



REVISED PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN

**THE MOLEMOLÉ MUNICIPALITY
AS REPRESENTED BY
MUNICIPAL MANAGER**

**MR. K E MAKGATHO
(EMPLOYER)**

AND

**Ms. TCF MAHATLANI
SENIOR MANAGER: LED AND PLANNING
(EMPLOYEE)**

FOR THE

FINANCIAL YEAR: 01 JULY 2024 – 30 JUNE 2025

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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Molemole Municipality herein represent by **Mr. M L Makgatho** in his capacity as **Municipal Manager** (hereinafter referred to as the Employer or Senior Manager)

and

Ms TCF Mahatlani, Senior Manager: LED and Planning of the Municipality (hereinafter referred to as the Employee).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1 The Employer has entered into a contract of employment with the Employee in terms of section 57(1) (a) of the Local Government: Municipal Systems Acts 32 of 2000 ("the System Act"). The Employer and the Employee are hereinafter referred to as "the Parties".
- 1.2 Section 57(1) (b) of the Systems Act, read with the Contract of Employment concluded between 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 Sections 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 the provisions of Section 57(1)(b), 4(A), (4B) and (5) of the Systems Acts as well as the Contract of Employment entered into between the parties;
- 2.2 Specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance expectations and accountabilities;
- 2.3 Specify accountabilities as set out in the Performance Plan (Annexure A);




- 2.4 Monitor and measure performance against set targeted outputs;
- 2.5 Use the Performance Agreement and Performance Plan as the basis for assessing the suitability of the Employee for permanent employment and /or to assess whether the Employee has met the performance expectations applicable to his/her job;
- 2.6 Appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and
- 2.7 Give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **1 July 2024** and will remain in force until **30 June 2025** where after a new Performance Agreement, Performance 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 review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.
- 3.3 This Agreement will terminate on the termination of the Employee's Contract of Employment should no new Agreement be concluded for whatever reason, notwithstanding 3.1, the provisions of the Agreement shall continue in force until termination of the Employment Contract.
- 3.4 The content of this Agreement may be revised at any time during the abovementioned 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) sets out-
 - 4.1.1 The performance objectives and targets that must be met 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 reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan and the Budget of the Employer, and shall include key objectives; key performance indicators; target dates and weighting
- 4.3 The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.
- 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.

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.
- 5.2 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.
- 5.3 The Employer will consult the Employee about the specific performance standard that will be included in the Performance Management System as applicable to the Employee.

6. The Employee agrees to participate in the Performance Management and Development System that the Employer adopts

- 6.1 The Employee undertakes to actively focus towards the promotion and implementation of KPA's (including special projects relevant to the employee's responsibilities) within the local government framework.
- 6.2 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
- 6.2.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and the Competency framework (CF) respectively.

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Cluster	Leading Competencies			
Competency Name	Program and Project Management			
Competency Definition	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
• Initiate projects after approval from higher authorities • Understand procedures of Program and project management methodology, implications and stakeholder involvement • Understand the rational of projects in relation to the institution's strategic objectives • Document and communicate factors and risk associated with own work • Use results and approaches of successful project implementation as guide	• Establish broad stakeholder involvement and communicate the project status and key milestones • Define the roles and responsibilities of the project team and create clarity around expectations • Find a balance between project deadline and the quality of deliverables • Identify appropriate project resources to facilitate the effective completion of the deliverables • Comply with statutory requirements and apply policies in a consistent manner • Monitor progress and use of resources and make needed adjustments to timelines, steps, and resource allocation	• Manage multiple programs and balance priorities and conflicts according to institutional goals • Apply effective risk management strategies through impact assessment and resource requirements • Modify project scope and budget when required without compromising the quality and objectives of the project • Involve top-level authorities and relevant stakeholders in seeking project buy- in • Identify and apply contemporary project management methodology • Influence and motivate project team to deliver exceptional results • Monitor policy implementation and apply procedures to manage risks	• Understand and conceptualize the long-term implications of desired project outcomes • Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realize institutional objectives • Consider and initiate projects that focus on achievement of the long-term objectives • Influence people in positions of authority to implement outcomes of projects • Lead and direct translation of Policy into workable actions plans • Ensures that Programs are Monitored to track progress and optimal resource utilization, and that adjustments are made as needed	

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Cluster	Leading Competencies		
Competency Name	Financial Management		
Competency Definition	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognized financial practices. Further to ensure that all financial transactions are managed in an ethical manner		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
• Understand basic financial concepts and methods as they relate to institutional processes and activities • Display awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systems • Understand the importance of financial accountability • Understand the importance of asset control	• Exhibit knowledge of general financial concepts, planning, budgeting, and forecasting and how they interrelate • Assess, identify and manage financial risks • Assume a cost-saving approach to financial management • Prepare financial reports based on specified formats • Consider and understand the financial implications of decisions and suggestions • Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated • Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget	• Take active ownership of planning, budgeting, and forecast processes and provides credible answers to queries within own responsibility • Prepare budgets that are aligned to the strategic objectives of the institution • Address complex budgeting and financial management concerns • Put systems and processes in place to enhance the quality and integrity of financial management practices • Advise on policies and procedures regarding asset control • Promote National Treasury's regulatory framework for Financial Management	• Develop planning tools to assist in evaluating and monitoring future expenditure trends • Set budget frameworks for the institution • Set strategic direction for the institution on expenditure and other financial processes • Build and nurture partnerships to improve financial management and achieve financial savings • Actively identify and implement new methods to improve asset control • Display professionalism in dealing with financial data and processes

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Cluster	Leading Competencies			
Competency Name	Change Leadership			
Competency Definition	Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
• Display an awareness of interventions, and the benefits of transformation initiatives • Able to identify basic needs for change • Identify gaps between the current and desired state • Identify potential risks and challenges to transformation, including resistance to change factors • Participate in change programmes and piloting change interventions • Understands the impact of change interventions on the institution within the broader scope of Local Government	• Perform an analysis of the change impact on social, political and economic environment • Maintain calm and focus during change • Able to assist team members during change and keep them focused on the deliverables • Volunteer to lead change efforts outside of own work team • Able to gain buy-in and approval for change from relevant stakeholders • Identify change readiness levels and assist in resolving resistance to change factors • Design change interventions that are aligned with the institutions strategic objectives and goals	• Actively monitor change impact and results and convey progress to relevant stakeholders • Secure buy-in and sponsorship for change initiatives • Continuously evaluate change strategy and design and introduce new approaches to enhance the institutions effectiveness • Build and nurture relationships with various stakeholders to establish strategic alliance in facilitating change • Take the lead in impactful change programmes • Benchmark change interventions against best change practices • Understand the impact and psychology of change and put remedial interventions in place to facilitate effective transformation • Take calculated risk and seek new ideas from best practice	• Sponsor change agents and create a network of change leaders who support the interventions • Actively adapt current structures and processes to incorporate the change interventions • Mentor and guide team members on the effects of change, resistance factors and how to integrate change • Motivate and inspire others around change initiatives	

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Cluster	Leading Competencies		
Competency Name	Governance Leadership		
Competency Definition	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualization of relevant policies and enhance cooperative governance relationships		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
• Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements • Understand the structure of cooperative government but requires guidance on fostering workable relationships between stakeholders • Provide input into policy formulation	• Display a thorough understanding of governance and risk and compliance factors and implement plans to address these • Demonstrate understanding of the techniques and processes for optimizing risk taking decisions within the institution • Actively drive policy formulation within the institution to ensure the achievement of objectives	• Able to link risk initiatives into key institutional objectives and drivers • Identify, analyze and measure risk, create valid risk forecasts, and map risk profiles • Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives • Demonstrate a thorough understanding of risk retention plans • Identify and implement comprehensive risk management systems and processes • Implement and monitor the formulation of policies, identify and analyze constraints and challenges with implementation and provide recommendations for improvement	• Demonstrate a high level of commitment in complying with governance requirements • Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework • Able to advise Local Government on risk management strategies, best practice interventions and compliance management • Able to forge positive relationships on cooperative governance level to enhance the effectiveness of local government • Able to shape, direct and drive the formulation of policies on a macro level

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7.7 For purpose of evaluating the performance of the Executive Managers (Heads of Department – Section 56 employees), an evaluation panel constituted by the following persons will be established-

- 7.7.1 Municipal Manager;
- 7.7.2 Member of the Audit Committee;
- 7.7.3 Member of the Executive Committee; and
- 7.7.4 Municipal Manager from another Municipality.

8. SCHEDULE FOR PERFORMANCE REVIEWS

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

First quarter	: 1 July 2024 – 30 September 2024
Second quarter	: 1 October 2024 – 31 December 2024
Third quarter	: 1 January 2025 – 31 March 2025
Fourth quarter	: 1 April 2025 – 30 June 2025

8.2 The Employer shall keep a record of the mid-year review and annual assessment meetings.

8.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.

8.4 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.

8.5 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.

9. DEVELOPMENTAL REQUIREMENTS

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

9.1 Noting the need to address development gaps in the municipalities, non-compliance with the Circular 60 on Minimum Requirements stipulates the following:

9.2 Failure to implement the requirements of the regulations will result in non-compliance with legislation.

9.3 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.

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- 9.4 Therefore, the continued employability of affected officials will be impacted upon. MFMA Circular No. 60 Minimum Competency Levels Regulations, Gazette 29967 April 2012.
- 9.5 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", delayed enforcement of certain provisions for a period of up to eighteen months from 1 January 2013.

10. OBLIGATIONS OF THE EMPLOYER

The Employer shall:

- 10.1 Create an enabling environment to facilitate effective performance by the Employee;
- 10.2 Provide access to skills development and capacity building opportunities;
- 10.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
- 10.4 On the request of the Employee delegates such powers reasonably required by the Employee to enable him/ her to meet the performance objectives and targets established in term of this Agreement; and
- 10.5 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.

11. CONSULTATION

- 11.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others-
 - 1.1.1 A direct effect on the performance of any of the Employee's functions;
 - 1.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and
 - 1.1.4 A substantial financial effect on the Employer.
- 11.2 The employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 11.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

12. MANAGEMENT OF EVALUATION OUTCOMES

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

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- 12.4.1 Provide systematic remedial of development support to assist the Employee to improve his or her performance; and
- 12.4.2 After appropriate performance and 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.

A Score of 130% to 149% is awarded a performance bonus ranging from 5% - 9%

A score of 150% and above is awarded a performance bonus ranging from 10% to 14%

Score	Awarded %
130-133	5%
134-137	6%
138-141	7%
142-145	8%
146-149	9%
Score	Awarded %
150-153	10%
154-157	11%
158-161	12%
162-165	13%
166- above	14%

13. DISPUTE RESOLUTION

- 13.1 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 –
- 13.1.1 In the case of managers directly accountable to the municipal manager, the Executive Mayor or Mayor within thirty (30) days of receipt of formal dispute from the employee; whose decision shall be final and binding on both parties.
- 13.2 Any dispute about the outcome of employee's performance evaluation, must be mediated by
- 13.2.1 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 the sub

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regulation 27 (4) (e), within 30 days of receipt of formal dispute from the employee; whose decision shall be final and binding on both parties.

- 13.3 In the event that the mediation process contemplated above fails, clause 15 of the Contract of Employment shall apply.

14. GENERAL

- 14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer.
- 14.2 Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.
- 14.3 This performance agreement must be submitted together with a signed code of conduct and a declaration of interest
- 14.4 The performance assessment results of the Municipal Manager and managers directly accountable to the Municipal Manager must be submitted to the MEC responsible for Cooperative Governance, Human Settlements and Traditional Affairs in Limpopo Province as well as the National Minister responsible for Cooperative governance and Traditional Affairs within fourteen (14) days after the conclusion of the assessment.

Thus done and signed at MOGWADI on this the 06 day of MARCH 2025

AS WITNESSES:

1. [Signature]
2. [Signature]

[Signature]
EMPLOYEE

AS WITNESSES:

1. [Signature]
2. [Signature]

[Signature]
EMPLOYER

INDIVIDUAL PERFORMANCE PLAN (SDBIP 2024/ 2025) ANNEXURE A

TCF MAHATLANI

**SENIOR MANAGER: LOCAL ECONOMIC DEVELOPMENT & PLANNING
LOCAL ECONOMIC DEVELOPMENT & PLANNING**

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SPATIAL RATIONALE AND LOCAL ECONOMIC DEVELOPMENT																
Responsive, Accountable, Effective and Efficient Local Government System																
Outputs:																
• Implement a differentiated approach to municipal financing, Planning and support • Improving access to basic services • Implementation of the community works programme • Actions supportive of human settlement outcome;																
Key Organizational Strategic Objective																
To enhance conditions for economic growth and job creation To manage and coordinate spatial planning within the municipality																
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2024/25 annual target	Reviewed 2024/25 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Reviewed Quarter 3 target	Quarter 4 Target	Reviewed Quarter 4 target	Location of project / Responsibility	2024/25 Annual Budget R	Reviewed 2024/25 annual budget	Means of verification
LED&P-001-2024/25	Spatial Rationale	Number of Geo Tech studies conducted	Conducting Geo Tech Study	New Indicator	1x Geo tech study conducted	None	Specific action and advertisement	Appointment of a service provider	1 Geo tech study conducted	None	No target	None	Municipal wide Mashotja M	300 000	295 000	Advert, Specification Appointment letter, SLA, Approved Geo tech study report, Council resolution
LED&P-002-2024/25		Number of Spatial Development Framework works developed	Development of Spatial Development Framework (SDF)	New Indicator	1 SDF Developed	None	Specific action and advertisement	Appointment of a service provider	1 SDF Developed	No Target	No Target	1 SDF Developed	Municipal wide Mashotja M	1 100 000	None	Advert, Specification Appointment letter, SDF document, Council resolution
LED&P-003-2024/25	Spatial Rationale	Number of existing settlements surveyed	Surveying of existing settlements	New Indicator	1 Existing Settlements Surveyed	None	Approved Specific action and Advertisement	Appointment of a Service Provider for survey of existing settlement	1 Existing Settlement surveyed	None	No Target	None	Ward 1 Mashotja M	300 000	None	Advert, Specification Appointment letter, Survey report, Cadastral map

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Key Performance Area (KPA) 1: SPATIAL RATIONALE AND LOCAL ECONOMIC DEVELOPMENT																
Outcome 9: Responsive, Accountable, Effective and Efficient Local Government System																
Outputs:																
- Implement a differentiated approach to municipal financing, Planning and support - Improving access to basic services - Implementation of the community works programme - Actions supportive of human settlement outcome;																
Key Organizational Strategic Objective																
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IDP Ref no.	Priorty area (IDP)	Key perfor mance indicat or	Project Name	Baseli ne	2024/25 annual target	Reviewe d 2024/25 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Reviewe d Quarter 3 target	Quarter 4 Target	Reviewe d Quarter 4 target	Location of project / Responsi bility	2024/25 Annual Budget R	Reviewe d 2024/25 annual budget	Means of verification
LED& P-004-2024/25		Numbre of Geogr aphic Inform ation Syste ms procur ed	Procure ment of Geogra phic Inform ation System (GIS)	New Indicat or	Procurem ent of Geographi c informatio n system	None	Specific ation and advertis tement for procure ment of GIS	Appointm ent of a service provider for procurem ent of GIS	1 GIS procured	None	No Target	None	Municipal wide Mashotja M	800 000.00	777 000.00	Specification Advertiseme nt, Appointment letter, SLA Delivery note
LED& P-005-2024/25	Local Economic Development	Numbre of youth in agricult ure mentor ship progra mmes coordi nated	Coordin ation of Youth in Agricult ure mentors hip programme	New indicat or	1x Youth in Agriculture Mentorshi p programme coordinate d	None	Approve d Specific ation and Advertis tement	Appointm ent of Service Provider for coordinat ion of Youth in Agricultur e programme	1x Youth in Agricultur e Mentorsh ip programme coordinat ed	None	No Target	None	Municipal wide Makgoka M	300 000	None	Specification Advertiseme nt, Appointment letter, SLA, Mentorship reports
LED& P-006-2024/25		Numbre of Municip al career expo coordi nated	Coordin ation of Municip al Career Expo	New indicat or	1x Municipal Career Expo and developm ent conducted	None	Develop ment of Concept docume nt	Approved Specifica tion and advertise ment	Appointm ent of a service provider for coordinat ion of Municipal	None	1x Municipal Career Expo coordinate d	None	Municipal wide Makgoka M	300 000	297 576.00	Approved Concept document, SLA, Approved Specification

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LED&P-008-2024/25	Local Economic Development	Number of investor conferences coordinated	Coordination of investor conference	1x Investor conference coordinated	1x Investor conference coordinated	None	Approved specific advertisement for coordination of Investor conference	Appointment of a Service Provider to coordinate Investor conference	1 investor conference coordinated	None	No Target	None	Municipal wide Makgoka M	1 100 000	981 354.00	appointment letter Career Expo report Approved Specification , Advert, Appointment letter, SLA, Close up report
LED&P-009-2024/25		Number of LED Strategies reviewed	Review of Municipal LED Strategy	New Indicator	1x LED strategy reviewed	None	Approved Specific advertisement and Advertisement	Appointment of service provider for review of LED Strategy	1x LED Strategy reviewed	No Target	No Target	1x LED Strategy reviewed	Municipal wide Makgoka M	1 100 000	None	Approved Specification , Advert, Appointment letter, Approved reviewed LED Strategy, SLA,

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LED& P-OP-001 2024/ 25	Internal Audit	Percen tage of interna l audit queue s address ed	Impleme ntation of Internal Audit	100% Interna l Audit Querie s address ed	100% Internal Audit Querie s addressed	None	100% Internal Audit Querie s address ed	100% Internal Audit Querie s address ed	100% Internal Audit Querie s address ed	None	100% Internal Audit Querie s addressed	None	Municipal Wide Mahatani TCF	Opex	None	Updated Internal Audit
LED& P-OP-002- 2024/ 25	AG Action Plan	Percen tage of AG Action Plan implem ented	Impleme ntation of AG Action Plan	100% AG Action plan implem ented	100% AG Action plan implem ented	None	100% AG Action plan implem ented	100% AG Action plan implem ented	100% AG Action plan implem ented	None	100% AG Action plan implem ented	None	Municipal Wide Mahatl ani TCF	Opex	None	Update AG Action plan
LED& P-OP-003- 2024/ 25	Risk Management	Percen tage of risk registe r implem ented	Impleme ntation of Risk register	100% Risk Regist er implem ented	100% Risk Register implem ented	None	100% Risk Register implem ented	100% Risk Register implem ented	100% Risk Register implem ented	None	100% Risk Register implem ented	None	Municipal Wide Mahatani TCF	Opex	None	Updated Strategic risk register

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Key Performance Area (KPA) 1:		SPATIAL RATIONALE AND LOCAL ECONOMIC DEVELOPMENT														
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System														
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LED&P-OP-004-2024/25	Council resolutions	Percen tage of Council resolutions implem ented	Impleme ntation of Council resolutions	100% of Council resolutions implem ented	100% of Council resolutions implem ented	None	100% of Council resolutions implem ented	100% of Council resolutions implem ented	100% of Council resolutions implem ented	None	100% of Council resolutions implem ented	None	Municipal Wide Mahatlani TCF	Opex	None	Updated Council resolution register
LED&P-OP-005-2024/25	AC resolutions	Percen tage of Audit Commi tee resolutions implem ented	Impleme ntation of Audit Committ ee resolutions	100% of Audit Commi tee resolutions implem ented	100% of Audit Commitee resolutions implem ented	None	100% of Audit Committ ee resolutions implem ented	100% of Audit Commitee resolutions implem ented	100% of Audit Commitee resolutions implem ented	None	100% of Audit Commitee resolutions implem ented	None	Municipal Wide Mahatlani TCF	Opex	None	Updated Audit Committee resolution register
LED&P-OP-006-2024/25	Spatial Planning	Numbe r of Spatial plannin g aware ness worksh ops coordi nated	Coordin ation of Spatial Plannin g aware ness worksh ops	4 Spatial Planni ng aware ness worksh ops coordin ated	Coordinati on of 4 Spatial Planning awareness workshops	None	Coordin ation of 1 Spatial Plannin g aware ness worksho p	Coordina tion of 1 Spatial Planning aware ness workshop	Coordina tion of 1 Spatial Planning aware ness workshop	None	Coordinati on of 1 Spatial Planning awareness workshop	None	Municipal wide Mashotja M	R100 000	None	Invites, attendance register, agenda, presentations

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Key Performance Area (KPA) 1:		SPATIAL RATIONALE AND LOCAL ECONOMIC DEVELOPMENT														
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System														
Outputs:		• Implement a differentiated approach to municipal financing, Planning and support • Improving access to basic services • Implementation of the community works programme • Actions supportive of human settlement outcome;														
Key Organizational Strategic Objective		To enhance conditions for economic growth and job creation To manage and coordinate spatial planning within the municipality														
IDP Ref no.	Priorty area (IDP)	Key performace indicator	Project Name	Baseline	2024/25 annual target	Reviewed 2024/25 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Reviewed Quarter 3 target	Quarter 4 Target	Reviewed Quarter 4 target	Location of project / Responsibility	2024/25 Annual Budget R	Reviewed 2024/25 annual budget	Means of verification
LED&P-OP-007-2024/25	Spatial Planning	Number of Land Development applications recommended for approval	Recommendation of Land development Applications for approval	40 land development applications recommended for approval	20 land development applications recommended for approval	None	5 land development applications recommended for approval	5 land development applications recommended for approval	5 land development applications recommended for approval	None	5 land development applications recommended for approval	None	Municipal wide Mashotja M	Opex	None	Land Development application register, Response Letters/approval/refusal/ Pending letters

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SPATIAL RATIONALE AND LOCAL ECONOMIC DEVELOPMENT																
Responsive, Accountable, Effective and Efficient Local Government System																
Outputs:																
• Implement a differentiated approach to municipal financing, Planning and support • Improving access to basic services • Implementation of the community works programme • Actions supportive of human settlement outcome;																
Key Organizational Strategic Objective																
To enhance conditions for economic growth and job creation To manage and coordinate spatial planning within the municipality																
IDP Ref no.	Priorty area (IDP)	Key perfor mance indicat or	Project Name	Baseli ne	2024/25 annual target	Reviewed 2024/25 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Reviewed Quarter 3 target	Quarter 4 Target	Reviewed Quarter 4 target	Location of project / Responsibility	2024/25 Annual Budget R	Reviewe d 2024/25 annual budget	Means of verification
LED& P-OP-008-2024/ 25	Spatial Planning	Numbe r of Buildin g plan applica tions recom mende d for approv al, Pendin g and Refusa l	Recom mendat ion of Building plan applicati ons for approval, Pending and Refusal	60x Buildin g plans applica tions recom mende d for approv al, Pendin g and Refusa l	28 Building plans applications recommended for approval, Pending and Refusal	None	7x Building plan applications recommended for approval, Pending and Refusal	7 x Building plan applications recommended for approval, Pending and Refusal	7 x Building plan applications recommended for approval, Pending and Refusal	None	7x Building plan applications recommended for approval, Pending and Refusal	None	Municipal wide Mashotja M	Opex	None	Building plan application register, response letters/approval/refusal/p ended letters
LED& P-OP-009-2024/ 25	Spatial Planning	Numbe r of catego ry 2 land develop ment applica tion reports Tabled to Council	Tabling of Category 2 land development applications on reports to Council	4 x category 2 land development applications reported to Council	4 x category 2 land development applications reported to Council	None	1 x category 2 land development applications reported to Council	1 x category 2 land development applications reported to Council	1 x category 2 land development applications reported to Council	None	1 x category 2 land development application reports Tabled to Council	None	Municipal wide Mashotja M	Opex	None	Quarterly category 2 land development application reports, Council resolutions

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SPATIAL RATIONALE AND LOCAL ECONOMIC DEVELOPMENT																
Responsive, Accountable, Effective and Efficient Local Government System																
Outputs:																
- Implement a differentiated approach to municipal financing, Planning and support - Improving access to basic services - Implementation of the community works programme - Actions supportive of human settlement outcome;																
Key Organizational Strategic Objective																
To enhance conditions for economic growth and job creation To manage and coordinate spatial planning within the municipality																
IDP Ref no.	Priority area (IDP)	Key performance indicator	Project Name	Baseline	2024/25 annual target	Reviewed 2024/25 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Reviewed 3 target	Quarter 4 Target	Reviewed 4 target	Location of project / Responsibility	2024/25 Annual Budget R	Reviewed 2024/25 annual budget	Means of verification
	Spatial Planning	Number of Tribunal meetings coordinated	Coordination of Tribunal meetings	New indicator	4x Tribunal meetings coordinated	None	1x Tribunal meeting coordinated	1x Tribunal meeting coordinated	1x Tribunal meeting coordinated	None	1x Tribunal meeting coordinated	None	Municipal wide Mashotja MF	Opex	None	Invitation, Agenda, Attendance register Minutes
LED-OP-010-2024/25	Integrated Development Planning	Number of IDP/Budget adopted by Council	Adoption of IDP by Council	2024/25 IDP adopted by Council	Adoption of 1X 2025/26 IDP by Council	None	No target	No target	No target	None	Adoption of 1 2025/26 IDP by Council	None	Municipal wide Mashotja M	180 222	None	IDP document, Council Resolution
LED-OP-011-2024/25	Integrated Development Planning	Number of IDP Representative Forum meetings coordinated	Coordination of IDP Representative Forum meeting	3 IDP Representative forum meetings coordinated	3 IDP Representative forum meetings coordinated	None	No target	1 IDP Representative forum meeting coordinated	1 IDP Representative forum meeting coordinated	None	1 IDP Representative forum meeting coordinated	None	Municipal wide Mashotja M	Opex	None	Attendance registers, invites and IDP Rep forum reports

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SPATIAL RATIONALE AND LOCAL ECONOMIC DEVELOPMENT																
Responsive, Accountable, Effective and Efficient Local Government System																
Outputs:																
- Implement a differentiated approach to municipal financing, Planning and support - Improving access to basic services - Implementation of the community works programme - Actions supportive of human settlement outcome;																
Key Organizational Strategic Objective																
To enhance conditions for economic growth and job creation																
To manage and coordinate spatial planning within the municipality																
IDP Ref no.	Priorty area (IDP)	Key performance indicator	Project Name	Baseline	2024/25 annual target	Reviewed 2024/25 annual target	Quarter 1 target	Quarter 2 target	Quarter 3 target	Reviewed Quarter 3 target	Quarter 4 Target	Reviewed Quarter 4 target	Location of project / Responsibility	2024/25 Annual Budget R	Reviewed 2024/25 annual budget	Means of verification
LED-OP-012-2024/25		Percentage of the Issues raised during IDP Consultations resolved	Resolution of Issues raised during IDP Consultations	New indicator	100% of Issues raised during IDP Consultations resolved	No Target	No target	No target	No target	None	100% of Issues raised during IDP Consultations resolved	No Target	Municipal wide Mashotja M	Opex	None	IDP Ward based Consultation Report
LED&P-OP-013-2024/25	PMS	Number of Performance assessments conducted	Assessment of employees	2 Performance assessments conducted	2 Performance assessments conducted	None	No target	1x Annual Performance Assessment conducted	1x Midyear Performance Assessment conducted	No Target	No target	1x Midyear Performance Assessment conducted	Municipal Wide Mahatiani TCF	Opex	None	Performance assessment reports, Individual Score sheet
LED&P-OP-014-2024/25		Percentage of Employees assessments moderated	Moderation of employee assessment	New indicator	100% employees assessments moderated		No target	No target	100% Annual Performance Assessments moderated		No Target		Municipal Wide Mahatiani TCF	Opex		Employee moderation report, Individual Score Sheet

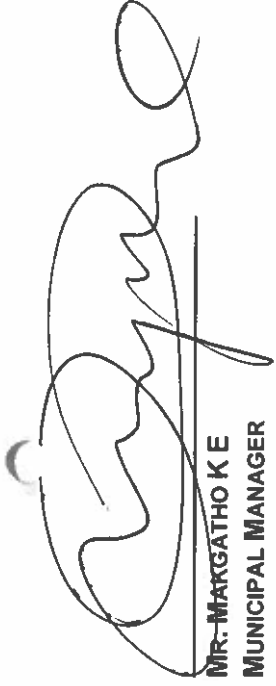
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MS. TCF MAHATLANI
SENIOR MANAGER: LOCAL ECONOMIC DEVELOPMENT & PLANNING

06 MARCH 2025

DATE



MR. MAKGATHO K E
MUNICIPAL MANAGER

06 MARCH 2025

DATE

PERSONAL DEVELOPMENT PLAN

2024/2025

(ANNEXURE B)

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PERSONAL DEVELOPMENT PLAN

Name & Surname : Mahlatlani T.C.F
 Job Title : Senior Manager : LEDP
 Employee Number : _____

SKILL / PERFORMANCE GAP	OUTCOME EXPECTED	SUGGESTED TRAINING / DEVELOPMENT ACTIVITY	SUGGESTED MODE OF DELIVERY (Lectures, Online, Distant Learning, Visual)	SUGGESTED TIMEFRAME	WORK OPPORTUNITY CREATED TO PRACTICE SKILL	SUPPORT PERSON
Geographic Information System	Spatial information interpretation		Physical Learning	2 weeks		Municipal Manager
Leadership Development Programme	Senior Management Development Programme		Online distance learning	6 months		Municipal Manager

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

SIGNATURE :



Name of Manager

: Ms. TCF Mahatlani

Date

06/03/2025

I undertake to support (Ms. TCF Nkuna) with the achievement

of the above Performance and Development Plan

SIGNATURE :



Name of Reporting

: Mr. Makgatho K E

Date 06/03/2025

W.C.
K.E. P.K.

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WLC PG