



**Molemole Municipality**

## **PERFORMANCE AGREEMENT**

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

**THE MOLEMOLE MUNICIPALITY**

**AS REPRESENTED BY**

**MUNICIPAL MANAGER**

**Mr. M L MOSENA**

**(Employer)**

**AND**

**Mr. M W RAMOGALE**

**SENIOR MANAGER**

**LOCAL ECONOMIC DEVELOPMENT AND PLANNING**

**(Employee)**

**FOR THE**

**FINANCIAL YEAR: 01 July 2018– 30 June 2019**

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## **ENTERED INTO BY AND BETWEEN:**

Molemole Local Municipality herein represented by **Mr Mosena Maphala Lazarus** (full name) in his capacity as the Municipal Manager of Molemole Local Municipality (hereinafter referred to as the **Employer** or Supervisor)

And

**Mr. Ramogale Mashabela Walter** (full name), Senior Manager for Local Economic Development and Planning of the Municipality (hereinafter referred to as the **Employee**).

## **WHEREBY IT IS AGREED AS FOLLOWS:**

### **1. INTRODUCTION**

- 1.1. The Municipality has entered into a contract of employment with the Employee in terms of section 56 of the Local Government: Municipal Systems Act, 2000 (the Systems Act).
- 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 secure local government policy goals.
- 1.4. The parties wish to ensure that there is compliance with Section 57(4A), 57(4B) and 57(5) of the Systems Act.

### **2. PURPOSE OF THIS AGREEMENT**

The purpose of this agreement is to-

- 2.1. Comply with provision of Section 57(1) (b), (4A), (4B) and (5) of the Act as well as the employment contract entered into between the parties;
- 2.2. Specify objectives and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountability in line with the approved Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget for the 2018/19 financial year.

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- 2.3. Specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;
- 2.4. Monitor and measure performance against set targeted outputs;
- 2.5. Use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his job;
- 2.6. In the event of outstanding performance, to appropriately reward the employee; and
- 2.7. Give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

### 3. COMMENCEMENT AND DURATION

- 3.1. This agreement will commence on the **1<sup>st</sup> July 2018** and remain in force until **30<sup>th</sup> November 2018**, after which the incumbent is appointed in line with section 56(1) (a) (i) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act") . Thereafter a new performance Agreement, Service Delivery Plan and Personal Development Plan 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 and Service Delivery Plan that replace this agreement at least once a year and be signed before the end of the first month of the financial year.
- 3.3. This agreement will terminate on the termination of the **employee's** contract of employment for any reason.
- 3.4. The content of this Agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon.
- 3.5. If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

### 4. PERFORMANCE OBJECTIVES

- 4.1. The Performance Plan / SDBIP (Annexure A) set out-
  - 4.1.1. The performance objective and targets that must be met by the **Employee**; and
  - 4.1.2. The time frames within which those performance objectives and targets must be met.

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- 4.2. The performance objectives and targets are set by the **Employer** in consultation with the **Employee**, and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the **Employer**, and shall include key objectives; key performance indicators; target dates and weightings:
  - 4.2.1. The key objectives describe the main tasks that need to be done.
  - 4.2.2. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.
  - 4.2.3. The target dates describe the timeframe within which the work must be achieved.
  - 4.2.4. The weightings show the relative importance of the key objectives to each other.
- 4.3. 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 Developed Plan.

## 5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The **Employee** agrees to participate in the performance management system that the **Employer** adopts or introduces for the **Employer**, management and municipal staff of the **Employer**.
- 5.3 The **Employee** accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the **Employer**, management and municipal staff to perform to the standards required.
- 5.4 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**.
- 5.4. The **Employee** undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.
- 5.5 The criteria upon which the performance of the **Employee** shall be assessed shall consist of three components, both of which shall be contained in the Performance Agreement.
- 5.6 The **Employee** must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs) respectively.
- 5.7 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.8 KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.
- 5.9 The **Employee's** assessment will be based on his/her performance in terms of the outputs / outcomes (performance indicators) identified as per attached Performance Plan /SDBIP, which are linked to the KPA,s and will constitute 80% of the overall assessment result as per the weightings agreed to between the **Employer** and **Employee**:

Key Performance Areas (KPAs)	Weighting
Basic Service Delivery	5%
Municipal Institutional Development and Transformation	20%
Local Economic Development (LED)	25%
Municipal Financial Viability and Management	20%
Good Governance and Public Participation	5%
Spatial Rationale	25%

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Key Performance Areas (KPA's)	Weighting
TOTAL	100%

- 5.10 In the case of managers directly accountable to the Municipal Manager, key performance areas related to the functional area of the relevant manager, must be subject to negotiation between the municipal manager and the relevant manager.
- 5.11 The CCRs will make up the other 20% of the **Employee's** assessment score. CCRS that are deemed to be most critical for the **Employee's** specific job should be selected (✓) from the list below as agreed to between the **Employer and Employee**. Three of the CCRs are compulsory:

CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES (CCR)		
Core Managerial and Occupational Competencies	✓	Weight
Strategic Capacity and Leadership		
Programme and Project Management	✓	3%
Financial Management	Compulsory	5%
Change Management		
Knowledge Management		
Service Delivery Innovation		
Problem Solving and Analysis		
People Management and Empowerment	Compulsory	5%
Client Orientation and Customer Focus	Compulsory	5%
Communication	✓	2%
Honesty and Integrity		
<b>Core Occupational Competencies</b>		
Competence in Self-Management		
Interpretation of and implementation within the legislative and national policy frameworks		
Knowledge of performance management and reporting		
Knowledge of global and South African specific political, social and economic contexts		
Competence in policy conceptualization, analysis and implementation		
Knowledge of more than one functional municipal field / discipline		
Skills in Mediation		
Skills in Governance		
Competence as required by other national line sector departments		
Exceptional and dynamic creativity to improve the functioning of the municipality		
<b>Total Percentage</b>		<b>20%</b>

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## **6. EVALUATING PERFORMANCE**

6.1. The Performance Plan /SDBIP (Annexure A) to this agreement sets out-

6.1.1. The standards and procedures for evaluating the **Employee's** performance; and

6.1.2. The intervals for the evaluation of the **Employee's** performance.

6.2 Despite the establishment of agreed intervals for evaluation, the **Employer** may in addition review the **Employee's** performance at any stage while the contract of employment remains in force.

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

6.4 The **Employee's** performance will be measured in terms of contributions to the goals and strategies set out in the **Employer's** IDP.

6.5 The annual performance appraisal will involve:

**6.5.1. Assessment of the achievement of results as outlined in the performance plan:**

(a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.

(b). An indicative rating on the five-point scale should be provided for each KPA.

(c). The applicable assessment rating calculator (refer to paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score.

**6.5.2. Assessment of the CCRs**

(a). Each CCR should be assessed according to the extent to which the specified standards have been met.

(b). An indicative rating on the five-point scale should be provided for each CCR.

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- (c). This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score.
- (d). The applicable assessment rating calculator (refer to paragraph 6.5.1.) must then be used to add the scores and calculate a final CCR score.

**6.5.3. Overall rating**

An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.

- 6.6. The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CCRs:

LEVEL	Terminology	DESCRIPTION	RATING				
			1	2	3	4	5
5	Outstanding Performance	Performance far exceeds the standard expected of an Employee at this level. The appraisal indicate that the Employee has achieved above fully effective results against all performance outcomes and indicators as specified in the PA and Performance Plan and maintained this in all areas of responsibility throughout the year.					
4 – 4.99	Performance significantly above expectations	Performance is significantly higher than the standard expected for the job in all areas. The manager has achieved above fully effective results against more than half of the performance criteria and indicators specified in the performance plan and fully achieved all others throughout the year.					
3 – 3.99	Fully Effective	Performance fully meets the standard expected in all areas of the job. The appraisal indicates that the employee has fully achieved effective results against all significant performance outcomes and indicators as specified in the PA and Performance Plan.					
2 – 2.99	Good progress	Performance is not fully effective but good progress was made towards achieving the majority (more than 70%) of results against all performance outcomes and indicators as specified in the PA and Performance Plan.					
	Unacceptable Performance	Performance does not meet the standard expected for the job. The review/assessment					

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LEVEL	Terminology	DESCRIPTION	RATING				
			1	2	3	4	5
1 – 1.99		indicates that the employee has achieved below fully effective results (less than 70%) against almost all of the performance outcomes and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement					

- 6.7. For purpose of evaluating the annual performance of the municipal manager, an evaluating panel constituted of the following persons must be established-
- 6.7.1. Executive Mayor or Mayor;
  - 6.7.2. Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
  - 6.7.3. Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council;
  - 6.7.4. Mayor and /or municipal manager from another municipality; and
  - 6.7.5. Member of a ward committee as nominated by the Executive Mayor or Mayor.
- 6.8. For purpose of evaluating the annual performance of managers directly accountable to the municipal managers, an evaluating panel constituted of the following persons must be established-
- 6.8.1. Municipal Manager;
  - 6.8.2. Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
  - 6.8.3. Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council;
  - 6.8.4. Municipal manager from another municipality.
- 6.9. The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels referred to in sub-regulations (d) and (e).

## 7. SCHEDULE FOR PERFORMANCE REVIEWS

- 7.1. The performance of each employee in relation to his or her performance agreement shall be reviewed on the following dates with the understanding that reviews in the third quarter may be verbal if performance is satisfactory:
- |                       |   |                         |
|-----------------------|---|-------------------------|
| <b>First Quarter</b>  | : | July –September 2018    |
| <b>Second Quarter</b> | : | October – December 2018 |
| <b>Third Quarter</b>  | : | January – March 2019    |
| <b>Fourth Quarter</b> | : | April – June 2019       |
- 7.2. The employer shall keep a record of the mid-year review and annual assessment meetings.

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- 7.3. Performance feedback shall be based on the **employer`s** assessment of the **employee`s** performance.
- 7.4. The **employer** will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The **Employee** will be fully consulted before any such change is made.
- 7.5. The **employer** may amend the provisions of Annexure A whenever the performance management system is adopted, implemented and /or amended as the case may be. In that case the **Employee** will be fully consulted before any such change is made.

## 8. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B.

- 8.1 Noting the need to address developmental gaps in municipalities, Non- Compliance with the Circular 60 on Minimum Competency Requirements and Regulations stipulates the following:
  - 8.1.1 Failure to implement the requirements of the regulations will result in non-compliance with the legislation.
  - 8.1.2 If officials have not met the requirements of the regulations including the support provided in this Circular by the due date, Regulation 15 and 18 will immediately apply.
  - 8.1.3 Therefore, the continued employability of affected officials will be impacted upon.  
(MFMA Circular No. 60 Minimum Competency Levels Regulations, Gazette 29967 April 2012
  - 8.1.4 Whilst the provisions of these regulations will apply consistently across all municipalities and Municipal entities from the effective date of enforcement, National Treasury will consider, "Special Merit Cases", delaying enforcement of certain provisions for a period up to eighteen months from 1 January 2013.

## 9. OBLIGATIONS OF THE EMPLOYER

- 9.1. The Employer shall-
  - 9.1.1. Create an enabling environment to facilitate effective performance by the employee;
  - 9.1.2. Provide access to skills development and capacity building opportunities;
  - 9.1.3. Work collaboratively with the **Employee** to solve problems and generate solutions to common problems that may impact on the performance of the **Employee**;
  - 9.1.4. On the request of the **Employee** delegate such powers reasonably required by the **Employee** to enable him/her to meet the performance objectives and targets established in terms of this Agreement; and
  - 9.1.5. Make available to the **Employee** such resources as the **Employee** may reasonably require from time to time to assist him / her to meet the performance objectives and targets established in terms of this Agreement.

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## 10. CONSULTATION

- 10.1. The **Employer** agrees to consult the **Employee** timeously where the exercising of the powers will have amongst others -
- 10.1.1. A direct effect on the performance of any of the **Employee's** functions;
  - 10.1.2. Commit the **Employee** to implement or to give effect to a decision made by the **Employer**; and
  - 10.1.3. A substantial financial effect on the **Employer**.
- 10.2. The **Employer** agrees to inform the **Employee** of the outcome of any decision taken pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable to enable the **Employee** to take any necessary action without delay.

## 11. MANAGEMENT OF EVALUATION OUTCOMES

- 11.1. The evaluation of the **Employee's** performance will form the basis for rewarding outstanding performance or correcting unacceptable performance
- 11.2. In the case of unacceptable performance, the **Employer** shall –
- 11.2.1. Provide systematic remedial or developmental support to assist the **Employee** to improve his or her performance; and
  - 11.2.2. After appropriate performance 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.

## 12. DISPUTE RESOLUTION

- 12.1. Any disputes about the nature of the **Employee's** performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and /or any other matter provided for, shall be mediated by –
- 12.1.1. The MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the **Employee**; or
  - 12.1.2. Any other person appointed by the MEC.
  - 12.1.3. In the case of managers directly accountable to the municipal manager, a member of the municipal council, provided that such member was not part of the evaluation panel provided for in sub-regulation 27(4)(e) of the Municipal Performance Regulations, 2006, within thirty (30) days of receipt of a formal dispute from the employee;

Whose decision shall be final and binding on both parties.

- 12.2. In the event that the mediation process contemplated above fails, clause 20.3 of the contract of Employment shall apply.

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**13. GENERAL**

- 13.1. The contents of the Agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer.
- 13.2. 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.
- 13.3. The performance assessment results of the municipal manager must be submitted to the MEC responsible for Corporative Governance Human Settlements and Traditional Affairs in Limpopo Province as well as the National Minister responsible for Corporative Governance and Traditional Affairs within fourteen (14) days after the conclusion of the assessment.

Thus done and signed at Mogwadi on this 31st day of July 2018

**AS WITNESSES:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

[Signature]  
EMPLOYEE

Signed at Mogwadi on this 31st day of July 2018

**AS WITNESSES:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

[Signature]  
EMPLOYER

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**ANNEXURE A**

**SCORE CARD**

**DEPARTMENT: LOCAL ECONOMIC DEVELOPMENT AND PLANNING**

SPATIAL PLANNING AND RATIONALE														
Key Performance Area (KPA) 1:														
Outcome 9:														
Outputs :														
<ul style="list-style-type: none"> <li>Implement a differentiated approach to municipal financing, Planning and support</li> <li>Improving access to basic services</li> <li>Implementation of the community works programme</li> <li>Actions supportive of human settlement outcome:</li> </ul>														
Key Organizational Strategic Objective														
To enhance conditions for economic growth and job creation														
Strategic objectives														
To manage and coordinate spatial planning within the municipality														
Project No.	Priority area (IDP)	Key Performance Indicator (KPI)	Project Name	Baseline	2018/19 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 target	Location of project	2018/19 annual budget	Means of verification/ Portfolio of Evidence	Achieved/ Not achieved	Reasons for variation
<b>Spatial Rationale</b>														
1.	<b>Spatial Planning</b>	Number of workshops conducted	Spatial Planning awareness	2 workshops conducted	4 x Spatial awareness workshops conducted	1 x workshop conducted	1 x workshop conducted	1 x workshop conducted	1 x workshop conducted	Municipal wide	R60 000.00	Invites, agenda, program, presentations		

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SPATIAL PLANNING AND RATIONALE														
Responsive, Accountable, Effective and Efficient Local Government System														
<ul style="list-style-type: none"> <li>Implement a differentiated approach to municipal financing, Planning and support</li> <li>Improving access to basic services</li> <li>Implementation of the community works programme</li> <li>Actions supportive of human settlement outcome;</li> </ul>														
To enhance conditions for economic growth and job creation														
Strategic objectives														
To manage and coordinate spatial planning within the municipality														
Project No.	Priority area (IDP)	Key Performance Indicator (KPI)	Project Name	Baseline	2018/19 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 target	Location of project	2018/19 annual budget	Means of verification/ Portfolio of Evidence	Achieved/ Not achieved	Reasons for variation
2.		Number of settlements demarcated	Demarcation of sites	New indicator	1 settlement demarcated	Specifications and advertisement	Appointment of service provider	Submission of Draft layout plan	Submission and approval of Final layout plan	Ward 1 Ga Ratsaka	R400 000	Advertisement letter Layout plan Approval letter.		
3.		Percentage of building plans received processed	Processing of building plans received	100% Processing of received building plans	100% Processing of received building plans	100% Processing of received building plans	100% Processing of received building plans	100% Processing of received building plans	100% Processing of received building plans	Municipal wide	Opex	Building plan Register		

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<b>Key Performance Area (KPA) 1:</b>		<b>SPATIAL PLANNING AND RATIONALE</b>									
<b>Outcome 9:</b>		Responsive, Accountable, Effective and Efficient Local Government System									
<b>Outputs :</b>		<ul style="list-style-type: none"> <li>Implement a differentiated approach to municipal financing, Planning and support</li> <li>Improving access to basic services</li> <li>Implementation of the community works programme</li> <li>Actions supportive of human settlement outcome;</li> </ul>									
<b>Key Organizational Strategic Objective</b>		To enhance conditions for economic growth and job creation									

<b>Strategic objectives</b>		To manage and coordinate spatial planning within the municipality												
Proj ect No.	Priority area (IDP)	Key Performance Indicator (KPI)	Project Name	Baseline	2018/19 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 target	Location of project	2018/19 annual budget	Means of verification/ Portfolio of Evidence	Achieved/ Not achieved	Reasons for variation

<b>Spatial Rationale</b>															
4.		Percentage of Land use applications processed	Processing of received land use applications	100%	Processing of received land use applications	100%	Processing of received land use applications	100%	Processing of received land use applications	100%	Processing of received land use applications	100%	Processing of received land use applications	Opex	Land use application register
5.		No of sites pegged	Pegging of sites	180 sites pegged	250 sites to be pegged	Advert and appointment of service provider	250 sites to be pegged	No target	No target	Ward 1 & 10 Mogwadi and Morebeng	R200 000	Advert, AP letters, certificate of completion from land surveyor		Map	

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<b>Key Performance Area (KPA) 1:</b>										
<b>SPATIAL PLANNING AND RATIONALE</b>										
<b>Outcome 9:</b>										
Responsive, Accountable, Effective and Efficient Local Government System										
<b>Outputs :</b>										
<ul style="list-style-type: none"> <li>Implement a differentiated approach to municipal financing, Planning and support</li> <li>Improving access to basic services</li> <li>Implementation of the community works programme</li> <li>Actions supportive of human settlement outcome;</li> </ul>										
<b>Key Organizational Strategic Objective</b>										
To enhance conditions for economic growth and job creation										

<b>Strategic objectives</b>														
To manage and coordinate spatial planning within the municipality														
Project No.	Priority area (IDP)	Key Performance Indicator (KPI)	Project Name	Baseline	2018/19 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 target	Location of project	2018/19 annual budget	Means of verification/ Portfolio of Evidence	Achieved/ Not achieved	Reasons for variation

<b>Spatial Rationale</b>														

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<b>Key Performance Area(KPA)3:</b>	<b>LOCAL ECONOMIC DEVELOPMENT</b>
<b>Outcome 9:</b>	<b>Responsive Accountable, Efficient Local Government System</b>
<b>Output:</b>	Implementation of the community works programme; Actions Supportive of human settlement outcomes;
<b>Key Strategic Organisational Objectives:</b>	To Enhance conditions for Economic growth and job creation
<b>Strategic Objectives</b>	To create a conducive environment and ensure support to key economic sectors(agriculture, tourism ,manufacturing ,and SMME'S)within the municipality

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### Local Economic Development

Project No.	Priority area (IDP)	Key Performance Indicator (KPI)	Project Name	Baseline	2018/19 annual target	Quarter target	1 Quarter target	2 Quarter target	3 Quarter target	4 Location project	2018/19 annual budget	Means of verification/ Portfolio of Evidence	achieved/ not achieved	Reasons for variation
6.	Local	Number of LED stakeholder engagements held	LED Stakeholder Engagements	4 x LED forum meetings held	4 x LED forum meetings to be held	1 x LED forum meeting held	1 x LED forum meeting held	1 x LED forum meeting held	1 x LED forum meeting held	Municipal wide	R70 377.00	Invites, attendance registers, agendas and reports		



<b>Key Performance Area(KPA)3:</b>	<b>LOCAL ECONOMIC DEVELOPMENT</b>
<b>Outcome 9:</b>	<b>Responsive Accountable, Efficient Local Government System</b>
<b>Output:</b>	Implementation of the community works programme; Actions Supportive of human settlement outcomes;
<b>Key Strategic Organisational Objectives:</b>	To Enhance conditions for Economic growth and job creation
<b>Strategic Objectives</b>	To create a conducive environment and ensure support to key economic sectors(agriculture, tourism ,manufacturing ,and SMME'S)within the municipality

### Local Economic Development

Project No.	Priority area (IDP)	Key Performance Indicator (KPI)	Project Name	Baseline	2018/19 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 target	Location of project	2018/19 annual budget	Means verification/ Portfolio of Evidence	of achieved/ not achieved	Reasons for variation
7.		Number of Investor conferences held	Investor Conference	1 x investor conference held	1 x investor conference held	Develop specification and bid advertisement for the project	Development of ToR with service provider and investor conference appointment of service provider	Signing of SLA with service provider and hosting of one (1) investor conference	SMME/ investor conference held	Municipal wide	R300 000.00	Report on investor conference with attendance register and photos.		

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<b>Key Performance Area(KPA)3:</b>	<b>LOCAL ECONOMIC DEVELOPMENT</b>
<b>Outcome 9:</b>	Responsive Accountable, Efficient Local Government System
<b>Output:</b>	Implementation of the community works programme; Actions Supportive of human settlement outcomes;
<b>Key Strategic Objectives:</b>	To Enhance conditions for Economic growth and job creation
<b>Strategic Objectives</b>	To create a conducive environment and ensure support to key economic sectors(agriculture, tourism ,manufacturing ,and SMME'S)within the municipality

**Local Economic Development**

Proj ect No.	Priority area (IDP)	Key Perform ance Indicator (KPI)	Project Name	Baseline	2018/19 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	4 Location of project	2018/19 annual budget	Means of verification/ Portfolio of Evidence	Reasons for variation
7.		Number of Investor conferences held	Investor Conference	1 x investor conference held	1 x investor conference held	Develop specification and bid advertisement for the project	Development of ToR with service provider and investor conference appointment of service provider	Signing of SLA with service provider and hosting of investor conference	Municipal wide	R300 000.00	Report on investor conference with attendance register and photos.	

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<b>Key Performance Area(KPA)3:</b>	<b>LOCAL ECONOMIC DEVELOPMENT</b>
<b>Outcome 9:</b>	<b>Responsive Accountable, Efficient Local Government System</b>
<b>Output:</b>	<b>Implementation of the community works programme; Actions Supportive of human settlement outcomes;</b>
<b>Key Strategic Organisational Objectives:</b>	<b>To Enhance conditions for Economic growth and job creation</b>
<b>Strategic Objectives</b>	<b>To create a conducive environment and ensure support to key economic sectors(agriculture, tourism ,manufacturing ,and SMME'S)within the municipality</b>

**Local Economic Development**

Proj ect No.	Priority area (IDP)	Key Performance Indicator (KPI)	Project Name	Baseline	2018/19 annual target	Quarter target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 target	Location of project	2018/19 annual budget	Means verification/ Portfolio of Evidence	of achieved/ not achieved	Reasons for variation
8.		Number of career Expo held	Molemo Career Expo	1 x Career Expo held	1 x Career Expo to be held	Review of career expo concept document and dialogue, consultation with stakeholders	Appointment of prospective service provider.	Develop ToR for career expo and dialogue, benchmarking exercise	Hosting career expo	Municipal wide	R180 000.00	Reviewed concept document and ToR, career expo report			
9.	<b>Local economic</b>	Number of Youth in agricultur	6 x Agriculture	6 x Agriculture	6 x graduate	Capacity building of 6	Capacity building of 6	Capacity building of 6	Capacity building of 6	Municipal wide	R480 000.00				

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<b>Key Performance Area(KPA)3:</b>	<b>LOCAL ECONOMIC DEVELOPMENT</b>
<b>Outcome 9:</b>	<b>Responsive Accountable, Efficient Local Government System</b>
<b>Output:</b>	Implementation of the community works programme; Actions Supportive of human settlement outcomes;
<b>Key Strategic Objectives:</b>	To Enhance conditions for Economic growth and job creation
<b>Strategic Objectives</b>	To create a conducive environment and ensure support to key economic sectors(agriculture, tourism ,manufacturing ,and SMME'S)within the municipality

**Local Economic Development**

Proj ect No.	Priority area (IDP)	Key Perform ance Indicator (KPI)	Project Name	Baseline	2018/19 annual target	Quarter target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 target	2018/19 annual budget	Means verification/ Portfolio of Evidence	achieved/ not achieved	Reasons for variation
10.		agricultu re graduate s capacitat ed	Capacity building of SMME's	20 SMMEs capacitate d	20 SMME's to be capacitat ed	Review concept document for the project, consultation	Bid advertisement for the project and identification	Draft ToR for project, appointment of service provider	20 SMME's capacitated	Municipal wide	R180 000.00	Reviewed concept document and ToR capacity building report with		

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<b>Key Performance Area(KPA)3:</b>	<b>LOCAL ECONOMIC DEVELOPMENT</b>
<b>Outcome 9:</b>	<b>Responsive Accountable, Efficient Local Government System</b>
<b>Output:</b>	Implementation of the community works programme; Actions Supportive of human settlement outcomes;
<b>Key Strategic Organisational Objectives:</b>	To Enhance conditions for Economic growth and job creation
<b>Strategic Objectives</b>	To create a conducive environment and ensure support to key economic sectors(agriculture, tourism ,manufacturing ,and SMME'S)within the municipality

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**Local Economic Development**

Project No.	Priority area (IDP)	Key Performance Indicator (KPI)	Project Name	Baseline	2018/19 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4/Location project	of 2018/19 annual budget	Means of verification/ Portfolio of Evidence	achieved/ not achieved	Reasons for variation
						with stakeholders	n of SMME's				list of all trained SMME'S		

GOOD GOVERNANCE AND PUBLIC PARTICIPATION														
Responsive, Accountable, Effective and Efficient Local Government System														
Implement a differentiated approach to municipal financing, planning, and support														
Provide an accountable and transparent municipality through sustained public participation, coordination of administration and committees.														
To ensure that good governance and public participation is sustained and enhances transparency and accountability.														
To ensure that institutional arrangements are transparent, efficient and effective														
Project No.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2018/19 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 target	Location	2018/19 annual budget	Means of Verification	Achieved/Not achieved	Reasons for variation
<b>INTEGRATED DEVELOPMENT PLANNING</b>														
11.	<b>INTERGRATED DEVELOPMENT PLAN</b>													
	Development and Review of IDP/Budget	Number of IDP/Budget reviewed	One reviewed and adopted 2017/2018 IDP/BU DGET	Adopted and printed a credible 2019/2020	Approval of IDP/BUDG ET Process plan by 31 August 2018	Ward Based planning and finalisation of IDP Status Quo Report	Tabling of Draft 2019/2020 IDP/BUDG ET to council	Adoption of 2019/2020 IDP/BUDG ET and submission of final adopted IDP document to COGHSTA	Municipal wide	R290 527.00	Attendance registers, invites, agenda and IDP/BUDG ET document			
12.	IDP Representative Forums	Number of IDP Representative Forums held	Functional 2017/2018 IDP Representative Forums	3 x IDP Representative Forum meetings coordinated	Establishment of 2018/2019 IDP representative	No target	1 x IDP Representative forum meeting coordinated	1 x IDP Representative forum meeting coordinate	Municipal wide	R100 000.00	Attendance registers, invites, agenda and presentation of			

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<b>Key Performance Area (KPA) 6:</b>		<b>GOOD GOVERNANCE AND PUBLIC PARTICIPATION</b>	
<b>Outcome 9:</b>		<b>Responsive, Accountable, Effective and Efficient Local Government System</b>	
<b>Outputs :</b>		<b>Implement a differentiated approach to municipal financing, planning, and support</b>	
<b>Key Organizational objectives</b>	<b>Strategic objectives</b>	<b>Provide an accountable and transparent municipality through sustained public participation, coordination of administration and committees.</b>	
<b>Strategic Objectives</b>		<b>To ensure that good governance and public participation is sustained and enhances transparency and accountability.</b>	
		<b>To ensure that institutional arrangements are transparent, efficient and effective</b>	

Project No.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2018/19 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 target	Location	2018/19 annual budget	Means of Verification	Achieved/ Not achieved	Reasons for variation
<b>INTEGRATED DEVELOPMENT PLANNING</b>														
13.		Number of strategic planning sessions coordinated	Strategic Planning Sessions	Native Forum	3 x strategic planning sessions to be held	Management strategic planning session on the implementation of 2018/2019 IDP/BUDG ET priorities	1 x strategic planning session on the 2018/2019 IDP Status Quo report	1 x strategic planning session on the draft 2019/2020 IDP/BUDG ET strategies and projects	x strategic planning session on the finalisation of 2019/2020 IDP/BUDG ET strategies and projects	Municipal wide	R 210 000.00	Attendance registers, invites, agenda and IDP/BUDG ET document		
				ive Forum meeting								process plan		

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GOOD GOVERNANCE AND PUBLIC PARTICIPATION														
Responsive, Accountable, Effective and Efficient Local Government System														
Implement a differentiated approach to municipal financing, planning, and support														
Provide an accountable and transparent municipality through sustained public participation, coordination of administration and committees.														
To ensure that good governance and public participation is sustained and enhances transparency and accountability.														
To ensure that institutional arrangements are transparent, efficient and effective														
Project No.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2018/19 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 target	Location	2018/19 annual budget	Means of Verification	Achieved/ Not achieved	Reasons for variation
<b>INTEGRATED DEVELOPMENT PLANNING</b>														
14.	INTERGRATED DEVELOPMENT	Number of approved IDP documents printed	Printing of IDP document	200 2017/20 18 IDP documents printed	Printing of 200 2018/2019 IDP documents	Printing of 200 2018/2019 IDP documents	No target	No target	No target	Municipal wide	R200 000.00	2018/2019 IDP documents printed		
15.	External audit	Percentage of audit queries addressed	Audit action plan	New indicator	100% of Auditor General queries addressed	No target set for the quarter	Compilation of the audit action plan	50% of Auditor General queries addressed	100% of Auditor General queries addressed	MLM	Opex	Audit action plan		

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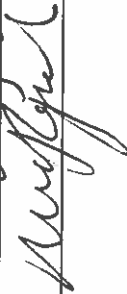

GOOD GOVERNANCE AND PUBLIC PARTICIPATION														
Outcome 9: Responsive, Accountable, Effective and Efficient Local Government System														
Outputs : Implement a differentiated approach to municipal financing, planning, and support														
Key Organizational Strategic objectives Provide an accountable and transparent municipality through sustained public participation, coordination of administration and committees.														
Strategic Objectives To ensure that good governance and public participation is sustained and enhances transparency and accountability.														
To ensure that institutional arrangements are transparent, efficient and effective														
Project No.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2018/19 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 target	Location	2018/19 annual budget	Means of Verification	Achieved/ Not achieved	Reasons for variation
<b>INTEGRATED DEVELOPMENT PLANNING</b>														
16	Internal Audit	Percentage of internal audit queries addressed	Audit action plan	New indicator	100% of Internal audit queries addressed	25% of Internal audit queries addressed	50% of Internal audit queries addressed	75% of Internal queries addressed	100% of Internal audit queries addressed	MLM	Opex	Updated Audit action plan		
17.	Risk Management	Percentage of risks resolved within timeframe as specified in the risk register	Risk register	% of risks resolved within the timeframe as specified in the register	100% of risks resolved within the timeframe as specified in the register	100% of risks resolved within the timeframe as specified in the register	100% of risks resolved within the timeframe as specified in the register	100% of risks resolved within the timeframe as specified in the register	100% of risks resolved within the timeframe as specified in the register	MLM	Opex	Strategic risk register		

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<b>Key Performance Area (KPA) 6:</b>		<b>GOOD GOVERNANCE AND PUBLIC PARTICIPATION</b>									
<b>Outcome 9:</b>		Responsive, Accountable, Effective and Efficient Local Government System									
<b>Outputs :</b>		Implement a differentiated approach to municipal financing, planning, and support									
<b>Key Organizational objectives</b>		Provide an accountable and transparent municipality through sustained public participation, coordination of administration and committees.									
<b>Strategic Objectives</b>		To ensure that good governance and public participation is sustained and enhances transparency and accountability. To ensure that institutional arrangements are transparent, efficient and effective									

INTEGRATED DEVELOPMENT PLANNING														
Project No.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2018/19 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Quarter 4 target	Location	2018/19 annual budget	Means of Verification	Achieved/ Not achieved	Reasons for variation
18	Council	Percentage of Council resolutions implemented	Implementation of Council resolutions	New indicator	100% of Council resolutions implemented	100% of Council resolutions implemented	100% of Council resolutions implemented	100% of Council resolutions implemented	100% of Council resolutions implemented	MLM	Opex	Updated Council resolution register		
19	Audit Committee	Percentage of Audit Committee resolutions implemented	Implementation of Audit Committee resolutions	New indicator	100% of Audit Committee resolutions implemented	100% of Audit Committee resolutions implemented	100% of Audit Committee resolutions implemented	100% of Audit Committee resolutions implemented	100% of Audit Committee resolutions implemented	MLM	Opex	Updated Audit Committee resolution register		

MW ML

<b>Employee:</b>	Ramogale M.W.	<b>Manager/Immediate Supervisor:</b>	MOSENA MC
<b>Date:</b>	31 July 2018.	<b>Date:</b>	31 July 2018
<b>Signature:</b>		<b>Signature:</b>	

**Annexure B:**

**Personal Development Plan**

Skills / Performance Gap	Outcomes Expected	Suggested training and / or development activity	Suggested mode of delivery	Suggested Time Frames	Work opportunity created to practise skill / development area	Support Person
Outstanding Module as per competency requirement for senior managers	Improved serviced delivery	CPMD-MF	Training	2 <sup>nd</sup> Quarter	Management	HR Manager/Senior Manager Corporate Services

*Ramogale M.W.*  
Name of Employee:

*MOSENA ML*  
Name of Employer:

*M.W.*  
Signature of Employee:

*Mosena M.L.*  
Signature of Employer:

*31/07/2018.*  
Date Signed:

*31/07/2018*  
Date Signed: