

# ADJUSTED 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

**Acting Municipal Manager**  
(hereinafter referred to as the Employer)

and

**LEOPOLD LETLHOGONOLO FOURIE**

as the

**Director: Local Economic Development**  
(hereinafter referred to as the Employee)

For the Period

1 July 2021 to 30 June 2022

S.B

LLF  
WR  
del  
15

# ADJUSTED PERFORMANCE AGREEMENT

## ENTERED INTO BY AND BETWEEN:

The CITY OF MATLOSANA herein represented by LESEGO SEAMETSO (ID NR. 8703010275080) in her capacity as the ACTING MUNICIPAL MANAGER (hereinafter referred to as the Employer) and LEOPOLD LETLHOGONOLO FOURIE (ID NR. 7104025448088) in his capacity as the DIRECTOR: LOCAL ECONOMIC DEVELOPMENT of the Municipality (hereinafter referred to as the Employee).

## WHEREBY IT IS AGREED AS FOLLOWS:

### 1. INTRODUCTION

- 1.1 The Employer has entered into a contract of employment with the Employee in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000, as amended ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties".
- 1.2 Section 57(1)(b) of the Systems Act, as amended read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Sections 57(4a), 57(4b) and 57(5) of the Systems Act and Section 57(4c) of the Systems Amendment Act.

### 2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to -

- 2.1 comply with the provisions of Section 57(1)(b), (4a), (4b) and (5) of the Systems Act, Section 57(4c) of the Systems Amendment Act, as well as the employment contract entered into between the parties;
- 2.2 specify objectives and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan (IDP), Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- 2.3 specify accountabilities as set out in a performance plan, which forms an Annexure to the Performance Agreement;
- 2.4 monitor and measure performance against set targeted outputs and outcomes;
- 2.5 use the Performance Agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;
- 2.6 in the event of outstanding performance, to appropriately reward the employee; with Section 11 of this agreement and
- 2.7 give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

### 3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **1 JULY 2021** and will remain in force until **30 JUNE 2022** thereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will include a new performance agreement that replaces this agreement at least once a year not later than 31<sup>st</sup> of July of the succeeding financial year.
- 3.3 This Agreement will terminate on the termination of the **Employee's** contract of employment.
- 3.4 The content of this Agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

### 4 PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out-
  - 4.1.1 The performance objectives and targets that must be met by the **Employee**; and
  - 4.1.2 The time frames within which those performance objectives and targets must be met.
  - 4.1.3 The Competencies (Annexure B) – definitions in terms of regulation 21 of 17 January 2014 are required, to operate effectively as senior manager in the Local Government environment.
- 4.2 The performance objectives and targets reflected in the Performance Plan (Annexure A) are set by the **Employer** in consultation with the **Employee** and based on the Integrated Development Plan (IDP), Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the **Employer**, and shall include:
  - 4.2.1 Key objectives that describe the main tasks that needs to be done.
  - 4.2.2 Key performance indicators that provide the details of the evidence that must be provided to show that a key objective has been achieved.
  - 4.2.3 Target dates that describe the timeframe in which the work must be achieved.
  - 4.2.4 Weightings that show the relative importance of the key objectives to each other.
- 4.3 The Personnel Development Plan (Annexure C) sets out the employee's personnel development requirements in line with the objectives and targets of the employer.
- 4.4 The **Employee's** performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the **Employer's** Integrated Development Plan.

### 5 PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The **Employee** agrees to participate in the performance management system that the **Employer** adopts or introduces for the **Employer**, management and municipal staff of the **Employer**.
- 5.2 The **Employee** accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the **Employer**, management and municipal staff to perform to the standards required.

- 5.3 The **Employer** will consult the **Employee** about the specific performance standards and targets that will be included in the performance management system as applicable to the **Employee**.
- 5.4 The **Employee** undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.
- 5.5 The criteria upon which the performance of the **Employee** shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
- 5.5.1 The **Employee** must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and the Competencies respectively.
- 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.3 KPA's covering the main areas of work will account for 80% and Competencies will account for 20% of the final assessment.
- 5.6 The **Employee's** assessment will be based on his / her performance in terms of the outputs / outcomes (performance indicators) identified as per attached Performance Plan (Annexure A), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the **Employer** and **Employee**:

Key Performance Areas (KPA's)	Weighting
Service Delivery & Infrastructure Development	0%
Municipal Institutional Development and Transformation	18%
Local Economic Development (LED)	27%
Municipal Financial Viability and Management	32%
Good Governance and Public Participation	23%
<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%
Financial Management	<ul style="list-style-type: none"> <li>• Budget Planning and Execution</li> </ul>	8.33%

3.4

*[Handwritten signatures and initials]*

	<ul style="list-style-type: none"> <li>• Financial Strategy and Delivery</li> <li>• Financial Reporting and Monitoring</li> </ul>	
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.
- (c) The **Employee** will submit his/her self – evaluation to the **Employer** prior to the final assessment.

S.B. *cl*  
*11 E*

- (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.

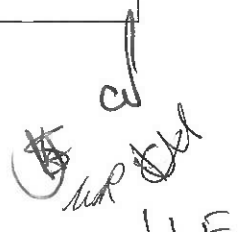
**6.7.3 Overall rating**

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.
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.

58  
  
 11 E

Level	Terminology	Description
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.

S. 13  
 al  
 det  
 LIF

## 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:

<b>First quarter</b>	:	July – September 2021
<b>Second quarter</b>	:	October – December 2021
<b>Third quarter</b>	:	January – March 2022
<b>Fourth quarter</b>	:	April – June 2022

7.2 The **Employer** shall keep a record of the mid-year review and annual assessment meetings.

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

7.4 The **Employer** will be entitled to review and make reasonable changes to the provisions of (Annexure A) from time to time for operational reasons. The **Employee** will be fully consulted before any such change is made.

7.5 The **Employer** may amend the provisions of (Annexure A) whenever the performance management system is adopted, implemented and / or amended as the case may be. In that case the **Employee** will be fully consulted before any such change is made.

## 8. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as (Annexure C). Such plan may be implemented and/or amended as the case may be after each assessment.

## 9. OBLIGATIONS OF THE EMPLOYER

9.1 The **Employer** shall –

- 9.1.1 Create an enabling environment to facilitate effective performance by the employee;
- 9.1.2 Provide access to skills development and capacity building opportunities;
- 9.1.3 Work collaboratively with the **Employee** to solve problems and generate solutions to common problems that may impact on the performance of the **Employee**;
- 9.1.4 On the request of the **Employee** delegate such powers reasonably required by the **Employee** to enable him / her to meet the performance objectives and targets established in terms of this Agreement; and
- 9.1.5 Make available to the **Employee** such resources as the **Employee** may reasonably require from time to time to assist him / her to meet the performance objectives and targets established in terms of this Agreement.

## 10. CONSULTATION

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

- 10.1.1 A direct effect on the performance of any of the **Employee's** functions;
- 10.1.2 Commit the **Employee** to implement or to give effect to a decision made by the **Employer**; and



10.1.3 A substantial financial effect on the **Employer**.

10.2 The **Employer** agrees to inform the **Employee** of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable to enable the **Employee** to take any necessary action without delay.

## 11. MANAGEMENT OF EVALUATION OUTCOMES

11.1 The evaluation of the **Employee's** performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.

11.2 A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the **Employee** in recognition of outstanding performance to be constituted as follows:

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

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

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

11.3.2 After appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the **Employer** may consider steps to terminate the contract of employment of the **Employee** on grounds of unfitness or incapacity to carry out his or her duties.

## 12. DISPUTE RESOLUTION

12.1 Any disputes about the nature of the **Employee's** performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by –

12.1.1 The MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the **Employee**; or

12.1.2 Any other person appointed by the MEC.

12.1.3 In the case of Senior Managers directly accountable to the Municipal Manager, a member of the municipal council, provided that such member was not part of the evaluation panel provided for in sub-regulation 27(4)(e) of the Municipal Performance Regulations, 2006, within thirty (30) days of receipt of a formal dispute from the employee;

whose decision shall be final and binding on both parties.

S.B  
al  
LIE

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

**13. GENERAL**

13.1 The contents of this agreement and the outcome of any review conducted in terms of (Annexure A) may be made available to the public by the **Employer**.

13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the **Employee** in terms of his/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

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

**14. PERFORMANCE APPRAISALS**


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

**15. MINIMUM COMPETENCY LEVELS**

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

Thus done and signed at KLERKSDORP on this the 01 day of May 2022

AS WITNESSES:



1.  \_\_\_\_\_


  
\_\_\_\_\_  
EMPLOYEE

2.  \_\_\_\_\_

Thus done and signed at KLERKSDORP on this the 01 day of May 2022

AS WITNESSES:

1.  \_\_\_\_\_  
2.  \_\_\_\_\_

  
\_\_\_\_\_  
EMPLOYER

# Adjusted Performance Plan

## DIRECTOR: LOCAL ECONOMIC DEVELOPMENT LL FOURIE

CITY OF MATLOSANA  
Period 1 July 2021 until 30 June 2022



Top Layer / Bottom Layer	Operational / Project ID	Budget Linkage	Item Nr.	Responsible Person	Key Performance Indicators and Areas (KPIs)	Objectives	Key Performance Indicators (KPI)	Annual Performance Target	Budget	Revised Target / Alignment 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	DLED6	LL Fourie	Good Governance and Public Participation	To ensure that the set goals of council are achieved	Number of SDSIP meetings with senior personnel in own directorate concluded	Conducting 12 SDSIP meetings with senior personnel in own directorate by June 2022	R 0		12 SDSIP meetings concluded	1	3 Meetings conducted	Green	3 Meetings conducted					Notice, Agenda, Attendance Register, Minutes.
BL	Operational	N/A	DLED7	LL Fourie	Good Governance and Public Participation	To promote employment, advance social and economic welfare, contribute to transforming the mining industry and ensure that mining companies contribute to the development of the areas where they operate	Number of reports on Corporate Social Investment (Social Labour Plan projects implemented) submitted to Council by 30 June 2022	Submitting 4 reports on Corporate Social Investment (Social Labour Plan projects implemented) to Council by 30 June 2022	R 0		3 Reports	1	1 Report on Corporate Social Investment (Social Labour Plan projects implemented) submitted	Red	1 Report compiled and submitted to MM on 15 October 2021					Corporate Social Investment (Social Labour Plan projects implemented) plan, Reports, Council resolution
TL	Operational	N/A	LED1	J Danxa	Local Economic Development	To create jobs to reduce unemployment and enhance local economic development activities	Number of permanent / sustainable jobs which exceed 3 months	Creating 100 permanent / sustainable jobs which exceed 3 months through the Municipality's local economic development initiatives including capital projects by 30 June 2022	R 0		152 Permanent / sustainable jobs	1	20 Jobs created	Green	20 Jobs created					Attendance Register Confirmation letter
TL	Operational	85102305490PFMRKZZVM	LED2	J Danxa	Local Economic Development	To ensure alignment between LED strategy and NDP Vision 2030 to support the economic growth between the three spheres of government	Number of cooperatives and functional SMEs established and functional	Establishing / re-establishing 1 functional cooperatives and 2 SMEs in the Matieland area by 30 June 2022	R 200 000		40 Jobs created	1	1 Cooperative and 2 SMEs established	Red	Not achieved					Tender documents, Appointment letters, SAs, Cooperative certificate, Meeting documents, Site reports, Report & Council Resolution
BL	Operational	N/A	LED3	J Danxa	Local Economic Development	To conduct consultations meeting to share information with all relevant stakeholders aimed at the economic revitalisation of these areas to support the development of Small Enterprises, cooperatives and Small, Micro and Medium Enterprises (SMEs), to grow	Number of LED consultation meetings conducted with stakeholders	Conducting 12 LED consultation meetings with stakeholders by 30 June 2022	R 0		12 LED consultation meetings conducted	1	3 LED consultation meetings conducted	Green	3 LED consultation meetings conducted					Notice & Attendance Register, Minutes, Agenda
BL	Operational	N/A	LED4	J Danxa	Local Economic Development	To manage the informal economy by providing an enabling platform for the local informal sector by implementing a set of operational and management initiatives to transform and capacitate informal street traders to formal local business investors	Number of informal street traders registered to transform and capacitated them into formal local business investors by 30 June 2022	Registering at least 40 informal street traders to transform and capacitated them into formal local business investors by 30 June 2022	R 0		125 Street traders registered	1	10 Street traders registered	Green	33 Street traders registered					Street Traders register, Permits

added  
 5B  
 JDF  
 LCF

Top Layer / Bottom Layer	IP Linkage / Project ID	Budget linkage	Item Nr.	Responsible Person	Key Performance Area (KPA)	Back to Basics	Weighting	Objectives	Key Performance Indicators (KPI)	Annual Performance Target	Budget	Revised Target / Adjustment Budget	Base Line	Quarter	Quarterly Targeted	Rating Key	Quarterly Actual Achievement	Actual Expenditure / Revenue	Reason for Deviation	Planned Remedial Action	Comments	Portfolio of Evidence		
BL			LED5	J Denza	Local Economic Development	Public Participation	4.6%	To conduct consultations meeting to share information with all relevant stakeholders aimed at the economic revitalisation of these areas to support the development of Small Enterprises, cooperatives and Small, Micro and Medium Enterprises (SMMEs), to grow	Number of SMME workshops conducted to capacitate SMME's and cooperatives	Conducting 4 SMME workshops to capacitate SMME's and cooperatives by 30 June 2022	R 0	Adjustment Budget: CC36/2022 dated 19/03/2022	4 SMME workshops conducted	1	1 Workshop conducted	🟢	1 Workshop conducted						Notes & Attendance Register Minutes	
BL			COM1	N Makgatha	Local Economic Development	Financial Management	4.6%	To increase marketing initiatives in all sectors for local economic development and growth and the expansion of the tourism sector	Real value spent on marketing activities	Spending on marketing activities according to Marketing Plan by 30 June 2022	R627,024 R400,000	CC36/2022 dated 19/03/2022	4 SMME workshops conducted	1	9% R150 000	🟡	Communication and Marketing activities on media realtors that includes: quantity of BBO to be printed x 5 external newspaper and radio promos according to SDBIP requirements	R194 000.00	To be notified in the third quarter as it was. Supply chain that advised Marketing department to take out a close quotation instead of using the three quotation process.				Invoices, Expenditure Voucher, Marketing programme, item and resolution	
BL			COM2	N Makgatha	Municipal Financial Viability & Management	Financial Management	4.6%	To promote the city and communicate programmes to ensure a well informed community	Number of external newsletters compiled and distributed regarding Council affairs to the community	Compiling and distributing 6 external newsletters regarding Council affairs to the community by 30 June 2022	R 0		4 External newsletters compiled and distributed	1	1 Newsletter compiled and distributed	🟢	1 Newsletter compiled and distributed						Invoices, Expenditure Voucher, Marketing programme, Distribution list for external newsletters, Copy of newsletters	
BL			COM3	N Makgatha	Municipal Institutional Development and	Public Participation	4.6%	To distribute internal & external newsletters to ensure transparency with Council affairs	Number of internal newsletters compiled & distributed to all employees of Council	Compiling & distributing 6 internal newsletters to all employees of Council by 30 June 2022	R 0		6 Internal newsletters compiled and distributed	1	2 Newsletters compiled and distributed	🟢	1 Newsletter compiled and distributed						Invoices, Expenditure Voucher, Marketing programme, Distribution list for external newsletters, Copy of newsletters	
BL			COM4	N Makgatha	Municipal Institutional Development and	Public Participation	4.6%	To increase marketing initiatives in all sectors for local economic development and growth and the expansion of the tourism sector	Number of booklets compile and printed on service delivery within the City of Matibosana area	Compiling and printing 4-2 booklets on service delivery within the City of Matibosana area by 30 June 2022	R153,600 R103,800	Mid-Year Performance Assessment CC36/2022 dated 31/01/2022	New indicator	1	Collection of information from districts	🟢	All service delivery booklet information is collected and is currently being edited							Letter for information, Responses
BL			PPM1	T Motswagole	Good Governance and	Good Governance	4.6%	To provide an enabling environment at the Matibosana Fresh Produce Market and to comply with legislation	The Market By-Law reviewed and approved	Reviewing and approving the Market By-Law by 30-September-2024- 30 June 2022	R 0	Mid-Year Performance Assessment CC36/2022 dated 31/01/2022	sub-committee for	1	Marked By-Law approved by Council	🟡	Not Achieved							Draft Market By-Law, Reviewed Market By-Law, Notes, Attendance Register of workshop, Council resolution

S.A  
  
 S.A  
 S.A  
 S.A

Top Layer / Bottom Layer	DP linkage / Project ID	Item Nr.	Responsible Person	Key Performance Area (KPA)	Back to Basics	Weighting	Objectives	Key Performance Indicators (KPI)	Annual Performance Target	Budget	Revised Target / Adjusted 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		FPM2	T Monyetsi	Local Economic Development	Public Participation	4,5%	To provide an enabling environment for the Matielans Fresh Produce Market and to comply with legislation.	Number of OHS recommendation implemented at the FPM to ensure a regulatory environment.	Resulting at least 80% of all Occupational Health & Safety recommendations by 30 June 2022	R 0		12 recommendations received / 10 resolved	1	80% Nr of recommendations received / Nr resolved	0	R 0	Procurement for new roller doors and a washing still not in process	To procure a cleaning company to deep clean the market every 6 months by December.		Monthly Occupational Health and Safety recommendation. Proof of resolved recommendations	
BL		FPM3	T Monyetsi	Local Economic Development	Public Participation	4,5%	To facilitate the Matielans Agricultural Production and Fresh Produce Market in terms of food security and to provide a leading platform.	Number of Matielans Agricultural markets facilitated	Facilitating the implementation of 4 Matielans Agricultural markets by 30 June 2022	R 0	Mid-Year Performance Assessment CC3/2022 dated 31/01/2022	No Matielans Agricultural markets implemented to facilitate	1	100% Nr of recommendations received / Nr resolved	Not yet done		Consultation with relevant facilitate	To speed up the plan and facilitate		Matielans Agricultural market plan. Notices. Attendance register. Physical evidence of implemented Matielans Agricultural market	
BL		FPM4	T Monyetsi	Local Economic Development	Public Participation	4,5%	To promote the fresh produce market to ensure a well informed community.	Rand value spent on fresh produce market programmes	Spending on fresh produce market programmes by 30 June 2022	R 130 480		R 149 000 spent	1	10% R 15 049	0%	R 0	Plan is still being created not yet.	Get plan approved		Invoices. Expenditure Voucher (CO 40). Meeting programme.	
BL		FPM5	W Maponye	Municipal Financial Viability & Management	Financial Management	4,5%	To collect revenue to ensure financial sustainability.	Rand value revenue collected from rental estate	Collecting revenue from rental estate by 30 June 2022	R 0 000 000 R 300 000	Mid-Year Performance Assessment CC3/2022 dated 31/01/2022. Budget Adjustment CC3/2022 dated 31/01/2022.	R 194 811 collected	1	25% R 75 000	46%	R 297 747	Completed amount for the 1st quarter should be R 75 077			CO40 / Income Vols. Receipts. FreshMark System printout.	
BL		FPM6	W Maponye	Municipal Financial Viability & Management	Financial Management	4,5%	To collect revenue to ensure financial sustainability.	Rand value revenue collected from opening and cooling rooms	Collecting revenue from opening & cooling rooms by 30 June 2022	R 1 300 000 R 650 000	Mid-Year Performance Assessment CC3/2022 dated 31/01/2022. Budget Adjustment CC3/2022 dated 31/01/2022.	R 408 015 collected	1	25% R 162 500	67%	R 437 763				CO40 / Income Vols. Receipts. FreshMark System printout.	
BL		FPM7	W Maponye	Municipal Financial Viability & Management	Financial Management	4,5%	To collect revenue to ensure financial sustainability.	Rand value revenue collected from market commission (bus)	Collecting revenue from market commission (bus) by 30 June 2022	R 18 000 000 R 6 000 000	Mid-Year Performance Assessment CC3/2022 dated 31/01/2022. Budget Adjustment CC3/2022 dated 18/03/2022.	R 7 489 348 collected	1	25% R 3 750 000	28%	R 4 284 469	Budget to be monitored and adjusted accordingly during budget adjustment period. At half year.			CO40 / Income Vols. Receipts. FreshMark System printout.	

S.G  
  
 L.L.F

Top Layer / Bottom Layer	IDP Linkage / Project ID	Budget Linkage	Item Nr.	Responsible Person	Key Performance Area (KPA)	Back to Basics	Weighting	Objectives	Key Performance Indicators (KPI)	Annual Performance Target	Budget	Revised Target / Adjustment Budget	Base Line	Quarter	Quarterly Projected Target	Rating Key	Quarterly Actual Achievement	Actual Expenditure / Revenue	Reason for Deviation	Planned Remedial Action	Comments	Portfolio of Evidence
Operational	Operational	80051400890RFZZZZMM	FFM6	W Maconyo	Municipal Financial Viability & Management	Financial Management	4,6%	To collect revenue to ensure financial sustainability	Real value revenue collected from rental of carriages	Collecting revenue from rental of carriages by 30 June 2022	R24,750 R400,000	Mid-Year Performance Assessment CG3/2022 dated 31/01/2022, Adjustment Budget CG3/2022 dated 18/03/2022	R250 136 collected	1	25% R26 000	0%	R 0	Carriages have been purchased	Assets not yet marked	Carriages were only commissioned in November 2021, as they were purchased in the new year.	Carriages amount consistently collected throughout the period. Earlier non-performance was due to carriages not being available.	GC40 / Income Vole Receipts, FreshMark System printout
							100%						2	50% R50 000	17%	R 15 520		Consistently receipt the income collected from carriages as commissioned (only).				
													3	75% R75 000 R18 555	235%	R 55 346						
													4	100% R100 000 R24 750								

KPI's 84-22  
TL5 BL 17

*[Handwritten Signature]*

LI FOURIE  
DIRECTOR LOCAL ECONOMIC DEVELOPMENT

*[Handwritten Signature]*  
L SEBENSO  
ACTING MUNICIPAL MANAGER

*[Handwritten Notes]*  
S.S. of  
MAR L