

#### ANNEXURE A

#### MATATIELE

#### PERFORMANCE PLAN

## DEPARTMENT: ECONOMIC DEVELOPMENT PLANNING UNIT: LOCAL ECONOMIC DEVELOPMENT

YEAR: 2019 - 2020

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NAME:	MS. T.S. NTSALLA	LINE MANAGER:	MUNICIPALITY MANANGER
EMPLOYEE NO.	350043	JOB TITLE:	GENERAL MANAGER
JOB TITLE:	GENERAL MANAGER	BUSINESS UNIT/SITE	
DIVISION/BUSINESS UNIT	ECONOMIC DEVELOPMENT & PLANNING DEPARTMENT	PERIOD:	1 JULY 2019 – 30 JUNE 2020
STE	102 MAIN STREET, MATATIELE: 4730	REVIEW DATE:	
RATING SCALE			
	Not meeting the standard	ender i Lister production de recognique en productive de moter l'equivante de moternament de la communité de d	
	Meet some of the standards	e principal de la comparte del la comparte de la comparte del la comparte de la comparte del la comparte de la comparte del la co	
	Meet all the standards	anger angering den supportation and der de project de despektives and opportunities and despektives and despek	
Calaboration of the Calabo	Meet all and exceed some standards	and the state of t	
	Meet & exceed all standards		
Andready Agentification of the contraction of the c	Alterior description who had been supported by the control of the	$W_{\text{oight}} = 80\%$	

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Key Performance Areas (KPAs) ==	Weight = 80%	
1. Basic Service Delivery		
2. Municipal Institutional Development and Transformation		
3. Good Governance and Public Participation	30 %	
4. Municipal Financial Viability and Management	%0 0.1	
5. Local Economic Development (LED)		
6. Spatial Development	30%	and a second second control of the second
Core Competency Requirements (CCRs) =	Weight = 20%	
LEADING COMPETENCIES (LC's)	CORE COMPETENCIES (CC's)	and any owners of the control of the configuration
1. Strategic Direction and Leadership 10 %	Moral Competency	10 %
2. People Management 10 %	2. Planning and Organizing	$10^{96}$
3. Program and Project Management 10 %	3. Analysis and Innovation	5%
4. Financial Management 5 %	4. Knowledge and Information management	10%
5. Change Leadership 5 %	į.	to apply the company of the company
6. Governance Leadership 10 %	6. Results and Quality Focus	10%



## GENERAL MANAGERS PERFORMANCE FOR FY 2019/20

### 1. LOCAL ECONOMIC DEVELOPMENT

<del>i.</del>	اد	PROJECT NO
P3G4O12.01		REFE
Economi c Develop ment	2	KEY PERFOM ANCE AEREA
9	200%	Wei Wei
Improve support and investmen t in agricultur e	12.	STRATE GIC OBJECTI VE
services of an agent to run silo facility by 30 September 2019.	Acquire	MEASURAB LE OBJECTIVE/ OUTPUT
facility agent acquired by set date	Silo	KEY PERFO MANCE MEASU RE/IND ICATOR
of service provider to run Silo facility by 30 September 2019.der	Appointment	QUARTER 1 TARGET
	N/A	ACT VAL
ing progres s of the service agent by 31 Decemb er 2019.	Monitor	QUARTER2 TARGE ACT T UA
	N/A	ACT UAL
g progress of the service agent by 31 March 2020	Monitorin	QUARTER 3 TARGET AC
	N/A	QUARTER 3 QUA RGET ACT TAR UAL T
ng progress of the service agent by 30 June 2020.	Monitori	QUARTER 4 TARGE A T
	N/A	R.4 ACT UAL
, <u>, , , , , , , , , , , , , , , , , , </u>	N/A	Prog ress on the Date of Revi
	N/A	Own Ratin g
	N/A	Rati ng by Pan el Me mbe
	N/A	Ave rage Rati ng

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2.	PROJECT NO
P3G4O12.02	REF
Local Economi c Develop ment	KEY PERFOM ANCE AEREA
	ght Wei
12. Improve support and investmen t in agricultur e	STRATE GIC OBJECTI VE
Plant 50 hectors of grain crops, seedlings for 2000 households in 4 wards by 30 June 2020	MEASURAB LE OBJECTIVE/ OUTPUT
Number of hectors planted with grain crops and number of househol ds provided with seedlings by set date	KEY PERFO MANCE MEASU RE/IND ICATOR
Appointment of service provider by 30 September 2019.	QUARTER 1 TARGET
N/A	R1 ACT UAL
Ripping, planting 50 hectors of grain crops in 4 wards. Delivering seedling s to 1000 househ olds by 31 Decemb	QUARTER2 TARGE ACT T UA
N/A	ACT UAL
Top dressing, spraying and monitorin g.  Delivering seedlings to 1000 household s by 31 March 2020.	TARGET AC
Z Z	QUARTER 3 QUA RGET ACT TAR UAL T
Marvesti ng and monitori ng of progress	TARGE A
N/A	ACT UAL
N/A	Prog ress on the Date of Revi
N/A	Own Ratin
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4.	'n	PROJECT NO
P3G3O13.01	P3G4O12.03	REF
Local Economi c Develop ment	Local Economi c Develop ment	KEY PERFOM ANCE AEREA
		Wei ght
13. To Support the developm ent of SMME to participat e in a diversified and growing economy	12. Improve support and investmen t in agricultur e	STRATE GIC OBJECTI VE
Support sixty (60) SMME's through skills development training in Waste Management , animal production and plant production by 30 June 2020.	Coordinate livestock (sheep and cattle) improvement in two (2) wards ( 12 and 17) by 30 June 20202018	MEASURAB LE OBJECTIVE/ OUTPUT
Number of SMMEs trained by set date	Number of wards assisted with livestock improve ment by set date by set date date	KEY PERFO MANCE MEASU RE/IND ICATOR
Conduct training on Waste Management for 20 SMMEs by 30 September 2019	Appointment of service provider by 30 September 2019.	QUARTER 1 TARGET
N/A	N/A	0A2 7
Conduct training on animal producti on for 20 SMMEs by 31 Decemb er 2019	Vaccinat ion of sheep and cattle by 31 Decemb er 2019	QUARTER2 TARGE AC T
N/A	N/A	TER2 ACCT UAL
Conduct training on <u>plant</u> production for 10 SMMEs by 31 March 2020.	Vaccinatio n of sheep and cattle by 31 March 2020.	TARGET AC
N/A	N/A	JULY 2019-JUNE2020 QUARTER 3 QUA RGET ACT TARK UAL T
N/A	Monitori ng of progress by 30 June 2020.	QUARTER 4 TARGE A T
N/A	N/A	R 4 ACT UAL
N/A	N/A	Prog ress on the Date of Revi
N/A	N/A	Own Ratin g
N/A	N/A	Rati ng by Pan el Me mbe
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PROJECT NO		5
REF		P3G4O13.02
PERFOM ANCE AEREA		Local Economi c Develop ment
ght		
STRATE GIC OBJECTI VE	13.Suppor t the developm ent of SMME to participat e in a diversified and growing economy	13.To Support the developm ent of SMME to participat e in a diversified and growing economy
MEASURAB LE OBJECTIVE/ OUTPUT	Support eight (8) SMMEs through funding by 30 June 2020	Support 40 Emerging contractors through skills development training on construction, Health and Safety, SCM processes and Project Management by 30 June 2020.
KEY PERFO MANCE MEASU RE/IND ICATOR	Number of SMMEs and Co-operatives funded by set date	Number of Emergin g contract or trained by set date
QUARTER TARGET	Appointment of service provider by 30 September 2019	Conduct 15 trainings on Health and Safety for emerging contractor30 September 2019
UAL ACT	N/A	N/A
QUARTER2 TARGE ACI T UA	Funding and monitor ing of four (4) SMMEs by 31 Decemb er 2019	Conduct 15 training s on SCM process es for emergin g contract or 31 Decemb er 2019
TER2 ACT UAL	N/A	N/A
TARGET AC	Funding and monitorin g of four (4) SMMEs by 31 March 2020.	Conduct 10 trainings on Project Managem ent processes for emerging contractor s 31 March 2020.
QUARTER 3 QUARGET ACT TAR UAL T	N/A	N/A
TARGE A	Monitori ng of eight (8) funded SMMEs 30 June 2020.	N/A
R 4 ACTI UAL	N/A	N/A
Prog ress on the Date of Revi	N/A	N/A
Own Ratin	N/A	N/A
Rati ng by Pan el Me mbe	N/A	N/A
Ave rage Rati ng	N/A	N/A

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NO	PROJECT	PI	ė,		7.							
무			3G4O13.03	F	01	3G5O14.0	PS					
KEY	ANCE AEREA		Local Economi c Develop	ment	Local	Economi c Develop	ment			**********		
¥ o	ght		•									
STRATE	OBJECTI VE		13.Suppor t the developm ent of	participat e in a diversified and growing economy	14.	and Market	as a  Destinatio  n of choice	through	show- casing	tourism	events	
MEASURAB	OBJECTIVE/ OUTPUT		Acquire 10 hawker shelters for informal	Matatiele town by 31 December 2019.	Host the 8th	Matatiele Music Festival by 31	December 2019.					
PERFO	MANCE MEASU RE/IND	ICATOR	Number of hawker shelters	by set date	8th	ed Matatiel	e Music Festival held by	set date				
OUARTER 1	TARGET		Appointment of service provider to acquire 10	shelters by 30 September 2019	Appointment	of service provider to coordinate	the music festival by 30 September	2019.				
ĩ	ACT VAL		N/A		N/A							
QUARTER2	TARGE T		Delivery and installati on of	hawker shelter by 31 Decemb er 2019.	Marketi ng and	ng and procure ment of	services and	of the	Music	Festival	by 31	Decemb er 2019.
TER2	ACT		N/A		N/A							
QUARTER 3	TARGET		N/A		Final	to service provider/s	by 31 March 2020.					,
QUARTER 3 QUA	UA ACT		N/A		N/A							
QUARTER 4	TARGE		N/A		Close	report for the	e Music festival	ed to	Council by 30	June	2020	
R4	UA C		N/A		N/A							
Prog	ress on the	Date of Revi ew	N/A		N/A							
	Ratin	<b>o</b>	N/A		N/A							
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PROJECT NO
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P3G5014.03  Local Economi c C Develop ment	ECT NO	REF	KEY PERFOM ANCE	Wei	STRATE GIC OBJECTI	MEASURAB LE OBJECTIVE/		KEY PERFO MANCE	FO TAF	ČĘ Ö	O QUARTER 1 TA	O QUARTER 1  TARGET ACT	O QUARTER 1 QUARTER2  VCE TARGET ACT TARGE ACT TA	O QUARTER 1 QUARTER2  VCE TARGET ACT TARGE ACT TA	JULY 2019-JUNE O QUARTER 1 QUARTER2 QUARTER 3  VICE TARGET ACT TARGE ACT TARGET ACT	JULY 2019-JUNE O QUARTER 1 QUARTER2 QUARTER 3  VICE TARGET ACT TARGE ACT TARGET ACT	OUARTER 1 QUARTER2 QUARTER 3 Q	OUARTER 1 QUARTER2 QUARTER 3 QUARTER 4  TARGET ACT TARGE ACT TARGET ACT TARGE ACT
Local Economi C Develop ment Destinatio n of choice through show casing tourism events.			ANCE AEREA	gnt	OBJECTI VE	OBJECTIVE/ OUTPUT	MANCE MEASU RE/IND ICATOR		TARGET		VAI.	ACT TARGE UAL T	ACT TARGE ACT TARGET UAL T	ACT TARGE ACT TARGET UAL T	ACT TARGE ACT TARGET ACT UAL T. UAL UAL	ACT TARGE ACT TARGET ACT TARGE UAL T. UAL T. TARGET UAL T.	ACT TARGE ACT TARGET ACT TARGE ACT UAL T UAL	ACT TARGE ACT TARGET ACT TARGE ACT ress  UAL T UAL On the of Revi
C Market Develop Matatiele as a Destination program ment Destinatio no programmes programmes programmes programmes coordina ted by show casing tourism events. (destination program marketing) mes coordina ted by set date		14.03	Local Economi		14. Promote	Coordinate 6 (six) Tourism	Number		Coordinate the sitting of	Coordinate N/A the sitting of	2	N/A	N/A 1] Coordin	N/A 1] N/A Coordin	N/A 1] N/A Coordinat Coordin e one (1)	N/A 1] N/A Coordinat N/A Coordin e one (1)	N/A 1] N/A Coordinat N/A Coordin N/A Coordin e one (1) ate one	N/A 1] N/A Coordinat N/A Coordin N/A Coordin e one (1) ate one
Destinatio Lead by Set date		P3G5C	Develop ment		Market Matatiele as a	marketing) programmes	program mes	07	Tourism Organization	ourism Organization			sitting of one	sitting of one	sitting awarenes of one s (1) ITO campaign.	sitting awarenes of one s (1) ITO campaign.	sitting awarenes of one s (1) ITO campaign.	sitting awarenes of one s (1) ITO campaign.
v. 3					Destinatio n of choice	2020	ted by	3 5	meeting by	eting by	eting by	eting by	eting by	eting by meeting , [2]	eting by meeting , [2]	eting by [2] Establish	eting by [2] Establish	eting by [2] Establish
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events.					tourism			.6T07	ÿ.	· ·	9. (1)			(1)	(1)	(1) trails at	(1) trails at	(1) trails at
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KEY	7 5 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6	AEREA						-	Economi c Develop ment
		9							
STRATE		VE C						21	build a cohesive tourism sector
MEASURAB		OUTPUT							of a tourism sector plan review by 30 June 2020.
KEY		MEASU	RE/IND	ICATOR				1	sector plan develop ed by set date
) I A DYE	4.50	3305						Amaint	of service provider to develop tourism sector plan by 30 September 2019.
	ì	<u> </u>							
Castavill	1000	T 330c						D-5555+	ation of draft sector plan to Local Tourism Organis ation (LTO) 31 December 2019.
3		UA ?						21/2	
JULY 2019-JUNE2020	TADCET	UAL						Droppints;	on and approval of the final draft tourism sector plan by Council 31 March 2020.
)19-JUN	3	UAL:						2/2	
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■ 71 1. 27 14 14 17 14 14 14 14 14 14 14 14 14 14 14 14 14	N/A		N/A N/A	N/A N/A	N/A N/A N/A	N/A N/A N/A Presentati ons of the reviewed by-laws and policies at the Departme ntal and Annual Strategic Planning workshop.	N/A N/A N/A Presentati N/A Presentati the reviewed by-laws and policies at the policies at the ntal and Annual Strategic Planning workshop.  DAL T  VAL T  UAL T  UAL T  UAL T  VA Presentati N/A Present	N/A N/A N/A Presentati N/A Presenta tions of the reviewed by-laws and the policies at the heat had by-laws and the ntal and Annual Strategic Planning workshop.  N/A N/A N/A Presentati N/A Presenta tions of the tions of the policies at laws and the policies at policies at laws and the ntal and Annual structur es.	N/A N/A N/A Presentati N/A Presenta N/A ons of the reviewed by-laws and the ntal and Annual Strategic Planning workshop.  N/A N/A N/A Presenta N/A tions of the tions of the structur es.



#### DEVELOPMENT PLANNING

1.	RÖJECT NUMBER.
P4G6O16.01	IDP REF.  KEY PERFORMANCE AREA
Spatial rationale	WEIGHT
Coordination of Land survey activities	PROJECT DESCRIPTI ON
	KEY PERFOR MANCE MEASUR E INDICAT OR
Appointm ent of a land surveyor to Undertake 5 land survey activities by 30 June 2020	ANNUAL TARGET & TIME FRAME
Processes for the appointment of the land surveyor to Undertake 5 land survey activities by 30 September 2019.	QUARTER I JULY-SEP TANGET ACTUAL
Submission by the Land Surveyor of an application to Surveyor General for (1) closure and rezoning of 16 disposed open spaces, (2) Rezoning of 8 land parcels by 31 December 2019.	QUAR OCT- TARGET
Submission by the Land Surveyor of an application to Surveyor General for (3) relocation of 5 unsuitable land allocation (4) Resurveyin g of 10 land parcels (illegal allocations/ extension and encroachm ents by 31 March 2020.	TER 2  QUARTER 3  -DEC  ACTUAL  TARGET  ACTUAL
by the Land Surveyor of an application to Surveyor General for (5) Survey of 8 municipal land parcels by 30 June 2020.	QUARTER 4 APRJUN TARGET ACTUAL
	SASAT RATING PANEL  N THE PERIOD UNDER REVIEW  REVIEW

	P4G6O16.02	ROJECT NUMBER.
	Spatial rationale	IDP REF.  KEY PERFORMANCE AREA
		WEIGHT
MoV Q2-Q4: Quarterly reports and Final report	Traffic study for Cedarville commercial development	DESCRIPTI ON  MoV
	Number of traffic studics undertaken	PERFOR MANCE MEASUR E INDICAT OR
	Conduct Cedarville commercial development traffic study by 30 June 2020	TARGET & TIME FRAME
Q1: Advert and appointment letter	Processes for the appointment of a service provider to undertake traffic study for Ccdarville commercial development by 30 September 2019.	QUARTER I  JULY SEP  TARGET  A  Ql: Advert and appointment letter
Q2: Quarterly reports	Submission of quarterly report on progress of surveying of Cedarville commercial developmen t traffic study to Council by 31 December 2019.	TVAL.  Q2: Subm of applic Surve Gene (SG) diagrand rand rand rand rand rand rand rand
		ACTUAL
Q3: Quarterly reports	Submission of quarterly report on progress of surveying of Ccdarville commercial developme nt traffic study to Council by 31 March 2020.	QUARTER 3  JAN - MAR  JAN - MAR  TARGET ACT  ACT  Q3: Submission of application/ Surveyor General (SG) diagrams and reports.
Q4: Quarterly reports and Final report	Submission of quarterly and Final report on progress of surveying of Cedarville commercial development traffic study to Council by 30 June 2020.	UAL TAI
	0441 773	TER 4 ACTIVAL:
		SASAT RATING END OF THE PERIOD UNDER REVIEW
		ING BY PANEL



	2.		ROJECT NUMI	SER.	
P4G6O16.03	P4G6O16.03		IDP REF.		
Spatial ratio	onale	K	EY PERFORMANO WEIGHT	E AI	REA
	<u>. ca</u>	< <	WEIGHT		<b>.</b>
	land parcels	Valuation of		9	DESCRIPTI
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	land pa valued	Number of	Z.	X X	E,
	valued	Number of	E INDICAT	MANCE	PERFOR
	233 = <	o <			7,
	Municipal land parcels by 30 June 2020	Valuation of 20		FRAME	TARGET &
		n		<b>内</b>	- X
	council on the valuation of the 20 Municipal land parcels by 30 September 2019.	Monitor and	7.		1
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				JULY - SEP	QUARTER 1
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	cou the valu the.' Mu land by 3	를 조			
	council on the valuation of the 20 Municipal land parcels by 31 December 2019.	Monitor and report to	TARGET	8	QU/
	of of old of	nd	3	OCT-DEC	QUARTER 2
			ACTIVIL	C	TER 2
	to com on the valuati the 20 Munic land pa by Man 2020	anc Mc			200
	to council on the valuation of the 20 Municipal land parcels by March 2020	Monitor and report	TARGET	7.	And
	sis of			JAN-MAR	QUARTER 3
			ACTUAL	R	₹3
	D ™ X C th C	<u>ک</u> ہ			
	council on the valuation of the 20 Municipal land parcels by June 2020	Monitor and report to	TARGET	A	2
	n tion   al li	and	-	APR - JUN	QUARTER 4
			ACTIVAL	٦	R 4
			UNDER REVIEW	THE PERIOD	SASAT END OF
			<b>4</b> *	Ð	# 7
					RATING
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				#300000 Tel	4000
					PANEL BY



	4	ROJECT NUMBER.
	P4G6O16.03	IDP REF.
	Spatial rationale	KEY PERFORMANCE AREA
2	C a :: d d z a C v p	WEIGHT
MoV	Planning & Survey of Commercial and residential(mi ddle income) development in Mataticle and Cedarville	PROJECT DESCRIPTI ON
	Number of middle income and commercial townships planned and surveyedby set date	KEY PERFOR MANCE MEASUR E INDICAT OR
	Opening and Gazetting of Township register for Cedarville and Mataticle by 30 June 2020	ANNUAL TARGET & TIME FRAME  Outline  Ou
Q1: Proof of submission to conveyancer	Submission of conditions of conditions of conveyancer for opening Township register for Cedarville and Matatiele with Deeds Office by 30 September 2019.	QUARTER I JULY—SEP TARGET A  Cubmission
		πυλι
Q2: Quarterly report	of of conditions of establishme nt to Conveyance r for opening Township register for Cedarville and Matatiele with Deeds Office by 30 December2 019.	1 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1
		TER 2 -DEC ACTUAL
Q3: Approved Township register	Opening of Township register for Cedarville and Mataticle after obtaining approval from the Deed office by 31 March 2020.	
		TA.
Q4: Submission to Tribunal and gazette number	for approval layout plans by the Municipal Tribunal and Gazetting of Township register for Cedarville and Mataticle by June 2020.	QUARTER 4 APR - JUN TARGET AC TARGET AC TARGET TARGET  Q4: Quarterly reports Submission
		TIAL
		SAS AT END OF THE PERIOD UNDER REVIEW
		RATING
		BY PANEL

	5	ROJECT NUMBER.
P4G6O18.02	P4G6O16.04	IDP REF.
Spatial rationale	Spatial rationale	KEY PERFORMANCE AREA
		WEIGHT
Maluti Land Tenure Upgrade: Mapping Land, surveying, Township registration mapping, land	Feasibility study-Mataticle	PROJECT DESCRIPTI ON
Number of land tenure upgraded	Number of feasibility studies undertaken	PERFOR MANCE MEASUR E INDICAT OR
Facilitate completion of Maluti Land Tenure upgrade by 30 June 2020	Feasibility study completed by the set date	ANNUAL TARGET & TIME FRAME
Processes for the appointment of a service provider to Facilitate completion of Maluti Land Tenure upgrade by 30	Processes for the appointment of a service provider to undertake a general mixed-use feasibility study in Ward 19 by 30 September 2019.  Q1: Appointment letter	QUARTER I JULY - SEP
Submission of quarterly reports to council by service provider on physical aspects	Submission of quarterly report on progress of undertaking a general mixed-use feasibility study in Ward 19 by 31 December 2019.  Q2: Quarterly reports	ОПАН ОСТ
of quarterly reports to council by service provider on surveying and resurveyin g where applicable	Submission of quarterly report on progress of undertaking a general mixed-use feasibility study in Ward 19 by 31 March 2020.  Q3: Quarterly reports	TAAL TAA
le ii se on y		QUARTER 3  JAN - MAR  GET ACTUAL
of quarterly reports to council by service provider on conveyancin g (Property and Township registration)	Submission of quarterly report and Final on progress of undertaking a general mixed-use feasibility study in Ward 19 by 30 June 2020.  Q4: Quarterly reports	QUARTER 4  APR - JUN  TARGET ACTUAL
		S AS AT END OF THE PERIOD UNDER REVIEW
		RATING
		BY PANEL

		ROJECT NUMBER.  IDP REF.  KEY PERFORMANCE AREA  WEIGHT
MOV	use verification and finalization of zoning scheme	PROJECT DESCRIPTI ON
		PERFOR MANCE MEASUR E INDICAT OR
		ANNUAL TARGET & TIME FRAME
Q1: Appointment letter.	September 2019.	QUARTER 1 JULY - SEP TARGET ACTUAL
Q2-: Quarterly reports	analysis for Maluti project by 31 December 2019.	QUARTER 2  QUARTER 2  OCT - DEC  TANGET ACTUAL
Q3- Quarterly reports	by 3 I March 2020	
Q4: Quarterly reports	at the Deeds office.  Facilitation of issuing title deeds by 30 June 2020.	QUARTER 4  APR - JUN  ATTARGET ACTUAL
		PROGRES S AS AT END OF THE PERIOD UNDER REVIEW
		RATING
		RATING PANEL



	3.	ROJECT NUM	IBER.
Good Governance and Institutional Developm	ent	KEY PERFORMAN	CE AREA
		WEIGHT	
I.Develop- Car Wash, Funeral Parlour, Hardware Policy Public open spaces Policies 2.review_Lan d Invasion. , Bed and Breakfast policies Establishment of Construction site; Keeping of livestock, Advertising bylaws,)and SOPs	Development and Review of policies and Bylaws Standard Operating Procedures (SOPs)		DESCRIPTI ON
	Number of policies ,bylaws,SO Ps developed and reviewed	INDICAT OR	PERFOR MANCE MEASUR
	Development -(4 policies) Reviewing of policies (6), bylaws (2) and SOPs (8) by June, 2020		TARGET & TIME FRAME
	Development and Review of bylaws and SOPs by September,2 019	TARGE	ARTER LY-SE
	nt and Review of bylaws and SOPs by December,2 019		RTEI T-DI
	nt and Review of bylaws and SOPs by March, 202		QUARTER 3  JAN-MAR  TARGET ACTUAL
	of policies bylaws and POSs to Council for approval by June,2020	5	QUARTER 4  APR - JUN  TARGET ACTUAL
		REVIEW	RATING
			PANEL

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	1. 3. IDP KPA/Project NO & Nam	ie.
	Preparation of section A reports  INDIVIDUAL KEY PERFORMANC  AREA/PROJECT NAME.	E
	% 5 WEIGHT  Sect 1 Prepared Frequency Section Annual Target  Propared Frequency Section Annual Target  Propared Frequency Section Annual Target	
	Annual Target Prepar e 4 sectio n A report s in the 2020/ 2021 IDP Revie w proces s	
	Numbe r of section A reporte d prepare d	
	Quarterly 1 Targets Prepara tion of 1 section A Reports :-20/21 IDP/Bud get process plan	
	Employe e Activitie s Activitie s Prepare section A Reports and submit to committ ees section	Quarte
	Actu al Perfo Iman and Time Fram e	Quarter 1 (July – Sep)
	(POE attachments)  Section A Reports and emails for submissi on	-Sep)
	Quarterly 2 Targets	
	Employ ee Activitie s	Quai
	Actual Perform ance and Time Frame	Quarter 2 (Oct - Dec )
	MOV (POE attach ments)	Dec)
	Quarterly 3 Targets  Quarterly 3 Targets  Prepara tion of 2 section A Reports :- plannin g session report -draft 20/21 IDP review	
	Employ eee Activitie s Prepare section A Reports and submit to committ ees section	Quar
	Actual Performance and Time Frame	Quarter 3 (Jan – Mar)
	MOV (POE attachm ents)  Section A Reports and emails for submissi on	- Mar)
	Quarterly 4 Targets  Prepar ation of 1 sectio n A Repor ts: sessio n report - adopti on of 20/21 IDP	
	ee Activitie s  Preparation of section a Adoption of the 19/20 IDP	Quar
	Actual Perform ance and Time Frame	Quarter 4 (Apr – Jun)
	MOV (POE attrac hme nts)  Secti on A Repo rts and email s for subm ission	funt
>	Own/Self-Rating (1-5)	

 Pr	epa	ratio	n o	f ur	2. nit C	Qua	rte	rly	rep	ort	5							3. IDP KPA/Project NO & Name.  INDIVIDUAL KEY PERFORMANCE  AREA/PROJECT NAME.
															%	0	1	WEIGHT
				,	Ę Ę	5 Te	s for	report	Risk	s and	report	mance	Perfor	<u></u>	quarte	ro	Prepar	Annual Target
													<u>a</u>	prepare	reports	r of	Numbe	KPI
									Report	risk	and Q4	report	ance	perform	Q4	18/19	Prepare	Quarterly 1 Targets
	report	-prepare	POES'S	upload	and	cyctom	EDWS.	report	ance	Perform	<	Quarterl	-capture	reports	monthly	ate	Consolid	Quartt Employe e Activitie s
																		Ouarter 1 (July – Sep)  ploye   Actu   MOV     al   (POR     perfo   atta     rman   ents     ce   and     Time     Fram   e
				•	System	Foms	from	generat		sk office	M&E/KI	to	reports	on	submissi	for	Email	MOV (POE attachm ents)
			·,			7	Repo	<u> </u>	Cand	repor	ce	rman	perfo	2	19/20	æ	Prepa	Quarterly 2 Targets
Q1 risk report	prepare	POES'S	upload	and	system	EPMS	on the	ranort		<b>Y</b>	Quarter	-capture	reports	monthly	ate	Consolid	•	Quart Employ ee Activitle s
			***************************************															Quarter 2 (Oct - Dec)
		3	Syste	Epms	from	report	ਨੇ ਹ	genera		office	ואומר/	3 TO	report	sion	submis		Email	MOV (POE attach ments)
									,	Report	ناخ د ا	report	mance	perior	2	19/20	Prepare	Quarterly 3 Targets
 Q2 risk report	prepare	PUES S	upload	and .	system	EPMS	on the	report	ance	Perform	× 200	Ouarter	reports	monuny	are	Consolia	7	Employ ee Activitie
															***************************************			ploy Actual MOX Perfor (POE ivitle manc attaine and ents frame
		***************************************			System	Epms	from	e report	generat	: (	sk office	M&E/Ri	ל קלים	raports	SUDITION	ci basicci	for Email	MOV (POE attachm ents)
						~+	Repor	risk	ස	and	report	ന	manc	perfor	03 20	19/20	Prepai	Quarterly 4 Targets
	report	Q3 risk	nrenare	nbload	and	system	EPMS	on the	report	ance	Perform	< ,	Quarter	-capture	reports	monthly	ate	Employ ee Activitie
																		ploy Actual Mi Perform (Pi Ivitie ance at and fin Time nt
		э ,	Syste	Foms	÷ ;	repor	rate	gene	ı	office	/Risk	M&E	ts to	repor	ission	subm	for	MOV (POE attac hme nts)
										**************************************						·····		Own/Self-Rating (1-5)
																		Panel-Rating (1-5)

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				DP	Re	pre	ser	nta	tive	e fo	oru	ım	Me	eti	ngs						3. IDP KPA/Project NO & National Individual KEY PERFORMAN AREA/PROJECT NAME.	
																		%	0	ы	WEIGHT	
									2020	June	30	ngs by	Meeti	Forum	Ve	entati	Repres	Бb	ct 4	Condu	Annual Target	
														date	by set	held	ngs	meeti	er of	Numb	КРІ	
																S	meeting	Forum	1st Rep-	Conduct	Quarterly 1 Targets	
	rs	councilo	and	ment	manage	to the	memo'	-prepare					S	meeting	the	tion for	presenta	me and	Program	-Prepare	Employe Act e al Activitie Pe s ce and Fra	Quarter 1
							memos	Copy of							nt	docume	ation/	present	the	Copy of	Actu MOV al (POE Perfo attachm rman ents) ce and Time Fram e	Quarter 1 (July – Sep)
						•	<del></del>			L			ngs	meeti	3	Foru	Rep-	2 <sup>nd</sup>	uct	Cond	Quarterly 2 Targets	
25	councilo	and	agent	man	to the	memo'	prepare	ť					v	meeting	the	ation for	present	me and	Program	Prepare	Employ ee Activitie s	uent
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					S	memo	<u></u>	Сору							ent	docum	tation/	presen	of the	Сору	MOV (POE attach ments)	Jec J
															SB	meetin	Forum	Kep-	, t	Conduc	Quarterly 3 Targets	
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						memos	Copy of								חנ	docarre	dacumo	present	LIE LIE	Copy of	MOV (POE attachm ents)	Link
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					os —	mem	약	Ado	,					ment -	doc:	200	ntati	nrasa	† S	Сору	(POE attac hime nts)	
																					Own/Self-Rating (1-5)	

4.

3. IDP KPA/Project NO & Name.

Panel-Rating (1-5)

	5.						3. IDP KPA/Project NO & Name.
	IDP Communi	ty outreach					INDIVIDUAL KEY PERFORMANCE AREA/PROJECT NAME.
		2 7	<b>2</b> ω c		- c		WEIGHT
		mber 2019	30 Nove	outrea ch hy	unity	P P	Annual Target
			Carc	by set	cted	CBP CBP	KPI
						-	Quarterly 1 Targets
	***************************************						
N/A	N/A					N/A	Quar Employe e Activitie s
N/A	N/A	,,				N/A	d d
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N/A	N/A					N/A	Quarterly 2 Targets
consu ated outre	Prepa repor g temp e for outre h rep	outrea h	and	mana	б	pre	s Act Em
consolid ated outreac	Prepare reportin g templat e for outreac h report	outreac h	and councilo	manage ment		memo's	-
							Quarter 2 (Oct - Dec )  bloy Actual MOV Perform (POE attach and ments)  Time Frame Frame
of Conso	Rep ing ten				S	Sig.	- Dec )  MOV n (POE attach ments
+ 6 6	<u> </u>					Signed	ec) MOV (POE attach ments)
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				<u> </u>			Quarter loy little li
3	N/A					N/A	Quarter 3 (Jan – Mar)  Sloy Actual MOV Perfor (POE manc eand ents Time Frame  N/A N/A
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3						·	
3	Z N					3	Qual Employ ee Activitie s
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	P		************				4 (Apr – Ju Actual Perform ance and Time Frame
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							Own/Self-Rating (1-5)
							Panel-Rating (1-5)

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Status Quo Report tabled to council  NDIVIDIAL REY PERFORMANCE AREA/PROJECT NAME WEIGHT Annual Target  REPURING Status Quo Report tabled to Council  Status Quo Report tabled to Council  Status Quo Report tabled to Council  Status Quarterity 1 Targets  Report Council Targets  Report Time Repor	6.	3. IDP KPA/Project NO & Name.
WEIGHT Target  Annual Target  Sep of Quot  Good Tablin  Seport Tablin  Form Country  Frame  Frame  Good Tabled  Form Country  Frame  Frame  Good Tabled  Frame  Frame  Good Tabled  Frame  Frame  Frame  Good Tabled  Frame  Frame  Good Tabled  Frame  Good Tabled  Frame  Good Tabled  Frame  Frame  Good Tabled  Frame  Good Tabled  Frame  Good Tabled  Frame  Frame  Frame  Frame  Good Tabled  Frame  Frame  Frame  Frame  Frame  Frame  Frame  Frame  Good Tabled  Frame	Status Quo Report tabled to council	
Council labeled date of the property of the pr		
Quarter1 (July Sep)  Quarter2 (Oct - Dec)  Quarter3 (Jan - Mat)  Quarter4 (July - Sep)  Quarter4 (July - Sep)  Quarter4 (July - Sep)  Quarter4 (July - Sep)  Activitie Perto attachm rest sind ents)  Sinual N/A	Tablin g of Status Quo Report to Counci l by 31 Januar y 2020	Annual Target
Counter I (luly—Sep)	Status Quo Repor t tabled to counci I by set date	KPI
Territory—Sep)  Actu (POE e Perform Countrer)  Actu (POE e Perform countrer)  Actu (POE e Perform countrer)  Actuvitie and ents)  Time read attachm e e Perform (POE e ents)  Activitie and ents)  Activitie and ents)  Time read attachm e e e Perform (POE e ents)  Activitie and ents)  Time read attachm e e e e Perform (POE e ents)  Activitie manc attachm e e ents)  Time read attachm e e ents)  Time read attachm e e ents)  Activitie manc attachm e ents)  Activitie manc attachm e ents)  Time e and ents)  Activitie manc attachm e ents)  Time e and ents)  Activitie manc attachm e ents)  Time e and ents)  Activitie manc attachm e ents)  Activitie manc attachm e ents)  Time e and ents)  Activitie manc attachm e ents)  Activitie manc attachm e ents)  Time e and ents)  Time e and ents)  Time e and ents)  Activitie manc attachm e ents)  Activitie manc attachm e ents)  Time e and ents)  Time or attach e and ents)  Time e and ents of ents o	2/2	Quarterly 1 Targets
Quarter/2 (Oct - Dec)  Quarter/2 (Oct - Dec)  Employ Actual MOV  ee Perform (POE and ments)  Time Phame  Quarterly  Activitie ance Frame  Quarterly  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/	N/A	Quarte Employe e Activitie s
Quarter/2 (Oct - Dec)  Quarter/2 (Oct - Dec)  Employ Actual MOV  ee Perform (POE and ments)  Time Phame  Quarterly  Activitie ance Frame  Quarterly  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/	N/A	r I (July Actu al Performan ce and Time Fram e
Courter 2 (Oct - Dec)   Courter 3 (Jan - Mar)   Courter 4 (Apr - Jun)	Z Þ	— Sep)  MOV (POE attachm ents)
Quarterly Activities (Tasks to be performed)  Quarter 2 (Oct – Dec)  Quarter 2 (Oct – Dec)  Perform  (POE	Z >	Quarterly 2 Targets
iles (Tasks to be performed)  Quarter 3 (Jan – Mar)  Employ Actual MOV  ee e Perfor (POE attachm east)  Tame  Quarter 4 (Apr – Jun)  Employ Actual MOV  ee and ents)  Time Frame  Time frame  Activitie and hme Time frame  Ouarter 4 (Apr – Jun)  Actual MOV  ee Time frame  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/	N/A	Quar
iles (Tasks to be performed)  Quarter 3 (Jan – Mar)  Employ Actual MOV  ee e Perfor (POE attachm east)  Tame  Quarter 4 (Apr – Jun)  Employ Actual MOV  ee and ents)  Time Frame  Time frame  Activitie and hme Time frame  Ouarter 4 (Apr – Jun)  Actual MOV  ee Time frame  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/	Z >	Quarterly Acer 2 (Oct - I Actual Perform ance and Time Frame
Actual MOV Perfor (POE manc e and ents)  Frame d'afft N/A	N/A	Hes OV OV ents
Actual MOV Perfor (POE manc e and ents)  Frame d'afft N/A	N/A	Quarterly 3 Targets
Actual MOV Perfor (POE manc e and ents)  Frame d'afft N/A	draft situatio nal analysis report to council	performed). Quart Employ ee Activitie s
Quarter 4 (Apr – Jun)    Employ   Actual   MOV     ee		Actual Performance and Time Frame
Employ Actual (POE Activitie ance Time nts) Frame  N/A  N/A  N/A  Quarter 4 (Apr-Jun)  Activitie ance ance time nts) Frame	situatio nal analysis report council resoluti on	Mar) MOV (POE attachm ents)
Quarter 4 (Apr-Jun)  Actual Perform (POE ance and Time Time nts) Frame  /A  /A  N/A  N/A  N/A  N/A	N/A	Quarterly 4 Targets
OV OE S)	3	S 9 8 3 1
OV OE S)	2	Actual Perform ance and Time Frame
Own/Self-Rating (1-5)		MOV (POE attac hime ints)
Panel-Rating (1-5)		

		7.				
	Strateg	c planning session	1			IKPA/Project NO & Name.
					% 20	WEIGHT
			y 2020	Plannin g Session by 28 Februar	Hold Strategi	SDBIP Annual Target
						KPI
		Text The State Section of the		Session Held by set date	Strategic Planning	
					N/A	Quarterly 1 Targets
<u>,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</u>					N/A	Qu Emplo yee Activit les
		, , , , , , , , , , , , , , , , , , ,			N/A	- 3
					/A	Actual Actual Perform ance and Time Frame
					N/A	MOV (POE attach ments
			cour strai	depar ental strate plann sessio	f e Pr	ਪ ਤ Quarterly 2 Targets
		Session	and council strategic planning	departm ental strategic planning sessions	Prepare template	
			session	on outline to be followed for the strategic	Prepare the	Quar Employee Activities
				ed line	re Mati	, ter
						2 (Oct – Actual Perfor mance and Time Frame
				ation outline and templat	Power point present	MOV (POE attach ments)
				**	<u> </u>	Quarterly 3 Targets
				session	Conduct Strategic Planning	
Prepare consolida ted strategic planning session	Prepare situation al analysis presenta ion for the MM	Prepare strategic planning session program	managers and councilor	outline to manage ment and memo's	Send presntati on	(Oct Dec ) Quantity (POE attach mance attach ments) Quarterny Q
are olida egic ening on	Prepare situation al analysis presentat ion for the MM	are egic ning on ram	managers and councilor s	ne to age	ntati	Quarte loye lities
						Quarter 3 (Jan - Mar) loye Actual Mo Perfor (Pr Ities mance att Time Frame
Consoli date the strategi c plannin	Power point present ation	Copy of the present ation		manage rs. Copies of memo's	Copy of email sent to	MoV (POE attach ments)
egi el		nt of		age es		
N/A	N/A	N/A			N/A	Quarterly 4 Targets
	N/A	N/A			N/A	Emplo yee Activiti
						0 III
N/A	N/A	N/A			N/A	Actual Perform ance and Time Frame
N/A	N/A	N/A			N/A	Quarter 4 (Apr – Jun)  Actual MOV Perform attac and Time Frame
<u> تر</u>						Jun) MOV (POE attachme nts)
	1		1			Own/Self-Rating (1-5)
						Panel-Rating (1-5)



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8.		
Tabling and adoption of the draft IDP Do	cument	IKPA/Project NO & Name.
	% 15 % 15	WEIGHT
Adopti on of the 2020/2 021 IDP Review Docum ent by 30 May 2020	Tabling of the 2020/2 1 Draft IDP Review Docum ent by 31 March 2020	SDBIP Annual Target
2019/20 020IDP Review adopted by Council by set date	2019/20 Draft IDP Review tabled to Council by set date	KPI
	N/A	Quarterly 1 Targets
N/A	N/A	Qua Emplo yee Activit ies
N/A	N/A	Quarter 1 (July - Sep)  plo Actual Mi Perform (P)  vit ance and att Time my Frame )
N/A	N/A	MOV (POE attach ments )
N/A	N/A	Quarterly 2 Targets
N/A	N/A	Quarte Employee Activities
N/A	Z/ >	Quarter 2 (Oct - Deciloyee Actual Milities Perfor (Prime Time Frame
N/A	N/A	(Oct Dec )  Quart  (Cott Dec )  Cotto Dec )  Employe  Employe  Employe  Activities  Ime  rame  Quart  Cotto Dec )  Cotto Dec )
N/A	Table the 2020/21 Draft IDP to Council	Quarterly 3 Targets
and formattin g of draft IDP N/A	Checking and verificati on of key issues and consolida te per departm ent	Quart Employe e Activities
N/A		Quarter 3 (Jan - Mar)  Oye Actual Mo Perfor (PC Pitles mance att and me Frame
N/A	Consoli dated key issues per depart ment	Mar) MOV (POE attach ments)
Tabling of draft 2020/20 21 IDP Review for adoption by Council	Ş	Quarterly 4 Targets
Align sector plans and verifica tions of inputs Refere ncing of the IDP key issues and aligh per KPA	N/A	5 5
	N A	Quarter 4 (Apr – Jun)  Actual MOV Perform attac and nts) and Time Frame
Final IDP document	N/A	MOV (POE attachme nts)
		Own/Self-Rating (1-5)
		Panel-Rating (1-5)

``1		
IKPA/Pro	ject NO & Name.	
	WEIGHT	
SDBIP	Annual Target	
	KPI	
		T
Quarte	erly 1 Targets	
	Emplo Yee Activi	
	varter O Ac Thr	
in the second se	Quarter 1 (July – Sep)  lo Actual More Perform (Por ance and att	
3	MOV (POE attach	
	erly 2 Targets	
	Employee Activities	,
<b>ਾ</b> ਹ	ee A	
ame	oyee Actual Milies Perfor (Pomance att	
	MOV (POE attach ments)	Out - Dec.)
Quart	terly 3 Targets	<b>**</b>
	Employe e Activities	Ollan
	e Ac	Ouarter 3 (Jan – Mar)
in re	Actual Perfor mance and	lan - V
	MOV (POE attach ments)	ari
Qual	terly 4 Targets	
Submit electro nic copies of the IDP docum ent to ANDM, COGTA, Provinc ial	Emplo yee Activiti	ام
	Actual Perform ance	uarter 4
	7 m	Quarter 4 (Apr – Jun)
Copies of emails	MOV (POE attachme nts)	5
0	Control of the Contro	
of	n	1



9.	
capture 2020/21 IDP Review	IKPA/Project NO & Name.
%	WEIGHT
e IDP Data strings on Munsof t for 19/20 adjust ment;2 020/21 draft and final IDP by 30 June 2020	SDBIP Annual Target
strings report	KPI KPI
	Z Quarterly 1 Targets
	V/A Emplo
	Quarter 1 (July – Sep.)  lio Actual Mi Perform (P)  vit ance and att Time me Frame )  N/A N/
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	Quarter 2 (Oct - Dec  Oyae Actual Mittes Perfor (Pr  and Time Frame MAA N/A N/A N/A
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IDP Data strings on Munsoft for 19/20 adjustme nt;20/21 draft and final IDP BY 30 April 2020	Quarterly 3 Targets
strategic objective, KPI; And performa nce objective for Financial viability and Institutio nal arrangem ents KPA; Linking of projects	Employe e Activities Activities
	Quarter 3 (Jan - Mar) Oye Actual MC Perfor (PC itles mance att. and me Time Frame Ext
report generat ed on Munsof t	n – Mar)  Nov (POE attach ments)
	Quarterly 4 Targets
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tion of strategi c objecti ve, KPI; And perfor mance objecti ve for Financi al viabilit y and Institut ional arrang ements KPA;	리 글 5
	Quarter 4 (Apr – Jun)  Actual MOV Perform atta and nts) and Time Frame  Extra
report generated on Munsoft for final 2020/21	MOV (POE attachme nts)
	Own/Self-Rating (1-5)
	Panel-Rating (1-5)

29	

	10	
-	Public notices	IKPA/Project NO & Name.
-	5%	WEIGHT
	Adverti sement of 9 Public Notices by 30 June 2020	SDBIP Annual Target
	Number of Public Notices advertis ed by set date	KPI
	Notice for the IDP/Bu dget process plan, Notice for 1st IDP Rep-Forum meetin g, Notice for the CBP	Quarterly 1 Targets
	Transl ating to Sesoth o, checki ng and proof readin g the notice s before being sent	Qu Emplo Yee Activit les
		Quarter 1 (July – Sep)  plo Actual Mo Perform (Po yvit ance and att Time me Frame )
	Copies of the notice s	MOV (POE attach ments )
	Notice: 2nd IDP REP forum & steering committ ee meeting	Quarterly 2 Targets
	Translatin g to Sesotho, checking and proof reading the notice before being sent	Quar Employee Activities
		ter 2
	Copies of the notices	nts)
	Notice: 3rd IDP REP forum & steering committ ee meeting Notice: draft IDP for comments	Quarterly 3 Targets (Targets of G
	Translati ng to Sesotho, checking and proof reading the notices before being sent	Quarterly 3 Targets  Quarterly 3 Targets  Employe  Activities
		Quarter 3 (Jan – Mar)  Quarter 3 (Jan – Mar)  loye Actual MC Perfor (PC Perfor and me Time Frame
	of the notices	-Mar) MOV (POE attach ments)
	Notice: 4th IDP REP forum & steering committ ee meeting notice: IDP/Bud get outreach notice: adoption of the 2020/21 IDP review	Quarterly 4 Targets
	Transla ting to Sesoth o, checkin g and proof reading the notices before being sent	Emplo yee Activiti
		Quarter 4 (Apr – Jun)  Actual MOV Perform attac and nts) Time Frame
	Copies of the notices	pr – Jun)  MOV (POE attachme nts)
		Own/Self-Rating (1-5)
-		Panel-Rating (1-5)

### CORE COMPETENCY REQUIREMENTS

#### 1. LEADING COMPETENCIES

1			
Leading Competencies (LC's)	Weight %	Milestones	Comments  Own Rating  (By (By Panel Manager) (1- 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%		
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)

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

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