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**PERFORMANCE AGREEMENT**  
**MADE AND ENTERED INTO BY AND BETWEEN:**  
**THE MAKHUDUTHAMAGA LOCAL MUNICIPALITY**  
**AS REPRESENTED BY THE MUNICIPAL MANAGER**  
**RAMPEDI MN**  
**AND**  
**THE SENIOR MANAGER OF ECONOMIC DEVELOPMENT**  
**PLANNING**  
**Thabela Azwifaneli Phaneli**  
**FOR THE**  
**FINANCIAL YEAR: 1 JULY 2021-2022**





Performance plan of Senior Manager : EDP Thabala

*Mmogo re somela diphetogo!*

**PERFORMANCE AGREEMENT**

**ENTERED INTO BY AND BETWEEN:**

The Makhuduthamaga Local Municipality herein represented by **Rampedi Mmadire Nancy** in her/his capacity as Municipal Manager

and

**Thabala Azwifaneli Phanel** 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 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The **Employer** and the **Employee** are hereinafter referred to as "the Parties".

1.2 Section 57(1)(b)(iii) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance agreement within one (1) month after the beginning of each financial year of the municipality.

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 Systems Act as well as the employment contract entered into between the parties;

5.5 specify objectives and targets defined and agreed with the employee and to communicate to the employer's expectations of the employee's performance and accountabilities in alignment

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- 5.6 specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;
- 2.4 monitor and measure performance against set targeted outputs;
- 5.7 use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;
- 2.6 in the event of outstanding performance, to appropriately reward the employee; and
- 5.8 give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

### 3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the 1<sup>st</sup> July 2021 and will remain in force until 30<sup>th</sup> June 2022 thereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason.
- 3.4 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.
- 3.5 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 shall immediately be revised.

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#### 4 PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out-
- 5.9 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 Annexure A are set by the **Employer** in consultation with the **Employee** and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the **Employer**, and shall include key objectives; key performance indicators; target dates and weightings.

- 5.10 The key objectives describe the main tasks that need to be done.
- 4.2.2 The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.
- 4.2.3 The target dates describe the timeframe in which the work must be achieved.
- 4.2.4 The weightings show the relative importance of the key objectives to each other.

- 4.3 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 for the **Employer**, management and municipal staff of the **Employer**.
- 5.2 The **Employee** accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the **Employer**, management and municipal staff to perform to the standards required.

- 5.3 The **Employer** will consult the **Employee** about the specific performance standards that will be included in the performance management system as applicable to the **Employee**.

- 5.4 The **Employee** undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the **employee's** responsibilities) within the local government framework.

- 5.11 The criteria upon which the performance of the **Employee** shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.

- 5.12 The **Employee** must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Competency Requirements (CRs) respectively.

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5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.

5.3 KPAs covering the main areas of work will account for 80% and CRs will account for 20% of the final assessment.

5.4 The total score must determined using the rating calculator.

5.13 The Employee's assessment will be based on his / her performance in terms of the outputs / outcomes (performance indicators) identified as per attached Performance Plan (Annexure A), which are linked to the KPAs, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee:

Key Performance Areas (KPAs)	Weighting
Spatial Rational	40%
Basic Service Delivery	5%
Municipal Institutional Development and Transformation	5%
Local Economic Development (LED)	40%
Municipal Financial Viability and Management	5%
Good Governance and Public Participation	5%
Total	100%

5.7 In the case of managers directly accountable to the municipal manager, key performance areas related to the functional area of the relevant manager, must be subject to negotiation between the municipal manager and the relevant manager.

5.8 The CRs will make up the other 20% of the Employee's assessment score. CRs that are deemed to be most critical for the Employee's specific job should be selected (✓) from the list below as agreed to between the Employer and Employee. Three of the CRs are compulsory for Municipal Managers:

COMPETENCY REQUIREMENTS FOR EMPLOYEES	✓	WEIGHT
LEADING COMPETENCIES	✓	
Strategic Direction and Leadership	✓	20
People Management	✓	10

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COMPETENCY REQUIREMENTS FOR EMPLOYEES		
<b>LEADING COMPETENCIES</b>	✓	<b>WEIGHT</b>
Program and Project Management	✓	10
Financial Management	✓	10
Change Leadership	✓	5
Governance Leadership	✓	5
<b>CORE COMPETENCIES</b>	✓	5
Moral Competence	✓	5
Planning and Organising	✓	10
Analysis and Innovation	✓	5
Knowledge and Information Management	✓	5
Communication	✓	5
Results and Quality Focus	✓	5
Total percentage	-	<b>100%</b>

**6. EVALUATING PERFORMANCE**

- 6.1 The Performance Plan (Annexure A) to this Agreement sets out -
- 6.1.1 the standards and procedures for evaluating the Employee's performance; and
  - 6.1.2 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 while the contract of employment remains in force.
- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.
- 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:

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**6.5.1 Assessment of the achievement of results as outlined in the performance plan:**

- (a) 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 under the KPA.

- (b) An indicative rating on the five-point scale should be provided for each KPA.

- (c) The applicable assessment rating calculator (refer to paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score.

**6.5.2 Assessment of the CRS**

- (a) Each CR should be assessed according to the extent to which the specified standards have been met.

- (b) An indicative rating on the five-point scale should be provided for each CR.

- (c) This rating should be multiplied by the weighting given to each CR during the contracting process, to provide a score.

- (d) The applicable assessment rating calculator (refer to paragraph 6.5.1) must then be used to add the scores and calculate a final CR score.

**6.5.3 Overall rating**

An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.

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6.6 The assessment of the performance of the Employee will be based on the following rating scale for KPAs and CRs:

Level	Terminology	Description	Rating
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.	1
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.	2
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.	3
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.	4
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.	5

6.7 For purposes of evaluating the annual performance of the municipal manager, an evaluation panel constituted of the following persons must be established -

- 6.7.1 Executive Mayor or Mayor;
- 6.7.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
- 6.7.3 Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council;
- 6.7.4 Mayor and/or municipal manager from another municipality; and

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6.7.5 Member of a ward committee as nominated by the Executive Mayor or Mayor.

6.8 For purposes of evaluating the annual performance of managers directly accountable to the municipal managers, an evaluation panel constituted of the following persons must be established -

- 6.8.1 Municipal Manager;
- 6.8.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
- 6.8.3 Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council; and
- 6.8.4 Municipal manager from another municipality.

6.9 The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels referred to in sub-regulations (d) and (e).

## 7. SCHEDULE FOR PERFORMANCE REVIEWS

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

First quarter	:	July – September 2021
Second quarter	:	October – December 2021
Third quarter	:	January – March 2022
Fourth quarter	:	April – June 2022

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

7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The Employee will be fully consulted before any such change is made.

7.5 The Employer may amend the provisions of Annexure A 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. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B.





9. OBLIGATIONS OF THE EMPLOYER

9.1 The Employer shall -

9.1.1 create an enabling environment to facilitate effective performance by the employee;

9.1.2 provide access to skills development and capacity building opportunities;

9.1.3 work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;

9.1.4 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

9.1.5 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.

10. CONSULTATION

10.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others -

10.1.1 a direct effect on the performance of any of the Employee's functions;

10.1.2 commit the Employee to implement or to give effect to a decision made by the Employer; and

10.1.3 a substantial financial effect on the Employer.

10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

11. MANAGEMENT OF EVALUATION OUTCOMES

11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.

11.2 A performance bonus of between 5% to 14% of the total remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

11.2.1 A score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and

11.2.2 A score of 150% and above is awarded a performance bonus ranging from 10% to 14%.

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11.3.1 Provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and

11.3.2 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.

## 12. DISPUTE RESOLUTION

12.1 Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by –

12.1.1 The MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the Employee; or

12.1.2 Any other person appointed by the MEC.

12.1.3 In the case of managers directly accountable to the municipal manager, a member of the municipal council, provided that such member was not part of the evaluation panel provided for in sub-regulation 27(4)(e) of the Municipal Performance Regulations, 2006, within thirty (30) days of receipt of a formal dispute from the employee;

Whose decision shall be final and binding on both parties.

12.2 In the event that the mediation process contemplated above fails, clause 20.3 of the Contract of Employment shall apply.

## 13. GENERAL

13.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer.

13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

13.3 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

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Minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.

Thus done and signed at Joburg on this the 1 day of July 2021

AS WITNESSES:

1. [Signature]

2. [Signature]

AS WITNESSES:

1. [Signature]

2. [Signature]

EMPLOYEE

[Signature]

MUNICIPAL MANAGER

[Signature]

Performance plan of Senior Manager : EDP Thabela AP

KPA 1: SPATIAL RATIONALE

Strategic Objective: To ensure acquisition and sustainable use of land and promote growth and development

Total Number of Indicators	Total Number of Annual Targets	Total Number of Adjusted Targets
07	07	0

No.	Directorate	Project	Measurable Objective	Key Performance Indicator.	Baseline	Annual Target 2021/2022	2021/2022 Quarterly Targets				Means of verification	Annual Budget 2021/2022 ('R000')	weights
							Quarter 1	Quarter 2	Quarter 3	Quarter 4			
SR01	EDP	Land acquisition negotiations with traditional authorities and other land owners	To have Municipal land ownership	No of meetings on land acquisition to be held with identified stakeholders within makhudutha maga jurisdiction by 30 June 2022	03 meetings on land acquisition to be held	4 meetings on land acquisition to be held with identified stakeholders within Makhuduthamaga Jurisdiction by 30 June 2022	1 meetings on land acquisition to be held with identified stakeholders within Makhudutha hamaga Jurisdiction	1 meetings on land acquisition to be held with identified stakeholders within Makhuduthamaga Jurisdiction	1 meetings on land acquisition to be held with identified stakeholders within Makhudutha hamaga Jurisdiction	1 meetings on land acquisition to be held with identified stakeholders within Makhudutha maga Jurisdiction	Reports and attendance register	R500	
SR02	EDP	Spatial planning(sites demarcation)	To have formalized settlements	No Settlements formally demarcated within Makhuduthamaga by 30 June 2022	New indicator	01 Settlement formally demarcated within Makhuduthamaga by 30 June 2022	0	0	1	0	Settlements formally demarcated	R100	

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Performance plan of Senior Manager : EDP Thabela AP

No.	Directorate	Project	Measurable Objective	Key Performance Indicator.	Baseline	Annual Target	2021/2022 Quarterly Targets				Means of verification	Annual Budget 2021/2022 ('R000')	weights
							Quarter 1	Quarter 2	Quarter 3	Quarter 4			
SR03	EDP	Monitoring and maintenance of GIS	To efficient and effective operation of GIS system	No. of monitoring and maintenance activities implemented by 30 June 2022	GIS Strategy in place	05 monitoring and maintenance of GIS activities implemented by 30 June 2022	1 Verification of properties	1 Integration of data set	1 Software updates and maintenance	02 (Maintenance of Town Planning application Management system)	GIS Activity Reports	R1 150	
SR04	EDP	Implementation of LUMS	To improve on land use management	No. of workshops held on LUMS by 30 June 2022	4 workshops on LUM held	04 workshops held on LUMS by 30 June 2022	1 workshop held on LUMS	1 workshop held on LUMS	1 workshop held on LUMS	1 workshop held on LUMS	Attendance Register and minutes/Reports	R0.00	
SR05	EDP	Monitoring and implementation of building control bylaw	To promote compliance on structural buildings	No. of building/site inspections conducted by 30 June 2022	100% building/site inspections conducted	100 building/site inspections conducted	25 building/site inspections conducted	25 building/site inspections conducted	25 building/site inspections conducted	25 building/site inspections conducted	Site inspection Register	R0.00	

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Performance plan of Senior Manager : EDP Thabela AP

No.	Directorate	Project	Measurable Objective	Key Performance Indicator.	Baseline	Annual Target 2021/2022	2021/2022 Quarterly Targets				Means of verification	Annual Budget 2021/2022 ('R000')	Weights
							Quarter 1	Quarter 2	Quarter 3	Quarter 4			
SR06	EDP	Building plan assessment.	To promote compliance on structural buildings	% of assessed building plans received by June 2022 (total number of received building plans / total number)	100% assessed	100% of assessed building plans received by June 2022 (total number of received building plans / total number)	100% of assessed building plans received by (total number of received building plans / total number)	100% of assessed building plans received (total number of received building plans / total number)	100% of assessed building plans received (total number of received building plans / total number)	100% of assessed building plans received (total number of received building plans / total number)	Building plans Register	R0.00	
SR07	EDP	Formalization of Jane-furse	To have approved general plan	No. of village to be formalized of by 30 June 2022	Feasibility study in place	01 area to be formalized	0	0	0	01 area to be formalized	Layout and	R500	
Total												R2250	

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Performance plan of Senior Manager : EDP Thabela AP

KPA 3: LOCAL ECONOMIC DEVELOPMENT (LED)

Strategic Objective: To create and manage an environment that will develop, stimulate and strengthen local economic growth

Total Number of Indicators	Total Number of Annual Targets	Total number of Annual Adjusted Targets
09	09	0

No.	Directorate	Project	Measurable Objective	Key Performance Indicator	Baseline	Annual targets 2021/2022	2021/2022 Quarterly Targets				Means of verification	Annual Budget 2021/2022 R'000'	weightings		
							Quarter 1	Quarter 2	Quarter 3	Quarter 4					
LED01	EDP	LED forum	To monitor impact and progress on implementation of LED projects	No. of LED forum held by 30 June 2022	02 LED forum to be held	2 LED forum to be held by 30 June 2022	0	1 LED forum to be held	0	6 SMMEs to be financially supported	1 LED forum to be held	0	SMME Register and Report	R0.00	
LED02	EDP	SMME financial support	To create conducive environment for SMMEs to survive	No. of SMMEs financially supported by 30 June 2022	09 SMMEs financially supported	6 SMMEs to be financially supported by 30 June 2022	0	0	3 SMMEs to be financially supported	6 SMMEs to be financially supported	0	SMME Report	R1000		
				No. of monitoring previously supported SMMEs	New indicator	10 monitoring previously supported financially	2 monitoring previously supported	3 monitoring previously supported financially	3 monitoring previously supported financially	2 monitoring previously supported	SMMEs monitoring Report				

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Performance plan of Senior Manager : EDP Thabela AP

No.	Directorate	Project	Measurable Objective	Key Performance Indicator	Baseline	Annual targets 2021/2022	2021/2022 Quarterly Targets				Means of verification	Annual Budget 2021/2022 R'000'	weightings
							Quarter 1	Quarter 2	Quarter 3	Quarter 4			
LED03	EDP	SMME capacity building/training	To upgrade SMME skill capacity	No of capacity building workshop conducted by 30 June 2020	02 capacity building workshops to be conducted	4 SMMEs capacity building workshops to be conducted by 30 June 2022	1 SMMEs capacity building workshop to be conducted	1 SMMEs capacity building workshops to be conducted	1 SMMEs capacity building workshops to be conducted	1 SMMEs capacity building workshop to be conducted	attendance register	R0.00	
LED 04	EDP	LED strategy review	To provide direction prioritisation of LED projects	No of LED strategy reviewed by 30 June 2022	1 LED	1 LED strategy to be reviewed by 30 June 2022	0	0	1 LED strategy to be reviewed	0	Approved LED strategy and council resolution	R1000	
LED 05	EDP	Business plan for Apel Cross Agricultural scheme	To create job opportunities in Agriculture sector	No. of Business plan for Apel Cross Agricultural scheme developed by 30 June 2022	New indicator	1 Business plan for Apel Cross Agricultural scheme developed by 30 June 2022	0	1 Business plan for Apel Cross Agricultural scheme developed	0	0	Business plan	R2000	

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Performance plan of Senior Manager : EDP Thabela AP

No.	Directorate	Project	Measurable Objective	Key Performance Indicator	Baseline	Annual targets 2021/2022	2021/2022 Quarterly Targets				Means of verification	Annual Budget 2021/2022 R'000'	weightings		
							Quarter 1	Quarter 2	Quarter 3	Quarter 4					
LED06	EDP	Tourism development strategy	To unlock tourism potential of in the Municipal area	No of tourism development strategy developed by 30 June 2022	New indicator	1 tourism development strategy to be developed by June 2022	0	1 tourism development strategy to be developed	0	0	0	2 sets of hawkers stalls constructed	tourism development strategy and council resolution	R500	
LED07	EDP	Construction of 2 sets of hawkers stalls	To create conducive environment of trading for SMMEs	No of set of hawkers stalls constructed by 30 June 2022	New indicator	2 sets of hawkers stalls constructed by 30 June 2022	0	0	0	0	2 sets of hawkers stalls constructed	Projects Completion certificates	R0,00		
Total											R4 500				

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Performance plan of Senior Manager : EDP Thabela AP

KPA 6: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT

Strategic objective: Improve Internal and External operation of the municipality and its stakeholders

Total Number of Indicators	Total Number of Annual Targets	Total Number of Adjusted Targets
13	13	0

No.	Directorate	Project	Measurable Objective	Key Performance Indicator.	Baseline	2021/2022 Annual targets	2021/2022 Quarterly Targets				Means of verification	Annual Budget 2021/2022 (R '000')	Weightings
							Quarter 1	Quarter 2	Quarter 3	Quarter 4			
MTOD01	EDP	2020/2021 IDP review Activities.	To improve governance and deepen community involvement in the affairs of the municipality.	No of IDP process plans completed and approved by 30 June 2022	01 Approved 2020/2021 IDP/Budget	2 IDP process plans completed and approved by 30 June 2022	0	0	0	1 IDP 2021/2022 process plans completed and approved	Process plan, and council resolutions	R0.00	
				No of IDP process plan implementation reports done by 30 June 2022.	12 IDP process plan implementation reports done	12 IDP process plan implementation reports done by 30 June 2022.	3 IDP process plan implementation reports done	3 IDP process plan implementation reports done	3 IDP process plan implementation reports done	3 IDP process plan implementation reports done	IDP process plan reports	R0.00	
				No of draft 2022/2023 DP tabled by 31 March 2022	1 2021/2022 draft IDP	1 draft 2022/2023 IDP tabled by 31 March 2022	0	0	1 draft 2022/2023 3 IDP tabled	0	Draft IDP 2022/2023 and council resolution	R0.00	

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Performance plan of Senior Manager : EDP Thabela AP

No.	Directorate	Project	Measurable Objective	Key Performance Indicator.	Baseline	2021/2022 Annual targets	2021/2022 Quarterly Targets				Means of verification	Annual Budget 2021/2022 (R '000')	Weightings
							Quarter 1	Quarter 2	Quarter 3	Quarter 4			
MTODO 2	EDP	Performance Management	To improve municipal performance and service delivery.	No of SDBIPs approved by 30 June 2022	2 SDBIPs approved	2 SDBIPs approved by 30 June 2022	0	0	1 SDBIPs approved (revised 2021/2022)	1 2022/2023 SDBIP approved	Approved SDBIP and council resolution	R350	
				No of 2022/2022 IDP approved by 31 May 2022	1 of 2021/2022 IDP approved	1 2022/2023 IDP approved by 31 May 2022	0	0	0	1 2022/2023 IDP approved	IDP 2022/2023 and council resolution	R0.00	
				No of PMS quarterly reports compiled and approved by 30 June 2022	4 PMS quarterly reports compiled and approved	4 PMS quarterly reports compiled and approved by 30 June 2022	1 PMS quarterly reports compiled and approved	1 PMS quarterly reports compiled and approved	1 PMS quarterly reports compiled and approved	1 PMS quarterly reports compiled and approved	PMS Quarterly reports	R0.00	
				No of Signed appointed Senior Managers performance agreements by 30 June 2022	6 appointed Senior Managers performance agreements signed	6 appointed Senior Managers performance agreements signed by 30 June 2022	6 appointed Senior Managers performance agreements signed	0	0	0	Signed Agreements	R0.00	

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Performance plan of Senior Manager : EDP Thabela AP

No.	Directorate	Project	Measurable Objective	Key Performance Indicator.	Baseline	2021/2022 Annual targets	2021/2022 Quarterly Targets				Means of verification	Annual Budget 2021/2022 (R '000')	Weightings		
							Quarter 1	Quarter 2	Quarter 3	Quarter 4					
				No of Mid-Year Performance reports compiled by 30 June 2022	1 Mid-Year performance reports compiled	1 Mid-Year Performance reports compiled by 30 June 2022	0	1 Mid-Year Performance reports compiled	0	0	0	0	Mid-Year performance report	R0.00	
				Number of quarterly Back to Basics reports Completed and submitted to CoGHSTA by 30 June 2022	4 quarterly Back to Basics reports Completed	4 quarterly Back to Basics reports Completed and submitted to CoGHSTA by 30 June 2022	1 quarterly Back to Basics reports Completed and submitted to CoGHSTA	1 quarterly Back to Basics reports Completed and submitted to CoGHSTA	1 quarterly Back to Basics reports Completed and submitted to CoGHSTA	1 quarterly Back to Basics reports Completed and submitted to CoGHSTA	Back to basics quarterly reports	R0.00			
				Number of B2B monthly reports compiled and submitted to CoGTA by June 2022	12 B2B monthly reports compiled	12 B2B monthly reports compiled and submitted to CoGTA by June 2022	3 B2B monthly reports compiled and submitted to CoGTA	3 B2B monthly reports compiled and submitted to CoGTA	3 B2B monthly reports compiled and submitted to CoGTA	3 B2B monthly reports compiled and submitted to CoGTA	Back to basics monthly reports	R0.00			
				Number of Performance management Frameworks approved by 30 June 2022	1 Performance management Frameworks approved	1 Performance management Frameworks approved by 30 June 2022	0	0	0	0	1 Performance management Frameworks approved	R0.00			

AP MD

Performance plan of Senior Manager : EDP Thabela AP

No.	Directorate	Project	Measurable Objective	Key Performance Indicator.	Baseline	2021/2022 Annual targets	2021/2022 Quarterly Targets				Means of verification	Annual Budget 2021/2022 (R '000')	Weightings
							Quarter 1	Quarter 2	Quarter 3	Quarter 4			
				Number of Senior Managers performance assessments conducted by 30 June 2021 (2020/2021 Annual and 2021/2022 Mid -Year)	2 Senior Managers performance assessments conducted	2 Senior Managers performance assessments conducted by 30 June 2022	0	0	2 Senior Managers performance assessments conducted	0	Assessments reports	R0.00	
				No of 2020/2021 Annual reports compiled by 30 June 2022	1 Annual report	1 2020/2021 annual reports compiled by 30 June 2022	0	0	1 annual reports compiled by 30 June 2022	0	Annual Reports	R0.00	
Total													100%

*AP* *MN*



Performance plan of Senior Manager : EDP Thabela AP

Signature \_\_\_\_\_

Date \_\_\_\_\_

Skills Development GAP (Individual Learning Plan)

Senior Manager's name: THABELA

Employee Number: 3A2272

Signature: 

Job Title Senior Manager

Department EDP

Municipal Manager's Name : Rampedi MMadire Nancy

Date : 01 July 2021 Signature



Skills/Performance GAP	Outcomes Expected	Suggested training /or development activity	Suggested Mode of delivery	Suggested time frames	Support person



Mmogo re šomela diphego!

**MAKHUDUHAMAGA LOCAL MUNICIPALITY**

**CORE COMPETENCIES REQUIREMENTS FOR MANAGERS REPORTING DIRECTLY TO THE MUNICIPAL MANAGER**

2021/2022

**NAME OF INCUMBENT:** Mr Thabela AP

**NAME OF SUPERVISOR:** Mr Rampedi MN

**POSITION HELD:** Senior Manager Economic Development Planning      **POSITION HELD:** Municipal Manager

**DATE** 1/2/2021

**SIGNATURE**

**DATE** 1/2/2021

**SIGNATURE**

CORE MANAGERIAL AND OCCUPATIONAL COMPETENCIES	PERFORMANCE NARRATION	OWN SCORE	PANEL SCORE	CHOICE	WEIGHT
Core Managerial Competencies					
Programme and Project Management				X	
Strategic direction and leadership				X	
Financial Management(Compulsory)				X	
Change Leadership				X	

AP MN



Mmogo re somela diphelelo!

Governance Leadership					X	
Service Delivery Innovation					X	
Problem Solving and Analysis					X	
People Management and Empowerment(Compulsory)					X	
Communication					X	
<b>Core Occupational Competencies</b>						
Moral Competence					X	
Planning and Organizing					X	
Knowledge of Performance Management and Reporting					X	