

INDIVIDUAL PERFORMANCE SCORECARD: FY24/25

EMPLOYEE NAME:		NOKULUNGA NYEZI		PERSONAL CODE:		PC173					
JOB TITLE:		DIRECTOR COMMUNITY SERVICES		PROVINCE/CLUSTER/UNIT:							
Line Manager's Title:		MUNICIPAL MANAGER		FINANCIAL YEAR:		FY24/25					
TECHNICAL COMPETENCIES				Weighting: 80.00%							
ORGANISATIONAL OUTCOMES		FY24/25 ANNUAL OPERATIONAL PLAN		INDIVIDUAL PERFORMANCE PLAN							
OUTCOME	OUTPUTS	OUTPUT INDICATOR	INDIVIDUAL OI/XPI No	INDIVIDUAL INDICATOR/ KPI	WEIGHTING	TARGET	TARGET STANDARD	ACTIVITIES	MEANS OF VERIFICATION/EVIDENCE		
Basic Service Delivery	Service Delivery	Well planned service delivery provisions		1 Develop, review and revise all Strategies, Traffic Law Enforcement Strategy, amenities management strategy, Integrated Transport Management Plan	5.00%	Develop, review and revise all Strategies, Traffic Law Enforcement Strategy, amenities management strategy, Integrated Transport Management Plan	1 = < 42% 4 = 78% - 89%	2 = 42% - 59% 5 = 90%+	3 = 60% - 77%	Quarter 1 target = Develop amenities management strategy Quarter 2 target = Develop traffic law enforcement strategy Quarter 3 target = N/A Quarter 4 target = Develop landfill site management strategy	1. Approved plans and strategies by Senior Executive Management
	Service Delivery	Well planned service delivery provisions		2 Develop, review and revise all Sectional Masterplans envisaged in the various Acts applicable to the department.	5.00%	Develop, review and revise all Sectional Masterplans and standard operating procedures envisaged in the various Acts applicable to the department.	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 corrections	2 = First draft 3 = submitted 4 = submitted	Quarter 1 target = N/A Quarter 2 target = Firearm Management standard operating procedure and management. Quarter 3 target = Standard Operating Procedures on Cemeteries and Burial, Commonage and pound management Quarter 4 target = Review landfill site management plan and access control procedure manual	Approved standard operating procedure by SEM	
	Service Delivery	Increased number of legally registered drivers within the municipality		3 Number of people tested on Leainers License by 30 June 2025	5.00%	1000 people tested for Leainers' Licence	1 = < 42% 4 = 78% - 89%	2 = 42% - 59% 5 = 90%+	3 = 60% - 77%	Quarter 1 Target = 250 people tested for Leainers' License Quarter 2 Target = 250 people tested for Leainers' License Quarter 3 Target = 250 people tested for Leainers' License Quarter 4 Target = 250 people tested for Leainers' License	1. Enatis System generated report. 2. 12 Monthly Report Approved by the Director and presented to the Standing Committee Consideration
	Service Delivery	Increased number of legally registered drivers within the municipality		4 Number of people tested on Drivers License by 30 June 2025	5.00%	2500 people tested for Drivers' Licenses	1 = < 42% 4 = 78% - 89%	2 = 42% - 59% 5 = 90%+	3 = 60% - 77%	Quarter 1 Target = 625 people tested for Drivers' Licenses Quarter 2 Target = 625 people tested for Drivers' Licenses Quarter 3 Target = 625 people tested for Drivers' Licenses Quarter 4 Target = 625 people tested for Drivers' Licenses	1. Enatis System generated report. 2. 12 Monthly Report Approved by the Director and presented to the Standing Committee Consideration
	Service Delivery	Improved adherence to traffic laws		5 Number of Road Offense Tickets issued within Senqu Municipality to road users by 30 June 2025	5.00%	300 Road Offense Tickets issued	1 = < 42% 4 = 78% - 89%	2 = 42% - 59% 5 = 90%+	3 = 60% - 77%	Quarter 1 Target = 50 Road Offense Tickets issued Quarter 2 Target = 100 Road Offense Tickets issued Quarter 3 Target = 50 Road Offense Tickets issued Quarter 4 Target = 50 Road Offense Tickets issued	1. 12 Monthly Consolidated reports of traffic fines Approved by the Director and presented to the Standing Committee Consideration
	Service Delivery	Improved literacy levels within Senqu Community		6 Report on the Implementation of Library Services SLA with DSRAC by 30 June 2025	5.00%	4 Quarterly Reports on the Implementation of the SLA submitted to DSRAC	1 = < not submitted 3 = submitted after the due date. 4 = submitted before due date. 5 = submitted three days before the due date.	2 = submitted after the due date. 3 = submitted	Quarter 1 Target = Quarterly Report on the Implementation of the SLA submitted to DSRAC Quarter 2 Target = Quarterly Report on the Implementation of the SLA submitted to DSRAC Quarter 3 Target = Quarterly Report on the Implementation of the SLA submitted to DSRAC Quarter 4 Target = Quarterly Report on the Implementation of the SLA submitted to DSRAC	1. Signed SLA by the Municipal Manager. 2. 4 Quarterly reports submitted to DSRAC	
	Service Delivery	Improved management of animals		7 Updated stock animal register by 30 June 2025	5.00%	Stock Register Quarterly Updated for all Commonages and presented to the Standing Committee	1 = < 42% 4 = 78% - 89%	2 = 42% - 59% 5 = 90%+	3 = 60% - 77%	Quarter 1 Target = 1 Quarterly Stock Register updated Quarter 2 Target = 2 Quarterly Stock Register updated Quarter 3 Target = 3 Quarterly Stock Register updated Quarter 4 Target = 4 Quarterly Stock Register updated	Updated stock Register for the quarters submitted and considered by the Standing Committee
	Service Delivery	Improved management of animals		8 Construction of Barkly East & Lady Grey Boundary Fence by 30 June 2025	5.00%	Construction of Barkly East & Lady Grey Boundary Fence	1 = < 42% 4 = 78% - 89%	2 = 42% - 59% 5 = 90%+	3 = 60% - 77%	Quarter 1 Target = Quarterly report on the construction of Boundary fence at Barkly East Quarter 2 Target = Quarterly report on the construction of Boundary fence at Barkly East Quarter 3 Target = Quarterly report on the construction of Boundary fence at Lady Grey Quarter 4 Target = Boundary Fence construction report	1. Annual implementation plan. 2. Quarterly Reports on the implementation signed presented to the Standing Committee
	Service Delivery	Fair level of access to waste management services		9 Reviewal of the Integrated Waste Management Plan by June 2025	5.00%	Council Approved Integrated Waste Management Plan	1 = < not even a draft available but not yet approved for approval by Council 4 = submitted before due date and approved 5 = submitted on time & approved without corrections	2 = First draft 3 = submitted 4 = submitted	Quarter 1 Target = N/A Quarter 2 Target = Draft Integrated Waste Management Plan Quarter 3 Target = Submission of draft Integrated Waste Management Plan to Council Quarter 4 Target = Submission of Integrated Waste Management Plan to MEC DEDEAT	1. Approved Integrated Waste Management Plan. 2. Council Resolution	
	Service Delivery	Clean and Healthy towns and cities with satisfied communities		10 Number of waste cleaning and awareness programmes conducted	5.00%	4 municipal waste landfill sites compliant (Lady Grey, Barkly East, Rossouw, Herschel Landfill Sites)	1 = < 42% 4 = 78% - 89%	2 = 42% - 59% 5 = 90%+	3 = 60% - 77%	Quarter 1 target = Quarterly waste site compliance report presented to the Standing Committee Quarter 2 target = Quarterly waste site compliance report presented to the Standing Committee Quarter 3 target = Quarterly waste site compliance report presented to the Standing Committee Quarter 4 target = Quarterly waste site compliance report presented to the Standing Committee	Landfill site compliance reports presented to the Standing Committee
	Service Delivery	Clean and Healthy towns and cities with satisfied communities		11 Number of waste cleaning and awareness programmes conducted	5.00%	Conduct 4 waste cleaning and awareness programmes towns that lead reduction of waste illegal dumping	1 = < 42% 4 = 78% - 89%	2 = 42% - 59% 5 = 90%+	3 = 60% - 77%	Quarter 1 Target = Conduct awareness campaign in town Quarter 2 Target = Conduct awareness campaign in town Quarter 3 Target = Conduct awareness campaign in town Quarter 4 Target = Conduct awareness campaign in town	1. Attendance Registers. 2. Photos. 3. Waste campaign report
	LED Strategy implementation	Improved socio economic conditions of the poor.		12 Strive to Maintain / increase EPWP work opportunities in the Community Services Department	5.00%	162 job opportunities created through Expanded Public Works Program	1 = < 42% 4 = 78% - 89%	2 = 42% - 59% 5 = 90%+	3 = 60% - 77%	Quarter 1 Target = 62 Jobs created through EPWP Quarter 2 Target = N/A Quarter 3 Target = 100 job created through EPWP Quarter 4 Target = N/A	Recruitment Register submitted.
	Service Delivery	Enhanced safety for all road users		13 Develop Integrated Transport Plan	5.00%	Develop Integrated Transport Plan	1 = < not even a draft available but not yet approved for approval on last due date. 4 = submitted before due date	2 = First draft 3 = submitted 4 = submitted	Quarter 1 Target = N/A Quarter 2 Target = Appointment of service provider Quarter 3 Target = Draft Plan submitted to Council Quarter 4 Target = Approval by Council	Council Approved Plan	
	Service Delivery	High Municipal Service Delivery Excellence Culture		14 37% of households receiving refuse removal by June 2025	5.00%	37% of refuse removal on households	1 = < not even a draft available 3 = submitted for approval on last due date. 4 = submitted before due date 5 = submitted on time	2 = First draft 3 = submitted	Quarter 1 Target = Not a target Quarter 2 Target = Not a target Quarter 3 Target = Not a target Quarter 4 Target = Annual Report on the percentage households receiving refuse removal. 37% submitted to standing committee	Annual Report on the percentage households receiving refuse removal. 37% submitted to standing committee	

	Service Delivery	Compliant Environment	15	Management, operation, and maintenance of landfill sites by June 202	5.00%	Appointment of service provider, Management, operation, and maintenance of landfill sites (Sterkspruit & Heschel Landfill Site	1 = < 42% 4 = 78% - 89%	2 = 42% - 59% 5 = 90%+	3 = 60% - 77%	Quarter 1 Target =Advertisement and appointment of service providerQuarter 2 Target =Signing of SLA and Site EstablishmentQuarter 3 Target =Management, Operation and Maintenance of Sterk spruit and Heschel Landfill SitesQuarter 4 Target =Management, Operation and Maintenance of Sterkspruit and Heschel Landfill Sites	1. Signed SLA 2. Quarterly report on the operation and management of the Sterkspruit and Lady Grey landfill sites
Local Economic Development	Local Economic Development	Job creation	16	Number of funding proposals for EPWP submitted to funders	5.00%	1 Funding Proposal for EPWP submitted to potential funders	1 = < not business plan submitted available but not yet approved 4 = Business plan submitted 3 days before due date	2 = First draft submitted on time 3 = Business plan submitted 3 days before due date 5 = Business plan submitted 5 days before due	Quarter 1 Target = N/AQuarter 1 Target = Business plan signed and approved by MM submitted to funders Quarter 1 Target = N/AQuarter 1 Target = N/A	Business plan approved by the Municipal ManagerProof of submission to funders	
Financial Viability and Management	Financial Management	Municipal Financial Growth	17	Develop, with all internal and external partners realistic strategies to increase own revenue (including increased Tax bases); Track, measure and revise improvement during strategy implementation e.g traffic fines, use of amenities, library fine,	5.00%	Develop, with all internal and external partners realistic strategies to increase own revenue	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 corrections	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 corrections	Quarter 1 Target =N/A Quarter 2 Target = Draft strategy developed and presented to standing committee. Quarter 3 Target = N/A Quarter 4 Target = Final draft submitted to SEM	SEM Resolution	
		Municipal Financial Growth	18	Keep track on budget to expenditure trends; apply corrective advice to CFO	5.00%	Generate reports for budget expenditure and management (Over and under expenditure) on a quarterly basis	1 = >5,77% 5%	2 = 5,03% - 5,77% 4 = 2,71% - 3,83% 5 = < 2,71%	3 = 3,87%	Quarter 1. Target =3 Monthly Reports on the actual operational and capita budget expenditureQuarter 2. Target =3 Monthly Reports on the actual operational and capita budget expenditureQuarter 3. Target =3 Monthly Reports on the actual operational and capita budget expenditureQuarter 4. Target =3 Monthly Reports on the actual operational and capita budget expenditure	Four quarterly reports submitted to Standing Committee
	Compliance to financial Legislation and Controls	Municipal Financial Growth	19	% of the implementation of the Institutional Procurement Plan by 30 June 2025	5.00%	100% implementation of the Departmental procurement plan 4 Quarterly reports	1 = >5,77% 5%	2 = 5,03% - 5,77% 4 = 2,71% - 3,83% 5 = < 2,71%	3 = 3,87%	Quarter 1. Target =1 Quarterly Report on the implementation of the Departmental Procurement Plan submitted to standing committeeQuarter 2 Target =1 Quarterly Report on the implementation of the Departmental Procurement Plan submitted to Standing Committee Quarter 3 Target =1 Quarterly Report on the implementation of the Departmental Procurement Plan submitted to Standing Committee Quarter 4. Target =1 Quarterly Report on the implementation of the Departmental Procurement Plan submitted to Standing Committee	4 Quarterly Reports on the implementation of departmental procurement plan.
	Revenue generation	Municipal Financial Growth	20	Report on the percentage of household earning less than 2 state pension fund per month with access to free basic services by 30 June 2025	5.00%	3 quarterly reports and 1 Annual Report on the percentage of household earning less than 2 state pension fund per month with access to free basic services	1 = <59% 4 = 90% - 95%	2 = 60% - 77% - 95%	3 = 78% - 89% 5 = 96%+	Quarter 1 Target: 1 Quarterly Report on the percentage of household earning less than 2 state pension fund per month with access to free basic services. Quarter 2. Quarterly Report on the percentage of household earning less than 2 state pension fund per month with access to free basic services. Quarter 3. Quarterly Report on the percentage of household earning less than 2 state pension fund per month with access to free basic services. Quarter 4. Quarterly Report on the percentage of household earning less than 2 state pension fund per month with access to free basic services	4 Report on the number of households approved by the Director for Standing Committee Consideration

Total 100.00%

BEHAVIOURAL COMPETENCIES

Weighting: 20.00%

OUTCOME	OUTPUTS	OUTPUT INDICATOR	INDIVIDUAL OI/KPI No	INDIVIDUAL OUTCOME INDICATOR/ KPI	WEIGHTING	TARGET	TARGET STANDARD	ACTIVITIES	MEANS OF VERIFICATION/EVIDENCE	
Not Applicable	Not Applicable	Not Applicable	1	Strategic Direction and Leadership	5.00%	Create divisional clear tasks with allocated resources and timeline to ensure execution and attainment of department goals	1 = <49% rating 80% 4 = 81% - 90% 5 = 91% +	2 = 49% - 69% 3 = 70% -	N/A	N/A
	Not Applicable	Not Applicable	2	People Management	10.00%	Coordinate departmental quarterly meetings to empower and hold the team accountable for planned results, coach provide feedback.	N/A	N/A	N/A	N/A
	Not Applicable	Not Applicable	3	Program and Project Management	10.00%	Delivery of all planned programs and projects on time, within budget, and required quality standards.	N/A	N/A	N/A	N/A
	Not Applicable	Not Applicable	4	Financial Management	10.00%	Manage departmental finances through accurate budgeting, prudent spending and optimal resource allocation to achieve financial sustainability.	N/A	N/A	N/A	N/A
	Not Applicable	Not Applicable	5	Change Leadership	10.00%	Coordinate quarterly meetings to articulate vision and building a culture of agility and resilience and empowering teams to innovate, adapt and thrive.	N/A	N/A	N/A	N/A
	Not Applicable	Not Applicable	6	Governance Leadership	10.00%	Provision of strategic oversight and compliance through one-on-one sessions	N/A	N/A	N/A	N/A
	Not Applicable	Not Applicable	7	Moral Competency	6.00%	Hold engagement sessions to create a culture of inclusivity.	N/A	N/A	N/A	N/A
	Not Applicable	Not Applicable	8	Planning and Organising	6.00%	Development of annual comprehensive plans per dilson	N/A	N/A	N/A	N/A
	Not Applicable	Not Applicable	9	Analysis and Innovatio	8.00%	Encourage data driven insights and innovations [ECSEC AND STATS SA DATA) will be used as insights for new interventions	N/A	N/A	N/A	N/A
	Not Applicable	Not Applicable	10	Knowledge and Information Management	6.00%	Seamless communication will be ensured through meetings and one on one sessions.	1 = <49% rating 80% 4 = 81% - 90% 5 = 91% +	2 = 49% - 69% 3 = 70% -	N/A	N/A
	Not Applicable	Not Applicable	11	Communication	8.00%	Circulars and memorandums will be issued to give directions	1 = <49% rating 4 = 81% - 90% 5 = 91% +	2 = 49% - 69% 3 = 70% - 80%	N/A	N/A

	Not Applicable	Not Applicable	12 Results and Quality Focus	6.00%	Achievable targets will be set for all sections	1 = <49% rating 80% 4 = 81% - 90% 5 = 91% +	2 = 49% - 69% 3 = 70% - 5 = 91% +	N/A	N/A
Good Governance and Public Participation	Risk and Fraud Prevention Management	Minimisation of Municipal Risk	13 Quarter 1 Target =1 Quarterly Report on the implementation of the Institutional Procurement Plan submitted to SEM	5.00%	100% Implementation of Departmental Risk Management Plan	1 = < 42% 4 = 78% - 89%	2 = 42% - 59% 3 = 60% - 77% 5 = 90%+	Quarter 1 Target =1 Quarterly Report on the implementation of Departmental Risk Management Plan Quarter 2. Target =1 Quarterly Report on the implementation of Departmental Risk Management Plan Quarter 3. Target =1 Quarterly Report on the implementation of Departmental Risk Management Plan Quarter 4. Target =1 Quarterly Report on the implementation of Departmental Risk Management Plan	Risk Management Plan & Quarterly reports on implementation status

Total 100.00%

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: NOKULLINGA NYEZI
Signed by: NOKULLINGA NYEZI
Date:

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

7/31/2024