

INDIVIDUAL PERFORMANCE SCORECARD: FY24/25

EMPLOYEE NAME:		RANKO RUITERS		PERSONAL CODE:		PC174			
JOB TITLE:		DIRECTOR TECHNICAL SERVICES		PROVINCE/CLUSTER/UNIT:					
Line Manager's Title:		MUNICIPAL MANAGER		FINANCIAL YEAR:		FY24/25			
TECHNICAL COMPETENCIES				Weighting: 80.00%					
ORGANISATIONAL OUTCOMES		FY24/25 ANNUAL OPERATIONAL PLAN		INDIVIDUAL PERFORMANCE PLAN					
OUTCOME	OUTPUTS	OUTPUT INDICATOR	INDIVIDUAL OI/KPI No	INDIVIDUAL OUTCOME INDICATOR/ KPI	WEIGHTING	TARGET	TARGET STANDARD	ACTIVITIES	MEANS OF VERIFICATION/EVIDENCE
Basic Service Delivery	Service Delivery	Approved Risk Adjusted Strategy and Project Implementation Plans	1	% / Proportion of strategies, Risk Adjusted Strategy, Project Implementation plan approved on time	3.00%	1 = < 42% 4 = 78% - 89% 2 = 42% - 59% 3 = 60% - 77% 5 = 90%+	New Indicator	1. Quarter 1 - Not a target. 2. Quarter 2 - Not a target. 3. Quarter 3 - Not a target. 4. Quarter 4 - Developed Risk Adjusted Strategy and Project Implementation Plans	Council or SEM Approval
	Service Delivery	Improved Service Delivery	2	Construction of a DLTC in Sterkspruit by 30 June 2025	3.00%	Completion of buildings works. (Completion of the project)	Foundations of Office Buildings and 2/3 of Bulk earthworks	1. Quarter 1 - Completion of bulk earthworks and a building works superstructure to roof level (excluding plastering and other auxiliaries). 2. Quarter 2 - Perimeter fencing, roofing and other auxiliaries. 3. Quarter 3 - Paving, mechanical work and electrical works completion. 4. Quarter 4 - Snag listing and practical completion. 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	Signed progress reports, practical completion certificate.
	Service Delivery	Improved Service Delivery	3	Construction of Interlock paved streets (6km) in Khwezi Naledi (Steve Tshwete) W 14 by June 2025	3.00%	Practical completion of construction of interlock paved streets (6km) in Khwezi Naledi (Steve Tshwete) W 14.	Completion of 4.2km roadbed.	1. Quarter 1 - Completion of 1.2km basecourse layer works and 200m of stormwater control. 2. Quarter 2 - Completion of 1.5km basecourse layer works, 1.2km paving plus 300m of stormwater control. 3. Quarter 3 - Completion of 1.5km paving, 1.8km roadbed completion, 500m of stormwater control. 4. Quarter 4 - Practical completion of 3.3km paving and road furniture. 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	Signed progress reports, practical completion certificate
	Service Delivery	Improved sustainable access to services	4	Reconstruction of 6 km of access roads in Ntabamphophe in Ward 5 by 30 June 2025	3.00%	Practical completion of reconstruction of 6 km of access roads in Ntabamphophe in Ward 5	Site establishment	1. Quarter 1 - Complete 3km re-gravelling and 1km stormwater control. 2. Quarter 2 - Complete 3km re-gravelling and 1km stormwater control with practical completion. 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	Signed progress reports, practical completion certificate
	Service Delivery	Improved sustainable access to services	5	Reconstruction of access roads in Kwantoyi and Zwelitsha in Ward 12 by 30 June 2025	3.00%	Practical completion of reconstruction of access roads in Kwantoyi and Zwelitsha in Ward 12	Site establishment	1. Quarter 1 - Complete 2.5km re-gravelling and 500m stormwater control. 2. Quarter 2 - Practical Completion of 2.5km re-gravelling and 500m stormwater control with practical completion. 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	Signed progress reports, practical completion certificate
	Service Delivery	Improved sustainable access to services	6	Reconstruction of 4.5 km gravel roads and stormwater channels in Zava, Mdlokovana and Thaba Koloi (Ward 13) by 30 June 2025	3.00%	Completion of reconstruction of 4.5 km gravel roads and stormwater channels in Zava, Mdlokovana and Thaba Koloi (Ward 13)	Procurement Stage (Awaiting appointment letter)	1. Quarter 1 - Appointment letter. 2. Quarter 2 - Complete 2km re-gravelling and 700m stormwater control. 3. Quarter 3 - Practical completion of 2.5km re-gravelling and 500m stormwater control. 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	Signed progress reports, practical completion certificate
	Service Delivery	Improved sustainable access to services	7	Construction of 180 accesses to properties in Tienbank by 30 June 2025	3.00%	Completion of construction of 180 accesses to properties in Tienbank by June 2025	Procurement Stage (Bid Evaluation Stage)	1. Quarter 1 - Appointment letter. 2. Quarter 2 - Practical Completion of construction of 180 accesses to properties in Tienbank by June 2025. 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	Signed progress reports, practical completion certificate
	Service Delivery	Improved sustainable access to services	8	Maintenance of Roads in Identified Wards as per the Council Approved Maintenance Schedule by 30 June 2025	3.00%	100% (16 kms) Completion of Maintenance of roads as per the approved maintenance plan	100% Completion of Maintenance of roads as per the approved maintenance plan in 2023 2024	1. Quarter 1 - 4 km. 2. Quarter 2 - 4 km. 3. Quarter 3 - 4 km. 4. Quarter 4 - 4 km. 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	Monthly Reports / Job Cards
	Service Delivery	Improved sustainable access to services	9	EIA application approval & record of decision for Esilindini Pedestrian bridge	3.00%	EIA approval	New Indicator	1. Quarter 1 - Appointment of EIA consultant. 2. Quarter 2 - EIA application. 3. Quarter 3 - EIA application. 4. Quarter 4 - EIA application approval & record of decision. 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	Appointment letter & EIA application approval record
	Service Delivery	Improved sustainable access to services	10	EIA application approval & record of decision for Lining, fencing and upgrading of primary storm water channel through Khwezi Naledi and upgrade of two motor bridges by June 2025.	3.00%	EIA approval	New Indicator	1. Quarter 1 - Appointment of EIA consultant. 2. Quarter 2 - EIA application. 3. Quarter 3 - EIA application. 4. Quarter 4 - EIA application approval & record of decision. 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	Appointment letter & EIA application approval record
	Service Delivery	Improved sustainable access to services	11	Construction of the Herschel Community Hall by 30 June 2025	3.00%	Completion of construction of the Herschel Community Hall	New	1. Quarter 1 - Appointment of contractor. 2. Quarter 2 - Site establishment and demolishing. 3. Quarter 3 - Foundation and surface bed. 4. Quarter 4 - Super structure and practical completion. 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	Signed progress reports, practical completion certificate
	Service Delivery	Improved sustainable access to services	12	Fencing of existing cemeteries at Joveleni, Hinana and Voyizana by 30 June 2025	3.00%	Completion of Fencing of existing cemeteries at Joveleni, Hinana and Voyizana	New Indicator	1. Quarter 1 - Appointment of contractor. 2. Quarter 2 - Fencing of hinana and Joveleni. 3. Quarter 3 - Fencing of Voyizana and practical completion. 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	Signed progress reports, practical completion certificate

	Service Delivery	Improved sustainable access to services	13	EIA application & record of decision for Lady Grey and Herschel Cemetery Layout Plans (EIA) (TW13 & 14) by 30 June 2025	3.00%	Completion of Lady Grey and Herschel Cemetery Layout Plans and EIA approval	Appointment of EIA consultant	1. Quarter 1 - Appointment of Civil consultant; 2. Quarter 2 - EIA application and layout plans submissions; 3. Quarter 3 - EIA application; 4. Quarter 4 - EIA application & record of decision and layout plans 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	Appointment letter, EIA approval and layout plans
	Service Delivery	Improved sustainable access to services	14	Construction of Bluegums Sportsfield by 30 June 2025	3.00%	Completion of construction of Bluegums Sportsfield	Site establishment	1. Quarter 1 - Bulk earth works - soccer field and track, perimeter fencing; 2. Quarter 2 - Combi courts and grand stand; 3. Quarter 3 - Irrigation, planting of grass and practical completion; 4. Quarter 4 - Not a target 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	Signed progress reports, practical completion certificate
	Service Delivery	Improved sustainable access to services	15	Construction of Transfer Station In Rhodes by 30 June 2025	2.00%	Site establishment	Design report	1. Quarter 1 - Not a target; 2. Quarter 2 - Not a target; 3. Quarter 3 - Procurement of contractor; 4. Quarter 4 - Site establishment 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	Appointment letter and signed progress report
	Service Delivery	Improved sustainable access to services	16	% of electricity losses reduced by June 2024	2.00%	Reduce electricity losses by 0,5%	New	1. Quarter 1 - Not a target; 2. Quarter 2 - Not a target; 3. Quarter 3 - Not a target; 4. Quarter 4 - Reduction of electricity losses by 0,5% 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	Electricity services internal annual report signed by Director: Technical Services
	Service Delivery	Municipal Financial Growth	17	Replacement of conventional and faulty prepaid meters	3.00%	Replacement of 220 conventional and faulty prepaid meters	Conventional and faulty prepaid meters	1. Quarter 1 - Not a target; 2. Quarter 2 - Appointment of the Consultant; 3. Quarter 3 - Appointment of the Contractor; 4. Quarter 4 - Installation of 220 conventional and faulty prepaid meters 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	Progress report signed by Director: Technical Services
	Service Delivery	Improved sustainable access to services	18	Electrification of Households at Mountain View Ward 10 by 30 June 2025	3.00%	Completion of electrification of 83 Households connections in Ward 10	New indicator	1. Quarter 1 - Not a target; 2. Quarter 2 - Appointment of Consultant; 3. Quarter 3 - Appointment of a Contractor; 4. Quarter 4 - Practical project completion 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	Appointment of Consultant and Contractor. Practical Completion Certificate of 83 Households Connections
	Service Delivery	Improved sustainable access to services	19	Installation of High Mast Lights - New Rest by 30 June 2025	2.00%	Completion of Installation of High Mast Lights - New Rest	New indicator	1. Quarter 1 - Not a target; 2. Quarter 2 - Appointment of Consultant; 3. Quarter 3 - Appointment of a Contractor; 4. Quarter 4 - Practical project completion 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	Appointment of Consultant and Contractor. Practical Completion Certificate.
	Service Delivery	Improved sustainable access to services	20	Ward 16 Reroute of LV Overhead Line with Street Lights for Ludama Location by 30 June 2025	3.00%	Completion of rerouting of LV Overhead Line Infrastructure and Public Lighting.	New indicator	1. Quarter 1 - Not a target; 2. Quarter 2 - Appointment of Consultant; 3. Quarter 3 - Appointment of a Contractor; 4. Quarter 4 - Practical project completion 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	Appointment of Consultant and Contractor. Practical Completion Certificate.
	Service Delivery	Improved sustainable access to services	21	Procurement of the Road Maintenance Plant by 30 June 2025	2.00%	Procurement of Lowbed Truck and Excavator	New Indicator	1. Quarter 1 - Not a target; 2. Quarter 2 - Procurement of Lowbed and Excavator 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	1. Proof of Delivery 2. Invoices
	Service Delivery	Improved sustainable access to services	22	Construction of staff change rooms in Lady Grey by 31 March 2025	3.00%	Practical completion of construction of staff change rooms in Lady Grey	Appointment of contractor	1. Quarter 1 - Interior renovation - abution facility, change rooms with lockers and kitchen; 2. Quarter 2 - Plumbing, exterior renovations and practical completion 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	Signed progress reports, practical completion certificate
	Service Delivery	Improved sustainable access to services	23	Procurement and Purchase of Vehicles, Plant & Equipment by 30 June 2025	3.00%	Procurement and Purchase of Vehicles, Plant & Equipment	New Indicator	1. Quarter 1 - Not a target; 2. Quarter 2 - Issuing of the orders; 3. Quarter 3 - Delivery steps and Invoices 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	1. Orders and proof of payment for Invoices
	Service Delivery	Financially sustainable municipality	24	Procurement and Purchase of Power Backup System	5.00%	Installation of battery backup supply for existing Solar panels.	Existing solar panels	1. Quarter 1 - Not a target; 2. Quarter 2 - Not a target; 3. Quarter 3 - Appointment of Consultant; 4. Quarter 4 - Appointment of Contractor and installation of the battery back up Solar system 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	Appointment Letter Consultant, Appointment Letter Contractor, Practical completion certificate
	Service Delivery	Well planned service delivery provisions	25	Developing the electrification plan (in consultation with Eskom) for formalised human settlement projects	1.00%	1. = < Inputs received 7 days after the due date 2 = Inputs received 3 days after the due date 3 = Inputs received on time; 4 = submitted a day before due date without major corrections; 5 = submitted up to three days before without major corrections	New	1. Quarter 1 - Not a target; 2. Quarter 2 - Not a target; 3. Quarter 3 - Not a target; 4. Quarter 4 - Inputs received 7 days after the due date 2 = Inputs received 3 days after the due date 3 = Inputs received on time; 4 = submitted a day before due date without major corrections; 5 = submitted up to three days before without major corrections	Confirmation by issuing authority
Spatial Planning and Environmental Development	Compliance	Environmental and conservation friendly municipality	26	% / proportion of Licensed borrow pits at different wards by 30 June 2025 as per schedule, quality and cost	2.00%	1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	Consultant Appointed in 2023/2024	1. Quarter 1 - Not a target; 2. Quarter 2 - Not a target; 3. Quarter 3 - Not a target; 4. Quarter 4 - Mining License from the relevant Authority 1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	Proof of licence issued by the legislative authority
	Compliance	Compliant Environment	27	% of big infrastructural municipal Projects in full compliance with environmental and conservation legislative requirements at any periodic reconciliation (EIA)	2.00%	1 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	New	1. Quarterly 12. Quarter 23. Quarter 34. Quarter 41 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	Project Environmental Impact Analysis and SDF compliance Reports and approved plans

	Compliance	Compliant Environment	28	% of big infrastructural municipal Projects that always incorporates at least above 60% (4 out of 6) of Land Rehabilitation and Restoration (LRR) projects every time	1.00%	1 = <59% 4 = 90% - 95%	2 = 60% - 77% 5 = 96%+	3 = 78% - 89%	New	1. Quarter 12. Quarter 23. Quarter 34. Quarter 41 = <59% 2 = 60% - 77% 3 = 78% - 89% 4 = 90% - 95% 5 = 96%+	LRR project plans and progress reports by PMU and Department's Director's LRR report
	•Planning the integration of the social, economic, institutional and physical aspects of land development to improve the overall development of all human settlements	Communication and sharing information	29	% of big infrastructure construction projects that are preceded, embraced by and followed by social facilitation	2.00%	1 = < 42% 4 = 78% - 89%	2 = 42% - 59% 5 = 90%+	3 = 60% - 77%	New	1. Quarter 12. Quarter 23. Quarter 34. Quarter 41 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	Reports submitted to the Standing Committee
Local Economic Development	LED Strategy implementation	Job creation	30	% proportion decrease/increase in EPWP work Opportunities based the statistics of the last financial year	2.00%	1 = > 10% decrease 3 = 0% - 2% increase 5% increase	2 = 10% - 1% decrease 4 = 3% - 4%	154 EPWP beneficiaries employed	1. Quarter 12. Quarter 23. Quarter 34. Quarter 41 = > 10% decrease 2 = 10% - 1% decrease 3 = 0% - 2% increase 4 = 3% - 4% increase 5% increase	Signed EPWP Reports	
	LED Strategy implementation	Job creation	31	% of the municipal capital projects in excess of R6 million, allocated to SMMEs through sub-contracting at quarterly counts	4.00%	1 = < 20% 4 = 40% - 45%	2 = 20% - 29% 5 = >46%	3 = 30% - 39%	New Indicator	1. Quarter 12. Quarter 23. Quarter 34. Quarter 41 = < 20% 2 = 20% - 29% 3 = 30% - 39% 4 = 40% - 45% 5 = >46%	Signed ISD reports
Financial Viability and Management	Improved Performance Management	Ensuring a smooth application process and approval within specified turnaround time.	32	% of BID specifications that are submitted timeously	2.00%	1. = < not even a draft available available but not yet approved for approval on last due date; 4 = submitted before due date and approved with minor corrections to be suggested; 5 = submitted on time & approved without correctons	2 = First draft available 3 = submitted 4 = submitted before due date and approved with minor corrections to be suggested; 5 = submitted on time & approved without correctons	New	1. Quarter 12. Quarter 21. = < not even a draft available 2 = First draft available but not yet approved 3 = submitted for approval on last due date; 4 = submitted before due date and approved with minor corrections to be suggested; 5 = submitted on time & approved without correctons 3. Quarter 3 - Quarterly, semi-annual and annual financial reports. 4. Quarter 4 - Audited Reports Signed - off by respective directors.	BID committee Chair sign-off	
	Financial Management	Minimisation of Municipal Risk	33	% expenditure deviation	3.00%	1 = >5,77% 5%	2 = 5,03% - 5,77% 4 = 2,71% - 3,83% 5 = <2,71%	3 = 3,87 - 5%	New	1. Quarter 12. Quarter 23. Quarter 34. Quarter 41 = >5,77% 2 = 5,03% - 5,77% 3 = 3,87 - 5% 4 = 2,71% - 3,83% 5 = <2,71%	Auditor Sign-offs
	Financial Management	Financially sustainable municipality	34	% increase in utilisation / expenditure of all other non-MIG departmental grant expenditure compared to same period last year	3.00%	1 = < 3.5% 6,45%	2 = 3,5% - 4,45% 4 = 6,5% - 7,45% 5 = 7,5%+	3 = 5%	New	1. Quarter 12. Quarter 23. Quarter 34. Quarter 41 = < 3.5% 2 = 3,5% - 4,45% 3 = 5% - 6,45% 4 = 6,5% - 7,45% 5 = 7,5%+	All Grant Expenditure Financial Reports
	Financial Management	Financially sustainable municipality	35	% increase in utilisation / expenditure of MIG grant expenditure compared to same period last year	4.00%	1 = < 7% 12,9%	2 = 7% - 9,9% 4 = 13% - 14,9% 5 = 15%+	3 = 10% - 12,9%	New	1. Quarter 12. Quarter 23. Quarter 34. Quarter 41 = < 7% 2 = 7% - 9,9% 3 = 10% - 12,9% 4 = 13% - 14,9% 5 = 15%+	MIG MIS reports
Good Governance and Public Participation	Adhere to Good Governance	Compliance with Local Government Legislations	36	% of Overall Council Resolutions implemented on time as intended per quarter	2.00%	1 = < 7% 12,9%	2 = 7% - 9,9% 4 = 13% - 14,9% 5 = 15%+	3 = 10% - 12,9%	New	1. Quarter 12. Quarter 23. Quarter 34. Quarter 41 = < 7% 2 = 7% - 9,9% 3 = 10% - 12,9% 4 = 13% - 14,9% 5 = 15%+	Resolution Register
	Adhere to Good Governance	Compliance with Local Government Legislations	37	% of Overall AC, RC, EXCO & Council, MPAC, Top Management and Senior Executive Mgt Resolutions implemented on time as intended per quarter	2.00%	1 = < 42% 4 = 78% - 89%	2 = 42% - 59% 5 = 90%+	3 = 60% - 77%	New	1. Quarter 12. Quarter 23. Quarter 34. Quarter 41 = < 42% 2 = 42% - 59% 3 = 60% - 77% 4 = 78% - 89% 5 = 90%+	Resolution register
Total					100.00%						

BEHAVIOURAL COMPETENCIES

Weighting: 20.00%

OUTCOME	OUTPUTS	OUTPUT INDICATOR	INDIVIDUAL OI/ KPI No	INDIVIDUAL OUTCOME INDICATOR/ KPI	WEIGHTING	TARGET	TARGET STANDARD	ACTIVITIES	MEANS OF VERIFICATION/EVIDENCE
Not Applicable	Human Resource	Empowering, motivating and enabling departmental HR environment, complying to all municipal and public sector HRM provisions		1% of departmental notification of resignations submitted to registry for processing submitted on time and in full compliance with the termination policy	15.00%	1 = <49% rating 80% 4 = 81% - 90% 5 = 91% +	2 = 49% - 69% 3 = 70% - 80%	1. Quarter 1 - not a target 2. Quarter 2 - not a target 3. Quarter 3 - not a target 4. Quarter 4 - 1 = <49% rating 2 = 49% - 69% 3 = 70% - 80% 4 = 81% - 90% 5 = 91% +	Departmental sign offs
Institutional Transformation and Development	Human Resource	Empowering, motivating and enabling departmental HR environment, complying to all municipal and public sector HRM provisions		2% of departmental recruitment & selection documents signed off and submitted back to HR in 3 days	15.00%	1 = <49% rating 80% 4 = 81% - 90% 5 = 91% +	2 = 49% - 69% 3 = 70% - 80%	1. Quarter 1 - Not a target 2. Quarter 2 - Not a target 3. Quarter 3 - Not a target 4. Quarter 4 - 1 = <49% rating 2 = 49% - 69% 3 = 70% - 80% 4 = 81% - 90% 5 = 91% +	Departmental sign offs

	Increased accountability through consequence management	Empowering, motivating and enabling departmental HR environment, complying to all municipal and public sector HRM provisions	3	% of consequence management initiatives initiated within 5 days of the HOD being aware of these	15.00%	1 = <49% rating 80% 4 = 81% - 90% 2 = 49% - 69% 5 = 91% + 3 = 70% -	New	1. Quarter 1 - Not a target 2. Quarter 2 - 1 = <49% rating 2 = 49% - 69% 3 = 70% - 80% 4 = 81% - 90% 5 = 91% + 3. Quarter 3 - Not a target 4. Quarter 4 - 1 = <49% rating 2 = 49% - 69% 3 = 70% - 80% 4 = 81% - 90% 5 = 91% +	Labour Relations Reports
	Planning and Organising	Improved planning of municipal programmes	4	%/ Proportion of directorate staff whose scorecards are concluded within the prescribed/agreed upon timeframes and which are aligned properly	15.00%	1 = <49% rating 80% 4 = 81% - 90% 2 = 49% - 69% 5 = 91% + 3 = 70% -	New	1. Quarter 1 - 1 = <49% rating 3 = 70% - 80% 4 = 81% - 90% 5 = 91% + 2. Quarter 2 3. Quarter 3 - 1 = <49% rating 2 = 49% - 69% 3 = 70% - 80% 4 = 81% - 90% 5 = 91% + 4. Quarter 4 -	Departmental sign offs
	Planning and Organising	Development PMS aligned and supportive of people driven IDP and its subordinate plans and processes.	5	% Proportion of directorate staff (including director) who are submitting performance reports with the prescribed timeframes	15.00%	1 = <49% rating 80% 4 = 81% - 90% 2 = 49% - 69% 5 = 91% + 3 = 70% -	New	1. Quarter 1 - Not a target 2. Quarter 2 - 1 = <49% rating 2 = 49% - 69% 3 = 70% - 80% 4 = 81% - 90% 5 = 91% + 3. Quarter 3 - Not a target 4. Quarter 4 - 1 = <49% rating 2 = 49% - 69% 3 = 70% - 80% 4 = 81% - 90% 5 = 91% +	Proof of submission
Basic Service Delivery	Improved Performance Management	Improved human capital management within the municipality. Creation of an environment that allows for performance at optimal level	6	%/Proportion of directorate staff (including director) who are receiving performance coaching & assessments (formal or informal)	15.00%	1 = <49% rating 80% 4 = 81% - 90% 2 = 49% - 69% 5 = 91% + 3 = 70% -	New	1. Quarter 1 - Not a target 2. Quarter 2 - Not a target 3. Quarter 3 - 1 = <49% rating 2 = 49% - 69% 3 = 70% - 80% 4 = 81% - 90% 5 = 91% + 4. Quarter 4 - 1 = <49% rating 2 = 49% - 69% 3 = 70% - 80% 4 = 81% - 90% 5 = 91% +	Coaching and assessment sessions
	Giving Inputs into the development/ reviewal of municipal planning bylaws and policies to comply with planning legislation;	Ensure that Departmental policies are reviewed annually	7	%/Proportion report on departmental policies reviewed	10.00%	1. = < not even a draft available for approval on last due date; 2 = First draft available but not yet approved before due date and approved with minor corrections to be suggested; 3 = submitted 4 = submitted before due date and approved with minor corrections to be suggested; 5 = submitted on time & approved without correctcons	New	1. Quarter 1 - Not a target 2. Quarter 2 - Not a target 3. Quarter 3 - 1. = < not even a draft available for approval on last due date; 2 = First draft available but not yet approved before due date; 3 = submitted for approval on last due date; 4 = submitted before due date and approved with minor corrections to be suggested; 5 = submitted on time & approved without corrections 4. Quarter 4 - Not a target	Policy reviewal minutes
Total					100.00%				

100.00%

By signing this performance scorecard, the manager and employee hereby indicate their full understanding of, and agreement with the contents of the scorecard. The manager and the employee both acknowledge that this is in full compliance with SALGA's Performance Management Policy.

Name of employee: **RANKO RUITERS**
 Signed by: **RANKO RUITERS**
 Date:

Manager: **THEMBIKOSI MAWONGA**
 Signed by: **THEMBIKOSI MAWONGA**
 7/31/2024 Date:

7/31/2024