



**JOE MOROLONG**  
LOCAL MUNICIPALITY

# **PERFORMANCE AGREEMENT**

MADE AND ENTERED INTO BY AND BETWEEN:

THE JOE MOROLONG LOCAL MUNICIPALITY AS REPRESENTED  
BY THE ACTING MUNICIPAL MANAGER:

**MR. TATOLO GOPETSE**

AND

THE EMPLOYEE OF THE MUNICIPALITY

DIRECTOR: COMMUNITY SERVICES

**MRS. MATHAMSANQA C. MELOKWE**

FOR THE PERIOD:

**01 JULY 2023 – 30 JUNE 2024**

## **THIS PERFORMANCE AGREEMENT IS ENTERED INTO BY AND BETWEEN:**

The Joe Morolong Local Municipality herein represented by Mr. T. Gopetse in his capacity as the Acting Municipal Manager (hereinafter referred to as the **Employer** or Supervisor)  
And

Mrs. M.C Melokwe as the Employee of the Municipality of Joe Morolong Local 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 the parties 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(4A), 57(4B) and 57(5) of the Systems Act.

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

The purpose of this Agreement is to –

- 2.1. Comply with the provisions of Section 57(1)(b),(4A),(4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the parties;
- 2.2. Specify Key objectives and targets defined and agreed with the Employee and to communicate to the Employee the Employers expectations of the Employees performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery Budget Implementation Plan and the Budget of the Municipality;
- 2.3. Specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4. Monitor and measure performance against set targeted outputs;

- 2.5. Use the Performance Agreement and Performance Plan as the basis for assessing the suitability of the **Employee** for permanent employment and/or to assess whether the **Employee** has met the performance expectations applicable to his job;
- 2.6. Appropriately reward the **Employee** in accordance with the **Employer's** performance management policy in the event of outstanding performance; and
- 2.7. Give effect to the **Employer's** commitment to a performance-orientated relationship with the **Employee** in attaining equitable and improved service delivery.

### **3. COMMENCEMENT AND DURATION**

- 3.1. This Agreement will commence on the **01 July 2023** and will remain in force until **30 June 2024**, where after a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2. The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.
- 3.3. This Agreement will terminate on the termination of the **Employee's** contract of employment for any reason.
- 3.4. The content of this Agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon.
- 3.5. If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

### **4. PERFORMANCE OBJECTIVES**

- 4.1. The Performance Plan (Annexure A) sets out-
  - 4.1.1. The performance objectives and targets that must be met by the Employee; and
  - 4.1.2. The time frames within which those performance objectives and targets must be met.
- 4.2. The performance objectives and targets reflected in Annexure A are set by the **Employer** in consultation with the **Employee** and based on the Integrated

Development Plan and the Budget of the **Employer**, and shall include key objectives; key performance indicators; target dates and weightings.

- 4.3. The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.
- 4.4. The **Employee's** performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the **Employer's** Integrated Development Plan.

## **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**.

## **6. THE EMPLOYEE AGREES TO PARTICIPATE IN THE PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM THAT THE EMPLOYER ADOPTS**

- 6.1. The **Employee** undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.
- 6.2. 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.
  - 6.2.1. The **Employee** must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Managerial Competencies (CMCs) respectively.

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

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

6.3. 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 agreed to between the **Employer** and **Employee**:

Key Performance Areas (KPA's)	Weighting
Basic Service Delivery	60
Municipal Institutional Development and Transformation	15
Local Economic Development (LED)	00
Municipal Financial Viability and Management	10
Good Governance and Public Participation	15
<b>Total</b>	<b>100%</b>

6.4. The CMCs will make up the other 20% of the Employee's assessment score. CMCs that are deemed to be most critical for the Employee's specific job should be selected (✓) from the list below as agreed to between the Employer and Employee:

CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES		
CORE MANAGERIAL and OCCUPATIONAL COMPETENCIES (CMC)	√ (INDICATE CHOICE)	WEIGHT
<b>CORE MANAGERIAL COMPETENCIES</b>		
Strategic Capability and Leadership		5
Programme and Project Management		5
<b>Financial Management</b>	√	5
Change Management		5
Knowledge Management		5
Service Delivery Innovation		5
Problem Solving and Analysis		5
<b>People Management and Empowerment</b>	√	5
<b>Client Orientation and Customer Focus</b>	√	5
Communication		5

Honesty and Integrity		5
<b>CORE OCCUPATIONAL COMPETENCIES</b>		
Competence in Self- Management		5
Interpretation of and implementation within the legislative and national policy frameworks		5
Knowledge of developmental local government		5
Knowledge of Performance Management and Reporting		5
Knowledge of global and South African specific political, social and economic contexts		0
Competence in policy conceptualisation, analysis and implementation		5
Knowledge of more than one functional municipal field/discipline		5
Skills in Mediation		5
Skills in Governance		3
Competence as required by other national line sector departments		2
Exceptional and dynamic creativity to improve the functioning of the municipality		5
		100%

## 7. EVALUATING PERFORMANCE

7.1. The Performance Plan (Annexure A) to this Agreement sets out –

7.1.1. The standards and procedures for evaluating the **Employee's** performance; and

7.1.2. The intervals for the evaluation of the **Employee's** performance.

7.2. 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.

7.3. 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.

7.4. The **Employee's** performance will be measured in terms of contributions to the goals and strategies set out in the **Employer's** IDP.

7.5. The annual performance appraisal will involve:

**7.5.1. Assessment of the achievement of results as outlined in the performance plan:**

- a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to 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** (refer to paragraph 6.5.3 below) **must then be used to add the scores and calculate a final KPA score.**

**7.5.2. Assessment of the CMCs**

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

**7.5.3. Overall rating**

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

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

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.					

Level	Terminology	Description	Rating				
			1	2	3	4	5
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.					

7.7. For purposes of evaluating the performance of the **Employee**, an evaluation panel constituted by the following persons will be established –

7.7.1. Municipal Manager

7.7.2. Chairperson of the performance Audit Committee (PAC) or the Audit Committee (AC) in the absence of a Performance Audit Committee

7.7.3. A member of EXCO;

7.7.4. Municipal Manager from another municipality and

7.7.5. Manager responsible for Human Resources (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:

Quarter	Months	Assessment
First quarter	July – September	October 2023
Second quarter	October – December	January 2024
Third quarter	January – March	April 2024
Fourth quarter	April – June	July 2024

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 “A” from time to time for operational reasons. The **Employee** will be fully consulted before any such change is made.

8.5. The **Employer** may amend the provisions of Annexure A whenever the performance management system is adopted, implemented and/or amended as the case may be. In that case the **Employee** will be fully consulted before any such change is made.



## 9. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B.

## 10. OBLIGATIONS OF THE EMPLOYER

10.1. The **Employer** shall –

10.1.1. Create an enabling environment to facilitate effective performance by the employee;

10.1.2. Provide access to skills development and capacity building opportunities;

10.1.3. Work collaboratively with the **Employee** to solve problems and generate solutions to common problems that may impact on the performance of the **Employee**;

10.1.4. On the request of the **Employee** delegate such powers reasonably required by the **Employee** to enable him 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 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. The evaluation of the **Employee's** performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 12.2. A performance bonus of 5% to 14% of the inclusive annual remuneration package may be paid to the **Employee** in recognition of outstanding performance. In determining the performance bonus the relevant percentage is based on the overall rating, calculated by using the applicable assessment rating calculator based on the following achievement:
  - 12.2.1. A score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
  - 12.2.2. A score of 150% and above is awarded a performance bonus ranging from 10% to 14%, in terms of the Joe Morolong Local Municipalities' PMS Policy.
- 12.3. In the case of unacceptable performance, the **Employer** shall –
  - 12.3.1. Provide systematic remedial or developmental support to assist the **Employee** to improve his performance; and
  - 12.3.2. 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.


## 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 MEC for Cooperative Governance, Human Settlement and Traditional Affairs in the province within thirty (30) days of receipt of a formal dispute from the Employee; or
  - 13.1.2. Any other person appointed by the MEC.
- 13.2. In the event that the mediation process contemplated above fails, clause 19.3 of the Contract of Employment shall apply.



#### 14. GENERAL

- 14.1. The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the **Employer**.
- 14.2. Nothing in this agreement 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.

Thus, **done** and **signed** at **Joe Morolong Local Municipality** on this the 03 day of July 2023.


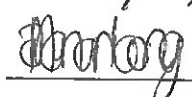
  
\_\_\_\_\_  
**EMPLOYEE**

**AS WITNESSES:**

1.   
\_\_\_\_\_  
2.   
\_\_\_\_\_

  
\_\_\_\_\_  
**ACTING MUNICIPAL MANAGER**

**AS WITNESSES:**

1.   
\_\_\_\_\_  
2.   
\_\_\_\_\_

# **ANNEXURE A**

## **PERFORMANCE PLAN**

### **TECHNICAL SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)**

**DIRECTOR: COMMUNITY SERVICES**

**MRS. MATHAMSANQA C. MELOKWE**

**2023/2024 FINANCIAL YEAR**

### 1. Departmental Purpose

To render effective Social services, Environmental management and Public safety

### 2. Functions of the Department

- Provision of Housing, recreational and sports facilities.
- Promotion of clean and safe environment.
- Understanding and responding to consumer dynamics with regard to Fire fighting.
- Ensure functionality of Community services staff.
- Develop; implement innovative tactical and strategic tasks.
- Provide public safety Services.

### 3. Link with the Top Layer SDBIP

#### 3.1. Lead Corporate Objectives

- Promote Sports, Arts and Culture
- Provide Library services
- Provide Housing
- Promote clean and safe Environment
- Provide traffic Services

### 4. Support from other departments

LEAD FUNCTION	SUPPORT EXPECTED
• Promote Sports, Arts and Culture	• Support from Technical services department
• Provide traffic Services	• Technical support from finance department
• Promote clean and safe Environment	• Technical support for project management
• Provide Housing	• Technical support for project management
• Provide Library services	• Technical support from other departments
• Corporate services	• Support in terms of corporate services

### 5. Support to other departments

LEAD FUNCTION	SUPPORT EXPECTED
• Promote Sports, Arts and Culture	• Provide recreational facilities
• Promote clean and safe Environment	• Compliance to Environmental legislation
• Provide Housing	• Coordinate social support for human settlement
• Provide Library services	• Render library services

## 6. Departmental Scorecard

KPI NO.	KEY PERFORMANCE AREA	IDP PROGRAMME/ PRIORITY AREA	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR	TARGET (OUTPUT)	UNIT OF MEASUREMENT	REPORTING CYCLE	TARGET BREAKDOWN				PORTFOLIO OF EVIDENCE	BUDGET
								Q1	Q2	Q3	Q4		
1.	Good Governance and Community Participation	Sustainable Development Orientated Municipality	To review and report IDP and Budget implementation progress against predetermined objectives To ensure MSCOA compliance	Number of quarterly IDP/Budget/PMS Steering Committee meetings attended by 30 June 2024	4 quarterly IDP/Budget/PMS Steering Committee meetings attended by 30 June 2024	Number	Quarterly	1	1	1	1	Attendance Registers	
2.	Good Governance and Community Participation	Sustainable Development Orientated Municipality		Number of monthly MSCOA and IT meetings attended by 30 June 2024	12 monthly MSCOA and IT meetings attended by 30 June 2024	Number	Monthly	3	3	3	3	Attendance Registers	
3.	Municipal Transformation & Institutional Development	Sustainable Development Orientated Municipality	To govern municipal affairs	Number of monthly Community Services departmental meetings held by 30 June 2024	12 monthly Community Services departmental meetings held by 30 June 2024	Number	Monthly	3	3	3	3	Minutes and Attendance Registers	
4.	Municipal Transformation & Institutional Development	Sustainable Development Orientated Municipality	To govern municipal affairs	Number of monthly management meetings attended by 30 June 2024	12 monthly management meetings attended by 30 June 2024	Number	Monthly	3	3	3	3	Attendance Registers	
5.	Municipal Transformation & Institutional Development	Sustainable Development Orientated Municipality	To govern municipal affairs	Number of quarterly extended management meetings attended by 30 June 2024	4 quarterly extended management meetings attended by 30 June 2024	Number	Quarterly	1	1	1	1	Attendance Registers	

KPI NO.	KEY PERFORMANCE AREA	IDP PROGRAMME/ PRIORITY AREA	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR	TARGET (OUTPUT)	UNIT OF MEASUREMENT	REPORTING CYCLE	TARGET BREAKDOWN				PORTFOLIO OF EVIDENCE	BUDGET
								Q1	Q2	Q3	Q4		
6.	Basic Service Delivery and Infrastructure Development	Integrated human settlements	To promote integrated human settlement planning	Number of quarterly housing data collection reports developed and submitted to the Municipal Manager by 30 June 2024	4 quarterly housing data collection reports developed and submitted to the Municipal Manager by 30 June 2024	Number	Quarterly	1	1	1	1	Reports	
7.	Basic Service Delivery and Infrastructure Development	Integrated human settlements	To promote integrated human settlement planning	Number of quarterly housing consumer education held in 15 wards by 30 June 2024	4 quarterly housing consumer education held in 15 wards by 30 June 2024	Number	Quarterly	1	1	1	1	Reports and Attendance Registers	
8.	Basic Service Delivery and Infrastructure Development	Safe and Healthy Environments	To provide environmental management services	Number of quarterly environmental awareness campaigns held in 15 wards by 30 June 2024	4 quarterly environmental awareness campaigns held in 15 wards by 30 June 2024	Number	Quarterly	1	1	1	1	Reports and Attendance Registers	R50 000.00
9.	Basic Service Delivery and Infrastructure Development	Safe and Healthy Environments	To provide environmental management services	Number of quarterly awareness campaigns held in 15 wards on the usage of recreational facilities by 30 June 2024	4 quarterly awareness campaigns held in 15 wards on the usage of recreational facilities by 30 June 2024	Number	Quarterly	1	1	1	1	Reports and Attendance Registers	
10.	Basic Service Delivery and Infrastructure Development	Disaster Management	To provide Disaster Management Services	Number of quarterly disaster management awareness campaigns held in 15 wards by 30 June 2024	4 quarterly disaster management awareness campaigns held in 15 wards by 30 June 2024	Number	Quarterly	1	1	1	1	Reports and Attendance Registers	R50 000.00

KPI NO.	KEY PERFORMANCE AREA	IDP PROGRAMME/ PRIORITY AREA	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR	TARGET (OUTPUT)	UNIT OF MEASUREMENT	REPORTING CYCLE	TARGET BREAKDOWN				PORTFOLIO OF EVIDENCE	BUDGET
								Q1	Q2	Q3	Q4		
11.	Basic Service Delivery and Infrastructure Development	Disaster Management	To provide Disaster Management Services	Number of quarterly reports on Veld and Forest fire suppression and emergency incidents attended to developed and submitted by 30 June 2024	4 quarterly reports on Veld and Forest fire suppression and emergency incidents attended to developed and submitted by 30 June 2024	Number	Quarterly	1	1	1	1	Reports	
12.	Basic Service Delivery and Infrastructure Development	Refuse Removal	To provide refuse removal services	Number of households provided with refuse removal services in Hotazel and Vanzylsrus by 30 June 2024	818 households provided with refuse removal services in Hotazel and Vanzylsrus by 30 June 2024	Number	Quarterly	818	818	818	818	Reports	
13.	Basic Service Delivery and Infrastructure Development	Refuse Removal	To provide refuse removal services	Number of Commercial businesses provided with refuse removal services in Hotazel and Vanzylsrus by 30 June 2024	57 Commercial businesses provided with refuse removal services in Hotazel and Vanzylsrus by 30 June 2024	Number	Quarterly	57	57	57	57	Reports	
14.	Basic Service Delivery and Infrastructure Development	Refuse Removal	To provide refuse removal services	Number of quarterly reports on Hotazel landfill site developed and submitted to the Municipal Manager by 30 June 2024	4 quarterly reports on Hotazel landfill site developed and submitted to the Municipal Manager by 30 June 2024	Number	Quarterly	1	1	1	1	Reports and proof of submission to the Municipal Manager	
15.	Basic Service Delivery and Infrastructure Development	Community Development	To develop community facilities	Dithakong sports field renovated by 30 June 2024	Dithakong sports field renovated by 30 June 2024	Date	Annually	-	-	-	30 June	Close out report and Practical Completion Certificates	R11 000 000.00



KPI NO.	KEY PERFORMANCE AREA	IDP PROGRAMME/ PRIORITY AREA	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR	TARGET (OUTPUT)	UNIT OF MEASUREMENT	REPORTING CYCLE	TARGET BREAKDOWN				PORTFOLIO OF EVIDENCE	BUDGET
								Q1	Q2	Q3	Q4		
16.	Basic Service Delivery and Infrastructure Development	Community Development	To develop community facilities	Number of sports fields maintained at Laxey, Ncwelengwe and Maphiniki by 30 June 2024	3 sports fields maintained at Laxey, Ncwelengwe and Maphiniki by 30 June 2024	Number	Annually	-	-	-	3	Reports	R500 000.00
17.	Basic Service Delivery and Infrastructure Development	Community Development	To develop community facilities	Community hall constructed at Permondjhe by 30 June 2024	Community hall constructed at Permondjhe by 30 June 2024	Date	Annually	-	-	-	30 June	Close out report and Practical Completion Certificates	
18.	Basic Service Delivery and Infrastructure Development	Community Development	To develop community facilities	Number of community halls maintained at Gadiboe, Rusfontein Wyk 10, Penryn, Laxey and Vanzylsrus by 30 June 2024	5 community halls maintained at Gadiboe, Rusfontein Wyk 10, Penryn, Laxey and Vanzylsrus by 30 June 2024	Number	Annually	-	-	-	5	Reports	R500 000.00
19.	Basic Service Delivery and Infrastructure Development	Community Development	To develop community facilities	Assessment of the Drivers Testing and Licensing Centres (DTLC) annually conducted by Department of Transport, Safety and Liaison by 31 December 2023	Assessment of the Drivers Testing and Licensing Centres (DTLC) annually conducted by Department of Transport, Safety and Liaison by 31 December 2023	Date	Annually	-	31 Dec	-	-	Report	
20.	Basic Service Delivery and Infrastructure Development	Community Development	To provide refuse removal	Number of internal audits performed on landfill sites by 30 June 2024	2 internal audits performed on landfill sites by 30 June 2024	Number	Annually	-	-	-	2	Reports	

KPI NO.	KEY PERFORMANCE AREA	IDP PROGRAMME/ PRIORITY AREA	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR	TARGET (OUTPUT)	UNIT OF MEASUREMENT	REPORTING CYCLE	TARGET BREAKDOWN				PORTFOLIO OF EVIDENCE	BUDGET
								Q1	Q2	Q3	Q4		
21.	Basic Service Delivery and Infrastructure Development	Refuse Removal	To provide refuse removal services	Number of quarterly compliance reports on Section 16 of NEMA developed and submitted to the Municipal Manager by 30 June 2024	4 quarterly compliance reports on Section 16 of NEMA developed and submitted by 30 June 2024	Number	Quarterly	1	1	1	1	Reports and proof of submission to the Municipal Manager	
22.	Basic Service Delivery and Infrastructure Development	Refuse Removal	To provide refuse removal services	Integrated Waste Management Plan annually reviewed by 30 June 2024	Integrated Waste Management Plan annually reviewed by 30 June 2024	Date	Annually	-	-	-	30 June	Integrated Waste Management Plan and Council Resolution	
23.	Basic Service Delivery and Infrastructure Development	Community Development	To develop community facilities	Business plan for the requisition of funds for libraries annually developed by 31 March 2024	Business plan for the requisition of funds for libraries annually developed by 31 March 2024	Date	Annually	-	-	31 Mar	-	Business Plan	
24.	Basic Service Delivery and Infrastructure Development	Community Development	To develop community facilities	Memorandum of Understanding (MOU) on library services annually adopted by Council and submitted to DSAC by 30 June 2024	Memorandum of Understanding (MOU) on library services annually adopted by Council and submitted to DSAC by 30 June 2024	Date	Annually	-	-	-	30 June	MOU, Council resolution and proof of submission to DSAC	
25.	Basic Service Delivery and Infrastructure Development	Community Development	To develop community facilities	Number quarterly reports on library programmes developed and submitted to the Municipal Manager and the Department of Sport, Arts and Culture by 30 June 2024	4 quarterly reports on library programmes developed and submitted to the Municipal Manager and the Department of Sport, Arts and Culture by 30 June 2024	Number	Quarterly	1	1	1	1	Reports, and Proof of submission to the Municipal Manager and DSAC	

KPI NO.	KEY PERFORMANCE AREA	IDP PROGRAMME/ PRIORITY AREA	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR	TARGET (OUTPUT)	UNIT OF MEASUREMENT	REPORTING CYCLE	TARGET BREAKDOWN				PORTFOLIO OF EVIDENCE	BUDGET
								Q1	Q2	Q3	Q4		
26.	Municipal Financial Management & Viability	Sustainable Development Orientated Municipality	To promote and enhance the financial viability of the municipality	Number of quarterly reports on the monitoring of the performance of contracts developed and submitted to the CFO by 30 June 2024	4 quarterly reports on the monitoring of the performance of contracts developed and submitted to the CFO by 30 June 2024	Number	Quarterly	1	1	1	1	Reports and prove of Submission to CFO	

# **ANNEXURE B**

## **PERSONAL DEVELOPMENT PLAN**

MADE AND ENTERED INTO BY AND BETWEEN:

THE JOE MOROLONG LOCAL MUNICIPALITY AS REPRESENTED  
BY THE ACTING MUNICIPAL MANAGER:

**MR. TATOLO GOPETSE**

AND

THE EMPLOYEE OF THE MUNICIPALITY  
DIRECTOR: COMMUNITY SERVICES

**MRS. MATHAMSANQA C. MELOKWE**

FOR THE PERIOD:

01 JULY 2023 – 30 JUNE 2024

## **1. Personal Development Plan**

- 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.
- 1.2. 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.
- 1.3. The aim of the compilation of Personal Development Plans is to identify, prioritise and implement training needs.
- 1.4. Compiling the Personal Development Plan

- a. Competency assessment instruments, which are dealt with more specifically in Annexure B: 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 Annexure B, entitled Skills / Performance Gap. The following should be carefully determined during such a process:
  - i. Organizational needs, which include the following:
    - Strategic development priorities and competency requirements, in line with the municipality's strategic objectives.
    - 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.
    - 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 prioritization of the training needs 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 Annexure B, so that once the intervention is completed the impact it had can be measured against relevant output indicators.
- e. 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 Annexure B, 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.

- f. 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.
- g. Column 4 of Annexure B: 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.
- h. The suggested time frames (column 5 of Annexure B) 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.
- i. Work opportunity created to practice skill / development areas, in column 6 of Annexure B, further ensures internalization 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).
- j. The final column, column 7 of Annexure B, provides the employee with a support person that could act as coach or mentor with regard to the area of learning.

### Personal Development Plan of Ms M.C. Melokwe

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
Best practices for achieving clean audit	Improve audit outcome towards clean audit.	Workshop on best practices for achieving clean and Municipal Finance Management Program	Workshop and bench marking with similar successful institutions of our nature of business and attending of formal classes	October 2023 to December 2024	Proper supervision and adherence to legal prescripts	Municipal Manager
Advanced Computer Literacy	Improved presentations and report writing	Course	Attendance	January 2024 to March 2024	Improved quality of presentations and reports	Municipal Manager
Basic Excel Course	Improve computer skills	Workshops/seminars/short courses	Attendance	12 months	Strategic	Municipal Manager
Environmental Management Courses	Improve Environmental Management	Enrolment with institution of higher learning	Attendance	12 months	Strategic	Municipal Manager
Director: Community Services		Acting Municipal Manager				
