



CITY OF
TSHWANE
IGNITING EXCELLENCE

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

**THE CITY OF TSHWANE
AS REPRESENTED BY THE
CITY MANAGER**

MR JOHANN METTLER

AND

**MRS VUYO ZITUMANE
CHIEF OPERATIONS OFFICER**

FOR THE FINANCIAL YEAR

1 JULY 2024 - 30 JUNE 2025

AM
VZ
2025

PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The City of Tshwane (CoT) herein represented by **Mr Johann Mettler** in his capacity as **City Manager** (hereinafter referred to as the **Employer** or Supervisor)

and

Mrs Vuyo Zitumane, Chief Operations Officer, employee of the Municipality (hereinafter referred to as the **Employee**).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1 The **Employer** has entered into a contract of employment with the **Employee** in terms of section 56 of the Local Government: Municipal Systems Act 32 of 2000, as amended, ("the Systems Act"). The **Employer** and the **Employee** are hereinafter referred to as "the Parties".
- 1.2 Section 56 of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved and secure the commitment of the **Employee** to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with the relevant Sections of the Systems Act.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to -

- 2.1 comply with the provisions of the Systems Act as well as the employment contract entered into between the parties;
- 2.2 specify national and municipal key performance areas (KPA's), key performance indicators (KPI's) and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- 2.3 specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;
- 2.4 specify and plan for competency gaps as set out in a personal development plan (PDP), which forms an annexure to the performance agreement (a PDP for addressing developmental gaps which have been identified during the previous financial year must form part of the annual revised performance agreement);
- 2.5 monitor and measure performance against set targeted outputs;
- 2.6 use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;
- 2.7 in the event of outstanding performance, to appropriately reward the employee; and

Handwritten signature and initials
W 25

- 2.8 give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

3 COMMENCEMENT AND DURATION

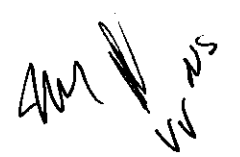
- 3.1 This Agreement will commence on **1 July 2024** and will remain in force until **30 June 2025**. Thereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will review the provisions of this Agreement during June to July each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year not later than 31 July of each successive financial year for the next financial year.
- 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 above-mentioned period to determine the applicability of the matters agreed upon. The **Employee** will be fully consulted before any such change is made.
- 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.

4 KEY PERFORMANCE AREAS (KPA's)

- 4.1 The Performance Plan (Annexure A) sets out-
- 4.1.1 the KPA's, KPI's and targets that must be met by the **Employee**; and
 - 4.1.2 the time frames within which those KPA's, KPI's and targets must be met.
- 4.2 The KPA's, KPI's and targets reflected in Annexure A are set by the **Employer** in consultation with the **Employee** and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the **Employer**, and shall include KPA's, KPI's and targets, target dates and weightings.
- 4.2.1 The KPA's describe the main tasks that need to be done.
 - 4.2.2 The KPI's provide the details of the evidence that must be provided to show that a KPA has been achieved.
 - 4.2.3 The target dates describe the timeframe in which the work must be achieved.
 - 4.2.4 The weightings show the relative importance of the KPA's to each other.

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**, 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**.

Handwritten signature and initials in the bottom right corner of the page.

- 5.4 The **Employee** undertakes to actively focus towards the promotion and implementation of the KPA's (including special projects relevant to the employee's responsibilities) within the local government framework.
- 5.5 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.
- 5.5.1 The **Employee** must be assessed against both components, with a weighting of 80:20 allocated to the KPA's and the Core Managerial Competencies (CMCs) respectively.
- 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.3 KPA's covering the main areas of work will account for 80% and CMCs will account for 20% of the final assessment.
- 5.6 The **Employee's** assessment will be based on his/her performance in terms of the outputs/outcomes (performance indicators) identified as per the attached Performance Plan (**Annexure A**), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the **Employer** and **Employee**.
- 5.7 The CCR's will make up the other 20% of the **Employee's** assessment score. The CMCs of the Chief Operations Officer are in Annexure A to this agreement.

CORE MANAGERIAL COMPETENCIES (CMC)	WEIGHT
Financial Management (compulsory)	4
Service Delivery Orientation	4
Governance Leadership	4
Client Orientation and Customer focus (compulsory)	4
People Management and Empowerment (Compulsory)	4
Total weight	20

6. EVALUATING PERFORMANCE

- 6.1 The Performance Plan (Annexure A) to this Agreement sets out -
- 6.1.1 the standards and procedures for evaluating the **Employee's** performance; and
- 6.1.2 the intervals for the evaluation of the **Employee's** performance.
- 6.2 Despite the establishment of agreed intervals for evaluation, the **Employer** may in addition review the **Employee's** performance at any stage while the contract of employment remains in force.
- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.
- 6.4 The **Employee's** performance will be measured in terms of contributions to the goals and strategies set out in the **Employer's** IDP.
- 6.5 The annual performance appraisal will involve:
- 6.5.1 **Assessment of the achievement of results as outlined in the performance plan:**
- (a) Each KPA and its indicator(s) will 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 will be used for each KPA and indicator (see paragraph 6.6).

Handwritten signature/initials

6.5.2 Assessment of the CCR's

- (a) Each applicable CCR and its indicator(s) will be assessed according to the extent to which the performance indicators and standards have been met.
- (b) An indicative rating on the five-point scale will be provided for each CCR and indicator (see paragraph 6.6).
- (c) This rating will be multiplied by the weighting given to each CCR during the contracting process, to provide a score.

6.5.3 Overall rating

An overall rating will be calculated. Such overall rating represents the outcome of the performance appraisal.

6.6 The assessment of the performance of the **Employee** will be based on the following rating scale for KPA's and CCRs:

Description		Rating	5-Point Rating
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.	5	150% and above
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.	4	130% -149%
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.	3	100% - 129%
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.	2	60% - 99%
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.	1	0% - 59%

WNS

- 6.7 Each KPI (outputs and CCR's) will be rated according to the abovementioned five-point scale. The score of each KPI is calculated as follows:

$$\text{Weight per indicator} \times \frac{\text{rate}}{3}$$

The sum of respectively all the output KPI scores and all the CCR KPI scores is converted to 80% and 20%. The sum of these two scores is used for calculating performance bonuses (see paragraph 11.2)

- 6.8 For purposes of evaluating the annual performance of the Chief Operations Officer an evaluation panel constituted of the following persons must be established -

- 6.8.1 City Manager;
- 6.8.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
- 6.8.3 Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council; and
- 6.8.4 City Manager from another municipality.

7. SCHEDULE FOR PERFORMANCE COACHING

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

First quarter (July to September)	:	November 2024
Second quarter (October to December)	:	February 2025 (Mid-Year Review)
Third quarter (January to March)	:	May 2025
Fourth quarter (April to June)	:	August 2025 (Final Review)

- 7.2 The responsibility for rescheduling a canceled coaching session will be with the individual who requested the rescheduling.
- 7.3 The fourth quarter coaching is followed up by a review which may be conducted concurrently with the coaching session.
- 7.4 The **Employer** shall keep a record of the mid-year coaching and annual assessment meetings.
- 7.5 Performance feedback shall be based on the **Employer's** assessment of the **Employee's** performance.
- 7.6 The **Employer** will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The **Employee** will be fully consulted before any such change is made.
- 7.7 The **Employer** may amend the provisions of Annexure 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.

8. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is included as Annexure B.

9. OBLIGATIONS OF THE EMPLOYER

- 9.1 The Employer shall –
- 9.1.1 create an enabling environment to facilitate effective performance by the employee;
 - 9.1.2 provide access to skills development and capacity building opportunities;

AM
WWS

- 9.1.3 work collaboratively with the **Employee** to solve problems and generate solutions to common problems that may impact on the performance of the **Employee**;
- 9.1.4 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
- 9.1.5 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.

10. CONSULTATION

- 10.1 The **Employer** agrees to consult the **Employee** timeously where the exercising of the powers will have amongst others –
 - 10.1.1 a direct effect on the performance of any of the **Employee's** functions;
 - 10.1.2 commit the **Employee** to implement or to give effect to a decision made by the **Employer**; and
 - 10.1.3 a substantial financial effect on the **Employer**.
- 10.2 The **Employer** agrees to inform the **Employee** of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable to enable the **Employee** to take any necessary action without delay.

11. MANAGEMENT OF EVALUATION OUTCOMES

- 11.1 The evaluation of the **Employee's** performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 11.2 A performance bonus of between 5% and 14% of the all-inclusive annual remuneration package may be paid to the **Employee** in recognition of outstanding performance to be constituted as follows:

Score	Performance Rating		Bonus Amount
5	Score Above 150%	Outstanding Performance	10%-14% of Total Package
4	Score of 130% - 149%	Significantly above Expectation	5% - 9% of Total Package
3	Score of 100% - 129%	Fully effective	0%
2	Below 100%	Not fully Effective and Unacceptable Performance	No Bonus but Remedial Action is required

- 11.3 In the case of unacceptable performance, the **Employer** shall –
 - 11.3.1 provide systematic remedial or developmental support to assist the **Employee** to improve his or her performance; and
 - 11.3.2 after appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the **Employer** may consider steps to terminate the contract of employment of the **Employee** on grounds of unfitness or incapacity to carry out his or her duties.

Handwritten signature and initials in the bottom right corner of the page.

12. DISPUTE RESOLUTION

- 12.1 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 be mediated by -
 - (a) In the case of the municipal manager, 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 designated by the MEC; and
 - (b) In case of the Chief Operations Officer, the City Manager within thirty (30) days of receipt of a formal dispute from the employee.

- 12.2 Any disputes about the outcome of the employee's performance evaluation, must be mediated by-
 - (a) In the case of the municipal manager, 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 designated by the MEC; and
 - (b) In case of the Chief Operations Officer, 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.

- 12.3 In the event that the mediation processes contemplated above fails, clause 22 of the Contract of Employment shall apply.

13. GENERAL

- 13.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the **Employer**.


- 13.2 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.

- 13.3 The performance assessment results must be submitted to the Mayoral Committee of the CoT within thirty (30) days after conclusion of the assessment.

Thus, done and signed at Preto on this the 25th day of July 2024

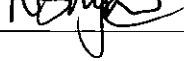
AS WITNESSES:

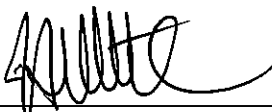
- 1. _____
- 2. _____



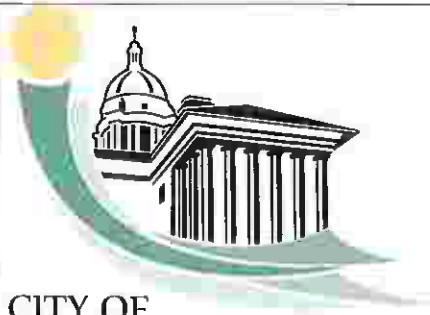
EMPLOYEE

AS WITNESSES:

- 1.  _____
- 2. _____



EMPLOYER



CITY OF
TSHWANE
IGNITING EXCELLENCE

ANNEXURE A PERFORMANCE PLAN

FOR

**MRS VUYO ZITUMANE
CHIEF OPERATIONS OFFICER**

M
VV
AM
NS

Contents

1. PURPOSE	11
2. OBJECTIVES OF LOCAL GOVERNMENT	11
3. SCORECARD OF THE CHIEF OPERATIONS OFFICER.....	11
3.2 CORE MANAGERIAL COMPETENCIES OF THE CHIEF OPERATIONS OFFICER.....	12
3.3 DETAILED SCORECARD OF THE CHIEF OPERATIONS OFFICER	15
4 ACCEPTANCE OF PLAN	23

Handwritten signature and initials:
VV EM
NS

1. PURPOSE

The performance plan defines the Council's expectations of the Chief Operations Officer, performance agreement to which this document is attached and Section 57 (5) of the Municipal Systems Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the Municipality's Integrated Development Plan (IDP) and SDBIP, as reviewed annually.

2. OBJECTIVES OF LOCAL GOVERNMENT

The following objectives of local government informed the IDP of the CoT and will inform the Chief Operations Officer's performance against set performance indicators:

- (a) Provide democratic and accountable government for local communities.
- (b) Ensure the provision of services to communities in a sustainable manner.
- (c) Promote social and economic development.
- 2.4 Promote a safe and healthy environment.
- 2.5 Encourage the involvement of communities and community organisations in the matters of local government.

3. SCORECARD OF THE CHIEF OPERATIONS OFFICER

3.1 The City of Tshwane approved ten (10) strategic priority in the IDP of 2022-2026. The targets to achieve the objectives for the FY 2024-25 are defined in the EM-approved SDBIP of 2024-25 FY. The targets to achieve the objectives for FY2024-25 are defined in the approved IDP and SDBIP. The Chief Operations Officer is to ensure that commitments made by the City Manager pertaining to the cluster, which are appropriately resourced are achieved.

The scorecard of the Chief Operations Officer is made up of the following:

- Core managerial competencies of the Chief Operations Officer (3.2 below)
- Core service delivery targets of the Chief Operations Officer (3.3 below)

W. van der Merwe
VV
AK

3.2 CORE MANAGERIAL COMPETENCIES OF THE CHIEF OPERATIONS OFFICER

The core managerial competencies form 20% of the Chief Operations Officer's total score. The core management competencies are based on the core role of the COO which is to improve operational controls within the cluster, and exercising oversight over departments in the cluster, who are responsible for implementation of budgets directly allocated to them against their SDBIP and Business Plans.

The core managerial competencies consist of the following and are scored as follows:

CoT STRATEGIC PRIORITY & CORE MANAGERIAL COMPETENCIES (CMC)	CoT STRATEGIC PRIORITY AND INTENTION	CMC REQUIREMENTS / ACTIONS	REQUIRED EVIDENCE	Weight
<p>2</p> <p>Provide stringent financial management and oversight</p> <p>Financial Management (Compulsory)</p>	<ul style="list-style-type: none"> Ensuring financial constructive collaboration (balance between where to invest, where to harvest, how to balance risk, and how to ensure customers pay). Ensure financial liquidity (ability to be in a positive cash flow position, to be able to pay our short-term financial obligations). Effective and efficient revenue, debtor, and credit rating system. The system must ensure financial synergies that will ensure the optimum receipt of payment for services provided. Re-evaluation of the financial management system. An improved credit rating to; negotiate better terms with regard to external funding and loans and increase the level of public-private partnership interventions and funding from both the Provincial and National Government. 	<ul style="list-style-type: none"> Ensuring that all contracts or service level agreements for the cluster are signed within the stipulated period. Ensuring that all creditor's invoices are processed and submitted to within 15 days of receipt. Ensuring that all purchase orders are created before any work is performed. Ensuring compliance with requirements of the asset management policy, MFMA, and Standards of GRAP by: <ul style="list-style-type: none"> Ensuring that all cluster departments compile and submit Acquisition, Maintenance, Disposal and Asset Verification Plan for approval by Finance (Q1) and quarterly reporting thereafter. Ensure capitalisation of all completed projects within 3 months after the issuing of completion certificate. Ensure capitalisation of all AUCs in use from 1 July 2024 - to be 	<ul style="list-style-type: none"> Signed memo/declaration by the cluster head indicating the number of contracts/ SLAs per quarter, detailing the following, tender number, description of the tender, type of contract required, indicate whether contract is signed or not signed, indicate reasons if contract not signed SAP quarterly report and excel spreadsheet that outlines the name of the service provider, vendor number, date of receipt of invoice, date of payment, and the days taken to pay the service provider. Quarterly report from expenditure management on POs issued after invoice date / * Excel spreadsheet relevant to the department/ cluster that outlines the name of the 	<p>4%</p>

Handwritten initials and signature: "as" and a signature.

CoT STRATEGIC PRIORITY & CORE MANAGERIAL COMPETENCIES (CMC)	CoT STRATEGIC PRIORITY AND INTENTION	CMC REQUIREMENTS / ACTIONS	REQUIRED EVIDENCE	Weight
<p>9</p> <p>A professional public service that drives accountability and transparency</p> <p>Service Delivery Orientation</p>	<ul style="list-style-type: none"> The ability to explore and implement new ways of delivering services that contribute to the improvement of municipal processes to achieve municipal goals. Internal control system encompassing legislation, policies, procedures, and people. Directing and control management activities with good systems and processes. Focus on the integration of systems and processes. Managing our processes to achieve economies of scale or value chain integration. Establishment of entities in line with Section 93(F) of the Local Government Municipal Systems Act 	<p>capitalised by end of quarter 2 of 2024/25 financial year.</p> <ul style="list-style-type: none"> Ensure the quarterly review of all AUCs Ensuring achievement of business plan targets 	<p>service provider, the date the PO was issued, and the invoice date</p> <ul style="list-style-type: none"> Certificate from Group Finance Services on Asset compliance Departmental business plan report indicating % of achievement 	4%
<p>9</p> <p>A professional public service that drives accountability and transparency</p> <p>People Management and Empowerment (Compulsory)</p>	<ul style="list-style-type: none"> Capacitate people on business processes to be effective leaders. Putting in place processes and steps to create entrepreneurship, and ownership and instill a sense of pride in achieving the vision and mission of CoT. Effective decision-making through empowered leaders. Building continuity and sustainability of institutional arrangements. Leadership taking ownership of decisions and results. Building a centre of excellence through research and development. 	<ul style="list-style-type: none"> Ensuring that all performance agreements with a plan of subordinates are signed by 31 July. Ensuring that performance reviews for subordinates are conducted. Ensuring that skills audits for employees are conducted. 	<ul style="list-style-type: none"> Signed Performance Agreement with a Performance plan Attendance registers and coaching minutes/instruction, rating sheet signed by the incumbent and the supervisor Status report on skills audits conducted from Group Human Capital Management 	4%

CoT STRATEGIC PRIORITY & CORE MANAGERIAL COMPETENCIES (CMC)	CoT STRATEGIC PRIORITY AND INTENTION	CMC REQUIREMENTS / ACTIONS	REQUIRED EVIDENCE	Weight
<p>9</p> <p>A professional public service that drives accountability and transparency</p> <p>Governance Leadership</p>	<ul style="list-style-type: none"> To implement effective change management initiatives in a cluster/department/region Able to promote, direct, and apply professionalism in managing risk and compliance requirements of the Cluster/Department/Division/Section and apply a thorough understanding of governance practices and obligations. 	<ul style="list-style-type: none"> Ensuring implementation of all MAYCO, EXCO, and Council resolutions. Ensuring that repeat findings are reduced for both internal and external audits. 	<ul style="list-style-type: none"> Quarterly Progress Report on MAYCO, EXCO, and Council resolutions MCAM/MLOG progress report from Internal audit showing # of repeat findings 	4%
<p>9</p> <p>A professional public service that drives accountability and transparency</p> <p>Client Orientation and Customer Focus (Compulsory)</p>	<ul style="list-style-type: none"> Understands the service needs of a client/customer (internal or external) and actively focuses on anticipating meeting and exceeding the needs in a timely and appropriate manner. Having satisfied customers. Positive customer relationships. Implement Batho Pele to ensure an accessible and accountable service. 	<ul style="list-style-type: none"> Ensuring implementation of all public protector cases and Promotion of Access to Information (PAIA) requests responded to within the stipulated timelines. 	<ul style="list-style-type: none"> Status report from the OCM on public protector and PAIA cases responded to 	4%
Total		20		

[Handwritten signature]
25/11/20

3.3 DETAILED SCORECARD OF THE CHIEF OPERATIONS OFFICER

The following KPAs totalling a minimum of 80 points Chief Operations Officer (COO) of the scorecard apply.

The following dependencies apply to the achievement of the targets:

- 1 Timeous approvals of relevant authorities
- 2 Cooperation to all communicated requirements by relevant stakeholders
- 3 Provision of required resources (human and financial) as required
- 4 The targets are based on the approved SDBIP and MTREF
- 5 Timeous resolution of escalated risks by relevant decision makers.

KPA	Performance Indicator ¹	Weight	5-year target (2022-2026)	Cumulative baseline (as at 31/03/2024 – Unaudited)	Target 2024/25 ²	Quarterly roll-out of year-end targets				5-Point Rating Scale	Evidence Reference
						Q1	Q2	Q3	Q4		
Oversee that the Energy and Electricity Department achieves essential SDBIP performance targets.	% of planned Energy and Electricity targets achieved	8	100%	0%	50% (of all 3 KPIs)	50%	50%	50%	50%	#s will be converted into % for rating purposes (i.e. # achieved/ # target * 100 = %) 0% - 59% = 1 60% - 99% = 2 100% - 129% = 3 130% - 149% = 4 150% + = 5	CSOP quarterly report and Departmental workbooks
Oversee that the Water and Sanitation Department achieves essential SDBIP performance targets	% of planned Water and Sanitation targets achieved	8	100%	33%	75% (of all 5 KPIs)	75%	75%	75%	75%	#s will be converted into % for rating purposes (i.e. # achieved/ # target * 100 = %) 0% - 59% = 1 60% - 99% = 2 100% - 129% = 3	CSOP quarterly report and Departmental workbooks.

¹ The performance agreement is based on the performance indicators set out in approved SDBIP 2024/25.

² The percentage is based on the applicable targets set for the quarter.

[Handwritten initials and signature]

KPA	Performance Indicator ¹	Weight	5-year target (2022-2026)	Cumulative baseline (as at 31/03/2024 – Unaudited)	Target 2024/25 ²	Quarterly roll-out of year-end targets				5-Point Rating Scale	Evidence Reference
						Q1	Q2	Q3	Q4		
Oversee that the Roads and Transport Department achieves essential SDBIP performance targets	% of planned Roads and Transport targets achieved	8	100%	100%	60% (of all 7 KPIs)	60%	60%	60%	60%	130% - 149% = 4 150% + = 5	CSOP quarterly report and Departmental workbooks.
Oversee that the CSDS Department adequately performs its role in registering new indigent households	% of planned CSDS targets achieved	8	100%	100%	100% (of all 3 KPIs)	100%	100%	100%	100%	#s will be converted into % for rating purposes (i.e. # achieved/ # target * 100 = %) 0% - 59% = 1 60% - 99% = 2 100% - 129% = 3 130% - 149% = 4 150% + = 5	CSOP quarterly report and Departmental workbooks.
Oversee that the Human Settlements Department achieves essential SDBIP performance targets	% of planned Human Settlements targets achieved	8	100%	100%	70% (of all 8 KPIs)	70%	70%	70%	70%	#s will be converted into % for rating purposes (i.e. # achieved/ # target * 100 = %) 0% - 59% = 1 60% - 99% = 2 100% - 129% = 3 130% - 149% = 4 150% + = 5	CSOP quarterly report and Departmental workbooks.

SM
MS
as

KPA	Performance Indicator ¹	Weight	5-year target (2022-2026)	Cumulative baseline (as at 31/03/2024 – Unaudited)	Target 2024/25 ²	Quarterly roll-out of year-end targets				5-Point Rating Scale	Evidence Reference
						Q1	Q2	Q3	Q4		
Oversee that the Environment and Agriculture Management Department achieves waste removal targets on the SDBIP.	% of planned Environment and Agriculture targets achieved	8	100%	100%	100% (of all 4 KPIs)	100%	100%	100%	100%	130% - 149% = 4 150% + = 5	CSOP quarterly report and Departmental workbooks.
Oversee that the Health Department achieves essential performance targets on the SDBIP	% of planned Health targets achieved	8	100%	100%	100% (of all 4 KPIs)	100%	100%	100%	100%	#s will be converted into % for rating purposes (i.e. # achieved/ # target * 100 = %) 0% - 59% = 1 60% - 99% = 2 100% - 129% = 3 130% - 149% = 4 150% + = 5	CSOP quarterly report and Departmental workbooks.
Oversee that the ROC department achieves planned SDBIP targets	% of planned ROC targets achieved	7	100%	33%	60% (of all 4 KPIs)	60%	60%	60%	60%	#s will be converted into % for rating purposes (i.e. # achieved/ # target * 100 = %) 0% - 59% = 1 60% - 99% = 2 100% - 129% = 3 130% - 149% = 4 150% + = 5	CSOP quarterly report and Departmental workbooks.

[Handwritten signatures and initials]

KPA	Performance Indicator ¹	Weight	5-year target (2022-2026)	Cumulative baseline (as at 31/03/2024 – Unaudited)	Target 2024/25 ²	Quarterly roll-out of year-end targets				5-Point Rating Scale	Evidence Reference
						Q1	Q2	Q3	Q4		
										130% - 149% = 4 150% + = 5	
Ensure sound financial management within the cluster	Percentage of overall opex budget vs opex targets spent against YTD projections for departments within the COO's cluster	2	98%	-	98%	27%	52%	75%	96%	% achievement will be converted into the 5-point rating (i.e. % achieved/ % target * 100 = %) 0% - 59% = 1 60% - 99% = 2 100% = 3 Over expenditure less than 5% = 2 Over expenditure above 5% = 1	Quarterly Mayo report / Section 71 on Opex from finance department or SAP Extract report
	Percentage of overall capital budget spent against YTD projections for the departments within the COO's cluster	2	95%	71%	95%	8%	35%	75%	95%	% achievement will be converted into the 5-point rating (i.e. % achieved/ % target * 100 = %) 0% - 59% = 1 60% - 94% = 2 95% - 96% = 3 97% - 98% = 4 99% - 100% = 5 Over expenditure less than 5% = 2 Over expenditure above 5% = 1	Quarterly Mayo report / Section 71 of Finance department on capital budget spent against YTD budget or SAP Extract report

NS
UN

KPI	Performance Indicator ¹	Weight	5-year target (2022-2026)	Cumulative baseline (as at 31/03/2024 - Unaudited)	Target 2024/25 ²	Quarterly on-out of year-end targets				3-point Rating Scale	Evidence Reference
						Q1	Q2	Q3	Q4		
	% of quarterly planned capital project milestones achieved	2	100%	38%	60%	60%	60%	60%	60%	% achievement will be converted into the 5-point rating (i.e. % achieved/ % target * 100 = %) 0% - 59% = 1 60% - 99% = 2 100% - 129% = 3 130% - 149% = 4 150% + = 5	Quarterly report on planned capital project milestones/deliverables or Quarterly performance report from CSOP
	Value of unauthorised, irregular, fruitless and wasteful expenditure incurred	2	0	R 74 401 526.04	0	0	0	0	0	Achievement of 0 = rating of 3 Any value or number = rating of 1 5-point rating translation is: 0% - 59% = 1 100% - 129% = 3	Section 71 report from GFS, SCM performance report
	% of COO cluster departmental financial recovery plan targets achieved against approved plans	2	100%	30%	80%	80% (Q1 24/25FY)	80% (Q2 24/254FY)	80% (Q3 24/25 FY)	80% (Q4 23/24FY)	% achievement will be converted into the 5-point rating (i.e. % achieved/ % target * 100 = %) 0% - 59% = 1 60% - 79% = 2 80% - 85% = 3 86% - 95% = 4	Approved city-wide implementation plan and quarterly status report from GFS for 2022/23 (for Q1) and 2023/24 FY (for Q2-3)

Handwritten signature and initials

KPI	Performance Indicator*	Weight	5-year target (2022-2026)	Cumulative baseline (as at 31/03/2024 - Unaudited)	Target 2024/25†	Quarterly roll-out of year-end targets				5-Point Rating Scale	Evidence Reference
						Q1	Q2	Q3	Q4		
										95% - 100% = 5	
	Unqualified Audit opinion achieved	2	Unqualified Audit opinion	Qualified audit Opinion	Unqualified Audit opinion	N/A	N/A	Unqualified Audit opinion	N/A	Disclaimer = 1 Adverse or Qualified opinion = 2 Unqualified audit opinion = 3 Unqualified audit opinion with no findings for the department = 4 Clean audit citywide = 5	Final AG Report to Council.
	% of AG and internal audit issues related to the department resolved	3	100%	56%	80%	80%	80%	80%	80%	% achievement will be converted into the 5-point rating (i.e. % achieved/ % target * 100 = %) 0% - 59% = 1 60% - 79% = 2 80% - 85% = 3 86% - 95% = 4 95% - 100% = 5	*MCAM/MLOG progress report from internal audit indicating % of AG and internal audit findings resolved
Job Intensive Economic Growth	Number of new income-earning opportunities facilitated by the COO cluster.	2	85 000 for the entire city	1279	5 530	1 056	1 512	1 225	1 736	#s will be converted into % for rating purposes (i.e. # achieved/ # target * 100 = %) 0% - 59% = 1	*Quarterly EPWP status report from the Community and Social Development Services Department.

ASW
AM

KPA	Performance Indicator ¹	Weight	5-year target (2022-2026)	Cumulative baseline (as at 31/03/2024 – Unaudited)	Target 2024/25 ²	Quarterly roll-out of year-end targets				5-Point Rating Scale	Evidence Reference	
						Q1	Q2	Q3	Q4			
	SUB-TOTAL FOR CORE DELIVERY PROGRAMMES	80										
	SUB TOTAL FOR CORE MANAGEMENT COMPETENCIES	20										
	TOTAL	100										

60% - 99% = 2
100% - 129% = 3
130% - 149% = 4
150% + = 5

Handwritten signature and initials

ANNEXURE B - PERSONAL DEVELOPMENT PLAN

Learning and Development Need	Type of Development	Time-frame	Who is responsible	Further comments
Provide a specific description of the desired change (e.g. skills to be gained, knowledge acquired, topics themes/content covered) MFMA Unit Standard Training	E.g. Course, workshop, conference, self-development (researcher, reading, etc.) MFMA	E.g. Within a specific performance cycle. (July – June) Started from March 2024	E.g. Incumbent or his/her Manager. Also specify the accredited Service Provider University of Pretoria through TLMA	E.g. Resource requirements, additional notes. Time off

Handwritten signature and initials
 W as

4 ACCEPTANCE OF PLAN

PERFORMANCE PLAN FOR CHIEF OPERATIONS OFFICER Period: 1 July 2024 to 30 JUNE 2025

Signed and accepted by the incumbent:
Name: Mrs Vuyo Zitumane



Date:

25/07/2024

Signed by the incumbent's immediate supervisor:
Name: Mr Johann Mettler



Date:

29/07/2024