



**PERFORMANCE AGREEMENT**

MADE AND ENTERED INTO BY AND BETWEEN:

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

**Tebogo Motlashuping**

.....  
**FULL NAMES**

AND

**Nkateko Mabunda**

.....  
**THE EMPLOYEE OF THE MUNICIPALITY  
(Acting Head of Department)**

01 July 2022 – 31 December 2022

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- 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 2022** and will remain in force until **31 December 2022** 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:

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<b>Key Performance Areas (80% of Total)</b>	<b>Weighting</b>
Basic Service Delivery	20%
Municipal Institutional Development and transformation	50%
Local Economic Development (LED)	10%
Municipal Financial Viability and Management	10%
Good Governance and Public Participation	10%
<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

<b>CORE COMPETENCY REQUIREMENTS (CCR) FOR EMPLOYEES (20% of Total)</b>		
<b>CORE MANAGERIAL COMPETENCIES (CMC)</b>	<b>√</b>	<b>WEIGHT</b>
Strategic Direction and Leadership		10%
Programme and Project Management		5%
Financial Management	compulsory	10%
Change Management		5%
Knowledge Management		5%
Service Delivery Innovation		5%
Problem Solving and Analysis		5%
People Management and Empowerment	compulsory	5%
Client Orientation and Customer Focus	compulsory	5%
Communication		5%
Accountability and Ethical Conduct		10%
Policy Conceptualisation and implementation		5%
Mediation Skills		5%
Advanced Negotiation Skills		5%
Advanced influencing skills		5%
Partnership and Stakeholder Relations		5%
Supply Chain Management		5%
Total percentage	-	<b>100%</b>

## 6. EVALUATING PERFORMANCE

- 6.1 The Performance Plan (Annexure A) to this Agreement must sets out -
- a) the standards and procedures for evaluating the **Employee's** performance; and
  - b) 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.					
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:

Evaluation	Period	Review Date
First quarter	July – September	October – December
Second quarter	October – December	January – March
Third quarter	January – March	April – June
Fourth quarter	April – June	July – September
Annual Performance Review	July – June	

*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.

## 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 Councilor, in the case of Managers directly accountable to the Municipal Manager, provided such a Councilor 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 \_\_\_ of \_\_\_\_\_ 2022

AS WITNESSES:

1. \_\_\_\_\_

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

  
EMPLOYEE

AS WITNESSES:

1. \_\_\_\_\_



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

  
ACTING CITY MANAGER

AS WITNESSES

# ANNEXURE A

## PERFORMANCE PLAN

PERFORMANCE SCORECARD – SECTION 56 EMPLOYEE			
<b>Employee Name:</b>	Nkateko Mabunda	<b>Employee Number</b>	
<b>Job Title:</b>	Acting Head of Department	<b>Department:</b>	Planning
<b>Manager:</b>	Acting City Manager	<b>Date (Financial Year):</b>	01 July 2022 – 31 December 2022
<b>Position Purpose:</b>	To carry out the functions as accounting officer and head of administration in the Municipality		
<b>The period of this Performance Plan is from 01 July 2022 – 31 December 2022</b>			
<b>Signed and accepted by the Acting Head of Department: Nkateko Mabunda</b>		<b>Date:</b>	
<b>Signed by the Acting City Manager: Tebogo Mollashuping</b>		<b>Date:</b>	
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 Head of Department'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 Head of Department'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) 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 and Managers Directly accountable to 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 or Managers accountable to Municipal Manager

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## MMM PERFORMANCE OBJECTIVES PER DEPARTMENT AS PER THE SDBIP

### Planning

MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION																
PRIORITY 5: SPATIAL INTEGRATION, HUMAN SETTLEMENTS AND LOCAL GOVERNMENT																
01 – SPATIAL INTEGRATION																
INTEGRATED URBAN DEVELOPMENT FRAMEWORK (IUDF)																
FREE STATE GROWTH AND DEVELOPMENT STRATEGY (FSGDS)																
CIRCULAR 88 REPORTING REFORMS																
SUSTAINABLE DEVELOPMENT GOAL (SDG)																
MANGAUNG STRATEGIC IDP DEVELOPMENT OBJECTIVES																
SPATIAL TRANSFORMATION																
Ward No.	Community Aspirations No.	Programme/Project	Strategies	Baseline/Performance 2021/2022	IDP Outcome Key Performance Indicator	IDP Five (5) Year Targets 2022/2027	IDP Target 2022/2023	SDBIP Output Performance Indicator	SDBIP Target 2022/2023	Quarter 1 Targets	Quarter 2 Targets	Quarter 3 Targets	Quarter 4 Targets	Assessment Score Level 3 - 1	Motivation for exceptional performance	Corrective Actions for under performance
ALL	Administrative Support	Formalization of all infill planning wards	Follow all township establishment process e.g., conduct specialized studies	All identified infill planning completed	No. of identified infill sites completed	All identified infill planning completed	All identified infill planning completed	No of identified infill sites completed	All identified infill planning completed	No. of Ad Hoc infill sites being processed	No. of Ad Hoc infill sites being processed	No. of Ad Hoc infill sites being processed	No. of Ad Hoc infill sites being processed			
28	28-1	Township establishment for the remainder of the farm of Botshabelo 826, erf k1689 and erf k1690 Botshabelo	Follow all township establishment process e.g., conduct specialized studies	30% Township planning processes completed	Township establishment approved by MPT	100% Township establishment processes completed, MPT approval	100% Township planning processes completed, MPT approval	% Township planning processes completed, MPT approval	100% Township planning processes completed, MPT approval	Receive comments from stakeholders	Address comments for stakeholders	Address comments for stakeholders	EIA approval and MPT approval			
39	Ongoing Projects	Township establishment for the remainder of farm of Veekraal 605	Follow all township establishment process e.g., conduct specialized studies	30% Township planning processes completed	Township establishment approved by MPT	100% Township establishment processes approved & MPT approval	100% Township planning processes completed	% Township planning processes completed, MPT approval	100% Township planning processes completed, MPT approval	Receive comments from stakeholders	Address comments from stakeholders	Address comments from stakeholders	EIA approval and MPT approval			
43	None	Township establishment of Morojaneng Dewetsdorp	Follow all township establishment process e.g.,	New	% Township establishment completed & MPT	100% Township establishment processes approved & MPT	30% Township establishment completed	% Township establishment completed; draft layout	30% Township establishment completed;	Appointment of Consultant	Compilation of specialist studies and first draft layout	Compilation of specialist studies and second draft layout	Circulation of specialist studies			

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MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION																
PRIORITY 5: SPATIAL INTEGRATION, HUMAN SETTLEMENTS AND LOCAL GOVERNMENT																
01 – SPATIAL INTEGRATION																
INCLUSIVE ECONOMIC GROWTH AND SUSTAINABLE JOB CREATION																
HOUSING / COMMUNITY FACILITIES AND LOCAL ECONOMIC DEVELOPMENT																
SDG 11 – MAKE CITIES AND HUMAN SETTLEMENT INCLUSIVE, SAFE, RESILIENT AND SUSTAINABLE																
MANGAUNG STRATEGIC IDP DEVELOPMENT OBJECTIVES																
Ward No.	Community Aspirations No.	Programme/Project	Strategies	Baseline/Performance 2021/2022	IDP Outcome Key Performance Indicator	IDP Five (5) Year Targets 2022/2027	IDP Target 2022/2023	SDBIP Output Key Performance Indicator	SDBIP Target 2022/2023	Quarter 1 Targets	Quarter 2 Targets	Quarter 3 Targets	Quarter 4 Targets	Assessment Score Level 5 - 1	Motivation for exceptional performance	Corrective Actions for under performance
41	None	Township establishment remainder of portion 3 of farm Selosha 900 Thaba Nchu	conduct specialized studies Follow all township establishment process e.g., conduct specialized studies	New	100% Township establishment approved & MPT approval	30% Township establishment completed	plan completed	30% Township establishment completed; draft layout plan completed	Appointment of Consultant	Compilation of specialist studies and first draft layout	Compilation of specialist studies and second draft layout	Compilation of specialist studies				
47	None	Township establishment on grassland	Follow all township establishment process e.g., conduct specialized studies	New	100% Township establishment approved & MPT approval	30% Township establishment completed	% Township establishment completed; draft layout plan completed	30% Township establishment completed; draft layout plan completed	Appointment of Consultant	Compilation of specialist studies and first draft layout	Compilation of specialist studies and second draft layout	Compilation of specialist studies				
42	None	Township establishment remainder of Selesha 904 Thaba Nchu	Follow all township establishment process e.g., conduct specialized studies	New	100% Township establishment completed & MPT approval	30% Township establishment completed	% Township establishment completed; draft layout plan completed	30% Township establishment completed; draft layout plan completed	Appointment of Consultant	Compilation of specialist studies and first draft layout	Compilation of specialist studies and second draft layout	Compilation of specialist studies				
39	None	Construction of a new Community centre in Thaba Nchu	Follow up on appointment of contractor. Site meetings to be held every 2	Tender documentation completed, Tender advertisement closed. Bid evaluation	100% Construction of the Community Hall	Appointment of contractor. Start with construction site.	% Completion of construction	50% of Construction complete.	Site handover and site establishment	Construction	Construction	Construction	Construction			

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NATIONAL KEY PERFORMANCE AREA (NKPA)		MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION														
MEDIUM TERM STRATEGIC FRAMEWORK (MTSF)		PRIORITY 5: SPATIAL INTEGRATION, HUMAN SETTLEMENTS AND LOCAL GOVERNMENT														
INTEGRATED URBAN DEVELOPMENT FRAMEWORK (IUDF)		01 – SPATIAL INTEGRATION														
FREE STATE GROWTH AND DEVELOPMENT STRATEGY (FSGDS)		INCLUSIVE ECONOMIC GROWTH AND SUSTAINABLE JOB CREATION														
CIRCULAR 88 REPORTING REFORMS		HOUSING / COMMUNITY FACILITIES AND LOCAL ECONOMIC DEVELOPMENT														
SUSTAINABLE DEVELOPMENT GOAL (SDG)		SDG 11 – MAKE CITIES AND HUMAN SETTLEMENT INCLUSIVE, SAFE, RESILIENT AND SUSTAINABLE														
MANGAUNGU STRATEGIC IDP DEVELOPMENT OBJECTIVES		SPATIAL TRANSFORMATION														
Ward No.	Community Aspirations No.	Programme/Project	Strategies	Baseline/Performance 2021/2022	IDP Outcome Key Performance Indicator	IDP Five (5) Year Targets 2022/2027	IDP Target 2022/2023	SDBIP Output Performance Indicator	SDBIP Target 2022/2023	Quarter 1 Targets	Quarter 2 Targets	Quarter 3 Targets	Quarter 4 Targets	Assessment Score Level 5 - 1	Motivation for exceptional performance	Corrective Actions for under performance
21	None	Rehabilitation of Arthur Nathan swimming pool	Follow up on appointment of contractor. Site meetings to be held every 2 weeks.	done. Tender documentation completed, Tender advertisement closed. Bid evaluation done.	% Completion of construction	100% Construction of Arthur Nathan swimming pool	Appointment of contractor. Site establishment	% Completion of construction	50% of Construction complete.	Site handover and site establishment	Construction	Construction	Construction			
46	None	Fire station Botshabelo	Follow up on appointment of contractor. Site meetings to be held every 2 weeks.	Tender documentation completed, Tender advertisement closed. Bid evaluation done.	% Completion of construction	100% Construction of the Fire Station	Appointment of contractor. Start with construction site.	% Completion of construction	50% of Construction complete.	Site handover and site establishment	Construction	Construction	Construction			
ALL	Administrative Support	Storage system for building plans Bram Fischer building	Start with SCM process. Follow up frequently with SCM.	New	% of Storage system installed	100% of Storage system installed	Start with SCM process. Appointment of service provider. Installation of Storage system	% of Storage system installed	100% of Storage system installed	Completion of specifications and submission to BSC	Advertisement of Tender	Evaluation of tender and submission to BEC	Appointment of service provider by BAC and installation of storage system			
47	Administrative Support	Upgrade of servers and RFID buyers card	Start with SCM processes	Appointment of project manager	New project	New	Sever upgraded and RFID buyers'	Completion of SCM processes	Sever upgraded and RFID buyers'	Start the SCM processes through	Procure the RFID buyers card	Project completed	Project completed			

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MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION																
PRIORITY 5: SPATIAL INTEGRATION, HUMAN SETTLEMENTS AND LOCAL GOVERNMENT																
01 – SPATIAL INTEGRATION																
INCLUSIVE ECONOMIC GROWTH AND SUSTAINABLE JOB CREATION																
HOUSING / COMMUNITY FACILITIES AND LOCAL ECONOMIC DEVELOPMENT																
SDG 11 – MAKE CITIES AND HUMAN SETTLEMENT INCLUSIVE, SAFE, RESILIENT AND SUSTAINABLE																
SPATIAL TRANSFORMATION																
Ward No.	Community Aspirations No.	Programme/Project	Strategies	Baseline/Target performance 2021/2022	IDP Outcome Key Performance Indicator	IDP Five (5) Year Targets 2022/2027	IDP Target 2022/2023	SDBIP Output Key Performance Indicator	SDBIP Target 2022/2023	Quarter 1 Targets	Quarter 2 Targets	Quarter 3 Targets	Quarter 4 Targets	Assessment Score Level 5 - 1	Motivation for exceptional performance	Corrective Actions for under performance
		systems					cards in use		cards in use	contract management						
47	Administrative Support	Fencing of fresh produce market phase ii	Start with SCM processes	Appointment of project manager	Third Phase	Third Phase	The entire perimeter of the market fenced	Fence completed	Completion of SCM processes	Send specifications to SCM	SCM processes	SCM processes	SCM processes completed			
47	Administrative Support	Insulation of the market roof	Start with SCM processes	Appointment of project manager	New project	New project	Roof insulated	Roof insulated	Completion of SCM processes	Send specifications to SCM	SCM Processes	Project starts	Project completed			
ALL	Administrative Support	Building of refrigerator rooms	Start with SCM processes	Appointment of project manager	New project	New project	New refrigerator rooms	Project manager appointed	Completion of SCM processes	Specifications send to SCM	SCM processes	Construction starts	Construction completed			
ALL	Administrative Support	Number of meetings MPT	Develop meeting schedule	8 MPT meetings	Number of MPT meetings	40 MPT meetings	8 MPT meetings	Number of MPT meetings	8 MPT meetings	2 MPT meetings	2 MPT meetings	2 MPT meetings	2 MPT meetings			
ALL	Administrative Support	Decisions processed by the MPT	Record and issue decision letter to the applicant	Number of decision letters processed	Number of decision letters processed	Number of decision letters processed	Number of decision letters processed	Number of decision letters processed	Number of decision letters processed	Number of decision letters processed	Number of decision letters processed	Number of decision letters processed	Number of decision letters processed			
ALL	Administrative Support	Environmental educational awareness programs	Develop educational materials, conduct visits and organize workshop	100% educational and awareness programs complete	Number of educational and awareness programs	20 Educational and awareness programs	4 Educational and awareness programs	Number of educational and awareness programs	4 Educational and awareness programs	1 Educational and awareness program	1 Educational and awareness program	1 Educational and awareness program	1 Educational and awareness program			
ALL	Administrative Support	Environmental compliance	Develop a compliance audit plan	Compliance audit conducted	Number of compliance audit conducted	20 Compliance Audits	4 Compliance Audits	Number of compliance audit conducted	4 Compliance Audits	1 Compliance Audit	1 Compliance Audit	1 Compliance Audit	1 Compliance Audit			

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## MMM GENERIC GOVERNANCE PERFORMANCE OBJECTIVES

GOVERNANCE LEGISLATIVE KPAS		BASIC SERVICE DELIVERY AND GOOD GOVERNANCE AND PUBLIC PARTICIPATION			IDP KPA		GOOD GOVERNANCE		KPA No (No in the IDP e.g.3)								
IDP OBJECTIVE	KPI	TARGET	1 <sup>ST</sup> BIENNIAL REPORT	ANNUAL REPORT FINAL	MOTIVATION FOR PERFORMANCE EXCEPTIONAL PERFORMANCE	1	2	3	4	5							
Ensure good and effective management of the city	% spent on the city's capital budget	95% capex spend	50% capex spend	95% capex spend													
	% Implementation of the revenue enhancement strategy related to the city	100% implementation of the revenue enhancement strategy related to the department	50% implementation of the revenue enhancement strategy related to the department	100% implementation of the revenue enhancement strategy related to the department													
	% Annual procurement plan concluded and implemented as it relates to the city	100% implementation of annual procurement plan of the department	50% implementation of annual procurement plan of the department	100% implementation of annual procurement plan of the department													
Ensure good and effective management of the city	% implementation of audit plan to address audit issues related to the city	100% implementation of audit plan to address audit issues related to the department	50% implementation of audit plan to address audit issues related to the department	100% implementation of audit plan to address audit issues related to the department													
	% of staff in OCM whose performance is managed in line with the city's policy, procedure and/ or generally accepted good practices of managing performance in local government	100% of staff whose performance is managed in line with the city's policy, procedure and/ or generally accepted good practices of managing performance in local government	100% of staff whose performance is managed in line with the city's policy, procedure and/ or generally accepted good practices of managing performance in local government	100% of staff whose performance is managed in line with the city's policy, procedure and/ or generally accepted good practices of managing performance in local government													
	Provision of inputs into the city's planning processes (IDP and risk management) within stipulated time frames and in line with quality requirements	Provision of inputs into the city's planning processes and risk management 2 weeks earlier than stipulated time frames and in line with quality requirements	Provision of inputs into the city's planning processes and risk management 2 weeks earlier than stipulated time frames and in line with quality requirements	Provision of inputs into the city's planning processes and risk management 2 weeks earlier than stipulated time frames and in line with quality requirements	Provision of inputs into the city's planning processes and risk management 2 weeks earlier than stipulated time frames and in line with quality requirements												

GOVERNANCE LEGISLATIVE KPAS	BASIC SERVICE DELIVERY AND GOOD GOVERNANCE AND PUBLIC PARTICIPATION				IDP KPA	GOOD GOVERNANCE	MOTIVATION FOR UNDER AND EXCEPTIONAL PERFORMANCE	KPA No (No in the IDP e.g.3)					
	KPI	TARGET	1 <sup>ST</sup> BIENNIAL REPORT	ANNUAL REPORT FINAL				Assessment Score					
								1	2	3	4	5	
IDP OBJECTIVE	% Compliance with the city's system of delegation policy	100% compliance with the city's system of delegation policy	100% compliance with the city's system of delegation policy	100% compliance with the city's system of delegation policy									
	% increase in implementation of the city's SDBIP	100% implementation of the city's SDBIP	100% implementation of the city's SDBIP	100% implementation of the city's SDBIP									
	% implementation of employment equity targets set for OCM in the city's employment equity plan	100% implementation of employment equity targets set for department in the city's employment equity plan	100% implementation of employment equity targets set for department in the city's employment equity plan	50% implementation of employment equity targets set for department in the city's employment equity plan									
	% adherence to targets set by the city on the subnational programme of doing business for the department	100% adherence to targets set by the city on the subnational programme of doing business for the department	100% adherence to targets set by the city on the subnational programme of doing business for the department	50% adherence to targets set by the city on the subnational programmes doing business for the department									

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## STRATEGIC RESPONSIBILITIES OF THE SUPPORT TEAM

OBJECTIVE	KPI	TARGET	MOTIVATION FOR UNDER PERFORMANCE AND EXCEPTIONAL PERFORMANCE	Assessment Score				
				1	2	3	4	5
Facilitate effective implementation of the approved Financial Recovery Plan (FRP) and achieving financial recovery and provision of reliable and uninterrupted basic services	To support NCR in the implementation of the terms of reference	100% Support to NCR						
	To provide strategic leadership and direction to the relevant pillars of sustainability as provided for in the FRP	100% of strategic leadership						
	To identify challenges and propose solutions to ensure provision of uninterrupted basic service to the community and prudent financial management	All identify challenges and proposed solutions to ensure provision of uninterrupted basic service to the community and prudent financial management are achieved						
	To advise and support on the approach to the implementation of FRP activities to optimize the reduction of operational expenditure and increase of revenue for the municipality	Provided advise and support on the approach to the implementation of FRP activities to optimize the reduction of operational expenditure and increase of revenue for the municipality						
	To recommend and ensure implementation of internal controls, procedures and systems for good governance, prudent financial management and effective service delivery in compliance with statutory prescripts	100% compliance with statutory prescripts						
	To prepare and submit monthly reports on the implementation of the FRP to the NCR	All monthly reports on the implementation of the FRP submitted to the NCR						
	To execute all delegated authority and responsibilities as may be assigned from time to time by the NCR	All delegated authority and responsibilities as may be assigned from time to time by the NCR executed						
	To prepare and present progress at meetings of the oversight and intergovernmental relations structure of government	All reports presented to IGR structures of government						
	To conduct an assessment and make recommendations on the effective utilization of	All recommendations on the effective utilization of human resources are complete						

OBJECTIVE	KPI	TARGET	MOTIVATION FOR UNDER PERFORMANCE AND EXCEPTIONAL PERFORMANCE	Assessment Score				
				1	2	3	4	5
	human resources in their areas of expertise To provide technical and strategic support to Heads of Department in coordinating operational activities in an economic, effective and efficient manner to achieve value for money	100% technical and strategic support to Heads of Department						
	To assist in the development and review of departmental business plans	100% assistance in the development and review of departmental business plans						
	To review policies, by-laws, strategies and plans in their respective areas of expertise	100% reviewed policies, by-laws, strategies and plans						
	Assist in the review and amendment of the financial recovery plan as and when required	100% review and amendment of the financial recovery plan as and when required						
	To advise on the strategic management of municipal entities	100% advise on the strategic management of municipal entities						
	To provide written inputs and advise on all reports for decision-making in terms of Council approved system of delegations.	100% provision of written inputs and advise on all reports for decision-making in terms of Council approved system of delegations						

Signed  and accepted by: Nkoko Mabunda

Job title: AHOS: Planning

Date: \_\_\_\_\_



Signed by the Acting City Manager on behalf of the Mangaung Metropolitan Municipality's Council

Date: \_\_\_\_\_

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6. Consolidated Score Sheet

Key Performance Area	Weighting	Acting City Manager's rating	Acting Head of Department's Rating	Final / Consolidated Score	Reason for Final Score
1					
2					
3					
4					
5					
6					
7					
<b>Total:</b>	100	<b>Final Score</b>			

Handwritten signature and initials in the top right corner of the page.

**7. CONTROL SHEET**

**TO BE UPDATED BY ACTING CITY MANAGER**

<b>PLANNING PHASE</b>			
<b>Date of 1<sup>st</sup> planning meeting</b>		<b>Date of 2<sup>nd</sup> planning meeting</b>	
<b>Date copy of performance plan handed to Acting Head of Department</b>		<b>Acting City Manager</b>	

✓

**COACHING PHASE**

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

PERSONAL DEVELOPMENT PLAN

MUNICIPALITY: \_\_\_\_\_  
INCUBENT: \_\_\_\_\_  
SALARY: \_\_\_\_\_  
JOB TITTLE: \_\_\_\_\_  
REPORT TO: \_\_\_\_\_

1.	What are the competencies required for this job (refer to competency profile of job description)?  _____ _____ _____
2.	What are competencies from the above list, does the job holder already possess?  _____ _____ _____
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  _____ _____ _____

	_____
6.	Action/Training interventions to address future progression  _____ _____ _____
7.	Comments/Remarks of the Incumbent  _____ _____ _____
8.	Comments/Remarks of the supervisor  _____ _____ _____

**Agreed upon**

**Signature:**

TDLW

**Supervisor:**

Tejago Matloshupny

**Date:**

\_\_\_\_\_

**Signature:**

\_\_\_\_\_

**Incumbent:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

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