

ERRATUM / ADDENDUM TO THE
2014/2015
PERFORMANCE AGREEMENT
OF MR M MBAMBISA
(CITY MANAGER)

April 2015

ANNEXURE A: REVISED SECTION B - 2014/15 PERFORMANCE PLAN (OFFICE OF THE CITY MANAGER)

No	Key Performance Element (KPE)	KPI No	Key Performance Indicator (KPI)	2014/15 Annual Target	QTR ending 30 Sept 2014 - TARGET	QTR ending 31 Dec 2014 - TARGET	QTR ending 31 March 2015 - TARGET	QTR ending 30 June 2015 - TARGET	WEIGHTING	EVIDENCE
KPA 1: Basic Service Delivery and Infrastructure Development										
1.1	Integrated Service Delivery and Infrastructure Development	1.1.1	% achievement on the 28 Service Delivery and Infrastructure Development and Special Cross-cutting project KPIs in the 2014/15 SDBIP (refer to performance agreement Annexure A)	90%	75%	80%	85%	90%	80%	2014/15 SDBIP Quarterly Performance Reports
1.2	Integrated Transport System	1.2.1	Establishing an Inter-modal Planning Committee in terms of the National Transport Act	By December 2014	Item on the establishment of the Inter-modal Planning Committee tabled to Executive Management Committee, Project Steering Committee, I&E and E&E Portfolio Committee, Mayoral Committee and Council	Inter-modal Planning Committee established in terms of the National Transport Act	N/A	N/A		Item on Inter-modal Planning Committee Agendas and minutes
1.3	Environmental Management	1.3.1	Centralising the management of public toilets within Nelson Mandela Bay	By March 2015	Assessment on public toilets conducted	Proposal on centralising the management of public toilets tabled in Council	Management of public toilets centralised	N/A		Assessment Report Proposal on centralising the management of public toilets Council Minutes Progress Reports

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KPA 2: Municipal Transformation and Organisational Development										
2.1	Integrated Municipal Transformation and Organisational Development	2.1.1	% achievement on the 8 Municipal Transformation and Organisational Development KPIs in the 2014/15 SDBIP (refer to performance agreement Annexure A)	80%	75%	80%	85%	90%	20% continues	2014/15 SDBIP Quarterly Performance Reports
				Within 14 days after the approval of the 2014/2015 SDBIP	Within 14 days after the approval of the 2014/2015 SDBIP	N/A	N/A	N/A		Approved 2014/15 SDBIP Correspondence Performance agreements
				Number of performance reviews/ evaluations conducted with Section 56 Managers reporting directly to the City Manager, in line with Local Government; Municipal Performance Regulations	1 2013/14 Annual performance assessments conducted	2 2014/15 First Quarter performance reviews conducted	3 2014/15 Second Quarter performance reviews conducted	4 2014/15 Third Quarter performance reviews conducted		Correspondence Reports
2.2	Performance Management	2.2.1	Concluding compliant performance agreements for all Section 56 Managers	Decision Support and Accountability System implemented by September 2014	Decision Support and Accountability System implemented by September 2014	N/A	N/A	N/A	Decision Support and Accountability System Memos Correspondence Reports	
				Implementing a Financial Deviation Reduction System	Financial Deviation Reduction System implemented by September 2014	N/A	N/A	N/A		Memos Correspondence Reports
2.3	Corporate Administration	2.3.1	Implementing a Decision Support and Accountability System	By December 2014	NIMB employee information (race and gender) status quo analysis conducted	NIMB Employment Equity Plan reviewed in line with status quo analysis	N/A	N/A	SAP / Payroll Reports Status quo analysis report Employment Equity Plan Correspondence with Department of Labour	
2.4	Human Resources and Transformation	2.4.1	Reviewing and implementing the NIMB Employment Equity Plan	Reviewed NIMB Employment Equity Plan implemented						


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KPA 3: Local Economic Development										
3.1	Integrated Local Economic Development	3.1.1	% achievement on the 15 Local Economic Development KPIs in the 2014/15 SDBIP (refer to performance agreement Annexure A)	90%	75%	80%	85%	90%	5%	2014/15 SDBIP Quarterly Performance Reports
3.2	Economic Development and Investment Related Issues	3.2.1	Reviewing Vision 2020 projects	2020 Projects Intervention Plan developed by 30 Sept 2014	N/A	N/A	N/A	N/A		2020 Projects Intervention Plan Correspondence
KPA 4: Financial Sustainability and Viability										
4.1	Integrated Financial Sustainability and Viability	4.1.1	% achievement on the 8 Financial Sustainability and Viability KPIs in the 2014/15 SDBIP (refer to performance agreement Annexure A)	90%	75%	80%	85%	90%	5%	2014/15 SDBIP Quarterly Performance Reports
4.2	Financial Viability	4.2.1	Developing and implementing a strategy to reduce Government and consumer debt	By December 2014	Reduction of Government and consumer debt strategy developed	Reduction of Government and consumer debt strategy implemented	N/A	N/A		Reduction of Government and consumer debt strategy Debt reports
KPA 5: Good Governance and Public Participation										
5.1	Integrated Good Governance and Public Participation	5.1.1	% achievement on the 6 Good Governance and Public Participation KPIs in the 2014/15 SDBIP (refer to performance agreement Annexure A)	90%	75%	80%	85%	90%	10%	2014/15 SDBIP Quarterly Performance Reports
5.2	Internal Controls	5.2.1	Receipt of Unqualified Audit Report issued in respect of the 2013/14 financial year	Receipt of Unqualified Audit Report by December 2014	2013/14 performance information and financial statements submitted to the Auditor-General by 31 August 2014	Receipt of Unqualified Audit Report by December 2014	N/A	N/A		2013/14 performance information and financial statements Audit Report

Mr Mbambisa
 MR M MBAMBISA
 CITY MANAGER
 DATE:

APPROVED / NOT APPROVED

 MR BN FIRLA
 EXECUTIVE MAYOR
 DATE: 2015-04-20
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ADDENDUM TO THE 2014/15 PERFORMANCE AGREEMENT OF THE CITY MANAGER

This addendum serves to amend the 2014/2015 performance agreement of the City Manager, Mr Mbambisa. Revised Section B: 2014/15 Performance Plan, is attached as Annexure A.

The following KPIs and targets are amended in the performance agreement:

SECTION B: PERFORMANCE PLAN: CITY MANAGER										
No	Key Performance Element (KPE)	KPI No	Key Performance Indicator (KPI)	2014/15 Annual Target	QTR ending 30 Sept 2014 - TARGET	QTR ending 31 Dec 2014 - TARGET	QTR ending 31 March 2015 - TARGET	QTR ending 30 June 2015 - TARGET	WEIGHTING	COMMENTS
KPA 1: Basic Service Delivery and Infrastructure Development										
1.1	Integrated Service Delivery	1.1.1	% achievement on the 66 KPIs in the 2014/15 SDBIP (refer to performance agreement Annexure A)	90%	75%	80%	85%	90%	%	Retain KPI, but amend KPI with new number of KPIs in line with mid-term amendments effected in the 2014/15 SDBIP (number of KPIs remaining in SDBIP after amendments).
1.2	Integrated Sustainable Human Settlements	1.2.1	Completing e-leasing audit of municipal land and buildings	Leasing audit completed by 30 June 2015	Tender advertised	Service provider appointed	Leasing audit commenced	Leasing audit completed by 30 June 2015		KPI set at operational level. Municipal land audit complete. Transfer the audit of municipal buildings to the 2015/16 scorecard of the Executive Director, Corporate Services. 2015/16 KPI and targets to be reviewed in line with available budget, progress made and available capacity.
1.3	Water	1.3.1	% reduction in year-to-year water-leases in line with the International Water Association (IWA) Audit Standards (variance between the total system input and authorised consumption)	4200	300	600	900	4200		Remove KPI from CM scorecard. KPI already included in performance agreement of the ED: Human Settlements.
				0-50%	0-125%	0-25%	0-375%	0-50%		Remove KPI from CM scorecard. KPI already included in performance agreement of the ED: Infrastructure and Engineering.

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SECTION B: PERFORMANCE PLAN: CITY MANAGER

No	Key Performance Element (KPE)	KPI No	Key Performance Indicator (KPI)	2014/15 Annual Target	QTR ending 30 Sept 2014 - TARGET	QTR ending 31 Dec 2014 - TARGET	QTR ending 31 March 2015 - TARGET	QTR ending 30 June 2015 - TARGET	WEIGHTING	COMMENTS
1.4	Integrated Transport System	1.4.1	Establishing a Transit Administrative Agency (TAA)	By March 2015	Draft section 78(2) report tabled to Executive Management Committee, Project Steering Committee, I&E and E&E standing Committee, Mayoral Committee and Council	Public participation conducted	Section 78(2) report tabled to Executive Management Committee, Project Steering Committee, I&E and E&E standing Committee, Mayoral Committee and Council Transit Administrative Agency (TAA) established	N/A	60% continues	KPI set at operational level. Transfer to 2015/16 scorecard of the Executive Director: Infrastructure and Engineering. Targets to be reviewed in line with legislation (Section 78(1) report precedes a Section 78(2) report and public participation can only be undertaken once a Section 78(2) report has been approved), available budget, progress made at year end and available capacity.
		1.4.2	Establishing an inter-model Planning Committee in terms of the National Transport Act	By December 2014	Item on the establishment of the Inter-model Planning Committee tabled to Executive Management Committee, Project Steering Committee, I&E and E&E Portfolio Committee, Mayoral Committee and Council	Inter-model Planning Committee established in terms of the National Transport Act	N/A	N/A		Retain KPI, since annual target was achieved by December 2014 as planned.
		1.4.3	Monitoring and reporting on budget expenditure against the IPTS Project		Quarterly IPTS Budget Expenditure Report tabled to National Department of Treasury, Executive Management Committee, Project Steering Committee, I&E and E&E Portfolio Committee, Mayoral Committee and Council	Quarterly IPTS Budget Expenditure Report tabled to National Department of Treasury, Executive Management Committee, Project Steering Committee, I&E and E&E Portfolio Committee, Mayoral Committee and Council	Quarterly IPTS Budget Expenditure Report tabled to National Department of Treasury, Executive Management Committee, Project Steering Committee, I&E and E&E Portfolio Committee, Mayoral Committee and Council	Quarterly IPTS Budget Expenditure Report tabled to National Department of Treasury, Executive Management Committee, Project Steering Committee, I&E and E&E Portfolio Committee, Mayoral Committee and Council		KPI set at operational level. Transfer to 2014/15 scorecard of the Executive Director: Infrastructure and Engineering to be reported against in the 2014/15 Fourth Quarter Performance Report

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SECTION B: PERFORMANCE PLAN: CITY MANAGER

No	Key Performance Element (KPE)	KPI No	Key Performance Indicator (KPI)	2014/15 Annual Target	QTR ending 30 Sept 2014 - TARGET	QTR ending 31 Dec 2014 - TARGET	QTR ending 31 March 2015 - TARGET	QTR ending 30 June 2015 - TARGET	COMMENTS
4.5	Electricity and Energy	4.5.1	% electricity losses (the difference in energy purchased and energy sold) in line with NERSA standards.	40%	44%	42%	41%	40%	Remove KPI from CM scorecard. KPI already included in performance agreement of the Executive Director: Electricity and Energy.
4.6	Safety and Security	4.6.1	Developing and implementing a Business Continuity and Disaster Recovery Plan for Nelson Mandela Bay Municipality	By March 2016	Draft Business Continuity and Disaster Recovery Plan for Nelson Mandela Bay Municipality developed	NMBM Business Continuity and Disaster Recovery Plan tabled in Council for approval	NMBM Business Continuity and Disaster Recovery Plan implemented	N/A	KPI set at operational level. Transfer to Chief Operating Officer's 2015/16 scorecard. Targets to be reviewed in line with available budget, progress made and available capacity.
4.7	Environmental Management	4.7.1	Developing and implementing an elimination of illegal dumping strategy	By March 2016	Elimination of illegal dumping strategy developed	Elimination of illegal dumping strategy tabled in Council for approval	Elimination of illegal dumping strategy implemented	N/A	KPI set at operational level. Transfer to 2015/16 scorecard of the Acting Executive Director: Public Health. Targets to be reviewed in line with the implementation requirement(s) of the Strategy that was developed in an outer period (2011), the available budget and capacity.
4.7	Environmental Management	4.7.2	Developing and implementing the NMBM Green Procurement Strategy	By June 2015	Service provider appointed	NMBM Green Procurement Strategy finalised by Service Provider Directorate workshops on applicability and mainstreaming of green procurement strategy held	Internal green procurement specialist appointed NMBM Green Procurement Strategy implemented	N/A	KPI set at operational level. Transfer to 2015/16 scorecard of the Acting Executive Director: Public Health. Targets to be reviewed in line with the implementation requirement(s) of the Strategy that was developed in an outer period (2011), the available budget and capacity.
		1.7.3	Centralising the management of public toilets within Nelson Mandela Bay	By March 2015	Assessment on public toilets conducted	Proposal on centralising the management of public toilets tabled in Council	Management of public toilets centralised	N/A	Retain KPI, since the annual target was achieved by March 2015 as planned.

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SECTION B: PERFORMANCE PLAN: CITY MANAGER

No	Key Performance Element (KPE)	KPI No	Key Performance Indicator (KPI)	2014/15 Annual Target	QTR ending 30 Sept 2014 - TARGET	QTR ending 31 Dec 2014 - TARGET	QTR ending 31 March 2015 - TARGET	QTR ending 30 June 2015 - TARGET	WEIGHTING	COMMENTS
KPA 2: Municipal Transformation and Organisational Development										
2.1	Strategic Planning	2.1.1	Undertaking the re-visioning process for Nelson Mandela Bay	By June 2015	Project implementation plan approved by Mayoral Committee	Tender advertised	Service provider appointed	Re-visioning process commenced	20%	Transfer KPI to the Chief Operating Officer's 2015/16 scorecard as this should be dealt with by the CSP Coordinator. Targets to be reviewed in line with available budget, progress made and available capacity.
2.2	Integrated planning	2.2.1	Developing an integrated development plan and budget informed by ward based service delivery priorities	Draft 2015/16 IDP, Budget and Ward based Budget approved by Council	IDP and Budget Time Schedule approved by Council	Public participation on the 2015/16 IDP and Budget processes undertaken	Draft 2015/16 IDP, Budget and Ward based Budget in place	Draft 2015/16 IDP, Budget and Ward based Budget approved by Council		Remove KPI from CM scorecard. KPI already covered in part in the performance agreement of the Chief Financial Officer (Budget targets). New KPI to be included in the Chief Operating Officer's 2015/16 scorecard attending to the public participation and IDP targets.
2.3	Performance Management	2.3.1	Concluding compliant performance agreements for all Section 56 Managers	Within 14 days after the approval of the 2014/2015 SDBIP	Within 14 days after the approval of the 2014/2015 SDBIP	N/A	N/A	N/A		Retain KPI, since the "conclusion" of performance agreements is an operational/ managerial responsibility of an Accounting Officer.
		2.3.2	Number of performance reviews/ evaluations conducted with all Managers reporting directly to the City Manager, in line with Local Government: Municipal Performance Regulations	4	2013/14 Annual performance assessments conducted	2014/15 First Quarter performance reviews conducted	2014/15 Second Quarter performance reviews conducted	2014/15 Third Quarter performance reviews conducted		Retain, but amend KPI and targets, in the 2015/16 financial year to read as follows: Number of Section 56 Managers reporting to the City Manager achieving a final annual performance evaluation score of 130% or higher.

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SECTION B: PERFORMANCE PLAN: CITY MANAGER

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2.4	Corporate Administration	2.4.1	Reviewing and finalising the NMBM-organisational-mere structure	Reviewed-organisational-mere-structure approved-by-Council-by-30-June-2015	Specification-finalised	Tender-advertised	Service-provider appointed	Reviewed-organisational-mere-structure approved-by-Council-by-30-June-2015	20% continues	KPI set at operational level. Transfer to 2015/16 scorecard of the Executive Director: Corporate Services. Targets to be reviewed in line with work performed in an outer period (2013), the available budget and capacity.
			Implementing a Decision Support and Accountability System	Decision Support and Accountability System implemented by September 2014	N/A	N/A	N/A	Retain KPI, since the annual target has been achieved.		
		2.4.3	Implementing a Financial Deviation Reduction System	Financial Deviation Reduction System implemented by September 2014	Financial Deviation Reduction System implemented by September 2014	N/A	N/A	N/A	Retain KPI, since the Financial Deviation Reduction System was implemented in the third quarter. The KPI is however set at an operational level and the monitoring of the Implementation of the Financial Deviation Reduction System will be transferred to Chief Financial Officer's 2015/16 scorecard.	

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SECTION B: PERFORMANCE PLAN: CITY MANAGER

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2.5	Human Resources and Transformation	2.5.1	% recruitment completed within a three-month turnaround period spanning from the date of receipt of recruitment notice to the date of actual appointment	90%	75%	80%	85%	90%	20% continues	Remove KPI from CM scorecard. This KPI is already covered in the performance agreement of the Executive Director: Corporate Services.
		2.5.2	% of funded critical vacancies filled	80%	50% of all funded critical vacancies advertised	40% of all funded critical vacancies advertised	40%	80%		Remove KPI. KPI set at operational level and was included in all performance agreements of all EDs at directorate level. In the 2015/16 financial year, the KPI must however be amended to read: % of all funded vacancies filled within Nelson Mandela Bay Municipality, and be transferred to 2015/16 scorecard of the Executive Director: Corporate Services.
		2.5.3	Reviewing and implementing the NMBM Employment Equity Plan	By December 2014	NMBM employee information (race and gender) status quo analysis conducted	NMBM Employment Equity Plan reviewed in line with status quo analysis Reviewed NMBM Employment Equity Plan implemented	N/A	N/A		Retain KPI, since annual target was achieved by December 2014 as planned.
2.5	Human Resources and Transformation continues	2.5.4	% of state currently employed in designated positions complying with the National Treasury Minimum Competency requirement as outlined in set regulations (Government Gazette No. 29967)	80%	Quarterly Progress report noted by Council	Quarterly Progress report noted by Council	Quarterly Progress report noted by Council	80%		Remove KPI from CM scorecard. KPI already included in the performance agreement of the Executive Director: Corporate Services.
		2.6.1	Undertaking an ICT Audit within Nelson Mandela Bay Municipality	By September 2014	N/A	N/A	N/A	N/A		KPI set at operational level. Transfer to 2015/16 scorecard of the Executive Director: Corporate Services. Target should be reviewed in line with SIP 15 requirements and budget availability.

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KPA 3: Local Economic Development										
3.1	Economic Development and Investment Related Issues	3.1.1	Reviewing Vision 2020 projects	2020 Projects Intervention Plan developed by 30 Sept 2014	N/A	N/A	N/A	N/A	5%	Retain KPI, since annual target was achieved by September 2014 as planned.
3.2	EPWP Job-Creation	3.2.1	Number of Work Opportunities created	40244	First quarter-beneficiary information-uploaded-on-Department-of-Public-Works'-Integrated-Reporting-System-	6406	Third-quarter-beneficiary information-uploaded-on-Department-of-Public-Works'-Integrated-Reporting-System-	40244		KPI set at operational level. Transfer to Chief Operating Officer's 2015/16 scorecard. Targets to be reviewed in line with Protocol Agreement.
		3.2.2	Number of Full Time Equivalent Jobs created	4756	First quarter-beneficiary information-uploaded-on-Department-of-Public-Works'-Integrated-Reporting-System-	878	Third-quarter-beneficiary information-uploaded-on-Department-of-Public-Works'-Integrated-Reporting-System-	4756		KPI set at operational level. Transfer to Chief Operating Officer's 2015/16 scorecard. Targets to be reviewed in line with Protocol Agreement.
KPA 4 : Financial Sustainability and Viability										
4.1	Financial viability	4.1.1	Developing and Implementing a strategy to reduce Government and consumer debt	By December 2014	Reduction of Government and consumer debt strategy developed	Reduction of Government and consumer debt strategy Implemented	N/A	N/A	%	Retain KPI, since annual target was achieved by December 2014 as planned.

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KPA 5: Good Governance and Public Participation										
6.1	Communication	6.1.1	Reviewing and implementing the NMBM-Communication Strategy	By 30 December 2014	NMBM-Communication Strategy reviewed and approved by Council	NMBM-Communication Strategy implemented	N/A	N/A	10%	Remove KPI from CM agreement, since no budget provision exists for the implementation of this KPI.
		6.2.1	% year-to-year reduction in matters of emphasis raised by the Auditor-General in respect of the 2013/14 financial year as contained in the 2013/14 Auditor-General's Report	50% reduction by December 2014	2013/14 performance information and financial statements submitted to the Auditor-General by 31 August 2014	50% reduction by December 2014	N/A	N/A		Remove KPI from CM scorecard. KPI already included in the performance agreement of the Chief Financial Officer.
5.2	Internal Controls	5.2.2	Receipt of Unqualified Audit Report issued in respect of the 2013/14 financial year	Receipt of Unqualified Audit Report by December 2014	2013/14 performance information and financial statements submitted to the Auditor-General by 31 August 2014	Receipt of Unqualified Audit Report by December 2014	N/A	N/A		Add this KPI as a new KPI to CM's scorecard and remove same from the scorecard of the Chief Financial Officer.

M. Mbambisa

MR/MS MBAMBISA
CITY MANAGER
DATE:

APPROVED / NOT APPROVED

[Signature]

MR BN FIHLA
EXECUTIVE MAYOR
DATE:

2015-04-20

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