

2/9/23

THE ADMINISTRATOR
12330170

Munisipale Bestuurder / Municipal Manager
2025 -12- 08
Beaufort-Wes / West



**Beaufort West
Municipality**

**FINAL PERFORMANCE
EVALUATION OF
MUNICIPAL MANAGER
AND DIRECTORS
2024/25**

DCS
28 November 2025

BEAUFORT WEST PERFORMANCE EVALUATION REPORT OF MUNICIPAL MANAGER AND DIRECTORS

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BEAUFORT WEST PERFORMANCE EVALUATION REPORT OF MUNICIPAL MANAGER AND DIRECTORS

1. INTRODUCTION

The Municipal Systems Act, 2000 (Act 32 of 2000) prescribes that the municipality must enter into a performance-based agreement with all S56 and S57-employees and that performance agreements must be reviewed annually. The performance agreements therefore establish the performance relationship between the employer and the employee and require that the performance of the employee needs to be evaluated at least twice per annum.

The evaluations reported on in this report focussed on the final year performance of the Municipal Manager and Directors for the 2024/25 financial year. It focussed on the actual work delivered in terms of the Annexure A of the performance agreement for the financial years ending 30 June 2025. The evaluations had a developmental focus.

The performance of the following Municipal Manager and Directors were evaluated:

- Director: Corporate Services, Mr A Makendlana
- Director: Infrastructure Services; Mr L Nqotola and
- Municipal Manager, Mr D Welgemoed.

2. ASSESSMENT PANEL

For purposes of evaluating the performance of the employees, an evaluation panel constituted of the following persons was established:

- Mr S Ngewu, Chairperson of the Audit Committee;
- Mr T Mea, Acting Municipal Manager of Central Karoo District Municipality;
- Cllr AM Slabbert;
- Cllr S Reynolds;
- Cllr GJ Duimpies , Executive Mayor; and
- Mr A Makendlana, Acting Municipal Manager.

The role of the panel members can be summarised as follows:

- The Acting Municipal Manager was the primary evaluator of the performance of the Director: Infrastructure Services.
- The Executive Mayor was the primary evaluator of the performance of the Municipal Manager and Director: Corporate Services.
- The rest of the panel members observed and gave insight into the performance of the evaluates

BEAUFORT WEST PERFORMANCE EVALUATION REPORT OF MUNICIPAL MANAGER AND DIRECTORS

3. EVALUATION PROCESS

The evaluation forms with the SDBIP final results and the CCR scores were distributed to the members of the committee beforehand. The Directors and Municipal Managers prepared himself for evaluation purposes. Before the commencement of the evaluation session, the panel was briefed with the legislative Directors' and Municipal Manager performance agreement and evaluation processes and agreed on the process that will be followed.

During the evaluation for each employee:

- The members and the employees were welcomed and the attendance of the panel members confirmed.
- As part of the approach to this evaluation, it was explained that the evaluation will focus on the actual work delivered in terms of Annexure A of the performance agreements. The content and weighting of these indicators (KPI's) and the respective key performance areas (KPA) are documented in the Annexure A of each agreement.
- Currently, there is no Municipal Manager appointed; therefore, the Executive Mayor was the primary evaluator of the Municipal Manager and Director: Corporate Services.
- The scoring was done in terms of evidence provided and with mutual agreement of all parties present.
- The scoring was based on the following rating scale for operational KPI's:

| Rating | Level | Description |
|--------|--|--|
| 5 | 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. |
| 4 | Performed 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. |
| 3 | 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. |
| 2 | 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. 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. |
| 1 | Unacceptable performance | Performance does not meet the standard expected for the job. The review/assessment indicates that they 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. |

BEAUFORT WEST PERFORMANCE EVALUATION REPORT OF MUNICIPAL MANAGER AND DIRECTORS

The scoring was based on the following rating scale for the CCR's:

| Rating | Level | Description |
|--------|-----------|--|
| 1 | Poor | Do not apply the basic concepts and methods to proof a basic understanding of local government operations and requires extensive supervision and development interventions. |
| 2 | Basic | Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention. |
| 3 | Competent | Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analysis. |
| 4 | Advanced | Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analysis. |
| 5 | Superior | Has a comprehensive understanding of local government operations, critical in strategic shaping strategic direction and change, develops and applies comprehensive concepts and methods. |

The approach was as follows:

- Feedback on performance by the employee per KPI.
- Questions from the panel.
- Discussion by the panel members.
- Scoring determined by the members of the panel.

4. ASSESSMENT OUTCOMES

The outcome of the final performance assessments is documented on the attached summary of the score sheets. The final scores were derived from the score allocated to each key performance, multiplied by the weight allocated to the respective indicator / group of indicators. All the final scores for each KPI and CCR were added together and the total represents the overall rating and the outcome of the performance appraisal.

The mid-year and final scores for the Municipal Manager and Directors evaluated is as indicated in the attached score sheets:

| Name | Position | Evaluation Mid-Year Score | Evaluation Final Score |
|-----------------|-----------------------------------|---------------------------|------------------------|
| Mr A Makendlana | Director: Corporate Services | 83% | 87% |
| Mr L Nqotola | Director: Infrastructure Services | 68% | 75% |
| Mr D Welgemoed | Municipal Manager | 70% | 81% |

BEAUFORT WEST PERFORMANCE EVALUATION REPORT OF MUNICIPAL MANAGER AND DIRECTORS

5. CONCLUSION

The Municipal Manager and Directors must ensure that sufficient POE is available for audit purposes of all the actual results.

ANNEXURE A

Beaufort West Municipality
Performance Evaluations: Mid-Year and Final 2024/25
28 November 2025
Programme

Members of the evaluation Committee:
S57 Employees
(As per the performance contract)

For purposes of evaluating the performance of the Employee, an evaluation panel constituted of the following persons should be established –

- Executive Mayor (Only for MM and Director: Corporate Services evaluation purposes)
- Acting Municipal Manager
- Councillor for the **respective** Portfolio
- Chairperson of the Audit Committee
- Ward Committee Member
- Municipal Manager from another municipality

PLEASE BE ON STANDBY FOR THE DAY FOR POSSIBLE CHANGES IN TIMEFRAMES

| Item | Description | Involvement | Time |
|---|---|---|----------------------|
| Preparation note for Panel members and Managers | | <p style="text-align: center;"><u>Managers:</u></p> <p style="text-align: center;">Please be prepared to discuss the actual performance achieved in terms of each KPI as stipulated in annexure A of your performance agreement. The working documents will be distributed to you in advance.</p> <p style="text-align: center;"><u>Panel members:</u></p> <p style="text-align: center;">The information will be distributed in advance so that you can prepare yourselves for the evaluation.</p> | |
| Panel Discussion on Process | | All panel members that will be involved during the day | 09:00 – 09:15 |
| Director: Infrastructure Services Mid-year and Final 2024/25 | <ul style="list-style-type: none"> • Discussing of KPI's as per SDBIP; Questions & Discussion • Scoring | Acting Municipal Manager Councillor for the respective Portfolio Chairperson of the Audit Committee Ward Committee Member External Municipal Manager | 09:15 – 10:15 |
| Municipal Manager Mid-year and Final 2024/25 | <ul style="list-style-type: none"> • Discussing of KPI's as per SDBIP; Questions & Discussion • Scoring | Executive Mayor Councillor for the respective Portfolio Chairperson of the Audit Committee Ward Committee Member External Municipal Manager | 10:15 – 11:15 |
| Director: Corporate Services Mid-year and Final 2024/25 | <ul style="list-style-type: none"> • Discussing of KPI's as per SDBIP; Questions & Discussion • Scoring | Executive Mayor Councillor for the respective Portfolio Chairperson of the Audit Committee Ward Committee Member External Municipal Manager | 11:15 – 12:15 |

ANNEXURE B



ATTENDANCE REGISTER

PERFORMANCE EVALUATION

DATE/DATUM: 28 NOVEMBER 2025

TIME/TYD: 08H30

VENUE/PLEK: CONFERENCE ROOM, DEPARTMENT: CORPORATE SERVICES, SANLAM BUILDING, 112 DONKIN STREET, BEAUFORT WEST

| Name & Surname | Designation | Tel | Email | Signature |
|-----------------|-------------------------|------------|---|-----------|
| A.M. Slabbert | Chair person Corpo- | 0726912842 | dslabbert@gmail.com | |
| G.J. Duimpies | Bm BWM Rate Services | 011771886 | georgiwade@beaufortwestmunicipality.co.za | |
| Zakiso Mela | Acting MM: CKDM | 0828572289 | zakiso@sanlam-6929 | |
| SAUL NGOLENYALE | CHAIRPERSON | 0674856631 | ngolenyale@beaufortwestmunicipality.co.za | |
| AMOS MAKONDUMOR | AMM/DCS | 073331701 | amkorob@beaufortwestmunicipality.co.za | |
| Ermin Dreyer | Ignite / Facilitator | 0113621773 | ermin@igniteconsult.co.za | |
| L. NQORTO (A) | Director Infrastructure | 0819778186 | luzukorob@beaufortwestmunicipality.co.za | |
| S Reynolds | Chair Infrastructure | 0728591854 | siosreynolds@yahoo.com | |
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ANNEXURE C

BEAUFORT WEST MUNICIPALITY

PERFORMANCE EVALUATION SUMMARY

Performance evaluation of: Director: Corporate Services - A Makendiana
 Period: 1 July 2024 - 30 June 2025
 Panel Members: Executive Mayor, Councillor, Ward Committee Member, External Municipal Manager, Audit Committee Member
 Date of evaluation: 28 November 2025

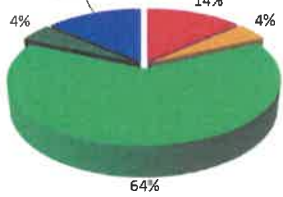


PERFORMANCE RESULTS

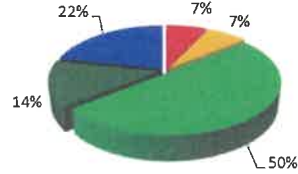
| | Total score for period | Total weight for period | Weighted percentage | Performance % |
|------------------------------|------------------------|-------------------------|---------------------|---------------|
| Operational Performance | 67 | 80 | 80% | 67% |
| Core Competency Requirements | 19 | 20 | 20% | 19% |
| Final Score | 87 | 100 | 100% | 87% |

OVERALL PERFORMANCE

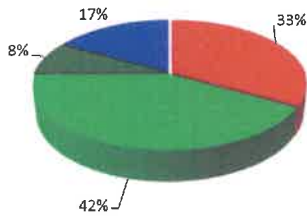
Director: Corporate Services



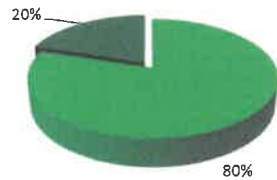
Administration



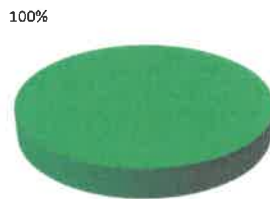
Human Resources



Libraries



Council Support



PERFORMANCE COMMENTS

Blank area for performance comments.

Signed by panel members:

Executive Mayor _____

Councillor _____

Ward Committee Member _____

External Municipal Manager _____

Audit Committee Member _____

Signed by employee: Director: Corporate Services - A Makendiana _____

Date: 28 November 2025

BEAUFORT WEST MUNICIPALITY

PERFORMANCE EVALUATION SUMMARY

Performance evaluation of: **Director: Corporate Services - A Makendiana**

Period: 1 July 2024 - 30 June 2025

Panel Members: Executive Mayor
Councillor
Ward Committee Member
External Municipal Manager
Audit Committee Member

Date of evaluation: 28 November 2025

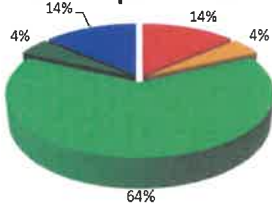


PERFORMANCE RESULTS

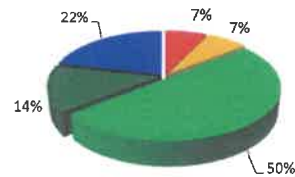
| | Total score for period | Total weight for period | Weighted percentage | Performance % |
|------------------------------|------------------------|-------------------------|---------------------|---------------|
| Operational Performance | 67 | 80 | 80% | 67% |
| Core Competency Requirements | 19 | 20 | 20% | 19% |
| Final Score | 87 | 100 | 100% | 87% |

OVERALL PERFORMANCE

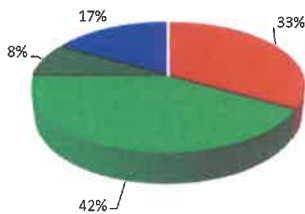
Director: Corporate Services



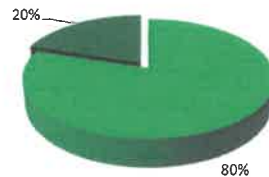
Administration



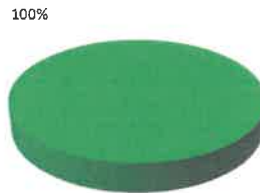
Human Resources



Libraries



Council Support



PERFORMANCE COMMENTS

Signed by panel members:

Executive Mayor _____

Councillor _____

Ward Committee Member _____

External Municipal Manager _____

Audit Committee Member _____

Signed by employee: Director: Corporate Services - A Makendiana _____

Date: 28 November 2025

| Ref No | Key Performance Indicator (KPI) | Unit of measurement | Baseline | Targets | | | | Final Actual | R | Weights | Own Score | Score | Final Score | Performance Comment | Corrective actions | Additional Comments |
|-------------|---|--|----------|-----------|-----------|-----------|-----------|--------------|----|---------|-----------|-------|---|---|--------------------|---------------------|
| | | | | Q1 Target | Q2 Target | Q3 Target | Q4 Target | | | | | | | | | |
| SDBIP Graph | Manage and achieve 80% of the KPI's of the sub-directorate: Administration | 90% of the KPI's of the sub-directorate have been met as per Ignite Dashboard report | | 90% | 90% | 90% | 90% | 84% | O | 3 | 3 | 1.8 | | | | |
| SDBIP Graph | Manage and achieve 90% of the KPI's of the sub-directorate: Human Resources | 90% of the KPI's of the sub-directorate have been met as per Ignite Dashboard report | | 90% | 90% | 90% | 90% | 67% | R | 3 | 2 | 1.2 | | | | |
| SDBIP Graph | Manage and achieve 90% of the KPI's of the sub-directorate: Libraries | 90% of the KPI's of the sub-directorate have been met as per Ignite Dashboard report | | 90% | 90% | 90% | 90% | 100% | G2 | 3 | 5 | 3 | | | | |
| SDBIP Graph | Manage and achieve 90% of the KPI's of the sub-directorate: Council Support | 90% of the KPI's of the sub-directorate have been met as per Ignite Dashboard report | | 90% | 90% | 90% | 90% | 100% | G2 | 3 | 5 | 3 | | | | |
| TL18 | Appoint people from the employment equity target groups in the three highest levels of management in compliance with a municipality's approved employment equity plan | Number of people appointed in the three highest levels of management | 1 | 0 | 0 | 0 | 1 | 1 | G | 3 | 4 | 3 | | | | |
| TL19 | 0.5% of the municipality's personnel budget spent on implementing its workplace skills plan by 30 June 2025 [(Actual amount spent on training/local personnel budget) x100] | % of the municipality's personnel budget spent on implementing its workplace skills plan | 0.50% | 0% | 0% | 0.50% | 0% | 0.50% | R | 3 | 3 | 1.8 | [D275] Director: Corporate Services: The actual spending is 0.1%. The difficulty in the training budget is that the BTO does not ring fence training budget as a result we always struggle to get votes for training. (June 2025) | [D275] Director: Corporate Services: Ring fenced training budget (June 2025) | | |
| TL20 | Spend 100% of the library grant by 30 June 2025 (Actual expenditure divided by the total grant received) | % of grant spent by 30 June 2025 | 100% | 0% | 0% | 100% | 97% | 100% | O | 3 | 4 | 2.4 | [D276] Director: Corporate Services: The problem with the VAT matter made it impossible for the municipality to fill all vacant positions. (June 2025) | [D276] Director: Corporate Services: Vacancies budget and not filled. (June 2025) | | |
| TL21 | Submit the Portfolio of Evidence Policy to Council by 30 June 2025 | Portfolio of Evidence Policy submitted to Council by 30 June 2025 | 0 | 0 | 0 | 1 | 1 | 1 | G | 3 | 5 | 3 | [D277] Director: Corporate Services: The Performance management and development policy was adopted by council on 30 June 2025 Section 20 of the policy addresses Portfolio of evidence. (June 2025) | | | |
| TL22 | Establish the Municipal Moderation Committee by 30 June 2025 | Municipal Moderation Committee established by 30 June 2025 | 0 | 0 | 0 | 1 | 1 | 1 | G | 3 | 5 | 3 | [D278] Director: Corporate Services: Was completed in the 2nd quarter. (June 2025) | | | |

| Ref No | Key Performance Indicator (KPI) | Unit of measurement | Baseline | Targets | | | | Final Target | Final Actual | R | Weights | Own Score | Score | Final Score | Performance Comment | Corrective actions | Additional Comments |
|--------|--|--|----------|-----------|-----------|-----------|-----------|--------------|--------------|---|---------|-----------|-------|--|---|--------------------|---------------------|
| | | | | Q1 Target | Q2 Target | Q3 Target | Q4 Target | | | | | | | | | | |
| TL23 | Complete the upgrade of Kwa-Manankosi Library by 30 June 2025 [(Actual expenditure divided by the total approved project budget)x100] | Upgrades completed by 30 June 2025 | 0 | 0 | 0 | 1 | 1 | 0 | R | 3 | 3 | 3 | 1.8 | [D279] Director: Corporate Services: The implementation of the project was mostly dependent on the infrastructure department. The corp services did all in its power to ensure that the project is implemented in time by finding alternative accommodation for the women project and contract thereof was signed in December 2024. SCM process was also completed in time. Infrastructure should be responsible for not completing the project in time/ (June 2025) | [D279] Director: Corporate Services: Budget spent is 63 % (June 2025) | | |
| TL24 | 95% of the approved project budget spent on computer equipment by 30 June 2025 [(Actual expenditure divided by the total approved project budget)x100] | % of project budget spent | 95% | 0% | 0% | 95% | 95% | 100% | G | 3 | 5 | 5 | 3 | [D280] Director: Corporate Services: with the adjustment budget 2024/2025 and additional amount was allocated to bring the budget to R631300 and the total expenditure is R63564.41 . This was done to accommodate additional laptops. (June 2025) | | | |
| D97 | Implement Council resolutions within the required timeframes [(Number of Council resolutions implemented within the required timeframes/Number of Council resolutions) x 100] | % of Council resolutions implemented | 0.90% | 90% | 90% | 90% | 90% | 180.25% | B | 3 | 5 | 5 | 3 | + All council resolutions for the council meeting held on 29 April 2025 are implemented (April 2025) + All council resolutions were implemented (June 2025) | | | |
| D98 | Implement correctives measures within due dates as identified in the Auditor-General (AG) Management letter [(Number of corrective measures implemented within the due dates as identified by the AG management letter/Number of corrective measures as identified by the AG management letter) x 100] | % of corrective measures implemented within due dates | 0.90% | 0% | 0% | 90% | 90% | 53.33% | R | 3 | 3 | 3 | 1.8 | + The draft policy was completed but not adopted. (April 2025) + 1 finding was not completed overtime policy (May 2025) + Two findings that of cascading of performance and of overtime policy. Various attempts were made to work stopped the policy last failed attempt was the LLF work stopped which could not proceed due to quorum, (June 2025) + Various platforms where the Policy was discussed could not agree (April 2025) + The finding was not completed due to disagreements in the LLF and other platforms (May 2025) + Overtime policy must still be work stopped and finalized by the LLF and council . it will be tabled in the next LLF meeting to held July 2025. Funding application for cascading is still pending. (June 2025) | | | |
| D99 | Respond with action plan to all correspondence received from internal audit within 7 working days | % of Internal Audit correspondence attended to within 7 working days | 0.90% | 90% | 90% | 90% | 90% | 90% | G | 3 | 5 | 4 | 2.4 | + All correspondence and Council resolutions were attended to (April 2025) + All council resolution and correspondence for May 2025 were attended to (May 2025) + no correspondences were received from Internal Audit for the month of June 2025 (June 2025) | | | |
| D100 | Follow up on departmental disciplinary hearings on a quarterly basis and submit a progress report to the Mayoral Committee | Number of reports submitted | 4 | 1 | 1 | 1 | 4 | 4 | G | 3 | 4 | 4 | 2.4 | + Reports were submitted to the Standing Committee for discussion (June 2025) | | | |

| Ref No | Key Performance Indicator (KPI) | Unit of measurement | Baseline | Targets | | | | Final Actual | R | Weights | Own Score | Score | Final Score | Performance Comment | Corrective actions | Additional Comments |
|--------|--|--|----------|-----------|-----------|-----------|-----------|--------------|----|---------|-----------|-------|--|---|--------------------|---------------------|
| | | | | Q1 Target | Q2 Target | Q3 Target | Q4 Target | | | | | | | | | |
| D101 | Attend 5 Community meetings per annum | Number of community meetings attended | 7 | 1 | 1 | 1 | 2 | 8 | B | 5 | 5 | 3 | + Ward meetings with IDP were held and attended (June 2025) | | | |
| D102 | Respond to all correspondence received within the Directorate within 5 working days | % of correspondences responded to within 5 working days | 0.90% | 90% | 90% | 90% | 90% | 90% | G | 5 | 4 | 2.4 | + Correspondence for April 2025 attended to (April 2025) + Correspondence for May 2025 were attended to (May 2025) + All Correspondence for June 2025 were attended to (June 2025) | | | |
| D103 | Facilitate quarterly meetings with line managers (except December and January) | Number of meetings with line managers | 10 | 1 | 1 | 1 | 4 | 4 | G | 4 | 4 | 3.2 | + Meeting held 27 June 2025 (June 2025) | | | |
| D104 | Report quarterly to SCM on Service Level Agreements (SLAs) with service providers in line with relevant legislation ie Section 116 of the MFMA | Number of reports submitted | 12 | 3 | 3 | 3 | 12 | 12 | G | 4 | 4 | 2.4 | + Reports are submitted to SCM on Monthly basis as payments are made (April 2025) + Reports are submitted to SCM on Monthly basis as payments are made. (May 2025) + Reports are submitted to SCM on Monthly basis as payments are made. (June 2025) | + NONE (May 2025) + None (June 2025) | | |
| D105 | Facilitate the drafting of the Departmental SDBIP and submit as input to the MM for approval within 28 days after the approval of the main budget | Departmental SDBIP submitted to MM | 1 | 0 | 0 | 1 | 1 | 1 | G | 5 | 5 | 4 | + Departmental SDBIP signed by the AWM on 26 June 2025 (June 2025) | | | |
| D106 | Prepare performance reports to for evaluation purposes by the MM, portfolio committees, performance audit committee and Council to ensure legal compliance with the Municipal Financial Management Act | No of SDBIP (Section 52 of MFMA) reports prepared and submitted | 4 | 1 | 1 | 1 | 4 | 4 | G | 4 | 4 | 2.4 | + Report was tabled and approved before council at the 3rd Council meeting the 31st March 2025 (April 2025) | | | |
| D107 | Submit the Back to Basics report to Western Cape Cooperative Governance, Human Settlements and Traditional Affairs (COGHSTA) on a quarterly basis | Number of reports submitted | 12 | 1 | 1 | 1 | 4 | 4 | G | 3 | 4 | 2.4 | + Back2Basic were submitted (June 2025) | | | |
| D108 | Limit vacancy rate quarterly to 15% of budgeted posts (Number of funded posts vacant divided by number of budgeted funded posts) | % vacancy rate | 0.15% | 0% | 0% | 15% | 15% | 10% | B | 4 | 5 | 3 | + The vacancy rate is 10 % of the budgeted vacancies. (June 2025) | | | |
| D109 | Compile and submit the final annual report and oversight report to Council by 31 March | Final annual report and oversight report submitted to Council by 31 March | 2 | 0 | 0 | 2 | 2 | 2 | G | 5 | 5 | 3 | | | | |
| D110 | Submit the Top layer SDBIP for approval by the Mayor within 14 days after the budget has been approved | Top Layer SDBIP submitted to the Mayor within 14 days after the budget has been approved | 1 | 0 | 0 | 1 | 1 | 1 | G | 5 | 5 | 3 | + SDBIP Toplayer signed by the Acting Executive Mayor and advertised on website. (June 2025) | | | |
| D111 | Submit the Back to Basics information to Director: Corporate Services by the 7th of September, December, March and June | Number of reports submitted | 0 | 1 | 1 | 1 | 4 | 4 | G | 3 | 3 | 1.8 | + Back to Basics information were submitted (June 2025) | | | |
| | | | | | | | | | 80 | | | 67.2 | | | | |

BEAUFORT WEST MUNICIPALITY

PERFORMANCE EVALUATION SUMMARY

Performance evaluation of: **Director: Corporate Services - A Makendlana**

Period: **1 July 2024 - 31 December 2024**

Panel Members: **Executive Mayor
Councillor
Ward Committee Member
External Municipal Manager
Audit Committee Member**

Date of evaluation: **28 November 2025**

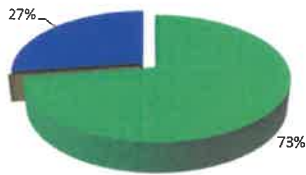


PERFORMANCE RESULTS

| | Total score for period | Total weight for period | Weighted percentage | Performance % |
|------------------------------|------------------------|-------------------------|---------------------|---------------|
| Operational Performance | 37 | 46 | 80% | 64% |
| Core Competency Requirements | 19 | 20 | 20% | 19% |
| Final Score | 56 | 66 | 100% | 83% |

OVERALL PERFORMANCE

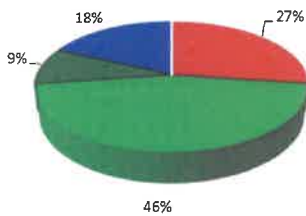
Director: Corporate Services



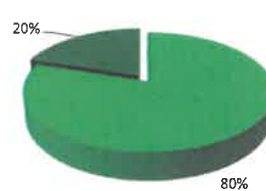
Administration



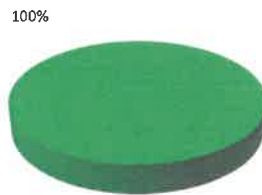
Human Resources



Libraries



Council Support



PERFORMANCE COMMENTS

Signed by panel members:

Executive Mayor _____

Councillor _____

Ward Committee Member _____

External Municipal Manager _____

Audit Committee Member _____

Signed by employee: **Director: Corporate Services - A Makendlana** _____

Date: **28 November 2025**

| Ref No | Key Performance Indicator (KPI) | Unit of measurement | Baseline | Targets | | | | Mid-Year Target | Mid-Year Actual | R | Weights | Own Score | Score | Final Score | Performance Comment | Corrective actions | Additional Comments |
|-------------|--|--|----------|-----------|-----------|-----------|-----------|-----------------|-----------------|---|---------|-----------|-------|---|---------------------|--------------------|---------------------|
| | | | | Q1 Target | Q2 Target | Q3 Target | Q4 Target | | | | | | | | | | |
| SDBIP Graph | Manage and achieve 90% of the KPIs of the sub-directorate: Administration | 90% of the KPIs of the sub-directorate have been met as per Ignite Dashboard report | | 90% | 90% | 90% | 90% | 100% | G2 | 3 | 3 | 5 | 3 | | | | |
| SDBIP Graph | Manage and achieve 90% of the KPIs of the sub-directorate: Human Resources | 90% of the KPIs of the sub-directorate have been met as per Ignite Dashboard report | | 90% | 90% | 90% | 90% | 73% | 0 | 3 | 2 | 2 | 1.2 | | | | |
| SDBIP Graph | Manage and achieve 90% of the KPIs of the sub-directorate: Libraries | 90% of the KPIs of the sub-directorate have been met as per Ignite Dashboard report | | 90% | 90% | 90% | 90% | 100% | G2 | 3 | 5 | 5 | 3 | | | | |
| SDBIP Graph | Manage and achieve 90% of the KPIs of the sub-directorate: Council Support | 90% of the KPIs of the sub-directorate have been met as per Ignite Dashboard report | | 90% | 90% | 90% | 90% | 100% | G2 | 3 | 5 | 5 | 0 | | | | |
| TL18 | Appoint people from the employment equity target groups in the three highest levels of management in compliance with a municipality's approved employment equity plan | Number of people appointed in the three highest levels of management | 1 | 0 | 0 | 0 | 1 | 0 | N/A | | 4 | 0 | 0 | | | | |
| TL19 | 0.5% of the municipality's personnel budget spent on implementing its workplace skills plan by 30 June 2025 [(Actual amount spent on training/total personnel budget) x 100] | % of the municipality's personnel budget spent on implementing its workplace skills plan | 0.50% | 0% | 0% | 0.50% | 0% | 0% | N/A | | 3 | 0 | 0 | | | | |
| TL20 | Spend 100% of the library grant by 30 June 2025 (Actual expenditure divided by the total grant received) | % of grant spent by 30 June 2025 | 100% | 0% | 0% | 100% | 0% | 0% | N/A | | 4 | 0 | 0 | | | | |
| TL21 | Submit the Portfolio of Evidence Policy to Council by 30 June 2025 | Portfolio of Evidence Policy submitted to Council by 30 June 2025 | 0 | 0 | 0 | 1 | 0 | 0 | N/A | | 5 | 0 | 0 | | | | |
| TL22 | Establish the Municipal Moderation Committee by 30 June 2025 | Municipal Moderation Committee established by 30 June 2025 | 0 | 0 | 0 | 1 | 0 | 1 | B | 3 | 5 | 5 | 3 | [D278] Director: Corporate Services: The Moderation committee was established on the 9 September 2024. (September 2024) | | | |
| TL23 | Complete the upgrade of Kwa-Mandlenkosi Library by 30 June 2025 [(Actual expenditure divided by the total approved project budget) x 100] | Upgrade completed by 30 June 2025 | 0 | 0 | 0 | 1 | 0 | 0 | N/A | | 3 | 0 | 0 | | | | |
| TL24 | 95% of the approved project budget spent on computer equipment by 30 June 2025 [(Actual expenditure divided by the total approved project budget) x 100] | % of project budget spent | 95% | 0% | 0% | 95% | 0% | 0% | N/A | | 5 | 0 | 0 | | | | |
| D97 | Implement Council resolutions within the required timeframes [(Number of Council resolutions implemented within the required timeframes/Number of Council resolutions) x 100] | % of Council resolutions implemented | 0.90% | 90% | 90% | 90% | 90% | 180% | B | 3 | 5 | 5 | 3 | | | | |
| D98 | Implement corrective measures within due date as identified in the Auditor-General (AG) Management letter [(Number of corrective measures implemented within the due dates as identified by the AG management letter/Number of corrective measures as identified by the AG management letter) x 100] | % of corrective measures implemented within due dates | 0.90% | 0% | 90% | 90% | 0% | 0% | N/A | | 3 | 0 | 0 | | | | |

| Ref No | Key Performance Indicator (KPI) | Unit of measurement | Baseline | Targets | | | | Mid-Year Target | Mid-Year Actual | R | Weights | Own Score | Score | Final Score | Performance Comment | Corrective actions | Additional Comments |
|--------|--|--|----------|---------|--------|--------|--------|-----------------|-----------------|---|---------|-----------|-------|-------------|---------------------|--------------------|---------------------|
| | | | | Q1 | Q2 | Q3 | Q4 | | | | | | | | | | |
| | | | | Target | Target | Target | Target | | | | | | | | | | |
| D99 | Respond with action plan to all correspondence received from internal audit within 7 working days | % of Internal Audit correspondence attended to within 7 working days | 0.90% | 90% | 90% | 90% | 90% | G | 3 | 5 | 4 | 2.4 | | | | | |
| D100 | Follow up on departmental disciplinary hearings on a quarterly basis and submit a progress report to the Mayor's Committee | Number of reports submitted | 4 | 1 | 1 | 1 | 2 | G | 3 | 4 | 5 | 3 | | | | | |
| D101 | Attend 5 Community meetings per annum | Number of community meetings attended | 7 | 1 | 1 | 2 | 5 | B | 3 | 5 | 5 | 3 | | | | | |
| D102 | Respond to all correspondence received within the Directorate within 5 working days | % of correspondence responded to within 5 working days | 0.80% | 90% | 90% | 90% | 90% | G | 3 | 5 | 4 | 2.4 | | | | | |
| D103 | Facilitate quarterly meetings with line managers (except December and January) | Number of meetings with line managers | 10 | 1 | 1 | 1 | 2 | G | 4 | 4 | 4 | 3.2 | | | | | |
| D104 | Report quarterly to SCM on Service Level Agreements (SLAs) with service providers in line with relevant legislation ie Section 11B of the MFMA | Number of reports submitted | 12 | 3 | 3 | 3 | 6 | G | 3 | 4 | 4 | 2.4 | | | | | |
| D105 | Facilitate the drafting of the Departmental SDBIP and submit as input to the MM for approval within 28 days after the approval of the main budget. | Departmental SDBIP submitted to MM | 1 | 0 | 0 | 1 | 0 | N/A | | 5 | | 0 | | | | | |
| D106 | Prepare performance reports to for evaluation purposes by the MM, portfolio committees, performance audit committee and Council to ensure legal compliance with the Municipal Financial Management Act | No of SDBIP (Section 52 of MFMA) reports prepared and submitted | 4 | 1 | 1 | 1 | 2 | G | 3 | 4 | 5 | 3 | | | | | |
| D107 | Submit the Back to Basics report to Western Cape Cooperative Governance, Human Settlements and Traditional Affairs (COGHSTA) on a quarterly basis | Number of reports submitted | 12 | 1 | 1 | 1 | 2 | G | 3 | 3 | 4 | 2.4 | | | | | |
| D108 | Limit vacancy rate quarterly to 15% of budgeted posts (Number of funded posts vacant divided by number of budgeted funded posts) | % vacancy rate | 0.15% | 0% | 0% | 15% | 0% | N/A | | 4 | | 0 | | | | | |
| D109 | Compile and submit the final annual report and oversight report to Council by 31 March | Final annual report and oversight report submitted to Council by 31 March | 2 | 0 | 0 | 0 | 0 | N/A | | 5 | | 0 | | | | | |
| D110 | Submit the Top layer SDBIP for approval by the Mayor within 14 days after the budget has been approved | Top Layer SDBIP submitted to the Mayor within 14 days after the budget has been approved | 1 | 0 | 0 | 1 | 0 | N/A | | 5 | | 0 | | | | | |
| D111 | Submit the Back to Basics information to Director: Corporate Services by the 7th of September, December, March and June | Number of reports submitted | 0 | 1 | 1 | 1 | 2 | G | 3 | 3 | 3 | 1.8 | | | | | |
| | | | | | | | | | | | 46 | 36.8 | | | | | |

ANNEXURE B: CORE COMPETENCY FRAMEWORK

| Clusters | Leading Competencies | Competency Definition | Weighting | Own Score | Score | Final Score | Core Competencies | Competency Definition | Weighting | Own Score | Score | Final Score |
|-----------------|--|---|-----------|--------------|-------|-------------|--|--|-----------|--------------|-------|-------------|
| Competency Name | Strategic Direction and Leadership | Provide and direct a vision for the institution, and inspire and drive others to deliver on the strategic institutional mandate | 1.67 | 5 | 5 | 1.67 | Moral Competence | Able to identify moral triggers, apply reasoning that promotes honesty and integrity, and consistently display behaviour that reflects moral values | 1.67 | 5 | 5 | 1.67 |
| | People Management | Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives | 1.67 | 5 | 5 | 1.67 | Planning and Organising | Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk | 1.67 | 5 | 5 | 1.67 |
| | Program and Project Management | Be able to understand program and project management methodology, plan, manage, monitor and evaluate specific activities in order to deliver on set objectives | 1.67 | 5 | 5 | 1.67 | Analysis and Innovation | Able to critically analyse information, challenges and trends | 1.67 | 5 | 5 | 1.67 |
| | Financial Management | Be able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner | 1.67 | 3 | 3 | 1.002 | Knowledge and Information Management | Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government | 1.67 | 5 | 5 | 1.67 |
| | Change Leadership | Be able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community | 1.67 | 5 | 5 | 1.67 | Communication | Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome | 1.67 | 5 | 5 | 1.67 |
| | Governance Leadership | Be able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships | 1.67 | 5 | 5 | 1.67 | Results and Quality Focus | Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives | 1.67 | 5 | 5 | 1.67 |
| | TOTAL SCORE | | | 10.02 | | | 9.352 | | | 10.02 | | |

19.372

Performance Plan

Director: Infrastructure Services

DIR: _____ MM: _____

The Performance Plan sets out:

- a) Key Performance Areas that the employee should focus on, performance objectives, key performance indicators and targets that must be met within a specific timeframe; and
- b) The Competencies required from employees prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014.

KEY PERFORMANCE INDICATORS

The key performance areas, the performance objectives, key performance indicators and targets that must be met within the agreed timeframe are described below. The assessment of these performance indicators will account for **eighty percent** of the total employee assessment score.

| Ref No | National KPA | Key Performance Indicator (KPI) | Unit of Measurement | Baseline | Targets | | | | Weight |
|-------------|--|---|--|----------|---------|-----|-----|-----|--------|
| | | | | | Q1 | Q2 | Q3 | Q4 | |
| SDBIP Graph | Municipal Transformation and Institutional Development | Manage and achieve 90% of the KPI's of the sub-directorate: PMU | 90% of the KPI's of the sub-directorate have been met as per Ignite Dashboard report | N/A | 90% | 90% | 90% | 90% | 4 |
| SDBIP Graph | Municipal Transformation and Institutional Development | Manage and achieve 90% of the KPI's of the sub-directorate: Reticulation Low Voltage | 90% of the KPI's of the sub-directorate have been met as per Ignite Dashboard report | N/A | 90% | 90% | 90% | 90% | 4 |
| SDBIP Graph | Municipal Transformation and Institutional Development | Manage and achieve 90% of the KPI's of the sub-directorate: Reticulation High Voltage | 90% of the KPI's of the sub-directorate have been met as per Ignite Dashboard report | N/A | 90% | 90% | 90% | 90% | 4 |
| SDBIP Graph | Municipal Transformation and Institutional Development | Manage and achieve 90% of the KPI's of the sub-directorate: Roadworks & Stormwater | 90% of the KPI's of the sub-directorate have been met as per Ignite Dashboard report | N/A | 90% | 90% | 90% | 90% | 4 |

| Ref No | National KPA | Key Performance Indicator (KPI) | Unit of Measurement | Baseline | Targets | | | | Weight |
|-------------|--|--|--|----------|---------|-----|-----|-----|--------|
| | | | | | Q1 | Q2 | Q3 | Q4 | |
| SDBIP Graph | Municipal Transformation and Institutional Development | Manage and achieve 90% of the KPI's of the sub-directorate: Municipal Buildings | 90% of the KPI's of the sub-directorate have been met as per Ignite Dashboard report | N/A | 90% | 90% | 90% | 90% | 4 |
| SDBIP Graph | Municipal Transformation and Institutional Development | Manage and achieve 90% of the KPI's of the sub-directorate: Planning & Development | 90% of the KPI's of the sub-directorate have been met as per Ignite Dashboard report | N/A | 90% | 90% | 90% | 90% | 4 |
| SDBIP Graph | Municipal Transformation and Institutional Development | Manage and achieve 90% of the KPI's of the sub-directorate: Waste Water & Water Treatment Works | 90% of the KPI's of the sub-directorate have been met as per Ignite Dashboard report | N/A | 90% | 90% | 90% | 90% | 4 |
| SDBIP Graph | Municipal Transformation and Institutional Development | Manage and achieve 90% of the KPI's of the sub-directorate: Fleet Management | 90% of the KPI's of the sub-directorate have been met as per Ignite Dashboard report | N/A | 90% | 90% | 90% | 90% | 4 |
| TL25 | Local Economic Development | Create temporary job opportunities in terms of the Extended Public Works Programme (EPWP) projects by 30 June 2025 | Number of temporary jobs opportunities created by 30 June 2025 | 95 | 0 | 0 | 0 | 55 | 3 |
| TL26 | Basic Service Delivery | 95% of water samples in the Beaufort West jurisdiction area comply with SANS241 micro biological indicators | % of water samples compliant to SANS 241 | 100% | 95% | 95% | 95% | 95% | 3 |

| Ref No | National KPA | Key Performance Indicator (KPI) | Unit of Measurement | Baseline | Targets | | | | Weight |
|--------|------------------------|---|-----------------------------------|----------|---------|-----|-----|-----|--------|
| | | | | | Q1 | Q2 | Q3 | Q4 | |
| TL27 | Basic Service Delivery | 95% of the project budget spent on the upgrade of vandalised boreholes in the Beaufort West Municipal Area by 30 June 2025 | % project budget spent | 0% | 10% | 40% | 60% | 95% | 3 |
| TL28 | Basic Service Delivery | 95% of the project budget spent on the upgrade of telemetry system in the Beaufort West Municipal Area by 30 June 2025 | % project budget spent | 0% | 10% | 40% | 60% | 95% | 3 |
| TL29 | Basic Service Delivery | 95% of the approved project budget spent on the upgrade of sportsgrounds in Nelspoort by 30 June 2025 [(Actual expenditure divided by the total approved project budget)x100] | % of budget spent by 30 June 2025 | 0% | 10% | 40% | 60% | 95% | 3 |
| TL30 | Basic Service Delivery | 95% of the project budget spent on the Phase 1 (48km 22kV in Murraysburg)in the Beaufort West Municipal Area by 30 June 2025 | % project budget spent | 0% | 10% | 40% | 60% | 95% | 3 |
| TL31 | Basic Service Delivery | 95% of the project budget spent on the Phase 6 Main Substation Beaufort West by 30 June 2025 | % project budget spent | 0% | 10% | 40% | 60% | 95% | 3 |
| TL32 | Basic Service Delivery | 95% of the approved project budget spent on the supply and delivery of a Yellow Plant (Landfill Site) in Beaufort West by 30 June | % of budget spent by 30 June 2025 | 0% | 10% | 40% | 60% | 95% | 3 |

| Ref No | National KPA | Key Performance Indicator (KPI) | Unit of Measurement | Baseline | Targets | | | | Weight |
|--------|--|--|--|----------|---------|-----|-----|-----|--------|
| | | | | | Q1 | Q2 | Q3 | Q4 | |
| TL33 | Basic Service Delivery | Review the Water Services Development Plan and submit to Council by 31 October 2024 | Reviewed Water Services Development Plan submitted to Council by 31 October 2024 | 0 | 0 | 1 | 0 | 0 | 3 |
| TL45 | Basic Service Delivery | 95% of the approved project budget spent on the upgrade of netball courts in Murraysburg by 30 June 2025 [(Actual expenditure divided by the total approved project budget)x100] | % of budget spent by 30 June 2025 | New KPI | 0% | 0% | 0% | 95% | 2 |
| D147 | Good Governance and Public Participation | Implement Council resolutions within the required timeframes [(Number of Council resolutions implemented within the required timeframes/Number of Council resolutions) x 100] | % of Council resolutions implemented | 0.90% | 90% | 90% | 90% | 90% | 2 |
| D148 | Good Governance and Public Participation | Implement correctives measures within due dates as identified in the Auditor-General (AG) Management letter [(Number of corrective measures implemented within the due dates as identified by the AG management letter/Number of corrective measures as identify | % of corrective measures implemented within due dates | 0.90% | 0% | 0% | 90% | 90% | 2 |

| Ref No | National KPA | Key Performance Indicator (KPI) | Unit of Measurement | Baseline | Targets | | | | Weight |
|--------|--|--|--|----------|---------|-----|-----|-----|--------|
| | | | | | Q1 | Q2 | Q3 | Q4 | |
| D149 | Good Governance and Public Participation | Respond with action plan to all correspondence received from internal audit within 7 working days | % of Internal Audit correspondence attended to within 7 working days | 0.90% | 90% | 90% | 90% | 90% | 2 |
| D150 | Good Governance and Public Participation | Support the user departments with the submission of funding applications to external sources | Number of user departments supported | 4 | 1 | 1 | 1 | 1 | 2 |
| D151 | Good Governance and Public Participation | Respond to complaints received within 24 hours [(Number of complaints responded to within 24 hours/Number of complaints received) x 100] | % of complaints responded to within 24 hours | 0.90% | 90% | 90% | 90% | 90% | 2 |
| D152 | Good Governance and Public Participation | Follow up on departmental disciplinary hearings on a quarterly basis and submit a progress report to the Mayoral Committee | Number of reports submitted | 12 | 1 | 1 | 1 | 1 | 2 |
| D153 | Good Governance and Public Participation | Attend 5 Community meetings per annum | Number of community meetings attended | 7 | 1 | 1 | 1 | 2 | 2 |
| D154 | Good Governance and Public Participation | Respond to all correspondence received within the Directorate within 72 hours of receipt | % of correspondence responded to within 72 hours | 0.90% | 90% | 90% | 90% | 90% | 2 |
| D155 | Good Governance and Public Participation | Facilitate monthly meetings with line managers (except December and January) | Number of meetings with line managers | 10 | 3 | 2 | 2 | 3 | 2 |

| Ref No | National KPA | Key Performance Indicator (KPI) | Unit of Measurement | Baseline | Targets | | | | Weight |
|--------------|--|---|---------------------------------|----------|---------|-----|-----|-----|-----------|
| | | | | | Q1 | Q2 | Q3 | Q4 | |
| D156 | Good Governance and Public Participation | Report quarterly to SCM on Service Level Agreements (SLA's) with service providers in line with relevant legislation ie Section 116 of the MFMA | Number of reports submitted | 12 | 1 | 1 | 1 | 1 | 2 |
| D157 | Good Governance and Public Participation | Submit the Back to Basics report to Directorate: Corporate Services monthly | Number of reports submitted | 12 | 3 | 3 | 3 | 3 | 3 |
| D158 | Good Governance and Public Participation | Repair 80% of potholes in line with approved programme quarterly | % programme completed quarterly | 0% | 80% | 80% | 80% | 80% | 2 |
| TOTAL | | | | | | | | | 80 |

COMPETENCIES

The competencies required from employees prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014. The assessment of these competencies will account for **twenty percent** of the total employee assessment score.

Annexure B describes the different achievement levels for each Competency and should therefore form part of this section of the Performance Plan.

| Competency | Definition | Weight |
|------------------------------------|--|--------|
| | LEADING COPETENCIES | |
| Strategic direction and leadership | <p>Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate. It includes:</p> <ul style="list-style-type: none"> • Impact and influence • Institutional performance management • Strategic planning and management • Organisational awareness | 1.67 |
| People management | <p>Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives. It includes:</p> <ul style="list-style-type: none"> • Human capital planning and development • Diversity management • Employee relations management • Negotiation and dispute management | 1.67 |
| Programme and project management | <p>Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives. It includes:</p> <ul style="list-style-type: none"> • Program and project planning and implementation • Service delivery management • Program and project monitoring and evaluation | 1.67 |

| Competency | Definition | Weight |
|--------------------------------------|---|--------|
| Financial management | <p>Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner. It includes:</p> <ul style="list-style-type: none"> • Budget planning and execution • Financial strategy and delivery • Financial reporting and delivery | 1.67 |
| Change leadership | <p>Able to direct and initiate transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community. It includes:</p> <ul style="list-style-type: none"> • Change vision and strategy • Process design and improvement • Change impact monitoring and evaluation | 1.67 |
| Governance leadership | <p>Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships. It includes:</p> <ul style="list-style-type: none"> • Policy formulation • Risk and compliance management • Cooperative governance | 1.67 |
| CORE COMPETENCIES | | |
| Moral competence | Able to identify moral triggers, apply reasoning that promotes honesty and integrity and display behaviour that reflects moral competence. | 1.67 |
| Planning and organising | Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk. | 1.67 |
| Analysis and innovation | Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives. | 1.67 |
| Knowledge and information management | Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government | 1.67 |
| Communication | Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome. | 1.67 |

| Competency | Definition | Weight |
|---------------------------|--|-----------|
| Results and quality focus | Able to maintain high quality standards, focus on achieving results and objectives while consistency striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives. | 1.67 |
| TOTAL | | 20 |



**Beaufort West
Municipality**

FINAL PERFORMANCE EVALUATION OF MUNICIPAL MANAGER AND DIRECTORS

2024/25

28 November 2025

Website
beaufortwestmun.co.za 

2024-2025

**BEAUFORT WEST PERFORMANCE EVALUATION REPORT OF MUNICIPAL MANAGER AND
DIRECTORS**

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BEAUFORT WEST PERFORMANCE EVALUATION REPORT OF MUNICIPAL MANAGER AND DIRECTORS

1. INTRODUCTION

The Municipal Systems Act, 2000 (Act 32 of 2000) prescribes that the municipality must enter into a performance-based agreement with all S56 and S57-employees and that performance agreements must be reviewed annually. The performance agreements therefore establish the performance relationship between the employer and the employee and require that the performance of the employee needs to be evaluated at least twice per annum.

The evaluations reported on in this report focussed on the final year performance of the Municipal Manager and Directors for the 2024/25 financial year. It focussed on the actual work delivered in terms of the Annexure A of the performance agreement for the financial years ending 30 June 2025. The evaluations had a developmental focus.

The performance of the following Municipal Manager and Directors were evaluated:

- ☛ Director: Corporate Services, Mr A Makendlana
- ☛ Director: Infrastructure Services; Mr L Nqotola and
- ☛ Municipal Manager, Mr D Welgemoed.

2. ASSESSMENT PANEL

For purposes of evaluating the performance of the employees, an evaluation panel constituted of the following persons was established:

- ☛ Mr S Ngewu, Chairperson of the Audit Committee;
- ☛ Mr T Mea, Acting Municipal Manager of Central Karoo District Municipality;
- ☛ Cllr AM Slabbert;
- ☛ Cllr S Reynolds;
- ☛ Cllr GJ Duimpies , Executive Mayor; and
- ☛ Mr A Makendlana, Acting Municipal Manager.

The role of the panel members can be summarised as follows:

- ☛ The Acting Municipal Manager was the primary evaluator of the performance of the Director: Infrastructure Services.
- ☛ The Executive Mayor was the primary evaluator of the performance of the Municipal Manager and Director: Corporate Services.
- ☛ The rest of the panel members observed and gave insight into the performance of the evaluates

BEAUFORT WEST PERFORMANCE EVALUATION REPORT OF MUNICIPAL MANAGER AND DIRECTORS

3. EVALUATION PROCESS

The evaluation forms with the SDBIP final results and the CCR scores were distributed to the members of the committee beforehand. The Directors and Municipal Managers prepared himself for evaluation purposes. Before the commencement of the evaluation session, the panel was briefed with the legislative Directors' and Municipal Manager performance agreement and evaluation processes and agreed on the process that will be followed.

During the evaluation for each employee:

- The members and the employees were welcomed and the attendance of the panel members confirmed.
- As part of the approach to this evaluation, it was explained that the evaluation will focus on the actual work delivered in terms of Annexure A of the performance agreements. The content and weighting of these indicators (KPI's) and the respective key performance areas (KPA) are documented in the Annexure A of each agreement.
- Currently, there is no Municipal Manager appointed; therefore, the Executive Mayor was the primary evaluator of the Municipal Manager and Director: Corporate Services.
- The scoring was done in terms of evidence provided and with mutual agreement of all parties present.
- The scoring was based on the following rating scale for operational KPI's:

| Rating | Level | Description |
|--------|--|--|
| 5 | 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. |
| 4 | Performed 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. |
| 3 | 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. |
| 2 | 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. 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. |
| 1 | Unacceptable performance | Performance does not meet the standard expected for the job. The review/assessment indicates that they 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. |

BEAUFORT WEST PERFORMANCE EVALUATION REPORT OF MUNICIPAL MANAGER AND DIRECTORS

✿ The scoring was based on the following rating scale for the CCR's:

| Rating | Level | Description |
|--------|-----------|--|
| 1 | Poor | Do not apply the basic concepts and methods to proof a basic understanding of local government operations and requires extensive supervision and development interventions. |
| 2 | Basic | Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention. |
| 3 | Competent | Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analysis. |
| 4 | Advanced | Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analysis. |
| 5 | Superior | Has a comprehensive understanding of local government operations, critical in strategic shaping strategic direction and change, develops and applies comprehensive concepts and methods. |

✿ The approach was as follows:

- Feedback on performance by the employee per KPI.
- Questions from the panel.
- Discussion by the panel members.
- Scoring determined by the members of the panel.

4. ASSESSMENT OUTCOMES

The outcome of the final performance assessments is documented on the attached summary of the score sheets. The final scores were derived from the score allocated to each key performance, multiplied by the weight allocated to the respective indicator / group of indicators. All the final scores for each KPI and CCR were added together and the total represents the overall rating and the outcome of the performance appraisal.

The mid-year and final scores for the Municipal Manager and Directors evaluated is as indicated in the attached score sheets:

| Name | Position | Evaluation Mid-Year Score | Evaluation Final Score |
|-----------------|-----------------------------------|---------------------------|------------------------|
| Mr A Makendlana | Director: Corporate Services | 83% | 87% |
| Mr L Nqotola | Director: Infrastructure Services | 68% | 75% |
| Mr D Welgemoed | Municipal Manager | 70% | 81% |

BEAUFORT WEST PERFORMANCE EVALUATION REPORT OF MUNICIPAL MANAGER AND DIRECTORS

5. CONCLUSION

The Municipal Manager and Directors must ensure that sufficient POE is available for audit purposes of all the actual results.

ANNEXURE A

Beaufort West Municipality
Performance Evaluations: Mid-Year and Final 2024/25
28 November 2025
Programme

Members of the evaluation Committee:
S57 Employees
(As per the performance contract)

For purposes of evaluating the performance of the Employee, an evaluation panel constituted of the following persons should be established –

- Executive Mayor (Only for MM and Director: Corporate Services evaluation purposes)
- Acting Municipal Manager
- Councillor for the **respective** Portfolio
- Chairperson of the Audit Committee
- Ward Committee Member
- Municipal Manager from another municipality

PLEASE BE ON STANDBY FOR THE DAY FOR POSSIBLE CHANGES IN TIMEFRAMES

| Item | Description | Involvement | Time |
|---|---|---|----------------------|
| Preparation note for Panel members and Managers | | <p style="text-align: center;"><u>Managers:</u></p> <p style="text-align: center;">Please be prepared to discuss the actual performance achieved in terms of each KPI as stipulated in annexure A of your performance agreement. The working documents will be distributed to you in advance.</p> <p style="text-align: center;"><u>Panel members:</u></p> <p style="text-align: center;">The information will be distributed in advance so that you can prepare yourselves for the evaluation.</p> | |
| Panel Discussion on Process | | All panel members that will be involved during the day | 09:00 – 09:15 |
| Director: Infrastructure Services Mid-year and Final 2024/25 | <ul style="list-style-type: none"> • Discussing of KPI's as per SDBIP; Questions & Discussion • Scoring | Acting Municipal Manager Councillor for the respective Portfolio Chairperson of the Audit Committee Ward Committee Member External Municipal Manager | 09:15 –10:15 |
| Municipal Manager Mid-year and Final 2024/25 | <ul style="list-style-type: none"> • Discussing of KPI's as per SDBIP; Questions & Discussion • Scoring | Executive Mayor Councillor for the respective Portfolio Chairperson of the Audit Committee Ward Committee Member External Municipal Manager | 10:15 –11:15 |
| Director: Corporate Services Mid-year and Final 2024/25 | <ul style="list-style-type: none"> • Discussing of KPI's as per SDBIP; Questions & Discussion • Scoring | Executive Mayor Councillor for the respective Portfolio Chairperson of the Audit Committee Ward Committee Member External Municipal Manager | 11:15 –12:15 |

ANNEXURE B



ATTENDANCE REGISTER

PERFORMANCE EVALUATION

DATE/DATUM: 28 NOVEMBER 2025

TIME/TYD: 08H30

VENUE/PLEK: CONFERENCE ROOM, DEPARTMENT: CORPORATE SERVICES, SANLAM BUILDING, 112 DONKIN STREET, BEAUFORT WEST

| Name & Surname | Designation | Tel | Email | Signature |
|-------------------|-------------------------|------------|--|--------------------|
| A.M. Slabbert | Chair person Corpo- | 0726972842 | dslabbert@aigmail.com | <i>[Signature]</i> |
| G.J. Duimpies | Bm BWM rate Services | 071771886 | georgivad@beaufortwestmunicipality.co.za | <i>[Signature]</i> |
| Zakiso Mbe | Acting MM: CKOM | 0828572289 | zakiso@stokor-6029 | <i>[Signature]</i> |
| SAUL NGOLENYA | CHAIRPERSON | 0674856631 | ngwenesam96@gmail.com | <i>[Signature]</i> |
| ANOS MANKONDYIMOR | AM/DCS | 073331801 | anos@beaufortwestmunicipality.co.za | <i>[Signature]</i> |
| Erwin Dreyer | Ignite / Facilitator | 0113621773 | erwin@igniteconsult.co.za | <i>[Signature]</i> |
| L. NGOTOLA | Director Infrastructure | 0899718186 | luzuko@beaufortwestmun.gov.za | <i>[Signature]</i> |
| S Reynolds | Chair Infrastructure | 0728591854 | siasreynolds@yahoo.com | <i>[Signature]</i> |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

ANNEXURE C

BEAUFORT WEST MUNICIPALITY

PERFORMANCE EVALUATION SUMMARY

Performance evaluation of: **Municipal Manager - D Welgemoed**

Period: **1 July 2024 - 30 June 2025**

Panel Members: **Executive Mayor
Councillor
Ward Committee Member
External Municipal Manager
Audit Committee Member**

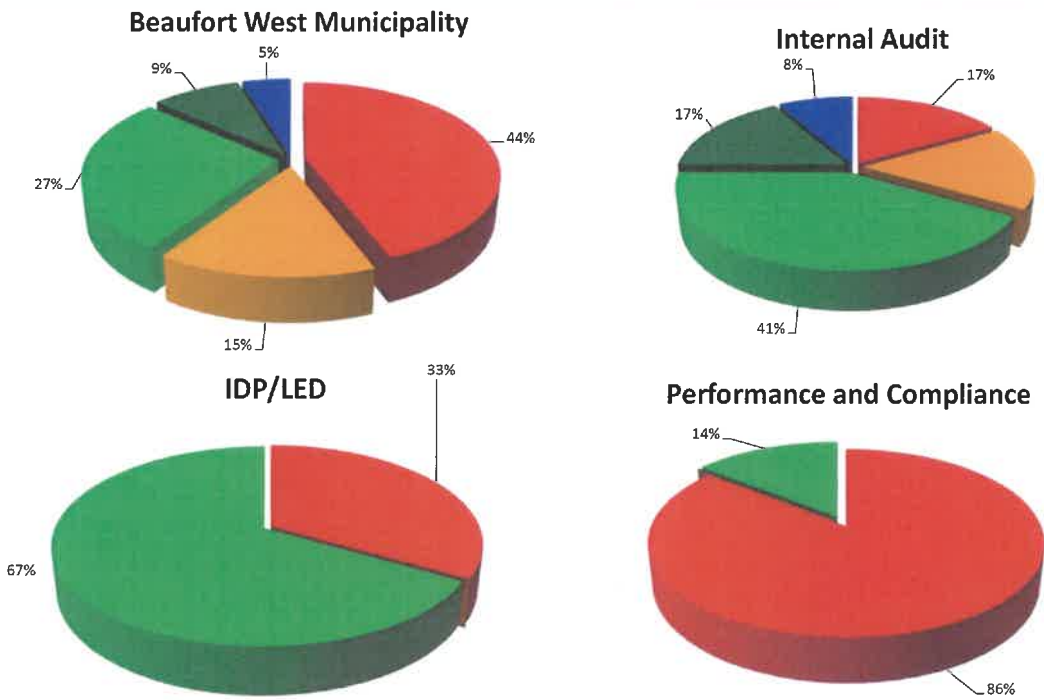
Date of evaluation: **28 November 2025**



PERFORMANCE RESULTS

| | Total score for period | Total weight for period | Weighted percentage | Performance % |
|------------------------------|------------------------|-------------------------|---------------------|---------------|
| Operational Performance | 63 | 80 | 80% | 63% |
| Core Competency Requirements | 18 | 20 | 20% | 18% |
| Final Score | 81 | 100 | 100% | 81% |

OVERALL PERFORMANCE



PERFORMANCE COMMENTS

Signed by panel members:

Executive Mayor _____

Councillor _____

Ward Committee Member _____

External Municipal Manager _____

Audit Committee Member _____

Signed by employee: **Municipal Manager - D Welgemoed** _____ Date: **28 November 2025**

| Ref No | National KPA | Key Performance Indicator (KPI) | Unit of measurement | Baseline | Target | | | | Mid-Year Target | Mid-Year Actual | R | Weights | Own Score | Score | Final Score | Performance Comment | Corrective actions | Additional Comments |
|-------------|---|---|---|----------|--------|-----|-----|-----|-----------------|-----------------|----|---------|-----------|-------|-------------|--|--|---------------------|
| | | | | | Q1 | Q2 | Q3 | Q4 | | | | | | | | | | |
| SDBIP Graph | Municipal Transformation and Institutional Development. | Manage and achieve 80% of the KPIs of the Directorate: Financial Services | 80% of the KPIs of the directorate have been met as per Ignite Dashboard report | N/A | 80% | 80% | 80% | 80% | 80% | 18% | R | 2 | 5 | 3 | 1.2 | | | |
| SDBIP Graph | Municipal Transformation and Institutional Development. | Manage and achieve 80% of the KPIs of the Directorate: Corporate Services | 80% of the KPIs of the directorate have been met as per Ignite Dashboard report | N/A | 80% | 80% | 80% | 80% | 80% | 82% | G2 | 5 | 5 | 5 | 5 | | | |
| SDBIP Graph | Municipal Transformation and Institutional Development. | Manage and achieve 80% of the KPIs of the Directorate: Infrastructure Services | 80% of the KPIs of the directorate have been met as per Ignite Dashboard report | N/A | 80% | 80% | 80% | 80% | 80% | 82% | O | 3 | 5 | 3 | 1.8 | | | |
| SDBIP Graph | Municipal Transformation and Institutional Development. | Manage and achieve 80% of the KPIs of the Directorate: Community Services | 80% of the KPIs of the directorate have been met as per Ignite Dashboard report | N/A | 80% | 80% | 80% | 80% | 80% | 15% | R | 2 | 5 | 3 | 1.2 | | | |
| SDBIP Graph | Municipal Transformation and Institutional Development. | Manage and achieve 90% of the KPIs of the sub-directorate: Internal Audit | 90% of the KPIs of the sub-directorate have been met as per Ignite Dashboard report | N/A | 90% | 90% | 90% | 90% | 90% | 87% | R | 3 | 5 | 3 | 1.8 | | | |
| SDBIP Graph | Municipal Transformation and Institutional Development. | Manage and achieve 90% of the KPIs of the sub-directorate: IDP/LED | 90% of the KPIs of the sub-directorate have been met as per Ignite Dashboard report | N/A | 90% | 90% | 90% | 90% | 90% | 87% | R | 3 | 5 | 3 | 1.8 | | | |
| SDBIP Graph | Municipal Transformation and Institutional Development. | Manage and achieve 90% of the KPIs of the sub-directorate: Performance and Compliance | 90% of the KPIs of the sub-directorate have been met as per Ignite Dashboard report | N/A | 90% | 90% | 90% | 90% | 90% | 14% | R | 2 | 5 | 3 | 1.2 | | | |
| TL1 | Good Governance and Public Participation | Compile the Risk based audit plan for 2025/26 and submit to Audit committee for consideration by 30 June 2025 | Risk based audit plan submitted to Audit committee by 30 June 2025 | 1 | 0 | 0 | 1 | 1 | 1 | 1 | G | 4 | 5 | 5 | 4 | [D257] Municipal Manager: Risk based plan was approved by APAC. (June 2025) | [D257] Municipal Manager: Risk based plan was approved by APAC. (June 2025) | |
| TL2 | Good Governance and Public Participation | 70% of the Risk based audit plan for 2024/25 implemented by 30 June 2025 (Number of audits and tasks completed for the period identified in the RBAP) Number of audits and tasks identified in the RBAP x 100) | % of the Risk Based Audit Plan implemented by 30 June 2025 | 87.50% | 10% | 25% | 70% | 70% | 89.47% | G2 | 5 | 5 | 5 | 5 | 5 | [D258] Municipal Manager: 17 audits completed for 2024-2025 / 19 audits in RBAP x 100 = 89.47% (June 2025) | [D258] Municipal Manager: 17 audits completed for 2024-2025 / 19 audits in RBAP x 100 = 89.47% (June 2025) | |
| TL3 | Good Governance and Public Participation | Review the Integrated Development Plan 2022-2027 and submit to Council by 31 May 2025 | Review IDP submitted | 1 | 0 | 0 | 1 | 1 | 1 | 1 | G | 4 | 5 | 5 | 4 | [D259] Municipal Manager: the IDP was adopted and approved by Council on 31 May 2024. - As per email from Mr Makendiana (May 2025) | | |
| TL4 | Good Governance and Public Participation | Submit the Annual Performance Report to the Auditor-General by 31 August 2024 | Annual Performance Report submitted | 1 | 1 | 0 | 0 | 1 | 1 | 1 | G | 4 | 5 | 5 | 4 | | | |
| D1 | Good Governance and Public Participation | Implement Council resolutions within the required timeframes [(Number of Council resolutions implemented within the required timeframes)/(Number of Council resolutions) x 100] | % of Council resolutions implemented | 0.15% | 90% | 90% | 90% | 90% | 90% | 172.50% | B | 5 | 5 | 5 | 5 | + No Council Resolutions has been received. (June 2025) | | |
| D2 | Good Governance and Public Participation | Implement corrective measures within due dates as identified in the Auditor-General (AG) Management letter [(Number of corrective measures implemented within the due dates as identified by the AG management letter)/(Number of corrective measures as identified by the AG management letter) x 100] | % of corrective measures implemented within due dates | 0.15% | 0% | 0% | 90% | 90% | 80% | 80% | R | 2 | 5 | 2 | 0.8 | + AG Report not yet received. (January 2025) + AG report not yet received. (February 2025) + To receive AG report from finance. (January 2025) + To receive AG report from finance. (February 2025) | | |

| Ref No | National KPA | Key Performance Indicator (KPI) | Unit of measurement | Baseline | | | | Q1 Target | Q2 Target | Q3 Target | Q4 Target | Mid-Year Target | Mid-Year Actual | R | Weights | Own Score | Score | Final Score | Performance Comment | Corrective actions | Additional Comments | | |
|--------|--|---|--|----------|-----|-----|-----|-----------|-----------|-----------|-----------|-----------------|-----------------|----|---------|-----------|-------|--|--|--------------------|---------------------|-----|-----|
| | | | | 0.15% | 2 | 1 | 0 | | | | | | | | | | | | | | | 90% | 90% |
| D3 | Good Governance and Public Participation | Respond with action plan to all correspondence received from internal audit within 7 working days | % of Internal Audit correspondence attended to within 7 working days | 0.15% | 90% | 90% | 90% | 90% | 90% | 90% | 87.50% | 87.50% | O | 4 | 5 | 2 | 1.6 | + No email correspondence occurred for the month of June 2025. (June 2025) | | | | | |
| D4 | Good Governance and Public Participation | Submit a progress report on projects on quarterly basis to Mayoral Committee | Number of reports submitted | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 12 | 9 | O | 4 | 5 | 3 | 2.4 | | | | | | |
| D5 | Good Governance and Public Participation | Support the user departments with the submission of funding applications to external sources | Number of user departments supported | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 2 | 2 | G | 4 | 5 | 5 | 4 | + No submission of funding applications to external sources has been done for the 4th quarter. (June 2025) | + New funding applications will be submitted in the 1st quarter of the new financial year. (June 2025) | | | | |
| D6 | Good Governance and Public Participation | Respond to complaints received within 24 hours (Number of complaints responded to within 24 hours/Number of complaints received) x 100 | % of complaints responded to within 24 hours | 0.15% | 90% | 90% | 90% | 90% | 90% | 90% | 75% | 75% | O | 5 | 5 | 4 | 4 | | | | | | |
| D7 | Good Governance and Public Participation | Follow up on departmental disciplinary hearings on a quarterly basis and submit a report to the Mayoral Committee | Number of reports submitted | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 4 | 3 | O | 3 | 5 | 3 | 1.8 | | | | | | |
| D8 | Good Governance and Public Participation | Attend 5 Community meetings per annum | Number of community meetings attended | 0 | 0 | 1 | 1 | 1 | 1 | 3 | 5 | 1 | R | 2 | 3 | 3 | 1.2 | + No Community meetings were held in the month of June. (June 2025) | + Will ensure on when the next community will be held in order for attendances. (June 2025) | | | | |
| D9 | Good Governance and Public Participation | Respond to all correspondence received within the Directorate within 72 hours of receipt | % of correspondence responded to within 72 hours | 0.08% | 90% | 90% | 90% | 90% | 90% | 90% | 75% | 75% | O | 5 | 5 | 3 | 3 | | | | | | |
| D10 | Good Governance and Public Participation | Facilitate monthly meetings with line managers (except December and January) | Number of meetings with line managers | 0 | 3 | 2 | 2 | 2 | 3 | 3 | 10 | 9 | O | 5 | 5 | 4 | 4 | + Due to unforeseen reasons no HOD meeting was held during March. (March 2025) | + The HOD meeting will be held in April month. (March 2025) | | | | |
| D11 | Good Governance and Public Participation | Submit quarterly report to MPAC and Council on the progress of the unauthorised, irregular, fruitless and wasteful expenditure reduction plan | Number of reports submitted | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | G | 4 | 5 | 5 | 4 | + No MPAC meeting was held. (January 2025) | + MPAC to still take place. (January 2025) | | | | |
| | | | | | | | | | | | | | | 80 | | | | | 62.8 | | | | |

Beaufort West Municipality

2024-2025: Departmental KPI Report

Office of the Municipal Manager - Municipal Manager

| | | | |
|--------------------|------------------------|---|------------|
| N/A | KPI Not Yet Applicable | KPIs with no targets or actuals in the selected period. | 0 |
| R | KPI Not Met | 0% <= Actual/Target <= 74.999% | 131 |
| O | KPI Almost Met | 75.000% <= Actual/Target <= 99.999% | 45 |
| G | KPI Met | Actual meets Target (Actual/Target = 100%) | 81 |
| G2 | KPI Well Met | 100.001% <= Actual/Target <= 149.999% | 26 |
| B | KPI Extremely Well Met | 150.000% <= Actual/Target | 14 |
| N/A | KPI Did Not Occur | KPIs with a target which did not materialise | 0 |
| Total KPIs: | | | 297 |

Office of the Municipal Manager - Internal Audit

| | | | |
|--------------------|------------------------|---|-----------|
| N/A | KPI Not Yet Applicable | KPIs with no targets or actuals in the selected period. | 0 |
| R | KPI Not Met | 0% <= Actual/Target <= 74.999% | 2 |
| O | KPI Almost Met | 75.000% <= Actual/Target <= 99.999% | 2 |
| G | KPI Met | Actual meets Target (Actual/Target = 100%) | 5 |
| G2 | KPI Well Met | 100.001% <= Actual/Target <= 149.999% | 2 |
| B | KPI Extremely Well Met | 150.000% <= Actual/Target | 1 |
| N/A | KPI Did Not Occur | KPIs with a target which did not materialise | 0 |
| Total KPIs: | | | 12 |

| | | | |
|--------------------|------------------------|---|----------|
| N/A | KPI Not Yet Applicable | KPIs with no targets or actuals in the selected period. | 0 |
| R | KPI Not Met | 0% <= Actual/Target <= 74.999% | 1 |
| O | KPI Almost Met | 75.000% <= Actual/Target <= 99.999% | 0 |
| G | KPI Met | Actual meets Target (Actual/Target = 100%) | 2 |
| G2 | KPI Well Met | 100.001% <= Actual/Target <= 149.999% | 0 |
| B | KPI Extremely Well Met | 150.000% <= Actual/Target | 0 |
| N/A | KPI Did Not Occur | KPIs with a target which did not materialise | 0 |
| Total KPIs: | | | 3 |

Office of the Municipal Manager - Performance and Compliance

| | | | |
|-----|------------------------|---|---|
| N/A | KPI Not Yet Applicable | KPIs with no targets or actuals in the selected period. | 0 |
| R | KPI Not Met | 0% <= Actual/Target <= 74.999% | 6 |
| O | KPI Almost Met | 75.000% <= Actual/Target <= 99.999% | 0 |
| G | KPI Met | Actual meets Target (Actual/Target = 100%) | 1 |
| G2 | KPI Well Met | 100.001% <= Actual/Target <= 149.999% | 0 |
| B | KPI Extremely Well Met | 150.000% <= Actual/Target | 0 |
| N/A | KPI Did Not Occur | KPIs with a target which did not materialise | 0 |

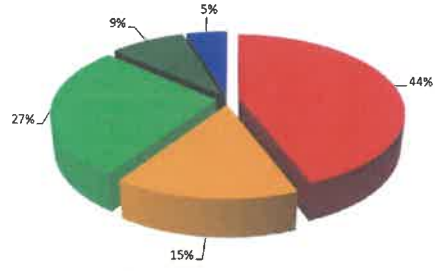
| | | |
|--|--------------------|----------|
| | Total KPIs: | 7 |
|--|--------------------|----------|

Overall Summary of Results

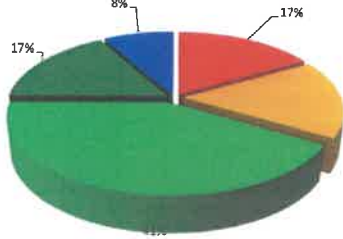
| | | | |
|-----|------------------------|---|-----------|
| N/A | KPI Not Yet Applicable | KPIs with no targets or actuals in the selected period. | 6 |
| R | KPI Not Met | 0% <= Actual/Target <= 74.999% | 14 |
| O | KPI Almost Met | 75.000% <= Actual/Target <= 99.999% | 2 |
| G | KPI Met | Actual meets Target (Actual/Target = 100%) | 7 |
| G2 | KPI Well Met | 100.001% <= Actual/Target <= 149.999% | 2 |
| B | KPI Extremely Well Met | 150.000% <= Actual/Target | 2 |
| N/A | KPI Did Not Occur | KPIs with a target which did not materialise | 0 |
| | Total KPIs: | | 33 |

Report generated on 21 November 2025 at 14:39.

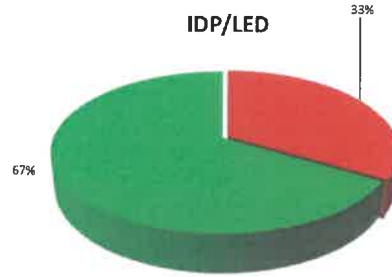
Beaufort West Municipality



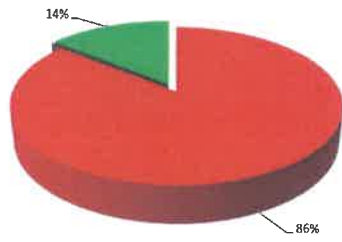
Internal Audit



IDP/LED



Performance and Compliance



BEAUFORT WEST MUNICIPALITY

PERFORMANCE EVALUATION SUMMARY

Performance evaluation of: **Municipal Manager - D Welgemoed**

Period: **1 July 2024 - 31 December 2024**

Panel Members:
 Executive Mayor
 Councillor
 Ward Committee Member
 External Municipal Manager
 Audit Committee Member



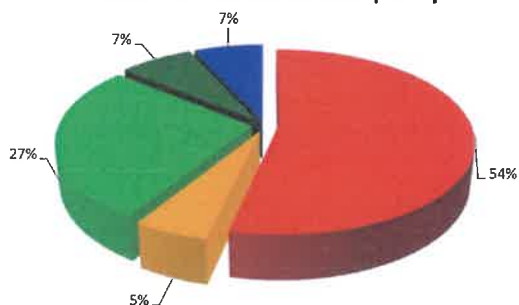
Date of evaluation: **28 November 2025**

PERFORMANCE RESULTS

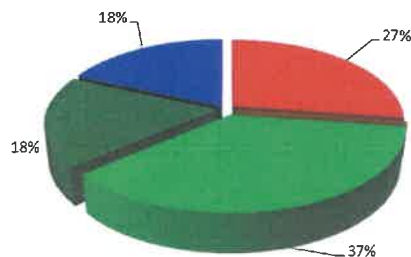
| | Total score for period | Total weight for period | Weighted percentage | Performance % |
|------------------------------|------------------------|-------------------------|---------------------|---------------|
| Operational Performance | 45 | 70 | 80% | 52% |
| Core Competency Requirements | 18 | 20 | 20% | 18% |
| Final Score | 63 | 90 | 100% | 70% |

OVERALL PERFORMANCE

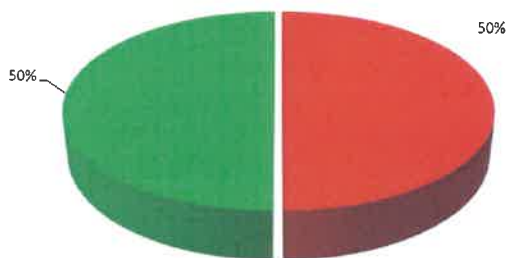
Beaufort West Municipality



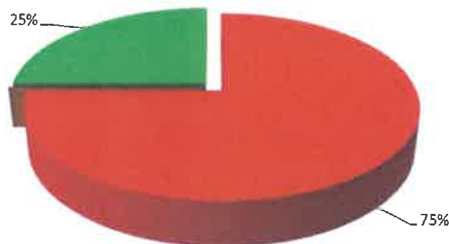
Internal Audit



IDP/LED



Performance and Compliance



PERFORMANCE COMMENTS

Signed by panel members:

Executive Mayor _____

Councillor _____

Ward Committee Member _____

External Municipal Manager _____

Audit Committee Member _____

Signed by employee: **Municipal Manager - D Welgemoed** _____ Date: **28 November 2025**

| Ref No | National KPA | Key Performance Indicator (KPI) | Unit of measurement | Baseline | Q1 Target | Q2 Target | Q3 Target | Q4 Target | Mid-Year Target | Mid-Year Actual | R | Weights | Own Score | Scores | Final Score | Performance Comment | Corrective actions | Additional Comments |
|-------------|--|--|---|----------|-----------|-----------|-----------|-----------|-----------------|-----------------|-----|---------|-----------|--------|-------------|--|--------------------|--|
| SDBIP Graph | Municipal Transformation and Institutional Development | Manage and achieve 80% of the KPIs of the Directorate: Financial Services | 80% of the KPIs of the directorate have been met as per Ignite Dashboard report | N/A | 80% | 80% | 80% | 80% | 80% | 28% | R | 2 | 3 | 3 | 1.2 | | | |
| SDBIP Graph | Municipal Transformation and Institutional Development | Manage and achieve 80% of the KPIs of the Directorate: Corporate Services | 80% of the KPIs of the directorate have been met as per Ignite Dashboard report | N/A | 80% | 80% | 80% | 80% | 80% | 93% | G2 | 5 | 5 | 5 | 5 | | | |
| SDBIP Graph | Municipal Transformation and Institutional Development | Manage and achieve 80% of the KPIs of the Directorate: Infrastructure Services | 80% of the KPIs of the directorate have been met as per Ignite Dashboard report | N/A | 80% | 80% | 80% | 80% | 80% | 66% | O | 3 | 5 | 3 | 1.8 | | | |
| SDBIP Graph | Municipal Transformation and Institutional Development | Manage and achieve 60% of the KPIs of the Directorate: Community Services | 80% of the KPIs of the directorate have been met as per Ignite Dashboard report | N/A | 80% | 80% | 80% | 80% | 80% | 3% | R | 2 | 5 | 2 | 0.8 | | | |
| SDBIP Graph | Municipal Transformation and Institutional Development | Manage and achieve 90% of the KPIs of the sub-directorate: Internal Audit | 90% of the KPIs of the sub-directorate have been met as per Ignite Dashboard report | N/A | 90% | 90% | 90% | 90% | 90% | 73% | O | 3 | 5 | 2 | 1.2 | | | |
| SDBIP Graph | Municipal Transformation and Institutional Development | Manage and achieve 90% of the KPIs of the sub-directorate: DP/LED | 90% of the KPIs of the sub-directorate have been met as per Ignite Dashboard report | N/A | 90% | 90% | 90% | 90% | 90% | 50% | R | 3 | 5 | 3 | 1.8 | | | |
| SDBIP Graph | Municipal Transformation and Institutional Development | Manage and achieve 90% of the KPIs of the sub-directorate: Performance and Compliance | 90% of the KPIs of the sub-directorate have been met as per Ignite Dashboard report | N/A | 90% | 90% | 90% | 90% | 90% | 25% | R | 2 | 5 | 2 | 0.8 | | | |
| TL1 | Good Governance and Public Participation | Complete the Risk based audit plan for 2025/26 and submit to Audit committee for consideration by 30 June 2025 | Risk based audit plan submitted to Audit committee by 30 June 2025 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | N/A | | 5 | | 0 | | | |
| TL2 | Good Governance and Public Participation | 70% of the Risk based audit plan for 2024/25 implemented by 30 June 2025 (Number of audits and tasks completed for the period identified in the RBAF/ Number of audits and tasks identified in the RBAF) x 100 | % of the Risk Based Audit Plan implemented by 30 June 2025 | 87.50% | 10% | 25% | 50% | 70% | 25% | 33.33% | G2 | 5 | 5 | 5 | 5 | (D258) Municipal Manager: 6 audits completed / 16 audits in annual plan X 100 = 33.33% (December 2024) | | |
| TL3 | Good Governance and Public Participation | Review the Integrated Development Plan 2022-2027 and submit to Council by 31 May 2025 | Revised DP submitted | 1 | 0 | 0 | 0 | 1 | 0 | 0 | N/A | | 5 | | 0 | | | |
| TL4 | Good Governance and Public Participation | Submit the Annual Performance Report to the Auditor-General by 31 August 2024 | Annual Performance Report submitted | 1 | 1 | 0 | 0 | 0 | 1 | 1 | O | 4 | 5 | 5 | 4 | | | |
| D1 | Good Governance and Public Participation | Implement Council resolutions within the required timeframes (Number of Council resolutions implemented within the required timeframes/Number of Council resolutions) x 100 | % of Council resolutions implemented | 0.15% | 90% | 90% | 90% | 90% | 90% | 75% | O | 6 | 5 | 3 | 3 | | | + Upgrading of Voeljie Park concluded (July 2024) + A meeting has been scheduled with Service SEA for 17 September 2024 at 09h00 to discuss the transfer of the Skills Centre from Beaufort West Municipality to South Coast TVEI College. The minutes of the meeting will be attached after the meeting was held. (September 2024) + None. (September 2024) |

| Ref No | National KPA | Key Performance Indicator (KPI) | Unit of measurement | Baseline | Q1 | | | | Q2 | | | | Q3 | | | | Q4 | | | | Mid-Year Target | Mid-Year Actual | R | Weights | Own Score | Score | Final Score | Performance Comment | Corrective actions | Additional Comments |
|--------|--|---|--|----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-----------------|-----------------|---|---------|-----------|--|--------------------------|---------------------|--------------------|---------------------|
| | | | | | Target | Target | Target | Target | Target | Target | Target | Target | Target | Target | Target | Target | Target | Target | Target | Target | | | | | | | | | | |
| D2 | Good Governance and Public Participation | Implement corrective measures within due dates as identified in the Auditor-General (AG) Management letter [(Number of corrective measures implemented within the due dates as identified by the AG management letter)/(Number of corrective measures as identified by the AG management letter) x 100] | % of corrective measures implemented within due dates | 0.15% | 0% | 0% | 90% | 90% | 90% | 90% | 0% | 0% | 90% | 90% | 90% | 90% | 0% | 0% | 0% | 0% | 0% | 5 | 0 | 0 | | | | | | |
| D3 | Good Governance and Public Participation | Respond with action plan to all correspondence received from internal audit within 7 working days | % of Internal Audit correspondence attended to within 7 working days | 0.15% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 4 | 5 | 2 | 1.6 | | + Responded to all correspondence received from the IA for the month of July 2024. (July 2024) + Responded via Email correspondence to the Internal Auditor. (August 2024) + Email response was sent to the IA regarding her 2 incidents for the period 16 Aug - 12 Sep 2024. (September 2024) | | | | |
| D4 | Good Governance and Public Participation | Submit a progress report on projects on quarterly basis to Mayoral Committee | Number of reports submitted | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 4 | 5 | 3 | 2.4 | | + MAYCO meeting occurred for the month of July 2024. (July 2024) + Capital Projects were discussed at the MAYCO. (September 2024) | | | | |
| D5 | Good Governance and Public Participation | Support the user departments with the submission of funding applications to external sources | Number of user departments supported | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 4 | 5 | 3 | 2.4 | | | | | | |
| D6 | Good Governance and Public Participation | Respond to complainants received within 24 hours [(Number of complainants responded to within 24 hours)/(Number of complainants received) x 100] | % of complainants responded to within 24 hours | 0.15% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 5 | 5 | 2 | 2 | | + Complainants received has been responded to within 24 hours. (July 2024) + Responded to complainants received within 24 hours. (August 2024) + Completed - Complainants Report for the period 16 August - 12 September 2024. (September 2024) | + None. (September 2024) | | | |
| D7 | Good Governance and Public Participation | Follow up on departmental disciplinary hearings on a quarterly basis and submit a report to the Mayoral Committee | Number of reports submitted | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 3 | 5 | 2 | 1.2 | | + Completed - Labour Relations Report for August 2024 attached. (September 2024) | | | | |
| D8 | Good Governance and Public Participation | Attend 5 Community meetings per annum | Number of community meetings attended | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 5 | 3 | 1.2 | | | | | | |
| D8 | Good Governance and Public Participation | Respond to all correspondence received within the Directorate within 72 hours of receipt | % of correspondence responded to within 72 hours | 0.06% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 5 | 5 | 3 | 3 | | + Responded to all correspondence with the 72 hour period for the month of July 2024. (July 2024) + Responded to all correspondence received within the Directorate within 72 hours of receipt. (August 2024) + Completed. (September 2024) | | | | |

| Ref No | National KPA | Key Performance Indicator (KPI) | Unit of measurement | Baseline | Q1 | | Q2 | | Q3 | | Q4 | | Mid-Year Target | Mid-Year Actual | R | Weights | Own Score | Score | Final Score | Performance Comment | Corrective actions | Additional Comments | |
|--------|--|---|---------------------------------------|----------|--------|--------|--------|--------|--------|--------|--------|--------|-----------------|-----------------|---|---------|-----------|-------|--|---------------------|--------------------|---------------------|--|
| | | | | | Target | Actual | Target | Actual | Target | Actual | Target | Actual | | | | | | | | | | | |
| D10 | Good Governance and Public Participation | Facilitate monthly meetings with line managers (except December and January) | Number of meetings with line managers | 0 | 3 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 5 | 4 | 0 | 5 | 3 | 3 | + Facilitated monthly HOD meeting for the month of July 2024. (July 2024) + Facilitated monthly meetings with the HOD for the month of August 2024. (August 2024) + HOD Meeting occurred for the month of September 2024. (September 2024) | | | | |
| D11 | Good Governance and Public Participation | Submit quarterly report to MPAC and Council on the progress of the unauthorised, irregular, fruitless and wasteful expenditure reduction plan | Number of reports submitted | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | G | 4 | 5 | 4 | | | | | |
| | | | | | | | | | | | | | | | | 70 | | | 45.4 | | | | |

ANNEXURE B: CORE COMPETENCY FRAMEWORK

| Clusters | Leading Competencies | Competency Definition | Weighting | Own Score | Score | Final Score | Core Competencies | Competency Definition | Weighting | Own Score | Score | Final Score | |
|-----------------|------------------------------------|---|-----------|--------------|-------|--------------|-------------------------|---|---|-----------|-------|-------------|--------------|
| Competency Name | Strategic Direction and Leadership | Provide and direct a vision for the institution, and inspire and lead others to deliver on the strategic institutional mandate | 1.67 | 5 | 5 | 1.67 | Moral Competence | Able to identify, record, loggers, apply reasoning that promotes honesty and integrity, and consistently display behaviour that reflects moral competence | 1.67 | 5 | 5 | 1.67 | |
| | | Effectively manage, inspire and encourage people; respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives | 1.67 | 5 | 4 | 1.338 | | Planning and Organising | Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk | 1.67 | 5 | 5 | 1.67 |
| | Program and Project Management | Ability to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives | 1.67 | 5 | 5 | 1.67 | Analysis and Innovation | Able to critically analyse information, challenges and trends | 1.67 | 5 | 5 | 5 | 1.67 |
| | | Ability to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner | 1.67 | 5 | 3 | 1.002 | | Knowledge and Information Management | Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government | 1.67 | 5 | 4 | 1.336 |
| | Change Leadership | Ability to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community | 1.67 | 5 | 5 | 1.67 | Communication | Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome | 1.67 | 5 | 5 | 5 | 1.67 |
| | | Ability to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships | 1.67 | 5 | 5 | 1.67 | | Results and Quality Focus | Able to maintain high quality standards, focus and achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives | 1.67 | 5 | 3 | 1.002 |
| | TOTAL SCORE | | | 10.02 | | 9.018 | | | 10.02 | | | | 9.018 |

18.036

Beaufort West Municipality

2024-2025: Departmental KPI Report

Office of the Municipal Manager - Municipal Manager

| | | | |
|--------------------|------------------------|---|-----------|
| N/A | KPI Not Yet Applicable | KPIs with no targets or actuals in the selected period. | 0 |
| R | KPI Not Met | 0% <= Actual/Target <= 74.999% | 134 |
| O | KPI Almost Met | 75.000% <= Actual/Target <= 99.999% | 13 |
| G | KPI Met | Actual meets Target (Actual/Target = 100%) | 68 |
| G2 | KPI Well Met | 100.001% <= Actual/Target <= 149.999% | 18 |
| B | KPI Extremely Well Met | 150.000% <= Actual/Target | 17 |
| N/A | KPI Did Not Occur | KPIs with a target which did not materialise | 0 |
| Total KPIs: | | | 11 |

Office of the Municipal Manager - Internal Audit

| | | | |
|--------------------|------------------------|---|-----------|
| N/A | KPI Not Yet Applicable | KPIs with no targets or actuals in the selected period. | 1 |
| R | KPI Not Met | 0% <= Actual/Target <= 74.999% | 3 |
| O | KPI Almost Met | 75.000% <= Actual/Target <= 99.999% | 0 |
| G | KPI Met | Actual meets Target (Actual/Target = 100%) | 4 |
| G2 | KPI Well Met | 100.001% <= Actual/Target <= 149.999% | 2 |
| B | KPI Extremely Well Met | 150.000% <= Actual/Target | 2 |
| N/A | KPI Did Not Occur | KPIs with a target which did not materialise | 0 |
| Total KPIs: | | | 12 |

| | | | |
|--------------------|------------------------|---|----------|
| N/A | KPI Not Yet Applicable | KPIs with no targets or actuals in the selected period. | 1 |
| R | KPI Not Met | 0% <= Actual/Target <= 74.999% | 1 |
| O | KPI Almost Met | 75.000% <= Actual/Target <= 99.999% | 0 |
| G | KPI Met | Actual meets Target (Actual/Target = 100%) | 1 |
| G2 | KPI Well Met | 100.001% <= Actual/Target <= 149.999% | 0 |
| B | KPI Extremely Well Met | 150.000% <= Actual/Target | 0 |
| N/A | KPI Did Not Occur | KPIs with a target which did not materialise | 0 |
| Total KPIs: | | | 3 |

Office of the Municipal Manager - Performance and Compliance

| | | | |
|-----|------------------------|---|---|
| N/A | KPI Not Yet Applicable | KPIs with no targets or actuals in the selected period. | 3 |
| R | KPI Not Met | 0% <= Actual/Target <= 74.999% | 3 |
| O | KPI Almost Met | 75.000% <= Actual/Target <= 99.999% | 0 |
| G | KPI Met | Actual meets Target (Actual/Target = 100%) | 1 |
| G2 | KPI Well Met | 100.001% <= Actual/Target <= 149.999% | 0 |
| B | KPI Extremely Well Met | 150.000% <= Actual/Target | 0 |
| N/A | KPI Did Not Occur | KPIs with a target which did not materialise | 0 |

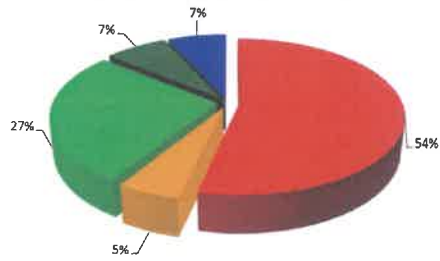
| | | |
|--|--------------------|----------|
| | Total KPIs: | 7 |
|--|--------------------|----------|

Overall Summary of Results

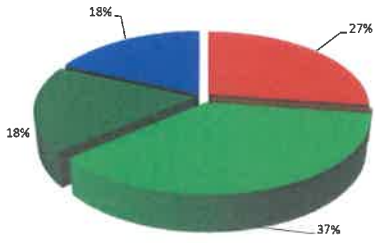
| | | | |
|-----|------------------------|---|-----------|
| N/A | KPI Not Yet Applicable | KPIs with no targets or actuals in the selected period. | 6 |
| R | KPI Not Met | 0% <= Actual/Target <= 74.999% | 14 |
| O | KPI Almost Met | 75.000% <= Actual/Target <= 99.999% | 2 |
| G | KPI Met | Actual meets Target (Actual/Target = 100%) | 7 |
| G2 | KPI Well Met | 100.001% <= Actual/Target <= 149.999% | 2 |
| B | KPI Extremely Well Met | 150.000% <= Actual/Target | 2 |
| N/A | KPI Did Not Occur | KPIs with a target which did not materialise | 0 |
| | Total KPIs: | | 33 |

Report generated on 21 November 2025 at 14:39.

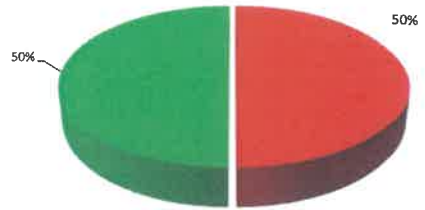
Beaufort West Municipality



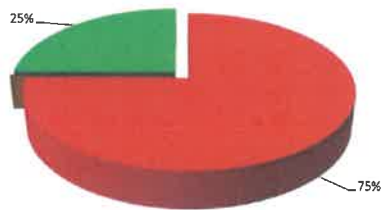
Internal Audit



IDP/LED



Performance and Compliance



BEAUFORT WEST MUNICIPALITY

PERFORMANCE EVALUATION SUMMARY

Performance evaluation of: Director: Infrastructure Services - L Ngqolola
 Period: 1 July 2024 - 30 June 2025
 Panel Members: Acting Municipal Manager, Councillor, Ward Committee Member, External Municipal Manager, Audit Committee Member
 Date of evaluation: 28 November 2025

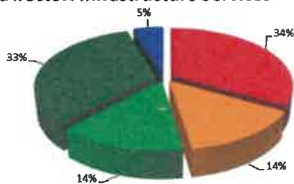


PERFORMANCE RESULTS

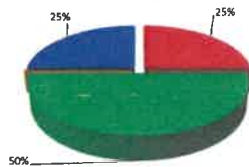
| | Total score for period | Total weight for period | Weighted percentage | Performance % |
|------------------------------|------------------------|-------------------------|---------------------|---------------|
| Operational Performance | - | - | 80% | #DIV/0! |
| Core Competency Requirements | - | 20 | 20% | 0% |
| Final Score | - | 20 | 100% | #DIV/0! |

OVERALL PERFORMANCE

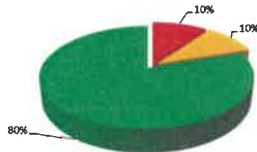
Director: Infrastructure Services



PMU



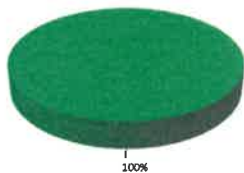
Reticulation Low Voltage



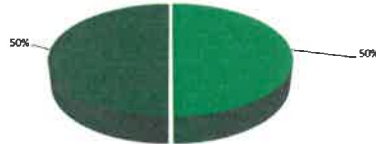
Reticulation High Voltage



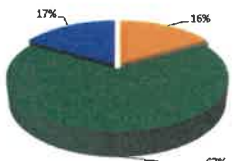
Roadworks & Stormwater



Municipal Buildings



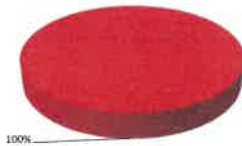
Planning and Development



Waste Water & Water Treatment Works



Fleet Management



PERFORMANCE COMMENTS

Signed by panel members:

Acting Municipal Manager _____

Councillor _____

Ward Committee Member _____

External Municipal Manager _____

Audit Committee Member _____

Signed by employee: Director: Infrastructure Services - L Ngqolola

Date: 28 November 2025

ANNEXURE B: CORE COMPETENCY FRAMEWORK

| Clusters | Leading Competencies | Competency Definition | Weighting | Own Score | Score | Final Score | Core Competencies | Competency Definition | Weighting | Own Score | Score | Final Score |
|--------------------|--|--|-----------|-----------|-------|-------------|--|--|-----------|-----------|-------|-------------|
| | Strategic Direction and Leadership | Provides and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate | 1,67 | 3 | | 0 | Moral Competence | Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence | 1,67 | 4 | | 0 |
| | People Management | Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives | 1,67 | 4 | | 0 | Planning and Organising | Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk | 1,67 | 4 | | 0 |
| | Program and Project Management | Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives | 1,67 | 5 | | 0 | Analysis and Innovation | Able to critically analyse information, challenges and trends | 1,67 | 4 | | 0 |
| | Financial Management | Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner | 1,67 | 3 | | 0 | Knowledge and Information Management | Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government | 1,67 | 4 | | 0 |
| | Change Leadership | Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community | 1,67 | 4 | | 0 | Communication | Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome | 1,67 | 5 | | 0 |
| | Governance Leadership | Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships | 1,67 | 4 | | 0 | Results and Quality Focus | Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives | 1,67 | 4 | | 0 |
| | | | 10,02 | | | 0 | | | 10,02 | | | 0 |
| TOTAL SCORE | | | | | | 0 | | | | | | |

| Ref No | National KPA | Key Performance Indicator (KPI) | Unit of measurement | Baseline | | | | Final Target | Final Actual | R | Weights | Own Score | Final Score | Performance Comment | Corrective actions |
|-------------|--|--|---|-----------|-----------|-----------|-----------|--------------|--------------|---|---------|-----------|-------------|---|---|
| | | | | Q1 Target | Q2 Target | Q3 Target | Q4 Target | | | | | | | | |
| SDBIP Graph | Municipal Transformation and Institutional Development | Manage and achieve 90% of the KPIs of the sub-directorate: PMU | 90% of the KPIs of the sub-directorate have been met as per Ignite Dashboard report | N/A | 90% | 90% | 90% | 90% | 0 | 4 | 5 | 0 | | | |
| SDBIP Graph | Municipal Transformation and Institutional Development | Manage and achieve 90% of the KPIs of the sub-directorate: Retriculation Low Voltage | 90% of the KPIs of the sub-directorate have been met as per Ignite Dashboard report | N/A | 90% | 90% | 90% | 90% | 0 | 4 | 4 | 0 | | | |
| SDBIP Graph | Municipal Transformation and Institutional Development | Manage and achieve 90% of the KPIs of the sub-directorate: Retriculation High Voltage | 90% of the KPIs of the sub-directorate have been met as per Ignite Dashboard report | N/A | 90% | 90% | 90% | 90% | R | 4 | 3 | 0 | | | |
| SDBIP Graph | Municipal Transformation and Institutional Development | Manage and achieve 90% of the KPIs of the sub-directorate: Roadworks & Stormwater | 90% of the KPIs of the sub-directorate have been met as per Ignite Dashboard report | N/A | 90% | 90% | 90% | 90% | G2 | 4 | 5 | 0 | | | |
| SDBIP Graph | Municipal Transformation and Institutional Development | Manage and achieve 90% of the KPIs of the sub-directorate: Municipal Buildings | 90% of the KPIs of the sub-directorate have been met as per Ignite Dashboard report | N/A | 90% | 90% | 90% | 90% | G2 | 4 | 5 | 0 | | | |
| SDBIP Graph | Municipal Transformation and Institutional Development | Manage and achieve 90% of the KPIs of the sub-directorate: Planning & Development | 90% of the KPIs of the sub-directorate have been met as per Ignite Dashboard report | N/A | 90% | 90% | 90% | 90% | 0 | 3 | 4 | 0 | | | |
| SDBIP Graph | Municipal Transformation and Institutional Development | Manage and achieve 90% of the KPIs of the sub-directorate: Waste Water & Water Treatment Works | 90% of the KPIs of the sub-directorate have been met as per Ignite Dashboard report | N/A | 90% | 90% | 90% | 90% | R | 3 | 4 | 0 | | | |
| SDBIP Graph | Municipal Transformation and Institutional Development | Manage and achieve 90% of the KPIs of the sub-directorate: Fleet Management | 90% of the KPIs of the sub-directorate have been met as per Ignite Dashboard report | N/A | 90% | 90% | 90% | 90% | R | 3 | 3 | 0 | | | |
| TL25 | Local Economic Development | Create temporary job opportunities in terms of the Extended Public Works Programme (EPWP) projects by 30 June 2025 | Number of temporary jobs opportunities created by 30 June 2025 | 95 | 0 | 0 | 55 | 55 | B | 3 | 5 | 0 | | [D281] Director: Infrastructure Services: No EPWP Projects. (April 2025) [D281] Director: Infrastructure Services: 22 Temporary jobs opportunities created by June 2025. (June 2025) | [D281] Director: Infrastructure Services: Not Applicable. (June 2025) |

| Ref No | National KPA | Key Performance Indicator (KPI) | Unit of measurement | Baseline | Final Target | | | | Final Actual | R | Weights | Own Score | Score | Final Score | Performance Comment | Corrective actions |
|--------|------------------------|---|--|----------|--------------|-----------|-----------|-----------|--------------|---|---------|-----------|-------|--|---------------------|--------------------|
| | | | | | Q1 Target | Q2 Target | Q3 Target | Q4 Target | | | | | | | | |
| TL26 | Basic Service Delivery | 95% of water samples in the Beaufort West jurisdiction area comply with SANS241 micro biological indicators | % of water samples compliant to SANS 241 | 100% | 95% | 95% | 95% | 100% | G2 | 3 | 4.5 | | 0 | [D282] Director: Infrastructure Services: Beaufort West Microbiological Parameters Number of Analysis Done -42 Percentage compliant - 100% Chemical Analysis Number of Analysis Done -120 Percentage compliant - 95.23% Merweville Microbiological Parameters Number of Analysis Done -12 Percentage compliant - 100% Chemical Analysis Number of Analysis Done -42 Percentage compliant - 100% Nelspoort Microbiological Parameters Number of Analysis Done -12 Percentage compliant - 100% Chemical Analysis Number of Analysis Done -36 Percentage compliant - 83% Murraysburg Microbiological Parameters Number of Analysis Done -12 Percentage compliant - 100% Chemical Analysis Number of Analysis Done -36 Percentage compliant - 100% (June 2025) | | |
| TL27 | Basic Service Delivery | 95% of the project budget spent on the upgrade of vandalised boreholes in the Beaufort West Municipal Area by 30 June 2025 | % project budget spent | 0% | 10% | 60% | 95% | 100% | G2 | 3 | 5 | | 0 | [D283] Director: Infrastructure Services: Project Completed. (June 2025) | | |
| TL28 | Basic Service Delivery | 95% of the project budget spent on the upgrade of telemetry system in the Beaufort West Municipal Area by 30 June 2025 | % project budget spent | 0% | 10% | 60% | 95% | 100% | G2 | 3 | 5 | | 0 | [D284] Director: Infrastructure Services: Project completed. (June 2025) | | |
| TL29 | Basic Service Delivery | 95% of the approved project budget spent on the upgrade of sportsgrounds in Nelspoort by 30 June 2025 [(Actual expenditure divided by the total approved project budget)x100] | % of budget spent by 30 June 2025 | 0% | 10% | 60% | 95% | 100% | G2 | 3 | 5 | | 0 | [D285] Director: Infrastructure Services: Contractor de-established, to re-establish in May 2025. (April 2025) [D285] Director: Infrastructure Services: Project completed 19 June 2025. (June 2025) | | |
| TL31 | Basic Service Delivery | 95% of the project budget spent on the Phase 6 Main Substation Beaufort West by 30 June 2025 | % project budget spent | 0% | 10% | 60% | 95% | 100% | G2 | 3 | 5 | | 0 | [D287] Director: Infrastructure Services: Budget Allocation R 6 983 000.00 Expenditure : R 6 983 000.00 Project Completed. (June 2025) | | |

| Ref No | National KPA | Key Performance Indicator (KPI) | Unit of measurement | Baseline | Final Target | | | | Final Actual | R | Weights | Own Score | Score | Final Score | Performance Comment | Corrective actions |
|--------|--|--|--|----------|--------------|-----------|-----------|-----------|--------------|----|---------|-----------|-------|---|---|--------------------|
| | | | | | Q1 Target | Q2 Target | Q3 Target | Q4 Target | | | | | | | | |
| TL32 | Basic Service Delivery | 95% of the approved project budget spent on the supply and delivery of a Yellow Plain (Landfill Site) in Beaufort West by 30 June 2025 [(Actual expenditure divided by the total approved project budget)x100] | % of budget spent by 30 June 2025 | 0% | 10% | 40% | 60% | 95% | 100% | G2 | 35 | 0 | 0 | [D288] Director: Infrastructure Services: Landfill Compactor delivered. (April 2025) [D288] Director: Infrastructure Services: Landfill Compactor delivered. (May 2025) [D288] Director: Infrastructure Services: Landfill Compactor delivered. (June 2025) | | |
| TL33 | Basic Service Delivery | Review the Water Services Development Plan and submit to Council by 31 October 2024 | Reviewed Water Services Development Plan submitted to Council by 31 October 2024 | 0 | 0 | 1 | 0 | 1 | 1 | G | 35 | 0 | 0 | [D288] Director: Infrastructure Services: Final WSDP was approved by council on 10 December 2024. [D289] Director: Infrastructure Services: Final WSDP was approved by council on 10 December 2024. | | |
| TL45 | Basic Service Delivery | 95% of the approved project budget spent on the upgrade of netball courts in Murraysburg by 30 June 2025 [(Actual expenditure divided by the total approved project budget)x100] | % of budget spent by 30 June 2025 | New KPI | 0% | 0% | 0% | 95% | 0% | R | 21 | 0 | 0 | [D301] Director: Infrastructure Services: Project Not Approved for 2024/2025 financial year. (June 2025) | [D301] Director: Infrastructure Services: Project Not Approved for 2024/2025 financial year. (June 2025) | |
| D147 | Good Governance and Public Participation | Implement Council resolutions within the required timeframes [(Number of Council resolutions implemented within the required timeframes/Number of Council resolutions) x 100] | % of Council resolutions implemented | 0,90% | 90% | 90% | 90% | 90% | 22,50% | R | 24 | 0 | 0 | + No Council Resolutions to report on for the month of April 2025. (April 2025) + No Council Resolutions to report on for the month of May 2025. (May 2025) + No Council Resolutions to report on for the month of June 2025. (June 2025) | + Will implement Council resolutions as and when received. (June 2025) | |
| D148 | Good Governance and Public Participation | Implement corrective measures within due dates as identified in the Auditor-General (AG) Management letter [(Number of corrective measures implemented within the due dates as identified by the AG management letter/Number of corrective measures as identified) | % of corrective measures implemented within due dates | 0,90% | 0% | 0% | 90% | 90% | 0% | R | 24 | 0 | 0 | + No Corrective Measures to implement for April 2025. (April 2025) + No Corrective Measures to implement for May 2025. (May 2025) + No Corrective Measures to implement for June 2025. (June 2025) | + Will be implemented as received from the Auditor-General (AG) (April 2025) + Will be implemented as received from the Auditor-General (AG) (May 2025) + Will be implemented as received from the Auditor-General (AG) (June 2025) | |
| D149 | Good Governance and Public Participation | Respond with action plan to all correspondence received from internal audit within 7 working days | % of Internal Audit correspondence attended to within 7 working days | 0,90% | 90% | 90% | 90% | 90% | 15% | R | 24 | 0 | 0 | + No correspondence received from the Internal Auditor for the month of April 2025. (April 2025) + No correspondence received from the Internal Auditor for the month of June 2025. (June 2025) | + Will respond as correspondence is received. (April 2025) + Will respond as correspondence is received. (June 2025) | |
| D150 | Good Governance and Public Participation | Support the user departments with the submission of funding applications to external sources | Number of user departments supported | 4 | 1 | 1 | 1 | 4 | 2 | R | 24 | 0 | 0 | + No Submissions for the month of April 2025. (April 2025) + No Submissions for the month of May 2025. (May 2025) + No Submissions for the month of June 2025. (June 2025) | + Will support the user departments with the submission of funding applications to external sources as and when requested. (June 2025) | |

| Ref No | National KPA | Key Performance Indicator (KPI) | Unit of measurement | Baseline | Final Target | | | | Final Actual | R | Weights | Own Score | Score | Final Score | Performance Comment | Corrective actions |
|--------|--|--|--|----------|--------------|-----------|-----------|-----------|--------------|---|---------|-----------|-------|--|---|--------------------|
| | | | | | Q1 Target | Q2 Target | Q3 Target | Q4 Target | | | | | | | | |
| D151 | Good Governance and Public Participation | Respond to complaints received within 24 hours [(Number of complaints responded to within 24 hours/Number of complaints received) x 100] | % of complaints responded to within 24 hours | 0,90% | 90% | 90% | 90% | 90% | 0 | 2 | 4 | 0 | 0 | + Water complaints - 153 Sewage complaints - 28 (April 2025) + Water complaints - 247 Sewage complaints - 115 (June 2025) | | |
| D152 | Good Governance and Public Participation | Follow up on departmental disciplinary hearings on a quarterly basis and submit a progress report to the Mayoral Committee | Number of reports submitted | 12 | 1 | 1 | 1 | 3 | 0 | 2 | 4 | 0 | 0 | + Reported on a Quarterly Basis. (April 2025) + Reported on a Quarterly Basis. (May 2025) + 24 July 2025: Report provided to the Mayoral Committee on the progress of disciplinary Hearings. (June 2025) | | |
| D153 | Good Governance and Public Participation | Attend 5 Community meetings per annum | Number of community meetings attended | 7 | 1 | 1 | 1 | 6 | 02 | 2 | 5 | 0 | 0 | + 16 April 2025: Operating and Capital Budget Meeting; IDP Community Meeting: Representatives Farmers Association, NGOs's, Business and other Stakeholders: (April 2025) + IDP Meeting in Murraysburg - 06 May 2025 IDP Meeting in Nespoot - 14 May 2025 (May 2025) + No Community Meeting were held in the month of June 2025. (June 2025) + Will attend as scheduled. (June 2025) | | |
| D154 | Good Governance and Public Participation | Respond to all correspondence received within the Directorate within 72 hours of receipt | % of correspondence responded to within 72 hours | 0,90% | 90% | 90% | 90% | 90% | G | 2 | 5 | 0 | 0 | + 31 memorandums was received. Total days for completion was 2 days. (April 2025) + 20 memorandums was received. Total days for completion was 3 days. (May 2025) + 21 memorandums was received. Total days for completion was 3 days. (June 2025) | | |
| D155 | Good Governance and Public Participation | Facilitate monthly meetings with line managers (except December and January) | Number of meetings with line managers | 10 | 3 | 2 | 3 | 4 | R | 2 | 3 | 0 | 0 | + Managers Meeting (Workshop) 17 April 2025. (April 2025) + No meetings was held for the month of May 2025. (May 2025) + No meetings was held for the month of June 2025. (June 2025) | + Not Applicable. (May 2025) + Not Applicable. (June 2025) | |
| D156 | Good Governance and Public Participation | Report quarterly to SCM on Service Level Agreements (SLAs) with service providers in line with relevant legislation ie Section 116 of the MFMA | Number of reports submitted | 12 | 1 | 1 | 1 | 4 | G | 2 | 5 | 0 | 0 | + Updated on Quarterly basis. (April 2025) + Updated on Quarterly basis. (May 2025) + Service Level Agreement: Water & Waste Water Engineering converted to Newwater. (June 2025) | | |

| Ref No | National KPA | Key Performance Indicator (KPI) | Unit of measurement | Baseline | Q1 Target | | | | Final Target | Final Actual | R | Weights | Own Score | Score | Final Score | Performance Comment | Corrective actions |
|--------|--|---|---------------------------------|----------|-----------|-----------|-----------|-----------|--------------|--------------|---|---------|-----------|-------|---|--|--------------------|
| | | | | | Q1 Target | Q2 Target | Q3 Target | Q4 Target | | | | | | | | | |
| D157 | Good Governance and Public Participation | Submit the Back to Basics report to Directorate: Corporate Services monthly | Number of reports submitted | 12 | 3 | 3 | 3 | 3 | 12 | 4 | R | 5 | | 0 | + Updated on a Quarterly Basis. Circular 88. (April 2025) + Updated on a Quarterly Basis. Circular 88. (May 2025) + Information provided to Corporate Services. Circular 88 Information Quarterly Feedback. (June 2025) | + Quarterly Updated. (April 2025) + Quarterly Updated. (May 2025) | |
| D158 | Good Governance and Public Participation | Repair 80% of potholes in line with approved programme quarterly | % programme completed quarterly | 0% | | | | | 80% | 60% | O | 3 | | 0 | + Quarterly Target Achieved. 5 Potholes was reported and repaired. (March 2025) | | |
| | | | | | | | | | | | 0 | | | 0 | | | |

BEAUFORT WEST MUNICIPALITY

PERFORMANCE EVALUATION SUMMARY

Performance evaluation of: Director: Infrastructure Services - L Nqolola

Period: 1 July 2024 - 31 December 2024

Panel Members:
 Acting Municipal Manager
 Councillor
 Ward Committee Member
 External Municipal Manager
 Audit Committee Member



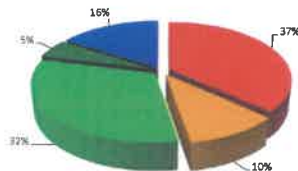
Date of evaluation: 28 November 2025

PERFORMANCE RESULTS

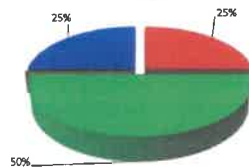
| | Total score for period | Total weight for period | Weighted percentage | Performance % |
|------------------------------|------------------------|-------------------------|---------------------|---------------|
| Operational Performance | 51 | 79 | 80% | 52% |
| Core Competency Requirements | 16 | 20 | 20% | 16% |
| Final Score | 67 | 99 | 100% | 68% |

OVERALL PERFORMANCE

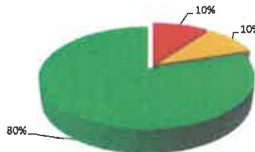
Director: Infrastructure Services



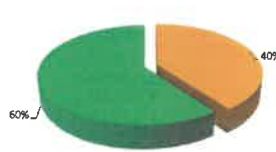
PMU



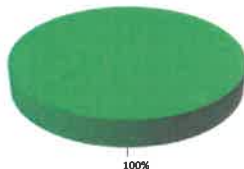
Reticulation Low Voltage



Reticulation High Voltage



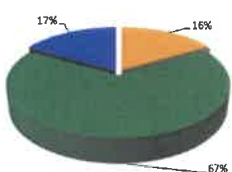
Roadworks & Stormwater



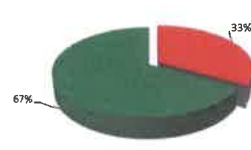
Municipal Buildings



Planning and Development



Waste Water & Water Treatment Works



Fleet Management



PERFORMANCE COMMENTS

Signed by panel members:

Acting Municipal Manager _____

Councillor _____

Ward Committee Member _____

External Municipal Manager _____

Audit Committee Member _____

Signed by employee: Director: Infrastructure Services - L Nqolola _____

Date: 28 November 2025

| Ref No | National KPA | Key Performance Indicator (KPI) | Unit of measurement | Mid-year Target | Mid-year Actual | R | Weights | Own Score | Score | Final Score | Performance Comment | Corrective actions | Additional Comments |
|-------------|--|--|--|-----------------|-----------------|----|---------|-----------|-------|-------------|--|--------------------|---------------------|
| SDBIP Graph | Municipal Transformation and Institutional Development | Manage and achieve 90% of the KPI's of the sub-directorate: PMU | 90% of the KPI's of the sub-directorate have been met as per Ignite Dashboard report | 90% | 75% | O | 4 | 5 | 3 | 2.4 | | | |
| SDBIP Graph | Municipal Transformation and Institutional Development | Manage and achieve 90% of the KPI's of the sub-directorate: Reticulation Low Voltage | 90% of the KPI's of the sub-directorate have been met as per Ignite Dashboard report | 90% | 80% | O | 4 | 4 | 4 | 3.2 | | | |
| SDBIP Graph | Municipal Transformation and Institutional Development | Manage and achieve 90% of the KPI's of the sub-directorate: Reticulation High Voltage | 90% of the KPI's of the sub-directorate have been met as per Ignite Dashboard report | 90% | 60% | R | 4 | 3 | 3 | 2.4 | | | |
| SDBIP Graph | Municipal Transformation and Institutional Development | Manage and achieve 90% of the KPI's of the sub-directorate: Roadworks & Stormwater | 90% of the KPI's of the sub-directorate have been met as per Ignite Dashboard report | 90% | 100% | G2 | 4 | 5 | 5 | 4 | | | |
| SDBIP Graph | Municipal Transformation and Institutional Development | Manage and achieve 90% of the KPI's of the sub-directorate: Municipal Buildings | 90% of the KPI's of the sub-directorate have been met as per Ignite Dashboard report | 90% | 100% | G2 | 4 | 5 | 5 | 4 | | | |
| SDBIP Graph | Municipal Transformation and Institutional Development | Manage and achieve 90% of the KPI's of the sub-directorate: Planning & Development | 90% of the KPI's of the sub-directorate have been met as per Ignite Dashboard report | 90% | 84% | O | 3 | 4 | 4 | 2.4 | | | |
| SDBIP Graph | Municipal Transformation and Institutional Development | Manage and achieve 90% of the KPI's of the sub-directorate: Waste Water & Water Treatment Works | 90% of the KPI's of the sub-directorate have been met as per Ignite Dashboard report | 90% | 67% | R | 3 | 4 | 3 | 1.8 | | | |
| SDBIP Graph | Municipal Transformation and Institutional Development | Manage and achieve 90% of the KPI's of the sub-directorate: Fleet Management | 90% of the KPI's of the sub-directorate have been met as per Ignite Dashboard report | 90% | 0% | R | 3 | 3 | 2 | 1.2 | | | |
| TL25 | Local Economic Development | Create temporary job opportunities in terms of the Extended Public Works Programme (EPWP) projects by 30 June 2025 | Number of temporary jobs opportunities created by 30 June 2025 | 0 | 107 | B | 3 | 5 | 5 | 3 | [D281] Director: Infrastructure Services: 107 Temporary jobs opportunities created by December 2024. (December 2024) | | |

| Ref No | National KPA | Key Performance Indicator (KPI) | Unit of measurement | Mid-year Target | Mid-year Actual | R | Weights | Own Score | Score | Final Score | Performance Comment | Corrective actions | Additional Comments |
|--------|------------------------|--|--|-----------------|-----------------|----|---------|-----------|-------|-------------|---|---|---------------------|
| TL26 | Basic Service Delivery | 95% of water samples in the Beaufort West jurisdiction area comply with SANS241 micro biological indicators | % of water samples compliant to SANS 241 | 95% | 96.16% | G2 | 3 | 5 | 5 | 3 | <p>[D282] Director: Infrastructure Services: Beaufort West Microbiological Parameters Number of Analysis Done -144 Percentage compliant - 100% Chemical Analysis Number of Analysis Done -216 Percentage compliant - 98.6% Merweville Microbiological Parameters Number of Analysis Done -12 Percentage compliant - 100% Chemical Analysis Number of Analysis Done -36 Percentage compliant - 100% Nelspoort Microbiological Parameters Number of Analysis Done -12 Percentage compliant - 100% Chemical Analysis Number of Analysis Done -36 Percentage compliant - 83% Murrayburg Microbiological Parameters Number of Analysis Done 12 Percentage compliant - 100% Chemical Analysis Number of Analysis Done -36 Percentage compliant - 100% (December 2024)</p> | | |
| TL27 | Basic Service Delivery | 95% of the project budget spent on the upgrade of vandalised boreholes in the Beaufort West Municipal Area by 30 June 2025 | % project budget spent | 40% | 30% | O | 3 | 5 | 3 | 1.8 | <p>[D283] Director: Infrastructure Services: No project budget spent on the upgrade of vandalised boreholes in the Beaufort West Municipal Area for the month of October 2024. (October 2024)</p> <p>[D283] Director: Infrastructure Services: No project budget spent on the upgrade of vandalised boreholes in the Beaufort West Municipal Area for the month of November 2024. (November 2024)</p> <p>[D283] Director: Infrastructure Services: Budget allocated: R 1 400 000.00 Spent: R 689 338.00 (December 2024)</p> | [D283] Director: Infrastructure Services: Target will be reached in the following months. (December 2024) | |

| Ref No | National KPA | Key Performance Indicator (KPI) | Unit of measurement | Mid-year Target | Mid-year Actual | R | Weights | Own Score | Score | Final Score | Performance Comment | Corrective actions | Additional Comments |
|--------|------------------------|--|-----------------------------------|-----------------|-----------------|---|---------|-----------|-------|-------------|--|--|---------------------|
| TL28 | Basic Service Delivery | 95% of the project budget spent on the upgrade of telemetry system in the Beaufort West Municipal Area by 30 June 2025 | % project budget spent | 40% | 0% | R | 3 | 5 | 3 | 1,8 | [D284] Director: Infrastructure Services: No project budget spent on the upgrade of telemetry system in the Beaufort West Municipal Area for the month of October 2024. (October 2024) [D284] Director: Infrastructure Services: No project budget spent on the upgrade of telemetry system in the Beaufort West Municipal Area for the month of November 2024. (November 2024) [D284] Director: Infrastructure Services: No project budget spent on the upgrade of telemetry system in the Beaufort West Municipal Area for the month of December 2024. (December 2024) | [D284] Director: Infrastructure Services: All sites have been visited and the contractor is in the process of sourcing material required to repair the telemetry system at the identified boreholes. (December 2024) | |
| TL29 | Basic Service Delivery | 95% of the approved project budget spent on the upgrade of sportgrounds in Nelspoort by 30 June 2025 [(Actual expenditure divided by the total approved project budget)x100] | % of budget spent by 30 June 2025 | 40% | 99.98% | B | 3 | 5 | 5 | 3 | [D285] Director: Infrastructure Services: Contractor on Site. Progress on Project ahead of schedule (faster than planned), possible cashflow issues. (October 2024) [D285] Director: Infrastructure Services: Contractor on Site. Progress on Project ahead of schedule (faster than planned), possible cashflow issues). (November 2024) [D285] Director: Infrastructure Services: Contractor on Site. Progress on Project ahead of schedule (faster than planned), possible cashflow issues). (December 2024) | | |
| TL30 | Basic Service Delivery | 95% of the project budget spent on the Phase 1 (48km 22kV in Murraysburg) in the Beaufort West Municipal Area by 30 June 2025 | % project budget spent | 40% | 0.00% | R | 3 | 5 | 2 | 1,2 | No progress due to budget constraints | | |
| TL31 | Basic Service Delivery | 95% of the project budget spent on the Phase 6 Main Substation Beaufort West by 30 June 2025 | % project budget spent | 40% | 35.50% | O | 3 | 5 | 3 | 1,8 | [D287] Director: Infrastructure Services: Allocation: R 7 310 000.00 Expenditure: R 2 596 829.00 (December 2024) | [D287] Director: Infrastructure Services: Expenditure on project will follow in the following months. (December 2024) | |

| Ref No | National KPA | Key Performance Indicator (KPI) | Unit of measurement | Mid-year Target | Mid-year Actual | R | Weights | Own Score | Score | Final Score | Performance Comment | Corrective actions | Additional Comments |
|--------|--|---|--|-----------------|-----------------|-----|---------|-----------|-------|-------------|--|---|---------------------|
| TL32 | Basic Service Delivery | 95% of the approved project budget spent on the supply and delivery of a Yellow Plant (Landfill Site) in Beaufort West by 30 June 2025 [(Actual expenditure divided by the total approved project budget)x100] | % of budget spent by 30 June 2025 | 40% | 100% | B | 3 | 5 | 5 | 3 | [D286] Director: Infrastructure Services: Landfill Compactor delivered. (October 2024) [D288] Director: Infrastructure Services: Landfill Compactor delivered. (November 2024) [D288] Director: Infrastructure Services: Landfill Compactor delivered. (December 2024) | | |
| TL33 | Basic Service Delivery | Review the Water Services Development Plan and submit to Council by 31 October 2024 | Reviewed Water Services Development Plan submitted to Council by 31 October 2024 | 1 | 1 | G | 3 | 5 | 5 | 3 | [D289] Director: Infrastructure Services: Draft WSDP to be presented to council on 5 November 2024 to start public participation process. Final Document to be presented to council before 15 December 2024. (October 2024) [D289] Director: Infrastructure Services: Final WSDP was approved by council on 10 December 2024. (December 2024) | | |
| TL34 | Municipal Financial Viability and Management | Limit unaccounted for water quarterly to less than 25% during 2024/25 [(Number of Kilolitres Water Purchased or Purified - Number of Kilolitres Water Sold (including free basic water) / Number of Kilolitres Water Purchased or Purified x 100] | % unaccounted water | 0% | 0% | N/A | | 1 | | 0 | | | |
| TL35 | Municipal Financial Viability and Management | Limit unaccounted for electricity to less than 10% quarterly during the 2024/25 financial year [(Number of Electricity Units Purchased - Number of Electricity Units Sold) / Number of Electricity Units Purchased] x 100] | % unaccounted electricity | 0% | 0% | N/A | | 5 | | 0 | | | |
| D147 | Good Governance and Public Participation | Implement Council resolutions within the required timeframes [(Number of Council resolutions implemented within the required timeframes/Number of Council resolutions) x 100] | % of Council resolutions implemented | 90% | 0% | R | 2 | 1 | 1 | 0.4 | + No Council Resolutions to report on for the month of October 2024. (October 2024) + No Council Resolutions to report on for the month of November 2024. (November 2024) + No Council Resolutions to report on for the month of December 2024. (December 2024) | + Will implement Council resolutions as and when received. (December 2024) | |
| D148 | Good Governance and Public Participation | Implement correctives measures within due dates as identified in the Auditor-General (AG) Management letter [(Number of corrective measures implemented within the due dates as identified by the AG management letter/Number of corrective measures as identified) | % of corrective measures implemented within due dates | 0% | 0% | N/A | | | | 0 | + No Corrective Measures to implement for October 2024. (October 2024) + No Corrective Measures to implement for November 2024. (November 2024) + No Corrective Measures to implement for December 2024. (December 2024) | + Will be implemented as received from the Auditor-General (AG) (December 2024) | |

| Ref No | National KPA | Key Performance Indicator (KPI) | Unit of measurement | Mid-year Target | Mid-year Actual | R | Weights | Own Score | Score | Final Score | Performance Comment | Corrective actions | Additional Comments |
|--------|--|--|--|-----------------|-----------------|---|---------|-----------|-------|-------------|---|--|---------------------|
| D149 | Good Governance and Public Participation | Respond with action plan to all correspondence received from internal audit within 7 working days | % of Internal Audit correspondence attended to within 7 working days | 90% | 0% | R | 2 | 2 | 2 | 0.8 | + No correspondence received from the Internal Auditor for the month of October 2024. (October 2024) + No correspondence received from the Internal Auditor for the month of October 2024. (November 2024) + No correspondence received from the Internal Auditor for the month of December 2024. (December 2024) | + Will respond as correspondence is received. (October 2024) + Will respond as correspondence is received. (November 2024) + Will respond as correspondence is received. (December 2024) | |
| D150 | Good Governance and Public Participation | Support the user departments with the submission of funding applications to external sources | Number of user departments supported | 2 | 1 | R | 2 | 3 | 3 | 1.2 | + No Submissions for the month of October 2024. (October 2024) + No Submissions for the month of November 2024. (November 2024) + No Submissions for the month of December 2024. (December 2024) | + Will support the user departments with the submission of funding applications to external sources as and when requested. (December 2024) | |
| D151 | Good Governance and Public Participation | Respond to complaints received within 24 hours [(Number of complaints responded to within 24 hours/Number of complaints received) x 100] | % of complaints responded to within 24 hours | 90% | 90% | G | 2 | 5 | 4 | 1.6 | + Water complaints - 337 Sewage complaints - 104 (October 2024) + Water complaints - 400 Sewage complaints - 135 (November 2024) + Water complaints - 294 Sewage complaints - 100 (December 2024) | | |
| D152 | Good Governance and Public Participation | Follow up on departmental disciplinary hearings on a quarterly basis and submit a progress report to the Mayoral Committee | Number of reports submitted | 2 | 1 | R | 2 | 3 | 3 | 1.2 | + Reported on a Quarterly Basis. (October 2024) + Reported on a Quarterly Basis. (November 2024) + Quarterly report not provided. (December 2024) | + Will request within the following month. (December 2024) | |
| D153 | Good Governance and Public Participation | Attend 5 Community meetings per annum | Number of community meetings attended | 2 | 2 | G | 2 | 5 | 4 | 1.6 | + IDP Meeting: Ward 2: 31 October 2024. (October 2024) + IDP Meeting with Ward 3: 5 November 2024. (November 2024) + Did not attend IDP Meetings schedule for December 2024. (December 2024) | + Will attend to as soon as scheduled again. (December 2024) | |
| D154 | Good Governance and Public Participation | Respond to all correspondence received within the Directorate within 72 hours of receipt | % of correspondence responded to within 72 hours | 90% | 90% | G | 2 | 5 | 4 | 1.6 | + 23 memorandums was received. Total days for completion was 11 days. (October 2024) + 36 memorandums was received. Total days for completion was 8 days. (November 2024) + 16 memorandums was received. Total days for completion was 9 days. (December 2024) | | |

| Ref No | National KPA | Key Performance Indicator (KPI) | Unit of measurement | Mid-year Target | Mid-year Actual | R | Weights | Own Score | Score | Final Score | Performance Comment | Corrective actions | Additional Comments |
|--------|--|---|---------------------------------------|-----------------|-----------------|---|---------|-----------|-------|-------------|--|---|---------------------|
| D155 | Good Governance and Public Participation | Facilitate monthly meetings with line managers (except December and January) | Number of meetings with line managers | 5 | 2 | R | 2 | 3 | 2 | 0.8 | + One line managers briefing meeting was held in October 2024. (October 2024) + No meetings was held for the month of November 2024. (November 2024) + No meetings was held for the month of December 2024. (December 2024) | + Not Applicable. (October 2024) + Not Applicable. (November 2024) | |
| D156 | Good Governance and Public Participation | Report quarterly to SCM on Service Level Agreements (SLA's) with service providers in line with relevant legislation in Section 116 of the MFMA | Number of reports submitted | 2 | 2 | G | 2 | 5 | 4 | 1.6 | + Updated on Quarterly basis. (October 2024) + Updated on Quarterly basis. (November 2024) + Service Level Agreement: Water & Waste Water Engineering converted to Newwater. (December 2024) | | |
| D157 | Good Governance and Public Participation | Submit the Back to Basics report to Directorate: Corporate Services monthly | Number of reports submitted | 6 | 2 | R | 3 | 3 | 3 | 1.8 | + Updated on a Quarterly Basis. Circular 88. (October 2024) + Updated on a Quarterly Basis. Circular 88. (November 2024) + Information provided to Corporate Services. Circular 88 Information Quarterly Feedback. (December 2024) | + Quarterly Updated. (October 2024) + Quarterly Updated. (November 2024) | |
| D158 | Good Governance and Public Participation | Repair 80% of potholes in line with approved programme quarterly | % programme completed quarterly | 80% | 80% | G | 2 | 5 | 5 | 2 | + Quarterly Target Achieved. 8 Potholes was reported and repaired. (December 2024) | | |
| | | | | | | | 79 | | | 51.4 | | | |

ANNEXURE B: CORE COMPETENCY FRAMEWORK

| Clusters | Leading Competencies | Competency Definition | Weighting | Own Score | Score | Final Score | Core Competencies | Competency Definition | Weighting | Own Score | Score | Final Score |
|--------------------|---|--|-----------|-----------|-------|---------------------------|---|---|-----------|-----------|-------|-------------|
| Competency Name | Strategic Direction and Leadership People Management Program and Project Management Financial Management Change Leadership Governance Leadership | Provide and direct a vision for the institution, and inspire and engage others to deliver on the strategic institutional mandate | 1.67 | 3 | 3 | 1.002 | Moral Competence | Able to identify moral triggers, apply reasoning that promotes honesty and integrity, and consistently display behaviour that reflects moral | 1.67 | 4 | 5 | 1.67 |
| | | Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives | 1.67 | 4 | 4 | 1.336 | Planning and Organising | Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk | 1.67 | 4 | 4 | 1.336 |
| | | Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives | 1.67 | 5 | 5 | 1.67 | Analysis and Innovation | Able to critically analyse information, challenges and trends | 1.67 | 4 | 4 | 1.336 |
| | | Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner | 1.67 | 3 | 3 | 1.002 | Knowledge and Information Management | Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government | 1.67 | 4 | 4 | 1.336 |
| | | Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community | 1.67 | 4 | 4 | 1.336 | Communication | Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome | 1.67 | 5 | 4 | 1.336 |
| | | Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships | 1.67 | 4 | 4 | Results and Quality Focus | Able to maintain high quality standards, focus and achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives | 1.67 | 4 | 4 | 1.336 | |
| TOTAL SCORE | | | 10.02 | | | 7.682 | | | 10.02 | | | 8.35 |
| | | | | | | 16.032 | | | | | | |