



PERFORMANCE CONTRACT

MADE AND ENTERED INTO BY AND BETWEEN

THE NELSON MANDELA BAY METROPOLITAN MUNICIPALITY

AS REPRESENTED BY THE CITY MANAGER

AND

VELISWA GWINTSA

**ACTING EXECUTIVE DIRECTOR: SPORT, RECREATION, ARTS AND
CULTURE**

THE EMPLOYEE OF THE MUNICIPALITY

FOR THE

FINANCIAL YEAR: 2026/27

(1 JULY 2026 - 30 JUNE 2027 SUBJECT TO MSA REGULATION

56(1)(c))

PERFORMANCE CONTRACT: VELISWA GWINTSA

This performance contract is divided into five sections:

- **Section A:** Performance Plan
- **Section B:** Competency Requirements
- **Section C:** Assessment Rating Calculator
- **Section D:** Personal Development Plan
- **Section E:** Signature Page

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SECTION A: PERFORMANCE PLAN

SECTION A1: SCORECARD

MFA C88 OUTCOME	IDP MFA C88 REF / MSA REG REF	SDBIP MFA C88 REF / MSA REG REF	SDBIP KPI NUMBER	KEY PERFORMANCE AREA (KPA)	KEY PERFORMANCE ELEMENT (KPE)	LEVEL OF KPI	KPI NO	PERFORMANCE INDICATOR	BASELINE (ANNUAL PERFORMANCE OF 2024/25 ESTIMATED)	2026/27 ANNUAL PERFORMANCE TARGET	TARGETS FOR 2026/27 PER QUARTER (ACCUMULATIVE)				VOTE NUMBER/ PROJECT ID	DESCRIPTION	RESOURCES ALLOCATED FOR 2026/27 PER QUARTER (ACCUMULATIVE)					RECOMMENDED PORTFOLIO OF EVIDENCE	RECOMMENDED INTERPRETATION OF RATING SCALE	TOTAL WEIGHTING
											1ST QUARTER PLANNED TARGET (1 JULY 2026 - 30 SEPTEMBER 2026)	2ND QUARTER PLANNED TARGET (1 JULY 2026 - 31 DECEMBER 2026)	3RD QUARTER PLANNED TARGET 1 JULY 2026 - 31 MARCH 2027)	4TH QUARTER PLANNED TARGET (1 JULY 2026 - 30 JUNE 2027)			1st Quarter Planned Budget as Table SA 25, 29 and 30	2nd Quarter Planned Budget as Table SA 25, 29 and 30	3rd Quarter Planned Budget as Table SA 25, 29 and 30	4th Quarter Planned Budget as Table SA 25, 29 and 30	TOTAL BUDGET ALLOCATED			
N/A	N/A	N/A	N/A	KPA 1: BASIC SERVICE DELIVERY	Beaches, Resorts and Events Management Services	CORE MANADATE	1	Number of NMBM beaches with lifeguards	6 (Blue Water Bay, Wells Estate, Kings Beach, Humewood, Hobie, Pollock)	7 (Blue Water Bay Beach, Wells Estate Beach, Kings Beach, Brighton Beach, Humewood Beach, Hobie and Pollock Beach)	7 (Blue Water Bay Beach, Wells Estate Beach, Kings Beach, Brighton Beach, Humewood Beach, Hobie and Pollock Beach)	7 (Blue Water Bay Beach, Wells Estate Beach, Kings Beach, Brighton Beach, Humewood Beach, Hobie and Pollock Beach)	7 (Blue Water Bay Beach, Wells Estate Beach, Kings Beach, Brighton Beach, Humewood Beach, Hobie and Pollock Beach)	00463062 (OPEX)	Seasonal staff	R0	R900,000	R180,000	R2,700,000	R2,700,000	Attendance Registers	5: Above 8 beaches and or qualitative motivation 4: Above 7 up to 8 beaches and or qualitative motivation 3: 7 beaches 2: Below 7 down to 6 beaches 1: Below 6 beaches	KPA 1 - 55%	
	N/A	N/A	N/A	KPA 1: BASIC SERVICE DELIVERY	Beaches, Resorts and Events Management Services	CORE MANADATE	2	Purchasing aquatic emergency equipment	New KPI introduced in 2026/27	Aquatic emergency equipment purchased	Quotation obtained Specifications developed	Relevant demand management processes concluded	SCM processes concluded	Aquatic emergency equipment purchased	20240125 (CAPITAL)	Purchase off aquatic emergency equipment	R0	R0	R0	R4,500,000	R4,500,000	BEC and BAC minutes Tender advert Appointment letter	5: Early delivery of two or more of the quarterly targets set and / or qualitative motivation 4: Early delivery of any of the quarterly targets set and / or qualitative motivation 3: Achievement of all annual targets as reflected in this contract 2: Late or non-delivery of any of the quarterly targets set 1: Late or non-delivery of two or more of the quarterly targets set	
N/A	N/A	N/A	N/A	KPA 1: BASIC SERVICE DELIVERY	Arts and Culture	CORE MANADATE	3	Facilitating library upgrades within NMB area	KPI Removed	Site preparation undertaken	Item tabled at BEC	Item tabled at BAC	Contractor appointed	Site preparation undertaken	20230251 (CAPITAL)	Upgrade and Restoration of Main Library Phase 2	R0	R0	R0	R5,000,000	R5,000,000	BEC and BAC minutes Tender advert Appointment letter	5: Early delivery of two or more of the quarterly targets set and / or qualitative motivation 4: Early delivery of any of the quarterly targets set and / or qualitative motivation 3: Achievement of all annual targets as reflected in this contract 2: Late or non-delivery of any of the quarterly targets set 1: Late or non-delivery of two or more of the quarterly targets set	
ENV5: Coastal and inland water resources maintained/protected	EE3.2	EE3.21	N/A	KPA 1: BASIC SERVICE DELIVERY	Sport and Recreation	CORE MANADATE	4	Percentage of planned maintenance performed	100%	95%	95%	95%	95%	95%	No direct budget linked to Key Performance Indicator measurement					Planned Maintenance plan reflecting maintenance activities Job cards	5: Above 98% and / or qualitative motivation 4: Above 95% up to 98% and / or qualitative motivation 3: 95% 2: Below 95% down to 80% 1: Below 80%			
ENV5: Coastal and inland water resources maintained/protected	ENV5.1	ENV5.12	15	KPA 1: BASIC SERVICE DELIVERY	Beaches, Resorts and Events Management Services	SDBIP REPORTING	5	Number of coastal water samples taken for monitoring purposes	98 samples	98 samples	Service provider appointed to test water samples	36 samples	66 samples	98 samples	0046 6407 (OPEX)	Laboratory Services: Water	R0	R106 000	R213 333	R320 000	R320 000	Sample results	5: Above 112 samples and/or Increased frequency of testing / Qualitative motivation 4: Above 96 samples up to 112 samples and/or Increased frequency of testing / Qualitative motivation 3: 98 samples 2: Below 98 samples down to 80 samples 1: Below 80 samples	
N/A	N/A	N/A	N/A	KPA 1: BASIC SERVICE DELIVERY	Sport and Recreation	CORE MANADATE	6	Number of sport fields rehabilitated	New KPI introduced in 2026/27	2 (Matanzima Sportfield Phase 1 and Rhexu Sportfield Phase 1)	Item tabled at BSC	Tender Advertised Item tabled at BEC	Item tabled at BAC Contractor appointed	2 (Matanzima Sportfield Phase 1 and Rhexu Sportfield Phase 1)	20250255 20250266 (CAPEX)	Rehabilitation of Matanzima Sportfield Phase 1 Rehabilitation of Rhexu Sportfield Phase 1	R0	R0	R0	R2,608,700 R2,608,700	R5,217,400	BSC minutes Tender advert BEC minutes Appointment letter	5: Early delivery of two or more of the quarterly targets set and / or qualitative motivation 4: Early delivery of any of the quarterly targets set and / or qualitative motivation 3: Achievement of all annual targets as reflected in this contract 2: Late or non-delivery of any of the quarterly targets set 1: Late or non-delivery of two or more of the quarterly targets set	
N/A	N/A	N/A	N/A	KPA 1: BASIC SERVICE DELIVERY	Arts and Culture	CORE MANADATE	7	Number of sport fields upgraded	New KPI introduced in 2026/27	3 (Khayamandi, Mothenwell Xhama and Derick Ferreira Sportfields)	Item tabled at BSC	Tender Advertised Item tabled at BEC	Item tabled at BAC Contractor appointed	3 (Khayamandi, Mothenwell Xhama and Derick Ferreira Sportfields)	20250267 20250270 20250273 (CAPEX)	Upgrade of Khayamandi Sportfield Upgrade of Mothenwell Xhama Sportfield Upgrade of Derick Ferreira Sportfield	R0	R0	R0	R3,478,260 R3,478,260 R3,913,040	R10,869,500	Project plan Contractor appointment letter Contractor Progress report	5: Early delivery of two or more of the quarterly targets set and / or qualitative motivation 4: Early delivery of any of the quarterly targets set and / or qualitative motivation 3: Achievement of all annual targets as reflected in this contract 2: Late or non-delivery of any of the quarterly targets set 1: Late or non-delivery of two or more of the quarterly targets set	
N/A	N/A	N/A	N/A	KPA 1: BASIC SERVICE DELIVERY	Beaches, Resorts and Events Management Services	CORE MANADATE	8	Facilitating the infrastructure upgrades for Wells Estate Beach	New KPI introduced in 2025/26	Wells Estate Beach upgrades completes	Site establishment commenced	50 % scope of works completed	90% scope of works completed	Wells Estate Beach upgrades completes	20230256 (CAPEX)	Wells Estate- Upgrade Infrastructure	R0.00	R0.00	R0.00	R1,500,000	R1,500,000	BSC minutes Tender advert BEC minutes Appointment letter	5: Early delivery of two or more of the quarterly targets set and / or qualitative motivation 4: Early delivery of any of the quarterly targets set and / or qualitative motivation 3: Achievement of all annual targets as reflected in this contract 2: Late or non-delivery of any of the quarterly targets set 1: Late or non-delivery of two or more of the quarterly targets set	
N/A	N/A	N/A	1-73	KPA 2: MUNICIPAL TRANSFORMATION AND DEVELOPMENT	Administration	TRANSVERSAL	9	Cascading the Performance Management System within SRAC Directorate	2022/23 third quarter performance reviews conducted for reporting managers PMS Cascaded to all senior managers	2025/26 fourth quarter performance reviews conducted for reporting managers 2026/27 performance plans in place for officials down to grade 14 2026/27 first, second and third quarter performance reviews conducted for officials down to grade 14 PMS cascaded to Grade 14	2025/26 fourth quarter performance reviews conducted for reporting managers 2026/27 performance plans in place for officials down to grade 14	2025/26 fourth quarter performance reviews conducted for reporting managers 2026/27 performance plans in place for officials down to grade 14	2025/26 fourth quarter performance reviews conducted for reporting managers 2026/27 performance plans in place for officials down to grade 14 2026/27 first and second quarter performance reviews conducted for officials down to grade 14	2025/26 fourth quarter performance reviews conducted for reporting managers 2026/27 performance plans in place for officials down to grade 14 2026/27 first, second and third quarter performance reviews conducted for officials down to grade 14 PMS cascaded to Grade 14	No direct budget linked to Key Performance Indicator measurement					Performance plans Performance review forms Attendance registers	5: Early delivery of two or more of the quarterly targets set and / or qualitative motivation 4: Early delivery of any of the quarterly targets set and / or qualitative motivation 3: Achievement of all annual targets as reflected in this contract 2: Late or non-delivery of any of the quarterly targets set 1: Late or non-delivery of two or more of the quarterly targets set	KPA 2 - 5%		
N/A	N/A	N/A	1-73	KPA 2: MUNICIPAL TRANSFORMATION AND DEVELOPMENT	Administration	TRANSVERSAL	10	Number of the directorate's SDBIP KPIs with standard operating procedures and Technical Indicator Descriptions in place	New KPI (Introduced 2025/26)	All Standard Operating Procedures and Technical Indicator Descriptions in place by 30 September 2026	All Standard Operating Procedures and Technical Indicator Descriptions in place by 30 September 2026	N/A	N/A	All Standard Operating Procedures and Technical Indicator Descriptions in place by 30 September 2026	No direct budget linked to Key Performance Indicator measurement					Amended Business Process Guides	5: Qualitative Motivation 4: 100% by 31 August 2026 and/or Qualitative Motivation 3: 100% by 30 September 2026 2: Late delivery of the quarterly target set 1: Non-delivery of the quarterly target set			

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SECTION A: PERFORMANCE PLAN

SECTION A1: SCORECARD

MfMA C88 OUTCOME	IDP MfMA C88 REF / MSA REG REF	SOBIP MfMA C88 REF / MSA REG REF	SOBIP KPI NUMBER	KEY PERFORMANCE AREA (KPA)	KEY PERFORMANCE ELEMENT (KPE)	LEVEL OF KPI	KPI NO	PERFORMANCE INDICATOR	BASELINE (ANNUAL PERFORMANCE OF 2024/25 ESTIMATED)	2028/27 ANNUAL PERFORMANCE TARGET	TARGETS FOR 2028/27 PER QUARTER (ACCUMULATIVE)				VOTE NUMBER/ PROJECT ID	DESCRIPTION	RESOURCES ALLOCATED FOR 2028/27 PER QUARTER (ACCUMULATIVE)					RECOMMENDED PORTFOLIO OF EVIDENCE	RECOMMENDED INTERPRETATION OF RATING SCALE	TOTAL WEIGHTING
											1ST QUARTER PLANNED TARGET (1 JULY 2026 - 30 SEPTEMBER 2026)	2ND QUARTER PLANNED TARGET (1 JULY 2026 - 31 DECEMBER 2026)	3RD QUARTER PLANNED TARGET 1 JULY 2026 - 31 MARCH 2027)	4TH QUARTER PLANNED TARGET (1 JULY 2026 - 30 JUNE 2027)			1st Quarter Planned Budget as Table SA 25, 29 and 30	2nd Quarter Planned Budget as Table SA 25, 29 and 30	3rd Quarter Planned Budget as Table SA 25, 29 and 30	4th Quarter Planned Budget as Table SA 25, 29 and 30	TOTAL BUDGET ALLOCATED			
N/A	N/A	N/A	N/A	KPA 3: LOCAL ECONOMIC DEVELOPMENT	Beaches, Resorts and Events Management Services	CORE MANADATE	11	Number of beaches with Blue Flag Status	New KPI introduced in 2024/25	3 (Blue Flag full status, Kings Beach, Humewood Beach, Hobie Beach) 2 pilot status (Bluewater Bay Beach, Wells Estate Beach)	Submission of new application for 2027/28 financial year	Awarding of Blue Flag Certificates for Beaches Official launch of the 2026/27 Blue Flag Programme Beaches readiness plans for Summer Season completed	Blue Flag Programme implementation Inspection and Compliance Assessment, Report from WESSA	Preparation of New Blue Flag application for the next Season of 2027/2028 3 (Blue Flag full status, Kings Beach, Humewood Beach, Hobie Beach) 2 pilot status (Bluewater Bay Beach, Wells Estate Beach)	0046 6407 (OPEX)	Laboratory Services: Water	R118,545	R0	R0	R0	R118,545	Minutes and Attendance registers WESSA Audit Report Blue Flag Status report	5: Early delivery of two or more of the quarterly targets set and / or qualitative motivation 4: Early delivery of any of the quarterly targets set and / or qualitative motivation 3: Achievement of all quarterly targets as reflected in this contract 2: Late or non-delivery of any of the quarterly targets set 1: Late or non-delivery of two or more of the quarterly targets set	KPA 3 - 13%
N/A	N/A	N/A	N/A	KPA 3: LOCAL ECONOMIC DEVELOPMENT	Sport and Recreation	CORE MANADATE	12	Number of professional sports teams receiving funding from Nelson Mandela Bay Municipality to contribute towards their development and sport tourism	Second Tranche paid to Chippa United First Tranche EP Rugby 2 (Rugby and Chippa United) By June 2023	2 (EP Rugby and EP Cricket)	Report to standing committee	First tranche payment to EPRU and EPC	Reports from EPRU and EPC as per section 67 of MFMA	2 (EP Rugby and EP Cricket)	00646318 (OPEX)	Non-Profit Organisation	0	R6,000,000	R6,000,000	R12,000,000	R12,000,000	Payment Certificates	5: Qualitative motivation 4: Qualitative motivation 3: 2 professional team receiving funding from NMBM by June 2027 2: 1 professional team receiving funding from NMBM by June 2027 1: No professional team receiving funding from NMBM by June 2027	
N/A	N/A	N/A	N/A	KPA 3: LOCAL ECONOMIC DEVELOPMENT	Beaches, Resorts and Events Management Services	CORE MANADATE	13	Number of flagship events hosted to position the NMBM as a world class destination	11 (COSAFA Women's Championships, Boxing, Ebubelele Music Festival, Richmond Hill, NMBM Golf Classic, Sundays Rivermill, Splash Festival, Lifesaving SA, Ironman African Championships, Nedbank Runnified 50km, Herald Cycle Tour)	2 (Summer Season Splash Festival)	N/A	Summer Season	Splash Festival	2 (Summer Season Splash Festival)	20181304 20240016 (OPEX)	2025/26 OPERATING PROJECTS, EVENTS AND LEVIES	R0	R5,081,879	R0,294,329	R0,294,329	R0,294,329	News paper articles Programmes SRAC Standing Committee report	5: Above 3 events hosted by June 2027 and/or Qualitative motivation 4: Above 2 up to 3 events hosted by June 2027 and/or Qualitative motivation 3: 2 events hosted by June 2027 2: Below 2 down to 1 events hosted by June 2027 1: No events hosted by June 2027	
LED1: Growing inclusive local economies	N/A	N/A	LED1.21	KPA 3: LOCAL ECONOMIC DEVELOPMENT	Administration	TRANSVERSAL	14	Number of Work Opportunities (WO) created	150	624	62	94	437	624	1104	(Various Project IDs)	R5,889,352	R8,929,018	R41,510,434	R59,273,480	R59,273,480	EPWP Report	5: Above 674 and/or Qualitative motivation 4: Above 624 up to 674 and/or Qualitative motivation 3: 624 2: Below 624 down to 674 1: Below 674	
N/A	N/A	N/A	1-73	KPA 3: LOCAL ECONOMIC DEVELOPMENT	Administration	TRANSVERSAL	15	Reviewing resorts leases under the management of the Directorate	New KPI (Introduced in 2025/26)	Leases reviewed	Lease register verified / updated Lease register tabled to EXCO	Quarterly report on lease review progress submitted to EXCO	Quarterly report on lease progress submitted to EXCO	Leases reviewed	No direct budget linked to Key Performance Indicator measurement					Lease register Communication to Secretariat Lease reports	5: Early delivery of two or more of the quarterly targets set and / or qualitative motivation 4: Early delivery of any of the quarterly targets set and / or qualitative motivation 3: Achievement of all annual targets as reflected in this contract 2: Late or non-delivery of any of the quarterly targets set 1: Late or non-delivery of two or more of the quarterly targets set			
FM1: Enhanced municipal budgeting and budget implementation	FM1.1	FM1.11	17	KPA 4: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	Administration	TRANSVERSAL	16	Percentage of SRAC Directorate's Capital Budget spent	75%	95%	10%	30%	60%	95%	1104	(Various Project IDs)	R5,927,348	R17,762,044	R35,564,088	R59,309,806	R59,273,480	Financial report	5: Above 98% and/or Qualitative motivation 4: Above 95% up to 98% and/or Qualitative motivation 3: 95% 2: Below 95% down to 92% 1: Below 92%	KPA 4 - 16%
N/A	N/A	N/A	N/A	KPA 4: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	Administration	TRANSVERSAL	17	Percentage of SRAC Directorate's Training Budget spent	98%	95%	10%	30%	60%	95%	00650375 0141 0375	Training	R68,466	R205,398	R410,796	R650,427	R684,660	Financial report	5: Above 98% and/or Qualitative motivation 4: Above 95% up to 98% and/or Qualitative motivation 3: 95% 2: Below 95% down to 75% 1: Below 75%	
N/A	N/A	N/A	1-73	KPA 4: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	Administration	TRANSVERSAL	18	Percentage of SRAC's directorate staff who have declared their financial interests	New KPI (Introduced in 2026/27)	100% By 31 August 2026	100% By 31 August 2026	N/A	N/A	100% By 31 August 2026	No direct budget linked to Key Performance Indicator measurement					Lead schedule	5: Early delivery of two or more of the quarterly targets set and / or qualitative motivation 4: Early delivery of any of the quarterly targets set and / or qualitative motivation 3: Achievement of all annual targets as reflected in this contract 2: Late or non-delivery of any of the quarterly targets set 1: Late or non-delivery of two or more of the quarterly targets set			

Handwritten notes and signatures at the bottom right of the page, including "LBB", "MVC", "NEN", and "MPS".

SECTION A: PERFORMANCE PLAN

SECTION A1: SCORECARD

MFMA CBS OUTCOME	IDP MFMA CBS REF / MSA REG REF	SDBIP MFMA CBS REF / MSA REG REF	SDBIP KPI NUMBER	KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION	KEY PERFORMANCE AREA (KPA)	KEY PERFORMANCE ELEMENT (KPE)	LEVEL OF KPI	KPI NO	KEY PERFORMANCE INDICATOR	BASELINE (ANNUAL PERFORMANCE OF 2024/25 ESTIMATED)	2026/27 ANNUAL PERFORMANCE TARGET	TARGETS FOR 2026/27 PER QUARTER (ACCUMULATIVE)				VOTE NUMBER/ PROJECT ID	DESCRIPTION	RESOURCES ALLOCATED FOR 2026/27 PER QUARTER (ACCUMULATIVE)					RECOMMENDED PORTFOLIO OF EVIDENCE	RECOMMENDED INTERPRETATION OF RATING SCALE	TOTAL WEIGHTING
												1ST QUARTER PLANNED TARGET (1 JULY 2026 - 30 SEPTEMBER 2026)	2ND QUARTER PLANNED TARGET (1 JULY 2026 - 31 DECEMBER 2026)	3RD QUARTER PLANNED TARGET 1 JULY 2026 - 31 MARCH 2027)	4TH QUARTER PLANNED TARGET (1 JULY 2026 - 30 JUNE 2027)			1st Quarter Planned Budget as Table SA 25, 29 and 30	2nd Quarter Planned Budget as Table SA 25, 29 and 30	3rd Quarter Planned Budget as Table SA 25, 29 and 30	4th Quarter Planned Budget as Table SA 25, 29 and 30	TOTAL BUDGET ALLOCATED			
N/A	N/A	N/A	05	KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Administration	TRANSVERSAL	10	Percentage of invoices processed and submitted to budget and treasury within 19 days of invoice receipt date	New KPI introduced in 2024/25	100%	100%	100%	100%	100%		No direct budget linked to Key Performance Indicator measurement	B&T report	5: Qualitative motivation 4: Qualitative motivation 3: 100% 2: Below 100% down to 80% 1: Below 80%	KPA 5 - 11%						
N/A	N/A	N/A	1-73	KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Administration	TRANSVERSAL	20	Complying with the requirements outlined in Section A2 of the performance plan	All requirements complied with, within specified timelines	All requirements complied with, within specified timelines	All requirements complied with, within specified timelines	All requirements complied with, within specified timelines	All requirements complied with, within specified timelines	All requirements complied with, within specified timelines		No direct budget linked to Key Performance Indicator measurement	Updated baselines and targets in A2(a and b) Source documents and references for A2(a)	5: Early delivery of two or more of the quarterly targets set and / or qualitative motivation 4: Early delivery of any of the quarterly targets set and / or qualitative motivation 3: Achievement of all quarterly targets as reflected in this contract 2: Late or non-delivery of any of the quarterly targets set 1: Late or non-delivery of two or more of the quarterly targets set							
N/A	N/A	N/A	1-73	KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Administration	TRANSVERSAL	21	Number of directorate quarterly performance reports submitted to the standing committee	New KPI (Introduced in 2025/26)	4 submitted to the SRAC Standing Committee	1 submitted to the SRAC Standing Committee	2 submitted to the SRAC Standing Committee	3 submitted to the SRAC Standing Committee	4 submitted to the SRAC Standing Committee		No direct budget linked to Key Performance Indicator measurement	Standing committee agenda	5: 6 / Qualitative motivation 4: 5 / Qualitative motivation 3: 4 2: Below 4 down to 3 1: Below 3							
N/A	N/A	N/A	1-73	KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Administration	TRANSVERSAL	22	Reporting on the Auditor General action plans on the National Treasury website	New KPI (Introduced in 2024/25)	Quarterly action plan implementation progress approved by the Executive Director	Action plans approved by the Executive director	Quarterly action plan implementation progress approved by the Executive Director	Quarterly action plan implementation progress approved by the Executive Director	Quarterly action plan implementation progress approved by the Executive Director		No direct budget linked to Key Performance Indicator measurement	FMCMM Screenshots	5: Early delivery of two or more of the quarterly targets set and / or qualitative motivation 4: Early delivery of any of the quarterly targets set and / or qualitative motivation 3: Achievement of all annual targets as reflected in this contract 2: Late or non-delivery of any of the quarterly targets set 1: Late or non-delivery of two or more of the quarterly targets set							
N/A	N/A	N/A	1-73	KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Administration	TRANSVERSAL	23	Percentage implementation of the targets as reflected in the directorate's policy dashboard	Policy under review	100%	100%	100%	100%	100%		No direct budget linked to Key Performance Indicator measurement	Policy action plan Meeting minutes Updated policy Communication	5: Qualitative motivation 4: Qualitative motivation 3: 100% 2: Below 100% down to 80% 1: Below 80%							
N/A	N/A	N/A	1-73	KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Administration	TRANSVERSAL	24	Reducing the number of Internal Audit findings not yet ready for review	New KPI (Introduced in 2026/27)	50% reduction by 31 August 2026 (10 findings reduced to 5)	50% reduction by 31 August 2026 (10 findings reduced to 5)	N/A	N/A	50% reduction by 31 August 2026 (10 findings reduced to 5)		No direct budget linked to Key Performance Indicator measurement	Report from Internal Audit	5: Early delivery the annual target set and / or qualitative motivation 4: Early delivery of the annual target set / or qualitative motivation 3: 50% reduction By 31 August 2026 2: 25% reduction By August 2026 1: No Internal Audit Report submitted							

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SECTION A - PERFORMANCE PLAN

SECTION A2(a): COMPLIANCE INDICATORS

I herewith commit to ensure that the necessary reporting system(s) are put in place to report performance against the compliance indicators reflected under Section A2(a) of this contract, to the Office of the Chief Operating Officer on a quarterly basis, within 10 working days after the end of a quarter.

SDBIP COMPLIANCE INDICATOR REFERENCE	MFMA C88 REF	INDICATOR NO	COMPLIANCE INDICATOR	INDICATOR DEFINITION	PREScribed FREQUENCY OF REPORTING	RECOMMENDED PORTFOLIO OF EVIDENCE	BASELINE ANNUAL PERFORMANCE OF 2024/25 ESTIMATED)
36	C52 (HS)	1	Number of maintained sports fields and facilities	The number of sports fields or facilities maintained by the municipality, inclusive of those owned by the municipality and those maintained by it through agreement for public access. A sports field or facility is defined by the CSIR Guidelines (2015) as "Active recreation areas including formally provided and maintained playing fields for soccer, rugby, hockey, etc.; playing courts; indoor sports halls and stadiums. May include ablution facilities, seating, parking, tuck shop and club house."	ANNUALLY	Job cards	33

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SECTION A- PERFORMANCE PLAN									
A2(b): DIRECTORATE OPERATIONAL INDICATORS									
[I herewith commit to:- • Ensure that the key performance indicators reflected under Section A2(b) of this contract, are expressed in sub-directorate performance scorecards; and • Ensure that performance against the key performance indicators reflected under Section A2(b) of this contract, is reported to the Corporate Services Directorate within 10 working days after the end of the quarter.									
IDP MFMA C88 REF / MSA REG REF	SDBIP MFMA C88 REF / MSA REG REF	KEY PERFORMANCE AREA (KPA)	KPI NO	KEY PERFORMANCE INDICATOR	2026/27 ANNUAL PERFORMANCE TARGET	RESOURCES ALLOCATED FOR 2026/27 PERFORMANCE PLAN			
						VOTE NUMBER/ PROJECT ID	DESCRIPTION	TOTAL BUDGET ALLOCATED	
N/A	N/A	KPA 1: BASIC SERVICE DELIVERY	1	Number of operations and maintenance vehicles purchased	5	20240126 (CAPEX)	Purchase of vehicle for operations and maintenance	R3,000,000	
N/A	N/A	KPA 1: BASIC SERVICE DELIVERY	2	Percentage completion of Brighton Beach infrastructure upgrade	100% completion of works as per Specification for the infrastructure upgrade	20220146 (CAPEX)	Upgrade and development of Brighton Beach infrastructure	R500,000	
N/A	N/A	KPA 1: BASIC SERVICE DELIVERY	3	Percentage completion of Kings Beach Kiosk	100% completion of works as per Specification for the infrastructure upgrade	20240122 (CAPEX)	Infrastructure upgrade - Kings beach kiosk	R500,000	
N/A	N/A	KPA 1: BASIC SERVICE DELIVERY	4	Percentage completion of Mzantsundu Sportsfield rehabilitation	Removal and re-planting of grass, borehole and irrigation system completed.	20240120 (CAPEX)	Rehabilitation of Mzantsundu Sports field	R2,000,000	
N/A	N/A	KPA 1: BASIC SERVICE DELIVERY	5	Number of sport fields refurbished	² (Jabavu Rugby Stadium and Jubilee Park Stadium)	20260197 20260198 (CAPEX)	Refurbishment and renewal of Jabavu Rugby Stadium Refurbishment and renewal of Jubilee Park Stadium	R2,000,000 R2,000,000	

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SECTION B - COMPETENCY REQUIREMENTS	
SECTION B1 - COMPETENCY FRAMEWORK	
In the below Competency 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. This competency framework replaces regulation 26(8) of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006. A person appointed as a senior manager must have the competencies as set out in this framework. 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. 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. 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. The competency framework is underscored by four (4) 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. The competencies that appear in the competency framework are detailed as follows:-	

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LEADING COMPETENCIES		WEIGHTING	ACHIEVEMENT LEVELS AND INTERPRETATION OF RATING			
			BASIC	COMPETENT	ADVANCED	SUPERIOR
			SCORE OF 1 OR 2	3	4	5
3	Program and Project Management Program and Project Planning and Implementation Service Delivery Management Program and Project Monitoring and Evaluation	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives.	- Initiate projects from higher approval authorities. - Understand procedures of program and project management methodology, implications and stakeholder involvement. - Understand the rational of projects 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.	- Establish broad stakeholder involvement and communicate the project status and key milestones. - Define the roles and responsibilities of the project team create and clarify around expectations balance. - Find a between project in 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, resource and allocation.	- Manage multiple programs and balance priorities conflicts and according to institutional goals. - Apply effective risk management strategies through impact assessment and resource requirements. - Modify project scope budget when and 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 management methodology plans. - Influence and motivate project team deliver to exceptional results. - Monitor policy utilisation, and that implementation and apply procedures to manage risks.	- Understand 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 positions of in authority to implement outcomes of projects. - Lead and direct translation of policy into workable actions - Ensures that programs are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed.

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LEADING COMPETENCIES		DEFINITION	WEIGHTING	ACHIEVEMENT LEVELS AND INTERPRETATION OF RATING			
				BASIC	COMPETENT	ADVANCED	SUPERIOR
				SCORE OF 1 OR 2	3	4	5
4	Financial Management	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.	8%	- 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.	- 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.	- Take active ownership of planning, budgeting, 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	- 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.
	Budget Planning and Execution						
	Financial Strategy Delivery						
	Financial Reporting and Delivery						

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LEADING COMPETENCIES		DEFINITION	ACHIEVEMENT LEVELS AND INTERPRETATION OF RATING			
			BASIC	COMPETENT	ADVANCED	SUPERIOR
			SCORE OF 1 OR 2	3	4	5
5	Change Leadership	Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement initiatives and deliver professional and quality services to the community.	- Displays an awareness of change and the benefits of transformation initiatives. - Identify basic need 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.	- Performa analysis of the change impact on social, political and economic environment. - Maintain calm and focus during change. - Able to assist team members during change and keep them focused on 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.	- 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 potential for implementation.	- 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.
		Change Vision and Strategy				
		Process Design and Improvement				
		Change Impact Monitoring and Evaluation				




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LEADING COMPETENCIES		DEFINITION	WEIGHTING	ACHIEVEMENT LEVELS AND INTERPRETATION OF RATING			
				BASIC	COMPETENT	ADVANCED	SUPERIOR
				SCORE OF 1 OR 2	3	4	5
6	Governance Leadership	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.	9%	- 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.	- 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 achievement of objectives.	- 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 relationships on cooperative management systems and processes. - Implement and monitor the formulation of policies, identify and analyse constraints and challenges with implementation and provide recommendations for improvement.	- Demonstrate a high level of commitment in complying with governance requirements and 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.
		Policy Formulation					
		Risk and Compliance Management					
		Cooperative Governance					

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CORE COMPETENCIES		WEIGHTING	ACHIEVEMENT LEVELS AND INTERPRETATION OF RATING				
			BASIC	COMPETENT	ADVANCED	SUPERIOR	
7	Moral Competency	Able to identify moral triggers, apply moral reasoning that promotes honesty and integrity and consistently display that behaviour that reflects moral competence.	9%	SCORE OF 1 OR 2	3	4	5
			• 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.				
			• 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.				
			• 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.				
			• 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.				

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CORE COMPETENCIES		WEIGHTING	ACHIEVEMENT LEVELS AND INTERPRETATION OF RATING				
			BASIC	COMPETENT	ADVANCED	SUPERIOR	
8	Planning and Organising	Able to plan, and prioritise information and resources effectively to ensure the quality of service delivery and build efficiency contingency plans to manage risk.	9%	SCORE OF 1 OR 2	3	4	5
				• 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.	• 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 goal 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.	• 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.	• 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.

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CORE COMPETENCIES		ACHIEVEMENT LEVELS AND INTERPRETATION OF RATING			
		BASIC	COMPETENT	ADVANCED	SUPERIOR
		SCORE OF 1 OR 2	3	4	5
9	Analysis and Innovation 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.	7% - Understand the basic operation 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 challenge the status quo. - Listen to the ideas and perspective of others and explore opportunities to enhance such innovative thinking.	- Demonstrate logical problem solving 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 communicates the benefits of new opportunities and innovative solutions to stakeholders. - Continuously identify opportunities to enhance internal processes. - Identify and analyses opportunities conducive to innovation approaches and propose remedial intervention.	- Coaches team members on analytical and innovative approaches and techniques. - Engage with appropriate individuals in analysing and resolving complex problems. - Identify solutions in various area 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 processes and service delivery and propose institutional application	- 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.

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CORE COMPETENCIES		WEIGHTING	ACHIEVEMENT LEVELS AND INTERPRETATION OF RATING				
			BASIC	COMPETENT	ADVANCED	SUPERIOR	
10	Knowledge and Information Management	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.	7%	SCORE OF 1 OR 2	3	4	5
				• 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 knowledge base. • Regularly share information and knowledge with internal stakeholders and team members.	• Use appropriate information systems and technology to manage intuitional knowledge and information. • 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.	• 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 approach.	• Create and support a vision and culture where team members are empowered to seek, gain and share knowledge. • 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.

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CORE COMPETENCIES		ACHIEVEMENT LEVELS AND INTERPRETATION OF RATING			
		BASIC	COMPETENT	ADVANCED	SUPERIOR
		SCORE OF 1 OR 2	3	4	5
11	Communication 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.	8% • 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.	• 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	• 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.	• 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.

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CORE COMPETENCIES		ACHIEVEMENT LEVELS AND INTERPRETATION OF RATING			
		BASIC	COMPETENT	ADVANCED	SUPERIOR
		SCORE OF 1 OR 2	3	4	5
12	Results and Quality Focus Able to maintain high quality standards, focus on achieving results and objectives consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.	- 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.	- 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.	- 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.	- 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.
TOTAL PERCENTAGE		100%			

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SECTION B2: MUNICIPAL COMPETENCY LEVEL (SENIOR MANAGERS OF MUNICIPALITIES)

B2.1 General competency levels for senior managers-

(1) A senior manager of a municipality must generally have the skills, experience and capacity to assume and fulfil the responsibilities and exercise the functions and powers assigned in terms of the Act to that senior manager.

(2) A senior manager must note that any failure to comply with any financial management responsibilities, functions and powers entrusted to that senior manager may constitute financial misconduct.

B2.2. Minimum competency levels for senior managers-

A senior manager of a municipality must comply with the minimum competency levels required for higher education qualification, work related experience, core managerial and occupational competencies and be competent in the unit standards prescribed for financial and supply chain management competency areas as set out below:-

MINIMUM COMPETENCY LEVELS FOR SENIOR MANAGERS			
Description	All municipalities with annual budget of a value equal to or above R500 million		
Higher Education Qualification	At least NQF Level 7 in a field relevant to the senior management position		
Work-Related Experience	Minimum of 7 years at senior and middle management level, of which at least 2 years must be at senior management level		
Core Managerial and Occupational Competencies	As described in the performance regulations (2014)		
Financial and Supply Chain management Competency Areas:	Required Minimum Competency Level in Unit Standards		Competent/Not yet Competent
	SAQA US ID	UNIT STANDARD TITLE	
Strategic leadership and management	116358	Contribute to the strategic planning process in a South African municipality	Not yet Competent
	116361	Interpret South African legislation and policy affecting municipal financial management	Not yet Competent
Operational financial management	119341	Apply cost management information systems in the preparation of management reports	Not yet Competent
	119331	Conduct working capital management activities in accordance with sound financial management policy	Not yet Competent
	116364	Plan a municipal budgeting and reporting cycle	Not yet Competent
Governance, ethics and values in	116343	Apply the principles of ethics in a municipal environment	Not yet Competent
Financial and performance reporting	116363	Prepare and analyse municipal financial reports	Not yet Competent
	119350	Apply accounting principles and procedures in the preparation of reports and decision making	Not yet Competent
	119348	Apply selected GRAP (Generally Recognised Accounting Practices) to periodic accounting reporting process	Not yet Competent
	116341	Conduct performance management to a South African municipal environment	Not yet Competent
Risk and change management	116339	Apply risk management in South African municipalities	Not yet Competent
Project management	119343	Apply operations research principles and tools in the management of project activities and resources	Not yet Competent
Legislation, policy and implementation	119334	Discuss the selected legislative regulatory framework governing the public sector management and administration environment	Not yet Competent
	116361	Interpret South African legislation and policy affecting municipal financial management	Not yet Competent
Supply Chain Management	116353	Discuss the selected legislative regulatory framework governing the public sector management and administration environment	Not yet Competent
Audit and assurance	116351	Conduct auditing planning and implementation in a South African municipality	Not yet Competent

SECTION C: ASSESSMENT RATING CALCULATOR									
NELSON MANDELA BAY MUNICIPALITY									
Name:	VELISWA GWINTSA								
Cycle:	2026/27 FINANCIAL YEAR								
Key Performance	Weight	Rating	Score		Competencies	Weight	Rating	Score	
1	55%				1	9%			
2	5%				2	9%			
3	13%				3	9%			
4	16%				4	8%			
5	11%				5	9%			
					6	9%			
					7	9%			
					8	9%			
					9	7%			
					10	7%			
					11	8%			
					12	7%			
	100%		0			200%		0	
KPA weight				80%	Competency weight		20%		
KPA SCORE				0%	COMPETENCY SCORE		0%		
FINAL SCORE							0%		

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(a) Performance Calculations and Ratings

At the end of each performance review cycle, the employee will be assessed in terms of the required targets reflected on his / her respective performance plan. The following elements are essential in determining performance levels:

(b) Performance Weighting

Weightings allow emphasis to be placed on KPAs and key objectives that carry more importance and/or take more time. Every KPA in the performance agreement or plan must be assigned a weighting. The total of the weightings on each of the two components of the performance plan must add up to 100.

The purpose of the weighting is to enable Council to ensure performance of the key objectives with the highest strategic importance, and to reward outstanding performance accordingly.

(c) Performance Rating

The rating can be defined as the level of achievement of the targets set for a specific key performance area. The Nelson Mandela Bay Municipality uses the five-point system for rating performance, as contained in the performance agreement (see Clause 7.6).

(d) Score

The score represents the product of the average rates of all the targets for each key performance indicator, and the weight for the respective key performance area; e.g. if the average rate is 3 and the weighting is 15, then the weighted score = 3 X 15, which equals 45.

(e) Total Weighted Score and Performance Percentage

The total score is the sum of the weighted scores for all the key performance areas and competency requirements for a specific position. Therefore by adding all the weighted scores, one arrives at a figure representing the total weighted score.

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SECTION D: PERSONAL DEVELOPMENT PLAN FOR VELISWA GWINTSA

MAN NO	DESIGNATION	FULL NAME (NOT INITIALS)	SURNAME	ID NUMBER	OCCUPATIONAL LEVEL	TYPE OF INTERVENTION REQUIRED (i.e. skills programme/ workshop/ learnership/ RPL/ trade test)	NAME OF COURSE	ACTUAL COURSE DATE		NOF LEVEL (IF APPLICABLE)	TRAINING PROVIDER	TRAINING PROVIDER ACCREDITATION NUMBER	TRAINING PROVIDER CONTACT DETAILS	IS THE TRAINING PROVIDER PUBLIC / PRIVATE	ESTIMATED COST OF TRAINING
								START DATE	END DATE						

The PDP will be populated, if necessary, during the 2026/27 quarterly performance reviews.

MAN NO

DESIGNATION

Acting Executive Director: Sports, Recreation, Arts and Culture

FULL NAME
(NOT INITIALS)

VELISWA

SURNAME

GWINTSA

ID NUMBER

OCCUPATIONAL
LEVEL

Managers

TYPE OF INTERVENTION
REQUIRED
(i.e. skills programme/
workshop/ learnership/ RPL/
trade test)

NAME OF COURSE

ACTUAL COURSE
DATE

START
DATE

END
DATE

NOF LEVEL
(IF APPLICABLE)

TRAINING
PROVIDER

TRAINING
PROVIDER
ACCREDITATION
NUMBER

TRAINING
PROVIDER
CONTACT
DETAILS

IS THE TRAINING
PROVIDER
PUBLIC / PRIVATE

ESTIMATED
COST OF
TRAINING

VELISWA GWINTSA

ACTING EXECUTIVE DIRECTOR: SPORTS, RECREATION, ARTS AND CULTURE

DATE:

27/9/2026

ACTING CITY/MANAGER

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SECTION E

i, Veliswa Gwintsa appointed in an acting capacity on 5 June 2026 to the position of Executive Director: Sport, Recreation, Arts and Culture of Nelson Mandela Bay Municipality for the 2026/27 financial year, herewith accept full responsibility and accountability for the deliverables assigned to me in this contract during the period in which I assume employment.

This serves to confirm that this document is a true reflection of the deliberations held between the City Manager and myself on the required performance standards and time-lines reflected in this contract in relation to the position of Executive Director: Sport, Recreation, Arts and Culture.

This further serves to confirm that I will set out to achieve the competencies as prescribed in the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, 2014; and to adhere to the competencies as prescribed by the Municipal Regulations on Minimum Competency Levels, 2007 as stipulated in Section B of this contract.

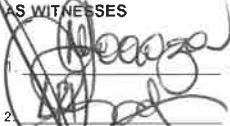
This performance contract will terminate on the same date my contract of employment terminates, for any reason.

Thus done and signed at PORT ELIZABETH on

VELISWA GWINTSA
ACTING EXECUTIVE DIRECTOR: SPORT, RECREATION, ARTS AND CULTURE

DATE: 31/07/2026

AS WITNESSES

1. 

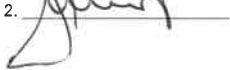
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ACTING CITY MANAGER

DATE: 31/07/2026

AS WITNESSES:

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