

Mogale City

Local Municipality

PERFORMANCE MANAGEMENT AGREEMENT

ENTERED INTO BY AND BETWEEN:

MOGALE CITY LOCAL MUNICIPALITY

AS REPRESENTED BY THE

MUNICIPAL MANAGER:

MAKHOSANA MSEZANA

AND

EXECUTIVE MANAGER: ECONOMIC DEVELOPMENT SERVICES

NOMKITA FANI

THE EMPLOYEE OF THE MUNICIPALITY

FOR THE

FINANCIAL YEAR: JULY 2024 TO JUNE 2025

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PERFORMANCE MANAGEMENT AGREEMENT

ENTERED INTO BY AND BETWEEN

MOGALE CITY LOCAL MUNICIPALITY herein represented by **Makhosana Msezana** as the **Municipal Manager** (hereinafter referred to as the Employer or Supervisor)

And

Nomkita Fani as the **Executive Manager: Economic Development Services** (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 "the Parties".
- 1.2 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.
- 1.3 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act, Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Manager, 2006 & Local Government: Competency Framework for Senior Managers, 2014.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to –

- 2.1 Comply with the provisions of the Contract of Employment entered between the parties.
- 2.2 Specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance expectations and accountabilities;
- 2.3 Specify accountabilities as set out in the Performance Management Plan (Annexure A);
- 2.4 Monitor and measure performance against set targeted outputs.

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- 2.5 Use the Performance Management Agreement and Performance Management Plan as the basis for assessing whether the employee has met the performance expectations applicable to his job;
- 2.6 Appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and
- 2.7 Give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **01 July 2024** and will remain in force until **30 June 2025**; where after a new Performance Management Agreement, Performance Management 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 the Agreement during February each year. The parties will conclude a new Performance Management Agreement and Performance Management Plan that replaces this Agreement at least once a year by not later 31 July.
- 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.

4 PERFORMANCE OBJECTIVES

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

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6.3 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 KPA's, and will constitute 80 weighting of the overall assessment result as per the weightings agreed to between the employer and Employee:

Key Performance Areas (KPA's)	Weighting
Service Delivery and Infrastructure Development	20
Financial Viability	10
Good Governance and Public Participation	15
Local Economic Development	45
Municipal Transformation and Organizational Development	10
TOTAL	100%

6.4 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 KPA's, and will constitute 80 weighting of the overall assessment result as per the weightings agreed to between the employer and Employee.

The six (6) core competencies that act as drivers to ensure that the leading competencies are executed at an optimal level.

LEADING COMPETENCY REQUIREMENTS		WEIGHTS %
Strategic Direction and Leadership	<ul style="list-style-type: none"> • Impact and influence • Institutional Performance Management • Strategic Planning and Management • Organizational Awareness 	15
People Management & Empowerment	<ul style="list-style-type: none"> • Human Capital Planning & Development • Diversity Management • Employee Relations Management • Negotiation and Dispute Management 	5
Program & Project Management	<ul style="list-style-type: none"> • Program & Project Planning and Implementation • Service Delivery Management • Program & Project Monitoring & Evaluation 	20
Financial Management	<ul style="list-style-type: none"> • Budget Planning & Execution • Financial Strategy & Delivery • Financial Reporting & Monitoring 	15
Change Leadership	<ul style="list-style-type: none"> • Change Vision & Strategy 	15

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LEADING COMPETENCY REQUIREMENTS		WEIGHTS %
	<ul style="list-style-type: none"> Process Design & Improvement Change Impact Monitoring & Evaluation 	
Governance Leadership	<ul style="list-style-type: none"> Policy Formulation Risk and Compliance Management Cooperative Governance 	30
CORE COMPETENCIES		
	Moral Competence	
	Planning and Organizing	
	Analysis and Innovation	
	Knowledge and Information Management	
	Communication	
	Result and Quality Focus	
TOTAL		100

7 EVALUATING PERFORMANCE

7.1 The Performance Management Plan (Annexure A) to this Agreement sets out-

7.1.1 The standards and procedures for evaluating the Employee's performance; and

7.1.2 The intervals for the evaluation of the Employee's performance.

7.2 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.

7.3 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.

7.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's IDP.

7.5 The annual performance appraisal will involve:

7.5.1 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 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;

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

7.5.2 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) The applicable assessment rating calculator must then be used to add the scores and calculate a final CR score.

7.5.3 Overall rating

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

7.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CRs:

Overall Performance	Rating	Performance Score
<p>Unacceptable Performance</p> <p>Performance does not meet the standard expected for the job. The employee has failed to demonstrate the commitment level expected in the job despite management efforts to encourage improvement.</p>	1	59% and below
<p>Performance Not Fully Effective</p> <p>Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job.</p>	2	60 – 69 %
<p>Performance Fully Effective</p> <p>Performance fully meets the standards expected in all areas of the job</p>	3	70 – 79 %
<p>Performance Significantly Above Expectations / Exceptional Performance</p> <p>Performance is significantly higher than the standard</p>	4	80 – 89 %

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Overall Performance	Rating	Performance Score
expected in the job.		
Outstanding Performance Performance far exceeds the standard expected of an employee at this level.	5	90 – 100 %

7.7 For purposes of evaluating the annual performance of managers directly accountable to the Municipal Manager, an evaluation panel constituted of the following persons must be established –

- 7.7.1 Municipal Manager;
- 7.7.2 Chairperson of the Performance Audit Committee;
- 7.7.3 Member of the Mayoral Committee; and
- 7.7.4 Municipal Manager from another Municipality/ or a technical expert of an equivalent position.

8 SCHEDULES FOR PERFORMANCE REVIEWS

8.1 The performance of each Employee in relation to his or 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:

Quarter	Timeline	Date of the Review
First Quarter	July – September 2022	October 2023
Second Quarter	October – December 2022	January 2024
Third Quarter	January – March 2023	April 2024
Fourth Quarter	April – June 2023	n/a

8.2 The Employer shall keep a record of all formal and informal reviews, including the mid-year review and annual assessment meetings.

8.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.

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8.4 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.

8.5 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.

9 DEVELOPMENTAL REQUIREMENTS

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

10. OBLIGATIONS OF THE EMPLOYER

10.1 The Employer shall:–

10.1.1 Create an enabling environment to facilitate effective performance by the Employee;

10.1.2 Provide access to skills development and capacity building opportunities;

10.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that my impact on the performance of the Employee;

10.1.4 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

10.1.5 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.

11 CONSULTATION

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

11.1.1 A direct effect on the performance of any of the Employee's functions;

11.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and

11.1.3 A substantial financial effect on the Employer.

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LCB

11.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 11.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

12. MANAGEMENT OF EVALUATION OUTCOMES

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

12.2 A performance bonus of 5% to 14% of the inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance.

Performance Rating			Bonus Amount
1.	0% - 59%	Performance Unacceptable	0% of total package
2.	60% - 69%	Performance Not Fully Effective	
3.	70% - 79%	Performance Fully Effective	Remuneration Progression
4.	80% - 89%	Performance Significantly Above Expectations/ Exceptional Performance	<ul style="list-style-type: none"> • Remuneration Progression • 5% - 9% of Total Package
5.	90% - 100%	Outstanding Performance	<ul style="list-style-type: none"> • Remuneration Progression • 10% - 14% of total package

12.4 In the case of unacceptable performance, the Employer shall –

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

12.4.2 After appropriate counseling 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.

13 DISPUTE RESOLUTION

13.1 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 provide for, shall be mediated by –

13.1.1 The Executive Mayor within thirty (30) days of receipt of a formal dispute from the Employee; or

13.1.2 Any other person appointed by the Executive Mayor.

13.2 In the event that the mediation process contemplated above fails, clause 19.3 of the Contract of Employment shall apply.

14 GENERAL

14.1 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.

14.2 Nothing in this agreement diminished 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.

Thus done and signed at Krugersdorp on this the 25th day of July 2024

AS WITNESSES:

1. [Signature]

[Signature]
**EXECUTIVE MANAGER:
ECONOMIC DEVELOPMENT SERVICES**

2. [Signature]

Thus done and signed at Krugersdorp on this the 31 day of July 2024

AS WITNESSES:

1. [Signature]

[Signature]
MUNICIPAL MANAGER

2. [Signature]

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National Outcome Outcome 9 Responsive accountable effective and efficient local government system

NDP Chapter 3: Economy and Employment , Chapter 4: Economic Infrastructure and Chapter 8: Transforming Human Settlements

Strategic Goal To foster a conducive environment for broad based economic development

DEPARTMENT: ECONOMIC DEVELOPMENT SERVICES

KPA: SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT - 20%

PLANNING LEVEL	MSCOA PROJECT	WARD TO BENEFIT	KEY PERFORMANCE INDICATOR	WEIGHTING	UNIT OF MEASURE	BASELINE	ANNUAL TARGET	QUARTER	PROGRAMME/PROJECT MILESTONE	TYPE OF EVIDENCE PER QUARTER	INDIVIDUAL PERFORMANCE MEASUREMENT	RESPONSIBLE PERSON
Executive Manager Output	Municipal Building	All Wards	% completion of project milestones in line with the Project plan (Municipal Building)	5%	%	95	100%	Q1 Project Plan, Progress Report, Milestone Certificate & Calculation Schedule	100%	Project Plan, Progress Report, Milestone Certificate & Calculation Schedule	1= Less than 80% implemented	Manager: Building Development Management
								Q2 Progress Report, Milestone Certificate & Calculation Schedule			2= 85% implemented	
								Q3 Progress Report, Milestone Certificate & Calculation Schedule			3= 90% implemented within the targeted time frame	
								Q4 Progress Report, Milestone Certificate & Calculation Schedule			4= 95% implemented within the targeted time frame	
Executive Manager Output	Chamdor	All Wards	% implementation of Chamdor refurbishment project milestones (activities) in line with the project plan	5%	%	87	100%	Q1 Project Plan, Progress Report, Milestone Certificate & Calculation Schedule	100%	Project Plan, Progress Report, Milestone Certificate & Calculation Schedule	1= Less than 80% implemented	Manager: Building Development Management
								Q2 Progress Report, Milestone Certificate & Calculation Schedule			2= 85% implemented	
								Q3 Progress Report, Milestone Certificate & Calculation Schedule			3= 90% implemented within the targeted time frame	
								Q4 Progress Report, Milestone Certificate & Calculation Schedule			4= 95% implemented within the targeted time frame	
											5= 100% implemented within the targeted time frame	


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PLANNING LEVEL	MSCOA PROJECT	WARD TO BENEFIT	KEY PERFORMANCE INDICATOR	WEIGHTING	UNIT OF MEASURE	BASELINE	ANNUAL TARGET	QUARTER	PROGRAMME/PROJECT MILESTONE	TYPE OF EVIDENCE PER QUARTER	INDIVIDUAL PERFORMANCE MEASUREMENT	RESPONSIBLE PERSON
Executive Manager Output	Swaneville Industrial Park	Ward 1, 2 & 35	% implementation of Swaneville project milestones (activities) in line with the project plan	5%	%	New target	100%	Q1 Project Plan, Progress Report, Milestone Certificate & Calculation Schedule	100%	Project Plan, Progress Report, Milestone Certificate & Calculation Schedule	1= Less than 80% implemented	Manager: Enterprise and Rural Development
								Q2 Progress Report, Milestone Certificate & Calculation Schedule	100%		2= 85% implemented	
								Q3 Progress Report, Milestone Certificate & Calculation Schedule	100%		3= 90% implemented within the targeted time frame	
								Q4 Progress Report, Milestone Certificate & Calculation Schedule	100%		4= 95% implemented within the targeted time frame 5= 100% implemented within the targeted time frame	
Executive Manager Output	Development Planning	All Wards	Average number of days taken to process residential building applications of 500 sqm or less	5%	Time	60 days	60 days	Q1	60 days	Q1- Q4: Register of days taken on applications received and date of response.	1= 85% implemented within the time frame (60 days)	Executive Manager: Economic Development Services
								Q2	60 days		2= 80% implemented within the time frame (60 days)	
								Q3	60 days		3= 90% implemented within the time frame (60 days)	
								Q4	60 days		4= 95% implemented within the time frame (60 days) 5= 100% implemented within the time frame (60 days)	

KPA: FINANCIAL VIABILITY - 10%



PLANNING LEVEL	MSCOA PROJECT	WARD TO BENEFIT	KEY PERFORMANCE INDICATOR	WEIGHTING	UNIT OF MEASURE	BASELINE	ANNUAL TARGET	QUARTER	PROGRAMME/PROJECT MILESTONE	TYPE OF EVIDENCE PER QUARTER	INDIVIDUAL PERFORMANCE MEASUREMENT	RESPONSIBLE PERSON
Executive Manager Output	Revenue generation	All Wards	Revenue Collection from BDM/ DP/ Enterprise and Rural Development	10%	Rand value	New target	R10 million	Q1	Revenue Report	Proof of revenue collected	1= Less than R8 million collected	Executive Manager: Economic Development Services
								Q2	Revenue Report		3= R8 million collected	
								Q3	Revenue Report		3= R9 million collected	
								Q4	Revenue Report		4= R10 million collected 5= More than R10 million	








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PLANNING LEVEL	MSCOA PROJECT	WARD TO BENEFIT	KEY PERFORMANCE INDICATOR	WEIGHTING	UNIT OF MEASURE	BASELINE	ANNUAL TARGET	QUARTER	PROGRAMME/PROJECT MILESTONE	TYPE OF EVIDENCE PER QUARTER	INDIVIDUAL PERFORMANCE MEASUREMENT	RESPONSIBLE PERSON
KPA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION = 15%												
Executive Manager: Output	AG Audit Action Plans	All Wards	% implementation of AG Audit Action plans	5%	%	100%	85%	Q1	-	Q3-Q4: Internal Audit assessed OPCA pane	1= Less than 70% implemented	Executive Manager: Economic Development Services
								Q2	-		2= 70%-84% implemented	
								Q3	85%		3= 85% implemented	
								Q4	85%		4= 86%-95% implemented	
Executive Manager: Output	Risk Management	All Wards	% implementation of departmental mitigation actions on the Strategic Risk Register	5%	%	TBC	100%	Q1	100%	Q1-Q4: Strategic Risk report	1= Less than 80% implemented within the quarter	Executive Manager: Economic Development Services
								Q2	100%		2= 80% implemented within the quarter	
								Q3	100%		3= 90% implemented within the quarter	
								Q4	100%		4= 95% implemented within the quarter	
Executive Manager: Output	Labour disputes	All Wards	% of labour disputes(grievances) finalised internally	5%	%	TBC	100%	Q1	-	Signed grievance form and Grievance meeting / response	1= Less than 80% implemented	Executive Manager: Economic Development Services
								Q2	-		2= 85% implement	
								Q3	-		3= 90% implemented	
								Q4	100%		4= 95% implemented within the time frame of grievance	
											5= 100% implemented within the time frame of grievance	



PLANNING LEVEL	MSCOA PROJECT	WARD TO BENEFIT	KEY PERFORMANCE INDICATOR	WEIGHTING	UNIT OF MEASURE	BASELINE	ANNUAL TARGET	QUARTER	PROGRAMME/PROJECT MILESTONE	TYPE OF EVIDENCE PER QUARTER	INDIVIDUAL PERFORMANCE MEASUREMENT	RESPONSIBLE PERSON
KPA: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT 10%												
Executive Manager: Output	Performance Management	All Wards	Number of Managers performance review sessions conducted	10%	Number	New target	2	Q1	Final Assessment 23/24 FY Assessment	Minutes for Assessment	1= review sessions concluded (4 Managers) achieved 50 -59% of their planned targets	Executive Manager: Economic Development Services
								Q2	---	---	2= review sessions concluded (4 Managers) achieved 60 -69% of their planned targets	
								Q3	Mid-Year review 24/25	Minutes for Assessment	3= review sessions concluded (4 Managers) achieved 70 -79% of their planned targets	
											4= review sessions concluded (4 Managers) achieved 80 -99% of their planned targets	
								Q4			5 = review sessions concluded (4 Managers), managers achieved 100% of their planned targets	

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PLANNING LEVEL	MSCOA PROJECT	WARD TO BENEFIT	KEY PERFORMANCE INDICATOR	WEIGHTING	UNIT OF MEASURE	BASELINE	ANNUAL TARGET	QUARTER	PROGRAMME/PROJECT MILESTONE	TYPE OF EVIDENCE PER QUARTER	INDIVIDUAL PERFORMANCE MEASUREMENT	RESPONSIBLE PERSON
KPA: LOCAL ECONOMIC DEVELOPMENT 45%												
Executive Manager: Output	Draft SMME Strategy	All Wards	Number of final SMME Strategy submitted to Council	5%	Number	1	1	Q1	-		1= 70% and below achievement against target set	Executive Manager: Economic Development Services
								Q2	-		2=85% achievement against target set	
								Q3	-		3= 80% achievement against target set	
								Q4	1	Q4: Copy of the Final SMME Strategy, Council Agenda, Proof of submission to secretariat	4= 95% achievement within the target time frame 5= 90-100% achievement within the target time frame	
Executive Manager: Output	Draft LED Strategy	All Wards	Number of reviewed LED Strategy submitted to Council	5%	Number	New KPI	1	Q1	-		1= 70% and below achievement against target set	Executive Manager: Economic Development Services
								Q2	-		2=85% achievement against target set	
								Q3	-		3= 80% achievement against target set	
								Q4	1	Q4: Copy of the final LED Strategy, Council Agenda, Proof of submission to secretariat	4= 95% achievement within the target time frame 5= 90-100% achievement within the target time frame	
Executive Manager: Output	Draft Cooperatives strategy	All Wards	Number of final Cooperatives strategy submitted to Council	5%	Number	New KPI	1	Q1	-		1= 70% and below achievement against target set	Executive Manager: Economic Development Services
								Q2	-		2=85% achievement against target set	
								Q3	-		3= 80% achievement against target set	
								Q4	1	Q4: Copy of the final Cooperatives Strategy, Council Agenda, Proof of submission to secretariat	4= 95% achievement within the target time frame 5= 90-100% achievement within the target time frame	
								Q1	416		1= less than 380 Jobs created	

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PLANNING LEVEL	MSCOA PROJECT	WARD TO BENEFIT	KEY PERFORMANCE INDICATOR	WEIGHTING	UNIT OF MEASURE	BASELINE	ANNUAL TARGET	QUARTER	PROGRAMME/P PROJECT MILESTONE	TYPE OF EVIDENCE PER QUARTER	INDIVIDUAL PERFORMANCE MEASUREMENT	RESPONSIBLE PERSON
Executive Manager: Output	Route Development Strategy	All Wards	Number of Tourism Route Development Strategy	5%	Number	New KPI	1	Q1	-	-	1= 70% and below achievement against target set	Executive Manager: Economic Development Services
								Q2	-	-	2=85% achievement against target set	
								Q3	-	-	3= 80% achievement against target set	
								Q4	1	Final Draft Tourism Route Development Strategy	4= 95% achievement within the target time frame 5= 90-100% achievement within the target time frame	
Executive Manager: Output	Development of Business Plan for E-Lodgement of Building Plans and BDM Process	All Wards	% of Approval of Business plan by Executive Manager and Municipal Manager	5%	%	New KPI	100%	Q1	25%	Draft Business Plan	1= 70% and below achievement against target set	Executive Manager: Economic Development Services
								Q2	25%	Draft Business Plan submitted to Exco	2=85% achievement against target set	
								Q3	25%	Public participation	3= 80% achievement against target set	
								Q4	25%	Final Business submitted to Exco/ Mayco/ Council	4= 95% achievement within the target time frame 5= 90-100% achievement within the target time frame	
Executive Manager: Output	Development of Problem Building By-Law	All Wards	% Approval of By-laws by MCLM Council and Promulgation	5%	%	New KPI	100%	Q1	25%	Draft Business Plan	1= 70% and below achievement against target set	Executive Manager: Economic Development Services
								Q2	25%	Draft Business Plan submitted to Exco	2=85% achievement against target set	
								Q3	25%	Public participation	3= 80% achievement against target set	
								Q4	25%	Final Business submitted to Exco/ Mayco/ Council	4= 95% achievement within the target time frame 5= 90-100% achievement within the target time frame	
Total = 100%												

Signed and Accepted by the Executive Manager: Economic Development Services

Nomkita Fani

Approved by the Municipal Manager

Makhosana Msezana

31/07/2024

31/07/2024

Date:


Date:



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CORE MANAGERIAL COMPETENCIES	WEIGHTING	KPI	PERFORMANCE MEASUREMENT	EVIDENCE
Strategic direction & leadership	5	% implementation of the approved Precinct Plans (Municipal Offices)	1=59% and Below Implementation	Progress report
			2= 60 -69% implementation	
			3= 70-79% implementation	
			4=80-89% Implementation	
			5=90-100% Implementation	
	5	% implementation of Chamdor refurbishment Plan	1=59% and Below Implementation	Progress report
			2= 60 -69% implementation	
			3= 70-79% implementation	
			4=80-89% Implementation	
			5=90-100% Implementation	
	5	% Commercialisation of Krugersdorp Game Reserve in line with the project plan (Tourism Atlas)	1=59% and Below Implementation	Progress report
			2= 60 -69% implementation	
			3= 70-79% implementation	
			4=80-89% Implementation	
			5=90-100% Implementation	



People Management and Empowerment	5	No. of Individual Performance Management Agreements signed with Managers by August 2024	1= 4 Performance Management Agreements signed after the 15/08/2024	Four (4) 2024/2025 Performance Management Agreements signed with Managers
			2= 4 Performance Management Agreements signed after the 12/08/2024	
			3= 4 Performance Management Agreements signed by the 09/08/2024	
			4= 4 Performance Management Agreements signed by the 07/08/2023	
			5= 4 Performance Management Agreements signed by the 05/08/2023	
Program and Project Management	20	% Implementation of the Service Delivery Budget Implementation Plan	1= 59% and below implementation of the SDBIP	SDBIP Quarterly Performance Reports from Monitoring and Evaluation Division
			2= 60-69% implementation of the SDBIP	
			3= 70-79% of implementation of the SDBIP	
			4= 80-89% implementation of the SDBIP	
			5= 90-100% implementation of the SDBIP	
Financial Management	5	% Reduction of Unauthorized Irregular Fruitless (UIF) expenditure	1= 0 - 54% reduction on the UIWFE	1 July 2024 to 30 June 2025 In year monitoring report
			2= 55 -64% reduction on the UIWFE	
			3= 65 - 74% reduction on the UIWFE	
			4= 75 - 89% reduction on the UIWFE	
			5= 90 - 100% reduction including no UIWFE expenditure incurred	
Financial Management	5	% of opex budget spent at the end of financial year	1= 92% Spent	1 July 2024 to 30 June 2025 In year monitoring report
			2= 94% Spent	
			3= 96% Spent	
			4= 98% Spent	
			5= 100% Spent	
Financial Management	5	% of funded capital budget spent at the end of financial year	1= 92% Spent	1 July 2024 to 30 June 2025 In year monitoring report
			2= 94% Spent	
			3= 96% Spent	
			4= 98% Spent	
			5= 100% Spent	

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Change Leadership	5	% Change Management Plans Implementation Number of External Stakeholder Engagement Session held)	1=59% and Below Implementation		Invitations Agenda and Attendance Register of Brown Bag sessions held on Sustainable Urban Development/ Invitations /Agenda / Attendance of External Stakeholder Engagement Session
			2=60-69% Implementation		
			3=70-79% Implementation		
			4=80-89% Implementation		
			5=90-100% Implementation		
	2.5	Number of monthly management meetings held per year	1= 4 meetings		Agenda and Attendance Register of departmental meetings
			2= 6 meetings		
			3= 8 meetings		
			4= 10 meetings		
			5= 12 meetings		
	2.5	Number of quartely staff meetings	1= No meeting		Agenda and Attendance Register of departmental meetings
			2= 1 meetings		
			3= 2 meetings		
			4= 3 meetings		
			5= 4 meetings		
	5	Number of Internal Stakeholder Engagement Session held	1= No meeting		Invitations /Agenda / Attendance of Internal Stakeholder Engagement Session
2= 1 meetings					
3= 2 meetings					
4= 3 meetings					
5= 4 meetings					

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of [initials]
DAL

Governance Leadership	20	Revision and Development of Policies (e.g LED, SMME, Cooperatives, Zeekoehoek Precinct Plan, etc)	1=59% and Below Implementation 2=60-69% Implementation 3=70-79% Implementation 4=80-89% Implementation 5=90-100% Implementation	Proof of inputs provided (emails submissions) Revised and Developed Policies for 2024/2025 financial year
	10	% implementation of departmental mitigation actions on the Operational Risk	1=59% and Below Implementation 2=60-69% Implementation 3=70-79% Implementation 4=80-89% Implementation 5=90-100% Implementation	Quarterly progress reports submitted on the implementation of Operational Risk Management
Total=100%				


Signed and Accepted by the Executive Manager: Economic Development Services

Nomkita Fani 

Date:

25/07/2024

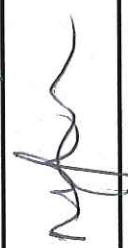
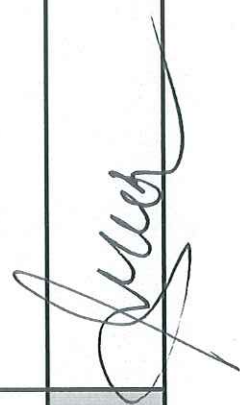

Approved by the Municipal Manager

Makhosana Msezana 

Date:

31/07/2024



SURNAME	NOMKITA	NAME	FANI			
POSITION	EXECUTIVE MANAGER: EDS	REPORT TO	MUNICIPAL MANAGER			
SALARY LEVEL	2	SALARY BAND	S56			
DEPARTMENT	ECONOMIC DEVELOPMENT SERVICES	FINANCIAL YEAR	2024/2025			
Competency area to be developed	Specific development objectives (what to achieve)	Competency indicators (evidence of development)	Development activities (self-study, on-the-job, formal-dates and cost)	Support required (e.g. coaching)	Development review and assessment: Training provider	Sign-off review and assessment (Individual, Expert)
Change Management	<ul style="list-style-type: none"> Change Vision & Strategy Process Design & Improvement Change Impact Monitoring & Evaluation 	Portfolio of evidence as required by the Training institution.	Short course NQF 6	Training through a service provider	Service provider to be appointed.	Trainer
Program and Project Management	<ul style="list-style-type: none"> Program & Project Planning and Implementation Service Delivery Management. Program & Project Monitoring & Evaluation 	Portfolio of evidence as required by the Training institution.	Short course NQF 6	Training through a service provider	Service provider to be appointed.	Trainer
Financial Management	<ul style="list-style-type: none"> mSCOA implementation aligned to the budgeting process. Standard for Infrastructure Procurement and Delivery Management Procurement Policy implementation. 	Portfolio of evidence as required by the Training institution.	Short course NQF 6	Training through a service provider	Service provider to be appointed.	Trainer
EMPLOYEE SIGNATURE		MMI's SIGNATURE		DATE	3/04/2025	

M. B. M. M. M.