

PERFORMANCE MANAGEMENT AGREEMENT

ENTERED INTO BY AND BETWEEN:

MOGALE CITY LOCAL MUNICIPALITY

AS REPRESENTED BY THE

MUNICIPAL MANAGER:

MAANDA PRINGLE RAEDANI

AND

EXECUTIVE MANAGER: ECONOMIC DEVELOPMENT SERVICES

<u>MAKHOSANA MSEZANA</u>

THE EMPLOYEE OF THE MUNICIPALITY

FOR THE

FINANCIAL YEAR: 01 JULY 2018 TO 28 FEBRUARY 2019



PERFOMANCE MANAGEMENT AGREEMENT

ENTERED INTO BY AND BETWEEN

MOGALE CITY LOCAL MUNICIPALITY herein represented by Maanda Pringle Raedani as the Municipal Manager (hereinafter referred to as the Employer or Supervisor)

And

Makhosana Msezana as the Executive Manager: Economic Services (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 Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred to as the "the Parties".
- 1.2 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.
 - 1.3 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B), 57(C) and 57(5) of the Systems Act, Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Manager, 2006 & Local Government: Competency Framework for Senior Managers, 2014

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to -

- 2.1 Comply with the provisions of 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 Management Plan (Annexure A);
- 2.4 Monitor and measure performance against set targeted outputs;

2018/2019 Performance Management Agreement entered into by and between The Municipal Manager: Maanda Pringle Raedani and Executive Manager: Economic Services: Makhosana Msezana Page





- 2.5 Use the Performance Management Agreement and Performance Management Plan as the basis for assessing whether the employee has met the performance expectations applicable to his 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 **01 July 2018** and will remain in force until **28 February 2019;** where after a new Performance Management Agreement, Performance Management 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 the Agreement during February each year. The parties will conclude a new Performance Management Agreement and Performance Management Plan that replaces this Agreement at least once a year by not later 31 July.
- 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 (Annexure A) sets out-
 - 4.1.1 The performance objectives 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.
- 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 and weightings.

2018/2019 Performance Management Agreement entered into by and between The Municipal Manager:
Maanda Pringle Raedani and Executive Manager: Economic Services: Makhosana Msezana Page 3





MM N.M

- 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 within 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.

PERFORMANCE MANAGEMENT SYSTEM 5

- 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.
- The Employer will consult the Employee about the specific performance standards that 5.3 will be included in the performance management system as applicable to the Employee.

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 the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.
- The criteria upon which the performance of the Employee shall be assessed shall 6.2 consist of two components, both of which shall be contained in the performance agreement.
 - The Employee must be assessed against both components, with a weighting of 6.2.1 80:20 allocated to the Key Performance Areas (KPAs) and the Competency Requirements (Leading & Core Competencies) (CR's) respectively.
 - 6.2.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
 - 6.2.3 KPAs covering the main areas of work will account for 80 weighting and CRs will account for 20 weighting of the final assessment.

2018/2019 Performance Management Agreement entered into by and between The Municipal Manager:

Maanda Pringle Raedani and Executive Manager: Economic Services: Makhosana Msezana

6.3 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 (Annexure A), which are linked to the KPA's, and will constitute 80 weighting of the overall assessment result as per the weightings agreed to between the employer and Employee:

Key Performance Areas (KPA's)	Weighting
Service Delivery and Infrastructure Development	15%
Financial Viability	20%
Good Governance and Public Participation	35%
Municipal Transformation and Organizational Development	15%
Local Economic Development	15%
TOTAL	100%

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 (Annexure A), which are linked to the KPA's, and will constitute 80 weighting of the overall assessment result as per the weightings agreed to between the employer and Employee.

The six (6) core competencies that act as drivers to ensure that the leading competencies are executed at an optimal level.

LEADING COMPETENCY	REQUIREMENTS	WEIGHTS %
Strategic Direction and Leadership	 Impact and influence Institutional Performance Management Strategic Planning and Management Organizational Awareness 	15%
People Management	 Human Capital Planning & Development Diversity Management Employee Relations Management Negotiation and Dispute Management 	10%
Program & Project Management	 Program & Project Planning and Implementation Service Delivery Management Program & Project Monitoring & Evaluation 	20%
Financial Management	Budget Planning & ExecutionFinancial Strategy & DeliveryFinancial Reporting & Monitoring	20%
Change Leadership	Change Vision & Strategy	20%

2018/2019 Performance Management Agreement entered into by and between The Municipal Manager: Maanda Pringle Raedani and Executive Manager: Economic Services: Makhosana Msezana Page 5





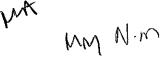
LEADING COMPETENCY	REQUIREMENTS	WEIGHTS %
	Process Design & Improvement	
	Change Impact Monitoring & Evaluation	
Governance Leadership	Policy Formulation	20%
	Risk and Compliance Management	
	Cooperative Governance	
COR	E COMPETENCIES	-
	Moral Competence	
	Planning and Organizing	
	Analysis and Innovation	
Knowledg	ge and Information Management	
	Communication	
F	Result and Quality Focus	
TOTAL		100

7 **EVALUATING PERFORMANCE**

- The Performance Management Plan (Annexure A) to this Agreement sets out-7.1
 - 7.1.1 The standards and procedures for evaluating the Employee's performance; and
 - 7.1.2 The intervals for the evaluation of the Employee's performance.
- Despite the establishment of agreed intervals for evaluation, the Employer may in 7.2 addition review the Employee's performance at any stage while the contract of employment remains in force.
- Personal growth and development needs identified during any performance review 7.3 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.
- The Employee's performance will be measured in terms of contributions to the goals and 7.4 strategies set out in the Employer's IDP.
- 7.5 The annual performance appraisal will involve:
 - 7.5.1 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 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;

2018/2019 Performance Management Agreement entered into by and between The Municipal Manager: Page 6 Maanda Pringle Raedani and Executive Manager: Economic Services: Makhosana Msezana







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

7.5.2 Assessment of the CRs

- (a) Each CR 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 CR;
- (c) The applicable assessment rating calculator must then be used to add the scores and calculate a final CR score.

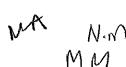
7.5.3 Overall rating

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

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

Overall Performance	Rating	Performance Score
Unacceptable Performance		
Performance does not meet the standard expected for the job. The employee has failed to demonstrate the commitment level expected in the job despite management efforts to encourage improvement.	1	59% and below
Performance 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.	2	60 – 69 %
Performance Fully Effective	-	
Performance fully meets the standards expected in all areas of the job	3	70 – 79 %
Performance Significantly Above Expectations /		

2018/2019 Performance Management Agreement entered into by and between The Municipal Manager: Maanda Pringle Raedani and Executive Manager: Economic Services: Makhosana Msezana Page 7





Overall Performance	Rating	Performance Score
Exceptional Performance	4	80 – 89 %
Performance is significantly higher than the standard expected in the job.		
Outstanding Performance		
Performance far exceeds the standard expected of an employee at this level.	5	90 – 100 %

- For purposes of evaluating the annual performance of managers directly accountable to 7.7 the Municipal Manager, an evaluation panel constituted of the following persons must be established -
 - 7.7.1 Municipal Manager;
 - 7.7.2 Chairperson of the Performance Audit Committee or the Audit Committee in the absence of a Performance Audit Committee;
 - 7.7.3 Member of the Mayoral Committee; and
 - 7.7.4 Municipal Manager from another Municipality.

SCHEDULES FOR PERFORMANCE REVIEWS

The performance of each Employee in relation to his or her performance agreement 8.1 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	Timeline	Date of the Review
First Quarter	July – September 2018	October 2018
Second Quarter	October – December 2018	January 2019
Third Quarter	January – March 2019	April 2019
Fourth Quarter	April – June 2019	n/a

The Employer shall keep a record of all formal and informal reviews, including the mid-8.2 year review and annual assessment meetings.

2018/2019 Performance Management Agreement entered into by and between The Municipal Manager:

Maanda Pringle Raedani and Executive Manager: Economic Services: Makhosana Msezana

Page 8

MW M.W.

- 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 developmental gaps is attached as Annexure B.

10. OBLIGATIONS OF THE EMPLOYER

- 10.1 The Employer shall:-
- 10.1.1 Create an enabling environment to facilitate effective performance by the Employee;
- 10.1.2 Provide access to skills development and capacity building opportunities;
- 10.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that my impact on the performance of the Employee;
- 10.1.4 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
- 10.1.5 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.

11 CONSULTATION

- 11.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others —
- 11.1.1 A direct effect on the performance of any of the Employee's functions;
- 11.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and

2018/2019 Performance Management Agreement entered into by and between The Municipal Manager:
Maanda Pringle Raedani and Executive Manager: Economic Services: Makhosana Msezana Page 9

MW N.M

- 11.1.3 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 the inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance.

	•	Performance Rating	Bonus Amount
1.	0% - 59%	Performance Unacceptable	0% of total package
2.	60% - 69%	Performance Not Fully Effective	
3.	70% - 79%	Performance Fully Effective	Remuneration Progression
4.	80% - 89%	Performance Significantly Above Expectations/ Exceptional Performance	Remuneration Progression5% - 9% of Total Package
5.	90% - 100%	Outstanding Performance	Remuneration Progression 10% - 14% of total package

- 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 month (12) service at the current remuneration package on 30 June (end of financial year) subject to a fully effective performance assessment results and above.
- 12.4 In the case of unacceptable performance, the Employer shall -
 - 12.4.1 Provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and
 - 12.4.2 After appropriate 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.

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 provide for, shall be mediated by –

~ (5

- 13.1.1 The Executive Mayor within thirty (30) days of receipt of a formal dispute from the Employee; or
- 13.1.2 Any other person appointed by the Executive Mayor.
- 13.2 In the event that the mediation process contemplated above fails, clause 19.3 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 diminished 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.

Thus done and signed at Kruger do rp. on this the 27th day of Tury 2018

AS WITNESSES:

1. Manager:

EXECUTIVE MANAGER:

ECONOMIC DEVELOPMENT

SERVICES

Thus done and signed at Kluberwork on this the 27th day of Tury 2018

AS WITNESSES:

1. Mora Moys.

MUNICIPAL MANAGER

2. Mthabiseng Mphahlele

							MOGALE CITY L	LOCAL MUNICIP	ALITY PERFOR	MANCE MANA	OCAL MUNICIPALITY PERFORMANCE MANAGEMENT PLAN FOR 2018/2019	FOR 2018/2019	-			į	
					•			INCL	NCUMBENT: MAKHOSANA MSEZANA	OSANA MSEZ	ANA						
						4400	TIT TSO4	TLE: EXECUTIV	E MANAGER: E	CONOMIC DE	LE: EXECUTIVE MANAGER: ECONOMIC DEVELOPMENT SERVICES	RVICES					
DEPARTMEN	DEPARTMENT: ECONOMIC DEVELOPMENT SERVICES	VELOPMENT SER	VICES										-			TOTAL POINTER	
KDA: SEDVIC	KDA: SECVICE DE! IVERY AND INFRASTRUCTURE DEVELOPMENT 15%	INFRASTRUCTUR	R DEVELOPME	ENT 15%											T HILL	PERFORMANCE RESULTS	0
SOBIP Ref.	PLANNING	MSCOA	WARDS TO BENEFIT	KEY PERFORMANCE INDICATOR	WEIGHTING	UNIT OF MEASURE	вироет	BASELINE	ANNUAL	QUARTER	PROGRAMME/ T PROJECT E MILESTONE (TYPE OF EVIDENCE PER QUARTER	RESPONSIBLE PERSON	PERFORMANCE MEASUREMENT	SELF ASSESSMENT	SUPERVISOR ASSESSMENT	FINAL
										Pa	25%	Strategy Implementation plan and the Quarterly progress report					
ğ	Executive Manager, Output	EDS - Strategic Support EM	All Wards	% Implementation of Mogale City's Housing Sector Strategy	15%	%	R2 438 512	10% (mllastones completed)	100%	8	50%	Mid Year progress report	Menager: Economíc Davelopment	3= 100% implementation on the set timeframes (deadline) 4= 100% implementation 5 days			
										පි	. 15%	Third Quarter report	Services	before the deadline			
							_			9	100%	Annual progress		5≠ 100% Implementation 10 days before the deadline			
	1								- Landerson						PER	PERFORMANCE REGULTS	LT3
SDBIP Ref.	SDBIP Ref. PLANNING No LEVEL	MSCOA PROJECT	WARDS TO BENEFIT	KEY PERFORMANCE INDICATOR	WEIGHTING	UNIT OF MEASURE	BUDGET	BASELINE	ANNUAL	QUARTER	PROGRAMME/ TYPE OF PROJECT EVIDENCE MILESTONE QUARTER	TYPE OF EVIDENCE PER QUARTER	RESPONSIBLE PERSON	PERFORMANCE MEASUREMENT	SELF ASSESSMENT	SUPERVISOR ASSESSMENT	FINAL
										ច		Expenditure report	Executive	1= R2,000,000,00			
	Executive	EDS - Strategic		Rand value of revenue		dillocution of	ā	F2 500 000	R10 000 000	0 5	_	Expenditure report	Manager: 	2= 2,5000,000,00 3= 83,000,000,00			
Х Е 2	Managar: Output	Support ≅M	All wards	generated off dutecor	2	eniav pilav		3		ខ		Expenditure report	Development	4= R3,5000,000.00			
				,						8	R3 000 000	R3 000 000 Expenditure report	Services	5= R4,000,000,00			
										٩	1	City - Developer Agreement	in the second	1#.1/0 deals 2=.2/3 deals			
	1			Number of real estate				:	4 real estate	g5	-	City - Developer Agreement	Manager	Ja 4 deals 6. n. deals			
KP.	Manager Output		All Wards	development deals secured	%5	Number	ĝ	New Target	gleap	e	-	City - Daveloper Agreement	Development	5=8 and more deals			
		EDS - Strategic Support EM			* ***					9	-	City - Developer Agreement					
			de la constitució de la consti			-				δ			Executive	R C			1: 3x 1: 3x
	Executive			% completion of the		8	2000	Tech Tage	100%	02		Real estate audit	Economic Economic	2= 100000 accepts someone accidental to the			
<u>주</u>	Manager, Output		A Wards	City's real estate audit	# H	P.	and and	- ADI		D3	_	noder	Development	A TOTAL TOTA			
										45	100%		Services				







		_	_									
ASSESSMENT												
SUPERVISOR FINAL ASSESSMENT ASSESSMENT												
SELF ASSESSMENT												
PERFORMANCE MEASUREMENT	15 23 38 200% 54				1# 2= 3=1000				1 = 100% implementation reports submitted by 31 July 2019 2 = 100% implementation reports	submitted by 15 July 2019 3 = 100% implementation reports	submitted by 30 June 2019 4 = 100% Implementation reports submitted by 31 May 2019	5 = 100% Implementation reports submitted by 30 April 2019
RESPONSIBLE PERSON	Executive Manager: Economic	Services			Executive Manager:		Services		<u>.</u>	Manager	Sarvices	
TYPE OF EVIDENCE PER QUARTER	Q1: SDF Accelerated 100% Development plan and the Quarterly progress report	OS Od: O mortonia	progress report		Accelerated Development plan		~	tindel sealfaid		OPCA Progress	report	
PROGRAMME/ TYPE OF PROJECT EVIDENC MILESTONE QUARTEI	100%	100%	100%	100%	100%	100%	100%	100%				100%
QUARTER	ē	92	8	4	5	8	53	40	5_	202	ŝ	20
ANNUAL	100% within 30 days	;				100% within 30	e é é			ļ	400%	
BASELINE	45 days					45 days					New target	
BUDGET	82					2					1	
UNIT OF MEASURE	8					8					#	
WEIGHTING	15%					15%					%6	
KEY PERFORMANCE INDICATOR	% Implementation of the Spatial Development	Accelerated	Development Plan		% Implementation of	Redulations:	Accelerated Building	ᇣ	- Annie Amerika	or colection of	audit action plans	
WARDS TO BENEFIT	All Wards					All Wards					All Wards	
MSCOA	EDS - Strategic	win sinddho				EDS - Strategic	Support EM			o Contraction of Cont	Support EM	
PLANNING LEVEL	Executive	Mariagai, Octour				Executive	Manager: Output			1	- Executive Manager, Output	
SDBIP Ref. No	Ж Б В					X Sign					X 7.	
		_										

KPA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION 35%







FINAL													\$	FINAL												PINAL ASSESSMENT												
SUPERVISOR ASSESSMENT A													PERFORMANCE RESULTS	SUPERVISOR ASSESSMENT A												SUPERVISOR PI	Namicosper											
SELF ASSESSMENT													PERF	SELF ASSESSMENT												SELF	DOSCHOOMEN											
PERFORMANCE MEASUREMENT		1= 100% approved after 28 February 2019 2= 100% approved after 31 January	2019	3 = 100% bafore 31 December 2018 4 = 100% bafore 15 December 2018	5 = 100% before 30 November 2018	1=59% and Below Compliance 2=60-79% Compliance	3=80% Compliance	5=91-100% Compliance	1= 100% disputes finalised 16 and more days after the set timeframes	2= 100% disputes finalised 11-15 days after the set timeframes 3= 100% disputes finalised within 10	working days 4= 100% disputes finalised within 8 worlnd days	5= 100% disputes finalised within 6 working days		PERFORMANCE MEASUREMENT		1= 1184 lobs	2= 1192 Jobs	3= 1200 jobs 4= 1208 lobs	S= 1216 Jobs			2= 100% completion by 30/08/2019 2= 100% completion by 31/08/2019	4= 100% completion by 30/06/2019 6= 100% completion by 30/06/2019 6= 1000	e inoxecute da lipitadina economia														
RESPONSIBLE PERSON		Executive		Development Services			Economic				Economic Development Services			RESPONSIBLE PERSON			Menager			***************************************			Development			RESPONSIBLE	PERSON	Executive	Manager. Economic	Development Services			a contraction	Manager:	Development Sarvices			
TYPE OF EVIDENCE PER QUARTER	oples of the signed	peugls et	ob profiles	Copies of the signed lob profiles	Copies of the signed job profiles		the Red-list		Quarterly statistical reports from ERM	Quarterly statistical reports from ERM	Quarterly statistical reports from ERM	Quarterly statistical reports from ERM		TYPE OF EVIDENCE PER CHARTER			Q1-Q4; Quarterly				Quarterly progress report	Quarterly progress report	Quarterly progress	rily progress		EVIDENCE			Approved Departmental Plan aligned	500				Five (5) 2018/2019 Performance Management Agreements Signed with	ខេត្តខាន			
PROGRAMME/ TY PROJECT ET MILESTONE G		100%		100%	700% o		100%		100%	100%	100%	100%		PROGRAMME/ T PROJECT E		200	200		200		100%	700%	7 %001	100%		EVID			Approved Departn					Five (5) 2018/20	Man			
QUARTER	1	5 8	1	60	8	5	38	84	6	05	80	9		QUARTER	10	25	8		8		ō	8	8	8		REMENT		fore the 31 March	fore the 28	ore the 31	ore the 31	peements signed	preements signed	3= 5 Parformance Management Agreements signed	greements signed	greements signed		er 2018
ANNUAL TARGET			100%				100%				100%			ANNUAL				opportunities	:				the CBD Taxl Rank)		_	PERFORMANCE MEASUREMENT		1-Departmental Fran approved before the 31 March	3= Departmental Plan approved before the 28	Nan approved bef	Plan approved bet	Lecentidal 2015 1= 5 Performance Management Agreements signed after the 30/09/2018	e Management Ag 718	e Management Ag	by the 31/08/2018 4= 5 Performance Menagement Agreements signed	by the 20/08/2018 5= 5 Performance Management Agreements signed		1=PDPs developed by 30 November 2018
BASELINE			New target	•			New target				New target			BASELINE			1136 employment	opportunities				Temporary Tax	Rank			PERFOR		1-Departmental Frail approved before the 31 March 2= Departmental Plan approved before the 31 March 3= Departmental Plan approved before the 31 Ma	3= Departmental	February 2019 4=Departmental Plan approved before the 31	January 2019 5=Departments Pian approved before the 31	1= 5 Performance Marter the 30/09/2018	2= 5 Performance Management Agreements signed after the 1509/2018	3= 5 Репотпало	by the 31/06/201	by the 20/08/2010 5= 5 Performano	by the 10/08/2u1	1=PDPs develop
BUDGET				!			ı				ì			BUDGET				R9 436 000					20 502 000						oartment Plan budget}					nts signed with				
UNIT OF MEASURE			8	!			*				*			UNIT OF MEASURE			;	Number					*						int) Approved De m the 2019/2020					gement Agreeme	August 2018			
WEIGHTING	-		2%				969				2%			WEIGHTING				10%					%s			Ŋ.			ig and Manageme ie SDBIP (to infor					erformance Mana	Managers by 31			
KEY PERFORMANCE INDICATOR	MOICHION		of lob profiles as per	CSS schedule		% compliance to the	record management/	raing bysiern		% labour related	disputes successfully finalised			KEY PERFORMANCE	Number of	employment	entarprise	development and rural development	Initiatives: expanded public works	programme		% implementation of the planned Special	Economic initiatives:						(Strategic Planning and Management) Approved Department Plan aligned to the SDBIP (to inform the 2019/2020 budget)	1				No. of Individual Performance Management Agreements signed with				
WARDS TO P		e	All Wards				Al Wards				All Wards	_	1	WARDS TO BENEFIT	1			All Wards					All Wards			WEIGHTING	2		æ				•	u	,			
MSCOA			EDS - Strategic	Support EM			Support EM			000	Support EM		OPMENT 15%	1	1		Strategic	Support EM				FDS Strategic	Support EM			PETENCIES	2					qlusapp						
PLANNING LEVEL			Executive				Executive Manager: Output				Manager: Output		KPA: LOCAL ECONOMIC DEVELOPMENT 15%	PLANNING				Manager: Output				e di tra	Ħ.		-	CORE MANAGERIAL COMPETENCIES						Strategic Direction and Leadership						
SDBIP Raf. No			В В			ļ	KPJ 9				₹ 5 5		CPA: LOCAL E	SDBIP Ref.				KP! 1	-				₹ 51			COREMA	-					Strates						





			2=PDPs developed by 31October 2018	- !	- Characteristics and the char	
People Management and Empowerment	0	Development of Personal Development Plans (PDPs) for Managers	3=PDPs developed by 30 September 2018	Froot on the submission of PLPS for Senior Managers to Learning and Development Sub-division for	Manager, Economic	
			4=PDPs developed by 15 September2018	implementation	Development Services	
			5=PDPs developed by 31 August 2018			
	***************************************		1= 70-50% and below Implementation within set timeframes			
			2= 71-79% Implementation within set timeframes		Executive	
	ō	Operational Programs/ Projects Implemented	3= 80% (mplementation within set timeframes	Project Plants) and Reports on the Implementation or Quarterly SDBIP Reports	Manager: Manager: Economic	
Program and Project Management			4= 81-90% implementation within set timeframes		Services	
			5= 91-100% Implementation within set timeframes			
	10	Service Delivery Management		SDBIP Quarterly Performance Reports from Monitoring and Evaluation Division	Executive Economic Economic Development	
	10	% Negative Variance on operational spent	1 Tasty, unpulipoised expenditure 2 Tasty, unpulipoised expenditure 3 Total Unpulipoised expenditure 5 Total annual Universed expenditure 5 Total as avinge	1 July 2018 to 30 June 2019 In year monitoring report	Executive Exercity Exercity Exercity Development Services	
Financial Management	10	% of MIG funded capital budget spent at the end of financial year	1= 22% Sperit 7= 64% Sperit 6= 66% Sperit 4= 66% Sperit 6= 107% Sperit 6= 107% Sperit	1 July 2018 to 30 June 2018 In year monitoring report	Executive Manager: Manager: Development Services	
Channe Landerckin	10	% Change Management Plan Implementation	1'=59% and Belicw Implementation 2=50-79% implementation 4=20% implementation 4=20% implementation 5=34%implementation	Change Management Plan for the projects to be implemented	Executive Manager: Manager: Development Development Services	
תוומל במפרטונית	01	Communication to employees	1= 2 meetings 2= 3 meetings 2= 3 meetings 4= 5 meetings 6= 6 meetings	Agends and Attendance Register of departmental meetings	Executive Manager Manager Caconomic Development Services	
il in market	10	Revision and Development of Policios	1=59% and Balow 2=60-79% 9=80% 4=61-90% 5=81-100%	Revised and Developed Policites vs Policies submitted to Council in the 2018/2019 financial year for Approval	Executive Manager: Manager: Development Services	
diversion and in the same	01	% implementation of the annual risk management implementation plan	1=59% and Below 2=60-78% 3-80% 4-82% 5-84%	Dashboard Risk Management Reports from M&E	Executive Manager: Ma	
Total-100 Signed and Accepted by the Executive Manager Economic Development Services.	ager: Econom	nic Development Services				
Makhosana Msezana	1		1			
8	7			AAT-15 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1		
Approved by the Municipal Manager	1					13 15 15
Date: 27th 1/1/4 200		Approximation of the state of t	Additional control of the control of		- COOPERING - COOP	
3						
		•				
		MANGALIMATE TO THE THE TAXABLE PROPERTY OF TAXABLE PROPERT	THE PROPERTY AND ADDRESS OF THE PROPERTY.		Para and the second sec	

PERSONAL DEVELOPMENT PLAN (PDP)

SURNAME	MAKHOSANA		NAME	MSEZANA		
POSITION	EXECUTIVE MANAGER:	ER: EDS	REPORT TO	MUNICIPAL MANAGER	NAGER	
SALARY LEVEL	2		SALARY BAND	S56		
DEPARTMENT	ECONOMIC DEVELOPMENT SERVICES	PMENT SERVICES	FINANCIAL YEAR	2018/2019		
Competency area to be developed	Specific development objectives (what to achieve)	Competency indicators (evidence of development)	Development activities (self-study, on-the-job, formal- dates and cost)	Support required (e.g. coaching)	Development review and assessment: Training provider	Sign-off review and assessment (Individual, Expert Trainer & Coach)
Change Management	 Change Vision & Strategy Process Design & Improvement Change Impact Monitoring & Evaluation 	Portfolio of evidence as required by the Training institution.	Short course NQF 6	Training through a service provider	Service provider to be appointed.	Trainer
Program and Project Management	 Program & Project Planning and Implementation Service Delivery Management. Program & Project Monitoring & Evaluation 	Portfolio of evidence as required by the Training institution.	Short course NQF 6	Training through a service provider	Service provider to be appointed.	Trainer
Financial Management	mSCOA implementation aligned to the budgeting process.	Portfolio of evidence as required by the Training institution.	Short course NQF 6	Training through a service provider	Service provider to be appointed.	Trainer



SURNAME	MAKHOSANA		NAME	MSEZANA		
POSITION	EXECUTIVE MANAGER: EDS	DS	REPORT TO	MUNICIPAL MANAGER	ANAGER	at Principal and the Control of the
SALARY LEVEL	2	entante (military)	SALARY BAND	S56		i - u de Addinisté d'aver
DEPARTMENT	ECONOMIC DEVELOPMENT SERVICES	T SERVICES	FINANCIAL YEAR	2018/2019		
Competency area	Specific Comp	Competency indicators	Development	Support	Development	Sign-off review
to be developed	nent	(evidence of development)	activities (self-study,	required (e.g.	review and	and assessment
	objectives (what to		on-the-job, formal-	coaching)	assessment:	(Individual, Expert
	achieve)		dates and cost)		Training provider	Trainer & Coach)
	Standard for					
	Infrastructure					
	Procurement			•••		
	and Delivery					
	Management					
	Procurement					
	Policy					And
	implementation.					
EMPLOYEE			MM's SIGNATURE	M peole	DATE	27/01/2018
					PATRICIA STATE STA	