



**PERFORMANCE AGREEMENT**

**MADE AND ENTERED INTO BY AND BETWEEN:**

**THE MATATIELE MUNICIPALITY**

**AS REPRESENTED BY THE ACTING MUNICIPAL MANAGER**

**V. MLOKOTHI**

**AND**

**XOLO NR**

**IDENTITY NUMBER: 830710 6011 084**

**GENERAL MANAGER: CORPORATE SERVICES**

**FOR  
2020/2021  
FINANCIAL YEAR**

## 1. INTRODUCTION

- 1.1. The Employer, duly represented by the **Municipal Manager** in his capacity as the **Accounting officer** has entered into a contract of employment with the Employee, **Xolo NR** in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred as ("the Parties");
- 1.2. Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the Parties to conclude an annual performance agreement;
- 1.3. The Parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will promote local government policy goals;
- 1.4. The Parties wish to ensure that there is compliance with Sections 57(4B) and 57(5) of the Systems Act;
- 1.5. In this Agreement, the followings terms will have the meaning ascribed thereto:
  - 1.5.1. "**this Agreement**" – means the performance agreement between the Employer and the employee and the Annexures thereto;
  - 1.5.2. "**the Municipal Manager**" – means the Municipal Manager of the Municipality appointed in terms of Section 54(A) of the Systems Act;
  - 1.5.3. "**the Employee**" means the General Manager appointed in terms of Section 56 of the Systems Act;
  - 1.5.4. "**the Employer**" means Matatiele Local Municipality; and
  - 1.5.5. "**the Parties**" means the Employer and Employee

## 2. PURPOSE OF THE AGREEMENT

- 2.1. To comply with the provisions of Section 57(1)(b), (4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the Parties;
- 2.2. To specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance targets and accountabilities;
- 2.3. To specify accountabilities as set out in the Performance Plan (**Annexure A**);
- 2.4. To monitor and measure performance against set targeted outputs and outcomes;
- 2.5. To establish a transparent and accountable working relationship;
- 2.6. To appropriately reward the employee in accordance with section 16 of this agreement;  
And
- 2.7. To give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining improved service delivery.

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### 3. COMMENCEMENT AND DURATION

- 3.1. This Agreement will commence on **01 July 2020** and will remain in force until **30 June 2021** where-after a new Performance Agreement shall be concluded between the parties for the next financial year or any portion thereof;
- 3.2. The Parties will conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than 31<sup>st</sup> of July of the succeeding financial year;
- 3.3. This Agreement will terminate on the termination of the Employee's contract of employment for any reason; and
- 3.4. The content of this Agreement may be revised at any time during the abovementioned period to determine the current applicability of the matters previously agreed upon.

### 4. PERFORMANCE OBJECTIVES

- 4.1. The Performance Plan (**Annexure A**) sets out –
  - 4.1.1. The performance objectives and targets that must be met by the Employee;
  - 4.1.2. The timeframes within which those performance objectives and targets must be met; and
  - 4.1.3. The core competency requirements (CCRs) as the management skills regarded as critical to the position held by the Employee.
- 4.2. The performance objectives and targets reflected in **Annexure A** are set by the Employer in consultation with the Employee and based on the Integrated Development Plan (IDP), Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include:
  - 4.2.1. Key objectives that describe the main tasks that need to be done;
  - 4.2.2. Key performance indicators (KPIs) that provide the details of the evidence that must be provided to show that a key objective has been achieved;
  - 4.2.3. Target dates that describe the timeframe in which the targets must be achieved; and
  - 4.2.4. Weightings showing the relative importance of the key objectives to each other.
- 4.3. The Personal Development Plan (PDP) sets out the Employee's personal development requirements in line with the objectives and targets of the Employer; and
- 4.4. The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

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## **5. MANDATE OF THE EMPLOYER**

### **5.0. JOB PURPOSE**

This section describes the purpose of the job (overall focus) as it relates to the Vision and Mission of the Department. Capture the overall accountability that the jobholder has in relation to his position.

- 5.1. To provide Leadership and direct the Administration of the Municipality through effective application of the Constitution of the Republic of South Africa and any legislative framework that governs local government.
- 5.2. Directs, leads, plans and manages Key Performance Areas and outcomes associated with Human Resources Management; Information and Communication Technology; Administration and Council Support and Public Participation.
- 5.3. Provide leadership and direction through effective strategies to fulfil Municipal transformation and organizational development; Basic service delivery; Local economic development; Municipal financial viability; Good governance and public participation.
- 5.4. Foster relationships between the Municipal Council and the Administrative arm of the municipality as well as all key stakeholders.
- 5.5. Create an environment that defines the purpose and the role of local government as a means to involve people in shaping the future of our communities.
- 5.6. Formulate corporate services master plans, project management and implementation.
- 5.7. Develop short and long term strategic plans for the department.
- 5.8. Manage the Human Resources Management, Information Communication Technology, Public Participation and Customer Care and Administrative and Council Support divisions.
- 5.9. Advise management and council on administrative matters.
- 5.10. Manage departmental resources in accordance with applicable legislation and regulations.
- 5.11. Establish, operate and maintain structures, processes and systems.
- 5.12. Provide strategic support and oversee the provision of support services in all units within the municipality and department.
- 5.13. Direct and control key deliverables and outcomes for the department.
- 5.14. To ensure that council policies are implemented promptly, efficiently and within the parameters of all relevant legislation.

## **6. STRATEGIC CONTEXT OF EMPLOYER:**

- 6.1. In line with the Vision of the Municipality, the Employee is committed in assisting and supporting the management and staff members of the Municipality in attaining service excellence in the performance of their line function.
- 6.2. In supporting the administration, the Employee has set its vision as follows:
  - 6.2.1. An administration that functions optimally
  - 6.2.2. The Employee commits himself to the achieving of the Vision, Mission and strategic objectives of Matatiele Local Municipality:
  - 6.2.3. To strive for united administration that is equipped with capacitated staff, compliant statutes, outcome based and future oriented.

## **7. CORE FUNCTIONS**

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

- 7.1. Provision of strategic leadership and guidance
- 7.2. Provision of effective and efficient administrative services
- 7.3. Ensure compliance with all relevant pieces of legislation and agreements or applicable legal/statutory requirements
- 7.4. Ensure development and implementation of policies
- 7.5. Budget/Financial Management and Control

## **8. PERFORMANCE MANAGEMENT SYSTEM**

- 8.1. The Employee agrees to participate in the performance management and development system that the Employer adopts.
- 8.2. 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).
- 8.3. 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.
- 8.4. The Employee undertakes to actively focus on the promotion and implementation of the Key Performance Areas (KPAs) (including special projects relevant to the employee's responsibilities) within the local government framework;

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- 8.5. The criteria upon which the performance of the Employee shall be assessed shall consist of two components, KPA's and Competency Framework requirements as per the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, both of which shall be contained in the Performance Agreement;
- 8.6. The Employee's assessment will be based on his performance in terms of the outputs/outcomes (KPIs) identified as per attached Performance Plan (**Annexure A**), which are linked to the KPAs applicable to the Employee, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

Key Performance Areas
KPA 01: Basic Service Delivery
KPA 02: Good Governance and Public Participation
KPA 03: Financial Viability
KPA 04: Municipal Transformation and Dev.
KPA 05: Local Economic Development
KPA 06: Spatial Planning

- 8.7. The competency requirements for senior managers as per **Regulation 9** of Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers will make up the other 20% of the Employee's assessment score. The competencies will be assessed every six (6) months (January and July).

## 9. DUTIES, RESPONSIBILITIES AND ACCOUNTABILITY

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

- 9.1 Timeously alert the supervisor of any emerging factors that could preclude the achievement of any performance agreement undertakings, including the contingency measures that he proposes to take to ensure the impact of such deviation from the original agreement is minimized.
- 9.2 Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations.
- 9.3 Discuss and there after 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:

- 9.4 Create an enabling environment to facilitate effective performance by the Employee
- 9.5 Provide access to skills development and capacity building opportunities.
- 9.6 Work collaboratively to solve problems and generate solutions to common problems within



- the Municipality that may be impacting on the performance of the Employee
- 9.7 Monitor and evaluate the employee's performance
- 9.8 Endeavor to provide support in the form of coaching, guidance, mentoring, training and Counseling to the manager should signs of substandard performance show

## 10. REPORTING

- 10.1 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 proposes to take to ensure the impact of such deviation from the original agreement is minimized.

## 11. DEVELOPMENTAL REQUIREMENTS

- 11.1. 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 timeframes.

## 12. 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:

Quarter	Review Period	Review to be completed by
1	July – September	20 October 2020
2	October – December	20 January 2021
3	January – March	20 April 2021
4	April – June	20 September 2021

## 13. MANAGEMENT OF PERFORMANCE OUTCOMES

- 13.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 13.2. A performance bonus of 5% to 14% of inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance.
- 13.4 In the case of unacceptable performance, the Employer shall:
- 13.4.1 provide systematic remedial of development support to assist the Employee to improve his performance; and
  - 13.4.2 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 duties.

#### **14. DISPUTE RESOLUTION**

- 14.1 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:
- 14.1.1 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.
- 14.1.2 A Performance Dispute Resolution Tribunal will be appointed within 10 working days by the Municipal Manager after receipt of such complaint.
- 14.1.3. A Performance Dispute Resolution Tribunal will be made up of not less than 3 members and not more than 5 members.
- 14.1.4. 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.
- 14.1.5. The Performance Dispute Tribunal will have a Chairperson appointed by the Municipal Manager.
- 14.1.6. The Performance Dispute Tribunal Chairperson shall convene a meeting within 14 working days of the receipt of the dispute to hear the dispute.
- 14.1.7. The employee will be afforded representation rights and other rights as accorded in the disciplinary procedure
- 14.1.8. The proceedings of the Tribunal shall be recorded by means of a mechanical device.
- 14.1.9. 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.
- 14.1.10. The employee and his/her representative shall cross-examine the manager or supervisor.
- 14.1.11. The Tribunal shall deliver its verdict within 10 working days after completion of the proceedings to the Municipal Manager.
- 14.1.12. 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.
- 14.1.13. 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.
- 14.1.14. 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.

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## 15. AMENDMENT OF AGREEMENT

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

## 16. 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	20%
Municipal Institutional Development and Transformation	40%
Local Economic Development (LED)	-
Municipal Financial Viability and Management	20%
Good Governance and Public Participation	20%
Spatial Development	-
<b>TOTAL</b>	<b>100%</b>

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	√	10%
5. Change Leadership	√	10%
6. Governance Leadership	-	-
CORE COMPETENCIES (CC's)	√	WEIGHT
1. Moral Competency	√	10%
2. Planning and Organizing	√	10%
3. Analysis and Innovation	-	-
4. Knowledge and Information management	√	10%
5. Communication	√	10%
6. Results and Quality Focus	√	10%
<b>TOTAL</b>		<b>100%</b>

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16.1 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.

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

16.3 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.

16.4. 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:

16.4.1 the Municipal Manager;

16.4.2 the Chairperson of Performance Audit Committee or the Audit Committee;

16.4.3 the Member of the Executive Committee appointed by Council; and

16.4.4 the Municipal Manager from another municipality.

## **17. MANAGEMENT OF EVALUATION OUTCOMES**

17.1. Where the Employer is, any time during the Employee's employment, not satisfied with the Employee's performance with respect to any matter dealt with in this Agreement, the Employer will give notice to the Employee to attend a meeting;

17.2. The Employee will have the opportunity at the meeting to satisfy the Employer of the measures being taken to ensure that his performance becomes satisfactory and any programme, including any dates, for implementing these measures;

17.3. Where there is a dispute or difference as to the performance of the Employee under this Agreement, the Parties will confer with a view to resolving the dispute or difference; and

17.4. In the case of unacceptable performance, the Employer shall –

17.4.1. Provide systematic remedial or developmental support to assist the Employee to improve his performance; and

17.4.2. After appropriate performance counselling 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.

## **18. GENERAL**

18.1 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.

18.2 Nothing in this Agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his Contract of Employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.



## 19. SIGNATURES OF PARTIES TO THE AGREEMENT

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

### EMPLOYEE

Thus, done and signed at Matatiele on the 20 July 2020

### AS WITNESSES:


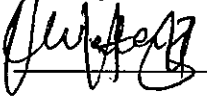
1. 
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GM: CORPORATE SERVICES

### EMPLOYER/ SUPERVISOR

Thus, done and signed at Matatiele Local Municipality on the 24th July 2020

### AS WITNESSES:

1. 
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ACTING MUNICIPAL MANAGER



# MATATIELE

LOCAL MUNICIPALITY

## GENERAL MANAGER CORPORATE SERVICES PERFORMANCE PLAN 2020-2021 FINANCIAL PERIOD

NAME:	MR XOLO NR	LINE MANAGER:	V. MLOKOTHI
EMPLOYEE NO.	100004	JOB TITLE:	MUNICIPAL MANAGER
JOB TITLE:	GENERAL MANAGER: CORPORATE SERVICES	BUSINESS UNIT	MUNICIPAL MANAGER'S OFFICE
BUSINESS UNIT	CORPORATE SERVICES	PERIOD:	1 JULY 2020- 30 JUNE 2021
SITE	102 MAIN STREET, MATATIELE: 4370	REVIEW DATE:	30 JANUARY 2021
<b>RATING SCALE</b>			
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 (KPA's)

Weight = 80%

1. Basic Service Delivery	20%
2. Municipal Institutional Development and Transformation	40%
3. Good Governance and Public Participation	20%
4. Municipal Financial Viability and Management	20%
5. Local Economic Development (LED)	-
6. Spatial Development	-

### Core Competency Requirements (CCRs)

Weight = 20%

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



GENERAL MANAGER: CORPORATE SERVICES PERFORMANCE PLAN FOR 2020-2021 FINANCIAL YEAR.

PROJECT NUMBER.	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET & TIME FRAME	JULY 2020 – JUNE 2021				PROGRESS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING
							QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4			
							JULY – SEP	OCT – DEC	JAN – MAR	APR – JUN			
							TARGET	TARGET	TARGET	TARGET	ACTUAL		
1.1	P5G08021.06	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	10%	Implementation of ICT Strategy	Number of Wi-Fi Hot Spots implemented by set date	Implement 3 public Wi-Fi Hot Spots by 30 June 2021	Approve Terms of Reference (ToR) by 30 September 2020	Presentation of ToRs to Bid Specification Committee (BSC) by 30 September 2020	Implementation status report by 31 March 2020	Completion and closeout report by 30 June 2020			
				POE			Q1: ToRs,	Q2: Attendance Register for BSC	Q3: Project Progress Report	Q4: Completion and closeout report			

PROJECT NUMBER.	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET & TIME FRAME	JULY 2020 – JUNE 2021						PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWNING RATING	RATING		
							QUARTER 1		QUARTER 2		QUARTER 3					QUARTER 4	
							JULY – SEP		OCT – DEC		JAN – MAR					APR – JUN	
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL				TARGET	ACTUAL
1.2	P5G08021.06	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	10%	Implementation of ICT Strategy	Number of concept documents developed for deployment of ICT Centres by set date	One (1) Concept document for deployment of ICT Centres approved by Council 30 June 2021	Request for Signal Audit Report from MLM Alfred Nzo and DM prepare chapter 1 of Concept Document by 30 September 2020	Presentation of Concept document on deployment of ICT Centre in Matatiele LM to CPS StanCo by 30 September 2020	Council Approved Concept document on deployment of ICT Centres by 31 March 2021	ToRs for the deployment of ICT Centres in 1 Ward in Matatiele LM by 30 June 2021.							
				POE			Q1: MLM Signal audit report, Q2: Draft Concept Document presented to CPS StanCo, Q3: Council Resolution and Q4: ToRs	Q1: MLM Signal Audit Report,	Q2: Draft Concept Document presented to CPS StanCo.	Q3: Council Resolution	Q4: ToRs						



PROJECT NUMBER.	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET & TIME FRAME	JULY 2020 – JUNE 2021								PROGRESS AS AT THE END OF THE PERIOD UNDER REVIEW	OWNING ORGANISATION	RATING
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN – MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			

PROJECT NUMBER.	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET & TIME FRAME	JULY 2020 – JUNE 2021								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN – MAR		APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
2.2				Development and Submission of Workplace Skills Plan to LGSETA	Number (1) WSP developed and submitted on the set date	Development of one (1) 2021/22 WSP and submission to Local Government SETA by 30 April 2021	None		Circular on skills audit to all employees by 31 December 2020		Consolidated Draft 2021/22 WSP by 31 March 2020		Confirmation by Training and Development Committee and submission to LGSETA by 30 April 2021				
			POE	Q1: None, Q2: Proof Circular on Skills Audit, Q3: Draft WSP, Q4: Proof of submitting 2021/22 WSP to LGSETA (E-mail submitting or acknowledgement of receipt by LGSETA).	Q1: None ,		Q2: Circular on Skills Audit		Q3: Consolidated skills audit		Q4: Proof of submitting 2021/22 WSP to LGSETA (E-mail submitting or acknowledgement of receipt by LGSETA).						
		MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION															
		10%															



PROJECT NUMBER.	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET & TIME FRAME	JULY 2020 – JUNE 2021								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWNING RATING	RATING
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN – MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
2.3	P5G7019.02	MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION	10%	Implementation of WSP for 2020/21	Number of capacity building programmes implemented on the set date	Implement four (4) capacity building programmes by 30 June 2021	Facilitate and approve Terms of Reference for capacity building programmes by 30 September 2020		Facilitate advertisement/SLA with SET/As by 31 December 2020		Implement two (2) capacity building programmes by 31 March 2021		Implement two (2) capacity building programmes by June 2021				
				POE			Q1: approved ToRs Q2: Advertisment/Order/SLA Q3: Training report and Training Report Q4: Training Report	Q2: Advertisment/Order/SLA	Q3: Training report	Q4: Training Report							

PROJECT NUMBER.	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET & TIME FRAME	JULY 2020 – JUNE 2021								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
				Employer/Employee Relations Management Programme	Number of Employer/Employee relations programmes held on the set date	Conduct two (2) Employer/Employee Sessions and 6 LLF meetings convened by 30 June 2021	None		Implement one (1) Employer/Employee Sessions (LLF members and CPS StanCo) and 2 LLF meetings by 30 December 2020		One (1) municipal information circular issued and 2 LLF meeting by 30 March 2021		Facilitate one (1) Employer/Employee Sessions (LLF members and CPS StanCo) and 2 LLF Meetings by 30 June 2021				
2.4		MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION	5%	POE		Q1: None, Q2: Employer/Employee session Report, LLF: attendance register, Q3: Information Circular, LLF: attendance register, Q3: Employer/Employee session Report, LLF: attendance register.	Q1: None		Q2: Employer/Employee session Report, LLF: attendance register.		Q3: Information Circular		Q4: Employer/Employee session Report, LLF: attendance register.				



PROJECT NUMBER.	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET & TIME FRAME	JULY 2020 – JUNE 2021								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
2.5		MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION	5%	Implementation of ERDMS	Percentage (%) electronic functional file plan completed by set date	100% of electronic functional file plan completed by 30 June 2021	Completion of Change Management Report by 30 September 2020	Implementation of electronic functional plan by 31 December 2020	Completion and closeout report 31 March 2021	None							
				POE	Q1: Change Management report Q2: Implementation status report, Q3: Completion certificate and closeout report and Q4: None	Q2: Implementation status report	Q3: Completion certificate and closeout report	Q4: None									

PROJECT NUMBER.	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET & TIME FRAME	JULY 2020 – JUNE 2021								PROGRESS AS AT THE END OF THE PERIOD UNDER REVIEW	OWNING RATING	RATING
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
3.1	P6G10025.02	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	2.5%	Implementation of Ward Operational Plan for 2020/2021  POE	Number of reports on monitoring of Ward Committees in 26 wards compiled and submitted to council for <b>Noting</b> by set date	Compile 4 quarterly reports on functionality of ward committee system in 26 by 30 June 2021	Compile one (1) First quarter status report on functionality ward committees by 30 September 2020	Compile one (1) Second quarter status report on functionality ward committees by 31 December 2020	Compile one (1) Third quarter status report on functionality ward committees by 31 March 2021	Compile one (1) Fourth quarter status report on functionality ward committees by 31 June 2021							
						Q1-4: Q2 Status report on functionality of Ward Committee System	Q1: Q1 Status report on functionality of Ward Committee System	Q2: Q2 Status report on functionality of Ward Committee System	Q3: Q3 Status report on functionality of Ward Committee System	Q4: Q4 Status report on functionality of Ward Committee System							



PROJECT NUMBER.	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET & TIME FRAME	JULY 2020 – JUNE 2021								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN – MAR		APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
3.2		GOOD GOVERNANCE AND PUBLIC PARTICIPATION	2.5%	Implementation of Council Resolutions	Number of Council Resolutions implemented by the set date	Four (4) Council Resolutions implemented by 30 June 2021.	Implementation of Council Approved process plan for review of Policies and Plans for 2021/21 by 31 December 2020		Implementation of Council Approved process plan for review of Staff Establishment for 2021/22 by 31 March 2021		Implementation of Council Resolution adopting 2021.22 Staff Establishment by developing process plan for placement of displaced staff by 30 June 2021						
				POE			Q1: Signed 2020/21 Policies and Plans		Q2: Council Resolution approving Process Plan implementation report		Q3: Council Resolution approving Process Plan on review of Staff Establishment					Q4: Process Plan for placement of displaced staff.	

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PROJECT NUMBER.	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET & TIME FRAME	JULY 2020 – JUNE 2021								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN – MAR		APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
3.3	P6G9O22.07	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	2.5%	Review and Development of Policies, Plans and Frameworks.	Number of Policies, Plans Reviewed by set date	Review 23 Corporate Services Policies and development 2 policies related New Normal Introduced by COVID-19 by 30 June 2021	None		Process plan for 2021/22 Policy Review by 31 December 2020		Review/Development of policies consultation for a and final draft reviewed/developed policies by 31 March 2021		Council adopt Reviewed nine (9) ICT policies, ten (10) HRM policies, one (2) public participation, one (1) Admin & Council Support policy and two (2) new policies linked to COVID-19 New Normal by 30 June 2021				
				Q1: None				Q2: Process plan		Q3: Attendance register for LLF and CPS StanCo for policy review		Q4: Council resolution					

PROJECT NUMBER.	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET & TIME FRAME	JULY 2020 – JUNE 2021								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
3.4		GOOD GOVERNANCE AND PUBLIC PARTICIPATION	2.5%	Institutional Risk management	Number Risk Register Status reports compiled and submitted to CPS StanCo by 30 September 2020	Four (4) Risk Register reports compiled and submitted to CPS StanCo by 30 June 2021	Q1 Risk Register status report compiled and submitted by CPS StanCo by 30 September 2020	Q2 Risk Register status report compiled and submitted CPS StanCo by 30 December 2020	Q3 Risk Register status report compiled and submitted CPS StanCo by 30 March 2021	Q4 Risk Register status report compiled and submitted CPS StanCo by 30 June 2019							
				POE	Q1: Q1 report, Agenda and Attendance registers	Q1-Q4 report, Agenda and Attendance registers	Q2: Q2 report, Agenda and Attendance registers	Q3: report, Agenda and Attendance registers	Q4: report, Agenda and Attendance registers								

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PROJECT NUMBER.	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET & TIME FRAME	JULY 2020 – JUNE 2021								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWNING RATING	RATING
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
3.5		GOOD GOVERNANCE AND PUBLIC PARTICIPATION	2.5%	Submission of Annual Report inputs and Quarterly reports	Number Annual Reports (AR) and Quarterly reports inputs submitted by set date	One (1) AR input, four (4) quarterly reports, One (1) Annual Performance Report submitted (10 days after the end of Q) by 30 June 2021	Departmental Quarter One (1) performance Report submitted to committees for Standing Committee		Mid-Term performance report submitted to committees for Standing Committee and Departmental Submission of Annual Report inputs and by 30 December 2020		Departmental Quarter three (3) performance Report submitted to committees for standing committee, Departmental Submission of clarification inputs on the Annual Report by 30 March 2021		Departmental Annual Performance Report submitted to committees for Standing Committee by 30 June 2021				
	POE			Q1: Q1 report and Minutes of Standing Committee				Q2: Mid-term report and Minutes of Standing Committee and E-mail submitting AR inputs,		Q3: Q3 report, Minutes of Standing Committee and E-mail clarification by Units		Q4: Q4 report, Minutes of Standing Committee					

PROJECT NUMBER.	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET & TIME FRAME	JULY 2020 – JUNE 2021								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
3.6		GOOD GOVERNANCE AND PUBLIC PARTICIPATION	2.5%	Implementation of AGSA and IA recommendations linked to CPS.	Number of AGSA and IA recommendations implemented by set 30 June 2021	Number of AGSA and IA recommendations implemented by set 30 June 2021	Compile HRM Audit file for 2019/20 and Respond to AGSA request for information (RFIs) within 30 days by 30 September 2020		Respond to AGSA request for information (RFIs) within 30 days by 30 December 2020		Develop and implementation Audit Improvement Plan (AIP) as per AGSA /IA Recommendations by 31 March 2021		Implementation Audit Improvement Plan (AIP) as per AGSA /IA Recommendations and compile HRM Audit file for 2020/21 30 June 2021				
				POE			Q1: HRM Audit File and RFIs received for CPS within Q1, Q2: RFIs and responses within Q2, Q3: AIP and progress report and Q4: progress report of AIP an HRM Audit File for 2020/21 Review		Q2- RFIs and responses within Q2		Q3- AIP and progress report		Q4- progress report of AIP an HRM Audit File for 2020/21 review				



PROJECT NUMBER.	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET & TIME FRAME	JULY 2020 – JUNE 2021								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWNING ORGANISATION	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
3.7		GOOD GOVERNANCE AND PUBLIC PARTICIPATION	2.5%	Submission of IDP review inputs and participation on IDP Fora	Number of IDP inputs submitted by set date	One (1) IDP review input submitted and Three (IDP) outreach attended by 30 June 2021	None		Consolidation and submission of 2021/22 IDP projects by 31December 2020		Submission of Departmental Key Issues submitted by 31 March 2021		Departmental and SDBIP Procurement plan for 2021/22 by 30 June 2021				
				POE			Q1: None		Q2: E-mail submitting IDP inputs		Q3: Email-submitting key issues		Q4: Standing Committee minutes				

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PROJECT NUMBER.	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET & TIME FRAME	JULY 2020 – JUNE 2021								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN – MAR		APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
3.8		GOOD GOVERNANCE AND PUBLIC PARTICIPATION	2.5%	Quarterly review of Leave Reconciliation	Number of Leave Reconciliation reviews performed by set date	Four (4) Leave Reconciliation reviews performed by 30 June 2021	Q1 Leave Reconciliation Review performed by 30 September 2020	Leave Reconciliation Review performed by 31 December 2020	Leave Reconciliation Review performed by 31 March 2021	Leave Reconciliation Review performed by 30 June 2021							
				POE		Q1-Q4: Signed Leave Reconciliation review report	Q1: Signed Leave Reconciliation review report	Q2: Signed Leave Reconciliation review report	Q3: Signed Leave Reconciliation review report	Q4: Signed Leave Reconciliation review report							



PROJECT NUMBER.	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET & TIME FRAME	JULY 2020 – JUNE 2021								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
4.1		MUNICIPAL FINANCIAL VIABILITY & MANAGEMENT	10%	Improve budget management, expenditure and controls	Percentage (%) of Operational budget spent by set date	100 % Corporate Services Department budget spending, implementation and control by 30 June 2021	Approve invoices for payment within 30 days, monitor and control expenditure to avoid irregular, fruitless and wasteful. By 30 September 2020		Approve invoices for payment within 30 days, monitor and control expenditure to avoid irregular, fruitless and wasteful by 31 December 2020		Approve invoices for payment within 30 days, monitor and control expenditure to avoid irregular, fruitless and wasteful by 31 March 2021		Approve invoices for payment within 30 days, monitor and control expenditure to avoid irregular, fruitless and wasteful by 30 June 2021				
				POE			Q1: Expenditure Report from BTO (budget versus actual)		Q2: Expenditure Report from BTO (budget versus actual)		Q3: Expenditure Report from BTO (budget versus actual)		Q4: Expenditure Report from BTO (budget versus actual)				



PROJECT NUMBER.	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET & TIME FRAME	JULY 2020 – JUNE 2021								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
4.2		MUNICIPAL FINANCIAL VIABILITY & MANAGEMENT	7.5%	Improve budgeting, reporting and compliance.	Number of budget inputs submitted and Budget committee meetings attended by set date	One (1) budget adjustment submitted and three (3) budget steering committee meetings attended by 30 May 2021	None		None		One (1) budget adjustment input submitted, one (1) 2019/20 budget input submitted, and one (1) budget steering committee attended by 31 March 2021		One (1) 2019/20 final draft budget input submitted, and one (1) budget steering committee attended by 30 June 2021				
				POE			Q1: None		Q2: None		Q3: E-mail submitting budget input and attendance register		Q4: E-mail submitting budget input and attendance register				

PROJECT NUMBER.	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET & TIME FRAME	JULY 2020 – JUNE 2021								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN – MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
4.3		MUNICIPAL FINANCIAL VIABILITY & MANAGEMENT	2.5%	Participating BID Adjudication processes	Number of BID Adjudication meetings attended by set date	Six (6) BID Adjudication sittings attended by 30 June 2021	Two (2) BID adjudication sittings attended by 30 September 2020		Two (2) BID adjudication sittings attended by 31 December 2020		One (1) BID adjudication sittings attended by 31 March 2021		One (1) BID adjudication sittings attended by 30 June 2021				
	POE			Q1: Invitation and Attendance registers				Q2: Invitation and Attendance registers		Q3: Invitation and Attendance registers		Q4: Invitation and Attendance registers					



## CORE COMPETENCY REQUIREMENTS

### 1. LEADING COMPETENCIES

Core Management Criteria (CMC)	Weight %	Milestones	Comments	Own Rating (By Manager) (1-5)	Rating (By Panel Member) (1-5)
1. Strategic Direction and Leadership	10%	<ul style="list-style-type: none"> <li>Develop 20221/22 Staff Establishment Review process plan.</li> </ul>			
2. People Management	10%	<ul style="list-style-type: none"> <li>Employee Relations Management.</li> <li>Ensure the policies and regulations as set out by council are adhered to.</li> <li>Ensure discipline, commitment amongst the staff members within the department.</li> </ul>			
3. Program and Project Management	5%	<ul style="list-style-type: none"> <li>Ensure projects that are within the department are achieved within the set-time frames.</li> </ul>			
4. Financial Management	10%	<ul style="list-style-type: none"> <li>Submit budget adjustment inputs and 2021/21 budget inputs.</li> </ul>			
4. Change Leadership	5%	<ul style="list-style-type: none"> <li>Systematic approach to problem solving.</li> </ul>			
5. Governance Leadership	10%	<ul style="list-style-type: none"> <li>Develop Institutional 2021/22 Policy, Plans and SoPs review process plan to be approved by council.</li> <li>Develop process plan for review of Terms of Reference for Council structures.</li> </ul>			
<b>TOTAL</b>	<b>50%</b>				

## 2. CORE COMPETENCY (CC)

Core Occupational Competency	Weight %	Milestones	Comments	Own Rating (By Manager) (1-5)	Rating (By Panel Member) (1-5)
1. Moral Competency	10%	<ul style="list-style-type: none"> <li>Ensure that conflict resolution systems are in place and conflicts resolved amicably expeditiously.</li> </ul>			
2. Planning and Organizing.	10%	<ul style="list-style-type: none"> <li>Ensure that mandate of the department as linked to SDBIP is implanted and monthly reports are prepared and presented to council structure quarterly.</li> </ul>			
3. Analysis & Innovation		<ul style="list-style-type: none"> <li>Put the necessary systems to ensure the tasks are completed</li> </ul>			
4. Knowledge and Information Management.	10%	<ul style="list-style-type: none"> <li>Ensure the targets set are completed within the required time and the estimated budget.</li> </ul>			
5. Communication	10%	<ul style="list-style-type: none"> <li>Knowledge on operations of the department and also transferring the knowledge to the staff members within the department.</li> </ul>			
6. Results and Quality Focus	10%	<ul style="list-style-type: none"> <li>Ensure the decisions taken by council and management are communicated with the staff members.</li> </ul>			
<b>TOTAL</b>	<b>50%</b>				


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3. PERSONAL DEVELOPMENT PLAN (SERVES AS ANNEXURE A OF THE PLAN)

AREA TO BE DEVELOPED	TYPE OF INTERVENTION	TARGET DATE	PERFORMANCE REVIEW FOR PDP		
			Progress	Barriers	Actions to Overcome Barriers
Capable Institutional administration: Master in Public Administration	Financial Support and authorization to attend Block classes	15 January 2021	To register in 2021	None	N/A
Sound Labour Relations: Diploma/ Certificate in Labour Law	Financial Support and authorization to attend Block classes	December 2021	To register in 2021	None	N/A

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 General Manager: Mr. N Xolo

Date: 20 July 2020

VM  
NMT

I undertake to support Mr. Xolo NP with the achievement of the above Performance Development Plan

SIGNATURE: 

Name of Supervisor: Mr. V. Mlokothe

Date: 23 July 2020