



MATATIELE
LOCAL MUNICIPALITY

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY BETWEEN:

THE MATATIELE MUNICIPALITY

AS REPRESENTED BY THE MUNICIPAL MANAGER

DR DCT NAKIN

AND

THABISO SYBIL NTSALLA

IDENTITY NUMBER: 6808270328081

GENERAL MANAGER: ECONOMIC DEVELOPMENT AND PLANNING DEPARTMENT

FOR

2018/2019

FINANCIAL YEAR

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This agreement sets out the objective of the Department in relation to the Employee, Ms. T S Ntsalla and the expectations of the Employer, Dr. DCT Nakin for the performance of the Employee. The agreement further provides for a systematic evaluation of the performance of the Manager in achieving key objectives.

1. JOB DETAILS

Employee Number	:	350043
Component	:	E.D. P
Location	:	ECONOMIC DEVELOPMENT AND PLANNING DEPT.
Salary level	:	TASK Grade 16
Notch (package)	:	R820 256.89
Occupational classification	:	GENERAL MANAGER
Designation	:	GENERAL MANAGER

MANDATE OF THE EMPLOYER

2. JOB PURPOSE

Plan, Direct, Manage and Monitor the:

- 2.1 Crafting of relevant inputs into the Municipal Integrated Plan.
- 2.2 Crafting of Annual Departmental Performance Plan and the implementation thereof
- 2.3 Research and development of strategic and short term plans for the Economic Development and Planning Department
- 2.4 Implementation of Individual Performance management
- 2.5 Facilitation of sourcing of funds for the implementation of LED and Town Planning projects
- 2.6 Co-ordination of activities and projects relating to Economic Development and Planning
- 2.7 Reporting on performance of LED, Planning and IDP Units
- 2.8 Development of appropriate Regulatory Framework and assessment tool for compliance with Town Planning Regulations
- 2.9 Assessment of adequacy and compliance of current systems
- 2.10 Formulation, updating and ensuring enforcement of relevant by-laws, policies, strategies and plans
- 2.11 Provision of advisory services pertaining to the operations of the department
- 2.12 Ensure proper planning of meetings, conferences and workshops
- 2.13 Divisional Budget preparation and management
- 2.14 Responsibilities assigned by a competent authority as and when required
- 2.15 Management of scope and procedural administrative requirements and reporting deadlines associated with the EDP functionality.

3. STRATEGIC CONTEXT OF EMPLOYER:

3.1 In line with the Vision of the Department and the Employer, the Employee is committed to assisting and supporting the management and staff of the Department in attaining service excellence in the performance of their line function.

3.2 In supporting the Department, the Employee has set its vision as follows:

3.2.1 A Pro-active Department, dedicated to ensure capacity for quality service delivery

3.3 The Employee commits herself to the Mission of:

3.3.1 Providing outstanding and responsive Human Capital management, in a highly efficient, effective and economical manner.

4. CORE FUNCTIONS'

Describe the key functions that the jobholder is required to perform, based on the job profile, and the departmental strategic/operational plan.

- 4.1 Provision of effective Economic Development and Planning Management
- 4.2 Provision of effective and efficient administrative services
- 4.3 Ensure compliance with all relevant pieces of legislation and agreements or applicable legal/statutory requirements
- 4.4 Ensure development and implementation of policies relevant to the core functions of the department
- 4.5 Budget/Financial Management and Control
- 4.6 Monthly, Quarterly, Mid-year and Annual Performance Reporting

5. DUTIES, RESPONSIBILITIES AND ACCOUNTABILITY

The Employee shall report to the Municipal Manager as the supervisor on all parts of this agreement. The Employee shall:

- 5.1 Timely alert the supervisor of any emerging factors that could preclude the achievement of any performance agreement undertakings, including the contingency measures that she proposes to take to ensure the impact of such deviation from the original agreement is minimized.
- 5.2 Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations.
- 5.3 Discuss and thereafter document for record and future use any revision of the targets as necessary as well as progress made towards the achievement of performance agreement measures.

In turn the supervisor shall:

- 5.4 Create an enabling environment to facilitate effective performance by the Employee
- 5.5 Provide access to skills development and capacity building opportunities.
- 5.6 Work collaboratively to solve problems and generate solutions to common problems within the Department that may be impacting on the performance of the Employee
- 5.7 Monitor and evaluate the employee's performance
- 5.8 Endeavor to provide support in the form of coaching, guidance, mentoring, training and Counseling to the manager should signs of substandard performance show

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6. REPORTING

- 6.1 The Employee must timeously alert the supervisor of any emerging factors that could preclude the achievement of any performance agreement undertakings, including the contingency measures that he/she proposes to take to ensure the impact of such deviation from the original agreement is minimized.

7. PERFORMANCE MANAGEMENT SYSTEM

- 7.1 The Employee agrees to participate in the performance management and development system that the Employer adopts.
- 7.2 The Employee undertakes to actively focus towards the promotion and implementation of Key Performance Areas (KPA's) (including special projects relevant to the Employee's responsibilities) within the local government framework and Core Competency Requirements (CCRs). The CCR's are made up of the Core Managerial Competencies (CMC's) and Core Occupational Competencies (COC's).
- 7.3 The Employer will consult the Employee about the specific performance standards that will be included in the Performance Management System as applicable to the Employee

8. DEVELOPMENTAL REQUIREMENTS

- 8.1 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan (Annexure A) as well as the actions agreed to and implementation must take place within set time frames.

9. TIMETABLE AND RECORDS OF REVIEW DISCUSSIONS AND ANNUAL APPRAISAL

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

First quarter:	July 2018 – September 2018
Second quarter:	October 2018 – December 2018
Third quarter:	January 2019 – March 2019
Fourth quarter:	April 2019 – June 2019

10. MANAGEMENT OF PERFORMANCE OUTCOMES

- 10.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 10.2 A performance bonus of 5% to 14% of inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance,
- 10.3 The Employee will be eligible for progression to the next higher remuneration package, within the relevant remuneration band, after completion of at least twelve months (12) service at current remuneration package at end of financial year (30 June) subject to a fully effective assessment.

10.4 In the case of unacceptable performance, the Employer shall:

- 10.4.1 provide systematic remedial development support to assist the Employee to improve his/her performance; and
- 10.4.2 after appropriate performance and counseling and having provided the necessary guidance and/or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the Contract of Employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

11. DISPUTE RESOLUTION

11.1 Any disputes about the nature of the Employee's Performance Agreement, whether it relates to key responsibilities, priorities, methods of assessment and/or salary increment in this agreement, shall be mediated in terms of the following:

11.1.1 A performance dispute will be declared in writing by an affected employee within 21 working days of the occurrence if the need to do so arises.

11.1.2 A Performance Dispute Resolution Tribunal will be appointed within 10 working days by the Municipal Manager after receipt of such complaint.

11.1.3. A Performance Dispute Resolution Tribunal will be made up of not less than 3 members and not more than 5 members.

11.1.4. The members of the Performance Dispute Resolution Tribunal will be drawn from municipal officials serving in the managerial and supervisory positions, whose post level are above that of the accused employee.

11.1.5. The Performance Dispute Tribunal will have a Chairperson appointed by the Municipal Manager.

11.1.6. The Performance Dispute Tribunal Chairperson shall convene a meeting within 14 working days of the receipt of the dispute to hear the dispute.

11.1.7. The employee will be afforded representation rights and other rights as accorded in the disciplinary procedure

11.1.8. The proceedings of the Tribunal shall be recorded by means of a mechanical device.

11.1.9. The employee shall lead evidence in chief and the supervisor or manager of the employee shall reply in stating the employer's side of the story.

11.1.10. The employee and his/her representative shall cross-examine the manager or supervisor.

11.1.11. The Tribunal shall deliver its verdict within 10 working days after completion of the proceedings to the Municipal Manager.

11.1.12. The employee shall be advised about the decision of the tribunal within five working days of receipt of the verdict of the tribunal by the Municipal Manager.

11.1.13. If the employee is not satisfied with the outcome of the performance dispute resolution, the matter can then be treated in terms of the grievance procedure of the Municipality.

11.1.14. If the matter is not resolved in terms of the grievance procedure, the matter may be referred to the Bargaining Council for resolution by the employee or dealt with in terms of the other applicable law.

12. AMENDMENT OF AGREEMENT

Amendments to the agreement should be in writing and can only be effected after discussion and agreement by both parties.

13. PERFORMANCE MANAGEMENT CRITERIA

Performance will be assessed according to the information contained in the Performance Plan and the Core Competency Requirements (CCRs) framework (attached as Annexure A). The specific KPAs and CCRs together with their weightings are as follows:

KEY PERFORMANCE AREAS (KPA's)	WEIGHTING
Basic Service Delivery and Infrastructure	-
Municipal Institutional Development and Transformation	-
Local Economic Development (LED)	30%
Municipal Financial Viability and Management	10%
Good Governance and Public Participation	30%
Spatial Development	30%
TOTAL	100%

CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES		
LEADING COMPETENCIES (LC's)	√	WEIGHT
1. Strategic Direction and Leadership	√	10%
2. People Management	√	10%
3. Program and Project Management	√	10%
4. Financial Management	√	5%
5. Change Leadership	√	5%
6. Governance Leadership		10%
CORE COMPETENCIES (CC's)	√	WEIGHT
1. Moral Competency	√	10%
2. Planning and Organizing	√	10%
3. Analysis and Innovation		5%
4. Knowledge and Information management	√	10%
5. Communication	√	5%
6. Results and Quality Focus	√	10%
TOTAL		100%

13.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the KPAs and the Core Competency Requirements (CCRs) respectively.

13.2 Each area of assessment will be weighted and will contribute a specific part to the total score.

13.3 KPA's covering the main areas of work will account for 80% and CCR's will account for 20% of the final assessment. Up to twelve (12) CCRs could be selected from the list that are deemed to be critical.

13.4 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CCR's:

RATING	DEFINITION OF RATING	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 Performance Agreement and Performance Plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
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 Performance Agreement and Performance Plan.
2	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 Performance Agreement and Performance Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the Employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the Performance Agreement 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.

For purposes of evaluating the performance of the Employee, an evaluation panel constituted by the following persons will be established:

- 13.4.1 General Manager: Corporate Services;
- 13.4.2 General Manager from the Department where the employee comes from to be the chairperson of the panel (GM: CS in this case); and
- 13.4.3 One other (any) General Manager.
- 13.4.4 A member of the Audit Committee Member.

14. GENERAL

- 14.1 The contents of this Agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer.
- 14.2 Nothing in this Agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his/her Contract of Employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.

15. SIGNATURES OF PARTIES TO THE AGREEMENT

The contents of this document have been discussed and agreed with the Employee concerned.

Name of Employee: **Ms. Thabiso Sybil Ntsalla**

Signature.....

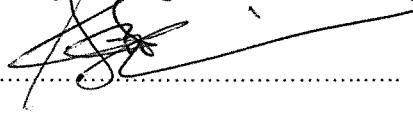
Date: **08 AUGUST 2018**

AND

Name of Supervisor: **Dr. DCT Nakin**

Municipal Manager: Matatiele Local Municipality

Signature:

Date:
8/8/2018



ANNEXURE A

MATATIELE

PERFORMANCE PLAN

DEPARTMENT: ECONOMIC DEVELOPMENT PLANNING
UNIT: LOCAL ECONOMIC DEVELOPMENT
YEAR: 2018 - 2019

NAME:	MS. T. NTSALLA	LINE MANAGER:	
EMPLOYEE NO.		JOB TITLE:	
JOB TITLE:	GENERAL MANAGER	BUSINESS UNIT/SITE	
DIVISION/BUSINESS UNIT	ECONOMIC DEVELOPMENT & PLANNING	PERIOD:	1 JULY 2018 – 30 JUNE 2019
SITE	102 MAIN STREET, MATATIELE: 4730	REVIEW DATE:	
RATING SCALE			
1	Not meeting the standard		
2	Meet some of the standards		
3	Meet all the standards		
4	Meet all and exceed some standards		
5	Meet & exceed all standards		
	Key Performance Areas (KPAs)	=	Weight = 80%
1.	Basic Service Delivery		
2.	Municipal Institutional Development and Transformation	30 %	
3.	Good Governance and Public Participation	10 %	
4.	Municipal Financial Viability and Management	30 %	
5.	Local Economic Development (LED)	30 %	
6.	Spatial Development	30 %	
	Core Competency Requirements (CCRs)	=	Weight = 20%
			CORE COMPETENCIES (CC's)
			1. Moral Competency
			2. Planning and Organizing
			3. Analysis and Innovation
			4. Knowledge and Information management
			5. Communication
			6. Results and Quality Focus
	LEADING COMPETENCIES (LC's)		
1.	Strategic Direction and Leadership	10 %	10 %
2.	People Management	10 %	10 %
3.	Program and Project Management	10 %	5%
4.	Financial Management	5 %	10%
5.	Change Leadership	5 %	5%
6.	Governance Leadership	10 %	10%

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MANAGER: LOCAL ECONOMIC DEVELOPMENT'S PERFORMANCE PLAN FOR 2018-2019 FINANCIAL YEAR.

PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4		PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
			TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
	MEASURABLE INDICATOR												
	WEIGHT												
	KEY PERFORMANCE IDP REF.												
	PROJECT NUMBER												
1.	Local Economic Development	50%											
	P3G4O13.03												
MOV	Q1, Q2, Q4	Attendance register and Attendance register and											
		Attendance register and											

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PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2017 – JUNE 2018						PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL			
			QUARTER 1 JULY - SEP		QUARTER 2 OCT - DEC		QUARTER 3 JAN - MAR							
			TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL						
WEIGHT	KEY PERFORMANCE INDICATOR NUMBER	MOV	Q1 , Q2 and Q4: Attendance Register & Training Manuals	Attendance Register & Training Manuals	N/A	N/A	Attendanc e Register & Training Manuals							
2.	P3G4013.02	Local Economic Development	Q1 , Q2 and Q4: Attendance Register & Training Manuals	Attendance Register & Training Manuals	N/A	N/A	Attendanc e Register & Training Manuals							
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PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2017 - JUNE 2018						PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL			
			QUARTER 1		QUARTER 2		QUARTER 3							
			JULY - SEP	OCT - DEC	JAN - MAR	APR - JUN	ACTUAL	TARGET						
Local Economic Development	KEY PERFORMANCE INDICATOR NUMBER	MOV	Q3: letter of appointment;	N/A	N/A	N/A	N/A	N/A	Q3: letter of appointment;	N/A	N/A			
5.	4.	Grain cropping programme	Plant 40 Hectars of grain crops in 4 wards by 30 June 2019	Identified on 4 Wards & Appointment of Service Provider	N/A	N/A	N/A	N/A	40ha Planted and ready for harvesting	N/A	N/A			
P3G4012.	P3G4012	MOV	Q1 - 40 ha identified		N/A	N/A	N/A	N/A	40 ha ready for					



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PROJECT DESCRIPTION	KEY PERIOD & TIME FRAME	ANNUAL TARGET & TIME FRAME	JULY 2017 – JUNE 2018						RATING BY PANEL			
			QUARTER 1		QUARTER 2		QUARTER 3					
			JULY – SEP	OCT – DEC	JAN - MAR	APR - JUN	ACTUAL	TARGET				
MEASUREMENT INDICATOR	WEIGHT	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	PERIOD UNDER REVIEW	OWN RATING	PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	RATING BY PANEL
MOV	6.	in 4 wards and appointment of SP finalized							harvesting in August 2019			
Local Economic Development IDP REF.	P3G4013.16	Number of poultry abattoirs constructed by set date	Construct Poultry abattoir by 30 June 2019	Transfer Funds to LIMA.	N/A	N/A	Coordinate procurement of Poultry abattoir equipment with LIMA	N/A	Progress report from LIMA	Q4: Progress Report		
PROJECT NUMBER.	6.	Q1: Appointment Letter,	Q1: Proof of payment	N/A	N/A	Q3: Approved						

PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2017 - JUNE 2018						RATING BY PANEL	
			QUARTER 1 JULY - SEP		QUARTER 2 OCT - DEC		QUARTER 3 JAN - MAR		QUARTER 4 APR - JUN	
			TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	
WEIGHT	KEY PERFORMANCE INDICATOR	MEASURE INDICATOR	INDICATOR	INDICATOR	INDICATOR	INDICATOR	INDICATOR	INDICATOR	INDICATOR	INDICATOR
7.	P3G5014.	Local Economic Development	Mataieie Music Festival Event	8 th Mataieie Music festival hosted by set date	Host of the Mataieie Music Festival by 31 December 2018	Specification on Terms of reference	Establishment of the PSC and coordination of 2 meetings.	Close out report	N/A	N/A
7.										

PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2017 - JUNE 2018						PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL			
			QUARTER 1		QUARTER 2		QUARTER 3							
			JULY - SEP	OCT - DEC	JAN - MAR	APR - JUN	ACTUAL	TARGET						
WEIGHT	MOV	Q1:,Appointment Letter	Q1:,Appointment Letter	Q2: Attendance register	Q3:Closeout report	Q2: Attendance register	Q3: Closeout report							
KEY PERFORMANCE INDICANCE	P3G5014.02	Local Economic Development												
PROJECT NUMBER	8.	IDP REF.												



PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2017 - JUNE 2018						RATING BY PANEL			
			QUARTER 1		QUARTER 2		QUARTER 3					
			JULY - SEP	OCT - DEC	JAN - MAR	APR - JUN	ACTUAL	TARGET				
WEIGHT	KEY PERFORMANCE INDICATOR	MEASURE INDICATOR	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	PERIOD UNDER REVIEW	PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
MOV	Local Economic Development	9.	Q1: concept documents SLA, pictures	Q1: concept documents SLA, pictures	Q1: concept documents SLA, pictures	Q3: concept documents SLA, pictures						
PROJECT NUMBER	IDP REF.	P3G4013.03	SMMEs and Co-operatives funding support	Number of SMMEs and Cooperatives supported by set date	Support 08 SMMEs and Co-operatives with funding for inventory by 30 June 2019	N/A	Evaluation and fund for inventory Eight (8) SMMEs and Co-operatives	N/A	Monitoring of funded SMMEs and Co-operative s	Monitoring of funded SMMEs and Co-operatives		
			MOV	Q2-attendance register, Evaluation	N/A	N/A	Q2-attendance register,E	Q3: N/A	Q4:			

PROJECT NUMBER	KEY PERFORMANCE INDICEREF.	WEIGHT	KEY PERFORMANCE INDICEREF.	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2017 – JUNE 2018				QUARTER 1				QUARTER 2				QUARTER 3				QUARTER 4				PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL	
							JULY - SEP		OCT - DEC		JAN - MAR		APR - JUN		TARGET		ACTUAL		TARGET		ACTUAL		TARGET		ACTUAL					
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL						
10.	P4G06015.02	30%	Spatial Considerations	Planning & Survey – Mataiele and Cedarville Middle Income townships	Number of middle income townships planned and surveyed by set date	Open (develop) and gazette township register for Mataiele and Cedarville by June 2019	N/A	N/A	Submission of Conditions of Establishment (COE) to Municipal Planning Tribunal for approval by September 2018	N/A	Submission of Conditions of Establishment (COE) to Conveyancer for opening township register with deeds office by	N/A	Submission of Conditions of Establishment (COE) to Conveyancer for opening township register with deeds office by	N/A	Gazetting of township register by June,2019	N/A	Gazetting of township register with deeds office by	N/A	Gazetting of township register with deeds office by	N/A	Gazetting of township register with deeds office by	N/A	Gazetting of township register with deeds office by	N/A	TSN	Bra				

PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2017 - JUNE 2018												RATING BY PANEL	
			QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4				
			JULY - SEP	OCT - DEC	JAN - MAR	JULY - SEP	OCT - DEC	JAN - MAR	JULY - SEP	OCT - DEC	JAN - MAR	JULY - SEP	OCT - DEC	JAN - MAR		
		MEASURER	TARGET	ACTUAL	TARGET	TARGET	ACTUAL	ACTUAL	TARGET	ACTUAL	ACTUAL	TARGET	ACTUAL	ACTUAL	OWN RATING	
		INDICATOR													RATING	
		WEIGHT														
		KEY PERFORMANCE INDICATOR														
		IDP REF.														
		PROJECT NUMBER														
P4G06015.03	Spatial Considerations	Planning & Survey – Matatiele and, Cedarville Commercial and industrial establishments	Number of Commercial and industrial townships planned and surveyed	Open and gazette Township Register for Commercial and industrial establishments in	N/A	N/A	Submission of Conditions of Establishment (COE) to Municipal Planning	N/A	Submission of Conditions of Establishment (COE) to Conveyancer for opening	N/A	Submission of Conditions of Establishment (COE) to Conveyancer for opening	Gazetting of township register by June,2019				

PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2017 - JUNE 2018				PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	
			QUARTER 1 JULY - SEP		QUARTER 2 OCT - DEC			
ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	ACTUAL	
	MEASURE INDICATOR	by set date	Matatiel & Cedarville		Tribunal for approval by December,2018		township register with deeds office by March,2019	
12.	WEIGHT	MOV	Q2: Application to MPT	N/A	Q2: Application to MPT	Q3: Proof of submission to Deeds Office	Q4: Gazetteed township register	
P4G06015.0	KEY PERFORMANCE INDICATOR	Spatial	Q3: Proof of submission to Deeds Office					
	PROJECT NUMBER	Surveying of 30 Municipal land Parcels in	Surveying of 30 municipal land parcels for	N/A	Surveying of 15 municipal land parcels	Surveying of 15 municipal land parcels	Submission of SG Diagrams to SG Office for	

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PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2017 - JUNE 2018						PROGR ESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL			
			QUARTER 1 JULY - SEP		QUARTER 2 OCT - DEC		QUARTER 3 JAN - MAR							
			TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL						
13.	Spatial	PROJECT NUMBER	MOV	Number of land parcels surveyed by set date	disposal and submission to Surveyor General for approval by 30 June 2019	by December,2018	by March,2019	Approval by June,2019						
P4G06015.04	IPD REF.	WEIGHT	N/A	N/A	Q2: Survey diagrams	Q3: Survey diagrams	Q4: proof of submission	Q4: proof of submission	N/A	N/A	N/A			
	KEY PERFORMANCE INDICATOR													
	PERFORMANCE INDICATOR													
	PERFORMANCE INDICATOR													

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PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR NUMBER	IDP REF.	KEY PERFORMANCE INDICATOR	WEIGHT	ANNUAL TARGET & TIME FRAME	JULY 2017 – JUNE 2018				PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL			
						QUARTER 1		QUARTER 2							
						JULY - SEP	OCT - DEC	JAN - MAR	APR - JUN						
					TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	ACTUAL				
			MEASURE INDICATOR												
			MOV	19.20 and 26 for disposal	by set date	30 June 2019.			by September 2018	by March 2019	June 2019				
					Q2: TOR's and Appointment letter	N/A	N/A	Q2: TOR's and Appointment letter of a valuer	Q3: Valuation report	Q4: advertisements for sites disposal					
					Q3: Valuation report										
					Q4: advertisements for sites disposal										
			Spatial Considerations												
14.	P4G06017.01		Approve(re viewed) Land Use Management Scheme (LUMS)		Date of LUMS approval	Review of Land Use Management Scheme by 30 June 2019	Appointment of service providers by September 2018	Draft LUMS from service provider by December 2018	Draft LUMS from service provider by March 2019	Submission of LUMS for approval by Municipal Planning Tribunal (MPT) by June,2019					

PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2017 - JUNE 2018				PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL			
			QUARTER 1		QUARTER 2							
			JULY - SEP	OCT - DEC	JAN - MAR	APR - JUN						
	MEASURE INDICATOR	TARGET ACTUAL	TARGET ACTUAL	TARGET ACTUAL	TARGET ACTUAL	TARGET ACTUAL						
MOV	WEIGHT	Q1: ToRs, appointment letters, Q2:, Draft LUMS Q3: draft SDF, LUMS, Bylaw Q4: MPT report (on approval)	Q1: ToRs, appointment letters, Q2:, Draft LUMS Q3: draft SDF, LUMS, Bylaw Q4: MPT report (on approval)	Q2:, Draft LUMS Q3: draft SDF, LUMS, Bylaw Q4: MPT report (on approval)	Q3: draft SDF	Q4: MPT report (on approval)						
Spatial considerations	IDP REF.	Gazetting and Street naming in Matatiele, Maluti and Cedarville	Gazetting and installing of street names by June,2019	Gazetting of street names by September ,2018	N/A	Appointment of a service provider	Installation of street names by March,2019	Installation of street names by June,2019				
15.												



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PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2017 - JUNE 2018				QUARTER 4				RATING BY PANEL	
			QUARTER 1		QUARTER 2		QUARTER 3		APR - JUN			
WEIGHT	KEY PERFORMANCE INDICATOR	IDP REF.	PROJECT NUMBER	MEASURE	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	PERIOD UNDER REVIEW	
	Spatial rationale	P3G014.02	16.	MOV	N/A	Q1-proof of submission for gazettlement, Q2: appointment letter Q3,4:reports	N/A	N/A	Appointment letter	report		
	Feasibility study for commercial development in Mataieie			MOV	Number of feasibility studies conducted	Undertaking of feasibility study for commercial development by 30 June 2019	Undertaking of feasibility study for commercial development by 30 June 2019	Progress report from service provider by December,2018	Draft feasibility study received from service provider by March,2019	Final draft of feasibility study submitted to Council by 30 June,2019		
				MOV	Q1: Appointment letter Q2: progress reports	Q1: Appointment letter	Q1:	Progress Report	Draft Feasibility	Final Report		

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PROJECT NUMBER	KEY PERFORMANCE INDICATOR	WEIGHT	KEY PERFORMANCE INDICATOR	IDP REF.	PROJECt NUMBER	20%	Good governance and public participation	P6G09021.06	17.	Maluti Land Donation and Tenure Upgrade	Number of land (parcels) donated and upgraded	Maluti Land Donation and Tenure Upgrade project complete by June 2019	physical aspects analysis verification of ownership by September 2018	Surveying and resurveying of erven, (where necessary) by December 2018	property and township registration at Deeds Office by March,2019	Facilitating issuing of proper titles by June,2019	N/A	N								
										ANNUAL TARGET & TIME FRAME		QUARTER 1 JULY - SEP		QUARTER 2 OCT - DEC		QUARTER 3 JAN - MAR		QUARTER 4 APR - JUN		PROGRESS AS AT END OF THE PERIOD UNDER REVIEW		OWNING RATING		RATING BY PANEL		
										KEY PERFORMANCE INDICATOR	MEASURE INDICATOR	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	
										Q3: draft feasibility study																
										Q4: final Draft of study,																

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PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2017 - JUNE 2018						PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL			
			QUARTER 1		QUARTER 2		QUARTER 3							
			JULY - SEP	OCT - DEC	JAN - MAR	APR - JUN	ACTUAL	TARGET						
	WEIGHT	MEASURE INDICATOR	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL						
		to Deeds office	by June 2019											
		Q4: report												
	KEY PERFORMANCE INDICATOR	Municipal Planning Tribunal (MPT)-meetings (processing of land development applications)	4 (quarterly) MPT meetings held by June 2019	MPT meetings by September 2018	MPT meetings by December 2018	MPT meetings by March,2019	MPT meetings by June,2019							
	PROJECT NUMBER	MOV Q1, Q2, Q3 & Q4: invitations, attendance register	N/A	Q1: invitations ; attendance register	Q2, invitations ; attendance register	Q3 invitation s, attendance register	Q4: invitations ; attendance register							
18	P6G9021.05	Good governance and public participation												

PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2017 - JUNE 2018		QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4		PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL			
			JULY - SEP		OCT - DEC		JAN - MAR		APR - JUN									
			TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL								
PROJECT NUMBER	IDP REF.	KEY PERFORMANCE INDICATOR	WEIGHT	Review policies (relaxation policy; LED policy; street trading by-law, liquor trading bylaw, Land Invasion, Land Disposal, Bed and Breakfast Policies Establishment of Construction on site; Keeping of livestock, Advertising bylaws and SOPs	Number of Policies and By-Laws , plans reviewed by set date	Review LED And planning, policies, Plans, SOP's and By-laws by 30 June 2019	N/A	N/A	N/A	Draft policies council for tabling	Final policies and by-laws submitted to council for Adoption							
19.		Good governance and public participation																

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PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2017 – JUNE 2018				PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL			
			QUARTER 1		QUARTER 2							
			JULY - SEP	OCT - DEC	JAN - MAR	APR - JUN						
	WEIGHT	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
P6G09Q21.07	Good governance and public IDP REF.	MOV	Q3: Draft/working documents and Council Resolution Q4: Final Documents and Council Resolution	N/A	N/A	N/A	N/A	Q3: Draft/working documents and Council Resolution Q4: Final Document	N/A			
Good governance and public IDP REF.	PROJECT NUMBER	MOV	IDP/Budget Process Plan	Adopted 2019/2020 IDP/Budget Process Plan by 31 July 2017 set date	Development of 2019/20 IDP/Budget Process Plan by 31 July 2017	Development and adoption of 2019/20 IDP/Budget Process plan by the council	N/A	N/A	N/A			
20.			Q1-process plan & Council Resolution	Q1-process plan & Council Resolution	N/A	N/A	N/A	N/A	N/A			
Good governance and public IDP REF.	KEY PERFORMANCE INDICATOR											

PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2017 – JUNE 2018				QUARTER 4 APR - JUN				PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING		
			QUARTER 1 JULY - SEP		QUARTER 2 OCT - DEC		QUARTER 3 JAN - MAR		QUARTER 4 APR - JUN					
			TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL				
WEIGHT	MEASURE INDICATOR	INDICATOR												
MOV	Strategic Planning Session	Strategic Planning Session Held by set date	Hold Strategic Planning Session by 28 February 2019	N/A	N/A									
22.	21.	P6G9Q21.12	Good governance and IDP REF.	Good governance and Public IDP REF.	Good governance and Public IDP REF.	Good governance and Public IDP REF.	Good governance and Public IDP REF.	Good governance and Public IDP REF.	Good governance and Public IDP REF.	Good governance and Public IDP REF.	Table the 2019/2020 Draft IDP to Council	Adoption of 2019/20 IDP Document by Council		

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PROJECT DESCRIPTION	WEIGHT	KEY PERFORMANCE INDICATOR	IDP REF.	PROJECT NUMBER	JULY 2017 - JUNE 2018						PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL				
					QUARTER 1		QUARTER 2		QUARTER 3								
					JULY - SEP	OCT - DEC	JAN - MAR	APR - JUN	TARGET	ACTUAL							
KEY PERFORMANCE FRAME MEASURE INDICATOR	PERFORMANCE & TIME FRAME	TARGET	ACTUAL	MOV	Q3 and Q4: draft IDP document, public notice, council resolution	N/A	N/A	N/A	Q3: draft IDP document, public notice, council resolution	Q4: Adopted IDP document, Public Notice, Council Resolutions	4th IDP Rep forum meeting, Q4 IGR meeting	3rd IDP Rep forum meeting, Q3 IGR meeting	4th IDP Rep forum meeting, Q4 IGR meeting				
Good Governance and Public	Number of meetings held by set date	Addend 4 IDP rep forums and 4 IGR meetings by June 2019	MOV	1DP Representative forum and IGR meetings	1 st IDP Rep forum meeting, Q1 IGR meeting	2 nd IDP Rep forum meeting, Q2 IGR meeting	3 rd IDP Rep forum meeting, Q3 IGR meeting	3 rd IDP Rep forum meeting, Q3 IGR meeting	Q2: attendance registers	Q3: attendance registers							
Performance monitoring and Risk	Number of reports submitted	MOV	MOV	Q1: attendance registers	Q2: attendance registers	Q3: attendance registers	Q4: attendance registers	Q4: attendance registers	Submit 2018/19 Q1 report	Submit 2018/19 Q2 report and risk report							
24.	23.	Good governance and Public			Submission of 4 departmental quarterly performance	Submit 2017/18 Q4 report and risk report	Submit 2018/19 Q1 report	Submit 2018/19 Q2 report and risk report	Submit 2018/19 Q3 report	Submit 2018/19 Q3 report							
24.	23.	Good governance and Public															

PROJECT NUMBER		PROJECt NUMBER		EDP REEF		KEY PERFORMANCE INDICATOR		WEIGHT		JULY 2017 - JUNE 2018	
PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME		QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4	
		JULY - SEP		OCT - DEC		JAN - MAR		APR - JUN		APR - JUN	
		TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL
Management	e reports and risk managing reports									and risk report	
	MOV	EDP Quarterly Reports		EDP Q4 report		EDP Q1 report		EDP Q2 report		EDP Q3 report	
Audit matters	% of queries responded to	Respond to Audit queries within the specified timeframe	100% Audit queries resolved	100% Audit queries resolved	100% Audit queries resolved	100% Audit queries resolved	100% Audit queries resolved	100% attendance of Audit meetings	100% attendance of Audit meetings	100% attendance of Audit meetings	
	Number of audit meetings attended	Attend Audit Meetings									
MOV		Reports and attendance register		Reports and attendance register		Reports and attendance register		Reports and attendance register		Reports and attendance register	

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CORE COMPETENCY REQUIREMENTS

1. LEADING COMPETENCIES

Leading Competences (LC's)	Weight %	Milestones	Comments	Own Rating (By Manager) (1- 5)	Rating (By Panel Member) (1- 5)
1. Strategic Direction and Leadership	10%	Departmental Policies, Monthly Departmental Meetings Provision of remedial actions on non-achievement of set priorities			
2. People Management	10%	Good display of people management skills, team work, motivation of staff and resolution of disputes amongst staff, staff development			
3. Program and Project Management	10%	Quality reporting on programmes that are implemented and complying to due dates for submission of reports			
4. Financial Management	5%	Monitor under/over expenditure within the department			
5. Change Leadership	5%	Ability to influence and enthuse others through advocacy, vision and to facilitate building of a platform for change			
6. Governance Leadership	10%	Responding to implementation of adopted policies, after following a systematic trend like public participation. Provide strategic direction, plans and policies, effective regulation, motivation and partnerships that integrate all municipal building blocks to achieve results			
TOTAL	50%				

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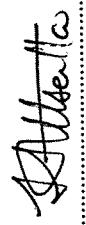
2. CORE COMPETENCY (CC)

Core Competency (CC's)	Weight %	Milestones	Comments	Own Rating (By Manager) (1-5)	Rating (By Panel Member) (1-5)
1. Moral Competency	10%				
2. Planning and Organizing	10%				
3. Analysis & Innovation	5%				
4. Knowledge and Information Management.	10%				
5. Communication	5%				
6. Results and Quality Focus	10%				
TOTAL	50%				

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AGREEMENT TO PERFORMANCE AND DEVELOPMENT PLAN

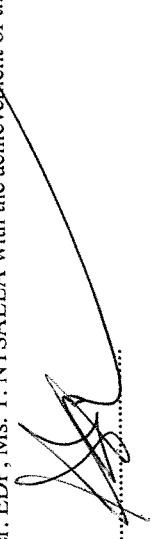
I agree with the objectives as set out in the Performance Development Plan and undertake to achieve the objectives as agreed on.

SIGNATURE:.....


Name of the General Manager: ECONOMIC DEVELOPMENT AND PLANNING, Ms. T. NTSALLA.

Date: **08 August 2018**.....

I undertake to support the General Manager: EDP, Ms. T. NTSALLA with the achievement of the above Performance Development Plan.

SIGNATURE:.....


Name of the MUNICIPAL MANAGER, Dr. DCT NAKIN

Date:

