

# 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**

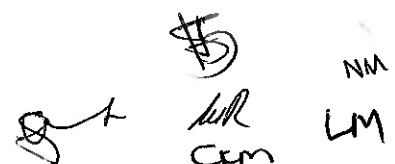
as the

**Acting Director: Corporate Support**

(hereinafter referred to as the Employee)

For the Period

1 July 2023 to 30 September 2023

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# 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 ACTING DIRECTOR: CORPORATE SUPPORT of the Municipality (hereinafter referred to as the Employee).

## WHEREBY IT IS AGREED AS FOLLOWS:

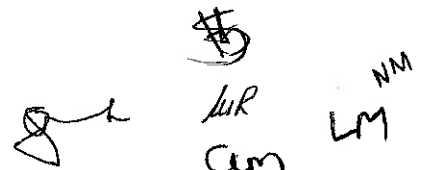
### 1. INTRODUCTION

- 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.

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### 3 COMMENCEMENT AND DURATION





- 3.1 This Agreement will commence on the **1 JULY 2023** and will remain in force until **30 SEPTEMBER 2023** 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 This Agreement will terminate on the termination of the **Employee's** contract of employment.
- 3.3 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.
- 3.4 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**.
- 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.

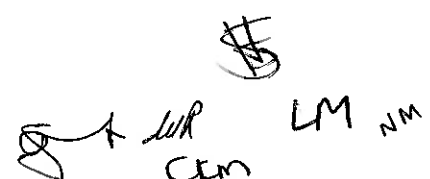
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- 5.3 The **Employer** will consult the **Employee** about the specific performance standards and targets that will be included in the performance management system as applicable to the **Employee**.
- 5.4 The **Employee** undertakes to actively focus 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	36%
<b>Total</b>	<b>100%</b>

- 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"> <li>• Impact and Influence</li> <li>• Institutional Performance Management</li> <li>• Strategic Planning and Management</li> <li>• Organisational Awareness</li> </ul>	8.33%
People Management	<ul style="list-style-type: none"> <li>• Human Capital Planning and Development</li> <li>• Diversity Management</li> <li>• Employee Relations Management</li> <li>• Negotiation and Dispute Management</li> </ul>	8.33%
Program and Project Management	<ul style="list-style-type: none"> <li>• Program and Project Planning and Implementation</li> <li>• Service Delivery Management</li> <li>• Program and Project Monitoring and Evaluation</li> </ul>	8.33%


  
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Financial Management	<ul style="list-style-type: none"> <li>• Budget Planning and Execution</li> <li>• Financial Strategy and Delivery</li> <li>• Financial Reporting and Monitoring</li> </ul>	8.33%
Change Leadership	<ul style="list-style-type: none"> <li>• Change Vision and Strategy</li> <li>• Process Design and Improvement</li> <li>• Change Impact Monitoring and Evaluation</li> </ul>	8.33%
Governance Leadership	<ul style="list-style-type: none"> <li>• Policy Formulation</li> <li>• Risk and Compliance Management</li> <li>• Cooperative Governance</li> </ul>	8.33%
<b>CORE COMPETENCIES</b>		<b>WEIGHTING</b>
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%
<b>TOTAL PERCENTAGE</b>		<b>100%</b>

## 6. EVALUATING PERFORMANCE

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

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

6.1.2 The intervals for the evaluation of the **Employee's** performance.

6.2 Despite the establishment of agreed intervals for evaluation, the **Employer** may in addition review the **Employee's** performance at any stage while the contract of employment remains in force.

6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan (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.

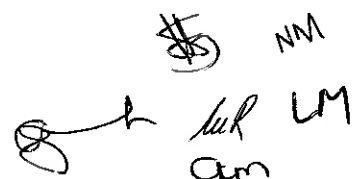
6.6 The **Employee** will submit quarterly performance reports on the implementation of the Financial Recovery Plan, on approved thereof.

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.


  
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- (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.

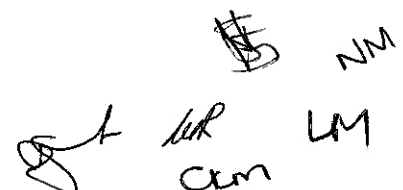
6.9 For purposes of evaluating the annual performance of the Municipal Manager, an evaluation panel constituted of the following persons must be established: -

- 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 2023 – September 2023

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

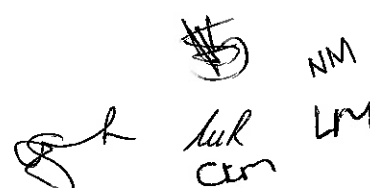
9.1 The **Employer** shall –

- 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**.

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- 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

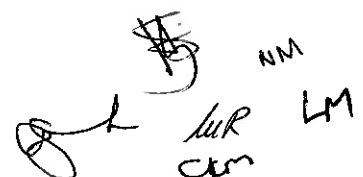
- 11.1 The evaluation of the **Employee's** performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 11.2 A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the **Employee** in recognition of 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 unfitnes 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.


  
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**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**

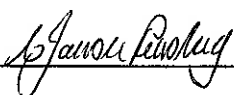
- 14.1 The **Employee** will be responsible for developing annual performance work plans and conducting performance appraisals with all staff in the Directorate as stipulated in Section 27 of the 2020 Performance Management System Framework document and Local Government Municipal Staff Regulations in 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 19<sup>th</sup> day of JULY 2023

**AS WITNESSES:**


1. 

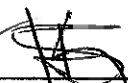
  
**EMPLOYEE**

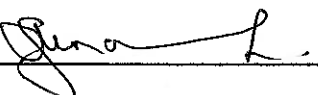
2. 

Thus done and signed at KLERKSDORP on this the 19<sup>th</sup> day of JULY 2023

**AS WITNESSES:**

1. 

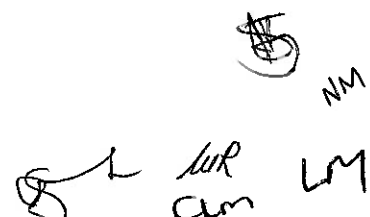
  
**EMPLOYER**

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# Performance Plan

## ACTING DIRECTOR: CORPORATE SUPPORT NM MOABELO

CITY OF MATLOSANA  
Period 1 JULY 2023 to 30 SEPTEMBER 2023

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

- Services Delivery & Infrastructure Development (6)
- Municipal Institutional Development and Transformation (15)
- Local Economic Development (0)
- Municipal Financial Viability & Management (3)
- Good Governance and Public Participation (10)






- 0%
- 50%
- 0%
- 11%
- 35%
- 100%

ACTING DIRECTORATE CORPORATE SUPPORT  
MR. MM. MOABELO

Top Layer / Bottom Layer	IDP / Outcome / Output	Budget Lineage	Item No.	Responsible Person	Key Performance Area (KPA)	B2B / CMA / DDM	Weighting	Objectives	Key Performance Indicators (KPI) and Type	Annual Performance Target	Budget	Revised Target / Adjustment Budget	Base line	Quarter	Quarterly Proposed Target	Rating Key	Quantity Actual Achievement	Actual Expenditure / Revenue	Reason for Deviation	Planned Remedial Action	Comments	Portfolio of Evidence			
TL	Operational - Outcome 9 - Output 6	N/A	DCS1	NM Moabelo	Municipal Institutional Development and Transformation	Financial Management / C&B	3,6%	To ensure an effective external audit process (Exception report/ communications) received from the Auditor-General within the required time frame by 31 December 2023	Percentage of external audit queries answered within required time frame	Answering 100% of all the directorate's audit queries (exception report/ communications) received from the Auditor-General within the required time frame by 31 December 2023	R 0		1	100% Nr of audit queries received / Nr of audit queries answered									Tracking document, execution letters / notes		
																								2	100% Nr of audit queries received / Nr of audit queries answered
																								3	
																								4	
TL	Operational - Outcome 9 - Output 6	N/A	DCS2	NM Moabelo	Municipal Institutional Development and Transformation	Financial Management / C&B	3,6%	To ensure that all audit findings 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 and Management Report resolved	Resolving at least 95% of assigned audit findings raised in the 2021/22 and 2022/23 AG Report and Management Report by 30 June 2024 (PAAP)	R 0		1	90% Nr of assigned audit findings received / Nr of assigned audit findings resolved (2021/22 FY)								2021/22 FY PAAP 2022/23 FY PAAP			
																							2	90% Nr of assigned audit findings received / Nr of assigned audit findings resolved (2021/22 FY)	
																							3	90% Nr of assigned audit findings received / Nr of assigned audit findings resolved (2022/23 FY)	
																							4	90% Nr of assigned audit findings received / Nr of assigned audit findings resolved (2022/23 FY)	
TL	Operational - Outcome 9 - Output 5	N/A	DCS3	NM Moabelo	Municipal Financial Viability & Management	Financial Management	3,6%	To ensure an effective revenue collection systems in terms of section 6(1) of the Municipal Finance Management Act No 56 of 2003, as amended (Council's Financial Recovery Plan)	Percentage of the activities approved for the Council's Financial Recovery Plan resolved	Resolving at least 95% of all the activities approved for the Council's Financial Recovery Plan by 30 June 2024	R 0		1	90% Nr of activities received / Nr of activities resolved									Approved Financial Recovery Plan, Management response / progress, Updated FRP report		
																								2	90% Nr of activities received / Nr of activities resolved
																								3	90% Nr of activities received / Nr of activities resolved
																								4	90% Nr of activities received / Nr of activities resolved
TB	Operational	N/A	DCS4	NM Moabelo	Good Governance and Public Participation	Good Governance	3,6%	To ensure that the all the directorate KPI's are defined for SDBP is tabled	Directorate's SDBP inputs provided before the 2024/25 SDBP is tabled	Providing the office's SDBP inputs before the start 2024/25 SDBP is submitted by 31 May 2024	R 0		1									Signed-off SDBP planning template, Attendance Register or Notices, Agenda, Minutes, Register or Minutes, Register or Minutes, Register or Minutes, Register or Minutes, Register or Minutes			
																							2		
																							3		
																							4		
TL	Operational	N/A	DCS5	NM Moabelo	Municipal Institutional Development and Transformation	Institutional Deputy	3,6%	To attend to all LIF meetings to ensure industrial harmony	Number of LIF meetings attended	Attending LIF meetings by 30 June 2024	R 0		1	2 LIF meetings attended											
																								2	1 LIF meeting attended
																								3	2 LIF meetings attended
																								4	2 LIF meetings attended
BL	Operational	N/A	DCS6	NM Moabelo	Good Governance and Public Participation	Good Governance	3,5%	To ensure that the set goals of council are achieved	Number of SDBP meetings with senior personnel in own directorate conducted	Conducting 12 SDBP meetings with senior personnel in own directorate by 30 June 2024	R 0		1	3 SDBP meetings conducted									Minutes of SDBP meetings, Register, Agenda, Minutes, Register, Agenda, Minutes, Register, Agenda, Minutes, Register, Minutes		
																								2	3 SDBP meetings conducted
																								3	3 SDBP meetings conducted
																								4	3 SDBP meetings conducted

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Top Layer / Bottom Layer	IFP 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	Refining Key	Quarterly Actual Achievement	Actual Expenditure / Revenue	Reason for Deviation	Planned Remedial Action	Comments	Portfolio of Evidence							
BL	Operational	N/A	ADM1	JF van Rensburg	Good Governance and Public Participation	Good Governance / C88 / DDM	3,6%	To hold section 80 committee meetings to ensure comply with legislation to take informed decisions	Number of sec 80 committee meetings (Portfolio Meetings) conducted	Conducting 90 (sec.80) committees meetings (Portfolio Meetings) by 30 June 2024	R 0		1	30 (sec.80) committees meetings contacted								Attendance Register or Zoom photo of participants, notices / agendas.						
TL	Compliance	N/A	ADM2	JF van Rensburg	Good Governance and Public Participation	Good Governance / C88 / DDM	3,6%	To conduct Mayoral Committee meetings to comply with legislation to align with political mandate	Number of Mayoral Committee meetings conducted	Conducting 18 Mayoral Committee meetings (special meetings included) by 30 June 2024	R 0		1	5 May/Co meetings conducted									Notices & Attendance Register or Zoom photo of participants					
TL	Compliance	N/A	ADM3	JF van Rensburg	Good Governance and Public Participation	Good Governance / C88 / DDM	3,6%	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 18 Council meetings (special meetings included) by 30 June 2024	R 0		1	5 Council meetings conducted								Notices & Attendance Register or Zoom photo of participants						
BL	Operational	N/A	LEC1	M Mckenzie	Good Governance and Public Participation	Good Governance	3,6%	To comply with legal requirements (sec 116 of MSA)	Contract management system managed and relevant departments and service providers informed within 3 months of expiry of contracts	Managing the Contract Register of Council and informing relevant departments and service providers of expiry of the contract by 30 June 2024	R 0		1	Notices issued, Updated Register, Progress report to May/Co / Council								Contract Register, Notice letters, Follow-up letter, Updated Register, Item, Copy of "member" resolution						
BL	Operational	N/A	LEC2	M Mckenzie	Good Governance and Public Participation	Good Governance / C88	3,6%	To comply with legal requirements (sec 116 of MFMA)	Percentage of SLA are drafted to all allocated tenders, as received from Office of the MM	Ensuring 100% SLA are drafted to all allocated tenders / projects as received from Office of the Municipal Manager by 30 June 2024	R 0		1	100% Nr SLA's received / Nr SLA's drafted								SLA register, Copy of delivery book						
BL	Operational	N/A	LEC3	M Mckenzie	Good Governance and Public Participation	Good Governance / C88	3,6%	To provide litigation reports to Council	Number of litigation cases instituted by and against the municipality	Reporting 4 litigation cases instituted by and against the municipality to Council by 30 June 2024	R 0		1	1 Litigation Report to May/Co / Council								Litigation register, Item, Copy of "member" resolution						



Top Layer / Bottom Layer	Project ID	Budget linkage	Item No.	Responsible Person	Key Performance Area (KPA)	B2B / C&I / DDM	Weighting	Objectives	Key Performance Indicators (KPI) and Type	Annual Performance Target	Budget	Revised Target / Adjustment / Budget	Base line Quarter	Quarterly Projected Target	Keying Key	Quarterly Actual Achievement	Actual Expenditure / Revenue	Reason for Deviation	Planned Remedial Action	Comments	Protocols of Evidence	
TL		Compliance	CHS1	E Neurye	Municipal Institutional Development and Transformation	Good Governance	3.6%	To conduct OHS inspections to ensure legal compliance and a safe working environment	Number of OHS inspections in Council departments conducted	Conducting 120 OHS inspections in Council departments by 30 June 2024	R 0		1 2 3 4	30 OHS inspections conducted 30 OHS inspections conducted 30 OHS inspections conducted 30 OHS inspections conducted							Inspection reports Resolution	
TB		Operational	CHS2	E Neurye	Municipal Institutional Development and Transformation	Good Governance	3.6%	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 2024	R 0		1 2 3	1 OHS audit conducted 1 OHS audit conducted								Audit report Resolution
TL		Operational	SKL1	N Lelege	Municipal Financial Management	Institutional Capacity / Visibility & Management	3.6%	To spend a percentage of municipality's budget on implementing its workplace skill plan	Rand value spent on Skills Development (Training) expenditure for 2024/25	Spending on Skills Development (Training) for 2024/25 by 30 June 2024	R2 000 000 (R1 000 000 + R1 000 000)		1 2 3 4	20% R400 000 spent 50% R1 000 000 spent 100% R2 000 000 spent								Vote Number GO40 Appointment letter of service provider Attendance Attendance registers. SLA Names of Vote Number R2 000 000 R1 000 000 R1 000 000 R2 000 000
TL		Operational	SKL2	N Lelege	Municipal Financial Management	Institutional Capacity / Visibility & Management	3.6%	To obtain a percentage of municipality's budget on implementing its workplace skill plan	Rand value income received from SETA Training Income/Fee for 2023/2024	Receiving a mandatory grant from SETA Training Income/Fee for 2023/24 by 30 June 2024	R2 020 000 (R800 000 + R1 220 000)		1 2 3 4	30% R606 000 collected 50% R1 010 000 collected 100% R2 020 000 collected								2023/24 WSP and 2022/23 ATR
TL		Compliance	SKL3	N Lelege	Municipal Institutional Development and Transformation	Institutional Capacity	3.6%	To comply with WSP legislation	Number of Annual WSP / ATR submitted to LGSETA 2024	Submitting the 2023/24 WSP and 2024/25 ATR to LGSETA by 30 April 2024	R 0		1 2 3 4	2024/25 WSP and 2023/24 ATR submitted								Proof of submitting EEF Report
TL		Compliance	SKL4	N Lelege	Municipal Institutional Development and Transformation	Institutional Capacity	3.6%	To comply with EE legislation	Number of Employment Equity Reports submitted to the Department of Labour	Electronically submitting the 2024/25 Employment Equity Report to the Department of Labour by 15 January 2024	R 0		1 2 3 4	2024/25 EE report submitted to Department of Labour by 15 January 2024								Notices Attendance register regular Minutes EE Plan
BL		Operational	SKL5	N Lelege	Municipal Institutional Development and Transformation	Institutional Capacity	3.6%	To conduct Employment Equity Consultative Forum meetings to comply with legislation and monitoring of the implementation of EE plan	Number of EECP meetings conducted	Conducting 4 EECP consultative meetings by 30 June 2024	R 0		1 2 3 4	1 EECP consultative meeting conducted 1 EECP consultative meeting conducted 1 EECP consultative meeting conducted 1 EECP consultative meeting conducted								Notices Attendance register Minutes EE Plan
TL		Compliance	LR1	A Sebelle	Municipal Institutional Development and Transformation	Institutional Capacity	3.6%	To convene LLF meetings to ensure industrial harmony	Number of LLF meetings convened	Convening 7 LLF meetings by 30 June 2024	R 0		1 2 3 4	2 LLF meetings convened 1 LLF meeting convened 2 LLF meetings convened 2 LLF meetings convened							Notices Attendance register Minutes	
TB		Operational	LR2	A Sebelle	Municipal Institutional Development and Transformation	Institutional Capacity	3.6%	To conduct workshops on employment related issues and the Collective Agreement to ensure effective conclusion of labour relations matters	Number of workshops on employment related issues and the Collective Agreement conducted	Conducting and / or co-ordinating 8 workshops on employment related issues and the Collective Agreement by 30 June 2024	R 0		1 2 3 4	2 Workshop conducted / co-ordinated 2 Workshop conducted / co-ordinated 2 Workshop conducted / co-ordinated 2 Workshop conducted / co-ordinated								Notices Attendance register regular Course material

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Top Layer / Bottom Layer	EPF Project / Budget Linkage	Item No.	Responsible Person	Key Performance Area (KPA)	Weighting	Objectives	Key Performance Indicators (KPI) and Type	Annual Performance Target	Budget	Revised Target / Adjustment / Budget	Base line	Quarterly Projected Target	Rolling Key	Quarterly Actual Achievement	Actual Expenditure / Revenue	Reason for Deviation	Planned Remedial Action	Comments	Portfolio of Evidence	
BL	Operational	ICT 1	M Shaktiing	Municipal Institutional Development and Transformation	3.6%	To ensure network connectivity to all Municipal offices within the City of Malibon	Percentage of connectivity to all Municipal offices within 5 working days in Council is ensured	Ensuring 75% of connectivity to all Municipal offices within 5 working days in Council by 30 June 2024	R 0			75% N/A								Monthly report
												75% N/A								
												75% N/A								
												75% N/A								
BL	Operational	ICT 2	M Shaktiing	Municipal Institutional Development and Transformation	3.6%	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 90% of all IT calls related to support are resolved within 5 working days in all Municipal offices within Council by 30 June 2024	R 0			90% N/A								Monthly helpdesk report
												90% N/A								
												90% N/A								
												90% N/A								
BL	Operational	ICT 3	M Shaktiing	Municipal Institutional Development and Transformation	3.6%	To ensure corporate governance of IT in the City of Malibon	Number of ICT Steering Committee meetings convened	Convening 8 ICT Steering Committee meetings by 30 June 2024	R 0			2 ICT Steering Committee meetings convened								Notice/Agenda Minutes Attendance register
												2 ICT Steering Committee meetings convened								
												2 ICT Steering Committee meetings convened								
												2 ICT Steering Committee meetings convened								
BL	Operational	EM1	S Merumo	Good Governance and Public Participation	3.6%	To enhance public participation in the process of identifying community needs and concerns and to inform the community of progress of Council	Number of initiatives conducted	Conducting 24 initiatives in the Malibon area by 30 June 2024	R 0			8 Initiatives conducted								Notice/Agenda Minutes Attendance register Course material
												8 Initiatives conducted								
												4 Initiatives conducted								
												4 Initiatives conducted								
BL	Operational	EM2	S Merumo	Good Governance and Public Participation	3.6%	To award merit excellence awards to students in KOSH area to assist with education	Number of merit excellence awards awarded to students in KOSH area to assist with education	Awarding 25 merit excellence awards to students in KOSH area to further their studies by February 2024	R 0			1 Merit Excellence Award								Notice/Agenda Minutes Attendance register Course material
												1 Merit Excellence Award								
												1 Merit Excellence Award								
												1 Merit Excellence Award								
BL	Operational	EM3	S Merumo	Good Governance and Public Participation	3.6%	To host a Youth Day event to enhance youth public participation	Number of Youth Day events hosted	Hosting 1 Youth Day event by June 2024	R 0			1 Youth Day event held								Notice/Agenda Minutes Attendance register Course material
												1 Youth Day event held								
												1 Youth Day event held								
												1 Youth Day event held								

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MM

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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	SPE1	TE Mkhong	Municipal Institutional Development and Transformation	Good Governance / C88 / DDM	3.6%	To comply with MSA Act 22 of 2000 Chapter 4 sec 17(3) and Municipal Structures Act 117 of 1996, see 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 by 30 June 2024	Submitting 12 Ward Committee reports to council to identify and evaluate the service delivery / burning issues within the CoM municipal area by 30 June 2024	R 0		1	3 Ward Committee reports submitted									Reports to Council, Council resolution
BL	Operational	N/A	SPE2	TE Mkhong	Municipal Institutional Development and Transformation	Good Governance / C88 / DDM	3.6%	Improved 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 2024	R 0		1	100% 39 Functional ward committees / Nr of ward committee meetings conducted and reports submitted									Schedule of meetings, Agenda, Minutes, Attendance Register, Reports to Council, Council resolution / MayCo / MayCo resolution
BL	Operational	N/A	SPE3	TE Mkhong	Municipal Institutional Development and Transformation	Good Governance / C88 / DDM	3.6%	Improved municipal responsiveness	Percentage of wards 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 2024	R 0		1	75% 39 Councillor-convened community meeting / Nr of councillor-convened community meeting									Notice Agenda, Minutes, Attendance Register, Reports to Council, Council resolution / MayCo / MayCo resolution

KPI's 28  
TL 12 BL 16

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N DOBELO  
ACTING DIRECTOR CORPORATE SUPPORT

*[Handwritten signature]*  
L. SEAMENGO  
MUNICIPAL MANAGER



DIRECTORATE CORPORATE SUPPORT

Output Indicator Reporting Template: 2023-24

Performance Indicator	Data element	Baseline (Annual Performance of 2022/23)	Annual target for 2023/2024	1st Quarter Planned output as per SDBIP	1st Quarter Actual Output	Variation	Reason(s) for variations	Remedial action	2nd Quarter Planned output as per SDBIP	2nd Quarter Actual Output	Variation	Reason(s) for variations	Remedial action
C2	Number of EXCO or Mayoral Executive meetings held	7	18.00	5					4.00				
C3	Number of Council portfolio committees meetings held	4	90.00	30					20.00				
C7	Number of formal (minuted) meetings - to which all senior managers were invited - held	21	12.00	3.00					1.00				
C19	Number of recognised traditional and Mho-San leaders in attendance (sum of) at all council meetings	None	None	None					None				
C22	Number of Council meetings held	20	18.00	5.00					4.00				
C24	Number of council meetings disrupted	0	0.00	0.00					0.00				
C89	Number of meetings of the Executive or Mayoral Committee postponed due to lack of quorum	0	None	0.00					0.00				
C92	Number of agenda items deferred to the next council meeting	0	0.00	0.00					0.00				

QUARTERLY COMPLIANCE INDICATORS

COMPLIANCE QUESTIONS

Indicator	Question	Community disruptions	No structure and no meetings held	Community disruptions	No structure and no meetings held
C4	What are the main causes of work stoppage in the past quarter by type of stoppage?	Community disruptions	No structure and no meetings held	Community disruptions	No structure and no meetings held
C23	Please list the name of the structure and date of every meeting of an official ICR structure that the municipality participated in this quarter.	No structure and no meetings held	No structure and no meetings held	No structure and no meetings held	No structure and no meetings held
C25	Where is the organisational responsibility for the ICR support function located within the municipality (inclusive of the reporting line)?	N/A	N/A	N/A	N/A
C25	Has a report by the Executive Committee on all decisions it has taken been submitted to Council this financial year?	N/A	N/A	N/A	N/A

Output Indicator Reporting Template: 2023-24

Performance Indicator	Data element	Baseline (Annual Performance of 2022/23)	Annual target for 2023/2024	1st Quarter Planned output as per SDBIP	1st Quarter Actual Output	Variation	Reason(s) for variations	Remedial action	2nd Quarter Planned output as per SDBIP	2nd Quarter Actual Output	Variation	Reason(s) for variations	Remedial action
GG1.21	Staff vacancy rate (1) The number of employees on the approved organisational structure (2) Number of permanent employees in the municipality	25.00%	23.00%	25.00%									
GG1.22	Percentage of vacant posts filled within 3 months (1) Number of vacant posts filled within 3 months since the date (dd/mm/yyyy) of authority to proceed with filling the vacancy (2) Number of vacant posts that have been filled	0.00%	15.00%										
GG5.11	Number of active suspensions longer than three months (1) Simple count of the number of active suspensions in the municipality (as per more than three months	10.00	6.00	22.00									
GG5.12	Quarterly salary bill of suspended officials (1) Sum of the salary bill for all suspended officials for the reporting period	10.00	694 621.00	694 621.00									
		R	694 621.00	R	694 621.00								

QUARTERLY COMPLIANCE INDICATORS

Indicator	Value	
C8	Number of councillors completed training	2
C9	Number of municipal officials completed training	86
C15	Number of days of sick leave taken by employees	9477.10
C17	Number of disciplinary cases for misconduct raised in front and members	12
C44	Number of disciplinary cases in the municipality	22
C45	Number of finalised disciplinary cases	4

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QUARTERLY COMPLIANCE INDICATORS

Performance indicator	Data element	Baseline (Annual Performance of 2022/23)	Annual target for 2023/2024	1st Quarter Planned output as per SDBIP	1st Quarter Actual Output	Variation	Reasons for variation	Remedial action	2nd Quarter Planned output as per SDBIP	2nd Quarter Actual Output	Variation	Reasons for variation	Remedial action
C11	Number of litigation cases instituted by the municipality	2											
C12	Number of litigation cases instituted against the municipality	11											
C13	Number of forensic investigations instituted	1											
C14	Number of forensic investigations conducted	1											

does not conduct forensic investigations  
does not conduct forensic investigations

Output Indicator Reporting Template: 2023-24

Performance indicator	Data element	Baseline (Annual Performance of 2022/23)	Annual target for 2023/2024	1st Quarter Planned output as per SDBIP	1st Quarter Actual Output	Variation	Reasons for variation	Remedial action	2nd Quarter Planned output as per SDBIP	2nd Quarter Actual Output	Variation	Reasons for variation	Remedial action
G62.11	Percentage of ward committees with 6 or more ward committee 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%										
G62.12	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										
G62.31	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	100.00%	100.00%										

COMPLIANCE QUESTIONS

Question	2021/2022-04	Quarterly
C6	When was the last scientifically representative community feedback survey undertaken in the municipality?	
C7	What are the top 4 causes of complaints or dissatisfaction from the community feedback survey? Indicate the top four issues in order of rank. The community is unhappy about the lack of	

QUARTERLY COMPLIANCE INDICATORS

Performance indicator	Baseline (Annual Performance of 2022/23)	Annual target for 2023/2024	1st Quarter Planned output as per SDBIP	1st Quarter Actual Output	Variation	Reasons for variation	Remedial action	2nd Quarter Planned output as per SDBIP	2nd Quarter Actual Output	Variation	Reasons for variation	Remedial action
C6	No data											
C10	10											
C18	7											
C25	No data											

COMPLIANCE QUESTIONS

Question	2021/2022-04	Quarterly
C5	How many public meetings were held in the last quarter at which the Mayor or members of the Mayoral/Executive committee provided a report?	
C8	Please list the locality, date and cause of each incident of protest within the municipal area during the reporting period.	

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 Ctm  
 LM  
 NM