

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 MAPULE MOKOKO

AND

DEPUTY DIRECTOR: OFFICE OF THE SPEAKER
MR MABELANE T.D

THE EMPLOYEE OF THE MUNICIPALITY

FOR THE

FINANCIAL YEAR 2016-2017

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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

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

And

Mr. Mabelane T.D.

Employee of the Municipality (hereinafter referred to as the Deputy Director: Office of the Speaker)

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 1st July 2016 and will remain in force until 30 June 2017 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	
Municipal Institutional Development and Transformation	
Local Economic Development (LED)	
Municipal Financial Viability and Management	
Good Governance and Public Participation	
Spatial Rationale	
Total	100%

- 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	
Change Management		
Knowledge Management		
Service Delivery Innovation		
Problem Solving and Analysis(Compulsory)		
People Management and Empowerment(Compulsory)	compulsory	
Client Orientation and Customer Focus	compulsory	
Communication		
Honesty and Integrity		
CORE OCCUPATIONAL COMPETENCIES (COC)		
Competence in Self Management		
Interpretation of and implementation within the legislative an national policy frameworks		
Knowledge of Performance Management and Reporting		

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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		
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	-	100%

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:

- (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.
- (c) 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

- (a) Each CCR 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 CCR.
- (c) This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score.

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- (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:

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.					
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.					

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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-

- a. Municipal Manager;
- b. Chairperson of the Performance Audit Committee and/or the Audit Committee Member;
- c. Member of the Mayoral or Executive Committee;
- d. Municipal Manager from another municipality;
- e. Member of a Ward Committee as nominated by the Executive mayor (only applicable to municipal manager)
- f. 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

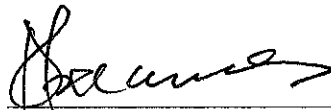
- 13.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure B may be made available to the public by the **Employer**.
- 13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the **Employee** in terms of his/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.
- 13.3 The performance assessment results of the 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 Groblersdal on this the 27 day of June 2016.

AS WITNESSES:

1. _____

2. _____



MR. MABELANE T.D.
DEPUTY DIRECTOR: OFFICE OF THE SPEAKER

AS WITNESSES:

1. _____

2. _____



MS MAPULE MOKOKO
MUNICIPAL MANAGER

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OBJECTIVE	INPUT	OUTPUT	OUTCOME	PROJECT	BASELINES 2015/2016	INDICATORS	ANNUMAL TARGET 2016/2017	G1	G2	G3	G4	EVIDENCE	BUDGET 2016/17	IMPACT
To facilitate 8 Fora in relation to IGR framework by June 2017	Human and financial resources	Coordinated IGR Forums	Improved intergovernmental relations	Speakers' and Chief Whips' Fora	08 Fora	Number of fora facilitated	8 Fora facilitated	2 - One Speakers' Forum and One Chief Whips' Forum	2 - One Speakers' Forum and One Chief Whips' Forum	2 - One Speakers' Forum and One Chief Whips' Forum	2 - One Speakers' Forum and One Chief Whips' Forum	Signed minutes and attendance registers	R10,000,00	Improved governance
To facilitate 13 public consultation meetings on IDP by end of April 2017	Human and financial resources	Involvement of the public on matters of governance in the District	Enhanced participatory democracy	Consultation on 2017/18 IDP	13 public sessions on IDP	Number of public consultation meetings facilitated	13 Public consultation meetings facilitated	0	0	0	13 Public consultation meetings facilitated	Attendance registers	R 0,00	Public accountability
To facilitate 8 Public consultation meetings on the 2015/2016 Annual report by February 2017	Human and financial resources	Involvement of the public on matters of governance in the District	Enhanced accountability	Public participation on 2015/16 draft annual report	08 public sessions on Annual Report	Number of public consultation meetings facilitated	8 Public consultation meetings facilitated	0	0	0	8 Public consultations facilitated	attendance registers and exit report	R 400 000,00	Public accountability
To facilitate 1 GNC workshop by October 2016	Human and financial resources	Knowledge sharing	Enriched knowledge on GNC processes	Public awareness on geographical name change	06 GNC Meetings facilitated	Number of GNC workshop facilitated	1 GNC workshop facilitated	0	0	0	1 GNC workshop facilitated	attendance registers and exit report	R 50 000,00	Improved governance
To facilitate one District ward committee conference by June 2017	Human and financial resources	Conference held	Enhanced governance	Ward Committee Conference	01 district ward committee conference facilitated	Number of district Ward Committee conference facilitated	1 District ward committee conference facilitated	0	0	0	0	attendance registers and exit report	R 100 000,00	Public accountability
To facilitate 3 workshops for Councilors on Compliance by March 2017	Human resources	Workshop facilitated	Improved compliance	Capacity building for Clis	3x capacity building workshops held	Number of workshops facilitated	3 Workshops facilitated. (2 Income Tax and 1 Code of conduct)	1 Income Tax workshop facilitated	1 Income Tax workshop facilitated	1 Income Tax workshop facilitated	1 Income Tax workshop facilitated	Exit report	R 0,00	Improved governance
To facilitate 2 training skills development programmes for Councilors by June 2017	Human and financial resources	Training facilitated	Skills development	Training of Councilors	2 X training and development programmes attended	Number of training programmes facilitated	2 training programmes facilitated	0	0	0	1 Training programmes for clis facilitated	Exit report	R 200 000,00	Improved governance
Facilitate 100% completion of declaration of interest returns by October 2016	Human resources	Declaration of interest returns facilitated	Completed declaration of interest returns	Councillor declaration of interest returns	100% of Councilors declared	Number of declaration of interest returns completed	100% completion of declaration of interest returns facilitated	0	0	0	0	Completed declaration of interest returns	R 0,00	Improved governance
To facilitate 100% resolution of Councilors welfare queries within 30 days	Human resources	Query register	Improved Councilor welfare	Councillors welfare queries	5 X queries *12 X assistance on claims attended to	Percentage resolution of Clis queries facilitated	100% Councilors queries facilitated (Recording queries 10%, submission and attending to the queries 70%, Feedback 20%)	100% clis queries facilitated (recording queries 10%, submission and attending to queries 70%, feedback 20%)	100% clis queries facilitated (recording queries 10%, submission and attending to queries 70%, feedback 20%)	100% clis queries facilitated (recording queries 10%, submission and attending to queries 70%, feedback 20%)	100% clis queries facilitated (recording queries 10%, submission and attending to queries 70%, feedback 20%)	Occurance register	R 0,00	Improved governance

OFFICE OF THE SPEAKER

10/6/2016

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OBJECTIVE	INPUT	OUTPUT	OUTCOME	PROJECT	BASELINE 2016/2017	INDICATORS	ANNUAL TARGET 2016/2017	Q1	Q2	Q3	Q4	EVIDENCE	BUDGET 2016/17	IMPACT
To facilitate 100% implementation of the approved schedule of oversight visits by June 2017	Human and financial resources	Annual council calendar Oversight reports	Improved governance Effective oversight	Schedule of Council Activities Oversight visits	22 Council and portfolio committee meetings held 4 oversight visits facilitated	Percentage facilitation of schedule of council activities Number of oversight visits facilitated	100% facilitation of schedule of council activities. (Council meetings 40%, Portfolio meetings 40%, Pre-oversight visits facilitated sessions with project managers complete pre-oversight report	100% facilitation of schedule of council activities 1 oversight visit facilitated	100% facilitation of schedule of council activities 1 oversight visit facilitated	100% facilitation of schedule of council activities 1 oversight visit facilitated	100% facilitation of schedule of council activities 1 oversight visit facilitated	Notices and attendance registers Oversight visit reports	R655 000,0 0 R 0,00	Improved governance Public accountability
To conduct one induction of new councillors and facilitate one strategic planning session for Council Committees by June 2017	Human and financial resources	Induction workshop and strategic plan	Knowledgeable Councillors and effective oversight	Section 79 Committees Strategic planning	2 strategic planning sessions facilitated	Number of induction conducted and strategic planning sessions facilitated	1 Induction of new Councillors conducted (1st Quarter - September), 1 Strategic planning session facilitated for Section 79 portfolio and standing committees (1st Quarter - September)	1 strategic planning session facilitated	1 strategic planning session facilitated	1 strategic planning session facilitated	1 strategic planning session facilitated	Exit report	R 0,00	Improved governance
To compile and coordinate 100% Council resolution register by June 2017	Human resources	Quarterly resolution registers	Improved resolution implementation	Council Resolution register	4 Resolution registers developed and implemented	% Council Resolution register compiled and coordinated	100% Council Resolution register compiled and coordinated	100% Council Resolution register compiled and coordinated	100% Council Resolution register compiled and coordinated	100% Council Resolution register compiled and coordinated	100% Council Resolution register compiled and coordinated	Resolution Register	R 0,00	Improved governance
To facilitate two extra special council meetings - SODA and to facilitate 2 study groups for councillors	Human and financial resources	SODA and Budget Speech Study groups	Improved accountability Implementation of best practice by Councillors	SODA and Budget Speech Councillors study groups	2 Extra Special Council meetings facilitated New	Number of extra special council facilitated Number of study groups facilitated	2 Extra Special Council meetings facilitated 2 study groups for councillors facilitated	1 Extra Special Council meeting facilitated 1 Study group for councillors facilitated	1 Extra Special Council meeting facilitated 1 Study group for councillors facilitated	1 Extra Special Council meeting facilitated 1 Study group for councillors facilitated	1 Extra Special Council meeting facilitated 1 Study group for councillors facilitated	Notice and Attendance Register Exit reports	R 250 000 R 0,00	Public accountability Improved governance
To coordinate training of ward committees in the district	Human resources	Training of ward committees	Effective ward committees	Coordination of ward committees' training	New	Number of ward committees training coordinated	1 training of ward committees coordinated	1 Training of ward committees coordinated	1 Training of ward committees coordinated	1 Training of ward committees coordinated	1 Training of ward committees coordinated	Exit report	R 0,00	Improved governance
To facilitate 3 public awareness engagements on SDM/ petition policy	Human resources	Involvement of the public on matters of governance in the District	Enhanced participatory democracy	Public Awareness on SDM/ Petition policy	New	Number of public awareness engagements facilitated	3 public awareness engagements facilitated	1 Public awareness engagements facilitated	1 Public awareness engagements facilitated	1 Public awareness engagements facilitated	1 Public awareness engagements facilitated	Exit reports	R 0,00	Public accountability
To convene 4 Secretariat Fora	Human and financial resources	Coordinated IGR Forums	Improved intergovernmental relations	Secretariat forum	New	Number of Secretariat Fora convened	4 Secretariat Fora convened	1 Secretariat Forum convened	1 Secretariat Forum convened	1 Secretariat Forum convened	1 Secretariat Forum convened	Notice and Attendance registers	R 0,00	Improved governance
To convene 4 public participation fora	Human and financial resources	Coordinated IGR Forums	Improved intergovernmental relations	Public Participation Forum	New	Number of Public Participation Fora convened	4 Public Participation Fora convened	1 Public Participation forum convened	1 Public Participation forum convened	1 Public Participation forum convened	1 Public Participation forum convened	Attendance registers and minutes	R 0,00	Improved governance

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OBJECTIVE	INPUT	OUTPUT	OUTCOME	PROJECT	BASELINE 2015/2016	INDICATORS	ANNUAL TARGET 2016/2017	O1	O2	O3	O4	EVIDENCE	BUDGET 2016/17	IMPACT
To facilitate multi-party Council & Portfolio Committees Caucuses	Human and financial resources	Caucuses facilitated	Effective engagements	Multi Party Caucuses	New	Number of caucuses held	4 caucuses facilitated	1 Caucus facilitated	1 Caucus facilitated	1 Caucus facilitated	1 Caucus facilitated	Exit reports	R 0,00	Improved governance
To facilitate multi-party Workshop on back to basics and other national programmes	Human and financial resources	Workshop facilitated	Improved compliance	Back to basics workshop and other national programmes	New	Number of workshops held	1 workshop facilitated	0	1 workshop facilitated	0	0	Exit report	R 0,00	Improved governance
To facilitate multi-party Council whipper meetings	Human resources	Council whipper meetings facilitated	Improved communication	Council Whipper	New	Number of meetings held	4 council whipper meetings facilitated	1 Council whipper meeting facilitated	1 Council whipper meeting facilitated	1 Council whipper meeting facilitated	1 Council whipper meeting facilitated	Exit reports	R 0,00	Improved governance
To facilitate caucus outreach	Human and financial resources	Caucuses facilitated	Enhanced participatory democracy	Caucus outreach	New	Number of meetings held	4 caucus outreaches facilitated	1 Caucus outreach facilitated	1 Caucus outreach facilitated	1 Caucus outreach facilitated	1 Caucus outreach facilitated	Exit reports	R 0,00	Public accountability
To review standing rules and orders of council annually	Human resources	Standing rules and orders reviewed	Updated standing rules and orders of council	Council Standing Rules and Orders	New	Reviewed sections of standing rules and orders	Recommended sections for amendment are packaged to council for considerations	0	Recommended sections for amendment are packaged to council for considerations	0	0	Signed Council certificate	R 0,00	Improved governance

M.F MOKOKO

MUNICIPAL MANAGER

SIGNED

DATE

04/05/2016

MABELANE T.D

COUNCIL SECRETARY

SIGNED

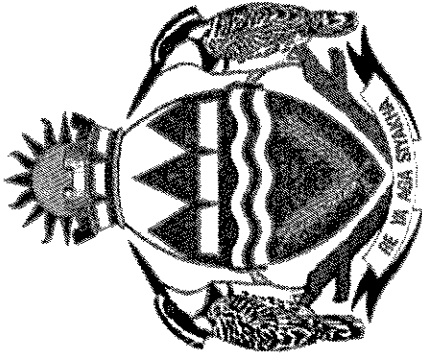
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CORE COMPETENCY REQUIREMENTS(CCR)

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Sekhukhune District Municipality

CORE COMPETENCIES REQUIREMENTS FOR MANAGERS REPORTING DIRECTLY TO THE MUNICIPAL MANAGER

NAME OF INCUMBENT: MR MABELANE T.D.

POSITION HELD: Dep. Director; Office of the Speaker

DATE 27 Jan 2016 **SIGNATURE** *Mabelane*

NAME OF SUPERVISOR: MS MAPULE MOKOKO

POSITION HELD: MUNICIPAL MANAGER

DATE 07/07/2016 **SIGNATURE** *[Signature]*

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CORE MANAGERIAL AND OCCUPATIONAL COMPETENCIES		CHOICE	WEIGHT
Core Managerial Competencies			
Strategic Capability and leadership		✓	20
Programme and Project Management			
Financial Management		✓	20
Change Management			
Knowledge Management			
Service Delivery Innovation			
Problem Solving and Analysis			
People Management and Empowerment			
Client Orientation and Customer Focus			
Communication			
Honesty and Integrity			
Core Occupational Competencies			
Competence in Self-Management			20
Interpretation of and implementation within the legislative and national policy frameworks		✓	
Knowledge of Performance Management and Reporting			
Knowledge of global and South African specific political, social and economic contexts			20
Competence in policy conceptualisation, analysis and implementation		✓	
Knowledge of more than one functional municipal field/discipline			
Skills in Mediation			20
Skills in Governance		✓	
Competence as required by other national line sector departments			
Exceptional and dynamic creativity to improve the functioning of the municipality			
TOTAL			100

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