



**SEKHUKHUNE**  
District Municipality

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# DIRECTOR: COMMUNITY SERVICES

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# 2018-2019 PERFORMANCE AGREEMENT

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## **PERFORMANCE AGREEMENT**

**(Managers directly accountable to the Municipal Manager)**

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

**SEKHUKHUNE DISTRICT MUNICIPALITY**

**AS REPRESENTED BY THE MUNICIPAL MANAGER:**

**MS MASEKO NORAH TIVETILE**

**AND**

**DIRECTOR: COMMUNITY SERVICES  
MR. MASEMOLA SEPORO A.**

**THE EMPLOYEE OF THE MUNICIPALITY**

**FOR THE**

**FINANCIAL YEAR 2018-2019**

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## **PERFORMANCE AGREEMENT**

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

The Sekhukhune District Municipality herein represented by **Ms. Maseko Norah Tivetile** in her capacity as Municipal Manager (hereinafter referred to as the **Employer** or Supervisor)

And

**Mr. Masemola Seporo A.**

Employee of the Municipality (hereinafter referred to as the Director; Community Services)

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

#### **1. INTRODUCTION**

- 1.1. Chapter 6, Section 38 (b) of the Systems Act, requires the municipality to promote a culture of performance among its political structures, political office bearers and councilors and in its administration.
- 1.2. The resolutions by Council 27 August 2013 (OC27/08/13), recommended that a culture of performance be inculcated in the municipality by ensuring that all employees sign performance agreements and performance commitments.
- 1.3. When assessing the institutional performance of SDM, the Audit Committee also made a recommendation that all officials other than section 56 must enter into performance agreements and commitments in order to promote a culture of performance

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

The purpose of this Agreement is to -

- 2.1 Comply with the provisions of Section 38 (b) of the Systems Act;
- 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 accountabilities as set out in a scorecard, which forms an Annexure B of 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 Performance Agreement commenced on the 1<sup>st</sup> July 2018 and will remain in force until 31 June 2019, thereafter a new Performance Agreement, scorecard, Personal Development Plan and Financial Disclosure 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 scorecard that replaces this Agreement at least once a year by not later than 30 days after 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 scorecard (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 B are set by the **Employer** in consultation with the **Employee** and are based on the Integrated Development Plan (IDP), 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, as follows:
  - 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 (IDP).

### **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 consist of two components, both of which shall be contained in the Performance Agreement.
- 5.5.1 The **Employee** must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs) respectively.
- 5.5.2 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 or her performance in terms of the outputs / outcomes (performance indicators) identified as per attached scorecard (**Annexure A**), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the **Employer** and **Employee**:

Key Performance Areas (KPA's)	Weighting
Basic Service Delivery	56
Municipal Institutional Development and Transformation	2
Local Economic Development (LED)	2
Municipal Financial Viability and Management	4
Good Governance and Public Participation	14
Spatial Rationale	
<b>Total</b>	<b>80%</b>

- 5.7 The CCRs will make up the other 20% of the **Employee's** assessment score. CCR's which are deemed to be most critical for the **Employee's** specific job, should be selected (✓) from the list below as agreed to between the **Employer** and **Employee**. Three of the CCRs are compulsory for all section 56 managers and additional two shall be selected from the core occupational competencies.

CORE COMPETENCY REQUIREMENTS (CCR) FOR EMPLOYEES		
CORE MANAGERIAL COMPETENCIES (CMC)	✓	WEIGHT
Strategic Capability and Leadership		
Programme and Project Management		
Financial Management(Compulsory)	compulsory	4
Change Management		
Knowledge Management		
Service Delivery Innovation		
Problem Solving and Analysis(Compulsory)	compulsory	4
People Management and Empowerment(Compulsory)	compulsory	4
Client Orientation and Customer Focus		
Communication		
Honesty and Integrity		
CORE OCCUPATIONAL COMPETENCIES (COC)		
Competence in Self Management		
Interpretation of and implementation within the legislative and national policy frameworks	X	4
Knowledge of Performance Management and Reporting		

CORE COMPETENCY REQUIREMENTS (CCR) FOR EMPLOYEES		
CORE MANAGERIAL COMPETENCIES (CMC)	✓	WEIGHT
Knowledge of global and South African specific political, social and economic contexts		
Competence in policy conceptualisation, analysis and implementation		
Knowledge of more than one functional municipal field / discipline	X	4
Skills in Mediation		
Skills in Governance		
Competence as required by other national line sector departments		
Exceptional and dynamic creativity to improve the functioning of the municipality		
Total percentage	-	20%

## 6. EVALUATING PERFORMANCE

- 6.1 The scorecard (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** Integrated Development Plan (IDP).

## 7. PERFORMANCE APPRAISALS

The Annual Performance Appraisals will involve:

### 7.1 Assessment of the achievement of results as outlined in the performance plan:

- 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.
- An indicative rating on the five-point scale should be provided for each KPA.
- The applicable assessment rating calculator must then be used to add the scores and calculate a final KPA score.

### 7.2 Assessment of the CCRs

- Each CCR should be assessed according to the extent to which the specified standards have been met.
- An indicative rating on the five-point scale should be provided for each CCR.
- This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score.



- (d) The applicable assessment rating calculator (refer to paragraph 6.5.1) must then be used to add the scores and calculate a final CCR score.

### 7.3 Overall rating

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

### 7.4. Rating Scale

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

PERFORMANCE APPRAISAL OF KPAs AND CCRs				
LEVEL	DESCRIPTION	RATING	ASSESSMENT SCORE	PERFORMANCE BONUS RATIOS
Level 5: Outstanding Performance	Performance far exceeds the standard expected for the job in all areas of the manager. The manager has achieved exceptional results against <b>all performance criteria and indicators specified in the Performance Plan</b> and maintained this in all areas of responsibility throughout the year.	5	75 – 100	<p>Maximum bonus allowed into. Regulations are between 10% and 14% of person's inclusive annual remuneration package. The % are as follows:</p> <p>75 – 76% = 10%</p> <p>77 – 78% = 11%</p> <p>79 – 80% = 12%</p> <p>81 – 84% = 13%</p> <p>85 – 100% = 14%</p>



Level 4: Performance significantly above expectations	Performance is significantly higher than the standard expected for the job in all areas. The manager has <b>achieved above fully effective results against more than half of the performance criteria and indicators specified</b> in the Performance Plan and fully achieved all others throughout the year.	4	65 – 74	Maximum bonus allowed into. Regulations are between 5% and 9% of person's inclusive annual remuneration package. The % are as follows: 65 – 66% = 5%  67 – 68% = 6%  69 – 70% = 7%  71%- 72% = 8%  73% – 74% = 9%
Level 3: Fully effective	Performance fully meets the standard expected for the job in all areas. The manager has <b>achieved effective results against all significant performance criteria and indicators</b> specified in the Performance Plan and may have achieved results <b>significantly above expectations in one or two less significant areas</b> throughout the year.	3	51 – 64	No bonus

Level 2: Performance not fully satisfactory	<b>Performance is below the standard required</b> for the job in key areas. The manager has achieved adequate results against many key performance criteria and indicators specified in the Performance Plan but <b>did not fully achieved adequate results</b> against others during the course of the year. Improvement in these areas is necessary to bring performance up to the standard expected.	2	31 – 50	No bonus
Level 1: Unacceptable performance	<b>Performance does not meet the standard required</b> for the job. The manager has not met one or more fundamental requirements and/or is achieving results that are <b>well below the performance criteria and indicators in a number of significant areas</b> of responsibility. The manager has <b>failed to demonstrate the commitment or ability to bring performance up to the level expected despite efforts to encourage improvement.</b>	1	Less than 30	No bonus

#### 7.5. EVALUATION PANEL

For the purpose of evaluating the annual performance of Managers directly accountable to the Municipal Manager an evaluation panel constituted of the following persons must be established-

- Municipal Manager;
- Chairperson of the Performance Audit Committee and/or the Audit Committee Member;
- Member of the Mayoral or Executive Committee;
- Municipal Manager from another municipality;
- PMS (as Secretariat)

## 8. SCHEDULE FOR PERFORMANCE REVIEWS

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

**First quarter** : July – September (review by October)  
**Second quarter** : October –December (review by January)  
**Third quarter** : January – March (review by April)  
**Fourth quarter** : April – June (review by July)

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

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

8.4 The **Employer** will be entitled to review and make reasonable changes to the provisions of Annexure "B" 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 C.

## 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 may impact on the performance of the **Employee**;
- 10.1.4 On the request of the **Employee**, delegate 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
- 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 In the case of unacceptable performance, the **Employer** shall –
- 12.1.1 Provide systematic remedial or developmental support to assist the **Employee** to improve his or her performance; and
  - 12.1.2 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.

## 13. DISPUTE RESOLUTION

- 13.1 Any disputes about the nature of the **Employee's** performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by –
- 13.1.1 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.
  - 13.1.3 In the case of Managers directly accountable to the Municipal Manager, a Member of the Mayoral 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.

- 13.2 In the event that the mediation process contemplated above fails, clause 20.3 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 B may be made available to the public by the **Employer**.
- 14.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the **Employee** in terms of his/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.
- 14.3 The performance assessment results of the section 56 manager must be submitted to the municipal manager as the responsible person, within fourteen (14) days after the conclusion of the assessment.

Thus done and signed at GROBLERSMID on this the 31 day of 07 2018.

AS WITNESSES:

1. 

  
MASEMOLA SEPORO A.  
DIRECTOR: COMMUNITY SERVICES

2. 

AS WITNESSES:

1. 

  
MS MASEKO NORAH  
MUNICIPAL MANAGER

2. 

# SCORECARD

# 2018/2019 SCORECARD

DEPARTMENT: COMMUNITY SERVICES												
WEIGH TING	SUB- WEIGHT	MEASURABLE OBJECTIVE	PROJECT	BASELINE 2017/2018	INDICATORS	ANNUAL TARGET 2018/2019	Q1	Q2	Q3	Q4	EVIDENCE	BUDGET 2018- 2019
MUNICIPAL HEALTH SERVICES												
80%	2	To render effective and efficient Environmental pollution prevention by June 2019.	Environmental Pollution Prevention	07 Awareness Campaigns on Air Quality	Number of air quality awareness campaigns conducted.	12 Awareness Campaigns on Air Quality conducted	3 air quality awareness campaigns conducted.	3 air quality awareness campaigns conducted.	3 air quality awareness campaigns conducted.	3 air quality awareness campaigns conducted.	Attendance register	R 220 000
	2	To render effective and efficient Water quality monitoring by June 2019.	Water quality monitoring	147 Water quality samples collected	Number of water quality samples collected	300 Water quality samples collected	75 water samples collected	75 water samples collected	75 water samples collected	75 water samples collected	Samples results	R 41 820
	2	To render effective and efficient Food Safety control by June 2019.	Food Safety control	914 Evaluated food premises	Number of food premises evaluated	1400 Food Premises evaluated	350 food Premises evaluated	350 food Premises evaluated	350 food Premises evaluated	350 food Premises evaluated	Evaluation Report	R 40 800
	2	To render effective and efficient Health Surveillance of premises by June 2019.	Waste Management	69 Health care risk waste monitored	Number of health care risk waste monitored	100 Health care risk waste monitored	25 Health care risk waste monitored	25 Health care risk waste monitored	25 Health care risk waste monitored	25 Health care risk waste monitored	Evaluation Report	R0
	2	To render effective and efficient Health Surveillance of premises by June 2019.	Health Surveillance of premises	688 premises evaluated	Number of premises evaluated	1200 premises evaluated	300 premises evaluated	300 premises evaluated	300 premises evaluated	300 premises evaluated	Evaluation Reports	R0
	2	To render effective and efficient Surveillance and prevention of communicable diseases by June 2019.	Surveillance and prevention of communicable diseases	142 communicable diseases traced	Number of Communicable diseases awareness campaigns held	100 Communicable diseases awareness campaigns held	25 Communicable diseases awareness campaigns held	25 Communicable diseases awareness campaigns held	25 Communicable diseases awareness campaigns held	25 Communicable diseases awareness campaigns held	Attendance registers	R 20 400
	2	To render effective and efficient Communicable diseases outbreak control by June 2019.	Communicable diseases outbreak control	142 communicable diseases traced	Number of communicable diseases investigated and controlled	All communicable diseases investigated and controlled	All communicable diseases investigated and controlled	All communicable diseases investigated and controlled	All communicable diseases investigated and controlled	All communicable diseases investigated and controlled	Reports	R 50 000
	2	To render effective and efficient Vector control by June 2019.	Vector Control	774 premises monitored	Number of premises monitored on vector control	1000 premises monitored on vector control	250 premises monitored on vector control	250 premises monitored on vector control	250 premises monitored on vector control	250 premises monitored on vector control	Evaluation Reports	R0,000.00
	2	To render effective and efficient Disposal of the dead by June 2019.	Disposal of the dead	58 Disposal of the dead facilities evaluated	Number of disposal of the dead facilities evaluated	100 Disposal of the dead facilities evaluated	25 Disposal of the dead facilities evaluated	25 Disposal of the dead facilities evaluated	25 Disposal of the dead facilities evaluated	25 Disposal of the dead facilities evaluated	Evaluation Reports	R0
2	To render effective and efficient chemical safety by June 2019.	Chemical safety	202 chemical handling premises evaluated	Number of chemical handling premises evaluation conducted	300 chemical handling premises evaluations conducted	75 chemical handling premises evaluations conducted	75 chemical handling premises evaluations conducted	75 chemical handling premises evaluations conducted	75 chemical handling premises evaluations conducted	Evaluation Report	R0	
EMERGENCY MANAGEMENT SERVICES												

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3	To render effective and efficient Fire and rescue operation by June 2019	Fire and Rescue Operations	489 responses to all emergency services incidents attended.	Number of reported Emergency Services incidents attended	All reported Emergency Services incidents attended	All reported Emergency Services incidents attended	All reported Emergency Services incidents attended	All reported Emergency Services incidents attended	All reported Emergency Services incidents attended	Report	R 0.00
3	To render an effective and efficient Emergency Management Services Training Academy by June 2019	Emergency Management Services Training Academy	6 firefighting training activities conducted	Number of firefighting courses facilitated	5 firefighting courses facilitated	1 firefighting course facilitated	1 firefighting course facilitated	1 firefighting course facilitated	2 firefighting courses facilitated	Report	31 200.00
3	To render an effective and efficient Fire Safety and Prevention by June 2019	Fire Safety and Prevention	897 Fire Safety and Prevention activities conducted	Number of reported fire safety and prevention services conducted	All reported fire safety and prevention services conducted	All reported fire safety and prevention services conducted	All reported fire safety and prevention services conducted	All reported fire safety and prevention services conducted	All reported fire safety and prevention services conducted	Report	R0 00
3	To render an effective and efficient EMS Equipment by June 2019	EMS Equipment	77 hydraulic rescue equipment's serviced	Number of required supply to stations facilitated	All required supplies to stations facilitated	All required supplies to stations facilitated	All required supplies to stations facilitated	All required supplies to stations facilitated	All required supplies to stations facilitated	Report	R180 471.00
3	To render an effective and efficient Calibrations, Accreditation and South African National Standards Licenses by June 2019	Calibrations, Accreditation and South African National Standards Licenses	70 Self Contained Breathing Apparatus (SCBA) and 2 flow meters.	Number of renewed licenses, calibrated tools and accredited services facilitated	All renewed licenses, calibrated tools and accredited services facilitated	All renewed licenses, calibrated tools and accredited services facilitated	All renewed licenses, calibrated tools and accredited services facilitated	All renewed licenses, calibrated tools and accredited services facilitated	All renewed licenses, calibrated tools and accredited services facilitated	Report	R30 000.00
DISASTER MANAGEMENT SERVICES											
3	To render effective and efficient Disaster risk assessment by June 2019	Disaster risk assessment	166 disaster management incidents	Number of reported disaster management incidents attended	All reported disaster management incidents attended	All reported disaster management incidents attended	All reported disaster management incidents attended	All reported disaster management incidents attended	All reported disaster management incidents attended	Attendance registers	350 000.00
3	To render effective and efficient Disaster risk reduction by June 2019	Disaster risk reduction	6 public education, training and awareness campaigns conducted	Number of disaster risk reduction awareness campaigns conducted	24 disaster risk reduction awareness campaigns conducted	6 disaster risk reduction awareness campaigns conducted	6 disaster risk reduction awareness campaigns conducted	6 disaster risk reduction awareness campaigns conducted	6 disaster risk reduction awareness campaigns conducted	Attendance registers	
3	To render effective and efficient Disaster response and recovery by June 2019	Disaster response and recovery	346 blankets and 126 mattresses provided to all disaster affected victims	Number of relief material to all affected disaster victims coordinated and provided	All relief material to all affected disaster victims coordinated and provided	All relief material to all affected disaster victims coordinated and provided	All relief material to all affected disaster victims coordinated and provided	All relief material to all affected disaster victims coordinated and provided	All relief material to all affected disaster victims coordinated and provided	Report	
3	To render effective and efficient Disaster management plan and framework review by June 2019	Disaster management plan and framework review	Disaster Management plan and framework reviewed in 2015/2016	Number of Disaster management plan and framework reviewed	01 Disaster management plan and framework reviewed	Risk assessments in all four local municipalities	Consolidation of stakeholder inputs of all the local municipalities	Consolidation of stakeholder inputs of all the local municipalities	Submission of Disaster management plan and framework to council for approval	Reviewed disaster management plan and Framework	R0 00

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3	To render effective and efficient Special Operations by June 2019	Special Operations	03 Active Alive campaigns	Number of special operations on high density days campaigns conducted	03 special operations on high density days campaigns conducted	1 special operations high density campaigns conducted	No activity	1 special operations high density campaigns conducted	Operational plan, attendance register and minutes	30 000.00
<b>INTERGOVERNMENTAL RELATIONS</b>										
2	To render effective and efficient IGR for the department by June 2019	Municipal Health Services For and Environmental Management Forums	*4 Municipal Health Services For and *2 Environmental Management Forums coordinated	Number of Municipal Health Services For coordinated	1 Municipal Health Services For coordinated	*1 Municipal Health Services For *1 Environmental Management Forums coordinated	1 Municipal Health Services For	*1 Municipal Health Services For *1 Environmental Management Forums coordinated	Minutes and attendance register	R10 000
2		Community Safety forum	(2017/2018) 5 District Community Safety Forum coordinated (midterm)	Number of Community Safety Forum coordinated	3 Community Safety Forum coordinated	2 Community Safety Forum coordinated	3 Community Safety Forum coordinated	2 Community Safety Forum coordinated	Minutes and attendance register	
2		District Disaster Advisory Forum meetings	2 Advisory forum coordinated	Number of Advisory forum coordinated	1 Advisory forum coordinated	1 Advisory forum coordinated	1 Advisory forum coordinated	1 Advisory forum coordinated	Minutes and attendance register	
<b>INSTITUTIONAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT</b>										
2	To monitor the performance of managers and lower level employees	Performance agreements for managers and commitments	19% Performance agreements for managers and commitments signed	Percentage performance agreements for managers and commitments for level 4 & 5 officials signed	100% performance agreements for managers and commitments for level 4 & 5 officials signed	0%	0%	0%	Signed performance agreements/commitment	R 0
2	To coordinate Quarterly Reports by June 2018	Quarterly Reports	2016/2017 Quarterly Reports in place	Number of quarterly reports coordinated	4 quarterly reports coordinated	1 quarterly reports coordinated	1 quarterly reports coordinated	1 quarterly reports coordinated	Quarterly reports	
<b>GOOD GOVERNANCE AND PUBLIC PARTICIPATION</b>										
2	To address AG findings by June 2019	OPERATION CLEAN AUDIT	100% external audit findings 2017/2018 addressed	Percentage external audit findings addressed	100% external audit findings addressed	No activity	100% external audit findings addressed	100% external audit findings addressed	Reports	R 0
2	To monitor internal controls by June 2019	Internal control	100% internal control 2017/2018 addressed	Percentage management of time register and leaves	100% management of time register and leaves	100% management of time register and leaves	100% management of time register and leaves	100% management of time register and leaves	Reports	
2	To monitor timeous submission of municipal reports/documents by June 2019	Timeous submission of municipal reports/documents	*Quarterly & monthly reports submitted. *IDP, Council resolution register & Annual report information updated	Percentage timeous submission of municipal documents done	100% timeous submission of municipal documents done (IDP, Council resolution register, Annual Report information & Quarterly reports)	100% timeous submission of municipal documents done (IDP & Annual Report information, Quarterly reports & Council resolution register)	100% timeous submission of municipal documents done (IDP & Annual Report information, Quarterly reports & Council resolution register)	100% timeous submission of municipal documents done (IDP information, Quarterly reports & Council resolution register)	Central Submission register	

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2	To have functional portfolio committees by June 2019	Functional Portfolio Committee	6 portfolio committee meetings held	Number of portfolio committee meetings held as per council schedule of activities	11 portfolio committee meetings held as per council schedule of activities	3 portfolio committee meetings held as per council schedule of activities	2 portfolio committee meetings held as per council schedule of activities	3 portfolio committee meetings held as per council schedule of activities	3 portfolio committee meetings held as per council schedule of activities	Agenda, minutes and attendance registers	
2	To address risk management issues	RISK MANAGEMENT	70% risk issues resolved	Percentage risk management issues resolved	80% risk management issues resolved	20% risk management issues resolved	40% risk management issues resolved	60% risk management issues resolved	80% risk management issues resolved	Risk reports	
2	To address internal audit issues	INTERNAL AUDIT	100% internal audit issues resolved	Percentage internal audit issues resolved	100% internal audit issues resolved	100% internal audit issues resolved	100% internal audit issues resolved	100% internal audit issues resolved	100% internal audit issues resolved	reports	
2	To implement Council resolutions	COUNCIL RESOLUTIONS	100% council resolution implemented 2017/2018	Percentage implementation of council resolutions	100% implementation of council resolutions	100% implementation of council resolutions	100% implementation of council resolutions	100% implementation of council resolutions	100% implementation of council resolutions	reports	
LOCAL ECONOMIC DEVELOPMENT											
2	To create and monitor municipal jobs through EPWP by June 2019	Job creation and Monitoring	14 jobs created in 2017/2018 financial year	Number of jobs created and monitored	21 Jobs created and monitored	21 Jobs monitored	21 Jobs monitored	21 Jobs monitored	21 Jobs monitored	Reports	R 0
FINANCIAL VIABILITY											
2	To curb expenditure variance at 10%	EXPENDITURE MANAGEMENT	10% variance 2017/2018 achieved	Percentage variance achieved	10% variance achieved	25% variance achieved	25% variance achieved	10% variance achieved	10% variance achieved	Expenditure reports	R 0
2	To monitor the implementation of Mscoc by June 2019	Implementation of Mscoc	Council resolution 2014/2015 & Treasury circular	Percentage participation in mSCOA compliance during budget process	100% participation in mSCOA compliance during budget process	No activity	No activity	100% participation in mSCOA compliance during budget process	100% participation in mSCOA compliance during budget process	Draft and final budget. Attendance register	

DIRECTOR: COMMUNITY SERVICES

31/05/2018

DATE

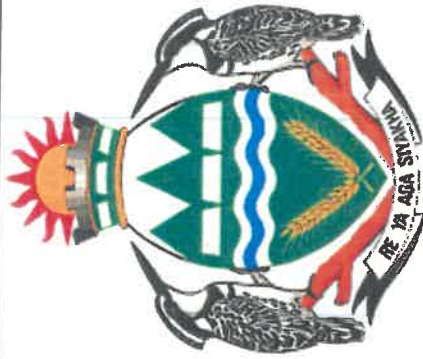
MUNICIPAL MANAGER

31/05/2018

DATE

# **CORE COMPETENCY REQUIREMENT**





## Sekhukhune District Municipality

### CORE COMPETENCIES REQUIREMENTS FOR MANAGERS REPORTING DIRECTLY TO THE MUNICIPAL MANAGER

NAME OF INCUMBENT: MR MASEMOLA SEPORO  
POSITION HELD: DIRECTOR; COMMUNITY SERVICES  
DATE 31/07/2018 SIGNATURE 

NAME OF SUPERVISOR: MS MASEKO NORAH T.  
POSITION HELD: MUNICIPAL MANAGER  
DATE 31/07/2018 SIGNATURE 

<b>CORE MANAGERIAL AND OCCUPATIONAL COMPETENCIES</b>		
<b>Core Managerial Competencies</b>		
Strategic Capability and leadership		
Programme and Project Management		
Financial Management(Compulsory)	X	
Change Management		4
Knowledge Management		
Service Delivery Innovation		
Problem Solving and Analysis		
People Management and Empowerment(Compulsory)	X	4
Client Orientation and Customer Focus(Compulsory)	X	4
Communication		
Honesty and Integrity		
<b>Core Occupational Competencies</b>		
Competence in Self-Management		
Interpretation of and implementation within the legislative and national policy frameworks	X	4
Knowledge of Performance Management and Reporting		
Knowledge of global and South African specific political, social and economic contexts		
Competence in policy conceptualisation, analysis and implementation		
Knowledge of more than one functional municipal field/discipline	X	4
Skills in Mediation		
Skills in Governance		
Competence as required by other national line sector departments		
Exceptional and dynamic creativity to improve the functioning of the municipality		
<b>TOTAL</b>		20/6

# PERSONAL DEVELOPMENT PLAN





**PERSONAL DEVELOPMENT PLAN (PDP)**

**ENTERED INTO BY AND BETWEEN**

**MS MASEKO N.T (MUNICIPAL MANAGER)**

**AND**

**MASEMOLA SEPORO A.  
(COMMUNITY SERVICES)**

## 1. Personal Development Plan

### 1.1.1 A Municipality should be committed to –

- (a) the continuous training and development of its employees to achieve its vision, mission and strategic objectives and empower employees; and
- (b) managing training and development within the ambit of relevant national policies and legislation.

### 1.1.2 A Municipality should follow an integrated approach to Human Resource Management, that is:

- (a) Human resource development forms an integral part of human resource planning and management.
- (b) In order for training and development strategy and plans to be successful it should be based on sound Human Resource (HR) practices, such as the (strategic) HR Plan, job descriptions, the result of regular performance appraisals and career pathing.
- (c) To ensure the necessary linkage with performance management, the Performance Management and Development System provides for the Personal Development Plans of employees to be included in their annual performance agreements. Such approach will also ensure the alignment of individual performance objectives to the municipality's strategic objectives, and that training and development needs can be identified through performance management and appraisal.
- (d) Career-pathing ensures that employees are placed and developed in jobs according to aptitude and identified potential. Through training and development they can acquire the necessary competencies to prepare them for future positions. A comprehensive competency framework and profile for Municipal Managers are attached and these should be linked to relevant registered unit standards to specifically assist them in compiling Personal Development Plans in consultation with their managers.
- (e) Personal Development Plans are compiled for individual employees and the data collated from all employees in the municipality forms the basis for the prescribed Workplace Skills Plan, which municipalities are required to compile as a basis for all training and education activities in the municipality in a specific financial year and report on progress made to the Local Government Sector Education and Training Authority.

### 1.1.3 The aim of the compilation of Personal Development Plans is to identify, prioritise and implement training needs.

### 1.1.4 Compiling the Personal Development Plan attached at Appendix.

- (a) Competency assessment instruments, which are dealt with more specifically in Appendix 1 and 2, should be established to assist with the objective assessment of employees' actual competencies against their job specific competency profiles and managerial competencies at a given period in time with the purpose of identifying training needs or skills gaps.
- (b) The competency framework and profiles and relevant competency assessment results will enable a manager, in consultation with his / her employee, to compile a Personal Development Plan. The identified training needs should be entered into column 1 of Appendix 1, entitled Skills / Performance Gap. The following should be carefully determined during such a process:
  - (i) Organisational needs, which include the following:
    - o Strategic development priorities and competency requirements, in line with the municipality's strategic objectives.

- o The competency requirements of individual jobs. The relevant job requirements (job competency profile) as identified in the job description should be compared to the current competency profile of the employee to determine the individual's competency gaps.
- o Specific competency gaps as identified during the probation period and performance appraisal of the employee.

(ii) Individual training needs that are job / career related.

- (c) Next, the prioritisation of the training needs [1 to ...] should be listed since it may not be possible to address all identified training needs in a specific financial year. It is however of critical importance that training needs be addressed on a phased and priority basis. This implies that all these needs should be prioritized for purposes of accommodating critical / strategic training and development needs in the HR Plan, Personal Development Plans and the Workplace Skills Plan.
- (d) Consideration must then be given to the expected outcomes, to be listed in column 2 of Appendix 1, so that once the intervention is completed the impact it had can be measured against relevant output indicators.
- (d) An appropriate intervention should be identified to address training needs / skills gaps and the outcome to be achieved but with due regard to cost effectiveness. These should be listed in column 3 of Appendix 1, entitled: Suggested training and / or development activity in line with the National Qualifications Framework, which could enable the trainee to obtain recognition towards a qualification for training undertaken. It is important to determine through the Training / Human Resource Development / Skills Development Unit within the municipality whether unit standards have been developed and registered with the South African Qualifications Authority that are in line with the skills gap and expected outcomes identified. Unit standards usually have measurable assessment criteria to determine achieved competency.
- (e) Guidelines regarding the number of training days per employee and the nominations of employees: An employee should on average receive at least five days of training per financial year and not unnecessarily be withdrawn from training interventions.
- (f) Column 4 of Appendix 1: The suggested mode of delivery refers to the chosen methodology that is deemed most relevant to ensure transfer of skills. The training / development activity should impact on delivery back in the workplace. Mode of delivery consists of, amongst others, self-study [The official takes it upon him / her to read e.g. legislation]; internal or external training provision; coaching and / or mentoring and exchange programmes, etc.
- (g) The suggested time frames (column 5 of Appendix 1) enable managers to effectively plan for the annum e.g. so that not all their employees are away from work within the same period and also ensuring that the PDP is implemented systematically.
- (h) Work opportunity created to practice skill / development areas, in column 6 of Appendix 1, further ensures internalisation of information gained as well as return on investment (not just a nice to have skill but a necessary to have skill that is used in the workplace).
- (i) The final column, column 7 of Appendix 1, provides the employee with a support person that could act as coach or mentor with regard to the area of learning

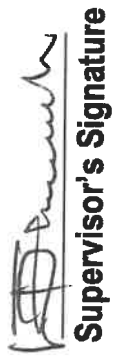
**Personal Development Plan for: Masemola Seporo. A (Community Services)**

Compiled on : 31/07/2018.....

1. Skills/Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3. Suggested training and / or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to practice skill / development area	7. Support Person

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Employee Signature

  
Supervisor's Signature