

## Appendix A

### **PERFORMANCE AGREEMENT**

MADE AND ENTERED INTO BY AND BETWEEN:

**THE MANGAUNG METROPOLITAN MUNICIPALITY  
AS REPRESENTED BY THE CITY MANAGER**

**Tankiso Ben Mea**

.....

**FULL NAMES**

AND

**Mlondolozu Ndlovu**

.....,

**THE EMPLOYEE OF THE MUNICIPALITY**

FOR THE FINANCIAL YEAR:

01 JULY 2018 – 30 JUNE 2019

11/12/18 

## PERFORMANCE AGREEMENT

### ENTERED INTO BY AND BETWEEN:

The Mangaung Metropolitan Municipality herein represented by **Tankiso Ben Mea** (full name) in his capacity as City Manager. (Hereinafter referred to as the **Employer** or Supervisor)

And

**Mlondolozzi Ndlovu** (full name) Employee of the Municipality (hereinafter referred to as the **Employee**).

### WHEREBY IT IS AGREED AS FOLLOWS:

#### 1. INTRODUCTION

- 1.1 The **Employer** has entered into a contract of employment with the **Employee** in terms of section 54A of the Local Government: Municipal Systems Act 32 of 2000 and as amended ("the Systems Act"). The **Employer** and the **Employee** are hereinafter referred to as "the Parties".
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the **Employee** to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

## **2. PURPOSE OF THIS AGREEMENT**

The purpose of this Agreement is to -

- 2.1 comply with the provisions of Section 57(1)(b),(4A),(4B) and (5) of the Act as well as the employment contract entered into between the parties;
- 2.2 communicate the employer's performance expectations and accountabilities to the employee, by specifying objectives and targets as defined in the Integrated Development Plan and the Service Delivery and Budget Implementation Plan (SDBIP).
- 2.3 specify accountabilities as set out in a performance plan, which must be in a format substantially compliant to Appendix "A";
- 2.4 monitor and measure performance against set targeted outputs;
- 2.5 use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to the position; and
- 2.6 appropriately reward the Employee in accordance with the Employer's performance management policy in the event of performance,

## **3 COMMENCEMENT AND DURATION**

- 3.1 This Agreement will commence on the **01 July 2018** and will remain in force until **30 June 2019** where after a new Performance Agreement, Performance Plan and Personal Development Plan must be concluded between the parties for each of the following financial years or any portion thereof for the duration of the Agreement of Employment
- 3.2 This Agreement will terminate on the termination of the **Employee's** employment for any reason whatsoever.
- 3.3 The content of this Agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon.

- 3.4 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents must immediately be revised.
- 3.5 Any significant amendments or deviations must take cognizance of the requirements of section 34 and 42 of the Systems Act, and regulation 4(5) of the Regulations

#### **4 PERFORMANCE OBJECTIVES**

- 4.1 The Performance Plan (Annexure A) must sets out-
- 4.1.1 the performance objectives and targets that must be met by the **Employee**;  
and
- 4.1.2 the time frames within which those performance objectives and targets must be met.
- 4.2 The performance objectives and targets reflected in Performance Plan must :
- a) Be set by the **Employer** in consultation with the **Employee**;
- b) **Be** based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the **Employer**, and
- c) Include key objectives; key performance indicators; target dates and weightings.
- 4.3 It is agreed that-
- i. The key objectives describe the main tasks that need to be done.
- ii. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.
- iii. The target dates describe the timeframe in which the work must be achieved.
- iv. The weightings show the relative importance of the key objectives to each other.

- 4.4 The **Employee's** performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the **Employer's** Integrated Development Plan.

## **5 PERFORMANCE MANAGEMENT SYSTEM**

- 5.1 The **Employee** agrees to participate in the performance management system that the **Employer** adopts or introduces to the Municipality and accepts that the purpose of the performance management system is to provide a comprehensive system with specific performance standards to assist the **Employer**, management and municipal staff to perform to the standards required.
- 5.2 The **Employer** must consult the **Employee** about the specific performance standards that are included in the performance management system as applicable to the **Employee**.
- 5.3 The Employee must be assessed on his or her performance in terms of the performance indicators identified in the attached Performance Plan and include =
- a) The Key Performance Areas; and
  - b) Core Managerial Competencies
- 5.4 The Key Performance Areas will make up 80% of the Employee's assessment score, and will contain the following:

| <b>Key Performance Areas (80% of Total )</b>                                     | <b>Weighting</b> |
|--|------------------|
| UPGRADING, REFURBISHMENT AND MAINTENANCE of Roads and Storm water infrastructure | 25               |
| UPGRADING, REFURBISHMENT AND MAINTENANCE of Sanitation infrastructure            | 30               |
| UPGRADING, REFURBISHMENT AND MAINTENANCE of Water infrastructure                 | 25               |
| Good and Effective governance  | 20%              |
|  |                  |
|  |                  |
| <b>Total</b>   | <b>100%</b>      |

- 5.5 The Core Management Criteria (CMC) will make up the other 20% of the Employee's assessment score, and are deemed to be most critical for the Employee's specific job should be selected from the list below as agreed between the Employer and Employee

| CORE COMPETENCY REQUIREMENTS (CCR) FOR EMPLOYEES (20% of Total) |            |        |
|---|------------|--------|
| CORE MANAGERIAL COMPETENCIES (CMC)                              | √          | WEIGHT |
| Strategic Direction and Leadership                              |            | 10%    |
| Programme and Project Management                                |            | 10%    |
| Financial Management  | compulsory | 20     |
| Change Management   |            |        |
| Knowledge Management  |            |        |
| Service Delivery Innovation                                     |            |        |
| Problem Solving and Analysis                                    |            |        |
| People Management and Empowerment                               | compulsory | 15%    |
| Client Orientation and Customer Focus                           | compulsory | 15%    |
| Communication   |            |        |
| Accountability and Ethical Conduct                              |            | 10     |
| Policy Conceptualisation and implementation                     |            | 10     |
| Mediation Skills  |            |        |
| Advanced Negotiation Skills                                     |            |        |
| Advanced influencing skills                                     |            |        |
| Partnership and Stakeholder Relations                           |            | 10     |
| Supply Chain Management   |            |        |
|   |            |        |
| Total percentage  | -          | 100%   |

## 6. EVALUATING PERFORMANCE

- 6.1 The Performance Plan (Annexure A) to this Agreement must sets out -

- the standards and procedures for evaluating the **Employee's** performance; and
- the intervals for the evaluation of the **Employee's** performance.

- 6.2 Despite the establishment of agreed intervals for evaluation, the **Employer** may in addition review the **Employee's** performance at any stage during the validity of the agreement of Employment
- 6.3 Personal growth and development needs identified during any performance review discussion, as well as the actions and timeframes agreed to, must be documented in a Personal Development Plan which must be in a format substantially compliant to Annexure "B"
- 6.4 The **Employee's** performance will be measured in terms of contributions to the goals and strategies set out in the **Employer's** IDP.
- 6.5 The annual performance appraisal will involve:
- i. An assessment of the achievement of results as outlined in the performance plan:
  - ii. An assessment of each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed
  - iii. A rating on the five-point scale for each Key Performance Area; and
  - iv. The use of the applicable assessment rating calculator to add the scores and calculate a final core.
- 6.6. The Core Management Criteria must be assessed –
- (a) according to the extent to which the specified standards have been met.
  - (b) with an indicative rating on the five-point scale for each Criteria; and
  - (d) using the applicable assessment rating calculator to add the scores and calculate a final score.
- 6.7 An overall rating is calculated by using the applicable assessment-rating calculator, which represents the outcome of the performance appraisal, provided that the performance assessment of the Employee will be used on the following rating scale for both Key Performance Indicators and Core Management Criteria

| Level | Terminology                                  | Description   | Rating |   |   |   |   |
|-------|--|---|--------|---|---|---|---|
|       |  |   | 1      | 2 | 3 | 4 | 5 |
| 5     | Outstanding performance                      | Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.            |        |   |   |   |   |
| 4     | Performance significantly above expectations | Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.  |        |   |   |   |   |
| 3     | Fully effective                              | Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.   |        |   |   |   |   |
| 2     | Not fully effective                          | Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan. |        |   |   |   |   |



| Level | Terminology              | Description   | Rating |   |   |   |   |
|-------|--------------------------|---|--------|---|---|---|---|
|       |                          |   | 1      | 2 | 3 | 4 | 5 |
| 1     | Unacceptable performance | Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement. |        |   |   |   |   |

- 6.8 The performance of the Employee must be evaluated by an evaluation panel constituted in terms of regulation 27 (4)(d) and (f) of the Regulations.

## 7. SCHEDULE FOR PERFORMANCE REVIEWS

- 7.1 The performance of each **Employee** in relation to his / her performance agreement shall be reviewed on any of the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

|   |   |  |
|---|---|--|
| <b>First quarter</b> (July – September 2018)    | : | 09 - 12 October 2018   |
| <b>Second quarter</b> (October – December 2018) | : | 08 – 11 January 2019   |
| <b>Third quarter</b> (January – March 2019)     | : | 09 – 12 April 2019   |
| <b>Fourth quarter</b> (April – June 2019)       | : | 16 – 19 July 2019 ( <i>excluding financial information</i> ) |

*Provided that reviews in the first and third quarter may be verbal if performance is satisfactory*

- 7.2 The **Employer** shall keep a record of the mid-year review and annual assessment meetings and feedback must be based on the **Employer's** assessment of the **Employee's** performance.

- 7.3 The **Employer** may amend the provisions of Performance Plan whenever the performance management system is adopted, implemented and / or amended as the

case may be. In that case the **Employee** will be fully consulted before any such change is made.

## **8. OBLIGATIONS OF THE EMPLOYER**

### **8.1 The Employer must –**

- 8.1.1 create an enabling environment to facilitate effective performance by the employee;
- 8.1.2 provide access to skills development and capacity building opportunities;
- 8.1.3 work collaboratively with the **Employee** to solve problems and generate solutions to common problems that may impact on the performance of the **Employee**;
- 8.1.4 on the request of the **Employee** delegate such powers reasonably required by the **Employee** to enable him / her to meet the performance objectives and targets established in terms of this Agreement; and
- 8.1.5 make available to the **Employee** such resources as the **Employee** may reasonably require from time to time to assist him / her to meet the performance objectives and targets established in terms of this Agreement.

## **9. CONSULTATION**

- 9.1 The **Employer** agrees to consult the **Employee** timeously where the exercising of the powers will–
  - a. have a direct effect on the performance of any of the **Employee's** functions;
  - b. commit the **Employee** to implement or to give effect to a decision made by the **Employer**; and
  - c. have a substantial financial effect on the **Employer**.
- 9.2 The **Employer** agrees to inform the **Employee** of the outcome of any decisions taken pursuant to the exercise of powers contemplated in sub-clause (1) above as soon as is practicable to enable the **Employee** to take any necessary action without delay.

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## **10. MANAGEMENT OF EVALUATION OUTCOMES**

- 10.1 The evaluation of the **Employee's** performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 10.2 A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the **Employee** in recognition of outstanding performance, as per regulation 32(2) of the Regulations
- 10.3 In the case of unacceptable performance, the **Employer** shall –
  - 10.3.1 must provide systematic remedial or developmental support to assist the **Employee** to improve his or her performance; and
  - 10.3.2 may after appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the **Employer** may consider steps to terminate the contract of employment of the **Employee** on grounds of unfitness or incapacity to carry out his or her duties.

## **11. DISPUTE RESOLUTION**

- 11.1 Any disputes about the nature of the **Employee's** performance agreement, must be mediated by –
  - a. the Member of the Executive Council responsible for local government in the province, in case of the Municipal Manager, or any other person appointed by the said Member of the Executive Council; and
  - b. the Mayor, in the case of Managers directly accountable to the Municipal Manager within thirty days or receipt of a formal dispute from the employee
- 11.2 Any disputes about the outcome of the Employee's performance evaluation, must be mediated by -



- a. the Member of the Executive Council responsible for local government in the Province, or any other person appointed by the MEC, in the case of the Municipal Manager, and
- b. a Municipal Councillor, in the case of Managers directly accountable to the Municipal Manager, provided such a Councillor was not part of the evaluation panel contemplated in regulation 27(4)(e) of the Regulations, *within thirty days or receipt of a formal dispute from the employee*

## 12. GENERAL

- 12.1 The employer must make the contents of this agreement and the outcome of any review conducted in terms of the Performance Plan available to the public as contemplated in section 46 of the Systems Act.
- 12.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the **Employee** in terms of his/ her Agreement of Employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.
- 12.3 The performance assessment results of the municipal manager must be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.

Thus **done** and **signed** at Bloemfontein on the 06 of July 2018

AS WITNESSES:


1. 

2. 

AS WITNESSES:

1. 

2. \_\_\_\_\_

  
EMPLOYEE

  
CITY MANAGER

## **ANNEXURE A**

## **PERFORMANCE PLAN**

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| PERFORMANCE SCORECARD – SECTION 56 EMPLOYEE  |   |                        |                          |
|--|---|------------------------|--------------------------|
| Employee Name:   | MLONDLOZI NDLOVU  | Employee Number        | 12-450-4                 |
| Job Title:   | HOD: ENGINEERING  | Department:            | ENGINEERING              |
| Manager:   | THE CITY MANAGER  | Date (Financial Year): | 2018 – 19 Financial Year |
| Position Purpose:  | To carry out the functions as Head of Engineering in the municipality |                        |                          |
| The period of this Performance Plan is from 01 July 2018 to 30 June 2019   |   |                        |                          |
| Signed and accepted by the City Manager  | MLondlozi Ndlovu  | Date:                  |                          |
| Signed by the City Manager   | Advocate Tankiso Ben Mea  | Date:                  | 12/07/2018               |
| By signing this performance scorecard the manager and employee hereby indicate their full understanding of, and agreement with the contents of the scorecard. The manager and the employee both acknowledge that this is in full compliance with the Municipality's Performance Management Policy. |   |                        |                          |

**1. Purpose**

The performance plan defines the council expectation of the HOD: Engineering's performance agreement to which this document is attached and Section 57 (5) of the Municipal System Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the Municipality's Integrated Development Plan and as reviewed annually.

**2. Key responsibilities**

The following objects of local government will inform the HOD: Engineering's performance against set performance indicators:

- 2.1 Provide democratic and accountable government for local communities.
- 2.2 Ensure the provision of services to communities in a sustainable manner
- 2.3 Promote social and economic development
- 2.4 Promote a safe and healthy environment
- 2.5 Encourage the involvement of communities and community organisation in the matters of local government

**3. Key Performance Area**

The following Key Performance Area (KPA's) as outline in the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers (2006), inform the strategic objective listed in the table below:

- 3.1 Basic Service Delivery.
- 3.2 Municipal Institutional Development and transformation
- 3.3 Local Economic Development (LED)
- 3.4 Municipal Financial Viability and Management
- 3.5 Good Governance and Public Participation

**4. Key Performance Objectives and Indicators, for the Municipal Manager**

The provision and statutory time frames contained in the following legislation are required to be reported on and measured:

- 4.1 Section 157 of the Constitution of the Republic of South Africa, 1996
- 4.2 Local Government Municipal performance Regulations for Municipal Managers and Managers Directly (Regulation No. R805, dated 1 August 2006)

- 4.3 Regulations No.796 (Local Government: Municipal Planning and Performance Management Regulation, 2001) dated 24 August 2001
- 4.4 Municipal Finance Management Act, 2003, in particular, but not limited to Chapter 8. (must include, inter alia, tariff policy, rates policy, credit control and debt collection policy, supply chain management policy and an unqualified Auditor General's report)
- 4.5 Property Rates Act, 2004
- 4.6 Municipal Structures Act, 1998, in particular, but not limited to, Chapter 5 (Powers and functions as determined by legislation or agreement)
- 4.7 Municipal System Act 2000, in particular, but not limited to sections 55 to 57
- 4.8 Any other applicable legislation specific to the Municipal Manager



| ENGINEERING:    |   |  |   |                        |          |   |  |                            |         |
|-----------------|---|--|---|------------------------|----------|---|--|----------------------------|---------|
| Legislative KPA |   | Basic Service Delivery                   |   | IDP KPA                |          | BASIC SERVICE DELIVERY  |  | KPA No(No in the IDP e.g.3 |         |
| KFA No          | IDP Objective   | KPI                                      | Target  | 1 <sup>st</sup> Report | Biannual | Annual Report Final   | Motivation for performance and exceptional performance | 1                          | 2 3 4 5 |
| 1               | UPGRADING, REFURBISHMENT AND MAINTENANCE OF SANITATION INFRASTRUCTURE | PERCENTAGE REFURBISHMENT OF SEWER SYSTEM | 100% COMPLETED STERKOWATER WWTW PHASE 3 MECH AND ELECTRICAL                             | 0%                     |          | 100% COMPLETED STERKOWATER WWTW PHASE 3 MECH AND ELECTRICAL                             |  |                            |         |
| 2               |   |  | 100% COMPLETED STERKOWATER WWTW PHASE 3 CIVIL   | 0%                     |          | 100% COMPLETED STERKOWATER WWTW PHASE 3 CIVIL   |  |                            |         |
| 3               |   |  | 100% COMPLETED STERKOWATER WWTW PHASE 3 MECH AND ELECTRICAL                             | 0%                     |          | 100% COMPLETED STERKOWATER WWTW PHASE 3 MECH AND ELECTRICAL                             |  |                            |         |
| 4               |   |  | 100% OF COMPLETED TARGETED REFURBISHMENT ITEMS IN BLOEMFONTEIN, BOTSHABELO & THABA NCHU | 40%                    |          | 100% OF COMPLETED TARGETED REFURBISHMENT ITEMS IN BLOEMFONTEIN, BOTSHABELO & THABA NCHU |  |                            |         |
| 5               |   |  | 100% COMPLETED REFURBISHMENT OF TARGETED WWTW'S   | 40%                    |          | 100% COMPLETED REFURBISHMENT  |  |                            |         |

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| Legislative KPA |               | Basic Service Delivery |  | IDP KPA                | BASIC SERVICE DELIVERY |  | KPA No(No in the IDP e.g.3                             |   |   |   |   |   |
|-----------------|---------------|------------------------|--|------------------------|------------------------|--|--|---|---|---|---|---|
| KFA No          | IDP Objective | KPI                    | Target   | 1 <sup>st</sup> Report | Biannual Report        | Annual Report Final  | Motivation for performance and exceptional performance | 1 | 2 | 3 | 4 | 5 |
| 6               |               |                        | 100% COMPLETED OF TARGETED REFURBISHMENT ITEMS IN SOUTPAN      | 40%                    |                        | 100% COMPLETED OF TARGETED REFURBISHMENT ITEMS IN SOUTPAN      |  |   |   |   |   |   |
| 7               |               |                        | 100% COMPLETED OF TARGETED REFURBISHMENT ITEMS VAN STADENSURUS | 40%                    |                        | 100% COMPLETED OF TARGETED REFURBISHMENT ITEMS VAN STADENSURUS |  |   |   |   |   |   |
| 8               |               |                        | 100% COMPLETED OF TARGETED REFURBISHMENT ITEMS IN WEPENER      | 40%                    |                        | 100% COMPLETED OF TARGETED REFURBISHMENT ITEMS IN WEPENER      |  |   |   |   |   |   |
| 9               |               |                        | 100% COMPLETED OF TARGETED REFURBISHMENT ITEMS IN DEWETSDORP   | 40%                    |                        | 100% COMPLETED OF TARGETED REFURBISHMENT ITEMS IN DEWETSDORP   |  |   |   |   |   |   |
| 10              |               |                        | 100% COMPLETED REFURBISHMENT OF RAYTON MAIN SEWER              | 0%                     |                        | COMPLETED REFURBISHMENT OF RAYTON MAIN SEWER                   |  |   |   |   |   |   |

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| Legislative KPA |  | Basic Service Delivery                           |  | IDP KPA                         | BASIC SERVICE DELIVERY   |  | KPA No(No in the IDP e.g.3 |   |   |   |   |
|-----------------|--|--|--|---------------------------------|--|--|----------------------------|---|---|---|---|
| KFA No          | IDP Objective  | KPI  | Target   | 1 <sup>st</sup> Biannual Report | Annual Report Final  | Motivation for under performance and exceptional performance | Assessment Score           |   |   |   |   |
|                 |  |  |  |                                 |  |  | 1                          | 2 | 3 | 4 | 5 |
| 11              |  |  | 100% COMPLETE EXTENSION BOTSHABELO WWTW CIVIL  | 0%                              | 100% COMPLETE EXTENSION BOTSHABELO WWTW CIVIL  |  |                            |   |   |   |   |
| 12              |  |  | 100% COMPLETED EXTENSIONS THABA NCHU WWTW (SELOSESHA) CIVIL                                    | 25%                             | 100% COMPLETED EXTENSIONS THABA NCHU WWTW (SELOSESHA) CIVIL                                    |  |                            |   |   |   |   |
| 13              |  |  | 100% COMPLETED EXTENSION THABA NCHU WWTW (SELOSESHA) MECH AND ELECTRICAL                       | 0%                              | 100% COMPLETED EXTENSION THABA NCHU WWTW (SELOSESHA) MECH AND ELECTRICAL                       |  |                            |   |   |   |   |
| 14              | UPGRADING, REFURBISHMENT AND MAINTENANCE OF WATER INFRASTRUCTURE | PERCENTAGE REFURBISHMENT OF WATER SUPPLY SYSTEMS | 100% COMPLETED BOTSHABELO INTERNAL BULK WATER(PIPELINE) 750M EXCAVATION AND LYING OF PIPE LINE | 650M                            | 100% COMPLETED BOTSHABELO INTERNAL BULK WATER(PIPELINE) 750M EXCAVATION AND LYING OF PIPE LINE |  |                            |   |   |   |   |

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| Legislative KPA |               | Basic Service Delivery |  | IDP KPA  | BASIC SERVICE DELIVERY |   | KPA No(No in the IDP e.g.3                                   |   |   |   |   |   |
|-----------------|---------------|------------------------|--|--|------------------------|---|--|---|---|---|---|---|
| KFA No          | IDP Objective | KPI                    | Target   | 1 <sup>st</sup> Report   | Biannual Report        | Annual Report Final   | Motivation for under performance and exceptional performance | 1 | 2 | 3 | 4 | 5 |
| 15              |               |                        | 100%<br>COMPLETION OF:<br>1. ESTOIRE ASBESTOS LINE REPLACEMENT<br>2. REPLACEMENT OF MASELSPOORT NORTH AND SOUTH LINE VALVES AND NON RETURN VALVES<br>3. MAINTENANCE ASSISTANCE<br>4. SEALING OF OLD ARBORETUM RESERVIOR<br>5. REPAIRING OF EASTERN LINE PAST COROBRICK | 1. 100%<br>COMPLETION OF:<br>ESTOIRE ASBESTOS LINE REPLACEMENT<br>2. 30%<br>COMPLETION OF:REPLACEMENT OF<br>T OF MASELSPOORT NORTH AND SOUTH LINE VALVES AND NON RETURN VALVES<br>3. 40%<br>COMPLETION OF THE MAINTENANCE ASSISTANCE<br>4. 100%<br>COMPLETION OF: SEALING OF OLD ARBORETUM RESERVIOR |                        | 1. 100%<br>COMPLETION OF:<br>ESTOIRE ASBESTOS LINE REPLACEMENT<br>2. 100%<br>COMPLETION OF:<br>REPLACEMENT OF MASELSPOORT NORTH AND SOUTH LINE VALVES AND NON RETURN VALVES<br>3. 100%<br>COMPLETION OF:<br>MAINTENANCE ASSISTANCE<br>4. 100%<br>COMPLETION OF:<br>SEALING OF OLD ARBORETUM RESERVIOR |  |   |   |   |   |   |

| ENGINEERING:    |               |                        |   |  |   |  |                  |   |                            |   |   |  |
|-----------------|---------------|------------------------|---|--|---|--|------------------|---|----------------------------|---|---|--|
| Legislative KPA |               | Basic Service Delivery |   |  | IDP KPA   | BASIC SERVICE DELIVERY                                       |                  |   | KPA No(No in the IDP e.g.3 |   |   |  |
| KFA No          | IDP Objective | KPI                    | Target  | 1 <sup>st</sup> Biannual Report  | Annual Report Final   | Motivation for under performance and exceptional performance | Assessment Score |   |                            |   |   |  |
|                 |               |                        |   |  |   |  | 1                | 2 | 3                          | 4 | 5 |  |
|                 |               |                        |   | 5. 0% COMPLETION OF: REPAIRING OF EASTERN LINE PAST COROBICK                     | 5. 100% COMPLETION OF: REPAIRING OF EASTERN LINE PAST COROBICK                    |  |                  |   |                            |   |   |  |
| 16              |               |                        | 100% COMPLETION OF DESIGN MASELSPOORT WATER RE-USE (PUMP STATION AND RISING MAIN) | 60% COMPLETION OF DESIGN MASELSPOORT WATER RE-USE (PUMP STATION AND RISING MAIN) | 100% COMPLETION OF DESIGN MASELSPOORT WATER RE-USE (PUMP STATION AND RISING MAIN) |  |                  |   |                            |   |   |  |
| 17              |               |                        | 100% COMPLETION OF DESIGN MASELSPOORT WATER RE-USE (GRAVITY LINE TO MOCKESDAM)    | 60% COMPLETION OF DESIGN MASELSPOORT WATER RE-USE (GRAVITY LINE TO MOCKESDAM)    | 100% COMPLETION OF DESIGN MASELSPOORT WATER RE-USE (GRAVITY LINE TO MOCKESDAM)    |  |                  |   |                            |   |   |  |
| 18              |               |                        | 100% COMPLETION OF DESIGN MASELSPOORT WATER RE-USE (GRAVITY TO NEWWTW)            | 60% COMPLETION OF DESIGN MASELSPOORT WATER RE-USE (GRAVITY TO NEWWTW)            | 100% COMPLETION OF DESIGN MASELSPOORT WATER RE-USE (GRAVITY TO NEWWTW)            |  |                  |   |                            |   |   |  |

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mm

| ENGINEERING:    |               |  |  |                        |                 |  |  |                            |   |   |   |   |
|-----------------|---------------|--|--|------------------------|-----------------|--|--|----------------------------|---|---|---|---|
| Legislative KPA |               | Basic Service Delivery                                     |  |                        | IDP KPA         | BASIC SERVICE DELIVERY   |  | KPA No(No in the IDP e.g.3 |   |   |   |   |
| KFA No          | IDP Objective | KPI  | Target   | 1 <sup>st</sup> Report | Biannual Report | Annual Report Final  | Motivation for under performance and exceptional performance | 1                          | 2 | 3 | 4 | 5 |
|                 |               |  |  |                        |                 | 100% COMPLETION OF MASELSPOORT WTW REFURBISHMENT                       |  |                            |   |   |   |   |
|                 |               |  |  |                        |                 | 60% COMPLETION OF DESIGN MASELSPOORT WTW REFURBISHMENT                 |  |                            |   |   |   |   |
| 19              |               | PERCENTAGE OF TOTAL WATER LOSSES REDUCED FROM 35.2% TO 34% | REPLACE/INSTAL LL 130 CONVENTIONAL AND BULK METERS                     | 20                     |                 | 100% COMPLETION OF MASELSPOORT WTW REFURBISHMENT                       |  |                            |   |   |   |   |
|                 |               |  |  |                        |                 |  |  |                            |   |   |   |   |
| 20              |               |  | INSTALL/REFURBISH 50 VALVES  | 10                     |                 | INSTALL/REFURBISH 50 VALVES  |  |                            |   |   |   |   |
|                 |               |  |  |                        |                 |  |  |                            |   |   |   |   |
| 21              |               |  | PURCHASE 170 BULK WATER METERS   | 20                     |                 | PURCHASE 170 BULK WATER METERS   |  |                            |   |   |   |   |
|                 |               |  |  |                        |                 |  |  |                            |   |   |   |   |
| 22              |               |  | INSTALL/REPLAC E 2000 AUTOMATED METER READING AND PREPAID WATER METERS | 400                    |                 | INSTALL/REPLAC E 2000 AUTOMATED METER READING AND PREPAID WATER METERS |  |                            |   |   |   |   |

ENGINEERING:

| Legislative KPA |  | Basic Service Delivery                              |         |                        | IDP KPA                                 | BASIC SERVICE DELIVERY                                       |                  | KPA No(No in the IDP e.g.3 |   |   |   |  |
|-----------------|--|---|---------|------------------------|---|--|------------------|----------------------------|---|---|---|--|
| KFA No          | IDP Objective  | KPI   | Target  | 1 <sup>st</sup> Report | Annual Report Final                     | Motivation for under performance and exceptional performance | Assessment Score |                            |   |   |   |  |
| 23              |  |   |         | 10                     | INSTALL/REPLAC E/OR REFURBISH 50 VALVES |  | 1                | 2                          | 3 | 4 | 5 |  |
| 24              | UPGRADING, AND REFURBISHMENT OF MAINTAINANCE OF ROADS AND STORMWATER | KM OF 7M WIDE GRAVEL ROADS TARRED/PAVED             | 24 KM   | 12                     | 24 KM                                   |  |                  |                            |   |   |   |  |
| 25              |  | PERCENTAGE OF GRADED AND GRAVELLED UNSURFACED ROADS | 592 KM  | 296                    | 592 KM                                  |  |                  |                            |   |   |   |  |
| 26              |  | PERCENTAGE OF SURFACED MUNICIPAL ROADS MAINTAINED   | 73.6 KM | 36.8                   | 73.6 KM                                 |  |                  |                            |   |   |   |  |

| GOVERNANCE      |                               |   |   |   |                 |  |   |                            |   |
|-----------------|-------------------------------|---|---|---|-----------------|--|---|----------------------------|---|
| Legislative KPA |                               | Basic Service Delivery  |   | IDP KPA   |                 | GOOD GOVERNANCE  |   | KPA No(No in the IDP e.g.3 |   |
| KFA No          | IDP Objective                 | KPI   | Target  | 1 <sup>st</sup> Report  | Biannual Report | Annual Report Final  | Motivation for under performance and exceptional performance                        | 1                          | 2 |
|                 |                               |   |   |   |                 |  |   | 3                          | 4 |
|                 |                               |   |   |   |                 |  |   | 5                          |   |
| 27              | GOOD AND EFFECTIVE GOVERNANCE | Ensure good governance and effective management of the Department | 100% Spent on the City's departmental capital budget                          | 100% spent  | CAPEX           | 40% spent  | 100% CAPEX spent  |                            |   |
| 28              |                               |   | % implementation of the revenue enhancement strategy related to City          | 100%  |                 | 50%  | 100%  |                            |   |
| 29              |                               |   | 100% implementation of audit plan to address audit issues related to the City | 100% implementation of audit plan to address issues related to the department |                 | 50% implementation of audit plan to address issues related to the department | 100% implementation of audit plan to address audit issues related to the department |                            |   |



|    |  |  |  |  |   |  |  |  |  |  |
|----|--|--|--|--|---|--|--|--|--|--|
| 30 |  |  | Percentage increase in implementation of the City's SDBIP  | 100% implementation of the City's SDBIP          | 40% implementation of the City's SDBIP                        | 100% implementation of the City's SDBIP          |  |  |  |  |
| 31 |  |  | 100% implementation of employment equity targets set for department in the City's employment equity plan | 100% implementation of employment equity targets | 50% implementation of employment equity targets               | 100% implementation of employment equity targets |  |  |  |  |
| 32 |  |  | 100% adherence to targets set by the City on the Sub national Programme in doing Business                | 100% adherence to targets set by the City        | 100% implementation of Sub national Program in doing business | 100% implementation of employment equity targets |  |  |  |  |

Signed and accepted by: MICHAEL NISOU  
 Job title: HOD: BUSINESS SERVICES  
 Date: 06 June 2018

Signed by the City Manager on behalf of the Mangaung Metro Municipality Council

Date: 12/07/2018



## 6. Consolidated Score Sheet


| Key Performance Area | Weighting | City Manager's Rating | HOD's Rating | Final / Consolidated Score | Reason for Final Score |
|----------------------|-----------|-----------------------|--------------|----------------------------|------------------------|
| 1                    |           |                       |              |                            |                        |
| 2                    |           |                       |              |                            |                        |
| 3                    |           |                       |              |                            |                        |
| 4                    |           |                       |              |                            |                        |
| 5                    |           |                       |              |                            |                        |
| 6                    |           |                       |              |                            |                        |
| 7                    |           |                       |              |                            |                        |
| Total:               | 100       | Final Score           |              |                            |                        |

## 7. CONTROL SHEET

TO BE UPDATED BY CITY MANAGER

|   |  |  |        |
|---|--|--|--------|
| <b>PLANNING PHASE</b>                       |  |  |        |
| Date of 1 <sup>st</sup> planning meeting    |  | Date of 2 <sup>nd</sup> planning meeting |        |
| Date copy of performance plan handed to HOD |  | City Manager                             | TB Mea |

## COACHING PHASE

|  |   |           |   |
|--|---|-----------|---|
| (Keep a record of meetings held to give feedback to the HOD on performance related issues) |   |           |   |
| Date of Feedback Meeting   | Performance issue discussed and corrective action to be taken |           |   |
|  |   |           |   |
|  |   |           |   |
| Date of formal half year review  |   |           |   |
| <b>REVIEWING PHASE</b>   |   |           |   |
| Date HOD notified of formal review meeting   |   |           |   |
| Date of 1 <sup>st</sup> review meeting   |   |           |   |
| Date of 2 <sup>nd</sup> Review meeting   |   |           |   |
| Date of 3 <sup>rd</sup> Review meeting   |   |           |   |
| Date of 4 <sup>th</sup> Review meeting   |   |           |   |
| City Manager   | TB Mea  | Signature |  |

## Annexure B

**PERSONAL DEVELOPMENT PLAN (To be completed by the HOD)**

MUNICIPALITY:

MALABANG METRO

INCUBENT:

MELONBOWI NOLU

SALARY:

JOB TITLE:

HOD: ENGINEERING SERVICES

REPORT TO:

CITY MANAGER

1. What are the competencies required for this job (refer to competency profile of job description)?

FINANCIAL MANAGEMENTPEOPLE MANAGEMENT AND EMPOWERMENTCLIENT ORIENTATION AND CUSTOMER FOCUSSTRATEGIC DIRECTION AND LEADERSHIPPROGRAMME AND PROJECT MANAGEMENT

2. What are competencies from the above list, does the job holder already possess?

ALL

3. What then are the competency gaps? (if the job holder possesses all the necessary competencies, complete No's 5 and 6).

4. Actions/Training interventions to address the gaps/needs

5. Indicate the competencies required for future career progression/development

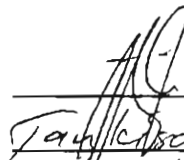
|   |   |
|---|---|
| <u>ENHANCE FINANCE MANAGEMENT AND LEADERSHIP SKILLS</u> |   |
| 6.  | Action/Training interventions to address future progression<br><br><u>MBA PROGRAMME. ALREADY ACCEPTED AT UFS FOR 2019 JANUARY INTAKE</u>  |
| 7.  | Comments/Remarks of the Incumbent<br><br><u>ALTHOUGH I HAVE COMPLETED THE CERTIFICATE IN MUNICIPAL FINANCE MANAGEMENT, I STILL NEED TO ENHANCE MY FINANCIAL AND LEADERSHIP SKILLS AS I AM COMING FROM A MORE TECHNICAL BACKGROUND. I FEEL THE MBA PROGRAMME WILL ENABLE ME TO ACHIEVE MY GOALS AND ENHANCE MY WORK PERFORMANCE.</u> |
| 8.  | Comments/Remarks of the supervisor<br><br><hr/> <hr/> <hr/> <hr/>   |

Agreed upon

Signature:

City Manager:

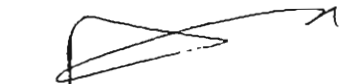
Date:

  
Tayeb Mea  
12/07/2018

Signature:

Incumbent:

Date:

  
MIONDOLIZI NDLOVU  
06 JULY 2018

