



Mogale City

Local Municipality

PERFORMANCE MANAGEMENT AGREEMENT

ENTERED INTO BY AND BETWEEN:

MOGALE CITY LOCAL MUNICIPALITY

AS REPRESENTED BY THE

MUNICIPAL MANAGER:

MAKHOSANA MSEZANA

AND

ACTING EXECUTIVE MANAGER: INFRASTRUCTURE
DEVELOPMENT SERVICES

ANDRE BOTES

THE EMPLOYEE OF THE MUNICIPALITY

FOR THE

FINANCIAL YEAR: 03 JANUARY 2023 TO 30 JUNE 2023

PERFORMANCE MANAGEMENT AGREEMENT

ENTERED INTO BY AND BETWEEN

MOGALE CITY LOCAL MUNICIPALITY herein represented by **Makhosana Msezana** as the **Municipal Manager** (hereinafter referred to as the Employer or Supervisor)

And

Andre Botes as the **Acting Executive Manager: Infrastructure Development Services** (hereinafter referred to as the Employee).

WHEREBY IT IS AGREED AS FOLLOWS:

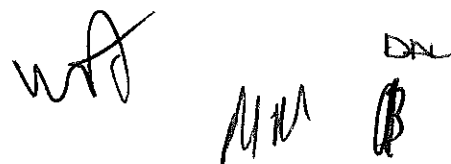
1. INTRODUCTION

- 1.1 The Employer has entered into a contract of employment with the Employee in Terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred to as the "the Parties".
- 1.2 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.
- 1.3 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B), 57(C) and 57(5) of the Systems Act, Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Manager, 2006 & Local Government: Competency Framework for Senior Managers, 2014.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to –

- 2.1 Comply with the Contract of Employment entered into between the parties;
- 2.2 Specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance expectations and accountabilities;
- 2.3 Specify accountabilities as set out in the Performance Management Plan (Annexure A);



2.4 Monitor and measure performance against set targeted outputs;

2.5 Use the Performance Management Agreement and Performance Management Plan as the basis for assessing whether the employee has met the performance expectations applicable to his job;

2.6 Appropriately reward the Employee in accordance with the Employer's performance management policy 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 COMMENCEMENT AND DURATION

3.1 This Agreement will commence on the ~~03 JANUARY 2023~~ ^{1 February} and will remain in force until **30 JUNE 2023**; where after a new Performance Management Agreement, Performance Management 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 the Agreement during February each year. The parties will conclude a new Performance Management Agreement and Performance Management Plan that replaces this Agreement at least once a year by not later 31 July.

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.

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 PERFORMANCE OBJECTIVES

4.1 The Performance Plan (Annexure 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.

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- 4.2 The performance objectives and targets reflected in Annexure 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 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 within 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, 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 THE EMPLOYEE AGREES TO PARTICIPATE IN THE PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM THAT THE EMPLOYER ADOPTS

- 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 Requirements (CRs)(Leading & Core Competencies) respectively.
- 6.2.2 Each area of assessment will be weighted and will contribute a specific part to the total score.

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6.2.3 KPAs covering the main areas of work will account for 80 weighting and CRs will account for 20 weighting of the final assessment.

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 (Annexure A), which are linked to the KPA's, and will constitute 80 weighting of the overall assessment result as per the weightings agreed to between the employer and Employee:

Key Performance Areas (KPA's)	Weightings
Service Delivery and Infrastructure Development	45%
Financial Viability	26%
Good Governance and Public Participation	14%
Local Economic Development	05%
Municipal Transformation and Organizational Development	10%
TOTAL	100%

6.4 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 (Annexure A), which are linked to the KPA's, and will constitute 80 weighting of the overall assessment result as per the weightings agreed to between the employer and Employee.

The six (6) core competencies that act as drivers to ensure that the leading competencies are executed at an optimal level

LEADING COMPETENCY REQUIREMENTS		WEIGHTS %
Strategic Direction and Leadership	<ul style="list-style-type: none"> Impact and influence Institutional Performance Management Strategic Planning and Management Organizational Awareness 	20
People Management	<ul style="list-style-type: none"> Human Capital Planning & Development Diversity Management Employee Relations Management Negotiation and Dispute Management 	10
Program & Project Management	<ul style="list-style-type: none"> Program & Project Planning and Implementation Service Delivery Management Program & Project Monitoring & Evaluation 	20

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LEADING COMPETENCY REQUIREMENTS		WEIGHTS %
Financial Management	<ul style="list-style-type: none">• Budget Planning & Execution• Financial Strategy & Delivery• Financial Reporting & Monitoring	20
Change Leadership	<ul style="list-style-type: none">• Change Vision & Strategy• Process Design & Improvement• Change Impact Monitoring & Evaluation	10
Governance Leadership	<ul style="list-style-type: none">• Policy Formulation• Risk and Compliance Management• Cooperative Governance	20
CORE COMPETENCIES		-
Moral Competence		
Planning and Organizing		
Analysis and Innovation		
Knowledge and Information Management		
Communication		
Result and Quality Focus		
TOTAL		100

7 EVALUATING PERFORMANCE

7.1 The Performance Management Plan (Annexure 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 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:

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- (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 the 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 must then be used to add the scores and calculate a final KPA score.

7.5.2 Assessment of the CRs

- (a) Each CR should be assessed according to the extent to which the specified standards have been met;
- (b) An indicative rating on the five-point scale should be provided for each CR;
- (c) The applicable assessment rating calculator must then be used to add the scores and calculate a final CR 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 KPA's and CRs:

Overall Performance	Rating	Performance Score
Unacceptable Performance Performance does not meet the standard expected for the job. The employee has failed to demonstrate the commitment level expected in the job despite management efforts to encourage improvement.	1	0% - 59%
Performance 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.	2	60% – 69 %

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Overall Performance	Rating	Performance Score
Performance Fully Effective Performance fully meets the standards expected in all areas of the job	3	70% – 79 %
Performance Significantly Above Expectations / Exceptional Performance Performance is significantly higher than the standard expected in the job.	4	80% – 89 %
Outstanding Performance Performance far exceeds the standard expected of an employee at this level.	5	90% – 100 %

7.7 For purposes of evaluating the annual performance of managers directly accountable to the Municipal Manager, an evaluation panel constituted of the following persons must be established –

- i. Municipal Manager;
- ii. Chairperson of the Performance Audit Committee or the Audit Committee in the absence of a Performance Audit Committee;
- iii. Member of the Mayoral Committee; and
- iv. Municipal Manager from another Municipality.

8 SCHEDULES FOR PERFORMANCE REVIEWS

8.1 The performance of each Employee in relation to his or her performance agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

Quarter	Timeline	Date of the Review
First Quarter	July – September 2022	October 2022
Second Quarter	October – December 2022	January 2023
Third Quarter	January – March 2023	April 2023
Fourth Quarter	April – June 2023	n/a

[Handwritten signatures and initials]

- 8.2 The Employer shall keep a record of all formal and informal reviews, including the mid-year review and annual assessment meetings.
- 8.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.
- 8.4 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.
- 8.5 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.

9 DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure 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 –

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



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

12.2 A performance bonus of 5% to 14% of the inclusive annual remuneration package may be paid to the Employee in recognition of performance and the amount payable would be calculated on the following basis:

Performance Rating			Bonus Amount
1.	0% - 59%	Performance Unacceptable	0% of total package
2.	60% - 69%	Performance Not Fully Effective	
3.	70% - 79%	Performance Fully Effective	Remuneration Progression
4.	80% - 89%	Performance Significantly Above Expectations/ Exceptional Performance	<ul style="list-style-type: none">• Remuneration Progression• 5% - 9% of Total Package
5.	90% - 100%	Outstanding Performance	<ul style="list-style-type: none">• Remuneration Progression• 10% - 14% of total package

12.3 The Employee will be eligible for progression to the next higher remuneration package, within the relevant remuneration band, after completion of at least twelve months (12) service at the current remuneration package on 30 June (end of financial year) subject to a fully effective performance assessment results and above.

12.4 In the case of unacceptable performance, the Employer shall –

12.4.1 provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and

12.4.2 after appropriate counseling 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.

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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 any other matter provide for, shall be mediated by –

13.1.1 The Executive Mayor within thirty (30) days of receipt of a formal dispute from the Employee; or

13.1.2 Any other person appointed by the Executive Mayor.

13.2 In the event that the mediation process contemplated above fails, clause 19.3 of the Contract of Employment shall apply.

14 GENERAL

14.1 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.

14.2 Nothing in this agreement diminished 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.

Thus, done and signed at Krugersdorp on this the 31 day of MARCH 2023

AS WITNESSES:

1. [Signature]

2. [Signature]

[Signature]
ACTING EXECUTIVE MANAGER:
INFRASTRUCTURE DEVELOPMENT
SERVICES

Thus, done and signed at Krugersdorp on this the 31 day of MARCH 2023

AS WITNESSES:

1. [Signature]

2. [Signature]

[Signature]
MUNICIPAL MANAGER

[Signature] [Signature]

National Outcome Outcome 9 Responsive accountable effective and efficient local government system
NDP Chapter Building a professional capable efficient focused public service NDP Chapter 13
Strategic Goal To provide sustainable services to the community
DEPARTMENT: Infrastructure Development Services

KPA: SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT = 45%												
PLANNING LEVEL	MSCA PROJECT	WARD TO BENEFIT	KEY PERFORMANCE INDICATOR	WEIGHTING	UNIT OF MEASURE	BASELINE	ANNUAL TARGET	QUARTER	PROGRAM/PROJECT MILESTONE	TYPE OF EVIDENCE PER QUARTER	INDIVIDUAL PERFORMANCE MANAGEMENT	RESPONSIBLE PERSON
Executive Manager Output	Service Delivery	All wards	% SDIP projects implemented within projected timeframe and budget	45%	%	38%	1	Q1	100%	Project progress report/Milestone Completion Certificate	1-55% and below achievement against target set	Aiding Executive Manager: Infrastructure Development Services
								Q2	100%		56-66% achievement against target set	
								Q3	100%		67-78% achievement against target set	
								Q4	100%		79-90% achievement against target set	
											5-50% achievement against target set	

KPA: FINANCIAL VIABILITY= 25%											
Executive Manager Output	Grants Expenditure	All wards	% expenditure IUDS grant	8%	%	100%	100%	Q1	5%	Total budget spent under the projects implemented through the Dept. IDS	1=55% and below achievement against target set 2= 60-65% achievement against target set 3= 70-75% achievement against target set 4= 80-85% achievement against target set 5=90-100% achievement against target set
								Q2	40%		
								Q3	83%		
								Q4	100%		
								Q1	-		
Executive Manager Output	Grants Expenditure	All wards	% expenditure on the NDGP grant	8%	%	100%	100%	Q2	35%	Total budget spent under the projects implemented through the Dept. IDS	1=55% and below achievement against target set 2= 60-65% achievement against target set 3= 70-75% achievement against target set 4= 80-85% achievement against target set 5=90-100% achievement against target set
								Q3	75%		
								Q4	100%		
								Q1	19%		
								Q2	47%		
Executive Manager Output	Grants Expenditure	All wards	% expenditure on the WISG grant	5	%	100%	100%	Q3	76%	Total budget spent under the projects implemented through the Dept. IDS	1=55% and below achievement against target set 2= 60-65% achievement against target set 3= 70-75% achievement against target set 4= 80-85% achievement against target set 5=90-100% achievement against target set
								Q4	100%		
								Q1	100%		
								Q2	100%		
								Q3	100%		
Executive Manager Output	Improved working capital	All wards	% revenue collected from other revenue sources	5	%	100%	100%	Q4	100%	Confirmed and signed agreements where applicable	1=55% and below achievement against target set 2= 60-65% achievement against target set 3= 70-75% achievement against target set 4= 80-85% achievement against target set 5=90-100% achievement against target set
								Q1	100%		
								Q2	100%		
								Q3	100%		
								Q4	100%		
Acting Executive Manager Infrastructure Development Services											
Acting Executive Manager Infrastructure Development Services											

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PLANNING LEVEL	MSCOA PROJECT	WARD TO BENEFIT	KEY PERFORMANCE INDICATOR	WEIGHTING	UNIT OF MEASURE	BASELINE	ANNUAL TARGET	QUARTER	PROGRAM/PROJECT MILESTONE	TYPE OF EVIDENCE PER QUARTER	INDIVIDUAL PERFORMANCE MANAGEMENT	RESPONSIBLE PERSON
KPA, GOOD GOVERNANCE AND PUBLIC PARTICIPATION = 14%												
Executive Manager: Output	AG Audit Action Plans	All wards	% implementation of AG Audit Plans	3%	%	100%	100%	Q1		Audit report/Review and follow up reports related to implementation plans of the Dept IDS	1=55% and below achievement against target set	Acting Executive Manager: Infrastructure Development Services
								Q2			2= 60-65% achievement against target set	
								Q3	100%		3= 70-75% achievement against target set	
								Q4	100%		4= 80-90% achievement against target set	
Executive Manager: Output	Key Legislative requirements	All wards	% implementation of planned key legislative compliance requirements	3%	%	100%	100%	Q1		Status reports in terms of the relevant external and internal compliance and meeting compliance matters	5=90-100% achievement against target set	Acting Executive Manager: Infrastructure Development Services
								Q2	100%		1=55% and below achievement against target set	
								Q3	100%		2= 60-65% achievement against target set	
								Q4	100%		3= 70-75% achievement against target set	
Executive Manager: Output	Risk Management	All wards	% implementation of departmental risk management plans on the Strategic Risk Register	4%	%	100%	100%	Q1		Risk Management implementation reports related to implementation plans of the Dept IDS	4= 80-90% achievement against target set	Acting Executive Manager: Infrastructure Development Services
								Q2			5=90-100% achievement against target set	
								Q3			1=55% and below achievement against target set	
								Q4	100%		2= 60-65% achievement against target set	
Executive Manager: Output	Procurement	All wards	% implementation of the Financial Management plan	4%	%	100%	100%	Q1		Tenders awarded in line with the procurement plan	3= 70-75% achievement against target set	Acting Executive Manager: Infrastructure Development Services
								Q2			4= 80-90% achievement against target set	
								Q3	75%		1=55% and below achievement against target set	
								Q4	100%		2= 60-65% achievement against target set	

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PLANNING LEVEL	MSCOA PROJECT	WARD TO BENEFIT	KEY PERFORMANCE INDICATOR	WEIGHTING	UNIT OF MEASURE	BASELINE	ANNUAL TARGET	QUARTER	PROGRAM/PROJECT MILESTONE	TYPE OF EVIDENCE PER QUARTER	INDIVIDUAL PERFORMANCE MANAGEMENT	RESPONSIBLE PERSON
KPA LOCAL ECONOMIC DEVELOPMENT: 5%												
Executive Manager Output	Employment Opportunities	All wards	No. of employment opportunities created	5%	Number	43	200	Q1	20	Total no of employment opportunities created through the projects at the end of the quarter and the data out report to Dept. Economic Services	1=55% and below achievement against target set	Acting Executive Manager: Infrastructure Development Services
								Q2	-		2= 60-69% achievement against target set	
								Q3	-		3= 70-79% achievement against target set	
								Q4	200		4= 80-89% achievement against target set 5=90-100% achievement against target set	

KPA MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT = 10%												
Executive Manager Output	Labour Disputes	All wards	Days taken to attend to employees grievances within the Prescribed time frame (Step 2)	10%	Days	New target	10 days	Q1	10 days	Grievance report to the infocore unit for confirmation	1=0%	Acting Executive Manager: Infrastructure Development Services
								Q2	10 days		2=1-3 days taken to attend to employees grievances from time of submission	
								Q3	10 days		3=12 days taken to attend to employees grievances from time of submission	
								Q4	10 days		4=11 days taken to attend to employees grievances from time of submission 5= 10 days taken to attend to employees grievances from time of submission	
								Total = 100%				

Signed and Accepted by the Acting Executive Manager: Infrastructure Development Services

Andre Boes31 March 2023

Date:31 March 2023

Approved by the Municipal Manager

Mahlasana Ntsejana31 March 2023

Date:

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CORE MANAGERIAL COMPETENCES	WEIGHTING	KPI	PERFORMANCE MEASUREMENT	EVIDENCE
Strategic direction & leadership	10	Integration of Departments UMS and PWR&T into the new Department- Infrastructure Development Services from 1 February 2023	<div>1= Divisional Quarterly and Annual Progress Reports signed by 12th to 15th of April and July</div> <div>1= Divisional Quarterly and Annual Progress Reports signed by 10th to 12th of April and July</div> <div>1= Divisional Quarterly and Annual Progress Reports signed by 7th to 10th of April and July</div> <div>1= Divisional Quarterly and Annual Progress Reports signed by 5th to 7th of April and July</div> <div>1= Divisional Quarterly and Annual Progress Reports signed by 3rd to 5th of April and July</div>	Divisional Quarterly and Annual Progress reports signed
Program and Project Management	10	Development of Personal Development Plans (PDPs) for Managers	<div>1=PDPs developed by 30 November 2022</div> <div>2=PDPs developed by 31 October 2022</div> <div>3=PDPs developed by 30 September 2022</div> <div>4=PDPs developed by 15 September 2022</div> <div>5=PDPs developed by 31 August 2022</div>	Proof on the submission of PDPs for Senior Managers to Learning and Development Sub-division for implementation
Program and Project Management	20	Service Delivery Management	<div>1=59% and below implementation of the SDBIP</div> <div>2= 60-69% Implementation of the SDBIP</div> <div>3= 70-79% Implementation of the SDBIP</div> <div>4= 80-89% Implementation of the SDBIP</div> <div>5= 90-100% Implementation of the SDBIP</div>	SDBIP Quarterly Performance Reports from Monitoring and Evaluation Division

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Financial Management	5	% Reduction of Unauthorized Irregular Fruitless (UIF) expenditure	1= 20% and more increase of UIF	Quarterly in year monitoring report: 1 July 2022 to 30 June 2023 in year monitoring report.
			2= 10% increase of UIF	
			3= 10% reduction of UIF	
			4= 20% reduction of UIF	
			5= 30% reduction of UIF	
	5	% of opex budget spent at the end of financial year	1= 82% Spent	Quarterly in year monitoring report: 1 July 2022 to 30 June 2023 in year monitoring report.
			2= 94% Spent	
			3= 95% Spent	
			4= 98% Spent	
			5= 100% Spent	
	10	% of grant funded budget spent at the end of financial year	1= 82% Spent	Quarterly in year monitoring report: 1 July 2022 to 30 June 2023 in year monitoring report.
			2= 94% Spent	
			3= 95% Spent	
			4= 98% Spent	
			5= 100% Spent	

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Change Leadership	10	% Change Management Plan implemented for the reviewed organisational structure	1=59% and Below implementation 2=60-69% implementation 3=70-79% implementation 4=80-89% implementation 5=90-100% implementation	Change Management Plan for the projects to be implemented
	5	Number of monthly management meetings held per year	1= 4 meetings 2= 5 meetings 3= 6 meetings 4= 7 meetings 5= 12 meetings	Agenda and Attendance Register of departmental meetings
	5	Number of quarterly staff meetings	1= No meeting 2= 1 meetings 3= 2 meetings 4= 3 meetings 5= 4 meetings	Agenda and Attendance Register of departmental meetings
	10	Revision and Development of Policies	1=59% and Below submission of comments within timeframe set 2=60-69% submission of comments within timeframe set 3=70-79% submission of comments within timeframe set 4=80-90% submission of comments within timeframe set 5=90-100% submission of comments within timeframe set	Revised and Developed Policies vs Policies submitted to Council in the 2022/2023 financial year for Approval
	10	% implementation of the annual risk management implementation plan	1=59% and Below implementation of departmental risk mitigation measures 2= 60-69% implementation of departmental risk mitigation measures 3= 70-79% implementation of departmental risk mitigation measures 4= 80-89% implementation of departmental risk mitigation measures 5=90-100% implementation of departmental risk mitigation measures	Dashboard Risk Management Reports from M & E

Total=100

Signed and Accepted by the Acting Executive Manager, Infrastructure Development Services

André Boles AB 31 March 2023


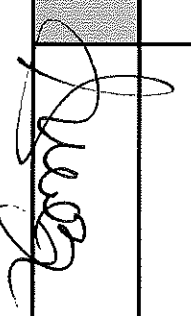
Date: _____

Approved by the Municipal Manager _____

Makhosana Msezane _____ 31 March 2023

Date: _____

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SURNAME	BOTES		NAME	ANDRE		
POSITION	ACTING EXECUTIVE MANAGER: INFRASTRUCTURE DEVELOPMENT SERVICES		REPORT TO	MUNICIPAL MANAGER		
SALARY LEVEL	2		SALARY BAND	S56		
DEPARTMENT	CORPORATE SUPPORT SERVICES		FINANCIAL YEAR	2022/2023		
Competency area to be developed	Specific development objectives (what to achieve)	Competency indicators (evidence of development)	Development activities (self-study, on-the-job, formal-dates and cost)	Support required (e.g. coaching)	Development review and assessment: Training provider	Sign-off review and assessment (Individual, Expert Trainer & Coach)
Personal Mastery	Assertiveness, problem solving & influencing	Being able to assertively influence decisions	POE		Bi-annual assessments	Incomplete
Strategic & business mastery	Planning, organising, finance & delegation	Able to prioritise activities and delegate to team	POE		Bi-annual assessments	Incomplete
Team mastery	Managing teams performance & conflict	The ability to enable opposing parties to move past impasse towards the successful resolution of an issue through the application of dispute resolution techniques	One on one meetings	Training on Performance Management	POE	Incomplete
EMPLOYEE SIGNATURE			MM's SIGNATURE			
			DATE	