



**PERFORMANCE AGREEMENT**

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

**THE MAKHUDUTHAMAGA LOCAL MUNICIPALITY  
AS REPRESENTED BY THE MUNICIPAL MANAGER**

**RAMPEDI Mmadire Nancy**

**AND**

**MARISHANE MOKOBA ELIZABETH**

**THE SENIOR MANAGER OF COMMUNITY SERVICES (EMPLOYEE)**

**FOR THE**

**FINANCIAL YEAR: 1 JULY 2021- 30 JUNE 2022**



**PERFORMANCE AGREEMENT**

**ENTERED INTO BY AND BETWEEN:**

The Makhuduthamaga Local Municipality herein represented by Rampedi Madire Nancy in her/his capacity as Municipal Manager

and

Marishane Mokoba Elizabeth Employee 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 Act 32 of 2000 ("the Systems Act"). The **Employer** and the **Employee** are hereinafter referred to as "the Parties".

1.2 Section 57(1)(b)(iii) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance agreement within one (1) month after the beginning of each financial year of the municipality.

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),(4A),(4B) and (5) of the Act as well as the employment contract entered into between the parties;

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2.2 specify objectives and targets defined and agreed with the employee and to communicate to the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;

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 or her 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 2021 and will remain in force until 30<sup>th</sup> June 2022 thereafter 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 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

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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 Employer 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 in 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 Employer'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 Employer 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 Employer 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 Employer about the specific performance standards that will be included in the performance management system as applicable to the Employer.

5.4 The Employer 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 Employer shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.

5.5.1 The Employer must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Competency Requirements (CRs) respectively.

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

5.5.3 KPAs covering the main areas of work will account for 80% and CRs will account for 20% of the final assessment.

5.5.4 The total score must be determined using the rating calculator.

5.6 The Employer's assessment will be based on his / her performance in terms of the outputs / outcomes (performance indicators) identified as per attached Performance Plan

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**(Annexure A)**, which are linked to the KPAs, 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	60%
Municipal Institutional Development and Transformation	10%
Local Economic Development (LED)	10%
Municipal Financial Viability and Management	10%
Good Governance and Public Participation	10%
<b>Total</b>	<b>100%</b>

5.7

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.

5.8

The CRs will make up the other 20% of the Employee's assessment score. CRs 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 CRs are compulsory for Municipal Managers:

COMPETENCY REQUIREMENTS FOR EMPLOYEES		
LEADING COMPETENCIES		WEIGHT
Strategic Direction and Leadership	✓	10
People Management	✓	5
Program and Project Management	✓	30
Financial Management	✓	25
Change Leadership		
Governance Leadership		
<b>CORE COMPETENCIES</b>		
Moral Competence		

51

322



COMPETENCY REQUIREMENTS FOR EMPLOYEES		WEIGHT
LEADING COMPETENCIES	✓	
Planning and Organising	✓	10
Analysis and Innovation	✓	5
Knowledge and Information Management	✓	5
Communication	✓	10
Results and Quality Focus		
Total percentage	-	100%

## 6. EVALUATING PERFORMANCE

- 6.1 The Performance Plan (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.

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- (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 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) This rating should be multiplied by the weighting given to each CR 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 CR 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 KPAs and CRs:

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 indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.					
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.					
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.					



Level	Terminology	Description	Rating				
			1	2	3	4	5
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.					
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the 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 purposes of evaluating the annual performance of the municipal manager, an evaluation 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 purposes of evaluating the annual performance of managers directly accountable to the municipal managers, an evaluation 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; and
- 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

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7.1 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:

Quarter	Period
First quarter	July – September 2021
Second quarter	October – December 2021
Third quarter	January – March 2022
Fourth quarter	April – June 2022

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

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.

## 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 decisions 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 A performance bonus of between 5% to 14% of the total remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

11.2.1 A score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and

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

11.3 In the case of unacceptable performance, the Employer shall –

11.3.1 Provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and

11.3.2 After appropriate performance counselling and having provided the necessary guidance and/or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

## 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.

**13. GENERAL**

- 13.1 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.
- 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 local government in the relevant province as well as the national minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.

Thus done and signed at Fouriesburg on this the 13 day of July 2021

AS WITNESSES:

1. [Signature]

2. [Signature]

AS WITNESSES:

1. [Signature]

2. [Signature]

[Signature]  
EMPLOYEE

[Signature]  
MUNICIPAL MANAGER

Performance plan for Senior Manager: Community Services Marishane ME

KPA 2: BASIC SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT

**KPA 2: BASIC SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT**

**Strategic Objective: 1. To reduce infrastructure and service backlogs in order to improve quality of life of the community by providing them with roads & storm water, bridges electricity and housing**

**2. To promote social cohesion, safety, environmental welfare and disaster management for the municipality.**

<b>Total Number of Indicators</b>	<b>Total Number of Annual Targets</b>	<b>Total Number of Adjusted Targets</b>
39	39	0

No.	Directorate	Project	Measurable Objective	Key Performance Indicator.	Baseline	Annual Target 2021/2022	2021/2022 Quarterly Targets				Means of verification	Annual Budget 2021/2022 ('R000')	Weightings
							Quarter 1	Quarter 2	Quarter 3	Quarter 4			
BS23	Community Services	Solid Waste Collections	To promote a healthy and a clean environment	No of H/H Solid Waste collected once on weekly basis at Marishane, Glen Cowie newsstand and glen Cowie mathausands by 30 June 2022	500 H/H Collected	700 H/H Solid Waste collected once on weekly basis at Marishane, Glen Cowie newsstand and glen Cowie mathausands by 30 June 2021	700 H/H Solid Waste collected once on weekly basis at Marishane, Glen Cowie newsstand and glen Cowie mathausands	700 H/H Solid Waste collected once on weekly basis at Marishane, Glen Cowie newsstand and glen Cowie mathausands	700 H/H Solid Waste collected once on weekly basis at Marishane, Glen Cowie newsstand and glen Cowie mathausands	700 H/H Solid Waste collected once on weekly basis at Marishane, Glen Cowie newsstand and glen Cowie mathausands	Q1 & Q2 Data Collection register Q3 & Q4 Collection register	R13 089	20
				No of skips collected at 19 villages on weekly basis	53	50 skips collected at 19 villages on weekly basis	Collection of 50 skips	Collection of 50 skips	Collection of 50 skips	Collection of 50 skips	Collection Register	R2 500	
				No of skips procured by	50	20 skips procured by 30 June	Develop specification and	20 skips procured	0	0	Q1 copy of advert	R2000	

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Performance plan for Senior Manager: Community Services Marishane ME

No.	Directorate	Project	Measurable Objective	Key Performance Indicator.	Baseline	Annual Target 2021/2022	2021/2022 Quarterly Targets				Means of verification	Annual Budget 2021/2022 ('R000')	Weightings	
							Quarter 1	Quarter 2	Quarter 3	Quarter 4				
				30 June 2022		2022	advertisement							
				No. of Community consultation program on waste collection conducted within Makhudumham aqa by 30 June 2021	02 Consultation	01 of Community consultation program on waste collection conducted within Makhudumham aqa by 30 June 2021	0	0	0	01 consultation program on waste collection conducted	Invitation and attendance register	R0.00		
BS24	Community Services	Landfill Site Operation	To enhance landfill operations	No of external landfill site audit conducted by 30 June 2022	New indicator	01 external landfill site audit conducted by 30 June 2022	0	0	Develop specification and advertisement	01 external landfill site audit conducted	Q3 Copy of advert Q4 External audit report	R820		10
BS25	Community Services	Environmental Impact assessment for cluster cemeteries	To comply with environmental legislations	No of environmental impact assessment report for cluster cemeteries submitted to the municipality	New	01 Environmental Impact Assessment report for cluster cemeteries submitted to the municipality	Develop specification and advertisement	0	0	Environmental Impact Assessment report developed	Advertisement and appointment letter	R0.		10

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Performance plan for Senior Manager: Community Services Marishane ME

No.	Directorate	Project	Measurable Objective	Key Performance Indicator.	Baseline	Annual Target 2021/2022	2021/2022 Quarterly Targets				Means of verification	Annual Budget 2021/2022 ('R000')	Weightings
							Quarter 1	Quarter 2	Quarter 3	Quarter 4			
BS26	Community Services	Environmental care awareness to communities	To promote sustainable environmental system and improve community awareness	No of Environmental awareness and clean up campaigns held at ward (07, 18, 26 & 31) by 30 June 2022	02	4 Environmental awareness and clean up campaigns held by 30 June 2021.	1 Clean up campaign	1 Clean up campaign	1 Wetlands day celebration	1 World Environment day celebration	Reports and attendance register	R60	10
BS27	Community Services	Fencing of cluster cemeteries	To protect graves from wandering animals	No of Cemeteries fenced at Makhuduthamaga jurisdiction by 30 June 2022.	N/A	2 cluster Cemeteries fenced at Makhuduthamaga jurisdiction by 30 June 2022.	0	0	Procurement process	2 cluster Cemeteries fenced at Makhuduthamaga jurisdiction	Completion certificate	?	5
BS28	Community Services	Library promotions	To promote the culture of reading and learning	No of Library Awareness Campaign held (Jane Furse, Phokoane, Patantwane & Ga Phachla library) by 30 June 2022.	5	8 Library Awareness Campaign held (Jane Furse, Phokoane, Patantwane & Ga Phachla library) by 30 June 2022.	0	3 Library Awareness Campaign held	3 Library Awareness Campaign held	2 Library Awareness Campaign held	Attendance registers & reports	R200	5

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Performance plan for Senior Manager: Community Services Marishane ME

No.	Directorate	Project	Measurable Objective	Key Performance Indicator.	Baseline	Annual Target 2021/2022	2021/2022 Quarterly Targets				Means of verification	Annual Budget 2021/2022 ('R000')	Weightings
							Quarter 1	Quarter 2	Quarter 3	Quarter 4			
BS29	Community Services	Disaster relief	To provide relieve to disaster affected H/H	Percentage (%) Disaster relief provided. (Disaster cases attended /total number of reported disaster cases) by June 2022	100%	100% Disaster relief provided. (Disaster cases attended /total number of reported disaster cases) by June 2022	100%	100%	100%	100%	Completed assessment forms	R1600	10
			Percentage (%) relief material for prevention of spread of Covid 19 pandemic to internal staff and community of Makuduthamag a procured & distributed by 30 June 2022	New Indicator	100% relief material for prevention of spread of Covid 19 pandemic to internal staff and community of Makuduthamaga procured & distributed by 30 June 2022	100% Disaster relief material for prevention of spread of Covid 19 pandemic to internal staff and community of Makuduthamaga procured & distributed by 30 June 2022	100% Of relief material for prevention of spread of Covid 19 pandemic to internal staff and community of Makuduthamaga procured & distributed by 30 June 2022	100% Of relief material procured and distributed internal staff and community of Makuduthamaga	100% of relief material procured and distributed internal staff and community of Makuduthamaga	100% of relief material procured and distributed internal staff and community of Makuduthamaga	COVID - 19 distribution register	R1000	
BS 30	Community Services	Disaster management	To educate communities to respond adequately to disaster events	No of Disaster awareness campaigns conducted within jurisdiction of Makuduthamaga by	8 Disaster awareness campaigns conducted within jurisdiction	8 Disaster awareness campaigns conducted within jurisdiction of Makuduth	0	2 Disaster awareness campaigns	3 Disaster awareness campaigns	3 Disaster awareness campaigns	Attendance register	R0,00	

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Performance plan for Senior Manager: Community Services Marishane ME


No.	Directorate	Project	Measurable Objective	Key Performance Indicator.	Baseline	Annual Target 2021/2022	2021/2022 Quarterly Targets				Means of Verification	Annual Budget 2021/2022 ('R000')	Weightings
							Quarter 1	Quarter 2	Quarter 3	Quarter 4			
BS31	Community Services	Sports promotion	To promote healthy lifestyle and social cohesion	No of Sports promotion activities held by 30 June 2022	7	7 Sports promotion activities held by 30 June 2022	0	3	3	1	Attendance register	R000	5
							100%	3 advisory forums on disaster held by 30 June 2021	0	1			
BS32	Community Services	To promote and sustain cultural heritage	To promote and sustain cultural heritage	No of Arts and culture promotion activities held with Makhudutham aga community by 30 June 2022	8	8 Arts and culture promotion activities held with Makhudutham aga community by 30 June 2022	0	3	3	2	Attendance register		5
BS33	Community Services	To promote road safety	To promote road safety	No of Road safety campaigns held at ward 18 by 30 June 2022	4	4 Road safety campaigns held at ward 18 by 30 June 2022	1	1	1	1	Attendance register	2.	10
BS34	Community services	Development of integrated	To enhance mode of transport for	No of integrated transport plan	0	01 integrated transport	0	0	0	integrated transport plan	R0,00	5	

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Performance plan for Senior Manager: Community Services Marishane ME

No.	Directorate	Project	Measurable Objective	Key Performance Indicator.	Baseline	Annual Target 2021/2022	2021/2022 Quarterly Targets				Means of verification	Annual Budget 2021/2022 (R000)	Weightings		
							Quarter 1	Quarter 2	Quarter 3	Quarter 4					
		Transport plan	the community	developed by 30 June 2022		plan developed by 30 June 2022					developed	plan			
Total													R188,478		

Signature 

Date 2021/07/13

Skills Development GAP (Individual Learning Plan)

Senior Manager's name: MARISHANE ME

Job Title SENIOR MANAGER

Municipal Manager's Name : Rampedi MMadire Nancy

Employee Number: \_\_\_\_\_

Department COMMUNITY SERVICES

Date : 01 July 2021

Signature 

Skills/Performance GAP	Outcomes Expected	Suggested training/or development activity	Suggested Mode of delivery	Suggested time frames	Support person
<u>FINANCIAL MANAGER</u>	<u>FINANCIAL COMPETENT</u>	<u>Certificate in advanced programme</u>	<u>Block classes at accredited institution</u>	<u>1 year</u>	<u>Municipal Manager</u>

Performance plan for Senior Manager: Community Services Marishane ME

SIGN LANGUAGE	IMPROVED COMMUNICATION	ACCREDITED INST/TUTOR	ATTENDANCE OF RELIEFSSES	6 MONTHS	MUNICIPAL MANAGER

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