

Mogale City

Local Municipality

PERFORMANCE MANAGEMENT AGREEMENT

ENTERED INTO BY AND BETWEEN:

MOGALE CITY LOCAL MUNICIPALITY

AS REPRESENTED BY THE

MUNICIPAL MANAGER:

MAANDA PRINGLE RAEDANI

AND

EXECUTIVE MANAGER: CORPORATE SUPPORT SERVICES

TREVOR RATHA RAMATLHAPE

THE EMPLOYEE OF THE MUNICIPALITY

FOR THE

FINANCIAL YEAR: 01 JULY 2018 TO 30 JUNE 2019





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MOGALE CITY LOCAL MUNICIPALITY herein represented by Maanda Pringle Raedani as the Municipal Manager (hereinafter referred to as the Employer or Supervisor)

And

Ratha Ramatlhape as the Executive Manager: Corporate Support Services (hereinafter referred to as the Employee).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1The 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".
- 1.2The 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

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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 1 JULY 2018 and will remain in force until 30 JUNE 2019; 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.
- 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.

2018/2019 Performance Management Agreement entered into by and between The Municipal Manager:

5 PERFORMANCE MANAGEMENT SYSTEM

Maanda Raedani and Executive Manager: Corporate Support Services: Trevor Ratha Ramatlhape Page 3

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- 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.

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.
- 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 (Leading & Core) (CRs) respectively.
 - 6.2.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
 - 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)	Weighting %
Municipal Transformation and Organizational Development	53%
Good Governance and Public Participation	45%
Local Economic Development	2%
TOTAL	100%

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.

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

LEADING COMPETENCY	REQUIREMENTS	WEIGHTE %
Strategic Direction and Leadership	Impact and influence Institutional Performance	10%
Loudoromp	Management	
	Strategic Planning and Management	
DI-M	Organizational Awareness	100/
People Management	 Human Capital Planning & Development 	10%
	Diversity Management	
	Employee Relations Management	
	 Negotiation and Dispute 	
Program & Project	Management	000/
Program & Project Management	 Program & Project Planning and Implementation 	20%
l l l l l l l l l l l l l l l l l l l	Service Delivery Management	
	Program & Project Monitoring &	
	Evaluation	
Financial Management	Budget Planning & Execution	20%
	Financial Strategy & DeliveryFinancial Reporting & Monitoring	
Change Leadership	Change Vision & Strategy	20%
	Process Design & Improvement	20,0
	Change Impact Monitoring &	
	Evaluation	
Governance Leadership	Policy Formulation Pile and Compliance Management	20%
	Risk and Compliance ManagementCooperative Governance	
CORE COMPETENCIES	Cooperative Covernance	-
Moral Competence		•
Planning and Organiz		
Analysis and Innovat		
Knowledge and Information	mation ivianagement	
Result and Quality Fo	ocus	
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

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- 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:
 - (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 hoc tasks that had to be performed under the KPA;
 - (b) An indicative rating on the five-point scale should be provided for each KPA;
 - (c) The applicable assessment rating calculator 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	1	0% - 59% and below

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OVERALL PERFORMANCE	RATING	PERFORMANCE SCORE
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.		
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%
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.		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 performance of the Chief Audit Executive, an evaluation panel constituted by the following persons must be established
 - 7.7.1 Municipal Manager;
 - 7.7.2 Chairperson of the Performance Audit Committee or Audit Committee in the absence of a Performance Audit Committee;
 - 7.7.3 Member of the Mayoral Committee;
 - 7.7.4 Municipal Manager from another Municipality; and

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:

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Quarter	Timeline	Date of the Review
First Quarter	July – September 2018	October 2018
Second Quarter	October – December 2018	January 2019
Third Quarter	January – March 2019	April 2019
Fourth Quarter	April – June 2019	n/a

- 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 my 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;
- 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 outstanding performance.

Perfor	mance 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	Remuneration Progression5% - 9% of Total Package
5.	90% - 100%	Outstanding Performance	Remuneration Progression10% - 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 KRUCKSOURP on this the 2	7th day of July 2018
AS WITNESSES:	STAPE
1. Moneke	EXECUTIVE MANAGER: CORPORATE SUPPORT SERVICES
2. Detroite	22th - Tuly 2018
Thus done and signed at KRUGERS DORP on this the	2. Jday of
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2. Dokoela	

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ULESTONE OUARTER ENCOUNT ENCOURT ELUCIACE PER PERSON RESPONSIBLE PERFORMANCE MEASUREMENT ASSESSMENT ASSESSMEN			2 = 100% Implementation reports submitted by 15														
SELF TYPE UP PESPONSIBLE PERFORMANCE MEASUREMENT ASSESSMENT			July 2019)	9		_		_						-
PROJECT FUNDED PERFORMANCE MEASUREMENT ASSESSMENT			1 = 100% implementation reports submitted by 31		and	WILL COLUMN	-		-				INDICATOR	DEMELIA	PROJECT	LEVEL	KEF.NO
SELF TYPE UP PERPONSIBLE PERFORMANCE MEASUREMENT ASSESSMENT	ASSESSMENT	ASSESSM	· · · · · · · · · · · · · · · · · · ·	PERSON	EATORING LEV	FROJECT	QUAXITA	TARGET	BASELINE		MEASURE	WEIGHTIN	PERFORMANCE	MAXU C	MSCOA	PLANNING	SIBOS
COSPAMINE TYPE UP PERPONSIBLE PERFORMANCE MEASUREMENT ASSESSMENT ASSESS	SUPERVISOR	SELF	PERFORMANCE MEASUREMENT		LASE OF	PROGRAMME/		ANNUAL			FO TIVIL		KEY	100			
CSCAMMEN TYPE UP PERPONSIBLE PERFORMANCE MEASUREMENT ASSESSMENT ASSESSM	TEN COMPONENT CONTROL	T	一方面の表 大きのない ないかん いかい ときのとなっている かんかい ないしょう										45%	PARTICIPATION	CE AND PUBLIC	GOVERNAN	
CostAmmer TYPE UP PERPONSIBLE PERFORMANCE MEASUREMENT ASSESSMENT ASSESSMENT ASSESSMENT	DEDECOMANOE BESSEL TO		ard day of the quarter		Louis draw cond.	10079	ţ										
SELF TYPE UP PER PERFORMANCE MEASUREMENT ASSESSMENT ASSESS			5= 100% leave provision reports submitted on the		i acus miartarly ration	1000	?		_								
Copanies Type UP PERSON PERSON PERSON PERSON ASSESSMENT			4th day of the quarter	and the same of the same	- Comment	200.20	Ę						process				
COSPAMINE TYPE UP PERPONSIBLE PERFORMANCE MEASUREMENT ASSESSMENT ASSESS			4= 100% leave provision reports submitted on the	Support Sarvices	i esve custerly report	1008	3			1	;		Index III Drafterrat	All warus	Support EM		X Y
ULESTONE OLDARIER PER PERSON RESPONSIBLE PERFORMANCE MEJASUSEMENT ASSESSMENT			5th day of the quarter						New Target		%		leave managemen	All wards	CSS - Strategic		1
COSPAMMED TYPE UP RESPONSIBLE PERFORMANCE MEASUREMENT ASSESSMENT ASSESSMENT PERSON			3e 100% leave provision reports submitted on the		Leave quarterly report	100%	R					•	% Implementation			1	
COGAMMENT TYPE UP RESPONSIBLE PERFORMANCE MEJASUSEMENT ASSESSMENT ASSES		7 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	Sth day of the quarter						-								
COGRAMMED TYPE UP RESPONSIBLE PERFORMANCE MEASUREMENT ASSESSMENT ASSESSM			7th day of the quarter		Leave quarterly report	7VUV	Ē										
COGAMMENT TYPE UP RESPONSIBLE PERFORMANCE MEASUREMENT ASSESSMENT ASSESSMENT PERSON			100% leave provision reports submittee on the		and a state of the second												
ULESTONE DIVERNISE PERFORMANCE MEJASUSEMENT ASSESSMENT			Security Security Control of the Con		cases resolved				-								
Copanies Type up Responsible PERFORMANCE MEASUREMENT ASSESSMENT ASSESSM			5= 55% reduction		report and the list of	45%	<u>م</u>				_						
OGRAMMEN IT PE UP PROJECT EVIDENCE PER PERSON ILESTONE QUARTER Executive 2-40% reduction ASSESSMENT ASSESSMENT 2-40% reduction Assessment 2-40% reduction 3-44% reduction			44 50% reduction	Colpulate	iligation analysis					,	à		resolved successful	All wards	Support EM		주 8
OGRAMMEN IT PE UP RESPONSIBLE PERFORMANCE MEASUREMENT ASSESSMENT A		一般のアルラン	3= 45% reduction		1		ဌ္ဌ	45%	44%		2		% litigation cases		CSS - Strategic		
OSGAMMEN IT PE UP RESPONSIBLE PERFORMANCE MEASUREMENT SELF SUFERNISON ASSESSMENT ASSESSM			2= 40% reduction				2										
OGRAMMEN ITTE UT RESPONSIBLE PERFORMANCE MEASUREMENT SELF SUFERINDOR PROJECT EVIDENCE PER PERSON PERSON ASSESSMENT ASSESSMENT MESTONE DUBRITER.			a 35% reduction		- Lawwar		ŭ		•••								
PROJECT EVIDENCE PER PERSON PERFORMANCE MEASUREMENT ASSESSMENT ASSESSMENT ASSESSMENT		Sec. 25 (1988)				MILESTONE		1			MEASONE	-	INDICATOR		PROJECT	LEVEL	REF.NO
COGRAMME/ TYPE OF RESPONSIBLE PERFORMANCE MEASUREMENT SELF	ASSESSMENT	ASSESSME	をするが、 は、 一切 の の の の の で の で の で の で の で の で の で の	PERSON	E PER		QUARTER	PROFIL	BASELINE	BUDGET	ONLI CT	WEIGHTING	PERFORMANCE		MISCOA	PLANNING	
	SUPERVISOR	113S	PRICESANCE SEAUCERENT			COCOMMINIO		ANNIA			1		KEY				

-		Financial Management			Program and Project Management	People Management and Empowerment	Strategic Direction and Leadership		CORE MANAGERIAL COMPETENCIES	l	SDBIP PLANNING REF.NO LEVEL
		anagement			ect Management	and Empowerment	and Loadership	·	COMPETENCIES	0	MSCOA
		10	10	10	ť	10	Ut	U	WEIGHTING		WARD TO BENEFIT
		% of MIG funder	% Reduction of L		Operati	Development of Pe	No. of individual Per	(Strategic Planning aligned to the		% coordination of leanership initiatives (in line with the identified needs)	PERFORMANCE
		d capital budget s	mauthorized lires	Service Delivery Management	onal Programs/ P	rsonal Developm	formance Managars by 31	end Managemeh SDBIP (to Inform	KPI	2%	WEIGHTING
		of MIG funded capital budget spent at the end of financial year	% Reduction of Unauthorized Irregular Fruitees (UIF) expenditure	Management	Operational Programs/ Projects implemented	Development of Personal Development Flans (PDPs) for Managers	No. of Individual Performance Management Agreements signed with Managers by 31 August 2018	(Strategic Planning and Management) Approved Department Plan augned to the SDBIP (to Inform the 2019/2020 budget)		*	MEASURE BUDGET
	1∝59% and Bel 2=60-79% (mple	1= 92% Spent 2= 94% Spent 3= 96% Spent 4= 98% Spent 5= 100% Spent	1= 20% and more as 2= 10% increase 2= 10% reduction 4= 20% reduction 5= 30% reduction 5= 30% reduction 1= 20% reduction 1= 20	1=80% impleme 2=85% impleme 3=90% impleme 4=92% impleme 5=94% impleme	i= 70-50%, and selow implemental within set time/starmes 2= 71-79% implementation within 2= 71-79% implementation within set time/starmes 3= 80% implementation within set time/starmes 4= 61-90% implementation within set time/starmes implementation within set time/starmes before the set of the set	- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1			PERFORMANO	New Target	BASELINE TARGET
	mentation		e increase of UlF of UIF n of UIF n of UIF	1=80% implementation of the SDBIP 2=85% implementation of the SDBIP 3=90% implementation of the SDBIP 4=92% implementation of the SDBIP 5=94% implementation of the SDBIP	"I a 70-50% and below implementation within set timeframes 22-71-79% implementation within set 33-80% implementation within set timeframes 430% implementation within set timeframes 45-91-100% implementation within set timeframes 45-91-100% implementation within set timeframes	1=PDPs developed by 30 November 2018 2=PDPs developed by 31 October 2018 3=PDPs developed by 30 September 2018 4=PDPs developed by 15 September 4=PDPs developed by 31 August 2018 5=PDPs developed by 31 August 2018	19 4 Performance Management Agreements signed efter the 30/09/2018 22 4 Performance Management Agreements signed after the 15/09/2018 33 4 Performance Management Agreements signed by the 31/08/2018 4 4 Performance Management Agreements signed by the 20/08/2018 59 4 Performance Management Agreements signed by the 20/08/2018	In Departmental Plan approved before the 20 April 2019 22 Departmental Plan approved before the 31 March 2019 33 Departmental Plan approved before the 25 February 2019 4-Departmental Plan approved before the 31 February 2019 5-Departmental Plan approved before the 31 December 2018	PERFORMANCE MEASUREMENT	100%	בטאאנהא
		1 July 201			Project Piz	 	Four (4) 20 Management			100%	MILESTONE
	linearyment Diam for the	July 2018 to 30 June 2016 in year monitaring report	July 2018 to 30 June 2019 in year monitoring report	SDBIP Quarterly Performance Reports from Monitoring and Evaluation Division	Project Plan(s) and Reports on the Implementation or Quarterly SDBIP Reports	Proof on the submission of PDPs for Senior Managers to Learning and Development Sub-division for implementation	Four (4) 2018/2019 Performance Management Agreements signed with Managers	Approved Departmental Plan aligned to the SDBIP	EVIDENCE	Progress report Progress report Progress report Progress report	OUARTER
	Executive	Executive Manageri Corporate Support Services	Executive Manager: Corporate Support Services	g _p	Executive Manager: Corporate Support Services	Executive Manager: Corporate Support Services	Executive Manager: Corporate Support Services	Executive Manager: Corporate Support Services	RESPONSIBLE PERSON		PERSON
		35	55							Is 100% implementation 6 and more days after the dealline of the properties of the seal inc. 21.100% implementation 1.5 days after the dealline of the properties of the seather of the seal inc. 2.00% implementation on the seather of the seadline (seadline). (seadline) 5.100% implementation 10 days before the dealline of the seadline of the seadline of the seadline of the seather of the seadline of the seadl	
									ASSESSMENT		
3			0						ASSESSMENT		
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Approved by the Municipal Manager Maanda Pringle Raedani Date: 87/07/20	Signed and Accepted by the Executive Ma Raftia Ramatihape	Total=100				Governance Leadership										Change Leadership			-
	Wager: Coper			10				č	5				7	ŝ				č	ò
reda	Appager: Coperate Support Services		The state of the s	pian	or invalidation of the appeal rick management implementation	the state of the s			Revision and Development of Policios					Communication to employees					% Change Management Plan Implementation
			5=84%	4:82%	2=60-79%	1=59% and Below	5=91-100%	4=81-90%	3=80%	2=60-79%	1=59% and Below	5= 6 meetings	4= 5 meetings	3= 4 meetings	2= 3 meetings	1= 2 meetings	5=84% mplementation	4=82% Implementation	3=80% implementation
		- Marie - Mari		from M&E	Dashboard Risk Management Reports			2018/2019 financial year for Approva	Policies submitted to Council in the	Revised and Developed Policies vs				departmental meetings	Agenda and Attendance Register of				brolegts to be implemented
				Support Services		Executive		g	Corporate	_	Executive		Support Services	Corporate	Manager:	Executive		Support Services	Corporate .
		and the state of t																	



PERSONAL DEVELOPMENT PLAN (PDP)

POSITION	RATHA TREVOR EXECUTIVE MANAGE	RATHA TREVOR EXECUTIVE MANAGER: CORPORATE SUPPORT	NAME REPORT TO	RAMATLHAPE MUNICIPAL MANAGER	NAGER	dispersion of the control of the con
	SEKVICES	the state of the s	SALARY BAND	S56		, in the state of
SALARY LEVEL	CORPORATE SUPPORT SERVICES	DRT SERVICES	FINANCIAL YEAR	2018/2019		
Competency area to be developed	Specific development objectives (what to achieve)	Competency indicators (evidence of development)	Development activities (self-study, on-the-job, formaldates and cost)	Support required (e.g. coaching)	Development review and assessment Training	Sign-off review and assessment (Individual, Expert Trainer & Coach)
Change Management	Change Vision & Strategy Process Design	Portfolio of evidence as required by the Training institution.	Short course NQF 6	Training through a service provider	Service provider to be appointed.	Trainer
	 Change Impact Monitoring & Evaluation 					Topior
Program and Project Management	 Program & Project Planning 	Portfolio of evidence as required by the Training institution.	Short course NQF 6	through a service	provider to be appointed.	i ali o
Ó	Implementation			provider		
	Service Delivery					
	Program &					
	Project					
	Monitoring & Evaluation			1		Trainer
Financial	 mSCOA 	Portfolio of evidence as	Short course NQF 6	through a	provider to be	2
Management	implementation	required by the Trailing		service	appointed.	
	aligned to the			provider		
					Little Li	



EMPLOYEE	SURNAME POSITION SALARY LEVEL DEPARTMENT Competency area to be developed
Standard for Infrastructure Procurement and Delivery Management Procurement Policy implementation.	RATHA TREVOR EXECUTIVE MANAGER: CORPORATE SUPPORT SERVICES 2 CORPORATE SUPPORT SERVICES Specific Competency indicators (evidence of development) objectives (what to achieve)
MM's SIGNATURE	NAME REPORT TO SALARY BAND FINANCIAL YEAR Development activities (self-study, on-the-job, formal-dates and cost)
DATE 27/07/2018	S56 Support Tequired (e.g. assessment coaching) Training provider Sign-off review and and assessment (Individual, Expert Training provider

