation, regulations and codes affecting activities of municipalities in South Africa	8%
			= Apply the principles of ethics and professionalism to a municipal code of conduct	
			= Develop an implementation plan to achieve compliance with an established code of ethics	
8	FINANCIAL AND SUPPLY CHAIN MANAGEMENT COMPETENCIES: Financial and performance reporting	Prepare and analyse municipal financial reports (116363)	= Select measure, record, classify and report financial data in accordance with current financial reporting standards	8%
			= Prepare and comment on financial reports for different forms of municipal entities	
			= Apply and comment on statements of generally recognized accounting practice	
			= Analyse and interpret financial statements for stakeholders	
		Apply accounting principles and procedures in the preparation of reports and decision making (119350)	= Demonstrate an understanding of accounting principles and reporting requirements and nature of functions in public sector	
			= Use accounting techniques and approaches to process financial information	
			= Apply end of period accounting procedures in the preparation of financial statements	
			= Apply procedures necessary for control over cash transactions and balances	
			= Utilise procedures for reporting and recording accounts receivable	
		Apply selected GRAP (Generally Recognised Accounting Practices) to periodic accounting reporting process (119348)	= Utilise procedures for recording and reporting on liabilities in the public sector	
			= Explain and apply the conceptual framework underlying GRAP	
= Present separate periodic financial statements in accordance with GRAP				
			= Explain selected statutory provisions related to financial reporting	

			= Analyse and interpret financial statements	
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8	FINANCIAL AND SUPPLY CHAIN MANAGEMENT COMPETENCIES: Financial and performance reporting (Continues)	Conduct performance management to a South African municipal environment (116341)	=	Implement performance management systems and mechanisms in a South African municipality, as required by the Local Government Legislative Framework	8% continues				
			=	Write and develop performance management concepts for the effective measurement of municipal strategic and financial performance					
			=	Develop and identify the critical areas of a performance management agreement to be used as a form of contract of employment for a municipal staff member					
			=	Identify and establish institutional arrangements required for performance management in a municipality					
			=	Apply performance management concepts to municipal service delivery					
9	FINANCIAL AND SUPPLY CHAIN MANAGEMENT COMPETENCIES: Risk and change management	Apply risk management in South African municipalities (116339)	=	Identify the role played by risk management in a municipality	9%				
			=	Interpret and apply legislation relevant to municipal risk management in South Africa municipalities					
			=	Demonstrate how risk management contributes to good governance					
			=	Develop a municipality wide risk management and reporting system					
			=	Develop a risk management process					
		Demonstrates how risk management contributes to good governance.	=	Develops and implements risk management plans and reporting quarterly.					
			=	Ensures the establishment and functionality of risk structures.					
			=	Ensures the development and implementation of risk management strategies.					
			10	CORE OCCUPATIONAL COMPETENCIES: Interpretation of and implementation within the legislative and national policy frameworks Also listed under:- FINANCIAL AND SUPPLY CHAIN MANAGEMENT COMPETENCIES: Legislation, policy and implementation		Discuss the selected legislative regulatory framework governing the public sector management and administration environment (119334)	=	Demonstrate an understanding of and interpret the South African Constitution in relation to public sector financial management	8%
							=	Identify and apply the regulations governing the Division of Revenue	
=	Demonstrate knowledge of and apply the South African legal system within the public sector financial management and administration context								
=	Apply legislative regulations and legal principles to contracts								
=	Manage the implementation of the Municipal Finance Management Act in a municipality								
Interprets the elements of initiatives taken through various pieces of legislation to promote sound financial management in local government.	=	Adheres to legislative compliance.							
	=	Adheres to the Municipal Finance Management Act.							
Applies the principles of ethics and professionalism to a municipal code of conduct Assessment Criteria.	=	Adheres to the Code of Conduct.							
	=	Avoids misconduct and bringing the Municipality into disrepute.							

10	CORE OCCUPATIONAL COMPETENCIES: Interpretation of and implementation within the legislative and national policy frameworks Also listed under:- FINANCIAL AND SUPPLY CHAIN MANAGEMENT COMPETENCIES: Legislation, policy and implementation (Continues)	Demonstrates an understanding of and interprets the South African Constitution in relation to public sector financial management.	= Implements intergovernmental relations.	8% continues	
			= Adheres to good corporate governance.		
			= Ensures the functionality of Legal Services Sub-Directorate.		
			= Ensures adherence to the Policy Development Framework.		
			= Ensures the development and adherence to the By-law Process Framework.		
			= Ensures the review and uniformity of all by-laws.		
11	FINANCIAL AND SUPPLY CHAIN MANAGEMENT COMPETENCIES: Stakeholder relations	Conduct stakeholder consultation around municipal finance programmes (116348)	= Identify and describe relevant stakeholder and role-players in a municipal environment.	8%	
			= Select and apply a range of appropriate negotiation and communication techniques and methods.		
			= Assess own application of communication techniques and methods and draw up a plan of action for self-development.		
			= Evaluate the communication process and make recommendations for improved interaction.		
12	FINANCIAL AND SUPPLY CHAIN MANAGEMENT COMPETENCIES: Supply Chain Management	Participate in the design and implementation of municipal supply chain management (116353)	= Apply legislative requirements governing supply chain management.	9%	
			= Manage risks in supply chain management processes.		
			= Delegate supply chain management powers and functions.		
			= Comply with required ethical standards applied in municipal supply chain management.		
			= Develop and evaluate a municipal supply chain management policy.		
			Applies legislative requirements governing supply chain management.		= Adheres to the Municipality's Supply Chain Management Policy.
		Manages risks in supply chain management processes.			= Appoints companies which are registered on NMBM service providers database.
					= Implements contract management system to check on performance of contractors.
		Delegates supply chain management powers and functions.			= Implements delegated powers in terms of supply chain management.
		Complies with required ethical standards applied in municipal supply chain management.			= Discloses requirements by supply chain management officials and other role players are identified in legislation and incorporated into the procedures, which will be implemented.
		Develops and evaluates a municipal supply chain management policy.			= Contributes to the annual review of the supply chain management policy.
			= Investigates and implements programmes to ensure the promotion of broad-based economic empowerment.		

SECTION C

SECTION C - ASSESSMENT RATING CALCULATOR

NELSON MANDELA BAY MUNICIPALITY

Name: JOHANN METTLER

Cycle: 2016-07-01 to 2017-06-30

Key Performance Indicator	Weight	Rating	Score	CCR	Weight	Rating	Score		
1.1.1	9%		0	1	8%		0		
1.2.1	8%		0	2	8%		0		
2.1.1	9%		0	3	8%		0		
3.1.1	9%		0	4	8%		0		
3.2.1	8%		0	5	9%		0		
3.2.2	8%		0	6	9%		0		
4.1.1	9%		0	7	8%		0		
4.2.1	7.5%		0	8	8%		0		
5.1.1	9%		0	9	9%		0		
5.1.2	7.5%		0	10	8%		0		
5.1.3	8%		0	11	8%		0		
5.1.4	8%		0	12	9%		0		
100%			0	100%			0		
KPA weight				80%	CCR weight				20%
KPA SCORE				0%	CCR SCORE				0%
FINAL SCORE								0%	

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SECTION C

(a) Performance Calculations and Ratings

At the end of each performance review cycle, the candidate will be assessed in terms of the required targets reflected on his performance plan. The following elements are essential in determining performance levels:

(b) Performance Weighting

Weightings allow emphasis to be placed on KPAs and key objectives that carry more importance and/or take more time. Every KPA in the performance plan must be assigned a weighting. The total of the weightings on each of the two components of the performance plan must add up to 100.

The purpose of the weighting is to enable Council to ensure performance of the key objectives with the highest strategic importance.

(c) Performance Rating

The rating can be defined as the level of achievement of the targets set for a specific key performance area. The Nelson Mandela Bay Municipality uses the five-point system for rating performance, as contained in the Local Government: Municipal Performance Regulations, 2006.

(d) Score

The score represents the product of the average rates of all the targets for each key performance indicator, and the weight for the respective key performance area; e.g. if the average rate is 3 and the weighting is 15, then the weighted score = 3×15 , which equals 45.

(e) Total Weighted Score and Performance Percentage

The total score is the sum of the weighted scores for all the key performance areas and core competency requirements for a specific position. Therefore by adding all the weighted scores, one arrives at a figure representing the total weighted score.

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SECTION D : SIGNATURE PAGE

I, **Johann Mettler**, appointed in an acting capacity in the position **CITY MANAGER** for Nelson Mandela Bay Municipality, in respect of the 2016/17 financial year, herewith accept full accountability for the deliverables assigned to me in the enclosed 2016/17 performance plan (**Section A**). This serves to confirm that this document is a true reflection of the deliberations held between the **EXECUTIVE MAYOR** and myself on the required performance standards and time-lines agreed to, in relation to the position of **CITY MANAGER** and the 2016/17 Office of the City Manager Performance Scorecard. This further serves to confirm that I will set out to adhere to the Minimum Competencies as prescribed by the National Treasury Local Government: Municipal Finance Management Act: Municipal Regulations on Minimum Competency Levels as stipulated in the enclosed Core Competencies (Section B).


Thus done and signed at **PORT ELIZABETH** on this ^{28th} day of July 2016.

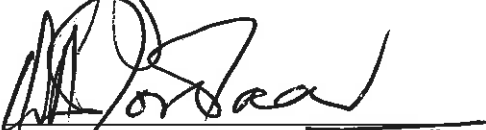


JOHANN METTLER
ACTING CITY MANAGER

AS WITNESSES

1. 


2. 



COUNCILLOR DANNY JORDAAN
THE EXECUTIVE MAYOR

AS WITNESSES

1. 

2. 

2016/17 PERSONAL DEVELOPMENT PLAN / INDIVIDUAL LEARNING PLAN - MR J METTLER

No	Skills / Performance Gap (in order of priority)	Outcomes Expected (measurable indicators: quantity, quality and time frames)	Suggested training and / or development activity	Suggested mode of delivery	Suggested Time Frames	Work opportunity created to practice skill / development area	Support Person
1					The PDP will be populated, if necessary, during the 2015/16 fourth quarter performance evaluation scheduled for August 2016 and thereafter updated as required, during the 2016/17 quarterly performance reviews.		
2							
3							
4							

MR J METTLER
ACTING CITY MANAGER

DATE:

CLLR D JORDAAN
EXECUTIVE MAYOR: NELSON MANDELA BAY MUNICIPALITY

DATE: