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01 July 2022 – 31 December 2022

THE EMPLOYEE OF THE MUNICIPALITY
(Acting Head of Department)

.....

Nkateko Mabunda

AND

FULL NAMES
.....

Tebogo Motlshuping

THE MANGAUNG METROPOLITAN MUNICIPALITY
AS REPRESENTED BY THE ACTING CITY MANAGER

MADE AND ENTERED INTO BY AND BETWEEN:

PERFORMANCE AGREEMENT



PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Manguang Metropolitan Municipality herein represented by **Tebogo Motlashuping** (full name) in his capacity as Acting City Manager. (Hereinafter referred to as the **Employer** or Supervisor)

and

Nkateko Mabunda (full name) Employee 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 54A of the Local Government: Municipal Systems Act 32 of 2000 and 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, 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.

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 Act as well as the employment contract entered into between the parties;

2.2 communicate the employer's performance expectations and accountabilitys to the employee, by specifying objectives and targets as defined in the Integrated Development Plan and the Service Delivery and Budget Implementation Plan (SDBIP).



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- 2.3 specify accountabilities as set out in a performance plan, which must be in a format substantially compliant to Appendix "A";
- 2.4 monitor and measure performance against set targeted outputs;
- 2.5 use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to the position; and
- 2.6 appropriately reward the Employee in accordance with the Employer's performance management policy in the event of performance,
- 3 COMMENCEMENT AND DURATION
 - 3.1 This Agreement will commence on the 01 July 2022 and will remain in force until 31 December 2022 where after a new Performance Agreement, Performance Plan and Personal Development Plan must be concluded between the parties for each of the following financial years or any portion thereof for the duration of the Agreement of Employment.
 - 3.2 This Agreement will terminate on the termination of the Employee's employment for any reason whatsoever.
 - 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 must immediately be revised.
 - 3.5 Any significant amendments or deviations must take cognizance of the requirements of section 34 and 42 of the Systems Act, and regulation 4(5) of the Regulations.
- 4 PERFORMANCE OBJECTIVES
 - 4.1 The Performance Plan (Annexure A) must 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.

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 [Signature]

the following:

5.4 The Key Performance Areas will make up 80% of the Employee's assessment score, and will contain

- a) The Key Performance Areas; and
- b) Core Managerial Competencies

identified in the attached Performance Plan and include =

5.3 The Employee must be assessed on his or her performance in terms of the performance indicators

5.2 The Employer must consult the Employee about the specific performance standards that are included in the performance management system as applicable to the Employee.

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

5 PERFORMANCE MANAGEMENT SYSTEM

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.

iv. The weightings show the relative importance of the key objectives to each other.

iii. The target dates describe the timeframe in which the work must be achieved.

ii. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.

i. The key objectives describe the main tasks that need to be done.

4.3 It is agreed that-

- a) Be set by the Employer in consultation with the Employee;
- b) Be based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and
- c) Include key objectives; key performance indicators; target dates and weightings.

4.2 The performance objectives and targets reflected in Performance Plan must:

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CORE COMPETENCY REQUIREMENTS (CCR) FOR EMPLOYEES (20% of Total)		WEIGHT
CORE MANAGERIAL COMPETENCIES (CMC)		10%
Strategic Direction and Leadership		10%
Programme and Project Management		5%
Financial Management	compulsory	10%
Change Management		5%
Knowledge Management		5%
Service Delivery Innovation		5%
Problem Solving and Analysis		5%
People Management and Empowerment	compulsory	5%
Client Orientation and Customer Focus	compulsory	5%
Communication		5%
Accountability and Ethical Conduct		10%
Policy Conceptualisation and Implementation		5%
Mediation Skills		5%
Advanced Negotiation Skills		5%
Advanced Influencing skills		5%
Partnership and Stakeholder Relations		5%
Supply Chain Management		5%
Total percentage		100%

5.5 The Core Management Criteria (CMC) will make up the other 20% of the Employee's assessment score, and are deemed to be most critical for the Employee's specific job should be selected from the list below as agreed between the Employer and Employee

Key Performance Areas (80% of Total)	Weighting
Basic Service Delivery	20%
Municipal Institutional Development and transformation	50%
Local Economic Development (LED)	10%
Municipal Financial Viability and Management	10%
Good Governance and Public Participation	10%
Total	100%

6. EVALUATING PERFORMANCE

- 6.1 The Performance Plan (Annexure A) to this Agreement must sets out -
 - a) the standards and procedures for evaluating the Employee's performance; and
 - b) 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 during the validity of the agreement of Employment
- 6.3 Personal growth and development needs identified during any performance review discussion, as well as the actions and timetables agreed to, must be documented in a Personal Development Plan which must be in a format substantially compliant to Annexure "B"
- 6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's IDP.
- 6.5 The annual performance appraisal will involve:
 - i. An assessment of the achievement of results as outlined in the performance plan;
 - ii. An assessment of 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
 - iii. A rating on the five-point scale for each Key Performance Area; and
 - iv. The use of the applicable assessment rating calculator to add the scores and calculate a final core.
- 6.6 The Core Management Criteria must be assessed -
 - (a) according to the extent to which the specified standards have been met;
 - (b) with an indicative rating on the five-point scale for each Criteria; and
 - (d) using the applicable assessment rating calculator to add the scores and calculate a final score.

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6.7 An overall rating is calculated by using the applicable assessment-rating calculator, which represents the outcome of the performance appraisal, provided that the performance assessment of the Employee will be used on the following rating scale for both Key Performance Indicators and Core Management Criteria

Level	Terminology	Description	Rating				
			1	2	3	4	5
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.					
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.					

6.8 The performance of the Employee must be evaluated by an evaluation panel constituted in terms of regulation 27 (4)(d) and (f) of the Regulations.

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of each **Employee** in relation to his / her performance agreement shall be reviewed on any of the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

Evaluation	Period	Review Date
First quarter	July – September	October – December
Second quarter	October – December	January – March
Third quarter	January – March	April – June
Fourth quarter	April – June	July – September
Annual Performance Review	July – June	July – September

Provided that reviews in the first and third quarter may be verbal if performance is satisfactory

7.2 The **Employer** shall keep a record of the mid-year review and annual assessment meetings and feedback must be based on the **Employer's** assessment of the **Employee's** performance.

7.3 The **Employer** may amend the provisions of Performance Plan 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. OBLIGATIONS OF THE EMPLOYER

8.1 The Employer must –

8.1.1 create an enabling environment to facilitate effective performance by the employee;

8.1.2 provide access to skills development and capacity building opportunities;

8.1.3 work collaboratively with the **Employee** to solve problems and generate solutions to common problems that may impact on the performance of the **Employee**;

8.1.4 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

8.1.5 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.

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9. CONSULTATION

9.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will-

a. have a direct effect on the performance of any of the Employee's functions;

b. commit the Employee to implement or to give effect to a decision made by the Employer; and

c. have a substantial financial effect on the Employer.

9.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in sub-clause (1) above as soon as is practicable to enable the Employee to take any necessary action without delay.

10. MANAGEMENT OF EVALUATION OUTCOMES

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

10.2 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, as per regulation 32(2) of the Regulations

10.3 In the case of unacceptable performance, the Employer shall -

10.3.1 must provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and



10.3.2 may 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.





11. DISPUTE RESOLUTION

11.1 Any disputes about the nature of the Employee's performance agreement, must be mediated by -

a. the Member of the Executive Council responsible for local government in the province, in case of the Municipal Manager, or any other person appointed by the said Member of the Executive Council; and

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ACTING CITY MANAGER

 EMPLOYEE


AS WITNESSES
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 AS WITNESSES
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 AS WITNESSES

Thus done and signed at Bloemfontein on the 20 of July 2022

12.3 The performance assessment results of the municipal manager must be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.

12.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his/ her Agreement of Employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

12.1 The employer must make the contents of this agreement and the outcome of any review conducted in terms of the Performance Plan available to the public as contemplated in section 46 of the Systems Act.

12. GENERAL

b. a Municipal Councilor, in the case of Managers directly accountable to the Municipal Manager, provided such a Councilor was not part of the evaluation panel contemplated in regulation 27(4)(e) of the Regulations, within thirty days or receipt of a formal dispute from the employee



a. the Member of the Executive Council responsible for local government in the province, or any other person appointed by the MEC, in the case of the Municipal Manager, and

11.2 Any disputes about the outcome of the Employee's performance evaluation, must be mediated by -

b. the Mayor, in the case of Managers directly accountable to the Municipal Manager within thirty days or receipt of a formal dispute from the employee

ANNEXURE A

PERFORMANCE PLAN

PERFORMANCE SCORECARD – SECTION 56 EMPLOYEE			
Employee Name:	Nkateko Mabunda	Employee Number	
Job Title:	Acting Head of Department	Department:	Planning
Manager:	Acting City Manager	Date (Financial Year):	01 July 2022 – 31 December 2022
Position Purpose: To carry out the functions as accounting officer and head of administration in the Municipality			
The period of this Performance Plan is from 01 July 2022 – 31 December 2022			
Signed and accepted by the Acting Head of Department: Nkateko Mabunda		Date:	20/07/2022
Signed by the Acting City Manager: Tebogo Mollashuping		Date:	20/07/2022

By signing this performance scorecard the manager and employee hereby indicate their full understanding of, and agreement with the contents of the scorecard. The manager and the employee both acknowledge that this is in full compliance with the Municipality's Performance Management Policy.



(Regulation No. R805, dated 1 August 2006)

4.2 Local Government Municipal performance Regulations for Municipal Managers and Managers Directly
 4.1 Section 157 of the Constitution of the Republic of South Africa, 1996

measured:

The provision and statutory time frames contained in the following legislation are required to be reported on and

4. Key Performance Objectives and Indicators, for the Municipal Manager and Managers Directly accountable to Municipal Manager

- 3.1 Basic Service Delivery.
- 3.2 Municipal Institutional Development and transformation
- 3.3 Local Economic Development (LED)
- 3.4 Municipal Financial Viability and Management
- 3.5 Good Governance and Public Participation

strategic objective listed in the table below:

The following Key Performance Area (KPA) as outline in the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers (2006), inform the

3. Key Performance Area

- 2.1 Provide democratic and accountable government for local communities.
- 2.2 Ensure the provision of services to communities in a sustainable manner
- 2.3 Promote social and economic development
- 2.4 Promote a safe and healthy environment
- 2.5 Encourage the involvement of communities and community organisation in the matters of local government

performance indicators:

The following objects of local government will inform the Head of Department's performance against set

2. Key responsibilities

The performance plan defines the council expectation of the Head of Department's performance agreement to which this document is attached and Section 57 (5) of the Municipal System Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the Municipality's Integrated Development Plan and as reviewed annually.

1. Purpose

MMM PERFORMANCE OBJECTIVES PER DEPARTMENT AS PER THE SDBIP

Planning

NATIONAL KEY PERFORMANCE AREA (NKPA)										MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION									
MEDIUM TERM STRATEGIC FRAMEWORK (MTSF)										PRIORITY 5: SPATIAL INTEGRATION, HUMAN SETTLEMENTS AND LOCAL GOVERNMENT									
INTEGRATED URBAN DEVELOPMENT FRAMEWORK (IUDF)										01 - SPATIAL INTEGRATION									
FREE STATE GROWTH AND DEVELOPMENT STRATEGY (FSGDS)										INCLUSIVE ECONOMIC GROWTH AND SUSTAINABLE JOB CREATION									
CIRCULAR 88 REPORTING REFORMS										HOUSING / COMMUNITY FACILITIES AND LOCAL ECONOMIC DEVELOPMENT									
SUSTAINABLE DEVELOPMENT GOAL (SDG)										SDG 11 - MAKE CITIES AND HUMAN SETTLEMENT INCLUSIVE, SAFE, RESILIENT AND SUSTAINABLE									
MANGAUNG STRATEGIC IDP DEVELOPMENT OBJECTIVES										SPATIAL TRANSFORMATION									
Ward No.	Community Aspirations No.	Program e/Project	Strategies	Baseline/Performance 2021/2022	IDP Outcome Key Performance Indicator	IDP Five (5) Year Targets 2022/2027	IDP Target 2022/2023	SDBIP Output Key Performance Indicator	SDBIP Target 2022/2023	Quarter 1 Targets	Quarter 2 Targets	Quarter 3 Targets	Quarter 4 Targets	Assessment Score Level 5 - 1	Motivation for exceptional performance	Corrective Actions for under performance			
ALL	Administrative Support	Formalization of Infill planning all wards	Follow all township establishment process e.g., conduct specialized studies	All identified Infill planning completed	No. of identified Infill sites completed	All identified Infill planning completed	All identified Infill planning completed	No of identified Infill sites completed	All identified Infill planning completed	No. of Ad Hoc Infill sites being processed	No. of Ad Hoc Infill sites being processed	No. of Ad Hoc Infill sites being processed	No. of Ad Hoc Infill sites being processed						
28	28.1	Township establishment for the remainder of the farm Botshabelo 826 erf K1689 and erf K1690 Botshabelo	Follow all township establishment process e.g., conduct specialized studies	30% Town planning processes completed	Township establishment approved by MPT	100% Township establishment process completed, MPT approval	100% Town planning processes completed, MPT approval	% Town planning processes completed, MPT approval	100% Town planning processes completed, MPT approval	Receive comments from stake holders	Address comments from stake holders	Address comments from stake holders	EIA approval and MPT approval						
39	Ongoing Projects	Township establishment for the remainder of farm Veekraal 605	Follow all township establishment process e.g., conduct specialized studies	30% Town planning processes completed	Township establishment approved by MPT	100% Township establishment process approved	100% Town planning processes completed	% Town planning processes completed, MPT approval	100% Town planning processes completed, MPT approval	Receive comments from stake holders	Address comments from stake holders	Address comments from stake holders	EIA approval and MPT approval						
43	None	Township establishment Morojang Dewetsdorp	Follow all township establishment process e.g.,	New	% Township establishment completed & MPT	100% Township establishment approved & MPT	30% Township establishment completed	% Township establishment completed; draft layout	30% Township establishment completed;	Appointment of Consultant	Compilation of specialist studies and first draft layout	Compilation of specialist studies and second draft layout	Circulation of specialist studies						

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- 4.3 Regulations No.796 (Local Government: Municipal Planning and Performance Management Regulation, 2001) dated 24 August 2001
- 4.4 Municipal Finance Management Act, 2003, in particular, but not limited to Chapter 8. (must include, inter alia, tariff policy, rates policy, credit control and debt collection policy, supply chain management policy and an unqualified Auditor General's report)
- 4.5 Property Rates Act, 2004
- 4.6 Municipal Structures Act, 1998, in particular, but not limited to, Chapter 5 (Powers and functions as determined by legislation or agreement)
- 4.7 Municipal System Act 2000, in particular, but not limited to sections 55 to 57
- 4.8 Any other applicable legislation specific to the Municipal Manager or Managers accountable to Municipal Manager

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NATIONAL KEY PERFORMANCE AREA (NKP/A)										MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION									
MEDIUM TERM STRATEGIC FRAMEWORK (MTSF)										PRIORITY 5: SPATIAL INTEGRATION, HUMAN SETTLEMENTS AND LOCAL GOVERNMENT									
INTEGRATED URBAN DEVELOPMENT FRAMEWORK (IUDF)										01 – SPATIAL INTEGRATION									
FREE STATE GROWTH AND DEVELOPMENT STRATEGY (FSDS)										INCLUSIVE ECONOMIC GROWTH AND SUSTAINABLE JOB CREATION									
CIRCULAR 88 REPORTING AND DEVELOPMENT STRATEGY (FSDS)										HOUSING / COMMUNITY FACILITIES AND LOCAL ECONOMIC DEVELOPMENT									
SUSTAINABLE DEVELOPMENT GOAL (SDG)										SDG 11 – MAKE CITIES AND HUMAN SETTLEMENT INCLUSIVE, SAFE, RESILIENT AND SUSTAINABLE									
MANGAUNG STRATEGIC IDP DEVELOPMENT OBJECTIVES										SPATIAL TRANSFORMATION									
Ward No.	Community Aspirations No.	Program e/Project	Strategies	Baseline/Past performance e 2021/2022	IDP Outcome Key Performance Indicator	IDP Five (5) Year Targets 2022/2027	IDP Target 2022/2023	SDBIP Output Key Performance Indicator	SDBIP Target 2022/2023	Quarter 1 Targets	Quarter 2 Targets	Quarter 3 Targets	Quarter 4 Targets	Assessment Score Level 5 - 1	Motivation for exceptional performance	Corrective Actions for under performance			
41	None	Township establishment remainder of portion 3 of farm Seloseshu 900 Thaba Nchu	Follow all township establishment process e.g., conduct specialized studies	New	% Township establishment completed & MPT approval	100% Township establishment approved & MPT approval	30% Township establishment completed	% Township establishment completed: draft layout plan completed	30% Township establishment completed: draft layout plan completed	Appointment of Consultant	Compilation of specialist studies and first draft layout	Compilation of specialist studies and second draft layout	Circulation of specialist studies						
47	None	Township establishment grassland	Follow all township establishment process e.g., conduct specialized studies	New	% Township establishment completed & MPT approval	100% Township establishment approved & MPT approval	30% Township establishment completed	% Township establishment completed: draft layout plan completed	30% Township establishment completed: draft layout plan completed	Appointment of Consultant	Compilation of specialist studies and first draft layout	Compilation of specialist studies and second draft layout	Circulation of specialist studies						
42	None	Township establishment remainder of Seloseshu 904 Thaba Nchu	Follow all township establishment process e.g., conduct specialized studies	New	% Township establishment completed & MPT approval	100% Township establishment completed	30% Township establishment completed	% Township establishment completed: draft layout plan completed	30% Township establishment completed: draft layout plan completed	Appointment of Consultant	Compilation of specialist studies and first draft layout	Compilation of specialist studies and second draft layout	Circulation of specialist studies						
39	None	Construction of a new Community Centre in Thaba Nchu	Follow up on appointment of contractor. Site meetings to be held every 2	Tender documentation completed, Tender advertisement closed. Bid evaluation	% Completion of construction	100% Construction of the Community Hall	Appointment of contractor. Start with construction site.	% Completion of construction	50% of Construction complete.	Site handover and site establishment	Construction	Construction	Construction						

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NATIONAL KEY PERFORMANCE AREA (NKPA)										MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION									
MEDIUM TERM STRATEGIC FRAMEWORK (MTSF)					PRIORITY 5: SPATIAL INTEGRATION, HUMAN SETTLEMENTS AND LOCAL GOVERNMENT					INTEGRATED URBAN DEVELOPMENT FRAMEWORK (IUDF)					01 – SPATIAL INTEGRATION				
FREE STATE GROWTH AND DEVELOPMENT STRATEGY (FSGDS)					INCLUSIVE ECONOMIC GROWTH AND SUSTAINABLE JOB CREATION					CIRCULAR 88 REPORTING REFORMS					HOUSING /COMMUNITY FACILITIES AND LOCAL ECONOMIC DEVELOPMENT				
SUSTAINABLE DEVELOPMENT GOAL (SDG)					SDG 11 – MAKE CITIES AND HUMAN SETTLEMENT INCLUSIVE, SAFE, RESILIENT AND SUSTAINABLE					SPATIAL TRANSFORMATION					SPATIAL TRANSFORMATION				
Ward No.	Community Aspirations No.	Programme/Project	Strategies	Baseline/Performance 2021/2022	IDP Outcome Key Performance Indicator	IDP Five (5) Year Targets 2022/2027	IDP Target 2022/2023	SDBIP Output Key Performance Indicator	SDBIP Target 2022/2023	Quarter 1 Targets	Quarter 2 Targets	Quarter 3 Targets	Quarter 4 Targets	Assessment Score Level 5 - 1	Motivation for exceptional performance	Corrective Actions for under performance			
21	None	Rehabilitation of Arthur Nathan swimming pool	Follow up on appointment of contractor. Site meetings to be held every 2 weeks.	Tender documentation completed. Tender advertisement not closed. Bid evaluation done.	% Completion of construction	100% Construction of Arthur Nathan swimming pool	Appointment of contractor. Site establishment	% Completion of construction	50% of Construction complete.	Site handover and site establishment	Construction	Construction	Construction						
46	None	Fire station Botshabelo	Follow up on appointment of contractor. Site meetings to be held every 2 weeks.	Tender documentation completed. Tender advertisement not closed. Bid evaluation done.	% Completion of construction	100% Construction of the Fire Station	Appointment of contractor. Start with construction site.	% Completion of construction	50% of Construction complete.	Site handover and site establishment	Construction	Construction	Construction						
ALL	Administrative Support	Storage system for building plans Bram Fischer building	Start with SCM process. Follow up frequently with SCM.	New	% of Storage system installed	100% of Storage system installed	Start with SCM process. Appointment of service provider. Installation of Storage system	% of Storage system installed	100% of Storage system installed	Completion of specification and submission to BSC	Advertisement of Tender	Evaluation of tender and submission to BEC	Appointment of service provider by BAC and installation of storage system						
47	Administrative Support	Upgrade of servers and RFID buyers card	Start with SCM processes	Appointment of project manager	New project	New	Sever upgraded and RFID buyers' system	Completion of SCM processes	Sever upgraded and RFID buyers' system	Start the SCM processes through	Procure the RFID buyers card	Project completed	Project completed						

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MMM GENERIC GOVERNANCE PERFORMANCE OBJECTIVES

GOVERNANCE		BASIC SERVICE DELIVERY AND GOOD GOVERNANCE AND PUBLIC PARTICIPATION			GOOD GOVERNANCE		MOTIVATION FOR UNDER AND EXCEPTIONAL PERFORMANCE	KPA No (No in the IDP e.g.3)				
LEGISLATIVE KPAS	IDP OBJECTIVE	KPI	TARGET	1 st BIENNIAL REPORT	ANNUAL REPORT FINAL	Assessment Score		1	2	3	4	5
	Ensure good governance and effective management of the city	% spent on the city's capital budget % Implementation of the revenue enhancement strategy related to the city % Annual procurement plan concluded and implemented as it relates to the city % implementation of audit plan to address audit issues related to the city	95% capex spend 100% implementation of the revenue enhancement strategy related to the department 100% implementation of annual procurement plan of the department 100% implementation of audit plan to address audit issues related to the department	50% capex spend 50% implementation of the revenue enhancement strategy related to the department 50% implementation of annual procurement plan of the department 50% implementation of audit plan to address audit issues related to the department	95% capex spend 100% implementation of the revenue enhancement strategy related to the department 100% implementation of annual procurement plan of the department 100% implementation of audit plan to address audit issues related to the department							
	Ensure good governance and effective management of the city	Provision of inputs into the city's planning processes (IDP and risk management) within stipulated time frames and in line with quality requirements	Provision of inputs into the city's planning processes and risk management 2 weeks earlier than stipulated time frames and in line with quality requirements	Provision of inputs into the city's planning processes and risk management 2 weeks earlier than stipulated time frames and in line with quality requirements	Provision of inputs into the city's planning processes and risk management 2 weeks earlier than stipulated time frames and in line with quality requirements							

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NATIONAL KEY PERFORMANCE AREA (NKPA)																	
MEDIUM TERM STRATEGIC FRAMEWORK (MTSF)																	
INTEGRATED URBAN DEVELOPMENT FRAMEWORK (IUDF)																	
FREE STATE GROWTH AND DEVELOPMENT STRATEGY (FGDS)																	
CIRCULAR 88 REPORTING REFORMS																	
SUSTAINABLE DEVELOPMENT GOAL (SDG)																	
MANGAUNG STRATEGIC IDP DEVELOPMENT OBJECTIVES																	
Ward No.	Community Aspirations No.	Programme e/Project	Strategies	Baseline/Performance 2021/2022	IDP Outcome Key Performance Indicator	IDP Five (5) Year Targets 2022/2027	IDP Target 2022/2023	SDBIP Output Key Performance Indicator	SDBIP Target 2022/2023	Quarter 1 Targets	Quarter 2 Targets	Quarter 3 Targets	Quarter 4 Targets	Assessment Score Level 5 - 1	Motivation for exceptional performance	Corrective Actions for under performance	
		systems					cards in use	cards in use	cards in use	contract management							
47	Administrative Support	Fencing of fresh produce market phase II	Start with SCM processes	Appointment of project manager	Third Phase	Third Phase	The entire perimeter of the market fenced	Fence completed	Completion of SCM processes	Send specification to SCM	SCM processes	SCM processes	SCM processes completed				
47	Administrative Support	Insulation of the market roof	Start with SCM processes	Appointment of project manager	New project	New	Roof insulated	Roof insulated	Completion of SCM processes	Send specification to SCM	SCM Processes	Project starts	Project completed				
ALL	Administrative Support	Building of refrigerator rooms	Start with SCM processes	Appointment of project manager	New project	New	New refrigerator rooms	Project manager appointed	Completion of SCM processes	Specifications send to SCM	SCM processes	Construction starts	Construction completed				
ALL	Administrative Support	Number of meetings	Develop meeting schedule	8 MPT meetings	Number of MPT meetings	40 MPT meetings	8 MPT meetings	Number of MPT meetings	8 MPT meetings	2 MPT meetings	2 MPT meetings	2 MPT meetings	2 MPT meetings				
ALL	Administrative Support	Decisions processed by the MPT	Record and issue decision letter to the applicant	Number of decision letters processed	Number of decision letters processed	Number of decision letters processed	Number of decision letters processed	Number of decision letters processed	Number of decision letters processed	Number of decision letters processed	Number of decision letters processed	Number of decision letters processed	Number of decision letters processed				
ALL	Administrative Support	Environmental educational and awareness programs	Develop educational materials, conduct visits and organize workshop	100% educational and awareness programs complete	Number of educational and awareness programs	20 Educational and awareness programs	4 Educational and awareness programs	Number of educational and awareness programs	4 Educational and awareness programs	1 Educational and awareness program	1 Educational and awareness program	1 Educational and awareness program	1 Educational and awareness program				
ALL	Administrative Support	Environmental compliance	Develop a compliance audit plan	Compliance audit conducted	Number of compliance audit conducted	20 Compliance Audits	4 Compliance Audits	Number of compliance audit conducted	4 Compliance Audits	1 Compliance Audit	1 Compliance Audit	1 Compliance Audit	1 Compliance Audit				

GOVERNANCE		LEGISLATIVE KPAS			BASIC SERVICE DELIVERY AND GOOD GOVERNANCE AND PUBLIC PARTICIPATION		GOOD GOVERNANCE		KPA No (No in the IDP e.g.3)				
IDP OBJECTIVE	KPI	TARGET	1 st BIENNIAL REPORT	ANNUAL REPORT FINAL	MOTIVATION FOR EXCEPTIONAL PERFORMANCE	UNDER AND	Assessment Score	1	2	3	4	5	
	% Compliance with the city's system of delegation policy	100% compliance with the city's system of delegation policy	100% compliance with the city's system of delegation policy	100% compliance with the city's system of delegation policy									
	% increase in implementation of the city's SDBIP	100% implementation of the city's SDBIP	100% implementation of the city's SDBIP	100% implementation of the city's SDBIP									
	% implementation of employment equity targets set for OCM in the city's employment equity plan	100% implementation of employment equity targets set for department in the city's employment equity plan	50% adherence to targets set by the city on the subnational programmes doing business for the department	100% adherence to targets set by the city on the subnational programmes doing business for the department									
	% adherence to targets set by the city on the subnational programme of doing business for the department	100% adherence to targets set by the city on the subnational programmes doing business for the department	50% adherence to targets set by the city on the subnational programmes doing business for the department	100% adherence to targets set by the city on the subnational programmes doing business for the department									







STRATEGIC RESPONSIBILITIES OF THE SUPPORT TEAM

OBJECTIVE	KPI	TARGET	MOTIVATION FOR UNDER PERFORMANCE EXCEPTIONAL PERFORMANCE	Assessment Score				
				1	2	3	4	5
Facilitate effective implementation of the approved Financial Recovery Plan (FRP) and achieving financial recovery and provision of reliable and uninterrupted basic services	To support NCR in the implementation of the terms of reference	100% Support to NCR						
	To provide strategic leadership and direction to the relevant pillars of sustainability as provided for in the FRP	100% of strategic leadership						
	To identify challenges and propose solutions to ensure provision of uninterrupted basic service to the community and prudent financial management	All identify challenges and proposed solutions to ensure provision of uninterrupted basic service to the community and prudent financial management are achieved						
	To advise and support on the approach to the implementation of FRP activities to optimize the reduction of operational expenditure and increase of revenue for the municipality	Provided advise and support on the approach to the implementation of FRP activities to optimize the reduction of operational expenditure and increase of revenue for the municipality						
	To recommend and ensure implementation of internal controls, procedures and systems for good governance, prudent financial management and effective service delivery in compliance with statutory prescripts	100% compliance with statutory prescripts						
	To prepare and submit monthly reports on the implementation of the FRP to the NCR	All monthly reports on the implementation of the FRP submitted to the NCR						
	To execute all delegated authority and responsibilities as may be assigned from time to time by the NCR	All delegated authority and responsibilities as may be assigned from time to time by the NCR executed						
	To prepare and present progress at meetings of the oversight and intergovernmental relations structure of government	All reports presented to IGR structures of government						
	To conduct an assessment and make recommendations on the effective utilization of	All recommendations on the effective utilization of human resources are complete						

Handwritten signatures and initials, including a large signature and the letters 'NS' and 'N'.

OBJECTIVE	KPI	TARGET	MOTIVATION FOR UNDER PERFORMANCE AND EXCEPTIONAL PERFORMANCE	Assessment Score				
				1	2	3	4	5
	human resources in their areas of expertise	100% technical and strategic support to Heads of Department						
	To provide technical and strategic support to Heads of Department in coordinating operational activities in an economic, effective and efficient manner to achieve value for money	100% technical and strategic support to Heads of Department						
	To assist in the development and review of departmental business plans	100% assistance in the development and review of departmental business plans						
	To review policies, by-laws, strategies and plans in their respective areas of expertise	100% reviewed policies, by-laws, strategies and plans						
	Assist in the review and amendment of the financial recovery plan as and when required	100% review and amendment of the financial recovery plan as and when required						
	To advise on the strategic management of municipal entities	100% advise on the strategic management of municipal entities						
	To provide written inputs and advise on all reports for decision-making in terms of Council approved system of delegations.	100% provision of written inputs and advise on all reports for decision-making in terms of Council approved system of delegations						

Signed  and accepted by: Nkoko Makunda

Job title: Area Planning

Date: 20/07/2022

Signed by the Acting City Manager on behalf of the Mangaung Metropolitan Municipality's Council



Date: 22/07/2022



6. Consolidated Score Sheet

Key Performance Area	Weighting	Acting City Manager's rating	Acting Head of Department's Rating	Final / Consolidated Score	Reason for Final Score
1					
2					
3					
4					
5					
6					
7					
Total:	100	Final Score			

OK


SP

PN

Acting City Manager		Signature
Date of 4 th Review meeting		
Date of 3 rd Review meeting		
Date of 2 nd Review meeting		
Date of 1 st review meeting		
Date Acting Head of Department notified of formal review meeting		
REVIEWING PHASE		
Date of formal half year review		
Date of Feedback Meeting		Performance issue discussed and corrective action to be taken
(Keep a record of meetings held to give feedback to the Acting Head of Departments on performance related issues)		

COACHING PHASE

Date of 1 st planning meeting		Date copy of performance plan handed to Acting Head of Department
Date of 2 nd planning meeting	meeting	Acting City Manager
PLANNING PHASE		

TO BE UPDATED BY ACTING CITY MANAGER

Handwritten notes and signatures:
 [Signature]
 [Signature]
 [Signature]
 [Signature]

Agreed upon

6.	Action/Training interventions to address future progression
7.	Comments/Remarks of the Incumbent
8.	Comments/Remarks of the supervisor

Signature:
Supervisor:

Signature:
Incumbent:

