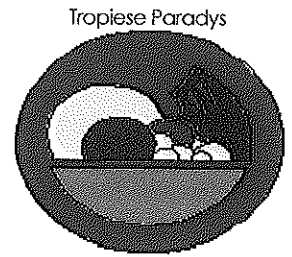


**GROTER TZANEEN MUNISIPALITEIT  
GREATER TZANEEN MUNICIPALITY**

Tel: 015 307 8000  
Fax: 015 307 8049

PO Box 24  
Tzaneen, 0850



Tropical Paradise

**PERFORMANCE AGREEMENT**

MADE AND ENTERED INTO BY AND BETWEEN

GREATER TZANEEN MUNICIPALITY

**AS REPRESENTED BY THE ACTING MUNICIPAL MANAGER**

**OBBY ZOPHANNA MKHOMBO**

AND

**DIKELEDI SUZAN MAKOTI**

**THE EMPLOYEE OF THE MUNICIPALITY**

FOR THE

**FINANCIAL YEAR: 1 JULY 2014 - 30 JUNE 2015**

DS

O.Z.

## PERFORMANCE AGREEMENT

### ENTERED INTO BY AND BETWEEN:

The Greater Tzaneen Municipality herein represented by Obby Zophanna Mkhombo in his capacity as Acting Municipal Manager (hereinafter referred to as the **Employer** or Supervisor)

and

Dikeledi Suzan Makoti as the Employee of the Municipality (hereinafter referred to as the **Employee**).

### WHEREBY IT IS AGREED AS FOLLOWS:

#### 1. INTRODUCTION

- 1.1 The **Employer** has entered into a contract of employment with the **Employee** in terms of section 57(1) (a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The **Employer** and the **Employee** are hereinafter referred to as "the Parties".
- 1.2 Section 57(1) (b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires 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 and outputs 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 Act as well as the employment contract entered into between the parties.
- 2.2 Specify objectives and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP), the Departmental Business Plan and the Budget of the Municipality.
- 2.3 Specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement.
- 2.4 Monitor and measure performance against set targeted outputs.
- 2.5 Use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his job.
- 2.6 In the event of outstanding performance, to appropriately reward the employee.
- 2.7 Give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery

O.Z. DS

### 3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the 1 July 2014 and will remain in force until 30 June 2015; thereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will review the provisions of this Agreement 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 the first month of the successive financial year.
- 3.3 This Agreement will terminate on the termination of the **Employee's** contract of employment for any reason.
- 3.4 The content of this Agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or Council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

### 4 PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out-
  - 4.1.1 the performance objectives and targets that must be met by the **Employee**; and
  - 4.1.2 the time frames within which those performance objectives and targets must be met.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the **Employer** in consultation with the **Employee** and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the **Employer**, and shall include key objectives; key performance indicators; targets that may include dates and weightings.
  - 4.2.1 The key objectives describe the main tasks that need to be done.
  - 4.2.2 The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.
  - 4.2.3 The target dates describe the timeframe in which the work must be achieved.
  - 4.2.4 The weightings show the relative importance of the key performance areas, key objectives and key performance indicators to each other in terms of the position.
- 4.3 The **Employee's** performance will, in addition, be measured in terms of contributions to the strategic objectives and strategies set out in the **Employer's** Integrated Development Plan as developed per the Balanced Scorecard methodology.

### 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 required standards.
- 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 KPA's (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 (KPA's) and the Core Competency Requirements (CCR's) respectively.
- 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.3 KPA's covering the main areas of work will account for 80% and CCR's will account for 20% of the final assessment.
- 5.6 The **Employee's** assessment will be based on his performance in terms of the outputs / outcomes (performance indicators) identified as per attached Performance Plan (**Annexure A**), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the **Employer** and **Employee**:

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

- 5.7 In the case of managers directly accountable to the Municipal Manager, key performance areas related to the functional area of the relevant manager must be subject to negotiation between the Municipal Manager and the relevant manager.
- 5.8 The CCR's will constitute the other 20% of the **Employee's** assessment score. CCR's contained in the table below are as in accordance with Regulation 9 of the Local Government Regulations on appointment and conditions of employment of Senior Managers (Regulation no 21 of 2014). In accordance with this regulation all these competencies are essential and all these competencies must be considered measurable and critical in assessing the performance of the **Employee**.

DS

O.Z.

**Table 2. REGULATORY COMPETENCY REQUIREMENTS**

Competencies	Components	Competency Definition	Weighting % (total 100%)
<b>Leading competencies</b>			
Strategic Direction and Leadership	<ul style="list-style-type: none"> <li>• Impact and Influence</li> <li>• Institutional Performance Management</li> <li>• Strategic Planning and Management</li> <li>• Organisational Awareness</li> </ul>	Provide and direct a vision for the institution, and inspire and deploy others to delivery on the strategic institutional mandate	10%
People Management	<ul style="list-style-type: none"> <li>• Human Capital Planning and Development</li> <li>• Diversity Management</li> <li>• Employee Relations Management</li> <li>• Negotiation and dispute Management</li> </ul>	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives	10%
Programme and Project Management	<ul style="list-style-type: none"> <li>• Programme and Project Planning and Implementation</li> <li>• Service Delivery Management</li> <li>• Programme and Project Monitoring and Evaluation</li> </ul>	Able to understand programme and project management methodology; plan, manage, monitor and evaluate specific activities in order to delivery on set objectives	10%
Financial Management	<ul style="list-style-type: none"> <li>• Budget Planning and Execution</li> <li>• Financial Strategy and Delivery</li> <li>• Financial Reporting and Monitoring</li> </ul>	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner	10%
Change Leadership	<ul style="list-style-type: none"> <li>• Change Vision and Strategy</li> <li>• Process Design and improvement</li> <li>• Change Impact Monitoring and Evaluation</li> </ul>	Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community	10%
Governance Leadership	<ul style="list-style-type: none"> <li>• Policy Formulation</li> <li>• Risk and Compliance management</li> <li>• Cooperative Governance</li> </ul>	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships	10%

O.N.

DS

Competencies	Components	Competency Definition	Weighting % (total 100%)
<b>Core Competencies</b>			
Moral competence	<ul style="list-style-type: none"> <li>Integrity</li> <li>Transparency</li> <li>Accountability</li> </ul>	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence	5%
Planning and Organising	<ul style="list-style-type: none"> <li>Time management</li> <li>Forward planning</li> <li>Project Management</li> </ul>	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk	10%
Analysis and Innovation	<ul style="list-style-type: none"> <li>Objective problem analysis</li> <li>Innovative thinking</li> <li>Process optimisation</li> </ul>	Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives	5%
Knowledge and Information Management	<ul style="list-style-type: none"> <li>Gain and share knowledge</li> <li>Data analysis</li> <li>Employee Empowerment</li> </ul>	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government	5%
Communication	<ul style="list-style-type: none"> <li>Balance diverse perspectives</li> <li>Communication with stakeholders</li> <li>Compile clear &amp; concise reports</li> </ul>	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders	10%
Results and Quality Focus	<ul style="list-style-type: none"> <li>Setting high standards</li> <li>Results orientation</li> <li>Monitoring &amp; Evaluating progress</li> </ul>	Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage other to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives	5%
			100%

DS

O.N.

## 6. EVALUATING PERFORMANCE

6.1 The Performance Plan (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 employees 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 agreed time frames in the Personal Development.

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

6.5 The bi-annual and annual performance appraisal will involve:

### 6.5.1 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.

### 6.5.2 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.
- (d) The achievement levels for CCRs as provided for in Annexure A of Regulation 21 of 2014 and presented in Table 3 below, must be utilised

O.Z.

DS

**Table 3: Achievement levels for Competency Requirements<sup>1</sup>**

Competencies	Basic (2)	Competent (3)	(Advanced) (4)	(Superior) (5)
Leading competencies				
Strategic Direction and Leadership	<ul style="list-style-type: none"> <li>Understand institutional and departmental strategic objectives, but lacks the ability to inspire other to achieve set mandate</li> <li>Describe how specific tasks link to institutional strategies but has limited influence in directing strategy</li> <li>Has a basic understanding of institutional performance management but lacks the ability to integrate systems into a collective whole</li> <li>Demonstrate a basic understanding of key decision-makers</li> </ul>	<ul style="list-style-type: none"> <li>Give direction to a team in realising the institution's strategic mandate and set objectives</li> <li>Has a positive impact and influence on the morale, engagement and participation of team members</li> <li>Develop action plans to execute and guide strategy implementation</li> <li>Assist in defining performance measures to monitor the progress and effectiveness of the institution</li> <li>Displays an awareness of institutional structures and political factors</li> <li>Effectively communicate barriers to execution to relevant parties</li> <li>Provide guidance to all stakeholders in the achievement of the strategic mandate</li> <li>Understand the aim and objectives of the institution and relate it to own work</li> <li>Seek opportunities to increase team contribution and responsibility</li> <li>Respect and support the diverse</li> </ul>	<ul style="list-style-type: none"> <li>Evaluate all activities to determine value and alignment to strategic intent</li> <li>Display in-depth knowledge and understanding of strategic planning</li> <li>Align strategy and goals across all functional areas</li> <li>Actively define performance measures to monitor the progress and effectiveness of the institution</li> <li>Consistently challenge strategic plans to ensure relevance</li> <li>Understand institutional structures and political factors, and the consequences of actions</li> <li>Empower others to follow strategic direction and deal with complex situations</li> <li>Guide the institution through complex situations and ambiguous concern</li> <li>Use understanding of power relationships and dynamic tensions among key players to frame communications and develop strategies, positions and alliances</li> <li>Identify ineffective team and work processes and recommend remedial interventions</li> <li>Recognise and reward effective and desired behaviour</li> <li>Provide</li> </ul>	<ul style="list-style-type: none"> <li>Structure and position the institution to local government priorities</li> <li>Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework</li> <li>Hold self accountable for strategy execution and results</li> <li>Provide impact and influence through building and maintaining strategic relationships</li> <li>Create an environment that facilitates loyalty and innovation.</li> <li>Display a superior level of self-discipline and integrity in actions</li> <li>Integrate various systems into a collective whole to optimise institutional performance management</li> <li>Uses understanding of competing interests to manoeuvre successfully to a win/win outcome</li> <li>Develop and incorporate best practice people management processes, approaches and tools across the institution</li> <li>Foster a</li> </ul>
People Management	<ul style="list-style-type: none"> <li>Participate in team goal-setting and problem-solving</li> <li>Interact and collaborate with people of</li> </ul>			

<sup>1</sup> As prescribed by Regulation 21 of 2014

DS

O.N.



**Table 3: Achievement levels for Competency Requirements!**

Competencies	Basic (2)	Competent (3)	(Advanced) (4)	(Superior) (5)
<p>Programme and Project Management</p>	<p>diverse backgrounds. Aware of guidelines for employee development, but requires support in implementing development initiatives</p> <ul style="list-style-type: none"> <li>• Initiate projects after approval from higher authorities</li> <li>• Understand procedures of programme and project management methodology, implications and stakeholder involvement</li> <li>• Understand the rational of projects in relation to the institution's strategic objectives</li> <li>• Document and communicate factors and risk associated with own work</li> <li>• Use results and approaches of successful project implementation as guide</li> </ul>	<p>nature of others and be aware of the benefits of a diverse approach• Effectively delegate tasks and empower others to increase contribution and execute functions optimally• Apply relevant employee legislation fairly and consistently• Facilitate team goal-setting and problem-solving• Effectively identify capacity requirements to fulfil the strategic mandate</p> <ul style="list-style-type: none"> <li>• Establish broad stakeholder involvement and communicate the project status and key milestones</li> <li>• Define the roles and responsibilities of the project team and create clarity around expectations</li> <li>• Find a balance between project deadline and the quality of deliverables</li> <li>• Identify appropriate project resources to facilitate the effective completion of the deliverables</li> <li>• Comply with statutory requirements and apply policies in a consistent manner</li> <li>• monitor progress and use of resources and make needed</li> </ul>	<p>mentoring and guidance to others in order to increase personal effectiveness• Identify development and learning needs within the team• Build a work environment conducive to sharing, innovation, ethical behaviour and professionalism• Inspire a culture of performance excellence by giving positive and constructive feedback to the team• Achieve agreement or consensus in adversarial environments• Lead and unite diverse teams across divisions to achieve institutional objectives</p> <ul style="list-style-type: none"> <li>• Manage multiple programmes and balance priorities and conflicts according to institutional goals</li> <li>• Apply effective risk management strategies through impact assessment and resource requirements</li> <li>• Modify project scope and budget when required without compromising the quality and objectives of the project</li> <li>• Involve top-level authorities and relevant stakeholders in seeking project buy-in</li> <li>• Identify and apply contemporary project management methodology</li> <li>• Influence and motivate project team to deliver exceptional results</li> <li>• Monitor policy implementation and apply procedures to manage risks</li> </ul>	<p>culture of discipline, responsibility and accountability• Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution• Develop comprehensive integrated strategies and approaches to human capital development and management• Actively identify trends and predict capacity requirements to facilitate unified transition and performance management</p> <ul style="list-style-type: none"> <li>• Understand and conceptualise the long-term implications of desired project outcomes</li> <li>• Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realise institutional objectives</li> <li>• Consider and initiate projects that focus on achievement of the long-term objectives</li> <li>• Influence people in positions of authority to implement outcomes of projects</li> <li>• Lead and direct translation of policy into workable action plans</li> <li>• Ensures that programmes are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed</li> </ul>

O.N. 

**Table 3: Achievement levels for Competency Requirements<sup>1</sup>**

Competencies	Basic (2)	Competent (3)	Advanced (4)	Superior (5)
Financial Management	<ul style="list-style-type: none"> <li>Understand basic financial concepts and methods as they relate to institutional processes and activities</li> <li>display awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systems</li> <li>Understand the importance of financial accountability</li> <li>Understand the importance of asset control</li> </ul>	<p>adjustments to timelines, steps and resource allocation</p> <ul style="list-style-type: none"> <li>Exhibit knowledge of general financial concepts, planning, budgeting, and forecasting and how they interrelate</li> <li>Assess, identify and manage financial risks</li> <li>Assume a cost-saving approval to financial management</li> <li>Prepare financial reports based on specified formats</li> <li>Consider and understand the financial implications of decisions and suggestions</li> <li>Ensure that delegation and instructions are required by National Treasury guidelines are reviewed and updated</li> <li>Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget</li> </ul>	<ul style="list-style-type: none"> <li>Take active ownership of planning, budgeting, and forecast processes and provides credible answers to queries within own responsibility</li> <li>Prepare budgets that are aligned to the strategic objectives of the institution</li> <li>Address complex budgeting and financial management concerns</li> <li>Put systems and processes in place to enhance the quality and integrity of financial management practices</li> <li>Advise on policies and procedures regarding asset control</li> <li>Promote National Treasury's regulatory framework for Financial Management</li> </ul>	<ul style="list-style-type: none"> <li>Develop planning tools to assist in evaluating and monitoring future expenditure trends</li> <li>Set budget frameworks for the institution</li> <li>Set strategic direction for the institution on expenditure and other financial processes</li> <li>Build and nurture partnerships to improve financial management and achieve financial savings</li> <li>Actively identify and implement new methods to improve asset control</li> <li>Display professionalism in dealing with financial data and processes</li> </ul>
Governance Leadership	<ul style="list-style-type: none"> <li>Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements</li> <li>Understand the structure</li> </ul>	<ul style="list-style-type: none"> <li>Display a thorough understanding of governance and risk and compliance factors and implement plans to address these</li> <li>Demonstrate understanding of the techniques and processes for optimising risk taking decisions within the</li> </ul>	<p>Able to link risk initiative into key institutional objectives and drivers</p> <ul style="list-style-type: none"> <li>Identify, analyse and measure risk, create valid risk forecasts, and map risk profiles</li> <li>Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate a high level of commitment in complying with governance requirements</li> <li>implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework</li> <li>Able to advise Local</li> </ul>

AS

O.N.

**Table 3: Achievement levels for Competency Requirements<sup>1</sup>**

Competencies	Basic (2)	Competent (3)	Advanced (4)	Superior (5)
	<ul style="list-style-type: none"> <li>of cooperative government but requires guidance on fostering workable relationships between stakeholders</li> <li>• Provide input into policy formulation</li> </ul>	<ul style="list-style-type: none"> <li>institution</li> <li>• Actively drive policy formulation within the institution to ensure the achievement of objectives</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate a thorough understanding of risk retention plans</li> <li>• Identify and implement comprehensive risk management systems and processes</li> <li>• Implement and monitor the formulation of policies, identify and analyse constraints and challenges with implementation and provide recommendations for improvement</li> </ul>	<ul style="list-style-type: none"> <li>Government on risk management strategies, best practice interventions and compliance management</li> <li>• Able to forge positive relationships on cooperative governance level to enhance the effectiveness of local government</li> <li>• Able to shape, direct and drive the formulation of policies on a macro level</li> </ul>
<b>Core Competencies</b>				
Moral competence	<ul style="list-style-type: none"> <li>• Realise the impact of acting with integrity, but requires guidance and development in implementing principles</li> <li>• follow the basic rules and regulations of the institution</li> <li>• Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct self in alignment with the values of Local Government and the institution</li> <li>• Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver</li> <li>• Actively report fraudulent activity and corruption within local government</li> <li>• Understand and honour the confidential nature of matters without seeking personal gain</li> <li>• Able to deal with situations of conflict of interest promptly and in the best interest of local government</li> </ul>	<ul style="list-style-type: none"> <li>• Identify, develop, and apply measures of self-correction</li> <li>• Able to gain trust and respect through aligning actions with commitments</li> <li>• Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders</li> <li>• Present values, beliefs and ideas that are congruent with the institution's rules and regulations</li> <li>• Takes an active stance against corruption and dishonesty when noted</li> <li>• Actively promote the value of the institution to internal and external stakeholders</li> <li>• Able to work in unity with a team and not seek personal gain</li> <li>• Apply universal moral principles consistently to achieve moral decisions</li> <li>• Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities, and assign appropriate resources for successful</li> </ul>	<ul style="list-style-type: none"> <li>• Create an environment conducive of moral practices</li> <li>• Actively develop and implement measures to combat fraud and corruption</li> <li>• Set integrity standards and shared accountability measures across the institution to support the objectives of local government</li> <li>• Take responsibility for own actions and decisions, even if the consequences are unfavourable</li> </ul>
Planning and Organising	<ul style="list-style-type: none"> <li>• Able to follow basic plans and organise tasks around set objectives</li> <li>• Understand the process</li> </ul>	<ul style="list-style-type: none"> <li>• Actively and appropriately organise information and resources required for a task</li> <li>• Recognise the urgency and</li> </ul>		<ul style="list-style-type: none"> <li>• Focus on broad strategies and initiatives when developing plans and actions</li> <li>• Able to project and forecast</li> </ul>

O.N.

**Table 3: Achievement levels for Competency Requirements'**

Competencies	Basic (2)	Competent (3)	Advanced (4)	Superior (5)
Analysis and Innovation	<p>of planning and organising but requires guidance and development in providing detailed and comprehensive plans</p> <ul style="list-style-type: none"> <li>• Able to follow existing plans and ensure that objectives are met</li> <li>• Focus on short-term objectives in developing plans and actions</li> <li>• Arrange information and resources required for a task, but require further structure and organisation</li> </ul>	<p>importance of tasks</p> <ul style="list-style-type: none"> <li>• Balance short and long-term plans and goals and incorporate into the team's performance objectives</li> <li>• Schedule tasks to ensure they are performed within budget and with efficient use of time and resources</li> <li>• Measures progress and monitor performance results</li> </ul>	<p>implementation</p> <ul style="list-style-type: none"> <li>• Identify in advance required stages and actions to complete tasks and projects</li> <li>• Schedule realistic timelines, objectives and milestones for tasks and projects</li> <li>• Produce clear, detailed and comprehensive plans to achieve institutional objectives</li> <li>• Identify possible risk factors and design and implement appropriate contingency plans</li> <li>• Adapt plans in light of changing circumstances</li> <li>• Prioritise tasks and projects according to their relevant urgency and importance</li> </ul>	<p>short, medium and long term requirements of the institution and local government</p> <ul style="list-style-type: none"> <li>• Translate policy into relevant projects to facilitate the achievement of the institutional objectives</li> </ul>
	<ul style="list-style-type: none"> <li>• Understand the basic operation of analysis, but lack detail and thoroughness</li> <li>• Able to balance independent analysis with requesting assistance from others</li> <li>• Recommend new ways to perform tasks within own function</li> <li>• Propose simple remedial interventions that marginally challenges the status quo</li> <li>• Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate logical problem solving techniques and approaches and provide rationale for recommendations</li> <li>• Demonstrate objectivity, insight, and thoroughness when analysing problems</li> <li>• Able to break down complex problems into manageable parts and identify solutions</li> <li>• Consult internal and external stakeholders on opportunities to improve processes and service delivery</li> <li>• Clearly communicate the benefits of new opportunities and innovative solutions to</li> </ul>	<ul style="list-style-type: none"> <li>• Coaches team members on analytical and innovative approaches and techniques</li> <li>• Engage with appropriate individuals in analysing and resolving complex problems</li> <li>• Identify solutions on various areas in the institution</li> <li>• Formulate and implement new ideas throughout the institution</li> <li>• Able to gain approval and buy-in for proposed interventions from relevant stakeholders</li> <li>• Identify trends and best practices in process and service delivery and propose institutional application</li> <li>• Continuously engage in research to identify client needs</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate complex analytical and problem solving approaches and techniques</li> <li>• Create an environment conducive to analytical and fact-based problem-solving</li> <li>• Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence</li> <li>• Create an environment that fosters innovative thinking and follows a learning organisation approach</li> <li>• Be a thought leader on innovative customer service delivery, and process optimisation</li> <li>• Play an active role in sharing best practice solutions and</li> </ul>

**Table 3: Achievement levels for Competency Requirements<sup>1</sup>**

Competencies	Basic (2)	Competent (3)	Advanced (4)	Superior (5)
Knowledge and Information Management	<ul style="list-style-type: none"> <li>Collect, categorise and track relevant information required for specific tasks and projects</li> <li>Analyse and interpret information to draw conclusions</li> <li>Seek new sources of information to increase the knowledge base</li> <li>Regularly share information and knowledge with internal stakeholders and team members</li> </ul>	<p>stakeholders</p> <ul style="list-style-type: none"> <li>Continuously identify opportunities to enhance internal processes</li> <li>Identify and analyse opportunities conducive to innovative approaches and propose remedial intervention</li> <li>Use appropriate information systems and technology to manage institutional knowledge and information sharing</li> <li>Evaluate data from various sources and use information effectively to influence decisions and provide solutions</li> <li>Actively create mechanisms and structures for sharing of information</li> <li>Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency</li> </ul>	<ul style="list-style-type: none"> <li>Effectively predict future information and knowledge management requirements and systems</li> <li>Develop standards and processes to meet future knowledge management needs</li> <li>Share and promote best-practice knowledge management across various institutions</li> <li>Establish accurate measures and monitoring systems for knowledge and information management</li> <li>Create a culture conducive of learning and knowledge sharing</li> <li>Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches</li> </ul>	<p>engage in national and international local government seminars and conferences</p> <ul style="list-style-type: none"> <li>Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information</li> <li>Establish partnerships across local government to facilitate knowledge management</li> <li>demonstrate a mature approach to knowledge and information sharing with an abundance and assistance approach</li> <li>Recognise and exploit knowledge points in interactions with internal and external stakeholders</li> </ul>
Communication	<ul style="list-style-type: none"> <li>Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilising such tools</li> <li>Express ideas in a clear</li> </ul>	<ul style="list-style-type: none"> <li>Express ideas to individuals and groups in formal and informal settings in a manner that is interesting and motivating</li> <li>Able to understand, tolerate and appreciate diverse perspectives, attitudes and</li> </ul>	<ul style="list-style-type: none"> <li>Effectively communicate high-risk and sensitive matters to relevant stakeholders</li> <li>Develop a well-defined communication strategy</li> <li>Balance political perspectives with institutional needs when communicating viewpoints on complex issues</li> </ul>	<ul style="list-style-type: none"> <li>Regarded as a specialist in negotiations and representing the institution</li> <li>Able to inspire and motivate others through positive communication that is impactful and relevant</li> </ul>

O.N.

DS

**Table 3: Achievement levels for Competency Requirements<sup>1</sup>**

Competencies	Basic (2)	Competent (3)	(Advanced) (4)	(Superior) (5)
	<p>and focused manner, but does not always take the needs of the audience into consideration</p> <ul style="list-style-type: none"> <li>Disseminate and convey information and knowledge adequately</li> </ul>	<p>beliefs</p> <ul style="list-style-type: none"> <li>Adapt communication content and style to suit the audience and facilitate optimal information transfer</li> <li>Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders</li> <li>Compile clear, focused, concise and well-structured written documents</li> </ul>	<ul style="list-style-type: none"> <li>Able to effectively direct negotiations around complex matters and arrive at a win-win situation that promotes Batho Pele principles</li> <li>Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution</li> <li>Able to communicate with the media with high levels of moral competence and discipline</li> </ul>	
Results and Quality Focus	<ul style="list-style-type: none"> <li>Understand quality of work but requires guidance in attending to important matters</li> <li>Show a basic commitment to achieving the correct results</li> <li>Produce the minimum level of results required in the role</li> <li>Produce outcomes that is of a good standard</li> <li>Focus on the quantity of output but requires development in incorporating the quality of work</li> <li>Produce quality work in general circumstances, but fails to meet expectation when under pressure</li> </ul>	<ul style="list-style-type: none"> <li>Focus on high-priority actions and does not become distracted by lower-priority activities</li> <li>Display firm commitment and pride in achieving the correct results</li> <li>Set quality standards and design processes and tasks around achieving set standards</li> <li>Produce output of high quality</li> <li>Able to balance the quantity and quality of results in order to achieve objectives</li> <li>Monitors progress, quality of work, and use of resources; provide status updates, and make adjustments as needed</li> </ul>	<ul style="list-style-type: none"> <li>Consistently verify own standards and outcomes to ensure quality output</li> <li>Focus on the end result and avoids being distracted</li> <li>Demonstrate a determined and committed approach to achieving results and quality standards</li> <li>Follow task and projects through to completion</li> <li>Set challenging goals and objectives to self and team and display commitment to achieving expectations</li> <li>Maintain a focus on quality outputs when placed under pressure</li> <li>Establishing institutional systems for managing and assigning word, defining responsibilities, tracking, monitoring and measuring success, evaluating and valuing the work of the institution</li> </ul>	<ul style="list-style-type: none"> <li>Coach and guide others to exceed quality standards and results</li> <li>Develop challenging, client-focused goals and sets high standards for personal performance</li> <li>Commit to exceed the results and quality standards, monitor own performance and implement remedial interventions when required</li> <li>Work with team to set ambitious and challenging team goals, communicating long- and short-term expectations</li> <li>Take appropriate risks to accomplish goals</li> <li>Overcome setbacks and adjust action plans to realise goals</li> <li>Focus people on critical activities that yield a high impact</li> </ul>

AS

O.N.

### 6.5.3 Overall rating

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

6.6 The assessment of the performance of the **Employee** will be based on the following rating scale for KPA's & CCR's, (see **Table 4**):

Table 4: Rating Scale			
Rating	Terminology	Description	% Score
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.	167%
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.	(133-166%)
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.	(100-132%)
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.	(67-99%)
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.	(0-66 %)

6.7 For purposes of evaluating the annual performance of managers directly accountable to the Municipal Manager, an evaluation panel constituted of the following persons must be established -

DS

O.Z.

- 6.7.1 Municipal Manager;
- 6.7.2 Chairperson of the Performance Audit Committee
- 6.7.3 Member of the Executive Committee;
- 6.7.4 Municipal Manager from another municipality; and
- 6.7.5 One Manager (head of a Division) from within the department.

6.9 The manager responsible for human resources of the Municipality must provide secretariat services to the evaluation panels.

## 7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of the **Employee** in relation to her performance agreement shall be reviewed within the month following the quarters as indicated with the understanding that reviews in the first and third quarter may be informal if performance is satisfactory:

<b>First quarter</b>	:	July – September 2013	(October 2014)
<b>Second quarter</b>	:	October – December 2014	(January 2015)
<b>Third quarter</b>	:	January – March 2015	(April 2015)
<b>Fourth quarter</b>	:	April – June 20145	(July 2015)

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

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

7.4 The **Employer** will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The **Employee** will be fully consulted before any such change is made.

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

## 8. DEVELOPMENTAL REQUIREMENTS

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

## 9. OBLIGATIONS OF THE EMPLOYER

9.1 The Employer shall –

9.1.1 Create an enabling environment to facilitate effective performance by the Employee.

9.1.2 Provide access to skills development and capacity building opportunities.

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

9.1.4 On the request of the **Employee** delegate such powers reasonably required by the **Employee** to enable her to meet the performance objectives and targets established in terms of this Agreement.

9.1.5 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.

S  
O.Z.



## 10. CONSULTATION

- 10.1 The **Employer** agrees to consult the **Employee** timeously where the exercising of the powers will have amongst others –
- 10.1.1 A direct effect on the performance of any of the **Employee's** functions.
  - 10.1.2 Commit the **Employee** to implement or to give effect to a decision made by the **Employer**.
  - 10.1.3 A substantial financial effect on the **Employer**.
- 10.2 The **Employer** agrees to inform the **Employee** of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable to enable the **Employee** to take any necessary action without delay.

## 11. MANAGEMENT OF EVALUATION OUTCOMES

- 11.1 The evaluation of the **Employee's** performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 11.2 A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the **Employee** in recognition of outstanding performance to be constituted as follows:
- 11.2.1 A score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%.
  - 11.2.2 A score of 150% and above is awarded a performance bonus ranging from 10% to 14%.
  - 11.2.3 Specific bonus percentages will be determined on a sliding scale (as contained in the PMS Policy of Council), proportionately to the points scored, rounded up to the next 0.25 percentage. eg. 136% score = 6.678% = 6.75% bonus.
- 11.3 In the case of unacceptable performance, the **Employer** shall –
- 11.3.1 Provide systematic remedial or developmental support to assist the **Employee** to improve her performance
  - 11.3.2 After appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the **Employer** may consider steps to terminate the contract of employment of the **Employee** on grounds of unfitness or incapacity to carry out her duties.

## 12. DISPUTE RESOLUTION

- 12.1 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 –
- 12.1.1 The MEC for local government in the Province within thirty (30) days of receipt of a formal dispute from the **Employee**
  - 12.1.2 Any other person appointed by the MEC
  - 12.1.3 In the case of managers directly accountable to the Municipal Manager, a member of the municipal 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.

12.2 In the event that the mediation process contemplated above fails, the dispute procedures as per the Contract of Employment shall apply.

13. GENERAL

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

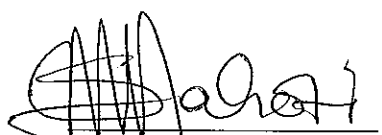
13.2 Nothing in this Agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

13.3 The performance assessment results of the Municipal Manager must be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.

Thus done and signed at Tzaneed on this the 30 day of July 2014

AS WITNESSES:

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

  
EMPLOYEE

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

AS WITNESSES:

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

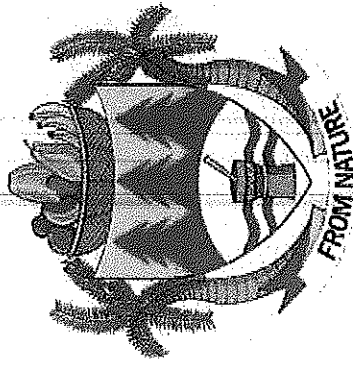
  
EMPLOYER

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

# GREATERTZANEEN MUNICIPALITY

Annexure 2A

## Performance Plan 2014/15 DIRECTOR



### Employee Details

**Name:** Dikeledi Suzan Makoti  
**Position:** Director Engineering Services  
**Accountable to:** Municipal Manager  
**Period:** 1 July '14 - 30 June '15

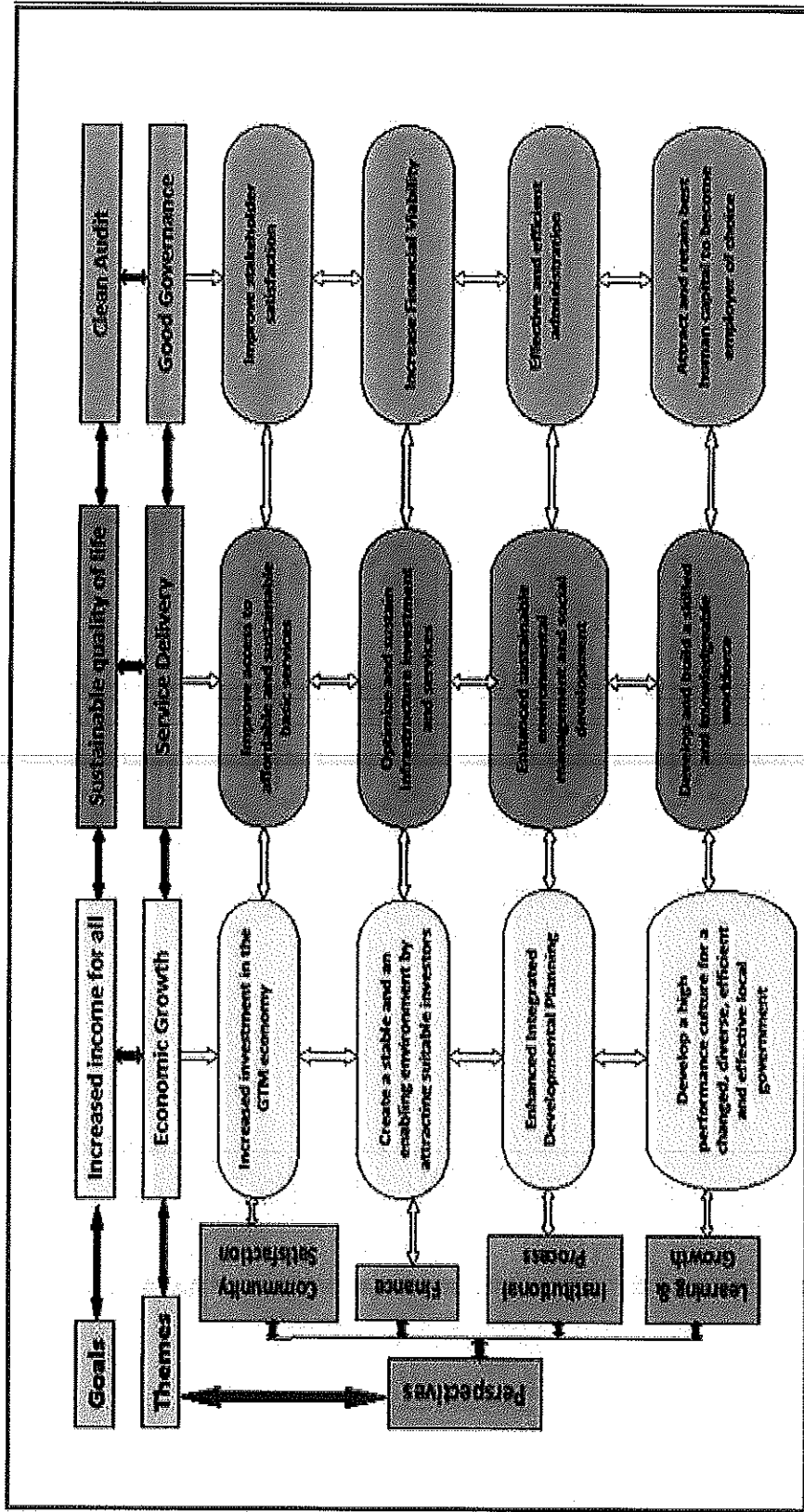
### Content:

1. Strategy Map
2. Purpose of the Position
3. Key Performance Areas: Position Weighting
4. Key deliverables - Key Performance Indicators
5. Key Deliverables - Projects
6. Competencies
7. Performance Assessment Process
8. Rating Scale
9. Approval of Personal Performance Plan

0.2

DS

GTM STRATEGY MAP



0.2

DS

## 2. Purpose of the position

<b>Municipal Vision</b>
To be the most prosperous economy in the country where communities are integrated and have access to sustainable basic services
<b>Municipal Mission</b>
To stimulate economic growth and improve the quality of life through sustainable, integrated service delivery and partnerships
<b>Position Vision</b>
To be the provider of sustainable infrastructure development.
<b>Position Mission</b>
To plan, implement and maintain sustainable water, sanitation, roads, building, stormwater and fleet services.

## 3. Key Performance Areas: Position Weighting

KPA*	% Weight
Basic Service Delivery	80
Local Economic Development	10
Good Governance and Public Participation	10
Total	80%
Competencies	20%
<b>Grand Total</b>	<b>100%</b>

\* As contained in GTM Strategy Map

D-5

O.Z.

#### 4. Key deliverables - Key Performance Indicator's

Thrust/ KPA	Strategic Objective	Programme	Key Performance Indicator	KPI weight (%)	Baseline (Actual 2013/14)	Target Sept '14	Target Dec '14	Target Mar '15	Target Jun '15	Means of Verification
GG / MFVM	Increase financial viability	Budget management	% of ESD departmental budget spent	10%	92%	25%	50%	75%	100%	Monthly financial budget reports
GG / MFVM	Increase financial viability	Budget management	% of departmental personnel budget spent	10%	115.4%	25%	50%	75%	100%	Monthly financial budget reports
GG / MFVM	Increase financial viability	Expenditure Management	% of ESD capital budget spent	30%	100%	10%	20%	50%	100%	Monthly financial budget reports
GG / MFVM	Increase financial viability	Financial reporting	% of AG queries responded to within 3 working days	10%	100%	Not applicable this quarter	100%	Not applicable this quarter	Not applicable this quarter	Register of Audit queries & corresponding reports
GG/MFMA	Increase financial viability	Budget management	% MIG funding spent	40%	71%	10%	50%	75%	100%	Budget printout
LED	Increase investment in the GTM economy	Expanded Public Works	# of EPWP work opportunities created through ESD projects	40%	367	108	216	323	431	Project reports
LED/MTOD	Develop a high performance culture for a changed, diverse, efficient and effective local government	Employee Performance Management	# of ESD Manager's with signed performance plans by 31 August	60%	4	4	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Signed Performance Plans

O.Z.

DB

### 5. Key deliverables - Projects

Thrust/ KPA	Strategic Objective	Programme	Project/ Initiative	Project Weight	Target date	Opex Budget 2014/15	Capex Budget 2014/15	Qtr target Sept '14	Qtr target Dec '14	Qtr target Mar '15	Qtr target Jun '15	Means of Verification
BSD	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Haenertsburg DoC entrance road	4%	30/06/2015	n/a	R 500 000	Site inspection and planning	Stabilisation and re-gravelling of access road to the Drop Off Centre at Haenertsburg	Not applicable this quarter	Not applicable this quarter	Site inspection Report Payment to contractor
BSD	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Nkwankowa DoC entrance road	4%	30/06/2015	n/a	R 500 000	Site inspection and planning	Stabilisation and re-gravelling of access road to the Drop Off Centre at Nkwankowa	Not applicable this quarter	Not applicable this quarter	Site inspection Report Payment to contractor
BSD	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Agatha Cemetery low level bridge	4%	30/06/2016		R 500 000	Drafting of specifications. Advertisement for appointment of a consultant	Appointment of consultant finalised.	Feasibility study. Advertisement for a contractor	Appointment of Contractor and construction commenced	Specifications for Consultant & Contractor Feasibility Study Progress Report from contractor
BSD	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Khubu to Lwandiamuni Low Level bridge	4%	30/06/2016		R 500 000	Drafting of specifications. Advertisement for appointment of a consultant	Appointment of consultant finalised.	Feasibility study. Advertisement for a contractor	Appointment of Contractor and construction commenced	Specifications for Consultant & Contractor Feasibility Study Progress Report from contractor
BSD	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Mokonyane low level bridge	4%	30/06/2016		R 500 000	Finalisation of EIA by consultant	Advertisement for appointment of a contractor	Appointment of contractor and construction	Construction	EIA Advertisements Progress report from contractor
BSD	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Moruji to Matswi, Khesholwe Tar Road	7%	30/06/2016		R 14 571 797	Liaise with Roads and Transport for permission to tar Provincial link road	Finalise designs and compile tender documents	Advertisement and appointment of contractor	Construction commenced	Communique with DRT Tender Report Tender Documents Appointment Letter
BSD	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Pedestrian Bridge at Marumfasse	7%	30/06/2015		R 6 120 155	Designs and tender documents ready, appointment of contractor completed	Construction of bridge	Construction of bridge	Pedestrian bridge completed	Tender Documents Appointment Letter Completion Certificate

O.Z.  
DS

## 5. Key deliverables - Projects

Thrust/ KPA	Strategic Objective	Programme	Project/ Initiative	Project Weight	Target date	Opex Budget 2014/15	Capex Budget 2014/15	Qtr target Sept '14	Qtr target Dec '14	Qtr target Mar '15	Qtr target Jun '15	Means of Verification
BSD	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Rikhotso low level bridge	6%	30/06/2016		R 1 000 000	Finalisation of EIA by consultant	Advertisement for appointment of a contractor	Appointment of contractor and construction	Construction	EIA Advertisements Progress report from contractor
BSD	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Rita, Khoppo, Lefara, Zanghoma, Uhuru, Xipungu to Marivent Tar Road	7%	30/06/2018		R 14 571 787	Liaise with Roads and Transport for permission to tar Provincial link road	Finalise designs and compile tender documents	Advertisement and appointment of contractor	Construction commenced	Communicate with DRT Tender Report Tender Documents Appointment Letter
BSD	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Thapane to Moruji Tar	7%	30/06/2015		R 36 551 029	Construction, physical progress at	Construction, physical progress at	Construction, physical progress at	Road completed, 11km	Completion certificate
BSD	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Tickyline, Myakayaka, Burgersdorp, Gaweza to Mafarana Tar Road	7%	30/06/2019		R 14 571 980	Liaise with Roads and Transport for permission to tar Provincial link road	Finalise designs and compile tender documents	Advertisement and appointment of contractor	Construction commenced	Communicate with DRT Tender Report Tender Documents Appointment Letter
BSD	Improve access to sustainable and affordable services	Sport and recreation facilities	Tzaneen swimming pool upgrade and refurbishment	6%	30/06/2015	n/a	R 10 355 060	Construction, physical progress at 40%	Construction, physical progress at 70%	Swimmingpool construction completed.	Not applicable this quarter	MIG Progress Reports Monthly Reports Complete Certificate
BSD	Optimise and sustain infrastructure investment and services	Fleet management	Fleet maintenance	4%	30/06/2014			Monitor fleet maintenance. Ensure that workshop is run efficiently	Monitor fleet maintenance. Ensure that workshop is run efficiently	Monitor fleet maintenance. Ensure that workshop is run efficiently	Monitor fleet maintenance. Ensure that workshop is run efficiently	Workshop service reports
BSD	Optimise and sustain infrastructure investment and services	Maintenance of municipal assets	Renovation of Parks -Maritz Street and Extension 13, Lenyene, Leisitele and Haanartsburn	6%	30/06/2014		R 1 000 000	Monitor the Application to MIG	Not applicable this quarter	Not applicable this quarter	Monitor the Procurement of contractor, ensure appointment by 1 June	MIG application Appointment letter

0.2. DS



### 5. Key deliverables - Projects

Thrust/ KPA	Strategic Objective	Programme	Project/ Initiative	Project Weight	Target date	Opex Budget 2014/15	Capex Budget 2014/15	Qtr target Sept '14	Qtr target Dec '14	Qtr target Mar '15	Qtr target Jun '15	Means of Verification
BSD	Optimise and sustain infrastructure investment and services	Maintenance of municipal assets	Upgrading of Lenyenyeni Stadium (phase 2)	6%	30/06/2015		R 10 675 030	Construction, physical progress at 40%	Construction, physical progress at 70%	Stadium upgrade completed.	Not applicable this quarter	MIG Progress Reports Monthly Reports Complete Certificate
BSD	Optimise and sustain infrastructure investment and services	Roads & Storm water maintenance and upgrade	Purchase generators	3%	30/06/2015		R 60 000	Drafting of specifications and advertise for a service provider	Procurement of generator	Not applicable this quarter	Not applicable this quarter	Asset Register update
BSD	Optimise and sustain infrastructure investment and services	Roads & Storm water maintenance and upgrade	Purchase Survey Equipment	3%	30/06/2015		R 150 000	Drafting of specifications and advertise for a service provider	Procurement of survey equipment	Not applicable this quarter	Not applicable this quarter	Asset Register update
BSD	Optimise and sustain infrastructure investment and services	Water and Sewer maintenance and upgrade	BlueDrop Water Certification (BDC)	4%	30/06/2015	R 300 000		Maintain blue drop status by monitoring compliance to SANS 241:2011 at Tzaneen & Letsele water system. Develop water safety plans and policies for Nkowanikwa and Lenyenyeni to secure BDC	Maintain blue drop status by monitoring compliance to SANS 241:2011 at Tzaneen & Letsele water system. Implement water safety plans and policies for Nkowanikwa and Lenyenyeni to secure BDC	Maintain blue drop status by monitoring compliance to SANS 241:2011 at Tzaneen & Letsele water system. Implement water safety plans and policies for Nkowanikwa and Lenyenyeni to secure BDC	Maintain blue drop status by monitoring compliance to SANS 241:2011 at Tzaneen & Letsele water system. Implement water safety plans and policies for Nkowanikwa and Lenyenyeni to secure BDC	Water Quality reports Policies
BSD	Optimise and sustain infrastructure investment and services	Water and Sewer maintenance and upgrade	GreenDrop Certification (GDC)	4%	30/06/2015			Develop plans for waste water management to secure GDC for Tzaneen & Nkowanikwa and Lenyenyeni. Monitor activities to ensure adherence to SANS 241:2011	Develop plans for waste water management to secure GDC for Tzaneen & Nkowanikwa and Lenyenyeni. Monitor activities to ensure adherence to SANS 241:2011	Develop plans for waste water management to secure GDC for Tzaneen & Nkowanikwa and Lenyenyeni. Monitor activities to ensure adherence to SANS 241:2011	Develop plans for waste water management to secure GDC for Tzaneen & Nkowanikwa and Lenyenyeni. Monitor activities to ensure adherence to SANS 241:2011	*Waste Water Management Plan *Waste Water Quality reports
BSD	Optimise and sustain infrastructure investment and services	Water and Sewer maintenance and upgrade	Water Service Reporting	3%	30/06/2015			Report on water losses to MDM	Report on water losses to MDM	Report on water losses to MDM	Report on water losses to MDM	Reports to MDM
GG	Effective and Efficient administration	Management and Administration	Purchase office furniture and Equipment for the Engineering Services department	40%	30/06/2016	n/a	R 300 000	Not applicable this quarter	Purchase furniture and equipment	Purchase furniture and equipment	Not applicable this quarter	Payment advice Asset Register update

O.Z.  
DS 7

### 5. Key deliverables - Projects

Thrust/ KPA	Strategic Objective	Programme	Project/ Initiative	Project Weight	Target date	Opex Budget 2014/15	Capex Budget 2014/15	Qtr target Sept '14	Qtr target Dec '14	Qtr target Mar '15	Qtr target Jun '15	Means of Verification
GG/ MF/M	Increase Financial Viability	Asset Management	Asset management	60%	30/06/2015			Manage Departmental Assets ensure that Asset register are kept up to date	Manage Departmental Assets ensure that Asset register are kept up to date and conduct mid- year asset verification	Manage Departmental Assets ensure that Asset register are kept up to date	Manage Departmental Assets ensure that Asset register are kept up to date and cooperate with asset verification by CFO	Bi-Annual Departmental Asset verification reports
LED	Create a stable and enabling economic environment by attracting suitable investors.	Building control	Building plan approvals and inspections	20%	30/06/2015			Monitor building control services ensure that building plans are approved and inspections done and clients given feedback within the required timeframes.	Monitor building control services ensure that building plans are approved and inspections done and clients given feedback within the required timeframes.	Monitor building control services ensure that building plans are approved and inspections done and clients given feedback within the required timeframes.	Monitor building control services ensure that building plans are approved and inspections done and clients given feedback within the required timeframes.	Building control register of activities
LED	Increased investment in the GTM economy	Expanded Public Works	EPWP policy	10%	30/06/2015			Monitor implementation of EPWP policy	Monitor implementation of EPWP policy	Ensure that EPWP milestones are incorporated into the IDP and PMS. Revise EPWP policy and submit to Council for approval	EPWP policy approved by Council by 30 June	EPWP Policy Council Resolution
LED	Increased investment in the GTM economy	Expanded Public Works	Expanded Public Works	10%	30/06/2015	R 2 060 000		Monitor progress with the implementation of EPWP and ensure ensure compliance to EPWP manuals and relevant provisions of DORA and Report to Council quarterly. Submit job creation statistics to PED	Monitor progress with the implementation of EPWP and ensure ensure compliance to EPWP manuals and relevant provisions of DORA and Report to Council quarterly. Submit job creation statistics to PED	Monitor progress with the implementation of EPWP and ensure ensure compliance to EPWP manuals and relevant provisions of DORA and Report to Council quarterly. Submit job creation statistics to PED	Monitor progress with the implementation of EPWP and ensure ensure compliance to EPWP manuals and relevant provisions of DORA and Report to Council quarterly. Submit job creation statistics to PED	Quarterly EPWP reports Incentive agreement
LED	Increased investment in the GTM economy	Enterprise Development (S/MME support)	Commercialisation of the Tzaneen Airfield	5%	30/06/2015			Planning for the implementation of the feasibility study.	Planning for the implementation of the feasibility study. Submit project proposals to IDP	Not applicable this quarter	Not applicable this quarter	Correspondence
LED/ MTOD	Develop high performance culture for a changed, diverse, efficient and effective local government	Employee Performance Management	Performance monitoring & evaluation	15%	30/06/2015			Participate in the Annual Performance Assessment for 2013/14. Ensure that scoresheets are completed in time & POEs are complete	Conduct an informal assessment of 1st Quarter Performance of relevant employees in the Department and send report to the MM by end October	Participate in the mid- year employee performance evaluations for 2014/15. Ensure that scoresheets are completed in time & POEs are complete	Conduct an informal assessment of the 3rd Quarter Performance of relevant employees in the Department and submit report to the MM by end April	1st & 3rd Qtr Informal Departmental Individual Performance Reports Correspondence Acknowledgement of receipt of POEs from Internal Audit & for Scoresheet from PMS

02

DS

### 5. Key deliverables - Projects

Thrust/ KPA	Strategic Objective	Programme	Project/ Initiative	Project Weight	Target date	Opex Budget 2014/15	Capex Budget 2014/15	Qtr target Sept '14	Qtr target Dec '14	Qtr target Mar '15	Qtr target Jun '15	Means of Verification
LED/SR	Integrated Developmental Planning	Neighbourhood Development	Nkowanoka Taxi Rank (High point Development Initiative) (NDPG)	20%	30/06/2015	R 12 975 000		Monitor the Advertisement and appointment of a contractor. Report progress to Council	Monitor the Construction of the taxi rank and report progress to Council	Monitor the Construction of the taxi rank and report progress to Council	Monitor the finalisation of the CBD taxi rank upgrade and report progress to Council	NDPG Progress Reports ESD monthly reports Minutes of NDPG meetings
LED/SR	Integrated Developmental Planning	Neighbourhood Development	Nkowanoka Hawkers Facilities (High point Development Initiative) (NDPG)	20%	30/06/2015	R 7 876 000		Monitor the Advertisement and appointment of a contractor. Report progress to Council	Monitor the Construction of the taxi rank and report progress to Council	Monitor the Construction of the taxi rank and report progress to Council	Monitor the finalisation of the Hawkens facility upgrade and report progress to Council	NDPG Progress Reports ESD monthly reports Minutes of NDPG meetings

0.2.  
9  
DB

## 6. REGULATORY COMPETENCY REQUIREMENTS

Competencies	Components	Competency Definition	Weighting % (total 100%)
<b>Leading competencies</b>			
Strategic Direction and Leadership	<ul style="list-style-type: none"> <li>• Impact and Influence</li> <li>• Institutional Performance Management</li> <li>• Strategic Planning and Management</li> <li>• Organisational Awareness</li> </ul>	Provide and direct a vision for the institution, and inspire and deploy others to delivery on the strategic institutional mandate	10%
People Management	<ul style="list-style-type: none"> <li>• Human Capital Planning and Development</li> <li>• Diversity Management</li> <li>• Employee Relations Management</li> <li>• Negotiation and dispute Management</li> </ul>	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives	10%
Programme and Project Management	<ul style="list-style-type: none"> <li>• Programme and Project Planning and Implementation</li> <li>• Service Delivery Management</li> <li>• Programme and Project Monitoring and Evaluation</li> </ul>	Able to understand programme and project management methodology; plan, manage, monitor and evaluate specific activities in order to delivery on set objectives	10%
Financial Management	<ul style="list-style-type: none"> <li>• Budget Planning and Execution</li> <li>• Financial Strategy and Delivery</li> <li>• Financial Reporting and Monitoring</li> </ul>	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are	10%
Change Leadership	<ul style="list-style-type: none"> <li>• Change Vision and Strategy</li> <li>• Process Design and Improvement</li> <li>• Change Impact Monitoring and Evaluation</li> </ul>	Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community	10%
Governance Leadership	<ul style="list-style-type: none"> <li>• Policy Formulation</li> <li>• Risk and Compliance management</li> <li>• Cooperative Governance</li> </ul>	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships	10%

O.Z

DS

## 6. REGULATORY COMPETENCY REQUIREMENTS

Competencies	Components	Competency Definition	Weighting % (total 100%)
<b>Core Competencies</b>			
Moral competence	<ul style="list-style-type: none"> <li>Integrity</li> <li>Transparency</li> <li>Accountability</li> </ul>	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence	5%
Planning and Organising	<ul style="list-style-type: none"> <li>Time management</li> <li>Forward planning</li> <li>Project Management</li> </ul>	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk	10%
Analysis and Innovation	<ul style="list-style-type: none"> <li>Objective problem analysis</li> <li>Innovative thinking</li> <li>Process optimisation</li> </ul>	Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives	5%
Knowledge and Information Management	<ul style="list-style-type: none"> <li>Gain and share knowledge</li> <li>Data analysis</li> <li>Employee Empowerment</li> </ul>	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government	5%
Communication	<ul style="list-style-type: none"> <li>Balance diverse perspectives</li> <li>Communication with stakeholders</li> <li>Compile clear &amp; concise reports</li> </ul>	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders	10%
Results and Quality Focus	<ul style="list-style-type: none"> <li>Setting high standards</li> <li>Results orientation</li> <li>Monitoring &amp; Evaluating progress</li> </ul>	Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage other to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives	5%

100%

DS  
0.2.

## 7. Performance Assessment Process

The following steps will be followed to ensure a fully participative and compliant performance assessment process is adhered to.

1. Performance Assessment:
  - 1.1. Formal assessment between employee and employer will take place twice a year to measure the performance of the employee against the agreed
  - 1.2. Progress against the KPI's and Targets will be captured in preparation for the review.
  - 1.3. Scores of 1-5 will be calculated based upon the progress against targets.
  - 1.4. KPI's and activities are audited and copied to the Performance Plans before assessment date.
  - 1.5. The employer must keep a record of the mid-year review and annual assessment meetings.
2. The employee being assessed will compile a portfolio of evidence confirming the level of performance achieved for a given assessment period and made
3. The process for determining Employee ratings are as follows:
  - 3.1. The employee to motivate for higher ratings where applicable.
  - 3.2. The panel to rate the achievement for the KPI's on a 5 point scale. Decimal places can be used.
  - 3.3. The panel to rate the employee's core competency requirements (CCR) on the 5 point scale. Decimal places can be used.
  - 3.4. The panel scores are averaged to derive a total score per KPI / Activity / CCR. Overall scores are calculated by taking weightings into account where applicable.
  - 3.5. The final KPI's rating will account for 80% of the final assessment total. The CCR's are to account for 20% of the final assessment total.
4. The five point rating scale referred to in regulation 805 correspond as follows:
 

Rating:	1	2	3	4	5
% Score:	0-66	67-99	100-132	133-166	167
5. The assessment rating calculator is used to calculate the overall % score for performance.
6. The half-year review rating can be used in combination with the Annual Performance Assessment to derive a final Annual rating score.
7. The performance bonus percentages described in the performance agreement will be calculated on a sliding scale of the all

### % Rating Over Performance

130-149%	% Bonus
150% and above	5-9%
	10-14%

8. The Personal Development Plan (PDP) can be reviewed after the performance review had been finalised in case where more clarity has been established on what
9. The results of the performance and development review (PDR) will be submitted to the performance audit committee for final approval of the assessment/s.
10. The performance assessment results of the Municipal Manager will also be submitted to the MEC responsible for Local Government in the relevant Province.

O.Z.  
D5

## 8. Rating Scale

The assessment of the performance of the Employee will be based on the following rating scale:



5 (167%) Outstanding Performance	4 (133-166%) Performance Significantly Above Expectations	3 (100-132%) Fully Effective	2 (67-99%) Not Fully Effective	1 (0-66%) Unacceptable Performance
<p>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.</p>	<p>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.</p>	<p>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.</p>	<p>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 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.</p>	<p>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.</p>

D S<sub>B</sub> 0.2.

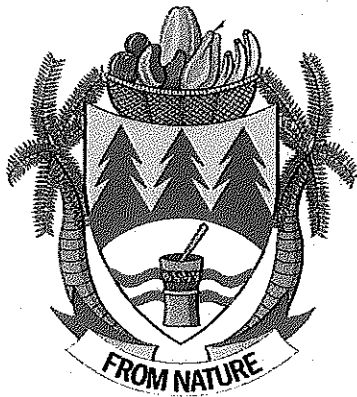
## 9. Approval of the Personal Performance Plan

The process followed ensures individual alignment to the strategic intent of the institution and give clear direction on what needs to be achieved through a self-directed approach to execute on the objectives, to build sound relationships, to develop human capital and to strengthen the organisation through excellent performance. This plan has derived from intense workshops to ensure integration, motivation and self-direction. The employer and employee both have responsibilities and accountabilities in getting value from this plan. Neither party can succeed without the support of the other.

Undertaking of the employer / superior	Undertaking of the employee
<p>On behalf of my organisation, I undertake to ensure that a work environment conducive for excellent employee performance is established and maintained. As such, I undertake to lead to the best of my ability, communicate comprehensively, and empower managers and employees. Employees will have access to ongoing learning, will be coached, and will clearly understand what is expected of them. I herewith approve this Performance Plan.</p>	<p>I herewith confirm that I understand the strategic importance of my position within the broader organisation. I furthermore confirm that I understand the purpose of my position, as well as the criteria on which my performance will be evaluated twice annually. As such, I therefore commit to do my utmost to live up to these expectations and to serve the organisation, my superiors, my colleagues and the community with loyalty, integrity and enthusiasm at all times. I hereby confirm and accept the conditions to this plan.</p>

Signed and accepted by the Supervisor on behalf of Council	Signed and accepted by the Employee
<p>Name: <b>OBBY ZOPHATHA MUKHARRO</b></p>	<p>Name: <b>Dikeledi Suzan Makoto</b></p>
<p>Date: <b>30/07/2014</b></p>	<p>Date: <b>30/7/2014</b></p>
<p>Signature: </p>	<p>Signature: </p>





**Annexure B**

**PERSONAL  
DEVELOPMENT PLAN  
(PDP)**

**2014/15**

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

**GREATER TZANEEN  
MUNICIPALITY**

**AS REPRESENTED BY THE  
ACTING MUNICIPAL MANAGER**

**OBBY ZOPHANNA MKHOMBO**

**AND**

**Dikeledi Suzan Makoti**

*DS*  
*O.Z.*

<p>1. INTRODUCTION</p>	<p>The Aim of the Personal Development Plan (PDP) is to ensure that Employees are skilled to meet Objectives as set out in the Performance Management Agreement as prescribed by legislation. Successful career-path planning ensures competent employees for current and possible future positions. It there for <i>identifies, prioritise and implement</i> training needs</p> <p>Legislative needs taken into account comes from the Municipal Systems Act Guidelines: Generic senior management competency framework and occupational competency profiles, Municipal Finance Management Competency Regulations, such as those developed by the National Treasury and other line sector departments' legislated competency requirements need also be taken into consideration during the PDP process.</p>														
<p>2. COMPETENCE MODELLING</p>	<p>The COGTA has decided that a competency development model will consist of both managerial and occupational competencies:</p> <p><b>Managerial competencies should express those competencies which are generic of all management positions.</b></p> <p><b>Occupational competence refers to competencies which are job/function specific.</b></p>														
<p>3. COMPILING THE PERSONAL DEVELOPMENT PLAN ATTACHED AS THE APPENDIX.</p>	<p>A manager, in consultation with his / her employee is to compile a Personal Development Plan. The PDP has 7 columns that need to be completed. An example is attached as Appendix A.</p> <p>Column 1: Skills/Performance GAP</p> <table border="1" data-bbox="464 1137 1342 1659"> <thead> <tr> <th data-bbox="464 1137 580 1352">1. Skills / Performance Gap (in order of priority)</th> <th data-bbox="580 1137 767 1352">2. Outcomes Expected (measurable indicators: quantity, quality and time frames)</th> <th data-bbox="767 1137 900 1352">3. Suggested training and / or development activity</th> <th data-bbox="900 1137 1007 1352">4. Suggested mode of delivery</th> <th data-bbox="1007 1137 1123 1352">5. Suggested Time Frames</th> <th data-bbox="1123 1137 1230 1352">6. Work opportunity created to practice skill / development area</th> <th data-bbox="1230 1137 1342 1352">7. Support Person</th> </tr> </thead> <tbody> <tr> <td data-bbox="464 1352 580 1659">E.g. 1. Appraise Performance of Managers</td> <td data-bbox="580 1352 767 1659">The manager will be able to enter into performance agreements with all managers reporting to him / her, appraise them against set criteria, within relevant time frames</td> <td data-bbox="767 1352 900 1659">A course containing theoretical and practical application with coaching in the workplace following [relevant unit standard?]</td> <td data-bbox="900 1352 1007 1659">External provider, in line with identified unit standard and not exceeding R 6 000</td> <td data-bbox="1007 1352 1123 1659">March 200...</td> <td data-bbox="1123 1352 1230 1659">Appraisal of managers reporting to him / her</td> <td data-bbox="1230 1352 1342 1659">Senior Manager : Training/ HR</td> </tr> </tbody> </table> <p>(a) The identified training needs should be entered into column one. The following should be taken into consideration:</p> <p><b>Organisational needs</b> 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.</p>	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	E.g. 1. Appraise Performance of Managers	The manager will be able to enter into performance agreements with all managers reporting to him / her, appraise them against set criteria, within relevant time frames	A course containing theoretical and practical application with coaching in the workplace following [relevant unit standard?]	External provider, in line with identified unit standard and not exceeding R 6 000	March 200...	Appraisal of managers reporting to him / her	Senior Manager : Training/ HR
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									
E.g. 1. Appraise Performance of Managers	The manager will be able to enter into performance agreements with all managers reporting to him / her, appraise them against set criteria, within relevant time frames	A course containing theoretical and practical application with coaching in the workplace following [relevant unit standard?]	External provider, in line with identified unit standard and not exceeding R 6 000	March 200...	Appraisal of managers reporting to him / her	Senior Manager : Training/ HR									

Specific competency gaps as identified during the probation period and performance appraisal of the employee.

Individual training needs that are job / career related.

Prioritisation of the training needs [1 to ...] in column 1 should also be determined 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.

**Column 2: Outcomes Expected**

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
E.g. 1. Appraise Performance of Managers	The manager will be able to enter into performance agreements with all managers reporting to him / her, appraise them against set criteria, within relevant time frames	A course containing theoretical and practical application with coaching in the workplace following [relevant unit standard?]	External provider, in line with identified unit standard and not exceeding R 6 000	March 200...	Appraisal of managers reporting to him / her	Senior Manager : Training/ HR

Consideration must be given to the outcomes expected in column 2 so that once the intervention is completed the impact it had can be measured against relevant output indicators.

**3. Column 3: Suggested Training**

Training needs must be identified with due regard to cost effectiveness and listed in column 3.

**4. Column 4 : Suggested mode of delivery**

The suggested mode of delivery refers to the chosen methodology that is deemed most relevant to ensure transfer of skills. Mode of delivery consists of, amongst others, self-study, internal or external training provision; coaching and / or mentoring and exchange programmes. Training must be conducted either in line with a recognised qualification from a tertiary institution or unit standards registered on the National Qualifications Framework (South African Qualifications Authority), which could enable the trainee to obtain recognition towards a qualification for training undertaken. It is important to determine within the municipality whether unit standards have been developed with regard to a specific outcome (and registered with the South African Qualifications Authority). Unit standards usually have measurable assessment criteria to determine achieved competency.

O.Z.  
DS

**5. Column 5: Suggested Time Lines**

An employee should on average receive at least five days of training per financial year and not unnecessarily be withdrawn from training interventions. The suggested time frames 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.

**6. Column 6: Work opportunity created to practice skill / development area**


This further ensures internalisation of information gained as well as return on investment (not just a nice to have skill but a necessary to have skill that is used in the workplace).

**7. Column 7: Support Person**

This identifies a support person that could act as coach or mentor with regard to the area of learning for the employee.

4. Personal Development Action Plan 2014/15

Skills Performance Gap (in order of priority)	Outcomes Expected	Suggested Training/ Development Activity	Suggested Mode of Delivery	Suggested Time Frames	Work opportunity created to practice skill / development area	Support Person
NEC & JBCC		NEC & JBCC contracts	Part time training	2 weeks		
Advanced Project Management		Project Management	Part time training	2 weeks		
Contracts Management		Contract Management	Part time training	2 weeks		

Employee's signature: 

Date: 30/7/2014

Municipal Manager's signature:



Date: 30/07/2014

C

C



**DISCLOSURE FORM FOR BENEFITS AND INTERESTS**

I, the undersigned (Surname and Initials)  
Makoti DS

(Postal Address)  
4117 Ghost Fisher Road, Extension 11  
Kaalfontein, 1632

Residential Address No 9, Eco Ekhaya, 3 Kew Street, Tzaneen

(Position Held) Director Engineering Services

Tel: 015 807 8210 Fax: \_\_\_\_\_

Hereby certify that the following information is complete and correct to the best of my knowledge.

**1. Shares, securities and other financial interests (Not bank accounts with financial institutions)**

Number of shares/Extent of financial interest	Nature	Nominal Value	Name of Company/Entity
/			

**2. Interest in a trust**

Name of trust	Amount of Remuneration/Income
/	

**3. Membership, directorships and partnerships**

Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/Income
/		




4. Remunerated work outside the Municipality (Must be sanctioned by Council)		
Name of Employer	Type of business	Amount of remuneration/Income
_____	Selling chickens	+ R10 000.00

5. Consultancies, Retainerships and Relationships			
Name of Client	Nature	Type of business activity	Value of any benefits received
<del> </del>			

6. Subsidies, grants and sponsorships by any organisation		
Source of assistance	Descriptions of assistance	Value of assistance
<del> </del>		

7. Gifts and Hospitality from a source rather than a family member		
Description	Value	Member
<del> </del>		

8. Land and Property			
Description	Extent	Area	Value
Town house		Tzaneen	R620 000.00
House		Sagewood	R620 000.00
Land		Tzaneen	R50 000.00

  
 SIGNATURE OF SENIOR MANAGER  
 DATE: 30/7/2014





PLACE: Tzaneen

CONFIDENTIAL  
Council  
Signature by Mayor or Designate: [Signature] Date: 30/07/2014

[Signature]  
Commissioner of Oath / Justice of the Peace

Full first names and surname: MATOME STEPHEN MONYELA  
(Block letters)

Designation (rank) Advocate (Legal Manager) Office Republic of South Africa

Street address of institution 38, AGATHA STREET, TZANEEN

Date 01/08/2014 Place TZANEEN

COMMISSIONER OF OATH  
GREATER TZANEEN MUNICIPALITY  
38 Agatha Street Civic Centre TZANEEN 0850  
TEL: 015 307 8000 FAX: 015 307 8049  
Adv. Monyela [Signature] Legal Manager  
OFFICIAL (Print) Designation  
Sign: [Signature] Date: 01/08/2014

