



Sedibeng District Municipality PERFORMANCE AGREEMENT

PERFORMANCE AGREEMENT
For Section 57 Employees
MADE AND ENTERED INTO BY AND BETWEEN:
THE SEDIBENG DISTRICT MUNICIPALITY,
Yunus Chamda
AND
Sorrious Manele
THE EMPLOYEE OF THE MUNICIPALITY
FOR THE
FINANCIAL YEAR : 01 Jul 2013 to 30 Jun 2014

PERFORMANCE AGREEMENT
ENTERED INTO BY AND BETWEEN:

The Sedibeng District Municipality herein represented by Yunus Chamda in his capacity as Municipal Manager (hereinafter referred to as the **Employer** or Supervisor)


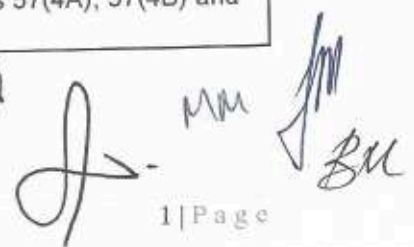
and

Sorrious Manele 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 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.



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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) 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 or her job;
- 2.6 In the event of outstanding performance, to appropriately reward the employee; and
- 2.7 Give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

3 COMMENCEMENT AND DURATION

3.1 This Agreement will commence on the 01 Jul 2013 and will remain in force until 30 Jun 2014 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 each successive financial year.
- 3.3 This Agreement will terminate on the termination of the **Employee's** contract of employment.
- 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-



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- 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; target 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 objectives to each other.
- 4.3 The **Employee's** performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the **Employer's** Integrated Development Plan.

5 PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The **Employee** agrees to participate in the performance management system that the **Employer** adopts or introduces for the **Employer**, management and municipal staff of the **Employer**.
- 5.2 The **Employee** accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the **Employer**, management and municipal staff to perform to the standards required.
- 5.3 The **Employer** will consult the **Employee** about the specific performance standards that will be included in the performance management system as applicable to the **Employee**.
- 5.4 The **Employee** undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.
- 5.5 The criteria upon which the performance of the **Employee** shall be assessed shall consist of three components, which shall be contained in the Performance Agreement.
- 5.5.1 The **Employee** must be assessed against all three components, with a weighting of 40:40:20 (in the case of the Municipal Manager) and 40:40:20 (in the case of Executive Directors reporting directly to Municipal Manager) allocated to the Growth and Development Strategy (GDS and 5 year IDP), the SDBIP and the Core Competency Requirements (CCRs) respectively.
- 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.3 Main areas of work will account for 80% and CCRs will account for 20% of the final assessment.
- 5.6 The **Employee's** assessment will be based on his / her performance in terms of the outputs / outcomes (performance indicators) identified as per attached Performance Plan (**Annexure A**), and the weightings agreed to between the **Employer** and **Employee**:

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- 5.7 In the case of managers directly accountable to the Municipal Manager, the weighting of key performance areas related to the functional area of the relevant manager must be subject to negotiation between the Municipal Manager and the relevant Executive Director.
- 5.8 The CCRs will make up the other 20% of the **Employee's** assessment score. CCRs that are deemed to be most critical for the **Employee's** specific job should be selected (✓) from the list below as agreed to between the **Employer** and **Employee**.

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 Employee's performance.
- 6.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force.
- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.
- 6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's IDP.
- 6.5 The 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 applicable assessment rating calculator (refer to paragraph 6.5.1) must then be used to add the scores and calculate a final CCR score.

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 and CCRs: as included under Annexure C

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

6.7.1 Executive Mayor or Mayor;

6.7.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;

6.7.3 Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council;

6.7.4 Mayor and/or municipal manager from another municipality; and

6.7.5 Member of a ward committee as nominated by the Executive Mayor or Mayor.

6.8 For purposes of evaluating the annual performance of Executive Directors directly accountable to the municipal managers, an evaluation panel constituted of the following persons must be established -

6.8.1 Municipal Manager;

6.8.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;

6.8.3 Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council; and

6.8.4 Municipal manager from another municipality.

6.9 The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels referred to in sub-regulations (d) and (e).

7. SCHEDULE FOR PERFORMANCE REVIEWS

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

First quarter :July - September 2013

Second quarter : October – December 2013

Third quarter :January - March2014

Fourth quarter :April – June 2014

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 him / her to meet the performance objectives and targets established in terms of this Agreement; and
- 9.1.5 Make available to the **Employee** such resources as the **Employee** may reasonably require from time to time to assist him / her to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

- 10.1 The Employer agree to consul 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; and
 - 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 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 from 5% to 14% of the all-inclusive annual remuneration package maybe paid to the **Employee** in recognition of outstanding performance to be calculated as follows:

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TABLE FOR BONUS CALCULATIONS

SCORES	PERCENTAGE BONUS	INCREMENTS
67	5.00	
68	5.27	0.27273
69	5.55	0.27273
70	5.82	0.27273
71	6.09	0.27273
72	6.36	0.27273
73	6.64	0.27273
74	6.91	0.27273
75	7.18	0.27273
76	7.45	0.27273
77	7.73	0.27273
78	8.00	0.27273
79	8.27	0.27273
80	8.55	0.27273
81	8.82	0.27273
82	9.09	0.27273
83	9.36	0.27273
84	9.64	0.27273
85	9.91	0.27273
86	10.18	0.27273
87	10.45	0.27273
88	10.73	0.27273
89	11.00	0.27273
90	11.27	0.27273
91	11.55	0.27273
92	11.82	0.27273
93	12.09	0.27273
94	12.36	0.27273
95	12.64	0.27273
96	12.91	0.27273
97	13.18	0.27273
98	13.45	0.27273
99	13.73	0.27273
100	14	0.27273

11.3 The table below illustrate the eligibility of a performance bonus based on the overall Performance score of the Employee:

Level	Score(%)	Bonus
1	0-24.4	0
2	25-49.4	0
3	50-66.4	0
4	67-82.4	5-9.09
5	83-100	9.36-14

11.4 In the case of unacceptable performance, the Employer shall –

11.4.1 Provide systematic remedial or developmental support to assist the Employee to

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improve his or her performance; and

11.4.2 After appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the **Employer** may consider steps to terminate the contract of employment of the **Employee** on grounds of unfitness or incapacity to carry out his or 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**; or

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, clause 20.3 of 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.

AS WITNESSES:

1. _____

2. _____

AS WITNESSES:

1. _____

2. _____

EXECUTIVE DIRECTOR

MUNICIPAL MANAGER



Employee Name	Sorrious Manele	Post Title	Executive Director: Transport, Infrastructure and Environment
Line Manager	Yunus Chamda	Job Level	1
Municipal	Sedibeng District	Cluster	Transport, Infrastructure and Environment & Licensing
Directorate	-	Department	-

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1. TRANSPORT, INFRASTRUCTURE & ENVIRONMENT

1.1 INFRASTRUCTURE

IDP Strategy: Plan for effective, efficient and sustainable infrastructure for water and sanitation, and provision of electricity.

Deliverable/Project	Indicator	Annual Target	Q1	Q2	Q3	Q4
Facilitate Completion of Local master plans.	Master plans for water and sanitation and provision of electricity.	40% Regional master plan for bulk services.	10	10	10	10
Ensure regional coordination and liaison in respect of basic services through intergovernmental relations forum.	Total integrated and functioning IGR structure	Four IGR meetings per year.	1	1	1	1
Facilitate the speedy implementation of the Sedibeng Regional Sewer.	Upgraded Sedibeng Regional Sewer. 100 % meeting of the one year target.	4 Reports on Upgraded Sedibeng Regional Sewer.	1	1	1	1

1.2 ENVIRONMENT

IDP Strategy: Implementation of effective and efficient environmental management in the Sedibeng District Municipality.

Deliverable/Project	Indicator	Annual Target	Q1	Q2	Q3	Q4
BontlekeBotho Clean and green project	No. of participating schools, wards and municipalities	100% improvement in participants	25	25	25	25
MmatshupoKhumbane	No of food gardens and nurseries	9 New Food gardens and	4	2	3	0
Environmental projects	No of nurseries	2 nurseries established	1	0	1	0
Environmental Career Exhibition	Number Career Exhibition held	1 Environmental career exhibition within the District	0	0	0	1

Deliverable/Project	Indicator	Annual Target	Q1	Q2	Q3	Q4
Environmental Calendar day Celebrations	No. of events held	Celebration of x3 annual environmental calendar days	1	0	1	1
Development of an Integrated Environmental Management Framework for SDM	Sedibeng EMF developed	EMF for the District			1	
Development of district wide climate change strategy	Climate change strategy	Climate Change Strategy			1	
Development of energy strategy	Climate Change Strategy	Climate Change Strategy			1	
Development of a biodiversity plan	Approved Sedibeng district Biodiversity plan	Approved Sedibeng district Biodiversity plan			1	
Youth Environmental Services Learnership in Midvaal and Lesedi Local Municipalities	Number of youth to complete the Environmental skill development rendered for local municipality	25 Youth trained	25	0	0	0
Review and Update <i>Integrated Waste Management Plans</i>	Final and approved IWMP for the District	Percentage Updating and reviewal of the IWMP for the District	12.5	12.5	2.5	50
Implement an Industrial Waste Exchange Program(IWEX)	Implementation of the IWEX program for industries in the region	50 industries participating in the IWEX program	10	10	10	20

IDP Strategy: Ensure the implementation of MHS programmes to reduce environmental health risks

Deliverable/Project	Indicator	Annual Target	Q1	Q2	Q3	Q4
Development of SLA for the rendering of MHS with Service providers	Percentage SLA developed and approved	Agreement with Local municipalities to render MHS on behalf of the District	70	30		
Promulgation of the MHS By laws for the Sedibeng district	Council Approved draft By law on MHS for the District	Draft MHS by law framework for the District	30	30	20	20
Implementation of the x9 elements(programmes) of MHS as defined	% reduction in environmental health risks and Number of MHS programmes implemented	20% reduction in Environmental health risks	5	5	5	5

Deliverable/Project	Indicator	Annual Target	Q1	Q2	Q3	Q4
Maintenance and improvement of the IGR structure on MHS	Functioning Integrated IGR structure comprising all stakeholders on MHS and Environmental Health	% effectiveness of the structure in the delivery of MHS strategically and operationally	10	20	30	40
Implementation of BasanjengoMagogo awareness campaign in the Impumelelo Township (Devon)	x1 awareness campaign conducted	X1 Air pollution reduction awareness campaigns	50	50		
Promulgation of the AQM By laws for the Sedibeng district	Consulted draft by law for promulgation	AQM by law framework District District wide Public participation	25		25	50
Operation and maintenance of air quality management stations	Operational AQM stations	x2 fully functional air quality monitoring stations		50		50
Conversion of all APPA registration certificates to Atmospheric Emission Licenses (AEL'S)	% of new licenses issued Convert	100% conversion of APPA registration certificates to Atmospheric Emissions	25	25	25	25
Setup an Air Quality Unit for the district to render optimal air quality service	Council approval of the AQM structure and filling of critical positions	Adoption of the Organizational Structure as proposed in the study			1	

1.3 TRANSPORT

IDP Strategy: Plan and develop accessible, safe and affordable public transport systems and facilities

Deliverable/Project	Indicator	Annual Target	Q1	Q2	Q3	Q4
Implementation of the Operational License Strategy (OLS – regulation of un-subsidized transport modes, e.g. minibus taxi industry)	Determine the required supply and demand of the non-contracted (minibus taxis) public transport capacity. Annual programme of regulating un-subsidized transport modes.	% Implementation of OLS				100
Implementation of the Rationalization Plan (RATPLAN).	Eliminate inefficiencies in subsidized public transport services and create long term plan to address restructuring of public transportation system	% Implementation of (RATPLAN).	25	25	25	25

Deliverable/Project	Indicator	Annual Target	Q1	Q2	Q3	Q4
	in the context of IPTN (Integrated Public Transport Network).					
Modal Integration Strategy	Modal Integration Strategy	Completed Modal Integration Strategy	1			
Metered Taxis Strategy	Approved integrated metered taxis Strategy	Monitored, formal and controlled meter taxi industry.	1			
Learner Transport Strategy	Integrated learner transport into public transport system in the region.	Monitored, formal and controlled learner industry into public transport system in the region.	1			
Undertake a study on establishment of TPA' Undertake assessment of travel patterns of learner transport in the region. Ensure the development of a proper transport planning methodology through good	Established Transport Planning Authority	An effective Transport Planning Authority (TPA).	1			
Upgrading rail transport infrastructure and promotion of rail.	Total integrated and functioning IGR structure	Four IGR meetings per year.	1	1	1	1
Upgrade taxi facilities (In the context of inter-model facilities)	Improved relations and joint planning Number of facilities upgraded.	Four meetings per annum Upgraded public transport facilities.	1	1	1	1

IDP Strategy: Promote efficient movement of freight in the region

Deliverable/Project	Indicator	Annual Target	Q1	Q2	Q3	Q4
Road networks and corridors	Sedibeng Regional Road Master plan.	Developed Road master plan for the region.	1			
Completion of Road master plans by locals.	Joint safety programs and campaigns with local	Decreased in number of accident in the region.	1	1	1	1
Local and regional road safety campaigns and programs	Successful implementation of Roads Signs Management system.	% Implementation of Roads Signs Management system as defined in the	25	25	25	25
Support to locals to comply with South African Road Signs Manual						

Deliverable/Project	Indicator	Annual Target	Q1	Q2	Q3	Q4
		South African Road Signs Manual.				
Upgrading and Maintenance of Roads in strategic Roads Network.	Upgraded roads on high volume of public transport vehicles. PMS	Updated (roads) Pavement Management System (PMS) for the region. Develop the PMS.		2		
Ensure regional coordination and liaison in respect of road master planning through IGR forum.	Four IGR meetings. One learning tour per annum.	Four IGR meetings per year.	1	1	1	1

IDP Strategy: Promote efficient movement of freight in the region

Deliverable/Project	Indicator	Annual Target	Q1	Q2	Q3	Q4
Develop a feasible and appropriate freight facility in partnership with Emfuleni Local Municipality.	Feasibility studies on Freight facility.	Completed Feasibility studies on freight facility		1		
Develop Freight Management Plan	Freight Management Plan	Complete Freight Management Plan	1			

1.4 LICENSING

IDP Strategic Objective: Render an efficient, effective and corruption free vehicle state registration and licensing service

Deliverable/Project	Indicator	Annual Target	Q1	Q2	Q3	Q4
Upgrading of Vereeniging License Services Centre	Provide safe and conducive infrastructure and environment to personnel and customers	Completion within (2) financial years	12.5	25	37.5	50
Centralize all licensing related files and records	Prevent and eliminate the danger of records getting lost/destroyed and possible injury/health risks	Centralizing must be completed in the shortest possible time frame within 2013/2014 financial year	25	75		

Deliverable/Project	Indicator	Annual Target	Q1	Q2	Q3	Q4
Upgrading of driver testing terrains to increase testing capacity Increase licensing services	Generating additional revenue	Increase the capacity over (4) phases at one DLTC per year	10%	15%	25%	50%
	Increase the vehicle test station operations to include vehicle license renewals	Three test stations fully operational by end of June 2014	10% of	15%	25%	50%
	Establish vehicle license renewal service points within the rates & tax halls of local municipalities	Service points operational in the Emfuleni- and Midvaal LM's rates and tax halls by end of June 2014	10%	15%	25%	50%
Prevent fraud and corruption in license service centers	Establish drive-thru vehicle license renewal points at Vanderbijlpark, Meyerton and Heidelberg LSC's	Commissioning of at least one drive-thru and well advanced with the second of three	10%	15%	25%	50%
	Increase BPM preventative measures to 75%	Achieving the 75% target of a general decrease in related incidents	10%	15%	25%	50%



Employee Name	Sorrius Manele	Post Title	Executive Director: Transport, Infrastructure and Environment
Line Manager	Yunus Chamda	Job Level	1
Municipal	Sedibeng District	Cluster	Transport, Infrastructure and Environment & Licensing
Directorate	-	Department	-

ANNEXURE B

KEY PERFORMANCE WEIGHTINGS

STRATEGIC FOCUS AREA	WEIGHTINGS (%)
Plan for effective, efficient and sustainable infrastructure for water and sanitation, and provision of electricity.	12.5
Implementation of effective and efficient environmental management in the Sedibeng District Municipality.	12.5
Ensure the implementation of MHS programmes to reduce environmental health risks	15
Plan and develop accessible, safe and affordable public transport systems and facilities	12.5
Promote efficient movement of freight in the region	12.5
Render an efficient, effective and corruption free vehicle state registration and licensing service	15
Total Weighting	80

JOB DESCRIPTION WEIGHTINGS

JDKPA	JDKPA DESCRIPTION	WEIGHTINGS (%)
Customer Relations	Managing Partnerships and Customer satisfaction	4
Strategic Initiatives	Any ideas/creativity value added (e.g. sourcing funding)	4
Financial Management	Budget control/spending	4
People Management	EE Targets / Staff Training / Cross functional issues	4
Internal Processes Management	Risk Management / Audit Controls / Reporting	4
Total Weighting		20

CORE MANAGEMENT COMPETENCY WEIGHTINGS

CORE MANAGEMENT COMPETENCY (CMC)	WEIGHTINGS (%)
Service Delivery Innovation	20
Reporting	10
Problem Solving and Analytical Thinking	10
Financial Management	10

CORE MANAGEMENT COMPETENCY (CMC)	WEIGHTINGS (%)
People and Diversity Management	10
Self-Management	20
Communication	10
Programme and Project Management	10
Total Weighting	100

SEDIBENG DISTRICT MUNICIPALITY



MADE AND ENTERED INTO BY AND BETWEEN:

THE SEDIBENG DISTRICT MUNICIPALITY

AS REPRESENTED BY

YUNUS CHAMDA

AND

SORRIOUS MATSHEDISO MANELE,

THE EMPLOYEE OF THE MUNICIPALITY


FOR THE FINANCIAL YEAR: 1 JULY 2013 to 30 JUNE 2014

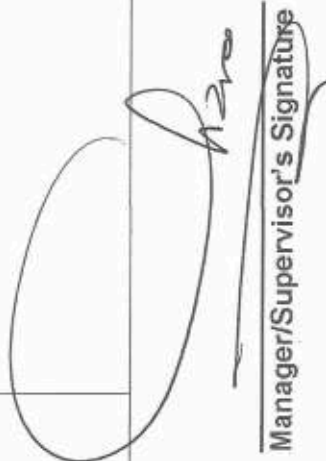


SEDIBENG DISTRICT MUNICIPALITY

Personal Development Plan – Minimum Competency Regulations

Required training and/or development activity	Method of closing gap and Training institution	Duration of the course	Target date for training/development	Cost
HIGHER EDUCATIONAL QUALIFICATIONS				
Certified copies of qualifications (at an NQF level 6) required to confirm compliance. Alternatively completion of 1 subject to achieve full qualification.				
UNIT STANDARDS REQUIRED				
1 US 116358	Training	Programme of implementation to be confirmed with Service Provider appointed for roll out of MFMP Training and RPL	All USS to be completed and uploaded onto LGSETA Learner Database by latest June 2014	To be confirmed in line with successful bidder
2 US 116364	Training			
3 US 116363	Training			
4 US 116341	Training			
5 US 119350	Training			
6 US 119348	Training			
7 US 116339	Training			
8 US 116351	Training			
9 US 116343	Training			
10 US 116361	Training			
11 US 119334	Training			
12 US 119331	Training			
13 US 119341	Training			
14 US 119343	Training			
15 US 116353	Training			


Employee's Signature


Manager/Supervisor's Signature



¹ See Annexure 1 attached for descriptions of each US above.



ANNEXURE 1

UNIT STD NO. ²	UNIT STANDARD DESCRIPTION	NQF LEVEL	CREDITS	GROUPING OF OFFICIAL PER REGULATIONS					
				Accounting Officer (18 US)	CFO (21 US)	Senior Managers (16 US)	Other Financial Officials (Middle Management) (16 US)	Head: SCM (16 US)	SCM Managers (10 US)
Programme 1: Strategic Management & Budgeting (77 credits) – 6 USs									
116358	Contribute to the strategic planning process in a South African municipality	6	15	✓	✓	✓			
116342	Apply approaches to managing municipal income and expenditure within a multi-year framework	6	15	✓	✓			✓	
116345	Apply the principles of budgeting within a municipality	5	15	✓	✓		✓	✓	✓
116364	Plan a municipal budgeting and reporting cycle	6	8	✓	✓	✓	✓	✓	✓
116363	Prepare and analyse municipal financial reports	6	12	✓	✓	✓	✓		
116341	Conduct performance management to a South African municipal environment	6	12	✓	✓	✓	✓	✓	
Programme 2: Municipal Accounting & Risk Management (78 credits) – 7 USs									
119350	Apply accounting principles and procedures in the preparation of reports and decision making	5	15	✓	✓	✓	✓	✓	✓
119348	Apply selected GRAP (Generally Recognised Accounting Practices) to periodic accounting reporting process	5	12	✓	✓	✓	✓	✓	

² For more details on specific Unit Standard content, please go to the SAQA website on: <http://reggs.saqa.org.za/search.php?cat=unit>. Type in the specific US ID (as reflected above), enter, then click on the title to load the full US details.







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116346	Apply techniques and South African statutes to cash and investment management in a municipal environment	6	10							
116362	Manage a municipality's assets and liabilities	6	11	✓	✓			✓		
116339	Apply risk management in South African municipalities	6	10	✓	✓	✓	✓	✓		✓
116357	Design internal control and internal control evaluation framework	6	8							
116351	Conduct auditing planning and implementation in a South African municipality	5	12		✓	✓	✓			
Programme 3: Governance and Legislation (48 credits) – 5 USs										
116348	Conduct stakeholder consultation around municipal finance programmes	6	8	✓	✓				✓	
116343	Apply the principles of ethics in a municipal environment	6	10	✓	✓	✓	✓	✓	✓	✓
116344	Apply the Inter-governmental Fiscal Relations Act to municipal financial management	6	10							
116361	Interpret South African legislation and policy affecting municipal financial management	6	8	✓	✓	✓		✓	✓	
119334	Discuss the selected legislative regulatory framework governing the public sector management and administration	5	12	✓	✓	✓	✓	✓	✓	✓

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environment									
Programme 4: Costing and Capital Planning (53 credits) – 4 USs									
116347	Contribute to capital planning and financing	6	15						
116340	Apply costing principles to municipal operational and service-based costing	6	11						
119331	Conduct working capital management activities in accordance with sound financial management policy	5	12	✓	✓	✓	✓	✓	✓
119341	Apply cost management information systems in the preparation of management reports	5	15	✓	✓	✓	✓	✓	✓
Programme 5: Municipal IT and Project Management (45 credits) – 4 USs									
119351	Apply principles of computerised systems to manage data and reports relevant to the public sector administration	5	10						
119352	Apply principles of information systems to public finance and administration	5	12	✓	✓		✓	✓	✓
119343	Apply operations research principles and tools in the management of project activities and resources	5	15		✓	✓	✓	✓	✓
116360	Manage information technology resources in a municipal finance environment	6	8						

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Programme 6: Supply Chain Management and PPPs (24 credits) – 2 USs								
116353	Participate in the design and implementation of municipal supply chain management	6	12	√	√	√	√	√
119353	Plan and implement public-private partnerships for municipal service delivery	5	12					

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