

PERFORMANCE AGREEMENT

IN TERMS OF THE:

LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT,
2000 (32 OF 2000), AS AMENDED

AND

LOCAL GOVERNMENT: MUNICIPAL PERFORMANCE REGULATION FOR
MUNICIPAL MANAGERS AND MANAGERS DIRECTLY ACCOUNTABLE TO
MUNICIPAL MANAGERS, 2006

AND

LOCAL GOVERNMENT: REGULATIONS ON APPOINTMENT AND CONDITIONS
OF EMPLOYMENT OF SENIOR MANAGERS, 2014

Entered into by and between

The CITY OF MATLOSANA herein represented by

LESEGO SEAMETSO

in her capacity as

Municipal Manager

(hereinafter referred to as the Employer)

and

NKWE MARX MOABELO

as the

Director: Corporate Support

(hereinafter referred to as the Employee)

For the Period

1 July 2024 to 30 June 2025

PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The CITY OF MATLOSANA herein represented by LESEGO SEAMETSO (ID NR. 870301 0275 080) in her capacity as the MUNICIPAL MANAGER (hereinafter referred to as the Employer) and NKWE MARX MOABELO (ID NR. 850605 5878 084) in her capacity as the DIRECTOR: CORPORATE SUPPORT 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, as amended ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties".
- 1.2 Section 57(1)(b) of the Systems Act, as amended read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Sections 57(4a), 57(4b) and 57(5) of the Systems Act and Section 57(4c) of the Systems Amendment 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, Section 57(4c) of the Systems Amendment Act, as well as the employment contract entered into between the parties;
- 2.2 specify objectives and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan (IDP), Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- 2.3 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 and outcomes;
- 2.5 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; with Section 11 of this agreement and
- 2.7 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 JULY 2024** and will remain in force until **30 JUNE 2025** 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 include a new performance agreement that replaces this agreement at least once a year not later than 31st of July of the succeeding financial year.
- 3.3 This Agreement will terminate on the termination of the **Employee's** contract of employment.
- 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.
 - 4.1.3 The Competencies (Annexure B) – definitions in terms of regulation 21 of 17 January 2014 are required, to operate effectively as senior manager in the Local Government environment.
- 4.2 The performance objectives and targets reflected in the Performance Plan (Annexure A) are set by the **Employer** in consultation with the **Employee** and based on the Integrated Development Plan (IDP), Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the **Employer**, and shall include:
 - 4.2.1 Key objectives that describe the main tasks that needs to be done.
 - 4.2.2 Key performance indicators that provide the details of the evidence that must be provided to show that a key objective has been achieved.
 - 4.2.3 Target dates that describe the timeframe in which the work must be achieved.
 - 4.2.4 Weightings that show the relative importance of the key objectives to each other.
- 4.3 The Personnel Development Plan (Annexure C) sets out the employee's personnel development requirements in line with the objectives and targets of the employer.
- 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 for the **Employer**, management and municipal staff of the **Employer**.

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- 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 and targets 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.
- 5.5 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.
- 5.5.1 The **Employee** must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and the Competencies respectively.
- 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.3 KPA's covering the main areas of work will account for 80% and Competencies will account for 20% of the final assessment.
- 5.6 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% of the overall assessment result as per the weightings agreed to between the **Employer** and **Employee**:

Key Performance Areas (KPA's)	Weighting
Service Delivery & Infrastructure Development	0%
Municipal Institutional Development and Transformation	54%
Local Economic Development (LED)	0%
Municipal Financial Viability and Management	11%
Good Governance and Public Participation	34%
Total	100%

- 5.7 In the case of Senior 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 competencies will make up the other 20% of the **Employee's** assessment score. The competencies are split into two groups, Leading competencies that drive strategic intent and direction and Core competencies which drive the execution of the leading competencies.

LEADING COMPETENCIES		WEIGHTING
Strategic Direction and Leadership	<ul style="list-style-type: none"> • Impact and Influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness 	8.33%
People Management	<ul style="list-style-type: none"> • Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and Dispute Management 	8.33%

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Program and Project Management	<ul style="list-style-type: none"> • Program and Project Planning and Implementation • Service Delivery Management • Program and Project Monitoring and Evaluation 	8.33%
Financial Management	<ul style="list-style-type: none"> • Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring 	8.33%
Change Leadership	<ul style="list-style-type: none"> • Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation 	8.33%
Governance Leadership	<ul style="list-style-type: none"> • Policy Formulation • Risk and Compliance Management • Cooperative Governance 	8.33%
CORE COMPETENCIES		WEIGHTING
Moral Competence		8.33%
Planning and Organising		8.33%
Analysis and Innovation		8.33%
Knowledge and Information Management		8.33%
Communication		8.33%
Results and Quality Focus		8.33%
TOTAL PERCENTAGE		100%

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 (Annexure C) 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** SDBIP as described in 6.6 below.

6.5 The **Employee** will submit quarterly performance reports (SDBIP) and a comprehensive annual performance report prior to the performance assessment meetings to the evaluation panel chairperson for distribution to the panel members for preparation purposes.

6.6 The **Employee** will submit quarterly performance reports on the implementation of the Financial Recovery Plan, on approved thereof.

6.7 The annual performance appraisal will involve:

6.7.1 **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) A rating on the five-point scale described in 6.7 below shall be provided for each KPI or group of KPI's which will then be multiplied by the weighting to calculate the score.
- (c) The **Employee** will submit his/her self – evaluation to the **Employer** prior to the final assessment.
- (d) In the instance where the employee could not perform due to reasons outside the control of the employer and employee, the KPI will not be considered during the evaluation. The **Employee** should provide sufficient evidence in such instances.
- (e) An overall score will be calculated based on the total of the individual scores calculated above.
- (f) The applicable assessment rating calculator must be used to add the scores and calculate a final KPA score.

6.7.2 Assessment of the Competencies

- (a) Each competency will be assessed in terms of the description provided in (Annexure B).
- (b) An indicative rating on the five-point scale should be provided for each competency.
- (c) This rating should be multiplied by the weighting given to each competency during the contracting process, to provide a score.
- (d) The applicable assessment rating calculator must be used to add the scores and calculate a final competency score.

6.7.3 Overall rating

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

6.8 The assessment of the performance of the **Employee** will be based on the following rating scale for KPA's and Competencies:

Rating scale for KPA's

Level	Terminology	Description
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.

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Level	Terminology	Description
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.

Rating scale for Competencies

Level	Terminology	Description
1	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention.
2	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analysis.
3	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analysis.
4	Superior	Has a comprehensive understanding of local government operations, critical in strategic shaping direction and change, develops and applies comprehensive concepts and methods.

6.9 For purposes of evaluating the annual performance of the Municipal Manager, an evaluation panel constituted of the following persons must be established: -

- 6.9.1 Executive Mayor;
- 6.9.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
- 6.9.3 Member of the Mayoral Committee;
- 6.9.4 Mayor and/or Municipal Manager from another municipality; and
- 6.9.5 Member of a ward committee as nominated by the Executive Mayor.

6.10 For purposes of evaluating the annual Performance of Senior Managers directly accountable to the Municipal Manager, an evaluation panel constituted of the following persons must be established:-

- 6.10.1 Municipal Manager;
- 6.10.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
- 6.10.3 Municipal Manager from another municipality.

6.11 The Performance Management Unit of the municipality must provide secretariat services to the evaluation panels referred to in paragraphs 6.9 and 6.10.

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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 2024 – September 2024
Second quarter	:	October 2024 – December 2024
Third quarter	:	January 2025 – March 2025
Fourth quarter	:	April 2025 – June 2025

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 C). Such plan may be implemented and/or amended as the case may be after each assessment.

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 all-inclusive annual remuneration package may be paid to the **Employee** in recognition of outstanding performance to be constituted as follows:

Performance Score		Performance Bonus Percentage
From	To	
130%	133%	5%
134%	137%	6%
138%	141%	7%
142%	145%	8%
146%	149%	9%
150%	153%	10%
154%	157%	11%
158%	161%	12%
162%	165%	13%
166%	169%	14%

11.3 In the case of unacceptable performance, the **Employer** shall –

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 Senior 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 relevant 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 **Employee** must be submitted to the municipal council by the **Employer** within fourteen (14) days after the conclusion of the assessment for information purposes.

14. PERFORMANCE APPRAISALS

14.1 The **Employee** will be responsible for developing annual performance work plans and conducting performance appraisals with all staff in the Directorate as stipulated in Section 27 of the 2020 Performance Management System Framework document and Local Government Municipal Staff Regulations in terms of Gazette 45181, September 2021.

15. MINIMUM COMPETENCY LEVELS

15.1 The **Employee** shall ensure to attain the minimum competency levels required for the position within 18 months after the date of appointment, published in the Local Government Finance Management Act, 2003 Amendments to Municipal Regulations on Minimum Competency levels 2007, Government Notice 41996 of 26 October 2018.

Thus, done and signed at KLERKSDORP on this the 3rd day of JUNE 2024

AS WITNESSES:

1.  
EMPLOYEE

2. 

Thus, done and signed at KLERKSDORP on this the 3rd day of JUNE 2024

AS WITNESSES:

1.  
EMPLOYER

2. 

Performance Plan

DIRECTOR: CORPORATE SUPPORT NM MOABELO

CITY OF MATLOSANA
Period 1 JULY 2024 to 30 JUNE 2025

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TOTAL WEIGHTING PER KEY PERFORMANCE AREA (KPA) = 100%

- Service Delivery & Infrastructure Development (0)
- Municipal Institutional Development and Transformation (19)
- Local Economic Development (0)
- Municipal Financial Viability & Management (4)
- Good Governance and Public Participation (12)

- 0%
- 54%
- 0%
- 11%
- 34%
- 100%

Top Layer / Bottom Layer	IDP Project ID	Budget Linkage	Item No.	Responsible Person	Key Performance Area (KPA)	B28 / C88 / DDM	Weighting	Objectives	Key Performance Indicators (KPI) and Type	Annual Performance Target	Budget	Revised Target / Adjustment Budget	Base line	Quarter	Quarterly Projected Target	Rating Key	Quarterly Actual Achievement	Actual Expenditure / Revenue	Reason for Deviation	Planned Remedial Action	Comments	Portfolio of Evidence							
OPERATIONAL	TL		DCS1	NM Mabele	Municipal Institutional Development and Transformation	B28 / C88 / C88	2,4%	To ensure an effective external audit process (Exception report) answered within required time frame within the directorate	Percentage of external audit queries as per directorate communication/ decided from the Auditor-General within the required time frame by 31 December 2024	Answering 100% of all the directorate's external audit queries (Exception report/ communication) decided from the Auditor-General within the required time frame by 31 December 2024	R 0				100%	Nr of audit queries resolved / Nr of audit queries answered							Tracking document, Execution (obara) / Notes						
								2	100%	Nr of audit queries resolved / Nr of audit queries answered																			
								3																					
								4																					
	TL			DCS2	NM Mabele	Good Governance and Public Participation	B28 / C88 / C88	2,4%	To ensure that all audit findings related to the directorate raised in the AG Report and Management Report are assigned, monitored and executed effectively and consistently	Percentage of assigned audit findings raised in the AG Report, raised in the AG Report and Management Report resolved	Resolving 80% of the directorate's assigned audit findings raised in the 2022/23 and 2023/24 AG Report and Management Report by 30 June 2025 (PAAIP)	R 0				80%	Nr of assigned audit findings received / Nr of assigned audit findings resolved (2022/23 FY)							2022/23 FY PAAIP 2023/24 FY PAAIP					
									2	80%	Nr of assigned audit findings received / Nr of assigned audit findings resolved (2022/23 FY)																		
									3	80%	Nr of assigned audit findings received / Nr of assigned audit findings resolved (2023/24 FY)																		
									4	80%	Nr of assigned audit findings received / Nr of assigned audit findings resolved (2023/24 FY)																		
	TL			DCS3	NM Mabele	Municipal Financial Viability & Management	B28 / C88 / C88	2,4%	To resolve the activities of the directorate as per the Council's approved Financial Recovery Plan to ensure an effective revenue collection systems in terms of section 64 (1) of the Municipal Finance Management Act No 56 of 2003, as amended	Percentage of activities of the directorate as per the Council's approved Financial Recovery Plan resolved	Resolving 80% of all the directorate's activities as per the Council's approved Financial Recovery Plan by 30 June 2025	R 0				80%	Nr of activities received / Nr of activities resolved							Approved Financial Recovery Plan, Management progress, Updated FRP report					
									2	80%	Nr of activities received / Nr of activities resolved																		
									3	80%	Nr of activities received / Nr of activities resolved																		
									4	80%	Nr of activities received / Nr of activities resolved																		
TL			DCS4	L Sembebo	Municipal Financial Viability & Management	B28 / C88 / C88	2,4%	To resolve the activities of the directorate as per the Council's approved Budget Funding Plan to ensure an effective revenue collection systems in terms of section 64 (1) of the Municipal Finance Management Act No 56 of 2003, as amended	Percentage of activities of the directorate as per the Council's approved Budget Funding Plan resolved	Implementing 90% of all the directorate's activities as per the Council's approved Budget Funding Plan by 30 June 2025	R 0				90%	Nr of activities approved / Nr of activities							Approved Financial Recovery Plan, Updated FRP report						
								2	90%	Nr of activities approved / Nr of activities																			
								3	90%	Nr of activities approved / Nr of activities																			
								4	90%	Nr of activities approved / Nr of activities																			

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Top Layer / Bottom Layer	DP Project ID	Budget Lineage	Item No.	Responsible Person	Key Performance Area (KPA)	B2B / C88 / DDM	Weighting	Objectives	Key Performance Indicators (KPI) and Type	Annual Performance Target	Budget	Revised Target / Adjustment Budget	Base line	Quarter	Quarterly Projected Target	Rating Key	Quarterly Actual Achievement	Actual Expenditure / Revenue	Reason for Deviation	Planned Remedial Action	Comments	Portfolio of Evidence	
TL	DCSS	N/A	DCSS	NM Moshab	Good Governance and Public Participation	Good Governance	2.5%	To ensure that all the directorate KPIs are covered for SDBIP is tabled	Directorate's SDBIP inputs provided before the 2025/26 SDBIP is tabled	Providing the directorate SDBIP inputs before the grant 2025/26 SDBIP is submitted by 31 May 2025	R 0			1								Sign-off SDBIP planning template	
TL	DCSS	N/A	DCSS	NM Moshab	Good Governance and Public Participation	Good Governance	2.5%	To attend to all LIF meetings to ensure industrial harmony	Number of LIF meetings attended	Attending 7 LIF meetings by 30 June 2025	R 0			1	2 LIF meetings attended								Notice, Agenda, Attendance Register
TL	DCSS	N/A	DCSS	NM Moshab	Good Governance and Public Participation	Good Governance	2.5%	To ensure that the set goals of council are achieved	Number of SDBIP meetings with senior personnel in own directorate conducted	Conducting 12 SDBIP meetings with senior personnel in own directorate by 30 June 2025	R 0			1	3 SDBIP meetings conducted								Notice, Agenda, Attendance Register, Minutes
TL	ADP1	N/A	ADP1	JE van Rensburg	Good Governance and Public Participation	Good Governance / C88 / DDM	2.5%	To hold section 60 committee meetings to ensure compliance with legislation to take informed decisions	Number of sec 60 committee meetings conducted	Conducting 60 (sec 60) committee meetings (Portfolio Meetings) by 30 June 2025	R 0			1	20 (sec 60) committees meetings conducted								Attendance Register, notices / agenda, minutes
TL	ADP2	N/A	ADP2	JE van Rensburg	Good Governance and Public Participation	Good Governance / C88 / DDM	2.5%	To conduct Mayoral Committee meetings to align with political mandate	Number of Mayoral Committee meetings conducted	Conducting 20 Mayoral Committee meetings (special meetings included) by 30 June 2025	R 0			1	7 MayCo meetings conducted								Notice & Attendance Register and minutes
TL	ADP3	N/A	ADP3	JE van Rensburg	Good Governance and Public Participation	Good Governance / C88 / DDM	2.5%	To ensure effective Council administration and compliance with legislation in order to convey feedback after considering political and community mandate	Number of ordinary council meetings conducted	Conducting 20 Council meetings (special meetings included) by 30 June 2025	R 0			1	7 Council meetings conducted								Notice & Attendance Register and Minutes
TL	ES21	N/A	ES21	M Makhosi	Good Governance and Public Participation	Good Governance	2.5%	To comply with legal requirements (sec 116 of MSA)	Contract management system managers and relevant departments and service providers of expiry of contracts within 3 months of expiry of the contract	Managing the Contract Register of Council and informing relevant departments and service providers of expiry of contracts within 3 months of expiry of the contract by 30 June 2025	R 0			1	Notice issued, Updated Register, Progress report to MayCo / Council								Contract Register, Notice letters, Follow-up letter
TL	ES21	N/A	ES21	M Makhosi	Good Governance and Public Participation	Good Governance	2.5%	To comply with legal requirements (sec 116 of MSA)	Contract management system managers and relevant departments and service providers of expiry of contracts within 3 months of expiry of the contract	Managing the Contract Register of Council and informing relevant departments and service providers of expiry of contracts within 3 months of expiry of the contract by 30 June 2025	R 0			2	Notice issued, Updated Register, Progress report to MayCo / Council								Updated Register, Item, Copy of "mamba"
TL	ES21	N/A	ES21	M Makhosi	Good Governance and Public Participation	Good Governance	2.5%	To comply with legal requirements (sec 116 of MSA)	Contract management system managers and relevant departments and service providers of expiry of contracts within 3 months of expiry of the contract	Managing the Contract Register of Council and informing relevant departments and service providers of expiry of contracts within 3 months of expiry of the contract by 30 June 2025	R 0			3	Notice issued, Updated Register, Progress report to MayCo / Council								MayCo / Council resolution
TL	ES21	N/A	ES21	M Makhosi	Good Governance and Public Participation	Good Governance	2.5%	To comply with legal requirements (sec 116 of MSA)	Contract management system managers and relevant departments and service providers of expiry of contracts within 3 months of expiry of the contract	Managing the Contract Register of Council and informing relevant departments and service providers of expiry of contracts within 3 months of expiry of the contract by 30 June 2025	R 0			4	Notice issued, Updated Register, Progress report to MayCo / Council								

Handwritten initials and notes: "M Makhosi", "S.P.S.", "BC", "NM", "10"

Top Layer / Bottom Layer	IP Linkage / Project ID	Budget Linkage	Item No.	Responsible Person	Key Performance Area (KPA)	E2E / COB / DDM	Weighting	Objectives	Key Performance Indicators (KPI) and Type	Annual Performance Target	Budget	Revised Target / Adjustment Budget	Base line	Quarter	Quarterly Projected Target	Rating Key	Quantity Actual Achievement	Actual Expenditure / Revenue	Reason for Deviation	Planned Remedial Action	Comments	Portfolio of Evidence		
BL			LEC2	M Mokaris	Good Governance and Public Participation	Good Governance	2.8%	To comply with legal requirements (lead 116 of NFMA)	Percentage of SLAs to all allocated tenders / projects to all allocated tenders drafted and finalized within 10 working days	Ensuring 90% of all SLA for allocated tenders / projects are drafted and finalized within 10 working days by 30 June 2025	R 0			1	90% Nr of SLAs drafted / Nr of SLAs finalized within 10 working days									SLA register. Copy of delivery book
														2	90% Nr of SLAs drafted / Nr of SLAs finalized within 10 working days									
														3	90% Nr of SLAs drafted / Nr of SLAs finalized within 10 working days									
														4	90% Nr of SLAs drafted / Nr of SLAs finalized within 10 working days									
BL			LEC3	M Mokaris	Good Governance and Public Participation	Good Governance / CSR	2.8%	To provide litigation report to Council	Number of litigation cases instituted by and against the municipality	Reporting 6 litigation cases instituted by and against the municipality to Council by 30 June 2025	R 0			1	2 Litigation Report to MayCo / Council								Litigation register, Item. Copy of "member" MayCo / Council resolution	
														2	1 Litigation Report to MayCo / Council									
														3	2 Litigation Report to MayCo / Council									
														4	1 Litigation Report to MayCo / Council									
TL			OHS1	E Murye	Municipal Institutional Development and Transformation	Good Governance	2.8%	To conduct OHS inspections to ensure legal compliance and a safe working environment	Number of OHS inspections conducted in Council departments	Conducting 120 OHS inspections in Council departments by 30 June 2025	R 0			1	30 OHS inspections concluded								Inspection reports. Resolution	
														2	30 OHS inspections concluded									
														3	30 OHS inspections concluded									
														4	30 OHS inspections concluded									
BL			OHS2	E Murye	Municipal Institutional Development and Transformation	Good Governance	2.8%	To conduct OHS audits to ensure that all deviations be corrected according to the Act	Number OHS audits conducted	Conducting 2 OHS Audits by 30 June 2025	R 0			1	1 OHS audit conducted								Audit report. Resolution	
														2	1 OHS audit conducted									
														3	1 OHS audit conducted									
														4	1 OHS audit conducted									
TL			OHS1	NM Mokoanyane	Municipal Institutional Development and Transformation	Good Governance	2.8%	To ensure compliance with Compensation of Occupational and Injuries Diseases Act (COIDA) to prevent legal litigations	Annual COIDA assessment process administered	Administering the annual COIDA assessment process by 30 June 2025	R 3 838 278			1	Receipt of RGE. Complete COIDA documentation and awaiting assessment. Complete requisitions forms. Finalize COIDA payment. R3 838 278								RGE COIDA assessment document Resolution Proof of payment Letter of good standing	
														2	1 OHS audit conducted									
														3	1 OHS audit conducted									
														4	1 OHS audit conducted									

Handwritten notes: *MR*, *LM*, *BC*, *NM*, *S.B*, *N*

Top Layer / Bottom Layer	IDP Linkage / Project ID	Budget Linkage	Item No.	Responsible Person	Key Performance Area (KPA)	B2B / C86 / D8H	Weighting	Objectives	Key Performance Indicators (KPI) and Type	Annual Performance Target	Budget	Revised Target / Adjustment Budget	Base line	Quarter	Quarterly Projected Target	Rating Key	Quantity Actual Achievement	Actual Expenditure / Revenue	Reason for Deviation	Planned Remedial Action	Comments	Portfolio of Evidence	
TL			SKILL1	N Leshaqe	Operational	2.9%	To spend a percentage of municipality's budget on implementing its workplace skill plan	Spending on Skills Development (Training) expenditure for 2025/25	R2 000 000 (R1 000 000 + R1 000 000)				1	-								Vote Number, GO40, Appointment letter of service provider, Attendance registers, S.A. registers, S.A. attendance, Names of attendees.	
TL			SKILL2	N Leshaqe	Operational	2.9%	To obtain revenue from a mandatory grant from SETA Training Income/Ret for 2024/2025 implementing its workplace skill plan	Receiving a mandatory grant from SETA Training Income/Ret for 2024/2025	R 1 000 000				1	-								Vote Number, Reimbursement letter from SETA	
TL			SKILL3	N Leshaqe	Operational	2.9%	To comply with WSP legislation	Number of Annual WSP / ATRs submitted to LGSETA	R0	Submitting the 2025/25 WSP and 2024/25 ATR to LGSETA by 30 April 2025			1	-									2023/24 WSP and 2022/23 ATR
TL			SKILL4	N Leshaqe	Operational	2.6%	To comply with EE legislation	Number of Employment Equity Reports submitted to the Department of Labour	R0	Especially submitting the 2023/24 Employment Equity Report to the Department of Labour by 15 January 2025			1	-									Proof of submitting, 2023/24 EE Report Report
BL			SKILL5	N Leshaqe	Operational	2.9%	To convene Employment Equity Consultative Forum meetings to comply with legislation and implementing of the implementation of EE plan	Number of EECF meetings convened	R0	Convening 4 EECF consultative meetings by 30 June 2025			1	-									Notice, Attendance register, Minutes, EE Plan
TL			LR1	A Sebete	Operational	2.9%	To convene LLF meetings to ensure industrial harmony	Number of LLF meetings convened	R0	Convening 7 LLF meetings by 30 June 2025			1	-									Notice, Attendance register, Minutes
BL			LR2	A Sebete	Operational	2.9%	To conduct workshops on employment related issues and the Collective Agreement to ensure effective resolution of labour relations matters	Number of workshops on employment related issues and the Collective Agreement conducted	R0	Conducting and / or co-ordinating 6 workshops on employment related issues and the Collective Agreement by 30 June 2025			1	-									Notice, Attendance register, Course material

Handwritten notes: B.C, NM, S.B.

Top Layer / Bottom Layer	BSP Labelage / Project ID	Budget Linkage	Item No.	Responsible Person	Key Performance Area (KPA)	Operational	Objectives	Key Performance Indicators (KPI) and Type	Annual Performance Target	Budget	Revised Target / Adjustment Budget	Baseline	Quarter	Quarterly Projected Target	Rating Key	Quarterly Actual Achievement	Actual Expenditure / Revenue	Reason for Deviation	Planned Remedial Action	Comments	Portfolio of Evidence			
BL	Operational	N/A	ICT 1	M Sheehy	Municipal Institutional Development and Transformation	2.3%	To resolve network downtime to ensure network connectivity to all Municipal offices within the City of Melosana	Percentage of laminality to all Municipal offices within 5 working days in Council resolved	Ensuring 98% of network downtime to all municipal offices be resolved within 5 working days by 30 June 2025	R 0			1	98% Nr of calls loged/nr of call resolved within 5 working days									Monthly report	
													2	98% Nr of calls loged/nr of call resolved within 5 working days										
													3	98% Nr of calls loged/nr of call resolved within 5 working days										
													4	98% Nr of calls loged/nr of call resolved within 5 working days										
	1	98% Nr of calls loged/nr of call resolved within 5 working days																						
	2	98% Nr of calls loged/nr of call resolved within 5 working days																						
	3	98% Nr of calls loged/nr of call resolved within 5 working days																						
	4	98% Nr of calls loged/nr of call resolved within 5 working days																						
	BL	Operational	N/A	ICT 2	M Sheehy	Municipal Institutional Development and Transformation	2.3%	To ensure fully functional IT helpdesk	Percentage of all IT calls related to support are resolved within 5 working days in all Municipal offices within Council	Ensuring 98% of all IT calls related to support are resolved within 5 working days in all Municipal offices within Council by 30 June 2025	R 0			1	98% Nr of calls loged/nr of call resolved within 5 working days									Monthly independent report
														2	98% Nr of calls loged/nr of call resolved within 5 working days									
														3	98% Nr of calls loged/nr of call resolved within 5 working days									
														4	98% Nr of calls loged/nr of call resolved within 5 working days									
	BL	Operational	N/A	ICT 3	M Sheehy	Municipal Institutional Development and Transformation	2.6%	To ensure corporate governance of IT in the City of Melosana	Number of ICT Steering Committee meetings convened	Convening 4 ICT Steering Committee meetings by 30 June 2025	R 0			1	2 ICT Steering Committee meetings convened									Notices/Agenda Minutes Attendance register
														2	2 ICT Steering Committee meetings convened									
														3	2 ICT Steering Committee meetings convened									
														4	2 ICT Steering Committee meetings convened									
BL	Operational	N/A	ICT 4	M Sheehy	Municipal Institutional Development and Transformation	2.5%	To ensure IT cyber security in the City of Melosana	Number of ICT Awareness programmes conducted	Conducting 4 ICT awareness programmes by 30 June 2025	R 0			1	1 ICT awareness programmes conducted									Notices/Agenda Minutes Attendance register	
													2	1 ICT awareness programmes conducted										
													3	1 ICT awareness programmes conducted										
													4	1 ICT awareness programmes conducted										

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R.S.S

Top Layer / Bottom Layer	IPF Linkage / Project ID	Budget Linkage	Item No.	Responsible Person	Key Performance Areas (KPA)	B2S / C88 / DDM	Weighting	Objectives	Key Performance Indicators (KPI) and Types	Annual Performance Target	Budget	Revised Target / Adjustment Budget	Base Line Quarter	Quarterly Projected Target	Rating Key	Quarterly Actual Achievement	Actual Expenditure / Revenue	Reason for Deviation	Planned Remedial Action	Comments	Portfolio of Evidence
BL	Operational		EM1	S Martino	Good Governance and Public Participation	Public Participation	2.5%	To enhance public participation as per legislation to identify community needs and concerns and to inform the community of programmes of Council in the Malibans area.	Number of Imbizos in the Malibans area concluded	Conducting 24 Imbizos in the Malibans area by 30 June 2025	R 0		1 2 3 4	0 Imbizos concluded 0 Imbizos concluded 0 Imbizos concluded 0 Imbizos concluded							Notices Attendance register, Course material
BL	Operational		EM2	S Martino	Good Governance and Public Participation	Public Participation	2.5%	To award metro excellence awards to students in KOSH area to assist with education	Number of metro excellence awarded to students in KOSH area to assist with education	Conducting 1 metro excellence awards to students in KOSH area to further their studies by February 2025	R 0		1 2 3 4	1 Metro Excellence Award concluded							Notices Attendance register, Course material
BL	Operational	35252280610P-R058Z2	EM3	S Martino	Good Governance and Public Participation	Public Participation	2.5%	To host a Youth Day event to enhance youth public participation	Number of Youth Day events hosted	Hosting 1 Youth Day event by 30 June 2025	R 100 000		1 2 3 4	1 Youth Day event held R100,000							Notices Attendance register, Course material
BL	Operational		SPR1	TE Mokoeng	Good Governance and Public Participation	Good Governance / C88 / DDM	2.5%	To submit Ward Committee reports to Council to comply with MSA Act 32 of 2000 Chapter 4 sec 17(3) and Municipal Structures Act 117 of 1998, sec 74(a) to identify and evaluate on service delivery rendered / burning issues by council	Number of Ward Committee reports submitted to council to identify and evaluate the service delivery / burning issues within the CoM municipal area	Submitting 4 Ward Committee reports to council to identify and evaluate the service delivery / burning issues within the CoM municipal area by 30 June 2025	R 0		1 2 3 4	1 Ward Committee report on service delivery / burning issues submitted to Council. 1 Ward Committee report on service delivery / burning issues submitted to Council. 1 Ward Committee report on service delivery / burning issues submitted to Council. 1 Ward Committee report on service delivery / burning issues submitted to Council.							Reports to Council, Council resolution
BL	Operational		SPR2	TE Mokoeng	Municipal Institutional Development and Transformation	Good Governance / C88 / DDM	2.5%	Improve municipal responsiveness	Percentage of ward committees that are functional (meet four times a year, are quorate, and have an action plan) within the CoM municipal area	Submitting 100% functionality of Ward Committee meetings and reports to council to improve municipal responsiveness by 30 June 2025	R 0		1 2 3 4	100% 39 Functional ward committees / Nr of ward committee meetings calculated and reports submitted 100% 39 Functional ward committees / Nr of ward committee meetings calculated and reports submitted 100% 39 Functional ward committees / Nr of ward committee meetings calculated and reports submitted 100% 39 Functional ward committees / Nr of ward committee meetings calculated and reports submitted							Schedule of meetings, Agendas, Minutes, Attendance Register, Reports to Council / MayCo Council / MayCo resolution

Handwritten notes: *BC*, *NM*, *S.S*, *low*, *up*

Top Layer / Bottom Layer	IDP linkage / Project ID	Budget linkage	Item No.	Responsible Person	Key Performance Area (KPA)	B2B / C88 / DDM	Weighting	Objectives	Key Performance Indicators (KPI) and Type	Annual Performance Target	Budget	Revised Target / Adjustment Budget	Base line	Quarter	Quarterly Projected Target	Rating Key	Quarterly Actual Achievement	Actual Expenditure / Revenue	Reason for Deviation	Planned Remedial Action	Comments	Portfolio of Evidence													
BL	Operational	N/A	SPEC	TE Mokoeng	Municipal Institutional Development and Transformation	Good Governance / C88 / DDM	2,8%	Improved municipal responsiveness	Percentage of events that have held at least one councillor-convened community meeting	Conducting at least 75% of one councillor-convened community meeting to improve municipal responsiveness by 30-June 2025	R 0			1	75% Councillor-convened community meeting / Nr of councillor-convened community meeting									Nolico, Agenda, Minutes, Attendance Register, Reports to May/Co / Council, Council / May/Co resolution											
														2	75% Councillor-convened community meeting / Nr of councillor-convened community meeting																				
														3	75% Councillor-convened community meeting / Nr of councillor-convened community meeting																				
														4	75% Councillor-convened community meeting / Nr of councillor-convened community meeting																				
BL	Operational	N/A	WH1		Municipal Institutional Development and Transformation	Good Governance / C88 / DDM	2,8%	To conduct media generations workshops and events as per national legislation to promote social development within communities.	Number of media generation workshops and events in the Maitsoane area conducted	Conducting / facilitating 2 RHR (Reconciliation, Healing and Renewal) workshops and 2 community events (as per programme) in Maitsoane area by 30 June 2025	R74,774			1	1 RHR workshop concluded. R16 894									Nolico, Agenda, Minutes, Attendance Register, Reports to May/Co / Council, Council / May/Co resolution											
														2	1 Community event concluded. R37 384																				
														3	1 RHR workshop concluded. R65 081																				
														4	1 Community event concluded. R74,774																				
BL	Operational	N/A	WH2		Municipal Institutional Development and Transformation	Good Governance / C88 / DDM	100%	to ensure that we have functioning municipalities.	Number of official Troika meetings conducted	Conducting 10 Troika meetings by 30 June 2025	R 0			1	3 Troika meetings concluded									Nolico, Agenda, Minutes, Attendance Register, Reports to May/Co / Council, Council / May/Co resolution											
														2	2 Troika meetings concluded																				
														3	3 Troika meetings concluded																				
														4	2 Troika meetings concluded																				

MS. L. SEANIETSO
MUNICIPAL MANAGER

100%
KPI's SS
TL, 14, EL, 21
NM W/DABELO
DIRECTOR CORPORATE SUPPORT

Handwritten initials: MR, SB, NM, BU, SF

CORPORATE SUPPORT

Output Indicator Reporting Template: 2024-25

Performance Indicator	Data element	Baseline (Annual Performance of 2023/2024)	Annual target for 2024/2025	1st Quarter Planned output as per SDBIP	1st Quarter Actual Output	Variation	Reason(s) for variation	Remedial action	2nd Quarter Planned output as per SDBIP	2nd Quarter Actual Output	Variation	Reason(s) for variation	Remedial action
COMPLIANCE INDICATORS													
C2.	Number of ExCo or Mayoral Executive meetings held	16,00	16,00	5					4,00				
C3.	Number of Council portfolio committees meetings held	90,00	90,00	30					20,00				
C7.	Number of formal (minuted) meetings - to which all senior managers were invited- held	12,00	12,00	3,00					3,00				
C19.	Number of recognised traditional and Kholo-San leaders in attendance (sum of) at all council meetings	None	None	None					None				
C22.	Number of Council meetings held	18,00	18,00	5,00					4,00				
C24.	Number of council meetings disrupted	0,00	0,00	0,00					0,00				
C89.	Number of meetings of the Executive or Mayoral Committee postponed due to lack of quorum	None	None	0,00					0,00				
C92.	Number of agenda items deferred to the next council meeting	0,00	0,00	0,00					0,00				

ANCE QUESTIONS

Performance Indicator	Data element	Baseline (Annual Performance of 2023/2024)	Annual target for 2024/2025	1st Quarter Planned output as per SDBIP	1st Quarter Actual Output	Variation	Reason(s) for variation	Remedial action	2nd Quarter Planned output as per SDBIP	2nd Quarter Actual Output	Variation	Reason(s) for variation	Remedial action
Q4.	What are the main causes of work stoppage in the past quarter by type of stoppage?	Community disruptions											
Q22.	Please list the name of the structure and date of every meeting of an official IGR structure that the municipality participated in this quarter:	No structure and no meetings held											
Q23.	Where is the organisational responsibility for the IGR support function located within the municipality (inclusive of the reporting line)?	N/a											
Q25.	Has a report by the Executive Committee on all decisions it has taken been submitted to Council this financial year?	N/a											

Output Indicator Reporting Template: 2024-25

Performance Indicator	Data element	Baseline (Annual Performance of 2023/2024)	Annual target for 2024/2025	1st Quarter Planned output as per SDBIP	1st Quarter Actual Output	Variation	Reason(s) for variation	Remedial action	2nd Quarter Planned output as per SDBIP	2nd Quarter Actual Output	Variation	Reason(s) for variation	Remedial action
GG1.22	Percentage of vacant posts filled within 3 months	0,00%	15,00%										
	(1) Number of vacant posts filled within 3 months since the date (dd/mm/yyyy) of authority to proceed with filling the vacancy	0,00											
	(2) Number of vacant posts that have been filled	0,00											
GG5.11	Number of active suspensions longer than three months	10,00	6,00	2,00					2				
	(1) Simple count of the number of active suspensions in the municipality lasting more than three months	10,00											
GG5.12	Quarterly salary bill of suspended officials	R 684 621,00	R 684 621,00										
	(1) Sum of the salary bill for all suspended officials for the reporting period	R 684 621,00											

QUARTERLY COMPLIANCE INDICATORS

C8.	Number of councillors completed training	2	16,00										
C9.	Number of municipal officials completed training	86	59,00										
C15.	Number of days of sick leave taken by employees	9477,10	1322,00										
C23.	Number of disciplinary cases for misconduct relating to fraud and corruption	13	3,00										
C44.	Number of disciplinary cases in the municipality	22	12,00										
C45.	Number of finalised disciplinary cases	4	3,00										

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QUARTERLY COMPLIANCE INDICATORS

Performance indicator	Baseline (Annual Performance 2023/2024)	Annual target for 2024/2025	1st Quarter Planned output as per SDBIP	1st Quarter Actual Output	Variation	Reason(s) for variation	Remedial action	2nd Quarter Planned output as per SDBIP	2nd Quarter Actual Output	Variation	Reason(s) for variation	Remedial action
C11. Number of litigation cases instituted by the municipality	2	2.00	2.00	2.00				2.00				
C12. Number of litigation cases instituted against the municipality	11	1.00	1.00	1.00				1.00				
C13. Number of forensic investigations instituted	1	0.00	0.00	0.00		Legal Services does not conduct forensic investigations		0.00				
C14. Number of forensic investigations conducted	1	0.00	0.00	0.00		Legal Services does not conduct forensic investigations		0.00				

Output Indicator Reporting Template: 2024-25

Performance indicator	Data element	Baseline (Annual Performance 2023/2024)	Annual target for 2024/2025	1st Quarter Planned output as per SDBIP	1st Quarter Actual Output	Variation	Reason(s) for variation	Remedial action	2nd Quarter Planned output as per SDBIP	2nd Quarter Actual Output	Variation	Reason(s) for variation	Remedial action
GG2.11	Percentage of ward committees with 6 or more members (excluding the ward councillor) (1) Total number of ward committees with 6 or more members (2) Total number of wards	100.00%	100.00%	100.00%	100.00%				100.00%	100.00%			
GG2.12	Percentage of wards that have held at least once councillor-convened community meeting (1) Total number of councillor convened ward community meetings (2) Total number of wards	39.00	39.00	39.00	39.00				39.00	39.00			
GG2.31	Percentage of official complaints responded to through the municipal complaint management system (1) Number of official complaints responded to according to municipal norms and standards (2) Number of official complaints received	39*	38.00	38.00	19.00				19.00	19.00			
C69	Number of displaced persons to whom the municipality delivered assistance	No data	To be determined	To be determined	No data				No data	No data			
		No data			No data				No data	No data			
		0											

COMPLIANCE QUESTIONS

Question	2023/24	Quarterly	2023/24
C6. When was the last scientifically representative community feedback survey undertaken in the municipality?			
C7. What are the biggest causes of complaints or dissatisfaction from the community feedback survey? Indicate the top four issues in order of priority.	The community is unhappy about the lack of service delivery namely: 1. Blocked sewage and storm water drainage systems. 2. Poor conditions of the roads. 3. Incorrect billing from municipal treasury. 4. Open spaces remain dirty and are then used as dumping sites. 5. Street lights that are unattended to.		

COMPLIANCE INDICATORS

Performance indicator	Baseline (Annual Performance 2023/2024)	Annual target for 2024/2025	1st Quarter Planned output as per SDBIP	1st Quarter Actual Output	Variation	Reason(s) for variation	Remedial action	2nd Quarter Planned output as per SDBIP	2nd Quarter Actual Output	Variation	Reason(s) for variation	Remedial action
C6. Number of formal (minutes) meetings between the Mayor, Speaker and MM were held to deal with municipal matters	No data	12.00	12.00					3.00				
C10. Number of work stoppages occurring	10	10.00	10.00					10.00				
C18. Number of approved demonstrations in the municipal area	7	6.00	6.00					6.00				
C25. Number of protests recorded	No data	28.00	28.00					28.00				

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COMPLIANCE QUESTIONS

Q6. How many public meetings were held in the last quarter at which the Mayor or members of the Mayor's/Executive committee provided a report? Q8. Please list the locality, date and cause of each incident of protest within the municipal area during the reporting period.	No data	5	POE ATTACHED		
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BU NM
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S.B

Local Government: Competency Framework for Senior Managers

**DIRECTOR:
CORPORATE SUPPORT
NM MOABELO**

CITY OF MATLOSANA
Period 1 JULY 2024 to 30 JUNE 2025

LOCAL GOVERNMENT: COMPETENCY FRAMEWORK FOR SENIOR MANAGERS

1. Definitions

In this framework –

“**core competencies**” are competencies that cut across all levels of work in a municipality and enhance contextualised leadership that guarantees service delivery impact; and

“**leading competencies**” means competencies that are required to develop clear institutional strategy, initiate, drive and implement programs to achieve long-term sustainable and measurable service delivery performance results.

2. Competency Framework

- 2.1 This competency framework replaces regulation 26(8) of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, (Government Notice No. 805) as published in *Government Gazette* No. 29089 of 1 August 2006.
- 2.2 A person appointed as a senior manager must have the competencies as set out in this framework. Focus must also be placed on the following key factors:
 - (a) Critical leading competencies that drive the strategic intent and direction of local government;
 - (b) Core competencies which senior managers are expected to possess, and which drive the execution of the leading competencies; and
 - (c) The eight Batho Pele principles.
- 2.3 The competency framework consists of six leading competencies which comprise of twenty (20) driving competencies that communicate what is expected for effective performance in local government.
- 2.4 The competency framework further involves six (6) core competencies that act as drivers to ensure that the leading competencies are executed at an optimal level.
- 2.5 There is no hierarchical connotation to the structure and all competencies are essential to the role of a senior manager to influence high performance. All competencies must therefore be considered as measurable and critical in assessing the level of a senior manager's performance.
- 2.6 The competency framework is underscored by four (5) achievement levels that act as benchmark and minimum requirements for other human capital interventions, which are, recruitment and selection, learning and development, succession planning, and promotion.

3. Competency Framework Structure

The competencies that appear in the competency framework are detailed below.

LEADING COMPETENCIES	
Strategic Direction and Leadership	<ul style="list-style-type: none"> • Impact and Influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness
People Management	<ul style="list-style-type: none"> • Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and Dispute Management
Program and Project Management	<ul style="list-style-type: none"> • Program and Project Planning and Implementation • Service Delivery Management • Program and Project Monitoring and Evaluation
Financial Management	<ul style="list-style-type: none"> • Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring
Change Leadership	<ul style="list-style-type: none"> • Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation
Governance Leadership	<ul style="list-style-type: none"> • Policy Formulation • Risk and Compliance Management • Cooperative Governance
CORE COMPETENCIES	
Moral Competence	
Planning and Organising	
Analysis and Innovation	
Knowledge and Information Management	
Communication	
Results and Quality Focus	

4. Minimum Requirements

The minimum requirements that accompany the competency framework, but do not govern the selected competencies, as set out in annexure B of the minimum competency requirements for Senior Managers, refer to the level of higher education qualification, work experience and knowledge that are needed to operate effectively in the local government environment.

5. Competency Descriptions

Cluster	Leading Competencies		
Competency Name	Strategic Direction and Leadership		
Competency Definition	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> Understand institutional and departmental strategic objectives, but lacks the ability to inspire others to achieve set mandate Describe how specific tasks link to institutional strategies but has limited influence in directing strategy Has a basic understanding of institutional performance management, but lacks the ability to integrate systems into a collective whole Demonstrate a basic understanding of key decision-makers 	<ul style="list-style-type: none"> Give direction to a team in realising the institution's strategic mandate and set objectives Has a positive impact and influence on the morale, engagement and participation of team members Develop actions plans to execute and guide strategy implementation Assist in defining performance measures to monitor the progress and effectiveness of the institution Displays an awareness of institutional structures and political factors Effectively communicate barriers to execution to relevant parties Provide guidance to all stakeholders in the achievement of the strategic mandate Understand the aim and objectives of the institution and relate it to own work 	<ul style="list-style-type: none"> Evaluate all activities to determine value and alignment to strategic intent Display in-depth knowledge and understanding of strategic planning Align strategy and goals across all functional areas Actively define performance measures to monitor the progress and effectiveness of the institution Consistently challenge strategic plans to ensure relevance Understand institutional structures and political factors, and the consequences of actions Empower others to follow strategic direction and deal with complex situations Guide the institution through complex and ambiguous concern Use understanding of power relationships and dynamic tensions among key players to frame communications and develop strategies, positions and alliances 	<ul style="list-style-type: none"> Structure and position the institution to local government priorities Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework Hold self accountable for strategy execution and results Provide impact and influence through building and maintaining strategic relationships Create an environmental that facilitates loyalty and innovation Display a superior level of self-discipline and integrity in actions Integrate various systems into a collective whole to optimise institutional performance management Uses understanding of competing interests to manoeuvre successfully to a win/win outcome

B.C NM
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 MR PH

Cluster	Leading Competencies		
Competency Name	People Management		
Competency Definition	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Participate in team goal-setting and problem solving • Interact and collaborate with people of diverse backgrounds • Aware of guidelines for employee development, but requires support in implementing development initiatives 	<ul style="list-style-type: none"> • Seek opportunities to increase team contribution and responsibility • Respect and support the diverse nature of others and be aware of the benefits of a diverse approach • Effectively delegate tasks and empower others to increase contribution and execute functions optimally • Apply relevant employee legislation fairly and consistently • Facilitate team goal-setting and problem-solving • Effectively identify capacity requirements to fulfil the strategic mandate 	<ul style="list-style-type: none"> • Identify ineffective team and work processes and recommend remedial interventions • Recognise and reward effective and desired behaviour • Provide mentoring and guidance to others in order to increase personal effectiveness • Identify development and learning needs within the team • Build a work environment conducive to sharing, innovation, ethical behaviour and professionalism • Inspire a culture of performance excellence by giving positive and constructive feedback to the team • Achieve agreement or consensus in adversarial environments • Lead and unite diverse teams across divisions to achieve institutional objectives 	<ul style="list-style-type: none"> • Develop and incorporate best practice people management processes, approaches and tools across the institution • Foster a culture of discipline, responsibility and accountability • Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution • Develop comprehensive integrated strategies and approaches to human capital development and management • Actively identify trends and predict capacity requirements to facilitate unified transition and performance management

Cluster	Leading Competencies		
Competency Name	Program and Project Management		
Competency Definition	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Initiate projects after approval from higher authorities • Understand procedures of program and project management methodology, implications and stakeholder involvement • Understand the rationale of projects in relation to the institution's strategic objectives • Document and communicate factors and risk associated with own work • Use results and approaches of successful project implementation as guide 	<ul style="list-style-type: none"> • Establish broad stakeholder involvement and communicate the project status and key milestones • Define the roles and responsibilities of the project team and create clarity around expectations • Find a balance between project deadline and the quality of deliverables • Identify appropriate project resources to facilitate the effective completion of the deliverables • Comply with statutory requirements and apply policies in a consistent manner • Monitor progress and use of resources and make needed adjustments to timelines, steps, and resource allocation 	<ul style="list-style-type: none"> • Manage multiple programs and balance priorities and conflicts according to institutional goals • Apply effective risk management strategies through impact assessment and resource requirements • Modify project scope and budget when required without compromising the quality and objectives of the project • Involve top-level authorities and relevant stakeholders in seeking project buy-in • Identify and apply contemporary project management methodology • Influence and motivate project team to deliver exceptional results • Monitor policy implementation and apply procedures to manage risks 	<ul style="list-style-type: none"> • Understand and conceptualise the long-term implications of desired project outcomes • Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realise institutional objectives • Consider and initiate projects that focus on achievement of the long-term objectives • Influence people in positions of authority to implement outcomes of projects • Lead and direct translation of policy into workable actions plans • Ensures that programs are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed

Cluster	Leading Competencies		
Competency Name	Financial Management		
Competency Definition	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Understand basic financial concepts and methods as they relate to institutional processes and activities • Display awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systems • Understand the importance of financial accountability • Understand the importance of asset control 	<ul style="list-style-type: none"> • Exhibit knowledge of general financial concepts, planning, budgeting, and forecasting and how they interrelate • Assess, identify and manage financial risks • Assume a cost-saving approach to financial management • Prepare financial reports based on specified formats • Consider and understand the financial implications of decisions and suggestions • Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated • Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget 	<ul style="list-style-type: none"> • Take active ownership of planning, budgeting, and forecast processes and provides credible answers to queries within own responsibility • Prepare budgets that are aligned to the strategic objectives of the institution • Address complex budgeting and financial management concerns • Put systems and processes in place to enhance the quality and integrity of financial management practices • Advise on policies and procedures regarding asset control • Promote National Treasury's regulatory framework for Financial Management 	<ul style="list-style-type: none"> • Develop planning tools to assist in evaluating and monitoring future expenditure trends • Set budget frameworks for the institution • Set strategic direction for the institution on expenditure and other financial processes • Build and nurture partnerships to improve financial management and achieve financial savings • Actively identify and implement new methods to improve asset control • Display professionalism in dealing with financial data and processes

Cluster	Leading Competencies		
Competency Name	Change Leadership		
Competency Definition	Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Display an awareness of change interventions, and the benefits of transformation initiatives • Able to identify basic needs for change • Identify gaps between the current and desired state • Identify potential risk and challenges to transformation, including resistance to change factors • Participate in change programs and piloting change interventions • Understand the impact of change interventions on the institution within the broader scope of local government 	<ul style="list-style-type: none"> • Perform an analysis of the change impact on the social, political and economic environment • Maintain calm and focus during change • Able to assist team members during change and keep them focused on the deliverables • Volunteer to lead change efforts outside of own work team • Able to gain buy-in and approval for change from relevant stakeholders • Identify change readiness levels and assist in resolving resistance to change factors • Design change interventions that are aligned with the institution's strategic objectives and goals 	<ul style="list-style-type: none"> • Actively monitor change impact and results and convey progress to relevant stakeholders • Secure buy-in and sponsorship for change initiatives • Continuously evaluate change strategy and design and introduce new approaches to enhance the institution's effectiveness • Build and nurture relationships with various stakeholders to establish strategic alliance in facilitating change • Take the lead in impactful change programs • Benchmark change interventions against best change practices • Understand the impact and psychology of change, and put remedial interventions in place to facilitate effective transformation • Take calculated risk and seek new ideas from best practice scenarios, and identify the potential for implementation 	<ul style="list-style-type: none"> • Sponsor change agents and create a network of change leaders who support the interventions • Actively adapt current structures and processes to incorporate the change interventions • Mentor and guide team members on the effects of change, resistance factors and how to integrate change • Motivate and inspire others around change initiatives

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Cluster	Leading Competencies		
Competency Name	Governance Leadership		
Competency Definition	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements • Understand the structure of cooperative government but requires guidance on fostering workable relationships between stakeholders • Provide input into policy formulation 	<ul style="list-style-type: none"> • Display a thorough understanding of governance and risk and compliance factors and implement plans to address these • Demonstrate understanding of the techniques and processes for optimising risk taking decisions within the institution • Actively drive policy formulation within the institution to ensure the achievement of objectives 	<ul style="list-style-type: none"> • Able to link risk initiatives into key institutional objectives and drivers • Identify, analyse and measure risk, create valid risk forecasts, and map risk profiles • Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives • Demonstrate a thorough understanding of risk retention plans • Identify and implement comprehensive risk management systems and processes • Implement and monitor the formulation of policies, identify and analyse constraints and challenges with implementation and provide recommendations for improvement 	<ul style="list-style-type: none"> • Demonstrate a high level of commitment in complying with governance requirements • Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework • Able to advise Local Government on risk management strategies, best practice interventions and compliance management • Able to forge positive relationships on cooperative governance level to enhance the effectiveness of local government • Able to shape, direct and drive the formulation of policies on a macro level

Cluster	Core Competencies		
Competency Name	Moral Competence		
Competency Definition	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> Realise the impact of acting with integrity, but requires guidance and development in implementing principles Follow the basic rules and regulations of the institution Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent 	<ul style="list-style-type: none"> Conduct self in alignment with the values of Local Government and the institution Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver Actively report fraudulent activity and corruption within local government Understand and honour the confidential nature of matters without seeking personal gain Able to deal with situations of conflict of interest promptly and in the best interest of local government 	<ul style="list-style-type: none"> Identify, develop, and apply measures of self-correction Able to gain trust and respect through aligning actions with commitments Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders Present values, beliefs and ideas that are congruent with the institution's rules and regulations Takes an active stance against corruption and dishonesty when noted Actively promote the value of the institution to internal and external stakeholders Able to work in unity with a team and not seek personal gain Apply universal moral principles consistently to achieve moral decisions 	<ul style="list-style-type: none"> Create an environment conducive of moral practices Actively develop and implement measures to combat fraud and corruption Set integrity standards and shared accountability measures across the institution to support the objectives of local government Take responsibility for own actions and decisions, even if the consequences are unfavourable

Cluster	Core Competencies		
Competency Name	Planning and Organising		
Competency Definition	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Able to follow basic plans and organise tasks around set objectives • Understand the process of planning and organising but requires guidance and development in providing detailed and comprehensive plans • Able to follow existing plans and ensure that objectives are met • Focus on short-term objectives in developing plans and actions • Arrange information and resources required for a task, but require further structure and organisation 	<ul style="list-style-type: none"> • Actively and appropriately organise information and resources required for a task • Recognise the urgency and importance of tasks • Balance short and long-term plans and goals and incorporate into the team's performance objectives • Schedule tasks to ensure they are performed within budget and with efficient use of time and resources • Measures progress and monitor performance results 	<ul style="list-style-type: none"> • Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities, and assign appropriate resources for successful implementation • Identify in advance required stages and actions to complete tasks and projects • Schedule realistic timelines, objectives and milestones for tasks and projects • Produce clear, detailed and comprehensive plans to achieve institutional objectives • Identify possible risk factors and design and implement appropriate contingency plans • Adapt plans in light of changing circumstances • Prioritise tasks and projects according to their relevant urgency and importance 	<ul style="list-style-type: none"> • Focus on broad strategies and initiatives when developing plans and actions • Able to project and forecast short, medium and long term requirements of the institution and local government • Translate policy into relevant projects to facilitate the achievement of institutional objectives

Cluster	Core Competencies		
Competency Name	Analysis and Innovation		
Competency Definition	Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> Understand the basic operation problem solving of analysis, but lack detail and thoroughness Able to balance independent analysis with requesting assistance from others Recommend new ways to perform tasks within own function Propose simple remedial interventions that marginally challenges the status quo Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking 	<ul style="list-style-type: none"> Demonstrate Logical techniques and approaches and provide rationale for recommendations Demonstrate objectivity, insight, and thoroughness when analysing problems Able to break down complex problems into manageable parts and identify solutions Consult internal and external stakeholders on opportunities to improve processes and service delivery Clearly communicate the benefits of new opportunities and innovative solutions to stakeholders Continuously identify opportunities to enhance internal processes Identify and analyse opportunities conducive to innovative approaches and propose remedial intervention 	<ul style="list-style-type: none"> Coaches team members on analytical and innovative approaches and techniques Engage with appropriate individuals in analysing and resolving complex problems Identify solutions on various areas in the institution Formulate and implement new ideas throughout the institution Able to gain approval and buy-in for proposed interventions from relevant stakeholders Identify trends and best practices in process and service delivery and propose institutional application Continuously engage in research to identify client needs 	<ul style="list-style-type: none"> Demonstrate complex analytical and problem solving approaches and techniques Create an environment conducive to analytical and fact-based problem-solving Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence Create an environment that fosters innovative thinking and follows a learning organisation approach Be a thought leader on innovative customer service delivery, and process optimisation Play an active role in sharing best practice solutions and engage in national and international local government seminars and conferences

Cluster	Core Competencies		
Competency Name	Knowledge and Information Management		
Competency Definition	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Collect, categorise and track relevant information required for specific tasks and projects • Analyse and interpret information to draw conclusions • Seek new sources of information to increase the knowledge base • Regularly share information and knowledge with internal stakeholders and team members 	<ul style="list-style-type: none"> • Use appropriate information systems and technology to manage institutional knowledge and information sharing • Evaluate data from various sources and use information effectively to influence decisions and provide solutions • Actively create mechanisms and structures for sharing of information • Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency 	<ul style="list-style-type: none"> • Effectively predict future information and knowledge management requirements and systems • Develop standards and processes to meet future knowledge management needs • Share and promote best- practice knowledge management across various institutions • Establish accurate measures and monitoring systems for knowledge and information management • Create a culture conducive of learning and knowledge sharing • Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches 	<ul style="list-style-type: none"> • Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information • Establish partnerships across local government to facilitate knowledge management • Demonstrate a mature approach to knowledge and information sharing with an abundance and assistance approach • Recognise and exploit knowledge points in interactions with internal and external stakeholders

B.C NM
 WR S.B
 MR PH

Cluster	Core Competencies		
Competency Name	Communication		
Competency Definition	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilising such tools • Express ideas in a clear and focused manner, but does not always take the needs of the audience into consideration • Disseminate and convey information and knowledge adequately 	<ul style="list-style-type: none"> • Express ideas to individuals and groups in formal and informal settings in a manner that is interesting and motivating • Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs • Adapt communication content and style to suit the audience and facilitate optimal information transfer • Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders • Compile clear focused, concise and well-structured written documents 	<ul style="list-style-type: none"> • Effectively communicate high-risk and sensitive matters to relevant stakeholders • Develop a well-defined communication strategy • Balance political perspectives with institutional needs when communicating viewpoints on complex issues • Able to effectively direct negotiations around complex matters and arrive at a win-win situation that promotes Batho Pele principles • Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution • Able to communicate with the media with high levels of moral competence and discipline 	<ul style="list-style-type: none"> • Regarded as a specialist in negotiations and representing the institution • Able to inspire and motivate others through positive communication that is impactful and relevant • Creates an environment conducive to transparent and productive communication and critical and appreciative conversations • Able to coordinate negotiations at different levels within local government and externally

Cluster	Core Competencies		
Competency Name	Results and Quality Focus		
Competency Definition	Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Understand quality of work but requires guidance in attending to important matters • Show a basic commitment to achieving the correct results • Produce the minimum level of results required in the role • Produce outcomes that is of a good standard • Focus on the quantity of output but requires development in incorporating the quality of work • Produce quality work in general circumstances, but fails to meet expectation when under pressure 	<ul style="list-style-type: none"> • Focus on high-priority actions and does not become distracted by lower-priority activities • Display firm commitment and pride in achieving the correct results • Set quality standards and design processes and tasks around achieving set standards • Produce output of high quality • Able to balance the quantity and quality of results in order to achieve objectives • Monitors progress, quality of work, and use of resources; provide status updates, and make adjustments as needed 	<ul style="list-style-type: none"> • Consistently verify own standards and outcomes to ensure quality output • Focus on the end result and avoids being distracted • Demonstrate a determined and committed approach to achieving results and quality standards • Follow task and projects through to completion • Set challenging goals and objectives to self and team and display commitment to achieving expectations • Maintain a focus on quality outputs when placed under pressure • Establishing institutional systems for managing and assigning work, defining responsibilities, tracking, monitoring and measuring success, evaluating and valuing the work of the institution 	<ul style="list-style-type: none"> • Coach and guide others to exceed quality standards and results • Develop challenging, client-focused goals and sets high standards for personal performance • Commit to exceed the results and quality standards, monitor own performance and implement remedial interventions when required • Work with team to set ambitious and challenging team goals, communicating long-and short-term expectations • Take appropriate risks to accomplish goals • Overcome setbacks and adjust action plans to realise goals • Focus people on critical activities that yield a high impact

Handwritten notes:
 LER B.CNM
 S.B
 mn PH

6. Achievement Levels

The achievement levels indicated in the table below serve as a benchmark for appointments, succession planning and development interventions.

- 6.1 Individuals falling within the Basic range are deemed unsuitable for the role of senior manager, and caution should be applied in promoting and appointing such persons.
- 6.2 Individuals that operate in the Superior range are deemed highly competent and demonstrate an exceptional level of practical knowledge, attitude and quality. These individuals should be considered for higher positions, and should be earmarked for leadership programs and succession planning.

Level	Terminology	Description
1	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention.
2	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analysis.
3	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analysis.
4	Superior	Has a comprehensive understanding of local government operations, critical in strategic shaping direction and change, develops and applies comprehensive concepts and methods.

BC NM
HR SB
mm PH

Personal Development Plan (PDP)

**DIRECTOR:
CORPORATE SUPPORT
NM MOABELO**


CITY OF MATLOSANA
Period 1 JULY 2024 to 30 JUNE 2025

BC NM
A.P. S.B.
mm PH

Personal Development Plan of: Mr. NIM Moabelo

Compiled on: 3 June 2024

1. Skills / Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3. Suggested training and / or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to practice skill / development area	7. Support Person
1.	Adjusted CPMD training to be in line with published in the Local Government Finance Management Act, 2003 Amendments to Municipal Regulations on Minimum Competency levels 2007, Government Notice 41996 of 26 October 2018.					Skills
2.						
3.						
4.						

Director's signature:  Moabelo

Municipal Manager's signature: 

B.C. NM
WR S.B
M.M. PA



DISCLOSURE FORM FOR BENEFITS AND INTERESTS

I, the undersigned (Surname and Initials)

Moabelo NM

Postal Address _____

Residential Address 43 Boekenhout Road. Doringkruin, Klerksdorp.Position Held Director: Corporate SupportName of Municipality City of Matlosana.Tel: 018 487 8011 Email: nmoabelo@klerksdorp.org

hereby certify that the following information is complete and correct to the best of my knowledge:

1. Shares, securities and other financial interests (Not bank accounts with financial institutions.)

Number of shares/Extent of financial interest	Nature	Nominal Value	Name of Company/Entity
/			

2. Interest in a trust

Name of trust	Amount of Remuneration/ Income
/	

3. Membership, directorships and partnerships

Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/ Income
Brainchild Creations	Private.	—
M3K Holdings	Private.	—

BC NM
S.B
MR MRH

4. Remunerated work outside the Municipality (Must be sanctioned by Council.)

Name of Employer	Type of Work	Amount of remuneration/ Income
/		
Confidential		
Signature by Municipal Manager: <u>Boche</u>		
Date: <u>3 June 2024</u>		

5. Consultancies, Retainer ships and Relationship

Name of Client	Nature	Type of business activity	Value of any benefits received
/			

6. Subsidies, grants and sponsorships by any organisation

Source of assistance	Descriptions of assistance	Value of assistance
/		

7. Gifts and Hospitality from a source rather than a family member

Description	Value	Member
/		

8. Land and Property

Description	Extent	Area	Value
43 Bakenhout (Townhouse)			R1.4m

Moabelo
SIGNATURE OF SENIOR MANAGER

DATE: 3 June 2024 PLACE: Klerksdorp

BC NM
S.B
MR MN PM

OATH/AFFIRMATION

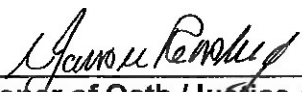
1. I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down her/his answers in his/her presence:

(i) Do you know and understand the contents of the declaration?
Answer: Yes

(ii) Do you have any objection to taking the prescribed oath or affirmation?
Answer: No

(iii) Do you consider the prescribed oath or affirmation to be binding on your conscience?
Answer: Yes

2. I certify that the deponent has acknowledged that she/he knows and understands the contents of this declaration. The deponent utters the following words: "I swear that the contents of this declaration are true, so help me God." / "I truly affirm that the contents of the declaration are true". The signature/mark of the deponent is affixed to the declaration in my presence.


Commissioner of Oath / Justice of the Peace

Full first names and surname: Ms. Cherèl Jansen van Rensburg (Block letters)


Designation (rank): Manager Performance Management Ex Officio Republic of South Africa

Street address of institution: Corner of Bram Fischer and Emily Hobhouse Streets

Klerksdorp

Date: 3 June 2024

Place: Klerksdorp



3 June 2024

CONTENTS NOTED: Municipal Manager

DATE

NM
B.C
S.B
MR
PH