



DR NKOSAZANA DLAMINI-ZUMA MUNICIPALITY

PERFORMANCE AGREEMENT

(commencing 01 July 2023)

Made and entered into by and between

DR NKOSAZANA DLAMINI-ZUMA MUNICIPALITY

(represented by Cllr PS Msomi in her duly-authorized capacity as Mayor of the municipality, hereinafter referred to as the Employer)

and

MR NKOSIYEZWE CYPRIAN VEZI
MUNICIPAL MANAGER (ACCOUNTING OFFICER)

(hereinafter referred to as the Employee)

Financial year 01 July 2023 to 30 June 2024

NCJ & PSM

INTRODUCTION

1. (1) The Employer has entered into a contract of employment with the Employee in terms of section 57(1)(a) – managers' employment contracts to be in writing - of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties".

(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. The employer must conclude a Performance Agreement within 60 days of assumption of duty and renew it annually within one month of the commencement of the beginning of the financial year.

(3) The parties will 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 the local government policy goals as defined in the municipality's IDP.

(4) The parties will ensure that there is compliance with the Municipal Systems Act Sections 57(4A) – MFMA responsibilities of the accounting officer regarded as being included in this performance agreement, 57(4B) – payment of bonuses, and 57(5) – performance objectives and targets to be practical, measureable and based on the KPIs set out in the IDP.

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

2.2 communicate to the Employee the Employer's performance expectations and accountabilities by specifying objectives and targets as defined in the IDP, SDBIP and budget of the municipality;

2.3 specify accountabilities as set out in the Performance Plan (in a format substantially compliant with Appendix "A");

2.4 monitor and measure performance against set targeted outputs;

2.5 appropriately reward the Employee in the event of outstanding performance; and

2.7 give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

3 COMENCEMENT AND DURATION

3.1 This Agreement will commence on the **01 July 2023** and will remain in force in line with the Employment agreement until **30 June 2024** where after 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, if applicable.

3.2 The parties will review the provisions of this Agreement during June each year and will conclude a new Performance Agreement (and Performance Plan and Personal Development Plan) that replaces this Agreement at least once a year but not later than one month after the commencement of the new financial year, in line with the Employment Agreement.

3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason.

3.4 The content of this Agreement may be revised at any time during the abovementioned 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.

3.6 Any significant amendments/ deviations referred to in 3.4 and 3.5 above must take cognisance of, where relevant, the requirements of sections 34 (annual review and amendment of the integrated development plan) and 42 (community to be involved in setting performance indicators and targets) of the Systems Act, and must be done in terms of regulation 4 (5) (submission of employment contracts and performance agreements to the provincial and national ministers responsible for local government) of the Local Government: Municipal Performance Regulations for Municipal Managers and managers directly accountable to the Municipal Manager, 2006 ("the Regulations");

4 PERFORMANCE OBJECTIVES

4.1 The Performance Plan (Appendix "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.

4.2 The performance objectives and targets reflected in Appendix "A" are set by the Employer in consultation with the Employee and based on the Integrated Development Plan and the Budget of the Employer, and shall include key objectives; key performance indicators; target dates and weightings.

4.3 The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.

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 itself, 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 that will be included in the performance management system as applicable to the Employee.

6.1 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.

6.2 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.

6.2.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Competency Framework Structure (CFS) respectively.

6.2.2 KPAs covering the main areas of work (KPAs) will account for 80% and CFSs will account for 20% of the final assessment.

6.2.3 Each area of assessment will be weighted and will contribute a specific part to the total score.

6.3 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 (Appendix "A" - **objectives that are specific to the office of the MM, excluding the KPA objectives of the five departments reporting directly to the MM**) with a **weighting of one-sixth**, added to the **weighted-average** performance assessment outcomes, per national KPA, of the five managers that report directly to the Employee (that is the managers for Corporate Support Services, Public Works and Basic Services, Financial Services, Community Services and Development and Town Planning Services) **with a weighting of five-sixth**, which are linked to the KPA's, **and when added together to make six sixths** will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee:

| Key Performance Areas (KPA's) - ONLY FOR THE KPAs THAT ARE SPECIFIC TO THE OFFICE OF THE MM, PER ANNEXURE A, EXCLUDING THE KPAs OF THE FIVE MANAGERS REPORTING DIRECTLY TO THE MM. | |
|---|-------------|
| Basic Service Delivery | 15 % |
| Municipal Institutional Development and Transformation | 10% |
| Social and Local Economic Development (LED) | 5% |
| Municipal Financial Viability and Management | 10% |
| Good Governance and Public Participation | 50% |
| Cross-cutting interventions | 10% |
| Total | 100% |

06.4 The Leading Competencies (LCs) and Core Competencies (CC's) set out in Annexure A of the Local Government: Competency Framework for Senior Managers (Government Gazette No. 37245 dated 17 January 2014), will make up the other 20% of the Employee's assessment score. There is no hierarchical connotation and all competencies are essential to the role of a senior manager. All competencies must therefore be included in the assessment and weighted equally as follows:

| LEADING COMPETENCIES | Driving competency (of the leading competency) | WEIGHT |
|---|---|-------------|
| Strategic Direction and Leadership | <ul style="list-style-type: none"> • Impact and Influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness | 8.333% |
| People Management | <ul style="list-style-type: none"> • Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and Dispute Management | 8.333% |
| Programme and Project Management | <ul style="list-style-type: none"> • Program and Project Planning and Implementation • Service Delivery Management • Program and Project Monitoring and Evaluation | 8.333% |
| Financial Management | <ul style="list-style-type: none"> • Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring | 8.333% |
| Change Leadership | <ul style="list-style-type: none"> • Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation | 8.333% |
| Governance Leadership | <ul style="list-style-type: none"> • Policy Formulation • Risk and Compliance Management • Co-operative Governance | 8.333% |
| CORE COMPETENCIES | | |
| Moral Competence | | 8.333% |
| Planning and Organising | | 8.333% |
| Analysis and Innovation | | 8.333% |
| Knowledge and Information Management | | 8.333% |
| Communication | | 8.333% |
| Results and Quality Focus | | 8.333% |
| Total Percentage | | 100% |

6.4 The employee specifically acknowledges that, in addition to the leading and core competencies, focus must also be placed upon the eight *Batho Pele* principles:

- Consultation
- Setting service standards
- Increasing access
- Ensuring courtesy
- Providing information
- Openness and transparency
- Redress
- Value for money

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7. EVALUATING PERFORMANCE

7.1 The Performance Plan/scorecard (Appendix "A") to this Agreement sets out –

7.1.1 the standards and procedures for evaluating the Employee's performance; and

7.1.2 the intervals for the evaluation of the Employee's performance.

7.2 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.

7.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan (in a format substantially compliant with Appendix "B") as well as the actions agreed to, and implementation must take place within set time frames.

7.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's IDP.

7.5 The annual performance appraisal will involve:

7.5.1 Assessment of the achievement of results as outlined in the performance plan (Annexure A):

(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) An indicative rating on the five-point scale should be provided for each KPA.

(c) The applicable assessment rating calculator (including the KPA weighting factors) must then be used to add the scores and calculate a final KPA score.

(d) The outcome scores, arising from items 7.5.1 (a) to (c) above, for each national KPA on Annexure A, will then be weighted with a factor of one-sixth.

(e) The weighted-average actual outcome scores of the five departmental managers, using the weightings contained in their performance agreements, will then be calculated, per national KPA, and assigned a weighting of five sixth.

(f) Calculating at the level of each national KPA, the one-sixth score calculated in 7.5.1 (d) above and the five sixth score calculated in 7.5.1 (e) above will be combined to give the final overall scoring outcome for the Employee working in conjunction with the five departments that he manages.

(g) It is expressly acknowledged that this approach to calculating an overall scoring outcome for the Municipal Manager is intended to combine, in a balanced manner, the outcomes for the MM's office alone together with the outcomes of the five departments that he manages.

7.5.2 Assessment in terms of the Leading Competencies (LCs) and Core Competencies (CCs) as set out in the Competency Framework Structure for Senior Managers

(a) Each LC and CC should be assessed according to the extent to which the specified standards (achievement levels) have been met: **basic, competent, advanced and superior** (refer to Annexure A of the Local Government : Competency Framework for Senior Managers (Government Gazette No. 37245 dated 17 January 2014 for the standards set for each achievement level).

(b) An indicative rating on the five-point scale should be provided for each CMC (basic = 2 points, competent = 3 points, advanced = 4 points and superior = 5 points).

(c) The applicable assessment rating calculator must then be used to add the scores and calculate a final CFS score.

7.5.3 Overall rating

An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.

7.6 The assessment of the performance of the Employee will be based on the following rating scale for the KPA's (but not the CFSs):

| 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. |
| 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. |

7.7 For purposes of evaluating the performance an evaluation panel constituted in terms of **Regulation 27(4)(d)** will be established.

8. SCHEDULE FOR PERFORMANCE REPORTING, MONITORING, EVALUATION AND REVIEW

8.1 The performance of the Employee in relation to his performance agreement shall be monitored and evaluated on or about the following dates with the stipulation that the reviews for the second and fourth quarter will be recorded in writing. Quarterly evaluations will be subject to an internal audit process being concluded. The first and third quarter reviews may be verbal if performance is satisfactory:

| QUARTER | PERIOD | REVIEW TARGET DATE |
|----------------|--------------------------|--|
| First | July to September 2023 | 31 October 2023 |
| Second | October to December 2023 | 31 January 2024 |
| Third | January to March 2024 | 30 April 2024 |
| Fourth /Annual | April to June 2024 | 31 July 2024 (as a basis for preparation of the 2023/24 Annual Report) |

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

8.3 The Employee is responsible for maintaining a Portfolio of Evidence, which must be made available at the informal and formal evaluation sessions, and for audit purposes

8.4 Performance scoring and feedback shall be based on the Employer's assessment of the Employee's performance against Actuals reported and evidence provided.

8.5 The Employer will be entitled to review and make reasonable changes to the provisions of Appendix "A" in line with Mid Year Assessment for operational reasons. The Employee will be fully consulted before any such change is made.

8.6 The Employer may amend the provisions of Appendix "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.

9. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as **Appendix "B"**.

10. OBLIGATIONS OF THE EMPLOYER

10.1 The Employer shall –

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

10.1.2 provide access to skills development and capacity building opportunities;

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

10.1.4 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

10.1.5 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.

11. CONSULTATION

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

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

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

11.1.3 a substantial financial effect on the Employer.

11.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 11.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

12. MANAGEMENT OF EVALUATION OUTCOMES

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

12.1.2 A performance bonus may be paid in terms of **section 32(2)** of the Local Government: Municipal Performance Regulations, 2006 and any other policy of Council,

12.2 In the case of unacceptable performance, the Employer must implement Procedures for dealing with substandard performance as prescribed in section 16 of the Local Government: Disciplinary Code and Procedures for Senior Managers which is attached hereto as Appendix C.

12.3.1 Negative audit outcomes i.e. disclaimed audit opinion, adverse audit opinion and qualified audit opinion shall be regarded as poor performance and the Municipal Council shall not authorise the payment of performance bonuses to an Employee (Senior Manager) in the event of a negative audit outcome.

12.3.1.2 As part of consequence management the Municipal Council shall not authorise the payment of performance bonuses to an Employee (Senior Managers) who will be found after an investigation by the Municipal Public Accounts Committee (MPAC) responsible for the Unauthorised, Irregular, Fruitless and Wasteful Expenditure.

13. DISPUTE RESOLUTION

13.1 Any disputes about the nature of the Employee's **performance agreement**, whether it relates to key responsibilities, priorities, methods of assessment, and/ or salary increment in the agreement, must-

13.1.1 in the case of the Municipal Manager be mediated by the MEC for local government in the province, or any other person appointed by the MEC within thirty (30) days of receipt of a formal dispute from the employee; and

13.1.2 in the case of Managers directly accountable to the Municipal Manager, the Mayor, within thirty (30) days of receipt of a formal dispute from the Employee;

whose decision shall be final and binding on both parties.

13.2 Any disputes about the outcome of the employee's **performance evaluation**, must -

13.2.1 In the case of the Municipal Manager be mediated by the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the Employee or any other person appointed by the MEC; and

13.2.2. In the case of 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), within thirty (30) days of receipt of a formal dispute from the employee;

whose decision shall be final and binding on both parties.




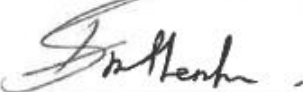
14. GENERAL

14.1 The contents of this agreement must be made available to the public by the Employer in terms of the MFMA - section 53 (3) (b).

14.2 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.

14.3 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.

CONFIRMATION

| | |
|---|---|
| Signed and accepted: Mr NC Vezi |  |
| Signed and accepted by Councilor PS Msomi |  |
| Date Performance Plan signed | 17/07/2023 |
| Witness Number One : Name and Signature | PK Phoswa  |
| Witness Number Two : Name and Signature |  |

APPENDIX A
(TO THE PERFORMANCE AGREEMENT)

2023/24 PERFORMANCE PLAN

Refer to the attached SDBIP/Scorecard

| NATIONAL KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION AND CROSS CUTTING INTERVENTIONS AND SPATIAL DEVELOPMENT PROVINCIAL GROWTH & DEVELOPMENT STRATEGY (PGDS) GOAL 6 : GOVERNANCE AND POLICY PROVINCIAL GROWTH & DEVELOPMENT STRATEGY (PGDS) GOAL 3 : HUMAN AND COMMUNITY DEVELOPMENT GENERAL KPI: The percentage of a municipality's capital budget actually spent on capital projects identified for a particular financial year in terms of municipality's Integrated development plan BACK TO BASICS PILLAR 1: PUTTING PEOPLE FIRST BACK TO BASICS PILLAR 3: GOOD GOVERNANCE 2023/2024 SDBIP FOR THE OFFICE OF THE MUNICIPAL MANAGER | | | | | | | | | | | | | | |
|---|------|--|---|--|---|--|---|---|--------------------|--------------------|----------------------|---------------------------------|---------------|--|
| IDP NO. | WARD | GENERAL KPI | STRATEGIC OBJECTIVE | PROJECT | KEY PERFORMANCE INDICATOR | BASELINE | ANNUAL TARGET | QUARTER 1 | QUARTER 2 | QUARTER 3 | QUARTER 4 | RESPONSIBLE DEPARTMENT | ANNUAL BUDGET | PORTFOLIO OF EVIDENCE |
| | | | | | | | | BUDGET PROJECTIONS | BUDGET PROJECTIONS | BUDGET PROJECTIONS | BUDGET PROJECTIONS | | | |
| OMM 1 | All | The percentage of a municipality's capital budget actually spent on capital projects identified for a particular financial year in terms of the municipality's IDP | To review and develop a multi-year strategic plan that responds to the needs of the community by 30 June 2026 | Review of 2024/25 IDP | Number of IDP reviews | 1 final reviewed IDP for 2021/2022 adopted by Council | 1 (Draft 2024/25 IDP & Final 2024/25 IDP) | Development and Approval of IDP/Budget Process Plan | 1 IDP Roadshows | 1 (Draft 2023/24) | 1(Final 2024/25 IDP) | Strategic Support Services Unit | 700,000 | Quarter 1: Process Plan Advert Council Resolution Quarter 2: Attendance Register, IDP Roadshows Minutes and Agenda Quarter 3: Draft IDP Council Resolution Proof of Submission and Advert Quarter 4: Final IDP Advert Council Resolution and Proof of Submission Attendance registers and Minutes of IDP Roadshows |
| OMM 2 | All | NA | Conduct Performance Assessments for Section 54/56 managers by 30 June 2026 | Conducting Performance Assessments for S54/56 Managers | Number of Performance Assessments conducted | 4 Performance Assessments reports produced in 2021/2022 FY | 4 (2 Informal & 2 Formal) | 1 (Annual Performance Assessments) | 1 (Informal) | 1 (Formal) | 1 (Informal) | Strategic Support Services Unit | Operational | Quarter 1: Report for the 2022/2023 PMS Assessments Attendance Register Council Resolution Quarter 2: Report for the Q1 PMS Assessments Attendance Register Quarter 3: Mid-year Performance Report for PMS Assessments & Attendance Register Council Resolution Quarter 4: Report for the Q3 PMS Assessments Attendance Register |

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| NATIONAL KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION AND CROSS CUTTING INTERVENTIONS AND SPATIAL DEVELOPMENT | | | | | | | | | | | | | | |
|---|------|-------------|---|--|---|---|---------------|--|--------------------------------------|--------------------------------------|---|---------------------------------|---------------|--|
| PROVINCIAL GROWTH & DEVELOPMENT STRATEGY (PGDS) GOAL 6 : GOVERNANCE AND POLICY | | | | | | | | | | | | | | |
| PROVINCIAL GROWTH & DEVELOPMENT STRATEGY (PGDS) GOAL 3 : HUMAN AND COMMUNITY DEVELOPMENT | | | | | | | | | | | | | | |
| GENERAL KPI: The percentage of a municipality's capital budget actually spent on capital projects identified for a particular financial year in terms of municipality's integrated development plan | | | | | | | | | | | | | | |
| BACK TO BASICS PILLAR 1: PUTTING PEOPLE FIRST | | | | | | | | | | | | | | |
| BACK TO BASICS PILLAR 3: GOOD GOVERNANCE | | | | | | | | | | | | | | |
| 2023/2024 SDBIP FOR THE OFFICE OF THE MUNICIPAL MANAGER | | | | | | | | | | | | | | |
| IDP NO. | WARD | GENERAL KPI | STRATEGIC OBJECTIVE | PROJECT | KEY PERFORMANCE INDICATOR | BASELINE | ANNUAL TARGET | QUARTER 1 | QUARTER 2 | QUARTER 3 | QUARTER 4 | RESPONSIBLE DEPARTMENT | ANNUAL BUDGET | PORTFOLIO OF EVIDENCE |
| | | | | | | | | BUDGET PROJECTIONS | BUDGET PROJECTIONS | BUDGET PROJECTIONS | BUDGET PROJECTIONS | | | |
| OMM 3 | All | N/A | Prepare quarterly performance reports and submit to Council structures by 30 June 2026 | Preparing of quarterly performance reports to Council oversight structures | Number of Performance reports submitted | 4 performance report submitted to APAC& Council in 2021/22 | 4 | 1 | 1 | 1 | 1 | Strategic Support Services Unit | Operational | <p>Quarter 1 2022/2023 APR Proof of Submission to AG & Cogta</p> <p>Quarter 2 2023/2024 First Quarter Performance Report Council Resolution</p> <p>Quarter 3 2023/2024 Q2 &Mid-year Performance Report Council Resolution 2022/23 Annual Report & Oversight Report Proof of Submission to COGTA, AG, Treasury</p> <p>Quarter 4 Third Quarter Performance Report Council Resolution</p> |
| OMM 4 | All | NA | To inculcate a culture of good governance, compliance and effective internal controls by 30 June 2026 | Risk Management | Number of risk registers developed and monitored | 1 Risk Assessment workshop conducted & 2 risk management follow ups carried-out in 2021/2022 Financial Year | | 1 follow up on risk management action plan | 1 follow-up on risk mitigation plans | 1 follow-up on risk mitigation plans | 1 risk assessment workshop and 1 follow up on risk mitigation plans | Internal Audit Unit | R33,000 | <p>Quarter 1-3 Updated risk register Summary report on progress made on risk management</p> <p>Quarter 4 Consolidated 2024-25 Risk Register</p> |
| OMM 5 | All | NA | To inculcate a culture of good governance, compliance and effective internal controls by 30 June 2026 | Implementation of the Internal audit plan | Number of progress reports on implementation of the internal audit plan submitted to oversight structures | 4 quarterly audit reports submitted to APAC in 2021/22 Financial Year | 4 | 1 | 1 | 1 | 1 | Internal Audit Unit | Operational | <p>Quarter 1-4 Status of implementation of Internal Audit Action Plan APAC Attendance register Agenda</p> |
| | | | | | | | | | | | | 0 | | |

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| NATIONAL KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION AND CROSS CUTTING INTERVENTIONS AND SPATIAL DEVELOPMENT | | | | | | | | | | | | | | |
|---|------|-------------|---|--|--|---|---|--------------------|--------------------|--------------------|---|---------------------------|---------------|--|
| PROVINCIAL GROWTH & DEVELOPMENT STRATEGY (PGDS) GOAL 6 : GOVERNANCE AND POLICY | | | | | | | | | | | | | | |
| PROVINCIAL GROWTH & DEVELOPMENT STRATEGY (PGDS) GOAL 3 : HUMAN AND COMMUNITY DEVELOPMENT | | | | | | | | | | | | | | |
| GENERAL KPI: The percentage of a municipality's capital budget actually spent on capital projects identified for a particular financial year in terms of municipality's integrated development plan | | | | | | | | | | | | | | |
| BACK TO BASICS PILLAR 1: PUTTING PEOPLE FIRST | | | | | | | | | | | | | | |
| BACK TO BASICS PILLAR 3: GOOD GOVERNANCE | | | | | | | | | | | | | | |
| 2023/2024 SDBIP FOR THE OFFICE OF THE MUNICIPAL MANAGER | | | | | | | | | | | | | | |
| IDP NO. | WARD | GENERAL KPI | STRATEGIC OBJECTIVE | PROJECT | KEY PERFORMANCE INDICATOR | BASELINE | ANNUAL TARGET | QUARTER 1 | QUARTER 2 | QUARTER 3 | QUARTER 4 | RESPONSIBLE DEPARTMENT | ANNUAL BUDGET | PORTFOLIO OF EVIDENCE |
| | | | | | | | | BUDGET PROJECTIONS | BUDGET PROJECTIONS | BUDGET PROJECTIONS | BUDGET PROJECTIONS | | | |
| Omm 6 | All | NA | To inculcate a culture of good governance, compliance and effective internal controls by 30 June 2026 | Implementation of the Anti-Fraud and Anti- Corruption strategy | Number of reports on the Implementation of the Anti-fraud and Anti- Corruption strategy | 1 Quarterly report on implementation of the Anti-Fraud and Anti- Corruption strategy submitted to Manco and Audit Committee in 2021/22 Financial Year | 4 | 1 | 1 | 1 | 1 | Internal Audit Unit | Operational | Quarter 1-4 Signed reports on implementation of the Anti-Fraud and Anti-Corruption strategy Dated Photo Attendance registers |
| Omm 7 | ALL | NA | To encourage participation of the local community in the affairs of the municipality by 30 June 2026 | Coordinating Combined quarterly ward committee meetings | Number of combined quarterly ward committee meetings coordinated | 4 combined quarterly Ward Committee meetings coordinated in 2021/2022 | 4 | 1 | 1 | 1 | 1 | Public Participation Unit | R250,000 | Quarter 1-4 Agenda, Minutes of the Meeting Attendance Register Cogta Ward Committee Functionality Report |
| Omm 8 | All | NA | To encourage participation of the local community in the affairs of the municipality by 30 June 2026 | Publishing of municipal programmes through social media | Number of municipal programmes published in different media platforms | 76 Municipal programmes published in different media platforms in 2021/2022 Financial Year | 150 | 30 | 40 | 40 | 40 | Communications | R200,000 | Quarter 1-4 Detailed reports on activities undertaken by Communications Unit Dated articles from newspapers |
| Omm 9 | All | NA | To inculcate a culture of good governance, compliance and effective internal controls by 30 June 2026 | Reviewal of charters, policies, strategies and methodology | Number of policies, strategies, methodology & charters reviewed | The updated Audit Committee Charter and updated Internal Audit Unit Charter were approved by the audit committee in 2021/22 Financial Year | 1 Internal Audit Charter 1 Methodology 1 APAC Charter | NA | NA | NA | 1 Internal Audit Charter 1 Methodology 1 APAC Charter | Internal Audit Unit | Operational | Quarter 1-3 NA Quarter 4 Council Resolution Attendance Register Signed policies |
| Omm 10 | All | N/A | To inculcate a culture of good governance compliance and effective internal controls by 30 June 2026 | Develop and monitor implementation of the AG's action plan | Number of monitoring reports on the implementation of the AG's action plan presented to oversight structures | 2 Monitoring reports on the implementation of AG's Action plan presented to Oversight Structures | 2 | NA | NA | 1 | 1 | Internal Audit Unit | Operational | Quarter 1- 2 NA Quarter 3-4 Progress Report on the implementation of 2022/23 Audit Action Plan APAC minutes Attendance Register APAC |

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| NATIONAL KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION AND CROSS CUTTING INTERVENTIONS AND SPATIAL DEVELOPMENT | | | | | | | | | | | | | | |
|---|------|--|--|---|---|--|---------------|--------------------|--------------------|--------------------|--------------------|---------------------------------|---------------|--|
| PROVINCIAL GROWTH & DEVELOPMENT STRATEGY (PGDS) GOAL 6 : GOVERNANCE AND POLICY | | | | | | | | | | | | | | |
| PROVINCIAL GROWTH & DEVELOPMENT STRATEGY (PGDS) GOAL 3 : HUMAN AND COMMUNITY DEVELOPMENT | | | | | | | | | | | | | | |
| GENERAL KPI: The percentage of a municipality's capital budget actually spent on capital projects identified for a particular financial year in terms of municipality's integrated development plan | | | | | | | | | | | | | | |
| BACK TO BASICS PILLAR 1: PUTTING PEOPLE FIRST | | | | | | | | | | | | | | |
| BACK TO BASICS PILLAR 3: GOOD GOVERNANCE | | | | | | | | | | | | | | |
| 2023/2024 SDBIP FOR THE OFFICE OF THE MUNICIPAL MANAGER | | | | | | | | | | | | | | |
| IDP NO. | WARD | GENERAL KPI | STRATEGIC OBJECTIVE | PROJECT | KEY PERFORMANCE INDICATOR | BASELINE | ANNUAL TARGET | QUARTER 1 | QUARTER 2 | QUARTER 3 | QUARTER 4 | RESPONSIBLE DEPARTMENT | ANNUAL BUDGET | PORTFOLIO OF EVIDENCE |
| | | | | | | | | BUDGET PROJECTIONS | BUDGET PROJECTIONS | BUDGET PROJECTIONS | BUDGET PROJECTIONS | | | |
| OMM 11 | All | N/A | To improve organisational performance for effective service delivery by 30 June 2026 | Submission of Back to Basics reports | Number of Back to Basics reports submitted to COGTA | 4 B2B reports Quarterly reports submitted to Cogta | 4 | 1 | 1 | 1 | 1 | Strategic Support Services Unit | NA | Quarter 1- 4 Progress Reports on Back to Basics Proof of Submission to COGTA |
| OMM 12 | All | The percentage of a municipality's capital budget actually spent on capital projects identified for a particular financial year in terms of municipality's integrated development plan | To inculcate a culture of good governance compliance and effective internal controls by 30 June 2026 | Capital budget expenditure | Percentage of a municipality's annual capital budget actually spent on capital projects | 71% of the municipality's annual capital budget actually spent on capital projects | 90% | 10% | 50% | 75% | 90% | MM's Office | R91,794,000 | Quarter 1-4 Council Resolution noting the Quartley Expenditure Report |
| OMM 13 | All | The percentage of a municipality's capital budget actually spent on capital projects identified for a particular financial year in terms of municipality's integrated development plan | To inculcate a culture of good governance compliance and effective internal controls by 30 June 2026 | Capital budget expenditure | Percentage spent on grants received:: EPWP JNEP MIG Public Library Grant | 100% of a municipality's grants received actually spent on capital projects | 100% | 10% | 50% | 75% | 100% | MM's Office | R91,794,000 | Quarter 1-4 Council Resolution noting the Quartley Expenditure Report |
| OMM 14 | All | NA | To improve organisational performance for effective service delivery by 30 June 2026 | Coordination of Individual Performance Management systems | Number of IPMS assessments coordinated(Middle Managers) | IPMS assessments coordinated(Middle Managers) | 2 | 1 | NA | 1 | NA | OMM | NA | Quarter 1 Attendance Register Invitation to the Assessments Quarter 3 Attendance Register Invitation to the Assessments |

Office of the Municipal Manager : 2023/2024 SDBIP/ Scorecard

NCU


Name of HoD


: Mr N.C. Vezi



| NATIONAL KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION AND CROSS CUTTING INTERVENTIONS AND SPATIAL DEVELOPMENT PROVINCIAL GROWTH & DEVELOPMENT STRATEGY (PGDS) GOAL 6 : GOVERNANCE AND POLICY PROVINCIAL GROWTH & DEVELOPMENT STRATEGY (PGDS) GOAL 3 : HUMAN AND COMMUNITY DEVELOPMENT GENERAL KPI: The percentage of a municipality's capital budget actually spent on capital projects identified for a particular biennial year in terms of municipality's integrated development plan BACK TO BASICS PILLAR 1: PUTTING PEOPLE FIRST BACK TO BASICS PILLAR 3: GOOD GOVERNANCE 2023/2024 SDBIP FOR THE OFFICE OF THE MUNICIPAL MANAGER | | | | | | | | | | | | | | |
|--|------|-------------|---------------------|---------|---------------------------|----------|---------------|--------------------|--------------------|--------------------|--------------------|------------------------|---------------|-----------------------|
| IDP NO. | WARD | GENERAL KPI | STRATEGIC OBJECTIVE | PROJECT | KEY PERFORMANCE INDICATOR | BASELINE | ANNUAL TARGET | QUARTER 1 | QUARTER 2 | QUARTER 3 | QUARTER 4 | RESPONSIBLE DEPARTMENT | ANNUAL BUDGET | PORTFOLIO OF EVIDENCE |
| | | | | | | | | BUDGET PROJECTIONS | BUDGET PROJECTIONS | BUDGET PROJECTIONS | BUDGET PROJECTIONS | | | |
| | | | | | | | | | | | | | | |

No. of Targets

MM's Signature: 

Mayor's Signature: 

Date: 28/06/2023

Date:

2023/2024 DEPARTMENTAL SCORECARD TEMPLATE

| | | | | | | | | | |
|------------------------------|-------------------|-------------------------|---------------------------------|--|--|--|--|--|--|
| EMPLOYEE NAME: | MR NC VEZI | EMPLOYEE NUMBER: | | | | | | | |
| JOB TITLE : | MUNICIPAL MANAGER | DEPARTMENT: | OFFICE OF THE MUNICIPAL MANAGER | | | | | | |
| IMMEDIATE SUPERVISOR: | MAYOR | FINANCIAL YEAR: | 2023/2024 | | | | | | |
| JOB PURPOSE | | | | | | | | | |

NCV

| KPA | WEIGHTING | | IDP/SDBIP NO. | KEY PERFORMANCE INDICATORS | BASELINE | ANNUAL TARGET | PORTFOLIO OF EVIDENCE |
|---|-----------|-----|---------------|---|--|---|--|
| | KPA | KPI | | | | | |
| Municipal Institutional Development and Transformation | 10% | | OMM 9 | Number of policies, strategies, methodology & charters reviewed | The updated Audit Committee Charter and updated Internal Audit Unit Charter were approved by the audit committee in 2021/22 Financial Year | 1 Internal Audit Charter 1 Methodology 1 APAC Charter | Quarter 1-3 NA Quarter 4 Council Resolution Attendance Register Signed policies |

NCV

| KPA | WEIGHTING | | IDP/SDBIP NO. | KEY PERFORMANCE INDICATORS | BASELINE | ANNUAL TARGET | PORTFOLIO OF EVIDENCE |
|------------------------|-----------|-----|---------------|---|--|---------------|--|
| | KPA | KPI | | | | | |
| Basic Service Delivery | 15% | | OMM 12 | Percentage of a municipality's annual capital budget actually spent on capital projects | 71% of the municipality's annual capital budget actually spent on capital projects | 90% | Quarter 1-4 Council Resolution noting the Quarterly Expenditure Report |

NCV

| KPA | WEIGHTING | | IDP/SDBIP NO. | KEY PERFORMANCE INDICATORS | BASELINE | ANNUAL TARGET | PORTFOLIO OF EVIDENCE |
|--|-----------|-----|---------------|---|--|---------------|--|
| | KPA | KPI | | | | | |
| Social and Local Economic Development (LED) | 5% | | OMM 8 | Number of municipal programmes published in different media platforms | 76 Municipal programmes published in different media platforms in 2021/2022 Financial Year | 150 | Quarter 1-4 Detailed reports on activities undertaken by Communications Unit Dated articles from newspapers |

AKW

| KPA | WEIGHTING | | IDP/SDBIP NO. | KEY PERFORMANCE INDICATORS | BASELINE | ANNUAL TARGET | PORTFOLIO OF EVIDENCE |
|---|-----------|-----|---------------|---|---|---|--|
| | KPA | KPI | | | | | |
| Municipal Financial Viability and Management | 10% | | OMM 13 | Percentage spent on grants received:: EPWP INEP MIG Public Library Grant | 100% of a municipality's grants received actually spent on capital projects | 100% | Quarter 1-4 Council Resolution noting the Quartley Expenditure Report |
| Good Governance and Public Participation | 50% | | OMM 1 | Number of IDP reviews | 1 final reviewed IDP for 2021/2022 adopted by Council | 1 (Draft 2024/25 IDP & Final 2024/25 IDP) | Quarter 1: Process Plan Advert Council Resolution Quarter 2: Attendance Register, IDP Roadshows Minutes and Agenda Quarter 3: Draft IDP Council Resolution Proof of |

| KPA | WEIGHTING | | IDP/SDBIP NO. | KEY PERFORMANCE INDICATORS | BASELINE | ANNUAL TARGET | PORTFOLIO OF EVIDENCE |
|-----|-----------|-----|---------------|---|--|---------------------------|---|
| | KPA | KPI | | | | | |
| | | | | | | | Submission and Advert Quarter 4: Final IDP Advert Council Resolution and Proof of Submission Attendance registers and Minutes of IDP Roadshows |
| | | | OMM 2 | Number of Performance Assessments conducted | 4 Performance Assessments reports produced in 2021/2022 FY | 4 (2 Informal & 2 Formal) | Quarter 1: Report for the 2022/2023 PMS Assessments Attendance Register Council Resolution Quarter 2: |

HCW

| KPA | WEIGHTING | | IDP/SDBIP NO. | KEY PERFORMANCE INDICATORS | BASELINE | ANNUAL TARGET | PORTFOLIO OF EVIDENCE |
|-----|-----------|-----|---------------|----------------------------|----------|---------------|---|
| | KPA | KPI | | | | | |
| | | | | | | | <p>Report for the Q1 PMS Assessments Attendance Register</p> <p>Quarter 3:</p> <p>Mid-year Performance Report for PMS Assessments & Attendance Register Council Resolution</p> <p>Quarter 4:</p> <p>Report for the Q3 PMS Assessments Attendance Register</p> |

NCV

| KPA | WEIGHTING | | IDP/SDBIP NO. | KEY PERFORMANCE INDICATORS | BASELINE | ANNUAL TARGET | PORTFOLIO OF EVIDENCE |
|-----|-----------|-----|---------------|---|--|---------------|---|
| | KPA | KPI | | | | | |
| | | | OMM 3 | Number of Performance reports submitted | 4 performance report submitted to APAC& Council in 2021/22 | 4 | <p>Quarter 1 2022/2023 APR Proof of Submission to AG & Cogta</p> <p>Quarter 2 2023/2024 First Quarter Performance Report Council Resolution</p> <p>Quarter 3 2023/2024 Q2 &Mid-year Performance Report Council Resolution 2022/23 Annual Report & Oversight Report Proof of Submission to COGTA, AG,</p> |

new

| KPA | WEIGHTING | | IDP/SDBIP NO. | KEY PERFORMANCE INDICATORS | BASELINE | ANNUAL TARGET | PORTFOLIO OF EVIDENCE |
|-----|-----------|-----|---------------|----------------------------|----------|---------------|---|
| | KPA | KPI | | | | | |
| | | | | | | | Treasury Quarter 4 Third Quarter Performance Report Council Resolution |

NCJ

| KPA | WEIGHTING | | IDP/SDBIP NO. | KEY PERFORMANCE INDICATORS | BASELINE | ANNUAL TARGET | PORTFOLIO OF EVIDENCE |
|-----|-----------|-----|---------------|--|---|--|--|
| | KPA | KPI | | | | | |
| | | | OMM 4 | Number of risk registers developed and monitored | 1 Risk Assessment workshop conducted & 2 risk management follow ups carried-out in 2021/2022 Financial Year | Conduct 1 Risk Assessment workshop & 4 quarterly risk management follow- ups | Quarter 1-3 Updated risk register Summary report on progress made on risk management Quarter 4 Consolidated 2024-25 Risk Register |
| | | | OMM 5 | Number of progress reports | 4 quarterly audit reports submitted | 4 | Quarter 1-4 Status of |

new

| KPA | WEIGHTING | | IDP/SDBIP NO. | KEY PERFORMANCE INDICATORS | BASELINE | ANNUAL TARGET | PORTFOLIO OF EVIDENCE |
|-----|-----------|-----|---------------|---|--|---------------|--|
| | KPA | KPI | | | | | |
| | | | | on implementation of the internal audit plan submitted to oversight structures | to APAC in 2021/22 Financial Year | | implementation of Internal Audit Action Plan APAC Attendance register Agenda |
| | | | OMM 6 | Number of reports on the Implementation of the Anti-fraud and Anti- Corruption strategy | 1 Quarterly report on implementation of the Anti-Fraud and Anti-Corruption strategy submitted to Manco and Audit Committee in 2021/22 Financial Year | 4 | Quarter 1-4 Signed reports on implementation of the Anti-Fraud and Anti-Corruption strategy Dated Photo Attendance registers |

NCJ

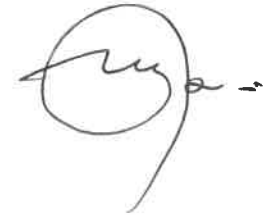
| KPA | WEIGHTING | | IDP/SDBIP NO. | KEY PERFORMANCE INDICATORS | BASELINE | ANNUAL TARGET | PORTFOLIO OF EVIDENCE |
|-----|-----------|-----|---------------|--|--|---------------|---|
| | KPA | KPI | | | | | |
| | | | OMM 7 | Number of combined quarterly ward committee meetings coordinated | 4 combined quarterly Ward Committee meetings coordinated in 2021/2022 | 4 | Quarter 1-4 Agenda, Minutes of the Meeting Attendance Register Cogta Ward Committee Functionality Report |
| | | | OMM 10 | Number of monitoring reports on the implementation of the AG's action plan presented to oversight structures | 2 Monitoring reports on the implementation of AG's Action plan presented to Oversight Structures | 2 | Quarter 1- 2 NA Quarter 3-4 Progress Report on the implementation of 2022/23 Audit Action Plan APAC minutes Attendance Register APAC |

| KPA | WEIGHTING | | IDP/SDBIP NO. | KEY PERFORMANCE INDICATORS | BASELINE | ANNUAL TARGET | PORTFOLIO OF EVIDENCE |
|-----|-----------|-----|---------------|---|---|---------------|---|
| | KPA | KPI | | | | | |
| | | | | | | | |
| | | | OMM 11 | Number of Back to Basics reports submitted to COGTA | 4 B2B reports Quarterly reports submitted to Cogta | 4 | Quarter 1- Quarter 4 Progress Reports on Back to Basics Proof of Submission to COGTA |

NCV

| KPA | WEIGHTING | | IDP/SDBIP NO. | KEY PERFORMANCE INDICATORS | BASELINE | ANNUAL TARGET | PORTFOLIO OF EVIDENCE |
|--------------|--|-----|---------------|---|---|---------------|--|
| | KPA | KPI | | | | | |
| | | | | | | | |
| | Cross Cutting Interventions 10% | | OMM 14 | Number of IPMS assessments coordinated(Middle Managers) | IPMS assessments coordinated(Middle Managers) | 2 | Quarter 1 Attendance Register Invitation to the Assessments Quarter 3 Attendance Register Invitation to the Assessments |
| Total | 100 | | | | | | |

NCU



APPENDIX B
(TO THE PERFORMANCE AGREEMENT)

PERSONAL DEVELOPMENT PLAN

MUNICIPALITY: Dr Nkosazana Dlamini-Zuma Municipality

INCUMBENT: MR NKOSIYEZWE CYPRIAN VEZI

JOB TITLE: MUNIICIPAL MANAGER (ACCOUNTING OFFICER)

REPORT TO: MAYOR

1. What are the competencies required for this job (refer to competency profile of job description)?

| LEADING COMPETENCIES | Driving competency (of the leading competency) |
|---|---|
| Strategic Direction and Leadership | <ul style="list-style-type: none"> • Impact and Influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness |
| People Management | <ul style="list-style-type: none"> • Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and Dispute Management |
| Programme and Project Management | <ul style="list-style-type: none"> • Program and Project Planning and Implementation • Service Delivery Management • Program and Project Monitoring and Evaluation |
| Financial Management | <ul style="list-style-type: none"> • Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring |
| Change Leadership | <ul style="list-style-type: none"> • Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation |
| Governance Leadership | <ul style="list-style-type: none"> • Policy Formulation • Risk and Compliance Management • Co-operative Governance |
| CORE COMPETENCIES | |
| Moral Competence | 20% |
| Planning and Organising | 10% |
| Analysis and Innovation | 25% |
| Knowledge and Information Management | 15% |
| Communication | 10% |
| Results and Quality Focus | 20% |
| Total Percentage | 100% |


| |
|--|
| 2. What competencies from the above list, does the job holder already possess? a. |
| 3. What then are the competency gaps? (If the job holder possesses all the necessary competencies, complete No's 5 and 6.) a. |
| 4. Actions/Training interventions to address the gaps/needs a. |
| 5. Indicate the competencies required for future career progression/development a. |
| 6. Actions/Training interventions to address future progression a. |
| 7. Comments/Remarks of the Incumbent |
| 8. Comments/Remarks of the supervisor _____ _____ _____ _____ |

Agreed upon:

Signature: 

Supervisor: **CLLR PS MSOMI**

Date : 17/07/2023

Signature: 

Employee: **MR NC VEZI**

Date : _____