

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

NGQUSHWA LOCAL MUNICIPALITY
AS REPRESENTED BY

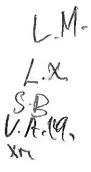
MR.NDODA MGENGO MUNICIPAL MANAGER

AND

MR. VUYISA ADVOCATE MBANGI DIRECTOR COMMUNITY SERVICES

THE EMPLOYEE OF THE MUNICIPALITY
FOR THE

FINANCIAL YEAR: 1 JULY 2023 – 30 JUNE 2024



ENTERED INTO BY AND BETWEEN:

The Ngqushwa Municipality herein represented by MR. NDODA MGENGO in his capacity as the Municipal Manager (hereinafter referred to as the Employer)

and

MR VUYISA ADVOCATE MBANGI; the Community Services Director 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) of the Systems Act, read with the Contract of Employment concluded between the parties, requires 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(4) 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), (4B) and (5) of the Act as well as the employment contract entered into by between the parties;
- 2.2 specify objectives and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- 2.3 specify accountability as set out in a performance plan, which forms an annexure to the Performance Agreement;
- 2.4 monitor and measure performance against set targeted outputs;
- 2.5 use the Performance Agreement as the basis for assessing whether the employee has met the performance expectations applicable to his job;
- 2.6 in the event of outstanding performance, to appropriately reward the employee; and
- 2.7 give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery

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3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the 01 July 2023 and will remain in force until 30 June 2024 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 in each quarter. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by no later than 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
 - 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, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include; 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 **Employee's** performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the **Employer's** Integrated Development Plan.

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DIRECTOR COMMUNITY SERVICES PERFORMANCE AGREEMENT 2023/2024 (NGQUSHWA LOCAL MUNICIPALITY)

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 standards that will be included in the performance management system as applicable to the Employee.
- 5.4 The Employee undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.
- 5.5 The criteria upon which the performance of the Employee shall be assessed shall consists of two components, both of which shall be contained in the Performance Agreement.
 - 5.5.1The Employee will be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs) respectively.
 - 5.5.2 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 CCRs will account for 20% of the final assessment.
- 5.6 The Employee's assessment will be based on his 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% of the overall assessment result as per the weightings below agreed to between the Employer and the Employee:

Key Performance Areas (KPA's)	Weighting			
Quality Basic Services and Infrastructure Development	15%			
Institutional Development and Design	10%			
Local Economic Development and Spatial Planning	50%			
Financial Viability and Management	15%			
Good Governance and Public Participation	10%			
Total	100%			

- 5.7 Key performance areas related to the functional area of the Employee will be subject to negotiation between the Employer and the Employee.
- 5.8 The CCRs will make up the other 20% of the Employee's assessment score. CCRs that are deemed to be most critical for the Employee's specific job will be selected $(\sqrt{})$ from the list below as agreed to between Employer and Employee. Three of the CCRs are compulsory for ℓ , M. Managers directly accountable to Municipal Managers:

Core Co	mpetency Requirements for Managers (CCR)	Indicate Choice: Select Yes/No	Weight					
	Core Managerial Competencies							
CCR1	Strategic Capability and Leadership	Yes	10%					
CCR2	Programme and Project Management	Yes	12%					
CCR3	Financial Management	Compulsory	15%					
CCR4	Service Delivery Innovation	Yes	10%					
CCR5	People Management and Empowerment	Compulsory	15%					
CCR6	Client Orientation and Customer Focus	Compulsory	12%					
CCR7	Communication	Yes	5%					
CCR8	Risk Management	Yes	5%					
CCR 9	Audit Action Plan	Yes	5%					
	Core Occupational Competencies							
CCR10	Interpretation of and implementation within the legislative and national policy framework	Yes	4%					
CCR11	Knowledge of developmental local government	Yes	2%					
CCR12	Knowledge of Performance Management and Reporting	Yes	5%					
Total CC	R Score		100%					

6. EVALUATING PERFORMANCE

- 6.1 The Municipality's Performance Management Framework 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 will be documented in a Personal Development Plan as well as the actions agreed to and implementation will 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 will 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 have had to be performed under the KPA.
- b) An indicative rating on the five-point scale will be provided for each KPA.
- The applicable assessment rating calculator (refer to paragraph 6.5.3 below) will be used to add the scores and calculate a final KPA score.

6.5.2 Assessment of the CCRs

- Each CCR will be assessed according to the extent to which the specified standards have been met.
- b) An indicative rating on the five-point scale will be provided for each CCR.
- c) This rating will be multiplied by the weighting given to each CCR during the contracting process, to provide a score.
- d) The applicable assessment rating calculator (refer to paragraph 6.5.1) will be used to add the scores and calculate a final CCR score.

6.5.3 Overall rating

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

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

Level	Terminology	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 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 standards 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 results against all significant performance criteria and indicators as specified in the PA and Performance Plan.	
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected of 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	

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or si T ca u m	relow fully effective results against almost all of the performance criteria and indicators as pecified 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 approvement.	
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- 6.7 For purposes of evaluating the annual performance of the Employee, an evaluation panel constituted of the following persons shall be established -
 - 6.7:1 Municipal Manager;
 - Chairperson of the Performance Audit Committee or the Audit Committee in the 6.7.2 absence of a Performance Audit Committee
 - Member of the Mayoral Committee or in respect of a plenary type municipality, another 6.7.3member of the Council; and
 - 6.7.4 Municipal Manager from another municipality.
- 6.8 The manager responsible for Performance Management System of the municipality shall provide secretariat services to the evaluation panels referred to in sub-regulations (d) and (e).

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of each Employee in relation to his 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:

- September 2023

- June 2024

First quarter July Second quarter October - December 2023 Third quarter January - March 2024 Fourth quarter April

- 7.2 The Employer 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 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
 - create an enabling environment to facilitate effective performance by the Employee; 9.1.1
 - 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 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 reasonable require from time to time to assist him to meet the performance objectives and targets established in terms of this Agreement.

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 commitment of 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 1% to 14% of the all-inclusive annual remuneration package may be paid to the **Employee** in recognition of outstanding performance to be constituted as follows:
 - 11.2.1 a score of 101% 129% is awarded a performance bonus ranging from 1% to 5%; and
 - 11.2.2 a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
 - 11.2.3 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 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 duties.

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DIRECTOR COMMUNITY SERVICES PERFORMANCE AGREEMENT 2023/2024 (NGQUSHWA LOCAL MUNICIPALITY)

12. DISPUTE RESOLUTION

- 12.1 Any dispute about the nature of the **Employee's** performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/or salary increment in the Agreement, must be mediated by the Mayor 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 Any dispute about the outcome of the **Employee's** performance evaluation, must be mediated by a member of the Municipal Council, provided that such member was not part of the evaluation panel provided for in 6.8, within thirty (30) days of receipt of a formal dispute from the **Employee**, whose decision shall be final and binding on both parties.

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 contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

AS WITNESSES:

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EMPLOYER

MUNICIPAL MANAGER

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ANNEXURE B: 2023/24 PERSONAL DEVELOPMENT PLAN - PDP

Full Names : Vuyisa Advocate Mbangi

Employee Number : 970640

Position : Director Community Services

: Local Economic Development & Spatial Planning and Land Use KPA

Supervisor's Name: Ndoda Mgengo

: To ensure the provision of high level systems and services for all administrative functions within Ngqushwa Local Municipality's Community Services Department. Job Purpose

Table 1: Areas of Development and Formal Training

SUPPORT	Manager Manager	Municipal Manager	Municipal Manager
SUGGESTED	1 Year	1 Year	1 Year
SUGGESTED TRAINING AND / OR DEVELOPMENT ACTIVITY	Monitoring and Evaluation	Planning and Organising	Risk Management
OUTCOME EXPECTED	To be able to enter into performance agreements with all managers, monitor and evaluate against set criteria with relevant time frames	To strengthen planning organising within the Municipality	Effective Risk Management
SKILLS PERFORMANCE GAP	Performance Management	Planning and organising	Risk Management
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You may attend an awareness session, seminar, conference, understudying, on-the-job training within the year that will seek to address any of the areas of development or personal development needs.

#	NAME OF SESSION, SEMINAR, CONFERENCE	OBJECTIVE OF DEVELOPMENT	QUARTER TARGETED / PERIOD / TIMEFRAME
	Spatial Planning and Development Conference	To effectively manage and acquire additional knowledge on sections that	1-2 Years
2.	Local Economic Development Conference	are within Directorate	1 Year
က်	Ocean Economy Conference		1 Year
4.	Waste and Environment Conference		1 Year
က်	Traffic Management/Law		1 Year

We, (Employee) and (Supervisor) agree that the above-mentioned areas for development and the type of intervention suggested would be engaged in to achieve objective/s for development. We also understand that due to the operational requirements and budget constraints of the Municipality (Department/division/unit), it may not be possible to undertake the training and development stated with the type of intervention stated and/or within the quarter of the year as stated. There is also an understanding between us that areas of development could be identified throughout the year and that this may change the order of priority and type of intervention as stated in the plan.

Signature: (Employee) The Date: 5 July 2023

Date: 6 July 2023

Supervisor's Signature:

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principles and the National Development Plan.	cultural needs of the communities in order to ensure sustainable development in accordance with Spatial planning and Land User	To create a conductive spatial conductive spatial environment to address the Social, Economic, Environmental and					To provide responsive, accountable, effective and sustainable public services.	_					and sustainable economic growth using all available natural resources				
	-	To ensure effective enforcement of planning and building policies the and building policies and bylaws in order to achieve orderly development by 2024				- "	To manage the rendering of efficient and sustainable Traffic e and Law enforcement services to all road users and Public by 2024		To promote an inclusive economic growth and maintain heathly balance between the resources used and renewability on Ocean Environment by 2024	To enhance equitable access to all natural resources and participation in Agricultural opportunities through unfocking Agricultural potential by 2024			and Employment creation by 2024	To create an enabling denvironments that promotes the capacitation of SME's,	Objective		
Terms of reference developed for Establishment of Ngqustiwa Human Settlements Foot and Number of reports compiled on state honder identification and confirmation by 30 June 2024	Number of report on land use application received and assessed within 30 days by 30 June 2024	It Number of reports compiled on to building plans submitted, paid and approved within 30 days by 30 June v 2024	Number of reports on implementation of Traffic Services Turnaround Strategy by 30 June 2024	Number of reports compiled on utilization of reder trailer for collection of traffic tickets by 30 June 2024	Number of reports compiled on road is offence tickets issued within Nggustrea Local Municipality to road husers by 30 June 2024	Number of reports compiled on drivers licence testing by 30 June 2024	Number of Ngqushwa Community Safety Forum held by 30 June 2024	Number of reports compiled on Coastel Management activities conducted infine with Blue Tello Status criteria by 30 June 2024	Number of Coastal Management Conmittee meeting coordinated at reld by 30 June 2024	Number of Agricultural forums coordinated and held by 30 June 2024	Number of reports compiled on Heritage and Tourism Programmes conducted by 30 June 2024	Number of reports on SME'S supported through Incentive Programme by 30 June 2024	Number reports compiles on developmental programmes provided to Ngqushwa SME's by 30 June 2024	Number of SME's profiled by 30 June 2024	Key Performance Indicator		
Terms of reference developed on a stabilishment of Ngquistrea Human Settlements Forum and Two (2) reports on stakeholder identification and confirmation by 30 June 2024	Four report on land use application received and assessed within 30 days by 30 June 2024	Forur (4) reports compiled on building plans submitted, paid and approved within 30 days by 30 June 2024	Four (4) reports compiled on implementation of Treffic Services Turnaround Strategy by 30 June 2024	Four(4) quarterly reports compiled on utilization of rader trailer for collection of traffic tickets by 30 June 2024	Four (4) grafierly reports compiled on road so offence libracy issued within Ngquishiwa Local Municipality compiled by 30 June 2024	Four (4) quarterly reports compiled on drivers licence testing by 30 June 2024	Four (4) Nggushwa Community Safety Forums held by 30 June 2024	Four (4) reports compiled on Coastal Management activities conducted infine with Blue Flag Status criteria by 30 June 2024	Four Nggushwa Coastal Management I Committee meetings coordinated and held by 30 June 2024	Four (4) Ngqushwa Agricultural forums coordinated and held by 30 June 2024	Tinnee(3) reports compiled on Two (2) Heritage programmes and One (1)Tourism programme conducted by 30 June 2024	- Out(4) reports compiled on 1 an (10) SME's supported through SME's Incentive Programme by 30 June 2024		50 SME's profiled for developmental programmes by 30 June 2024	Annual Target		
8	80		R		RO	20	8	R115 500,00	8	RO	R134 332,00			R100 000,00	Budget		
Ngqushwa U Housing o Sector Plan. N	Four reports of developed on land use approach on land use approach on land land land land land land land lan	Four reports on building plans developed in 2022/23	Traffic Services Tumeround Strategy	ed on on of larger	Four reports on roads offence trickets issued developed in 2022/23	Four reports on drivers frcence testing developed in 2022/23	Four Community Safety Forums held in 2022/23	Four quarterly Coastal Management campa gns in 2022/23	Four quarterly coastel Management committee meeting in 2022/23	Four Agricultural forums coordinated by 2022/23	2 reports developed on Heritage programme in 2022/23				Baseline	КРАЗ:	
Develop Terms of Reference on the establishment of Nqushwa Human Settlement Forum by 30 September 2023.	s Compile quarterly report on land use application received and assessed within 30 days by 30 September 2023	Compile quarterity report on building plans submitted, paid and approved within 30 days by 30 September 2023	Compile quarterly report on implementation of Traffic implementation of Traffic Services Turnaround Strategy by 30 September 2023	compiled on ir trailer for ic tickets by 123	Quarterly report compiled on roads offence tickets issued to road users within Ngquishwa Local Municipality by 30 september 2023	Compile quarterly report divers licence testing by 30 September 2023	Conduct One (1) Ngqushwa Community Safety Forum with relevant stakeholders by 30 I September 2023	Compile quarterly report on Coastal Management activities conducted hitne with attitible to fact attitible conducted hitne with titible Flag status criteria by 30 to September 2023	One (1) Ngqushwa Coastal Management Committee meeting coordinated and held with relevant stakeholders by 30 September 2023	One (1) Ngqushwa Agricultura forum coordinated and held with relevant stakeholders by 30 September 2023	Compile quarterly report on one heritage month event conducted by 30 September 2023	Compile quarterly report on selection criteria of SME's to be supported through Incentive programme by 30 September 2023	No planned target for this quarter	Conduct profiling to 50 Ngqushwa SME's by 30 September 2023	Quarter One[1]Target	NOMIC	
Signed report on Terms of Reference for Ngushwa Human Seffernerd Forum	Signed quarierly report on land use application received and assessed.	Signed quarterly report on building plans submitted, paid and approved.	Signed quarterly report on implementation of Traffic Services Turnaround Strategy	Signed quarterly report on utilization of radar trailer for collection of trailic tickets.	Signed quarterly report on most offence tickets issues to road users and 2. TCS report	Signed quarterly report n people tested for drivers licence NATIS report	Signed quarterly report on Ngqushwa Community Safety Forum, Agenda and Minutes of the forum	Signed quarterly report no Costal Management no Costal Management activities conducted infine with Blue Flas status criteriand attendance register / ob card	Sonad quarterly record on the control of the contro	Agricultural forum meeting minutes Stakeholder Invitations, Agenda and attendance register	Signed quarterly report on heritage month event conducted Attendance register	Signed quarterly report on selection criteria for SME's to be supported through incentive programme	No planned target for this quarter	Proof of registration for the SME's profiled and attendance register	Quarter One (1) Evidence Required	DEVELOPMENT AND SPATIAL DE	ANNEXURE A
Compile quarterly report on Nqushma Human Settlement Forum stakeholder identification and confirmation by 31 December 2023		3	Compile quarterly report on implementation of Traffic Services Turnaround Strategy by 31 December 2023	Quarterly report compiled on utilization of radar trailer for collection of traffic tickets by 31 December 2023	Quarterly report compiled on roads offence tickets issued to road users within Ngquishwa Local Municipality by 31 December 2023	Comp is quarterly report drivers ficence testing by 31 December 2023	Conduct One (1) Ngqushwa Community Safety Forum with relevant stakeholders by 31 December 2023	Compile quarterly report or Joastel Manegement activities conducted infine the Bag status criteria with Blue Bag status criteria yy 31 December 2023	Conduct One (1) Nggushwa Coastal Management Committee meeting coordinated and held with relevant stakeholders by 31 December 2023	Conduct One (1) Ngqushwa Agricultural forum coordinated and held with retevant stakeholders by 31 December 2023	Compile a quarterly report on installation of Christmas lights by 31 December 2023	Compile a qualifity report on issuing out a call for proposals and conduct profiling on Ten(10) SME's by 31 December 2023	Comp to a quarterly report on Sur a Development and Networking session provided to 20 Ngqushwa SME's by 31 December 2023	No planned target for this quarter		AND SPATIAL DEVELOPMENT WEIGHT: 20	
Signed report on Nggushwa Human Sattlement Forum stakeholder identification and confirmation	1. Signed quarterly report on land use application received and assessed.	Signed quarterly report on building plans submitted, paid and approved.	Signed quarterly report on implementation of Traffic Services Turnaround Strategy	Signed quarterly report on utilization of radar trailer for collection of traffic tickets.	Signed quarterly report on road offence tickets assues to road users and TCS report TCS report	Signed quarterly report or people tested for drivers fisence NATIS report.	Signed quarterly report or Ngqushwa Community Safety Forum. Agenda and Mnutes of the forum	Signed quarterly report of Costal Management activities conducted infine with Blue Flas status criteriand attendance register follows	Some quarterly report on Costal Management Committee media good field. Agency, Minutes and abendance register of the media. Resolution register.	Agricultural forum meeting minutes Stakeholder Invitations, Agenda and attendance register	Signed quarterly report on installation of Christmas lights	signed quarterly report on proposals received and SME's profiled	Signed quarterly report or skills development and ketworking session provided to 20 Ngqushwa SVE's Attendance register	No planned target for this quarter	Quarter Two (2)Evidence Required		
Compile quarterly report on Ngquishma Human Settlement Fourm inception meeting by 31 March 2024.	i Compile quartery report on land use application received and assessed within 30 days by 31 March 2024	Compile quarterly report on building plans submitted, paid and approved within 30 days by 31 March 2024	Compile quarterly report on implementation of Traffic Services Tumaround Strategy by 31 March 2024	Quarterly report compiled on utilization of radar trailer for collection of traffic tickets by 31 Merch 2024	Quariady report compiled on roads offence lickets issued to road users within Ngqushmar Local Municipality by 31 March 2024	Compile quarterly report orivers incence testing by 31 March 2024	Conduct One (1) Ngqushwa Community Safety Forum with relevant stakeholders by 31 March 2024	Compile quarterly report on Coastal Management activities conducted in the with tag status criteria by 31 Marich 2024	Conduct One (1)Ngqushwa Coastal Management Committee meeting coordinated and held with relevant stakeholders by 31 March 2024	Conduct One (1) Ngqushwa Agricultural forum coordinated and held with relevant stakeholders by 31 March 2024	No planned target for this quarter	report o of over o wrted gramme	n Compile a quarterly report on Skills Development growled to 15 Ngqushwa SME's by 31 March 2024	No planned target for this quarter	Quarter Three (3) Target		
Signed report on Ngqushwa Human Settlement Forum inception meeting Agenda and Mhutes Attendance Register	Signed quarterly report on land use application received and assessed.	Signed quarterly rebuilding plans suband approved.	Signed quarterly report on implementation of Traffic Services Turnaround Strategy	Signed quarterly report on utilization of rader trailer for collection of traffic tickets.	1. Signed quarterly report on proad offence lickets issues to road users and 2. TCS report	Signed quarterly report on people tested for drivers loance 2. NATIS report	Signed quarterly report on Ngqustwa Community Safety Forum, Agenda and Minutes of the forum	Signed quadenty report on Costal Management activities of conducted infew with Glue Flass status ordera and attendance register /job card	Signed quarterly report on Costal Management Conmittee meeting coordinated. Agenda, Monas and attendance register of the meeting Resolution register Resolution register	1.Agricultural forum meeting of minutes 2. Stakeholder Invitations, Agenda and attendance register	No planned target for this quarter	n Signed quarterly report on procurement and delivery of production inputs. Proof of production imputs. Proof of procurement, delivery note by project manager and acknowledgement of receipts by Tent 10 SME's!	Signed quarterly report on skills development provided to 15 Ngqushwa SME's Attendance register	No planned target for this quarter	Quarter Three (3) Evidence Required		
No planned larget for this quarter	Compile quarterly report on land use application received and assessed whin 30 days by 30 June 2024	Compile quarterly report on building plans submitted, paid and approved within 30 days by 30 June 2024	Compile quartery report on implementation of Traffic Services Turnaround Strategy by 4 30 June 2024	Quarterly report compiled on utilization of radar trailer for collection of traffic tickets by 30 June 2024	Quarterly report compiled on roads offence tickets issued to road users within Nggushwa Local Municipality by 30 June 2024	Compile quarterly report drivers scence testing by 30 June 2024	Conduct One (1) Negrushwa Community Safety Forum with relevant stakeholders by 30 June 2024	Compile quarterly report on Coastal Management activities so conducted inline with Blue Flag status criteria by 30 June 2024	Conduct One (1) Ngqushwa Coastal Management Committee (The Coastal Management Committee (The Coastal Management Committee (The Coastal Management	Conduct One (1) Ngqushwa Agricultural forum coordinated and held with relevant stakeholders by 30 June 2024	Compile a quarterly report on Uniqwashu Haritage Event conducted by 30 June 2024	_	Compile a quarterly rep Networking session pro 15 Nggushwa SME's by 2024	No planned target for this quarter	Quarter Four (4) Target		
er No planned target for this quarter			Signed quarterly report on implementation of Traffic by Services Tumaround Strategy	Signed quarterly report on uffication of radar trailer for collection of reffic tickets.	Signed quarterly report on road offence tickets issues to road users and TCS report	Signed quarterly report on people tested for drivers I cence NATIS report	Signed quarterly report on Ngqushwa Community Safety one Forum coordinated, Agenda and Minutes of the forum	Signed quarterly report on Costal Management activities of conducted infine with Blue Flas status criteria and attendence register / job card	. Signed quarterly report on Costal Management Committee neeting coordinated, Parada, Minutes and Lagorida, Minutes and Itendance register of the meeting Resolution register	1.Agricultural forum meeting 2. minutes Stakeholder Invitations, Agenda and attendance register	Signed quarterly report on Umpwashu Heritage Event conducted Attendance register	Signed quarterly report on Monitoring and Evaluation provided to Tent(10) SME's supported through incentive programme.	Signed quarterly report on Networking session conducted to Te 15 Ngqushwa SME's Attendance register	rter No planned target for this quarter	Quarter Four (4) Evidence Required		
Director Technical Services	Director Technical Services	Director Technical Services	Director Technical Services			Director Community Services	Director Community Services	Director Community Services	Director Community Services 3.	Director Community 2. Services	Director Community Services	Director Community Services	Director Community to Services	er	Custodian		
LED&SD 15	LED&SD 14	LED&SD 13	LED&SD 12	LED&SD 11	LED&SD 10	LED&SD 9	LED&SD 8	LED&SD 6	LED&SD 5	LED&SD 4	LED&SD 3	LED&SD 2	LED&SD 1		KPI NO		

Name and Surname :
Signature :
Date: Submitted by : Number of planned and surveyed site for industrial Development approved by 30 June 2024 One (1) planned and surveyed sites for R157 500,00 Industrial Development approved by 30 June 2024 SICK- +0-50 Vuyisa Mbangi Municipal Development of Terms of 1. Final ToRs
Spatial reference and Advertisement 2. Final Advert
Developmen for the appointment of Service 3. Proof of advertisement
If Farmework Provider to undertake
Planning and Survey for
Industrial Development by 30:
September 2023. Appointment of service provider and inception meeting held by 31 December 2023 Appointment letter
 Minutes, Attendance
 Register of the Meeting Approved by: Name and Surname: Submit Exemption Approval issued for Subdivision and Rezoning by 31 March 2024 Ndoda Mgepgo Municipal Manager Proof of Exemption Approval Submit approved SG Diagrams
 for one (1) for industrial industrial sites
 Development by 30 June 2024