

## INDIVIDUAL PERFORMANCE SCORECARD: FY24/25

<b>EMPLOYEE NAME:</b> KENNETH FOURIE	<b>PERSONAL CODE:</b> PC176
<b>JOB TITLE:</b> CFO	<b>PROVINCE/CLUSTER/UNIT:</b>
<b>Line Manager's Title:</b> MUNICIPAL MANAGER	<b>FINANCIAL YEAR:</b> FY24/25

### TECHNICAL COMPETENCIES Weighting: 80.00%

ORGANISATIONAL OUTCOMES			FY24/25 ANNUAL OPERATIONAL PLAN					INDIVIDUAL PERFORMANCE PLAN		
OUTCOME	OUTPUTS	OUTPUT INDICATOR	INDIVIDUAL OI/KPI No	INDIVIDUAL OUTCOME INDICATOR/ KPI	WEIGHTING	TARGET	TARGET STANDARD	ACTIVITIES	MEANS OF VERIFICATION/EVIDENCE	
Basic Service Delivery	Service Delivery	High Municipal Service Delivery Excellence Culture	1	% / Proportion of BTO Strategy and plans approved on time (Revenue Enhancement and Strategic Procurement Strategy in respect of their contribution to business performance and benefits to the business)	4.00%	1. = strategy and plan finalised 7 days after the due date 2 = strategy and plan finalised 3 days after the due date 3 = strategy and plan finalised received on time; 4 = submitted a day before due date without major corrections from the agreed scope ; 5 = submitted up to three days before without major corrections from the agreed scope	1.New2.3.4.5.	Q1 - N/AQ2 - N/AQ3 - N/AQ4 - 1. = < inputs received 7 days after the due date 2 = inputs received 3 days after the due date 3 = strategy and plan finalised received on time; 4 = strategy and plan finalised a day before due date without major corrections from the agreed scope ; 5 = strategy and plan finalised up to three days before without major corrections from the agreed scope	Plan Adopted by Council	
	Service Delivery	Funded municipal mandates that yield a high municipal Service Delivery Excellence Culture	2	Develop a financial plan to cater for Strategic Session resolutions (Develop Long term Financial Plan to maximise the probability of the municipality's financial sustainability into the future. This will be achieved by forecasting future cash flows	4.00%	1. = < not even a draft available available but not yet approved 2 = First draft available but not yet approved 3 = submitted for approval on last due date; 4 = submitted before due date and approved with minor corrections to be suggested; 5 = submitted on time & approved without correctons	1.New2.3.4.5.	Q1 - N/AQ2 - N/AQ3 - N/AQ4 - 1. = < not even a draft available 2 = First draft available but not yet approved 3 = submitted for approval on last due date; 4 = submitted before due date and approved with minor corrections to be suggested; 5 = submitted on time & approved without correctons	Plan Adopted by Council	
	Service Delivery	Funded municipal mandates that yield a high municipal Service Delivery Excellence Culture	3	level of annual budget finalised and adopted by 30 May 2023	4.00%	1. = < not even a draft available available but not yet approved 2 = First draft available but not yet approved 3 = submitted for approval on last due date; 4 = submitted before due date and approved with minor corrections to be suggested; 5 = submitted on time & approved without correctons	1.New2.3.4.5.	Q1 - Q2 - Q3 - Q4 - 1. = < not even a draft available 2 = First draft available but not yet approved 3 = submitted for approval on last due date; 4 = submitted before due date and approved with minor corrections to be suggested; 5 = submitted on time & approved without correctons	1. Council Resolution considering the final budget, 2. Resolution of the Budget Steering Committee	
	Service Delivery	Funded municipal mandates that yield a high municipal Service Delivery Excellence Culture	4	level of adjustment budget finalised and adopted by 28 February 2023	4.00%	1. = < not even a draft available available but not yet approved 2 = First draft available but not yet approved 3 = submitted for approval on last due date; 4 = submitted before due date and approved with minor corrections to be suggested; 5 = submitted on time & approved without correctons	1.Adjustment Budget 2023_2024 FY2.3.4.5.	Q1 - N/AQ2 - N/AQ3 - 1. = < not even a draft available 2 = First draft available but not yet approved 3 = submitted for approval on last due date; 4 = submitted before due date and approved with minor corrections to be suggested; 5 = submitted on time & approved without correctonsQ1 - N/A	1. Council Resolution considering the adjusted budget, 2. Resolution of the Budget Steering Committee	
	Service Delivery	Support of Poor / indigent Household	5	% of verified households, with access to free basic services for electricity	2.00%	1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	1.Households Receiving FBS services 2023_2024 FY2.3.4.5.	Q1 - 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+Q2 - 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+Q3 - 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+Q4 - 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	Basic Service Delivery Financing Reports	
	Service Delivery	Support of Poor / indigent Household	6	% of verified households who earn 2 state old age pension per month who actually receive due financial support for basic services (Indigent Report) verified through CAAT automated verification system to ensure indigent register is accurate.	3.00%	1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	1.Verified Indigent Households 2023_2024 FY2.3.4.5.	Q1 - 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+Q2 - 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+Q3 - 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+Q4 - 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	Reports on poor / indigent households funded	
	Service Delivery	Support of Poor / indigent Household	7	new external innovative initiatives such as PPP Treasury approvals are sought for finance projects (Develop Template for a business plan to assist departments to seek external funding mechanisms and review financial aspects of plan )	1.00%	1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	1.New2.3.4.5.	Q1 - N/AQ2 - N/AQ3 - N/AQ4 - 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	MM's Partnerships on Infrastructure Investments Initiative applications submitted to National Treasury	
Local Economic Development	Job Creation and reduced unemployment	A municipality managing community poverty down	8	funding of EPWP work Opportunities	3.00%	1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	1.EPWP work Opportunities - 2023-2024 FY Funded2.3.4.5.	Q1 - 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+Q2 - 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+Q3 - 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+Q4 - 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	Budgeted Extract for Funding of EPWP	

	Job Creation and reduced unemployment	Empowered SMMEs	9% of the municipal capital projects in excess of R6 million, allocated to SMMEs through ensuring tender documentation has a provision for subcontracting	3.00%	1 = < 42% 4 = 78% - 89% 2 = 42% - 59% 5 = 90%+	3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	1.New2.3.4.5.	Q1 - N/AQ2 - N/AQ3 - 1 = < 42% 3 = 60% - 77% 90%+Q4 - 1 = < 42% 60% - 77% 2 = 42% - 59% 4 = 78% - 89% 2 = 42% - 59% 5 = 90%+	Tender Documentation with subcontracting component
Financial Viability and Management	Supply Management (Administration)	Smooth, speed and efficient running of outsourced municipal services and products	10 Availability of Approved Sourcing/Procurement strategy	4.00%	1 = < not even a draft available but not yet approved for approval on last due date; 4 = submitted before due date and approved with minor corrections to be suggested; 5 = submitted on time & approved without	2 = First draft submitted 3 = submitted 4 = submitted before due date and approved with minor corrections to be suggested; 5 = submitted on time & approved without	1.Procurement strategy 2023 -2024 FY2.3.4.5.	Q1 - N/AQ2 - N/AQ3 - N/AQ4 - 1 = < not even a draft available 2 = First draft available but not yet approved 3 = submitted for approval on last due date; 4 = submitted before due date and approved with minor corrections to be suggested; 5 = submitted on time & approved without corrections	Approved Sourcing Strategy
	Supply Management (Administration)	Smooth, speed and efficient running of outsourced municipal services and products	11 % of Finance projects awarded as per the approved procurement plan	3.00%	Implementation compliance to approved plan per quarter 1 = < 42% 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	1.Procurement Plan 2023-2024FY2.3.4.5.	Q1 - Implementation compliance to approved plan per quarter 1 = < 42% 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+Q2 - Implementation compliance to approved plan per quarter 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+Q3 - Implementation compliance to approved plan per quarter 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+Q4 - Implementation compliance to approved plan per quarter 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	SCM Project Management Reports
	Supply Management (Administration)	Cost-effective procurement and Implementation of services and products	12 % reduction in tenders which collapse due to SCM Unit errors	3.00%	1 = < 7% = 10% -12.9% 2 = 7% - 9.9% 4 = 13% - 14.9% 5 = 15%	3 = 7% - 9.9% 4 = 13% - 14.9% 5 = 15%	1.Procurement Plan 2023 2024 FY Collapsed Projects2.3.4.5.	Q1 - 1 = < 7% 3 = 10% -12.9% 1 = < 7% = 10% -12.9% = < 7% 10% -12.9% = < 7% 10% -12.9% 2 = 7% - 9.9% 4 = 13% - 14.9% 5 = 15%Q2 - 1 = < 7% 3 = 10% -12.9% 1 = < 7% = 10% -12.9% = < 7% 10% -12.9% 2 = 7% - 9.9% 4 = 13% - 14.9% 5 = 15%Q3 - 1 = < 7% 3 = 10% -12.9% 1 = < 7% = 10% -12.9% = < 7% 10% -12.9% 2 = 7% - 9.9% 4 = 13% - 14.9% 5 = 15%Q4 - 1 = < 7% 3 = 10% -12.9% 1 = < 7% = 10% -12.9% = < 7% 10% -12.9% 2 = 7% - 9.9% 4 = 13% - 14.9% 5 = 15%	SCM Project Management Reports
	Supply Management (Administration)	Cost-effective procurement and Implementation of services and products	13 % reduction in tenders which collapse due to BID Committees that fail to conclude their business on time (tenders to be adjudicated within 90 days)	3.00%	1 = < 7% = 10% -12.9% 2 = 7% - 9.9% 4 = 13% - 14.9% 5 = 15%	3 = 7% - 9.9% 4 = 13% - 14.9% 5 = 15%	1.Projects awarded >90days 2023-2024 FY2.3.4.5.	Q1 -1 = < 7% -1 = < 7% = 10% -12.9% = < 7% 10% -12.9% = < 7% 10% -12.9% 2 = 7% - 9.9% 4 = 13% - 14.9% 5 = 15%Q2 - 1 = < 7% 3 = 10% -12.9% 1 = < 7% = 10% -12.9% = < 7% 10% -12.9% 2 = 7% - 9.9% 4 = 13% - 14.9% 5 = 15%Q3 - 1 = < 7% 3 = 10% -12.9% 1 = < 7% = 10% -12.9% = < 7% 10% -12.9% 2 = 7% - 9.9% 4 = 13% - 14.9% 5 = 15%Q4 - 1 = < 7% 3 = 10% -12.9% 1 = < 7% = 10% -12.9% = < 7% 10% -12.9% 2 = 7% - 9.9% 4 = 13% - 14.9% 5 = 15%	BID committee Char sign-off - Tender Register with award dates
	To expand and protect the municipal revenue base by providing accurate bills for services rendered	Financially sustainable municipality	14 % increase of municipal non-grant revenue against previous comparable time last financial year	3.00%	1 = < -1% 4 = 5% - 6% 2 = -1% - -3% 5 = > 6.1% 3 = 3.1% - 4%	3 = 3.1% - 4% 4 = 5% - 6% 5 = > 6.1%	1.Non-Grant Revenue - 2023-2024 FY2.3.4.5.	Q1 - 1 = < -1% 4% 2 = -1% - -3% 3 = 3.1% - 4% 4 = 5% - 6% 5 = > 6.1%Q2 - 1 = < -1% 2 = -1% - -3% 3 = 3.1% - 4% 4 = 5% - 6% 5 = > 6.1%Q3 - 1 = < -1% 2 = -1% - -3% 3 = 3.1% - 4% 4 = 5% - 6% 5 = > 6.1%Q4 - 1 = < -1% 2 = -1% - -3% 3 = 3.1% - 4% 4 = 5% - 6% 5 = > 6.1%	Budget Statements (Circular 71 Reports Approved Noted)
	To expand and protect the municipal revenue base by providing accurate bills for services rendered	Financially sustainable municipality	15 % of Collection Rate increases for comparable periods last year	3.00%	1 = < -1% 4 = 5% - 6% 2 = -1% - -3% 5 = > 6.1% 3 = 3.1% - 4%	3 = 3.1% - 4% 4 = 5% - 6% 5 = > 6.1%	1.Collection Rate -2023 -2024 FY2.3.4.5.	Q1 -1 = < -1% 4% 2 = -1% - -3% 3 = 3.1% - 4% 4 = 5% - 6% 5 = > 6.1%Q2 - 1 = < -1% 2 = -1% - -3% 3 = 3.1% - 4% 4 = 5% - 6% 5 = > 6.1%Q3 - 1 = < -1% 2 = -1% - -3% 3 = 3.1% - 4% 4 = 5% - 6% 5 = > 6.1%Q4 - 1 = < -1% 2 = -1% - -3% 3 = 3.1% - 4% 4 = 5% - 6% 5 = > 6.1%	Quarterly Revenue Collection Reports Noted
	To expand and protect the municipal revenue base by providing accurate bills for services rendered	Financially sustainable municipality	16 % of correct billing for comparable periods last year	2.00%	1 = < -2% 4 = 0.6% - 1.0% 2 = -1% - -2% 5 = > 1% 3 = 0% - 0.5%	3 = 0% - 0.5% 4 = 0.6% - 1.0% 5 = > 1%	1.Correctly Billed Accounts 2023-2024 FY2.3.4.5.	Q1 - 1 = < -2% 0.5% 2 = -1% - -2% 3 = 0% - 0.5% 4 = 0.6% - 1.0% 5 = > 1%Q2 - 1 = < -2% 2 = -1% - -2% 3 = 0% - 0.5% 4 = 0.6% - 1.0% 5 = > 1%Q3 - 1 = < -2% 2 = -1% - -2% 3 = 0% - 0.5% 4 = 0.6% - 1.0% 5 = > 1%Q4 - 1 = < -2% 2 = -1% - -2% 3 = 0% - 0.5% 4 = 0.6% - 1.0% 5 = > 1%	Quarterly Billing Reports Noted
	To expand and protect the municipal revenue base by providing accurate bills for services rendered	Financially sustainable municipality	17 % changes in Property Values updated in accordance with professional property valuers estimates valuations roll	3.00%	1 = < 42% 4 = 78% - 89% 2 = 42% - 59% 5 = 90%+	3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	1.Valuation Roll 2023_2024 FY2.3.4.5.	Q1 - N/AQ2 - N/AQ3 - N/AQ4 - 1 = < 42% 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	Updated Valuation Roll Noted
	Compliance to Financial Legislation and Controls	Budget Expenditure Deviations	18 Number of Deviations for Finance Projects	2.00%	1 = 5 Deviations, Deviations 2 = 4 Deviations 4 = 2 Deviations 3 = 3 5 = 1 Deviation	3 = 3 5 = 1 Deviation	1.2023_2024 FY Deviations2.3.4.5.	Q1 - 1 = 5 Deviations, = 3 Deviations DeviationsQ2 - 1 = 5 Deviations, Deviations 3 = 3 Deviations 5 = 1 DeviationQ3 - 1 = 5 Deviations, Deviations 3 = 3 Deviations 5 = 1 DeviationQ4 - 1 = 5 Deviations, Deviations 3 = 3 Deviations 5 = 1 Deviation	MM Approved Deviations

Compliance to Financial Legislation and Controls	Compliance with Local Government Legislations	19) Defined Number of Gazetted Financial Viability and Management Ratio achieved at least 20 % of municipal assets that are reflected correctly in the asset register	3.00%	1 < 42% 4 = 78% - 89% 5 = 90%	1. New 2.3.A.5.	Q1 - N/AQ2 - N/AQ3 - N/AQ4 - 1 = < 42% 42% - 59% 3 = 60% - 77% 5 = 90%	Circular 71 Ratio Report Noted
Compliance to Financial Legislation and Controls	Infrastructure focused and efficient municipality	20 % of municipal assets that are reflected correctly in the asset register	3.00%	1 < 42% 4 = 78% - 89% 5 = 90%	3. Asset Register 2023-2024 FY2.3.A.5.	Q1 - N/AQ2 - N/AQ3 - N/AQ4 - 1 = < 42% 42% - 59% 3 = 60% - 77% 5 = 90%	Standing Committee Submission
Supply Management (Administration)	Infrastructure focused and efficient municipality	21 % of MIG Projects awarded as per approved procurement plan within relevant timeframes	2.00%	MIG Projects Awarded	3. MIG Projects Awarded 2023-2024 FY2.3.A.5.	Q1 - 1 < 42% 4 = 78% - 89% 5 = 90%+Q2 - 1 = < 42% 42% - 59% 3 = 60% - 77% 5 = 90%+Q3 - 1 = < 42% 42% - 59% 3 = 60% - 77% 5 = 90%+Q4 - 1 = < 42% 42% - 59% 3 = 60% - 77% 5 = 90%+Q5 - 1 = < 42% 42% - 59% 3 = 60% - 77% 5 = 90%+	MIG Projects Awarded
Monitoring and Evaluation Financial Reporting	Well managed grant funding	22 % Grant spending compliance to all finance related grant conditions	3.00%	1 < 42% 4 = 78% - 89% 5 = 90%	1. Finance Grant Funding spent 2023-2024 FY2.3.A.5.	Q1 - 1 < 42% 4 = 78% - 89% 5 = 90%+Q2 - 1 = < 42% 42% - 59% 3 = 60% - 77% 5 = 90%+Q3 - 1 = < 42% 42% - 59% 3 = 60% - 77% 5 = 90%+Q4 - 1 = < 42% 42% - 59% 3 = 60% - 77% 5 = 90%+	Section 71 Report Noted
Compliance to Financial Legislation and Controls	Level of municipal compliance with Financial Management Legislative requirements by each directorate	23 % Instances decrease that fell into the UJFW (Unauthorized, Irregular, Problematic and wasteful) - i.e./non-compliant spending across the municipality	3.00%	1 > 0 - 60 decrease 3 = 81 - 90% 4 = 91 - 99% 5 = 100% decrease	1. UJFW Expenditure - 2023-2024 FY2.3.A.5.	Q1 - N/AQ2 - N/AQ3 - 1 = > 0 - 60 decrease 4 = 91 - 99% 5 = 100% decrease decrease Q4 - 1 = > 0 - 60 decrease 3 = 81 - 90% 4 = 91 - 99% 5 = 100% decrease	SCM Reports to Standing Committee
Institutional Transformation and Development	Stable Administration	24 % proportion of development and submission of the section 71 (1) report (Submission to the Mayor and Regional Treasury within 10 working days after the end of the month)	4.00%	1 < 42% 4 = 78% - 89% 5 = 90%+	1. 2023-2024 Section 71 Reports 2.3.A.5.	Q1 - 1 < 42% 4 = 78% - 89% 5 = 90%+Q2 - 1 = < 42% 42% - 59% 3 = 60% - 77% 5 = 90%+Q3 - 1 = < 42% 42% - 59% 3 = 60% - 77% 5 = 90%+Q4 - 1 = < 42% 42% - 59% 3 = 60% - 77% 5 = 90%+	Proof of submission
ICT Implementation and ICT Security Audit	Stable Administration	25 % proportion of the ICT strategy by 30 June 2024 (100%) 4 out of 20 strategies	3.00%	1 < 42% 4 = 78% - 89% 5 = 90%	1. ICT Strategies Implemented 2023-2024 FY2.3.A.5.	Q1 - N/AQ2 - 1 = < 42% 60% - 77% 4 = 78% - 89% 5 = 90%+Q3 - 1 = < 42% 77% 4 = 78% - 89% 5 = 90%+	Proof of submission
Special Planning and Environmental Development	Financially aware and driven municipal organisation where all resolutions are well costed first before implementation, thereafter characterised by fast implementation of a funded resolutions made by mandated structures.	26 % of Overall Council Financial Resolutions implemented on time as intended per quarter	3.00%	1 < 42% 4 = 78% - 89% 5 = 90%	1. Implemented Council Resolutions 2023-2024 FY2.3.A.5.	Q1 - 1 < 42% 77% 4 = 78% - 89% 5 = 90%+Q2 - 1 = < 42% 42% 7 = 42% - 59% 3 = 60% - 77% 4 42% 7 = 42% - 59% 3 = 60% - 77% 4 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+Q4 - 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	Updated Resolution Register
Implementation of Resolutions made by Mandated Municipal Structures	Financially aware and driven municipal organisation where all resolutions are well costed first before implementation, thereafter characterised by fast implementation of a funded resolutions made by mandated structures.	27 % of Combined ABC MPAC Top Mgt. and Senior Executive Mgt Resolutions financially analysed and thereafter implemented on time as intended per quarter	3.00%	1 < 42% 4 = 78% - 89% 5 = 90%	1. Implemented Resolutions from Structures 2.3.A.5.	Q1 - 1 < 42% 77% 4 = 78% - 89% 5 = 90%+Q2 - 1 = < 42% 42% 2 = 42% - 59% 3 = 60% - 77% 4 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+Q4 - 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	Updated resolution Register
ICT Implementation and ICT Security Audit	A safer / more secure municipal operating environment	28 % cumulative % of maintenance, monitoring and management of IT systems	3.00%	1 < 42% 4 = 78% - 89% 5 = 90%	1. ICT Reports 2023-2024 FY2.3.A.5.	Q1 - 1 < 42% 77% 4 = 78% - 89% 5 = 90%+Q2 - 1 = < 42% 42% 2 = 42% - 59% 3 = 60% - 77% 4 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+Q4 - 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	ICT Reports Noted and Approved
ICT Implementation and ICT Security Audit	A safer / more secure municipal operating environment	29 % of ICT projects and planned milestones achieved across the municipality (ICT Systems and Applications Monitoring)	3.00%	1 < 42% 4 = 78% - 89% 5 = 90%	1. ICT Projects Implemented 2023-2024 FY2.3.A.5.	Q1 - 1 < 42% 77% 4 = 78% - 89% 5 = 90%+Q2 - 1 = < 42% 42% 2 = 42% - 59% 3 = 60% - 77% 4 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+Q4 - 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	ICT Reports approved by ICT Steering Committee

ICT Implementation and ICT Security Audit	A safer / more secure municipal IT operating environment	30	% 4 ICT Strategic Plan priorities which will address aging ICT infrastructure and outdated licensing, power outages, incompatible sub-system and limited financial resources implemented	3.00%	1 = < 42% 4 = 78% - 89%	2 = 42% - 59% 5 = 90%+	3 = 60% - 77%	1.2023 - 2024 ICT Strategic Plan Approved 2.3.4.5.	Q1 - Q2 - 1 = < 42% - 77% 4 = 78% - 89% 5 = 90%+ Q3 - 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+ Q4 - 1 = < 42% = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	ICT Report to the ICT Steering Committee
ICT Implementation and ICT Security Audit	A safer / more secure municipal IT operating environment	31	% of system downtime resolved within the stipulated time in any given quarter	3.00%	1 = < 42% 4 = 78% - 89%	2 = 42% - 59% 5 = 90%+	3 = 60% - 77%	1. ICT Systems Downtime Reports 2023_2024 2.3.4.5.	Q1 - 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+ Q2 - 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+ Q3 - 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+ Q4 - 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	ICT Report Submitted by ICT Steercom
ICT Implementation and ICT Security Audit	A safer / more secure municipal IT operating environment	32	& ICT Steering Committee Resolutions Implemented	2.00%	1 = < 42% 4 = 78% - 89%	2 = 42% - 59% 5 = 90%+	3 = 60% - 77%	1. ICT Steering Committee Resolution Register 2023-2024 FY 2.3.4.5.	Q1 - 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+ Q2 - 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+ Q3 - 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+ Q4 - 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	IT Resolution Register signed off by the ICT Steering Committee Chair
Monitoring and Evaluation, Financial Reporting	Transparency and accountable governance	33	% accuracy of financial reports submitted for approval	2.00%	Reports accepted as accurate and approved 1 = < 42% 89% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+			1. New 2.3.4.5.	Q1 - Reports accepted as accurate and approved 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+ Q2 - Reports accepted as accurate and approved 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+ Q3 - Reports accepted as accurate and approved 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+ Q4 - Reports accepted as accurate and approved 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	Minutes of Acceptance
Good Governance and Public Participation	AudR Opinions	Accountable and clean municipal administration	34	Level of Audit Opinion given by AG for fiscal audit Annual financial statement	3.00%	1 = Disclaimer with matters of emphasis Clean	2 = Qualified 3 = Unqualified by 4 = Unqualified 5 =	1. 2022_2023 FY Audit Opinion 2.3.4.5.	Q1 - Q2 - 1 = Disclaimer 2 = Qualified 3 = Unqualified by with matters of emphasis 4 = Unqualified 5 = Clean Q3 - Q4 -	Audit Report 2023_2024

**Total 100.00%**

**BEHAVIOURAL COMPETENCIES** Weighting: 20.00%

OUTCOME	OUTPUTS	OUTPUT INDICATOR	INDIVIDUAL OR/OP No	INDIVIDUAL OUTCOME INDICATOR / KPI	WEIGHTING	TARGET	TARGET STANDARD	ACTIVITIES	MEANS OF VERIFICATION/EVIDENCE
Institutional Transformation and Development	Human Resource	Empowering, motivating and enabling departmental HR environment, complying to all municipal and public sector HRM provisions		% of departmental notification of resignations submitted to registry for processing submitted on time and in full compliance with the termination policy	15.00%	1 = < 49% rating 80% 4 = 81% - 90% 5 = 91% +	1. New 2.3.4.5.	Q1 - N/AQ2 - N/AQ3 - N/AQ4 - 1 = < 49% rating 2 = 49% - 69% 3 = 70% - 80% 4 = 81% - 90% 5 = 91% +	Signed off letters with registry proof of submission (date stamp)
	Human Resource	Empowering, motivating and enabling departmental HR environment, complying to all municipal and public sector HRM provisions		% of departmental recruitment & selection documents signed off and submitted back to HR in 3 days	15.00%	1 = < 49% rating 80% 4 = 81% - 90% 5 = 91% +	1. New 2.3.4.5.	Q1 - N/AQ2 - N/AQ3 - N/AQ4 - 1 = < 49% rating 2 = 49% - 69% 3 = 70% - 80% 4 = 81% - 90% 5 = 91% +	HR tracking book / Departmental Sign Off
	Human Resource	Empowering, motivating and enabling departmental HR environment, complying to all municipal and public sector HRM provisions		% of consequence management initiatives initiated within 5 days of the MOD being aware of these	15.00%	1 = < 49% rating 80% 4 = 81% - 90% 5 = 91% +	1. New 2.3.4.5.	Q1 - Q2 - 1 = < 49% rating 2 = 49% - 69% 3 = 70% - 80% 4 = 81% - 90% 5 = 91% + Q3 - Q4 - 1 = < 49% rating 2 = 49% - 69% 3 = 70% - 80% 4 = 81% - 90% 5 = 91% +	Standing Committee submission
	Planning and Development	Development PMS aligned and supportive of people driven IDP and its subordinate plans and processes.		%/Proportion of directorate staff whose scorecards are concluded within the prescribed/agreed upon timeframes and which are aligned properly	15.00%	1 = < 49% rating 80% 4 = 81% - 90% 5 = 91% +	1. New 2.3.4.5.	Q1 - 1 = < 49% rating 80% 4 = 81% - 90% 5 = 91% + Q2 - Q3 - Q4 -	Signed agreements
	Planning and Development	Development PMS aligned and supportive of people driven IDP and its subordinate plans and processes.		%/Proportion of directorate staff (including director) who are submitting performance reports with the prescribed timeframes	15.00%	1 = < 49% rating 80% 4 = 81% - 90% 5 = 91% +	1. New 2.3.4.5.	Q1 - Q2 - 1 = < 49% rating 2 = 49% - 69% 3 = 70% - 80% 4 = 81% - 90% 5 = 91% + Q3 - Q4 - 1 = < 49% rating 2 = 49% - 69% 3 = 70% - 80% 4 = 81% - 90% 5 = 91% +	Submission register
	Planning and Development	Development PMS aligned and supportive of people driven IDP and its subordinate plans and processes.		%/Proportion of directorate staff (including director) who are receiving performance coaching & assessments (formal or informal)	15.00%	1 = < 49% rating 80% 4 = 81% - 90% 5 = 91% +	1. New 2.3.4.5.	Q1 - Q2 - Q3 - 1 = < 49% rating 2 = 49% - 69% 3 = 70% - 80% 4 = 81% - 90% 5 = 91% + Q4 - 1 = < 49% rating 2 = 49% - 69% 3 = 70% - 80% 4 = 81% - 90% 5 = 91% +	Coaching and assessment reports

Policy Formulation	Ensure that Departmental policies are reviewed annually	%/Proportion report on departmental policies reviewed	10.00%	1. = < not even a draft available available but not yet approved for approval on last due date; before due date and approved with minor corrections to be suggested; 5 = submitted on time & approved without corrections	2 = First draft 3 = submitted 4 = submitted 5 = submitted on time & approved without corrections	1.New2.3.4.5.	Q1 –Q2 –Q3 –Q4 = 1 = <49% rating 69% 3 = 70% - 80% 4 = 81% - 90% 5 = 91% +	2 = 49% - Reviewed Policies - Council Resolutions
<b>Total</b>			<b>100.00%</b>					

100.00%

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 SALGA's Performance Management Policy.

Name of employee: KENNETH FOURIE  
 Signed by: KENNETH FOURIE  
 Date:

Manager: THEMINKOSI MAWONGA  
 Signed by: THEMINKOSI MAWONGA  
 Date: 7/31/2024

7/31/2024