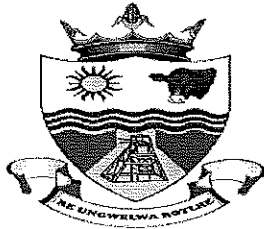


JOE MOROLONG LOCAL MUNICIPALITY



JOE MOROLONG
LOCAL MUNICIPALITY

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

**THE MUNICIPALITY OF JOE MOROLONG AS
REPRESENTED BY THE MUNICIPAL MANAGER:
MR TSHEPO MACDONALD BLOOM**

AND

**THE EMPLOYEE OF THE MUNICIPALITY
DIRECTOR: COMMUNITY SERVICES DEPARTMENT
MRS KGOMOTSO JOYCE MABUDI**

FOR THE

FINANCIAL YEAR: 1 JULY 2016 – 30 JUNE 2017

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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Municipality of Joe Morolong Local Municipality herein represented by Mr. TM Bloom in his capacity as the Municipal Manager (hereinafter referred to as the **Employer** or Supervisor).

And

Mrs K.J Mabudi 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

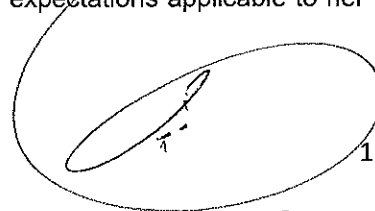
- 1.1 The **Employer** has entered into a contract of employment with the **Employee** in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The **Employer** and the **Employee** are hereinafter referred to as "the Parties".
- 1.2 Section 57(1)(b) 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 objectives and targets established for the **Employee** and to communicate to the **Employee** the **Employer's** expectations of the **Employee's** performance expectations and accountabilities;
- 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 her job;

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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 **1st July 2016** and will remain in force until **30 June 2017**, 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.

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5 PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The **Employee** agrees to participate in the performance management system that the **Employer** adopts or introduces for the **Employee**, 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**.

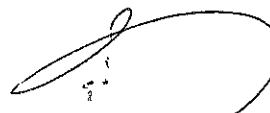
6 THE EMPLOYEE AGREES TO PARTICIPATE IN THE PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM THAT THE EMPLOYER ADOPTS

- 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 her 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	50
Municipal Institutional Development and Transformation	10
Local Economic Development (LED)	20
Municipal Financial Viability and Management	10
Good Governance and Public Participation	10
Total	100%

- 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**:

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CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES		
CORE MANAGERIAL COMPETENCIES (CMC)	√	WEIGHT
Strategic Capability and leadership		10
Programme and Project Management		5
Financial Management		10
Change Management		5
Knowledge Management		5
Service Delivery Innovation		10
Problem Solving and Analytical Thinking		5
People and Diversity Management		5
Client Orientation and Customer Focus		5
Communication		5
Accountability and Ethical Conduct		5
Policy conceptualisation and implementation		5
Mediation skills		5
Advanced negotiation skills		5
Advanced influencing skills		5
Partnership and Stakeholder Relations		5
Supply Chain Management		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.

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- (c) The applicable **assessment rating calculator** (refer to paragraph 6.5.3 below) **must then be used to add the scores and calculate a final KPA score.**

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.					

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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 (Joe Morolong Local Municipality)

7.7.2 Chairperson of the Audit Committee;

7.7.3 A member of EXCO;

7.7.4 Municipal Manager (John Taolo Gaetsewe District Municipality)

7.7.5 Manager responsible for IDP/ PMS (secretariat)

8. SCHEDULE FOR PERFORMANCE REVIEWS

8.1 The performance of each **Employee** in relation to 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
Second quarter	:	October – December
Third quarter	:	January – March
Fourth quarter	:	April – June

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.

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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 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 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 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.
- 12.3 The **Employee** will be eligible for progression to the next higher remuneration package, within the relevant remuneration band, after completion of at least twelve months (12) service at the current remuneration package on 30 June (end of financial year) subject to a fully effective assessment.
- 12.4 In the case of unacceptable performance, the **Employer** shall –

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12.4.1 Provide systematic remedial or developmental support to assist the **Employee** to improve her performance; and

12.4.2 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 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 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

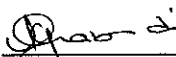
14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the **Employer**.

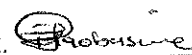
14.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the **Employee** in terms of her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

Thus done and signed at on this the..... day of 20....

AS WITNESSES:

1. 

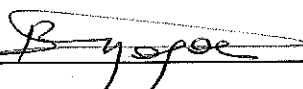

EMPLOYEE

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AS WITNESSES:

1. 

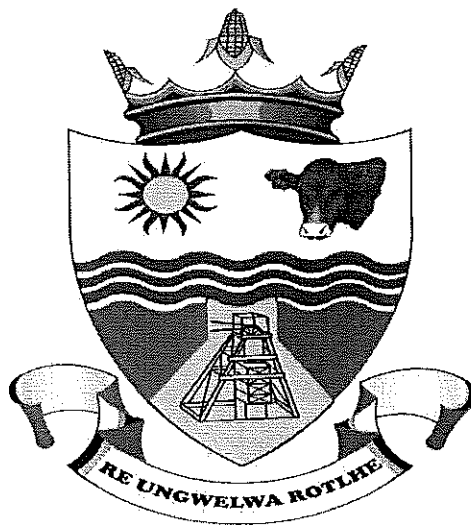

MUNICIPAL MANAGER

2. 

ANNEXURE A

JOE MOROLONG LOCAL MUNICIPALITY

NC “451”



2016/ 17 FY

DIRECTOR: K.J. MABUDI

TECHNICAL SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)

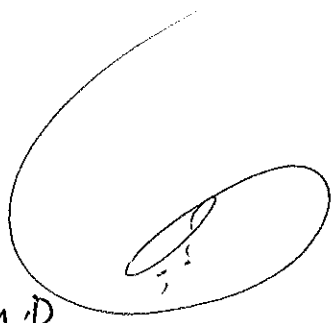
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1.5.3. Support to other department	
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CHAPTER 3	

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CHAPTER 1

1. EXECUTIVE SUMMARY

1.1 Departmental Purpose

- To render effective Social services, Environmental management , Public safety and promote Local Economic Development and Tourism

1.2 Departmental Function

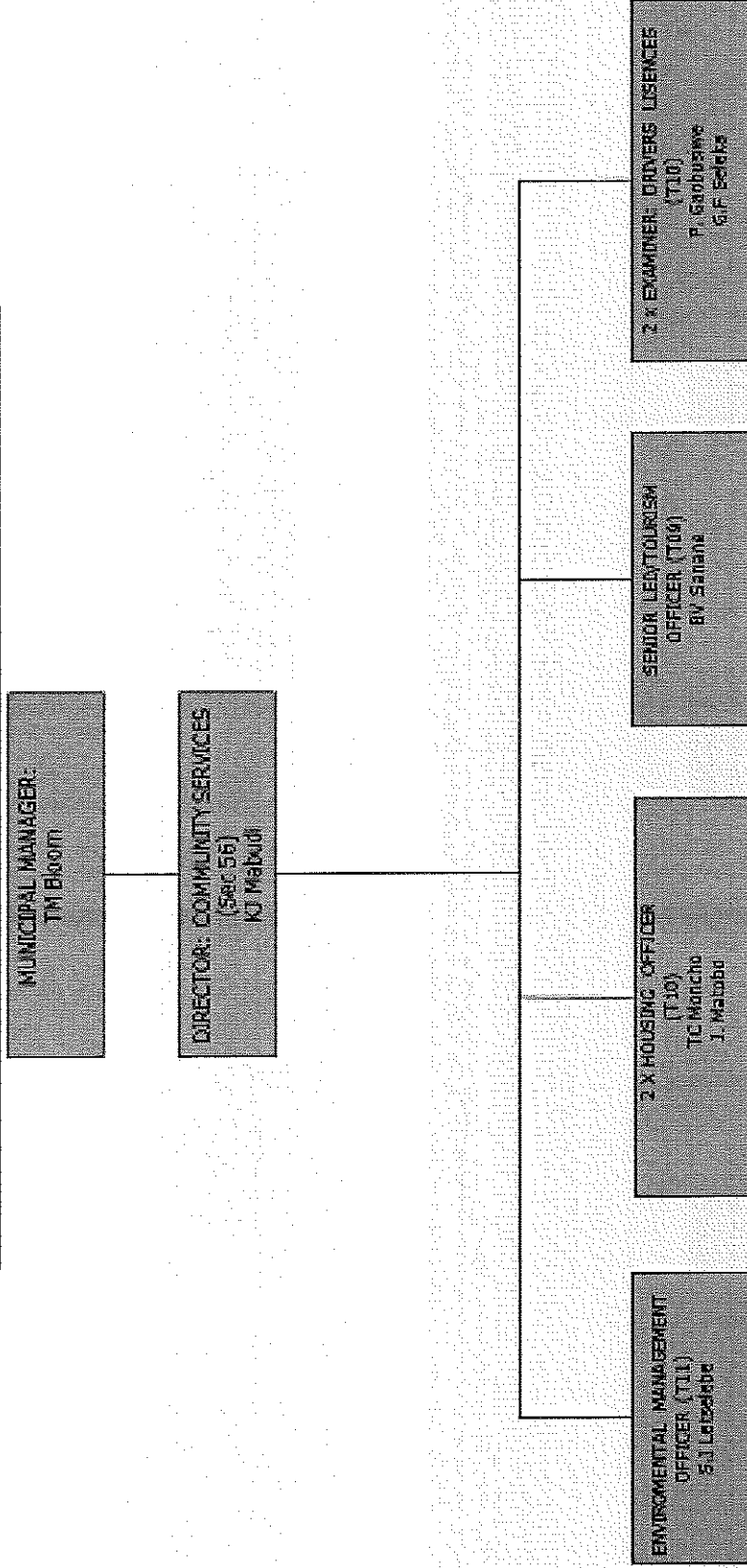
- Provision of Housing, recreational and sports facilities.
- Promotion of clean and safe environment.
- Understanding and responding to consumer dynamics with regard to Fire fighting.
- Ensure functionality of Community services staff.
- Develop; implement innovative tactical and strategic tasks.
- Provide public safety Services.
- Coordinate and promote Local Economic development and Tourism.
- Coordination and implementation of Expanded Public Works Programme



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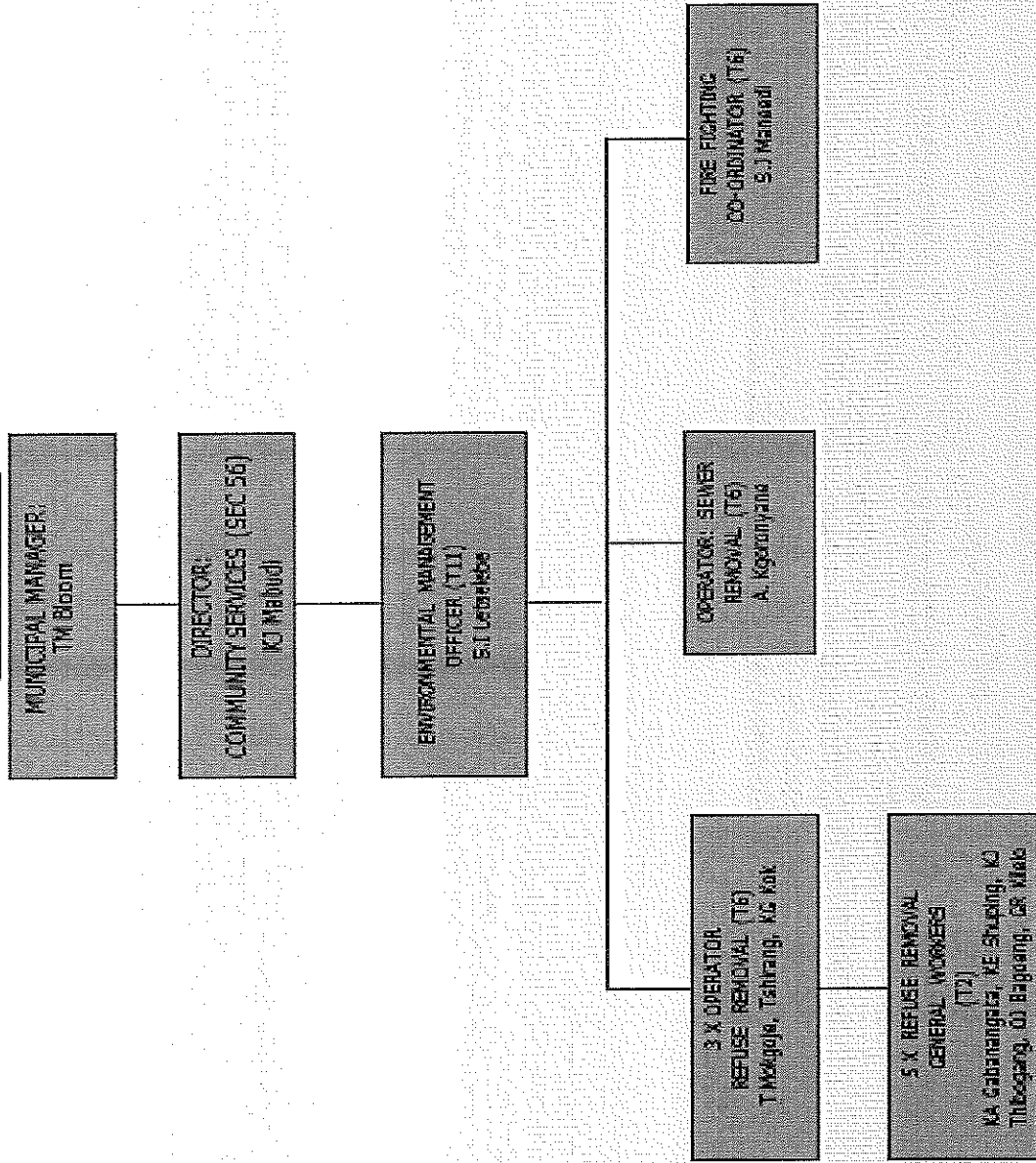
1.3 ORGANOGRAM

DETAILED STRUCTURE FOR THE DIRECTORATE: COMMUNITY SERVICES

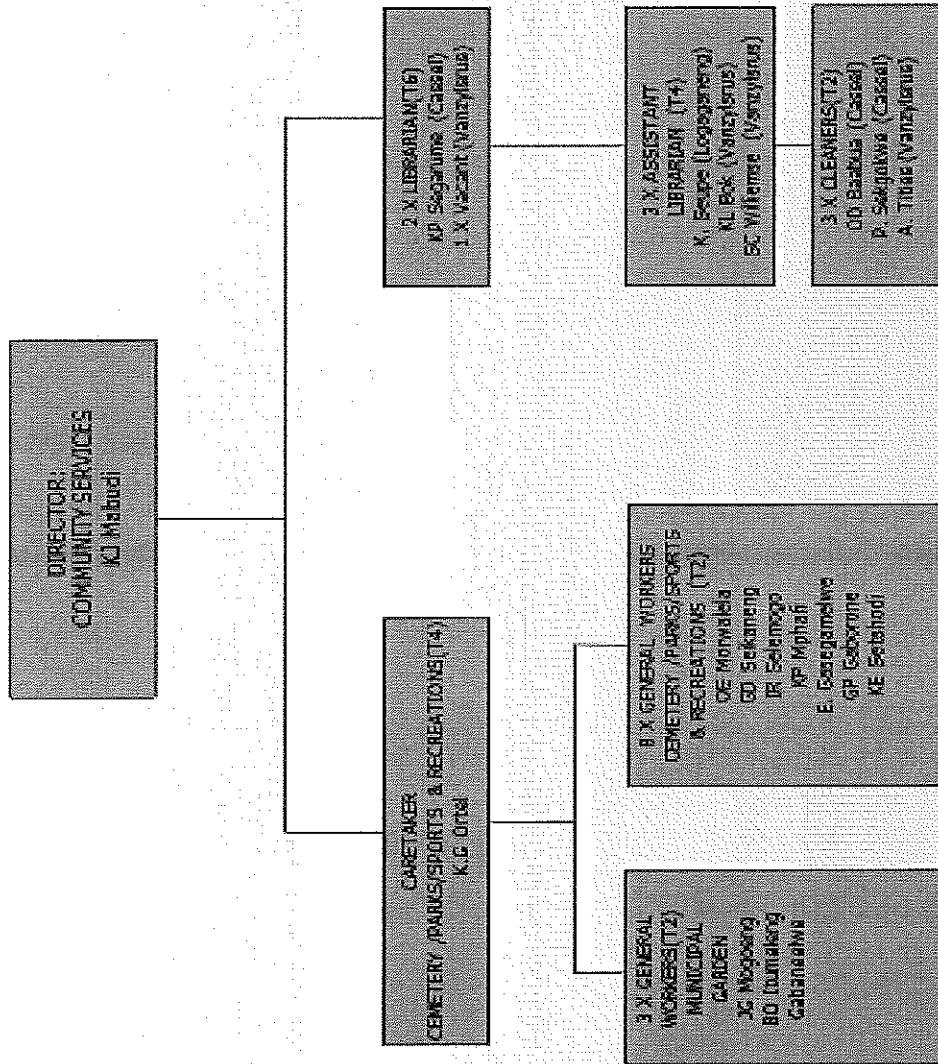


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DETAILED STRUCTURE FOR THE DIRECTORATE: COMMUNITY SERVICES (REFUSE & WASTE UNIT)



DETAILED STRUCTURE FOR COMMUNITY SERVICES: PARKS & RECREATION SERVICES



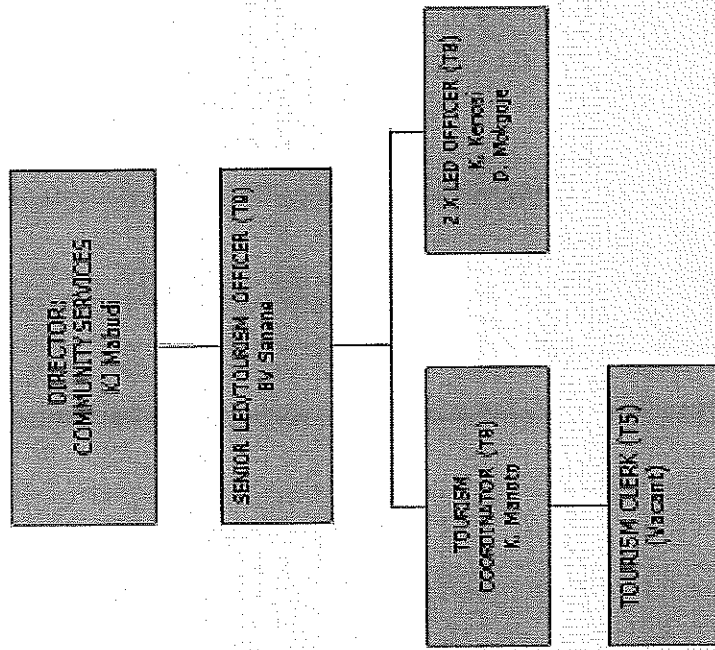
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DETAILED STRUCTURE FOR DIRECTORATE COMMUNITY SERVICES: LED UNIT



1.4. Staffing Information

Type	Gender		Total Number	Cost in Rands
	Male	Female		
Director		1	1	
Manager: LED & Tourism			Vacant	
Senior LED Officer	1		1	
Environmental Management Officer		1	1	
LED/Tourism Officer		1	1	
LED Officer	1	1	2	
Care Taker		1	1	
Examiner for Driving Licences		2	2	
Housing Officer	1	1	2	
Fire fighting Coordinator	1		1	
Librarian		1	1	
Refuse Removal/Sewer Removal: Operator	3		3	
Refuse Removal/Sewer Removal: General worker	4	1	5	
Assistant Librarian		2	2	
Cleaner		3	3	
General workers	6	1	7 (1 Vacant)	
Total	18	15	33	

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1.5. Link with the corporate strategy

1.5.1. Lead Corporate Objectives

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

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Support from other departments

LEAD FUNCTION	SUPPORT EXPECTED
❖ Promote Sports, Arts and Culture	❖ Technical support from the Technical services department
❖ Provide traffic Services	❖ Technical support for designs and project management
❖ 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
❖ Promote Economic Development and Tourism	❖ Implementation of EPWP projects ❖ Creation of job opportunities

1.5.2. 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

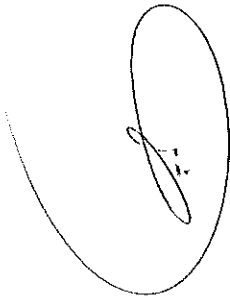
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❖ Promote Economic Development and Tourism	<ul style="list-style-type: none"> ❖ Coordination of EPWP ❖ Coordination of Economic Development projects ❖ Promote tourism
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0401 COMMUNITY SERVICES

VOTE NUMBER	DESCRIPTION	2015/16	PROPOSED ADJUSTED	2016/17	2017/18	2018/19
	GOV GRANT & SUBSIDY: UNCONDITIONS					
0401/1601/0000	NATIONAL: EQUITABLE					
0401/1621/0000	GRANTS	R 2 336 000,00	2 336 000,00	1 050 000,00		
	SUBTOTAL	R 2 336 000,00	R 2 336 000,00	R 1 050 000,00	R -	R -
	SERVICES CHARGES					
0401/0473/0000	REFUSE	R -			R -	-
0401/0453/0000	SEWERAGE	R -			R -	-
	SUBTOTAL	R -			R -	R -
	RENTAL OF FACILITIES					
0401/0701/0000	HALLS RENT	R 16 606,80	16 606,80	17 603,21	18 624,19	19 704,40
0401/0703/0000	RENT INCOME (FARM)	R 24 000,00	12 000,00	25 440,00	26 915,50	28 476,60
0401/0702/0000	SPORTSFIELDS	R 11 025,00	5 513,00			
	SUBTOTAL	R 51 631,80	R 34 119,80	R 43 043,21	R 45 539,69	R 48 181,00
	FINES					
0401/1301/0000	FINES: LIBRARY	R 500,00	250,00			
	SUBTOTAL	R 500,00	R 250,00	R -	R -	R -
	OTHER INCOME					

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0401/3857/0000	VEHICLES	R	5 000,00	R	5 000,00					
0401/3802/0000	SPORTSFIELD	R	20 000,00	R	5 000,00		21 000,00		22 429,60	23 730,52
	FIRE FIGHTING EQUIPMENTS	R	20 000,00	R	20 000,00					
	MUNICIPAL FARMS	R	15 000,00	R	-					
	SUBTOTAL	R	85 000,00	R	30 000,00		R 21 000,00	R	22 429,60	R 23 730,52
	GENERAL EXPENSES									
0401/4204/000	CONSULTANCY FEES	R	150 000,00	R	275 000,00					
0401/4429/0000	CONFERENCES	R	5 000,00	R	-					
0401/4422/0000	CLEANING MATERIALS	R	80 000,00	R	100 189,00		100 000,00		105 800,00	111 936,40
0401/4465/0000	FUEL & OIL: CARS	R	50 000,00	R	-					
0401/4447/0000	ELECTRICITY: STREETS LIGHTS	R	96 617,30	R	96 617,30					
0401/4451/0000	DEPT SEWORAGE			R	1 106 550,00					
0401/4448/0000	HALL INDEMNITY	R	-	R	500,00					
0401/4525/0000	TRAVEL + SUBSISTENCE	R	130 000,00	R	180 000,00		100 000,00		148 120,00	156 710,96
	Exhibitions		-				200 000,00		264 500,00	279 841,00
	SUBTOTAL	R	511 617,30	R	1 758 856,30		R 400 000,00	R	518 420,00	R 548 488,36
	CONTRIB TO FUNDS & RESERVES									
0401/6069/0000	CEMETRIES	R	2 336 000,00	R	2 336 000,00		R 1 050 000,00	R	-	
0401/6023/0000	HALLS	R	4 000 000,00	R	4 000 000,00		4 000 000,00		4 500 000,00	5 000 000,00
	TRACTOR & TRAILER						200 000,00			
0401/6028/0000	TENTS & CHAIRS	R	30 000,00	R	-					
0401/6012/0000	GARDEN (GREENING)	R	35 000,00	R	-		20 000,00		42 320,00	44 774,56

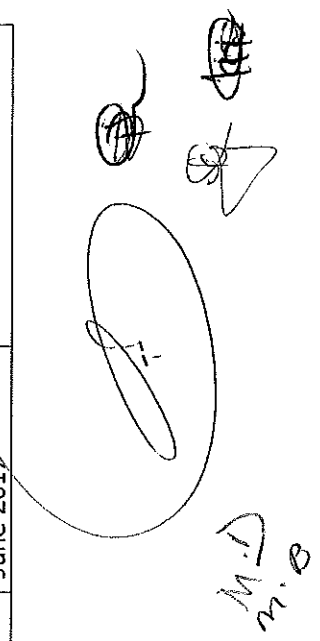
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CHAPTER 2

2.1. STRATEGIC FOCUS AREA 1: GOOD GOVERNANCE, COMMUNICATION TRANSFORMATION

CORPORATE OBJECTIVE	KEY PERFORMANCE INDICATOR	WEIGHT	ANNUAL TARGET	QUARTERLY TARGET				PORTFOLIO EVIDENCE
				1 ST	2 ND	3 RD	4 TH	
Promote Good Governance	Improved Audit Report	10	1 Unqualified Report by November 2016	Timeous compilation and submission of the Annual Financial Statement and Annual Performance Reports by 31 August 2016	Responding to all audit findings by 15 November 2016	Submission of the Annual report to Council by March 2017 Submission of the Audit Action Plan to Council by January 2017.	Preparing books for new annual financial statements by June 2017	<ul style="list-style-type: none"> Annual financial statement Annual report Audit action Plan
		10	12 Departmental meetings by June 2017	3 Departmental meetings by September 2016	3 Departmental meetings by December 2016	3 Departmental meetings by March 2017	3 Departmental meetings by June 2017	<ul style="list-style-type: none"> Signed Minutes of the Meetings Attendance registers
Enhance customer service	Number of information documents submitted for compilation of internal and		4 documents submitted for compilation of external newsletters by June 2017	1 document submitted for compilation of external newsletters by September 2016	1 document submitted for compilation of external newsletters by December 2017	1 document submitted for compilation of external newsletters by March 2017	1 document submitted for compilation of external newsletters by June 2017	

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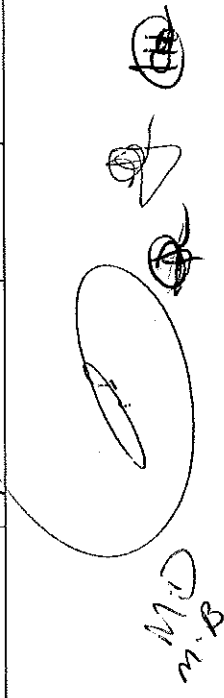


	external newsletters	2 documents submitted for compilation of internal newsletters by March 2017	1 document submitted for compilation of internal newsletters by September 2016	1 document submitted for compilation of internal newsletters by March 2017	
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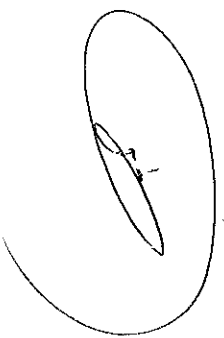
2.2. STRATEGIC FOCUS AREA 3: LAND, HOUSING AND ENVIRONMENT

CORPORATE OBJECTIVE	KEY PERFORMANCE INDICATOR	WEIGHT	ANNUAL TARGET	QUARTERLY TARGET				PORTFOLIO EVIDENCE
				1 st	2 nd	3 rd	4 th	
Provide Housing	Number of reports on coordination of low cost houses constructed	4	4 quarterly report on coordination of low cost houses constructed by June 2017	1 quarterly report on coordination of low cost houses constructed by September 2016	1 quarterly report on coordination of low cost houses constructed by December 2016	1 quarterly report on coordination of low cost houses constructed by March 2017	1 quarterly report on coordination of low cost houses constructed by June 2017	<ul style="list-style-type: none"> 4 quarterly report on coordination of low cost houses constructed Happy letters Minutes and attendance register for progress meetings
Promote safe and clean environment	Number of awareness campaigns held	3	4 awareness campaigns by June 2017	1 awareness campaign (ward 1, 2, 3, 4 & 5) by September 2016	1 awareness campaign (ward 6 & 7) by December 2016	1 awareness campaign (ward 12,13,14 & 15) by March 2017	1 awareness campaign (ward 8,9, 10 & 11) by June 2017	<ul style="list-style-type: none"> Copy of notice for the awareness campaign Attendance registers for the campaigns 4 quarterly report on

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					2016				awareness campaigns held
Number of reports on households provided with refuse removal services in Hotazel and Vanzy/Isrus	2		4 quarterly reports on 1144 households provided with refuse removal by June 2017	1 quarterly report on 1144 households provided with refuse removal by September 2016	1 quarterly report on 1144 households provided with refuse removal by December 2016	1 quarterly report on 1144 households provided with refuse removal by March 2017	1 quarterly report on 1144 households provided with refuse removal by June 2017	<ul style="list-style-type: none">• 4 quarterly reports• Copy of waste collection	
Number of refuse removal schedule	1		1 refuse removal schedule by June 2017 developed				Refuse removal schedule for 2017/18 F/Y by June 2017 developed	<ul style="list-style-type: none">• Refuse collection schedule	
Number of reports on coordination of Working on Fire	2		4 reports on coordination of working on fire (WOF)	1 report on coordination of working on fire (WOF) by September 2016	1 reports on coordination of working on fire (WOF) by December 2016	1 reports on coordination of working on fire (WOF) by march 2017	1 reports on coordination of working on fire (WOF) by June 2017	<ul style="list-style-type: none">• Quarterly reports on coordination of WOF• Minutes of monthly meetings• Attendance registers• WOF route form• National Statistical Fire Report Form	



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	Number of reports on coordination of Glenred landfill site establishment	2	4 quarterly reports on coordination of Glenred landfill site by June 2017	1 quarterly report on coordination of Glenred landfill site by September 2016 1 PAC meeting by September 2016	1 quarterly report on coordination of Glenred landfill site by December 2016 1 PAC meeting by December 2016	1 quarterly report on coordination of Glenred landfill site by March 2017 1 PAC meeting by March 2017	1 quarterly report on coordination of Glenred landfill site by June 2017 1 PAC meeting by June 2017	<ul style="list-style-type: none"> 4 quarterly Reports Copy of the PAC minutes Attendance register
	Number of reports on the establishment of the Hotazel landfill site	2	4 reports on the establishment of the Hotazel landfill site by June 2017	1 report on the establishment of the Hotazel landfill site by September 2016	1 report on the establishment of the Hotazel landfill site by December 2016	1 report on the establishment of the Hotazel landfill site by March 2017	1 report on the establishment of the Hotazel landfill site by June 2017	<ul style="list-style-type: none"> 4 Reports on the establishment of Hotazel landfill site.

2.3. STRATEGIC FOCUS AREA 2: INFRASTRUCTURE AND SERVICE DELIVERY

CORPORATE OBJECTIVE	KEY PERFORMANCE INDICATOR	WEIGHT	ANNUAL TARGET	QUARTERLY TARGET				PORTFOLIO EVIDENCE
				1 st	2 nd	3 rd	4 th	
Provide recreational facilities	Number of practical completion reports on the construction of the Community hall	4	4 reports on construction of the community hall by June 2017	1 report on construction of the community hall by September 2016	1 report on construction of the community hall by December 2016	1 report on construction of the community hall by March 2017	1 report on construction of the community hall by June 2017	<ul style="list-style-type: none"> 4 reports on construction of the community hall Site minutes and Attendance registers Monitoring sheet

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	Number of reports on recreational facilities maintained	2	4 reports of recreational facilities maintained by June 2017	1 report of recreational facilities maintained by September 2016	1 report of recreational facilities maintained by December 2016	1 report of recreational facilities maintained by March 2017	1 report of recreational facilities maintained by June 2017	<ul style="list-style-type: none">4 reports of recreational facilitiesCopy of time registers
	Number of reports on coordination of 4 recreational parks and Ba Ga Bareki Game Farm establishment	2	4 quarterly reports on coordination of 4 recreational parks and Ba Ga Bareki Game Farm establishment by June 2017	1 quarterly report on coordination of recreational parks and Ba Ga Bareki Game Farm establishment by September 2016	1 quarterly report on coordination of recreational parks and Ba Ga Bareki Game Farm establishment by December 2016	1 quarterly report on coordination of recreational parks and Ba Ga Bareki Game Farm establishment by March 2017	1 quarterly report on coordination of recreational parks and Ba Ga Bareki Game Farm establishment by June 2017	<ul style="list-style-type: none">4 quarterly ReportsCopy of the minutes of PAC quarterly meetingsPAC Meeting Attendance registers

2.4. STRATEGIC FOCUS AREA 4: SOCIAL CLUSTER

CORPORATE OBJECTIVE	KEY PERFORMANCE INDICATOR	WEIGHT	ANNUAL TARGET	QUARTERLY TARGET				PORTFOLIO EVIDENCE
				1 st	2 nd	3 rd	4 th	
Provide library services	Number of reports on library services, business plan developed for the requisition of funds for library and Memorandum of Understanding adopted by Council and submitted to Department of	2	4 quarterly reports on library services, 1 business plan developed and 1 Memorandum of Understanding adopted by Council and submitted to Department of	1 quarterly report on library services by September 2016	1 quarterly report on library services by December 2016	1 quarterly report on library services by March 2017	1 quarterly report on library services by June 2017 Development of business plan, signing and submission of memorandum of understanding adopted by	<ul style="list-style-type: none"> Copy of quarterly reports Copy of business plan Copy of Memorandum Of Understanding

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	Sports, Arts and Culture		Sports, Arts and Culture by June 2017					Council and submitted to Department of Sports, Arts and Culture.	
Upgrading of cemeteries	number of reports on the upgrading of cemeteries	4	3 progress reports on the upgrading of cemeteries in 6 villages by June 2017	1 progress report on the upgrading of cemeteries in 6 villages by September 2016	1 progress report on the upgrading of cemeteries in 6 villages by December 2016.	1 progress report on the upgrading of cemeteries in 6 villages by March 2017.			<ul style="list-style-type: none">Progress reportsMinutes of the consultation meetingsAttendance registers for the consultations
Provide Traffic Services	Number of Driving License Testing Centre (DLTC) constructed (phase 1)	4	4 report on the monitoring the progress of the construction by June 2017	1 report of the monitoring the progress of the construction by September 2016	1 report of the monitoring the progress of the construction by December 2016	1 report of the monitoring the progress of the construction by March 2017	1 report of the monitoring the progress of the construction June 2017		<ul style="list-style-type: none">4 Reports on progress of phase 1 of DLTC constructionSite meeting minutes
	Number of reports on learner's licenses tests written	4	4 quarterly reports on learners licences tests written by June 2017	1 quarterly report on learners licences tests written by September 2016	1 quarterly report on learners licences tests written by December 2016	1 quarterly report on learners licences tests written by March 2017	1 quarterly report on learners licences tests written by June 2017		<ul style="list-style-type: none">Reports on learners licence tests writtenCopy of appointment of learners licence tests written

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2.5. STRATEGIC FOCUS AREA 7: ECONOMIC DEVELOPMENT AND TOURISM

CORPORATE OBJECTIVE	KEY PERFORMANCE INDICATOR	WEIGHT	ANNUAL TARGET	QUARTERLY TARGET				PORTFOLIO EVIDENCE
				1 st	2 nd	3 rd	4 th	
Promote Economic Development and Tourism	Number of reports on coordination of EPWP	10	4 quarterly reports on coordination of EPWP	1 quarterly report on coordination of EPWP by September 2016	1 quarterly report on coordination of EPWP by December 2016	1 quarterly report on coordination of EPWP by March 2017	1 quarterly report on coordination of EPWP by June 2017	<ul style="list-style-type: none"> 4 Quarterly Reports on coordination of EPWP
	Number of reports on the development of sub-contractors	8	4 reports on the development of sub-contractors by June 2016	1 report on the development of sub-contractors by September 2016	1 report on the development of sub-contractors by December 2016	1 report on the development of sub-contractors by March 2017	1 report on the development of sub-contractors by June 2017	<ul style="list-style-type: none"> Quarterly reports on the development of sub-contractors
	Number of report on the coordination of tourism exhibitions	12	4 reports on coordination of tourism exhibition by June 2016.	1 report on the coordination of tourism exhibition by September 2016	1 report on the coordination of Tourism exhibition by December 2016	1 report on the coordination of tourism to exhibition by March 2017	1 report on the coordination of tourism exhibition by June 2017	<ul style="list-style-type: none"> 4 Quarterly reports on coordination of Tourism exhibition
	Number of report on the coordination of Local Economic Development projects	12	4 reports on coordination of Local Economic Development projects by June 2017.	1 report on the coordination of Local Economic Development projects by September 2016	1 report on the coordination of Local Economic Development projects by December 2016	1 report on the coordination of Local Economic Development projects by March 2017	1 report on the coordination of Local Economic Development projects by June 2017	<ul style="list-style-type: none"> 4 Quarterly reports on coordination of Local Economic Development projects



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3. Financial Information

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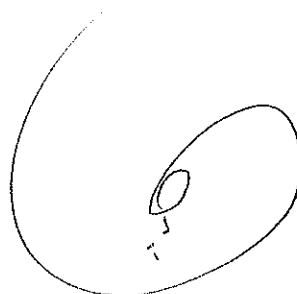
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3.1. Departmental Projected Income by Vote

Not applicable to Corporate Services

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ANNEXURE B

PERSONAL DEVELOPMENT PLAN

Entered into by and between

[JOE MOROLONG LOCAL MUNICIPALITY]

MR TSHEPO MACDONALD BLOOM

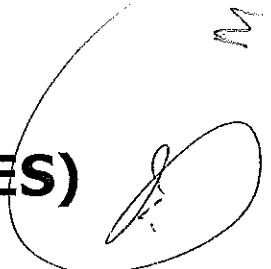



["The Employer"]

And

[MRS K.J. MABUDI]

(DIRECTOR: COMMUNITY SERVICES)

["The Employee"]

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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:

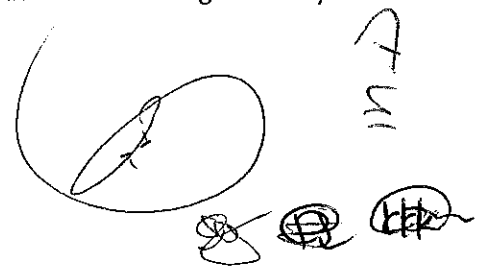
(a) Human resource development forms an integral part of human resource planning and management.

(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.

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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

(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.

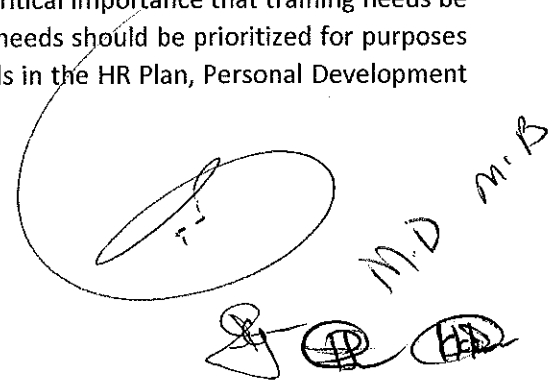
(b) The competency framework and profiles and relevant competency assessment results will enable a manager, in consultation with his / her employee, to compile a Personal Development Plan. The identified training needs should be entered into column 1 of Annexure B, entitled Skills / Performance Gap. 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.



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(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.

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Personal Development Plan of: MRS K.J. MABUDI

Compiled on the 11/07/2016

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	Workshop and bench marking with similar successful institutions of our nature of business	12 months	Financial	Municipal manager
Advance Project management	Improve project management	Enrolment with institution of higher learning	Attendance	12 months	Strategic	Municipal manager
Public Management	Improve integrated community planning	Workshops/semi nars/short courses	Attendance	12 months	Strategic	Municipal Manager

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LED Courses	Improve Local Economic Development	Enrolment with institution of higher learning	Attendance	12 months	Strategic	Municipal Manager
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DIRECTOR : COMMUNITY SERVICES

Signature: 

MUNICIPAL MANAGER

Signature: 