

## 2008/2009 Performance Agreement for Sarah Mekgoe

### Employee Information

First Name: Sarah  
 Last Name: Mekgoe  
 Title: ED City Development  
 Job Code: EDir

### Review Dates

Originator: Sarah Mekgoe  
 Review Period: 07/01/2008 - 06/30/2009  
 Due Date: 06/30/2009

### Core Competency Requirements (CCR's)

This section is for evaluating demonstration of competencies.

There must be a rating for each competency before the form is sent for signatures.

#### People Management and Empowerment

Must be able to manage and encourage people, optimise their outputs and effectively manage relationships in order to achieve the municipality's goals.

**Rating by Johan Leibbrandt:**

**Rating:** 0.0

**Weight:** 10%

**Managers Comments :**

*No comments*

**Rating by Sarah Mekgoe:**

**Rating:** Select a rating...

**Employees Comments :**

*No comments*

#### Financial Management

Must be able to know, understand and comply with the Municipal Finance Management Act No 56 of 2003.

**Rating by Johan Leibbrandt:**

**Rating:** 0.0

**Weight:** 10%

**Managers Comments :**

*No comments*

**Rating by Sarah Mekgoe:**

**Rating:** Select a rating...

**Employees Comments :**

*No comments*

#### Client Orientation and Customer Focus

Must be willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice.

**Rating by Johan Leibbrandt:**

**Rating:** 0.0

**Weight:** 10%

**Managers Comments :**

*No comments*

**Rating by Sarah Mekgoe:**

**Rating:** Select a rating...

**Employees Comments :**

*No comments*

#### Communication

Must be able to exchange information and ideas in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence others to achieve the desired outcomes.

**Rating by Johan Leibbrandt:**

Rating: Select a rating...

Weight: 10%

Managers Comments :  
*No comments***Rating by Sarah Mekgoe:**

Rating: Select a rating...

Employees Comments :  
*No comments***Problem Solving and Analysis**

Must be able to systematically identify, analyse and resolve existing and anticipated problems in order to reach optimum solutions in a timely manner.

**Rating by Johan Leibbrandt:**

Rating: Select a rating...

Weight: 20%

Managers Comments :  
*No comments***Rating by Sarah Mekgoe:**

Rating: Select a rating...

Employees Comments :  
*No comments***Programme and Project Management**

Must be able to plan, manage, monitor and evaluate specific activities in order to ensure that policies are implemented and that Local Government objectives are achieved.

**Rating by Johan Leibbrandt:**

Rating: Select a rating...

Weight: 20%

Managers Comments :  
*No comments***Rating by Sarah Mekgoe:**

Rating: Select a rating...

Employees Comments :  
*No comments***Service Delivery Innovation**

Must be able to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals.

**Rating by Johan Leibbrandt:**

Rating: Select a rating...

Weight: 10%

Managers Comments :  
*No comments***Rating by Sarah Mekgoe:**

Rating: Select a rating...

Employees Comments :  
*No comments***Knowledge of developmental local government****Rating by Johan Leibbrandt:**

Rating: Select a rating...

Weight: 10%

Managers Comments :  
*No comments***Rating by Sarah Mekgoe:**

Rating: Select a rating...

Employees Comments :  
*No comments***KPA's**

This section is for evaluating accomplishments of goals.

The weights for the goals in this section must add up to 100, and there must be a rating for each goal before the form is sent for signatures.

1.1

**Category: KPA: Municipal Transformation and Organisational development****KPI:****Target:**

Provide strategic leadership, guidance and support in achieving the Department's Council approved SDBIP targets

Strategic leadership and guidance are provided to achieve the 08/09 SDBIP targets

**Status:**None  
**Start:**07/01/2008  
**Due:**06/30/2009  
**% Complete:**0.0%

**Sub KPI's**  
**Comments**

**Rating by Johan Leibbrandt:**

**Rating:** Select a rating...

**Weight:** 15%

**Managers Comments :**  
*No comments*

**Rating by Sarah Mekgoe:**

**Rating:** Select a rating...

**Employees Comments :**  
*No comments*

1.2

**Category: KPA: Municipal Transformation and Organisational development**

**KPI:**

An optimum staff complement is deployed to ensure effective service delivery

**Target:**

All funded, vacant positions in Departments are filled within 3 months after vacancy occurred. Quarterly report per department

**Status:**None  
**Start:**07/01/2008  
**Due:**06/30/2009  
**% Complete:**0.0%

**Sub KPI's**  
**Comments**

**Rating by Johan Leibbrandt:**

**Rating:** Select a rating...

**Weight:** 1%

**Managers Comments :**  
*No comments*

**Rating by Sarah Mekgoe:**

**Rating:** Select a rating...

**Employees Comments :**  
*No comments*

1.3

**Category: KPA: Municipal Transformation and Organisational development**

**KPI:**

To comply with the MFMA competency levels and to improve Service delivery through all employees in cluster having on the job training

**Target:**

Each manager/employee in the Department has a personal development plan that is aligned to identified skills gaps and to employment equity plans and is actively executing the development plan through on the job training and formal training interventions. Quarterly report per Department

**Status:**None  
**Start:**07/01/2008  
**Due:**06/30/2009  
**% Complete:**0.0%

**Sub KPI's**  
**Comments**

**Rating by Johan Leibbrandt:**

Rating: Select a rating...

Weight: 1%

**Managers Comments :***No comments***Rating by Sarah Mekgoe:**

Rating: Select a rating...

**Employees Comments :***No comments***1.4****Category: KPA: Municipal Transformation and Organisational development****KPI:**

Internal/External communications procedures are determined per Department and adhered to

**Target:**

Develop and implement communication procedures per Department for internal/external customers

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

**Sub KPI's  
Comments****Rating by Johan Leibbrandt:**

Rating: Select a rating...

Weight: 1%

**Managers Comments :***No comments***Rating by Sarah Mekgoe:**

Rating: Select a rating...

**Employees Comments :***No comments***1.5****Category: KPA: Municipal Transformation and Organisational development****KPI:**

Performance Management of Departmental staff is becoming a way of life

**Target:**

Roll out of Performance Contracts of all staff in Departments managed in line with the EMM policies and regulations

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

**Sub KPI's  
Comments****Rating by Johan Leibbrandt:**

Rating: Select a rating...

Weight: 1%

**Managers Comments :***No comments***Rating by Sarah Mekgoe:**

Rating: Select a rating...

**Employees Comments :***No comments***1.6****Category: KPA: Municipal Transformation and Organisational development****KPI:**

EMM has a stable workforce

**Target:**

Disciplinary and grievance matters are dealt with in terms of the collective labour agreement and the EMM Policies

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

**Sub KPI's  
Comments**

**Rating by Johan Leibbrandt:**

**Rating:** Select a rating...

**Weight:** 1%

**Managers Comments :**  
*No comments*

**Rating by Sarah Mekgoe:**

**Rating:** Select a rating...

**Employees Comments :**  
*No comments*

**1.7**

**Category: KPA: Municipal Transformation and Organisational development**

**KPI:**

Service delivery is optimised through the use of ICT

**Target:**

All employees in the Department are trained to optimally use the EMM ICT systems

**Status:**None

**Start:**07/01/2008

**Due:**06/30/2009

**% Complete:**0.0%

**Sub KPI's  
Comments**

**Rating by Johan Leibbrandt:**

**Rating:** Select a rating...

**Weight:** 1%

**Managers Comments :**  
*No comments*

**Rating by Sarah Mekgoe:**

**Rating:** Select a rating...

**Employees Comments :**  
*No comments*

**1.8**

**Category: KPA: Municipal Transformation and Organisational development**

**KPI:**

Signing off Ward Numbers in the IDP

**Target:**

Facilitate a process where Ward Councillors and HOD's sign off the correctness of Ward Numbers in the IDP by end May 2009

**Status:**None

**Start:**07/01/2008

**Due:**06/30/2009

**% Complete:**0.0%

**Sub KPI's  
Comments**

**Rating by Johan Leibbrandt:**

**Rating:** Select a rating...

**Weight:** 1%

**Managers Comments :**  
*No comments*

**Rating by Sarah Mekgoe:**

**Rating:** Select a rating...

**Employees Comments :**  
*No comments*

**1.9**

**Category: KPA: Municipal Transformation and Organisational development**

**KPI:**

Facilitate coordination between CCC's

**Target:**

Coordinate and arrange regular

and Departments

meetings between CCC's managers and HOD's to address service delivery matters by June 2008

**Status:**None  
**Start:**07/01/2008  
**Due:**06/30/2009  
**% Complete:**0.0%

**Sub KPI's**  
**Comments**

**Rating by Johan Leibbrandt:**

**Rating:** Select a rating...

**Weight:** 1%

**Managers Comments :**  
*No comments*

**Rating by Sarah Mekgoe:**

**Rating:** Select a rating...

**Employees Comments :**  
*No comments*

1.10

**Category: KPA: Municipal Transformation and Organisational development**

**KPI:**  
MANCO's and broader regional forum meetings.

**Target:**  
Attend MANCO's and broader regional meetings.

**Status:**None  
**Start:**07/01/2008  
**Due:**06/30/2009  
**% Complete:**0.0%

**Sub KPI's**  
**Comments**

**Rating by Johan Leibbrandt:**

**Rating:** Select a rating...

**Weight:** 1%

**Managers Comments :**  
*No comments*

**Rating by Sarah Mekgoe:**

**Rating:** Select a rating...

**Employees Comments :**  
*No comments*

2.1

**Category: KPA: Infrastructure Development and Service Delivery**

**KPI:**  
Facilitate the upgrading, formalization and renewal of urban areas with the necessary social facilities, sport, recreation and other facilities  
Indicator: Formulation of a LSDF'S for the entire EMM area

**Target:**  
3 LSDF'S completed, one per region focusing on Urban renewal

**Status:**None  
**Start:**07/01/2008  
**Due:**06/30/2009  
**% Complete:**0.0%

**Sub KPI's**  
**Comments**

**Rating by Johan Leibbrandt:**

**Rating:** Select a rating...

**Weight:** 5%

**Managers Comments :**

**Rating by Sarah Mekgoe:**

**Rating:** Select a rating...

**Employees Comments :**

No comments

No comments

## 2.2

### Category: KPA: Infrastructure Development and Service Delivery

**KPI:**

To consider and approve where appropriate development applications : Township establishments within 12 months

**Target:**

Finalisation and processing of all Township establishment applications within a period of 12 months of submission

Indicator: no. of applications not concluded within 12 months of submission

**Status:**None

**Start:**07/01/2008

**Due:**06/30/2009

**% Complete:**0.0%

**Sub KPI's****Comments****Rating by Johan Leibbrandt:**

**Rating:** Select a rating...

**Weight:** 5%

**Managers Comments :**

*No comments*

**Rating by Sarah Mekgoe:**

**Rating:** Select a rating...

**Employees Comments :**

*No comments*

## 2.3

### Category: KPA: Infrastructure Development and Service Delivery

**KPI:**

To conclude and/or respond to land use contraventions within 3 months

**Target:**

Number of contraventions not resolved/ceased and/or referred for prosecution within 3 months of reporting

**Status:**None

**Start:**07/01/2008

**Due:**06/30/2009

**% Complete:**0.0%

**Sub KPI's****Comments****Rating by Johan Leibbrandt:**

**Rating:** Select a rating...

**Weight:** 5%

**Managers Comments :**

*No comments*

**Rating by Sarah Mekgoe:**

**Rating:** Select a rating...

**Employees Comments :**

*No comments*

## 2.4

### Category: KPA: Infrastructure Development and Service Delivery

**KPI:**

Service Delivery Charter is finalized and implemented by departments

**Target:**

Service standards finalized and implemented and deviations to standards are monitored. Quarterly report per Department

**Status:**None

**Start:**07/01/2008

**Due:**06/30/2009

**% Complete:**0.0%

**Sub KPI's  
Comments**

**Rating by Johan Leibbrandt:**

**Rating:** Select a rating...

**Weight:** 1%

**Managers Comments :**  
*No comments*

**Rating by Sarah Mekgoe:**

**Rating:** Select a rating...

**Employees Comments :**  
*No comments*

**3.1**

**Category: KPA: Local Economic Development**

**KPI:**

Achieve BBBEE procurement targets

**Target:**

70% of procurement to be BBBEE and in compliance with the SCM Policy. Quarterly report per cluster

**Status:**None

**Start:**07/01/2008

**Due:**06/30/2009

**% Complete:**0.0%

**Sub KPI's  
Comments**

**Rating by Johan Leibbrandt:**

**Rating:** Select a rating...

**Weight:** 1%

**Managers Comments :**  
*No comments*

**Rating by Sarah Mekgoe:**

**Rating:** Select a rating...

**Employees Comments :**  
*No comments*

**4.1**

**Category: KPA: Municipal Financial Viability and Management**

**KPI:**

Capital Budget Spent

**Target:**

At least 85% of the approved Capital Budget is spent within the financial year. Monthly report on spend per Department

**Status:**None

**Start:**07/01/2008

**Due:**06/30/2009

**% Complete:**0.0%

**Sub KPI's  
Comments**

**Rating by Johan Leibbrandt:**

**Rating:** Select a rating...

**Weight:** 1%

**Managers Comments :**  
*No comments*

**Rating by Sarah Mekgoe:**

**Rating:** Select a rating...

**Employees Comments :**  
*No comments*

**4.2**

**Category: KPA: Municipal Financial Viability and Management**

**KPI:**

The Ekurhuleni Municipality Infrastructure is properly maintained

**Target:**

At least 95% of the operational budget is spent. Monthly report on spend per

**Status:**None  
**Start:**07/01/2008  
**Due:**06/30/2009  
**% Complete:**0.0%

**Sub KPI's**  
**Comments**

**Rating by Johan Leibbrandt:**

**Rating:** Select a rating...

**Weight:** 1%

**Managers Comments :**  
*No comments*

**Rating by Sarah Mekgoe:**

**Rating:** Select a rating...

**Employees Comments :**  
*No comments*

**4.3**

**Category: KPA: Municipal Financial Viability and Management**

**KPI:**  
 EMM assets are controlled

**Target:**  
 Ensure that Quarterly Accountability statements are signed to ensure all EMM assets are accounted for in terms of the EMM policy.

**Status:**None  
**Start:**07/01/2008  
**Due:**06/30/2009  
**% Complete:**0.0%

**Sub KPI's**  
**Comments**

**Rating by Johan Leibbrandt:**

**Rating:** Select a rating...

**Weight:** 1%

**Managers Comments :**  
*No comments*

**Rating by Sarah Mekgoe:**

**Rating:** Select a rating...

**Employees Comments :**  
*No comments*

**4.4**

**Category: KPA: Municipal Financial Viability and Management**

**KPI:**  
 Delegations relating to Supply Chain Management are adhered to

**Target:**  
 Departmental monthly reports on quotations approved and awarded under R200,000 reported to the CM

**Status:**None  
**Start:**07/01/2008  
**Due:**06/30/2009  
**% Complete:**0.0%

**Sub KPI's**  
**Comments**

**Rating by Johan Leibbrandt:**

**Rating:** Select a rating...

**Weight:** 1%

**Managers Comments :**  
*No comments*

**Rating by Sarah Mekgoe:**

**Rating:** Select a rating...

**Employees Comments :**  
*No comments*

**4.5**

<b>Category: KPA: Municipal Financial Viability and Management</b>	
<b>KPI:</b> Reduce Short Term Insurance Claims	<b>Target:</b> Reduce the value of short term insurance claims linked to negligence by 25% year on year. Report monthly on all claims reported by departments whereby an EMM staff member has been negligent
<b>Status:</b> None	
<b>Start:</b> 07/01/2008	
<b>Due:</b> 06/30/2009	
<b>% Complete:</b> 0.0%	
<b>Sub KPI's</b>	
<b>Comments</b>	
<b>Rating by Johan Leibbrandt:</b> <b>Rating:</b> Select a rating... <b>Weight:</b> 1% <b>Managers Comments :</b> <i>No comments</i>	<b>Rating by Sarah Mekgoe:</b> <b>Rating:</b> Select a rating... <b>Employees Comments :</b> <i>No comments</i>

<b>4.6</b>	
<b>Category: KPA: Municipal Financial Viability and Management</b>	
<b>KPI:</b> Income completeness	<b>Target:</b> Ensure income completeness in departments through proper debt management. Monthly report per Department
<b>Status:</b> None	
<b>Start:</b> 07/01/2008	
<b>Due:</b> 06/30/2009	
<b>% Complete:</b> 0.0%	
<b>Sub KPI's</b>	
<b>Comments</b>	
<b>Rating by Johan Leibbrandt:</b> <b>Rating:</b> Select a rating... <b>Weight:</b> 2% <b>Managers Comments :</b> <i>No comments</i>	<b>Rating by Sarah Mekgoe:</b> <b>Rating:</b> Select a rating... <b>Employees Comments :</b> <i>No comments</i>

<b>5.1</b>	
<b>Category: KPA: Good Governance and Public Participation</b>	
<b>KPI:</b> Coordination in terms of improved accessibility and mobility throughout the Metropolitan area - Strong east west corridor along the N12/N17/R21 freeways and north-south corridor along the R21 freeway. An identified core economic area. Areas identified in 2004 to be prioritized in terms of development. Increased development and investment in the core economic triangle of Ekurhuleni.	<b>Target:</b> LSDF's to be finalized

Indicator: Formulation of the Spatial development framework to include N12/N17/R21.

**Status:**None  
**Start:**07/01/2008  
**Due:**06/30/2009  
**% Complete:**0.0%

**Sub KPI's**  
**Comments**

**Rating by Johan Leibbrandt:**

**Rating:** Select a rating...

**Weight:** 15%

**Managers Comments :**  
*No comments*

**Rating by Sarah Mekgoe:**

**Rating:** Select a rating...

**Employees Comments :**  
*No comments*

## 5.2

**Category: KPA: Good Governance and Public Participation**

**KPI:**

To consider and approve where appropriate development applications: Rezoning

**Target:**

Finalisation and processing of all Rezoning applications within a period of 9 months of submission

**Status:**None  
**Start:**07/01/2008  
**Due:**06/30/2009  
**% Complete:**0.0%

**Sub KPI's**  
**Comments**

**Rating by Johan Leibbrandt:**

**Rating:** Select a rating...

**Weight:** 5%

**Managers Comments :**  
*No comments*

**Rating by Sarah Mekgoe:**

**Rating:** Select a rating...

**Employees Comments :**  
*No comments*

## 5.3

**Category: KPA: Good Governance and Public Participation**

**KPI:**

Support the growth of Rhodesfield and Kempton Park CBD as part of the Gautrain development

**Target:**

LSDF'S for Rhodesfield and Kempton Park CBD to be concluded

**Status:**None  
**Start:**07/01/2008  
**Due:**06/30/2009  
**% Complete:**0.0%

**Sub KPI's**  
**Comments**

**Rating by Johan Leibbrandt:**

**Rating:** Select a rating...

**Weight:** 5%

**Managers Comments :**  
*No comments*

**Rating by Sarah Mekgoe:**

**Rating:** Select a rating...

**Employees Comments :**  
*No comments*

**5.4****Category: KPA: Good Governance and Public Participation****KPI:**

To support the revitalisation of the Germiston City Centre by the creation of the public service hub and the attraction of further development as a result

**Target:**

Formulation of LSDF'S for Germiston CBD and surroundings and completion of urban design for the area

**Status:**None**Start:**07/01/2008**Due:**06/30/2009**% Complete:**0.0%**Sub KPI's****Comments****Rating by Johan Leibbrandt:****Rating:** Select a rating...**Weight:** 5%**Managers Comments :***No comments***Rating by Sarah Mekgoe:****Rating:** Select a rating...**Employees Comments :***No comments***5.5****Category: KPA: Good Governance and Public Participation****KPI:**

Encourage higher densities in areas well located in Ekurhuleni

**Target:**

Formulate and approve densification policy

**Status:**None**Start:**07/01/2008**Due:**06/30/2009**% Complete:**0.0%**Sub KPI's****Comments****Rating by Johan Leibbrandt:****Rating:** Select a rating...**Weight:** 5%**Managers Comments :***No comments***Rating by Sarah Mekgoe:****Rating:** Select a rating...**Employees Comments :***No comments***5.6****Category: KPA: Good Governance and Public Participation****KPI:**

All relevant departmental plans for the IDP is drafted within the timeframes and fully implemented

**Target:**

Review of the Departmental IDP by February 2009

**Status:**None**Start:**07/01/2008**Due:**06/30/2009**% Complete:**0.0%**Sub KPI's****Comments****Rating by Johan Leibbrandt:****Rating:** Select a rating...**Rating by Sarah Mekgoe:****Rating:** Select a rating...

**Weight:** 5%  
**Managers Comments :**  
*No comments*

**Employees Comments :**  
*No comments*

**5.7**

**Category: KPA: Good Governance and Public Participation**

**KPI:**  
Proper controls are in place to ensure the effective management of the municipality

**Target:**  
Each cluster/department/directorate to receive a clean audit report

**Status:**None  
**Start:**07/01/2008  
**Due:**06/30/2009  
**% Complete:**0.0%

**Sub KPI's  
Comments**

**Rating by Johan Leibbrandt:**

**Rating:** Select a rating...

**Weight:** 2%

**Managers Comments :**  
*No comments*

**Rating by Sarah Mekgoe:**

**Rating:** Select a rating...

**Employees Comments :**  
*No comments*

**5.8**

**Category: KPA: Good Governance and Public Participation**

**KPI:**  
EMM receives good value for money through proper contract management

**Target:**  
Departmental service providers are monitored and measured in terms of quality and standards of products and services rendered. Quarterly report to Contract Management Office

**Status:**None  
**Start:**07/01/2008  
**Due:**06/30/2009  
**% Complete:**0.0%

**Sub KPI's  
Comments**

**Rating by Johan Leibbrandt:**

**Rating:** Select a rating...

**Weight:** 1%

**Managers Comments :**  
*No comments*

**Rating by Sarah Mekgoe:**

**Rating:** Select a rating...

**Employees Comments :**  
*No comments*

**5.9**

**Category: KPA: Good Governance and Public Participation**

**KPI:**  
Employees are optimally engaged during normal working hours

**Target:**  
Overtime is restricted to the approved budget and is compliant with legislation

**Status:**None  
**Start:**07/01/2008  
**Due:**06/30/2009  
**% Complete:**0.0%

**Sub KPI's  
Comments**

**Rating by Johan Leibbrandt:**

Rating: Select a rating...

Weight: 1%

Managers Comments :  
No comments**Rating by Sarah Mekgoe:**

Rating: Select a rating...

Employees Comments :  
No comments**5.10****Category: KPA: Good Governance and Public Participation****KPI:**

EMM complies with legislation

**Target:**

All relevant National and Provincial legislation are complied with

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

**Sub KPI's  
Comments****Rating by Johan Leibbrandt:**

Rating: Select a rating...

Weight: 2%

Managers Comments :  
No comments**Rating by Sarah Mekgoe:**

Rating: Select a rating...

Employees Comments :  
No comments**5.11****Category: KPA: Good Governance and Public Participation****KPI:**

Each employee knows what he/she is responsible for

**Target:**

All delegations of powers and sub-delegations are approved and adhered to

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

**Sub KPI's  
Comments****Rating by Johan Leibbrandt:**

Rating: Select a rating...

Weight: 1%

Managers Comments :  
No comments**Rating by Sarah Mekgoe:**

Rating: Select a rating...

Employees Comments :  
No comments**5.12****Category: KPA: Good Governance and Public Participation****KPI:**

Recommendations and interventions of Internal Audit Reports are managed

**Target:**

Remedial action as prescribed by Internal Audit are managed. Reports are 100% responded to

Status:None

Start:07/01/2008

Due:06/30/2009

% Complete:0.0%

**Sub KPI's  
Comments**

**Rating by Johan Leibbrandt:**

**Rating:** Select a rating...

**Weight:** 2%

**Managers Comments :**

*No comments*

**Rating by Sarah Mekgoe:**

**Rating:** Select a rating...

**Employees Comments :**

*No comments*

**5.13**

**Category: KPA: Good Governance and Public Participation**

**KPI:**

Risks facing EMM are managed

**Target:**

All Departmental Risk Management plans are in place and quarterly reports are produced of action taken by management and the verification process if and when required

**Status:**None

**Start:**07/01/2008

**Due:**06/30/2009

**% Complete:**0.0%

**Sub KPI's  
Comments**

**Rating by Johan Leibbrandt:**

**Rating:** Select a rating...

**Weight:** 2%

**Managers Comments :**

*No comments*

**Rating by Sarah Mekgoe:**

**Rating:** Select a rating...

**Employees Comments :**

*No comments*

**5.14**

**Category: KPA: Good Governance and Public Participation**

**KPI:**

All reporting by departments comply with requirements of the MFMA

**Target:**

All reporting as prescribed by the MFMA and are adhered to

**Status:**None

**Start:**07/01/2008

**Due:**06/30/2009

**% Complete:**0.0%

**Sub KPI's  
Comments**

**Rating by Johan Leibbrandt:**

**Rating:** Select a rating...

**Weight:** 1%

**Managers Comments :**

*No comments*

**Rating by Sarah Mekgoe:**

**Rating:** Select a rating...

**Employees Comments :**

*No comments*

### Personal Development Plan (PDP)

Use the section below to describe development objectives. Define the knowledge/skill that you are attempting to develop, the reason it is important to your current/future performance, the specific action/s to be taken, and the expected timeline for accomplishment. Progress, results and ratings should be entered throughout and at the conclusion of development action/s.

### Signatures

When your review form reaches the Signature Mode, click on the Send button to sign the document. Your electronic signature will be stored in this section of the form.

Signatures indicate that the Performance Assessment discussion has been held.

Employee: \_\_\_\_\_

Sarah Mekgoe

Manager: \_\_\_\_\_

Johan Leibbrandt