



**MOHOKARE**  
LOCAL MUNICIPALITY

# PERFORMANCE AGREEMENT

## BETWEEN

**MOHALERWA SELBY SELEPE**

(Herein and after referred to as “the Employer”)

AND

**SEBINANE EPHRAIM THEJANE**

(Herein and after referred to as “the Employee”)

**FINANCIAL PERIOD: 01 July 2020 to 30 June 2021**

#### 4. COMMENCEMENT AND DURATION

- 4.1 This Performance Agreement will commence on the 1<sup>st</sup> July 2020 and will remain in force until 30 June 2021. Where after a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof
- 4.2 The parties must 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 one month after the beginning of each successive financial year.
- 4.3 This Agreement shall terminate on:
- 4.3.1 The date on which the employee's employment with the Employer terminates for any reason; or
- 4.3.2 by 30 June 2021
- 4.4 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or Council decision or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

#### 5. PERFORMANCE OBJECTIVES

- 5.1 The performance plan contained in **Annexure 'A'** to this Agreement sets out
- 5.1.1 Key Performance Areas that the employee should focus on.
- 5.1.2 The performance objectives and targets that must be met by the Employee during the current financial year;
- 5.1.3 The time frames within which those performance objectives and targets shall be met; and
- 5.1.4 The core competency requirements the Employee must acquire or possess and demonstrate.
- 5.2 The performance objectives and targets reflected in **Annexure A** are set by the Employer in consultation with the Employee and are based on the Integrated development plan, current service delivery and budget implementation plan (SDBIP) and the current Budget, and it includes key objectives, key performance indicators, targets, dates and weightings.
- 5.2.1 The key strategic objectives describe the strategic intent of the organisation that needs to be achieved.
- 5.2.2 The strategic performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.
- 5.2.3 The target dates describe the timeframe in which the work must be achieved.

CORE MANAGERIAL COMPETENCIES	WEIGHT
Financial Management	10%
People Management and Empowerment	20%
Client Orientation and Customer Focus	10%
Strategic Capability and Leadership	10%
Problem Solving and Analytical Thinking	10%
Service Delivery Innovation	20%
Competency in Policy Conceptualisation and Implementation	10%
Honesty and Integrity	10%
	<b>100%</b>

## 7. EVALUATING PERFORMANCE

7.1 The performance plan (**Annexure A**) to this agreement sets out –

7.1.1 The standards and procedure for evaluating the Employee's performance;  
And

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

7.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force.

7.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.

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

7.5 The annual performance appraisal will involve:

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

7.5.1.1 Each KPA should be assessed according to the extent to which specified standards or performance indicators have been met and with due regard to ad hoc that had to be performed under the KPA.

7.5.1.2 An indicative rating on the five-point scale should be provided for each KPA.

7.5.1.3 The applicable assessment rating calculator (refer to paragraph 6.5 above) must then be used to add the scores and calculate a final KPA score.

Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Outstanding performance	The performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and performance plan and maintained this in all areas of responsibility throughout the year.					
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.					
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan					
2	Performance not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the Employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.					
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the Employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance 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					

8.4.1 The mid-year performance review and annual performance appraisal shall involve – Assessment of the achievement of key performance indicators and targets in the key performance areas:

8.4.1.1 Each key performance area shall be assessed according to the extent to which the performance indicators have been met with due regard to ad hoc tasks that may have been performed under any key performance area.

8.4.1.2 An indicative rating on the five – point scale set out in clause 8.4 shall be provided for each key performance area.

8.4.1.3 The rating contemplated in paragraph (b) shall be multiplied by the weighting given to each key performance area to provide a score.

## 9. DEVELOPMENTAL REQUIREMENTS

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

## 10. OBLIGATIONS OF THE EMPLOYER

10.1 The Employer shall –

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

10.1.2 Provide access to skills development and capacity building opportunities;

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

10.1.4 On the request of the Employee delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and

10.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time assisting him to meet the performance objectives and targets established in terms of this Agreement.

## 11. CONSULTATION

11.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others –

11.1.1 A direct effect on the performance of any of the Employee's functions;

11.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and

11.1.3 A substantial financial effect on the Employer.

11.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 11.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

## 12. MANAGEMENT OF EVALUATION OUTCOMES

12.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.

12.2 A performance bonus of 5% to 14% of the inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance.

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

13. **DISPUTE RESOLUTION**

- 13.1 Any disputes about the nature of the Employee’s performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by the Mayor within 30 days of receipt of a formal dispute.
- 13.2 A decision by the Mayor in terms of clause 13.1 shall be final and binding on the Parties
- 13.3 Any dispute about the outcome of the Employee’s performance evaluation, must be mediated by 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), within 30 days of receipt of a formal dispute
- 13.4 A decision by the Councillor in terms of clause 13.3 shall be final and binding on both parties

14. **GENERAL**

- 14.1 The contents of the performance agreement and the outcome of any review conducted in terms of **Annexure A** may be made available to the public by the Employer.
- 14.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his employment contract, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

Thus done and signed at Zeyron.....on the 18..... day of August 2020

AS WITNESSES:

1.   
2. 

  
EMPLOYEE

AS WITNESSES:

1.   
2. 

  
MUNICIPAL MANAGER



**MOHOKARE**  
LOCAL MUNICIPALITY

# PERFORMANCE AGREEMENT

## BETWEEN

**MOHALERWA SELBY SELEPE**

(Herein and after referred to as “the Employer”)

AND

**SEBINANE EPHRAIM THEJANE**

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**FINANCIAL PERIOD: 01 July 2020 to 30 June 2021**

FINANCIAL VIABILITY AND MANAGEMENT (30%)

Key Performance Area	Key Performance Area	Municipal Strategic KPA	Municipal Strategic Objectives (Os)	Annual Target	Baseline	Unit of measure	Q1	Q2	Q3	Q4	POE
1	Basic Service Delivery and Infrastructure development	Deliver sustainable services that are on or above RDP level		R 40 000 000.00 (Accumulative) certified as work done on the Regional Bulk Infrastructure Grant (RBIG) by 30 June 2021	New KPI	Payment certificates & list of payments spreadsheet	R R 8 000 000.00 accumulative work to be certified as work done by 30 September 2020	R R 17 600 000.00 accumulative work to be certified as work done by 31 December 2020	R R 28 800 000.00 accumulative work to be certified as work done by 31 March 2021	R R 40 000 000.00 accumulative work to be certified as work done by 30 June 2021	1. Tax Invoice 2. Payment Certificate 3. List of payments
			Provision of Project Management services to the Municipality 2019/20	R 28 025 000.00 (Accumulative) certified as work done on the Water Services Infrastructure Grant (WSIG) by 30 June 2021	New KPI	Payment certificates & list of payments spreadsheet	R R 8 000 000.00 accumulative work to be certified as work done by 30 September 2020	R R 12 331 000.00 accumulative work to be certified as work done by 31 December 2020	R R 20 178 000.00 accumulative work to be certified as work done by 31 March 2021	R R 28 025 000.00 accumulative work to be certified as work done by 30 June 2021	1. Tax Invoice 2. Payment Certificate 3. List of payments
				R 17 898 000.00 (Accumulative) certified as work done on the Municipal Infrastructure Grant (MIG) by 30 June 2021	New KPI	Payment certificates & list of payments spreadsheet	R R 3 579 600.00 accumulative work to be certified as work done by 30 September 2020	R R 7 875 120.00 accumulative work to be certified as work done by 31 December 2020	R R 12 886 560.00 accumulative work to be certified as work done by 31 March 2021	R R 17 898 000.00 accumulative work to be certified as work done by 30 June 2021	1. Tax Invoice 2. Payment Certificate 3. List of payments
				R 5 850 000.00 (Accumulative) certified as work done on the	New KPI	Payment certificates & list of payments	R R 1 170 000.00 accumulative work to be certified as work	R R 2 574 000.00 accumulative work to be certified as work	R R 4 212 000.00 accumulative work to be certified as work	R R 5 850 000.00 accumulative work to be certified as work	1. Tax Invoice

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KP ANO	Key Performance Area	Municipal Strategic KPA	Municipal Strategic Objective(s)	Annual Target	Baseline	Unit of measure	Q1	Q2	Q3	Q4	POE
				Integrated National Electrification Programme (INEP) by 30 June 2020		spreadsheet	done by 30 September 2020	certified as work done by 31 December 2020	done by 31 March 2021	certified as work done by 30 June 2021	2. Payment Certificate 3. List of payments
				R 1 000 000.00 (Accumulative) expenditure of the Expended Public Works Programme (EPWP) by 30 June 2020	New KPI	Employment contracts, Attendance register, proof of payments & invoices with proof of payments	R R 200 000.00 accumulative expenditure on salaries and operations by 30 September 2020 with minimum of 70 w/O	R R 440 000.00 accumulative expenditure on salaries and operations by 31 December 2020 with minimum of 70 w/O	R R 720 000.00 accumulative expenditure on salaries and operations by 31 March 2021 with minimum of 70 w/O	R R 1 000 000.00 accumulative expenditure on salaries and operations by 30 June 2021 with minimum of 70 w/O	1. Payroll proof of payment – Salaries 2. Attendance registers 3. Tax Invoices & Proof of payment – Operation 4. Employment contracts

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KPA: BASIC SERVICES AND DELIVERY (50%)

KPA No.	Key Performance Area	Municipal Strategic KPA	Municipal Strategic Objective(SOs)	Key performance indicator(s)	Annual Target	Baseline	Unit of measure	Q1	Q2	Q3	Q4
1	Basic Service Delivery and Infrastructure development	Deliver sustainable services that are on or above RDP Level	Provision of trafficable roads	Phase 1: Upgrading of 1,7km roads access in Roleleathunya	Completion of the project by 31 December 2020	Physical progress on site at 75% at 30 June 2020	Monthly progress reports	85% physical progress on site by 30 September 2020	100% Physical progress on site by 31 December 2020 (Practical completion)		
1	Basic Service Delivery and Infrastructure development	Deliver sustainable services that are on or above RDP Level	Provision of trafficable roads	Phase 2: Upgrading of 2km roads access in Roleleathunya	Completion of the project by 31 March 2021	Contractor established site on 29 May 2020	Monthly progress reports & Completion certificate	30% physical progress on site by 30 September 2020	75% physical progress on site by 31 December 2020	100% Physical progress on site by 31 December 2020 (Practical completion)	
1	Basic Service Delivery and Infrastructure development	Deliver sustainable services that are on or above RDP Level	Provision of trafficable roads	Upgrading of the 0,6km Zama road access in Matlakeng	Practical completion of the project by 30 September 2020	95% Physical progress on site at 30 June 3030	Completion Certificate	100% Physical progress on site by 30 September 2020 (Practical completion)			
1	Basic Service Delivery and Infrastructure development	Deliver sustainable services that are on or above RDP Level	Provision of dignified sanitation services	Zastron / Matlakeng: Upgrading of the outfall sewerline and refurbishment of sewer pump stations	Completion of the project by 31 March 2021	25% Physical progress on site at 30 June 3030	Monthly progress reports & Completion certificate	30% physical progress on site by 30 September 2020	75% physical progress on site by 31 December 2020	100% Physical progress on site by 31 December 2020 (Practical completion)	

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"ANNEXURE A": PERSONAL PERFORMANCE PLAN OF THE TECHNICAL SERVICES DIRECTOR

2020/2021

KPA No.	Key Performance Area	Municipal Strategic KPA	Municipal Strategic Objective(SOs)	Key Performance Indicator(s)	Annual Target	Baseline	Unit of measure	Q1	Q2	Q3	Q4
1	Provision of drinking water	Provision of drinking water	Provision of dignified sanitation services	Smithfield / Matlatishepe: Upgrading of Tladi Village outfall sewerline	Completion of phase 1 (R 5 605 000.00 WSIG COVID-19 related project) by 31 March 2021	Technical report & Designs complete by 30 June 2020	Monthly progress reports & Completion certificate	Appointment of a contractor by 30 September 2020	30% physical progress on site by 31 December 2020	75% physical progress on site by 31 March 2021	100% Physical progress on site by 30 June 2021 (Practical completion)
1	Basic Service Delivery and Infrastructure development	Deliver sustainable services that are on or above RDP Level	Provision of drinking water	Upgrading of the Zastron Water Treatment Works (WTW)	Practical completion of the project by 31 December 2020	65% physical progress on site at 30 June 2020	Monthly progress reports & Practical completion certificate	75% physical progress on site by 30 September 2020	100% Physical progress on site by 31 December 2020 (Practical completion)		
1	Basic Service Delivery and Infrastructure development	Deliver sustainable services that are on or above RDP Level	Provision of drinking water	Smithfield / Matlatishepe: Refurbishment of the water Treatment Works (WTW)	Practical completion of the project by 31 December 2020	New KPI Contractor appointed by 30 September 2020	Completion Certificate	100% Physical progress on site by 30 September 2020 (Practical completion)			
1	Basic Service Delivery and Infrastructure development	Deliver sustainable services that are on or above RDP Level	Provision of drinking water	Upgrading of the Rouxville Water Treatment Works (WTW)	Practical completion of the project by 31 December 2020	65% physical progress on site at 30 June 2020	Monthly progress reports & Practical completion certificate	75% physical progress on site by 30 September 2020	100% Physical progress on site by 31 December 2020 (Practical completion)		
1	Basic Service Delivery and Infrastructure development	Deliver sustainable services that are on or above RDP Level	Provision of bulk water supply	Construction of an abstraction works on the Orange River and equipping of x2 raw water pump stations	75% physical progress on site by 30 June 2021	51% physical progress on site at 30 June 2020	Monthly progress reports	60% physical progress on site by 30 September 2020	75% physical progress on site by 31 December 2020	85% physical progress on site by 31 March 2021	95% physical progress on site by 30 June 2021

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KPA No.	Key Performance Area	Municipal Strategic KPA	Municipal Strategic Objective(SOs)	Key performance indicator(s)	Annual Target	Baseline	Unit of measure	Q1	Q2	Q3	Q4
1	Basic Service Delivery and Infrastructure development	Deliver sustainable services that are on or above RDP Level	Provision of bulk water supply	Construction of a 27km long raw bulk water pipeline from the Orange River to Paisley dam in Rouxville	Practical completion of the project by 31 March 2021	40% physical progress on site	Monthly progress reports & Practical completion certificate	60% physical progress on site by 30 September 2020	75% physical progress on site by 31 December 2020	100% Physical progress on site by 31 March 2020 (Practical completion)	
1	Basic Service Delivery and Infrastructure development	Deliver sustainable services that are on or above RDP Level	Provision of bulk electricity infrastructure	Rouxville / Roleleathunya: Construction of a sub-station	Practical completion of the project by 30 June 2021	New KPI	Monthly progress reports and completion certificate		30% physical progress on site by 31 December 2020	50% physical progress on site by 31 March 2021	100% Physical progress on site by 30 June 2021 (Practical completion)
1	Basic Service Delivery and Infrastructure development	Deliver sustainable services that are on or above RDP Level	Electrification of house holds	Rouxville / Roleleathunya: Electrification of house holds in Extension 6 - Phase 2	Electrification of 200 house holds in Extension 6 - Phase 2 by 30 June 2021	Phase 1   134 HH) Electrified pending airdeck connection at 30 June 2020	Monthly progress report and Happy letters		Electrification of 50 HH by 31 December 2020	Electrification of 120 HH by 31 March 2021	Electrification of 200 HH by 30 June 2021
				Zastron Mailakeng: Electrification of house holds in Extension 10	Electrification of 50 HH in Extension 10 by 30 June 2021	New KPI	Monthly progress report and Happy letters		Electrification of 10 HH by 31 December 2020	Electrification of 35 HH by 31 March 2021	Electrification of 50 HH by 30 June 2021
1	Basic Service Delivery and Infrastructure development	Deliver sustainable services that are on or above RDP Level	Provision of clean and portable drinking water	Provide 10793 of formal Households with water in MLM daily.	Provision of 2080.5 ML of purified water by 30 June 2021	2349.5 ml of purified water	Outflow readings	Zastron 246.375 ml, Smithfield 102.2 ml and Rouxville 118.625 Purified water	Zastron 246.375 ml, Smithfield 102.2 ml and Rouxville 118.625 Purified water	Zastron 246.375 ml, Smithfield 102.2 ml and Rouxville 118.625 Purified water	Zastron 246.375 ml, Smithfield 102.2 ml and Rouxville 118.625 Purified water

K/A No.	Key Performance Area	Municipal Strategic KPA	Municipal Strategic Objective(SOs)	Key performance indicator(s)	Annual Target	Baseline	Unit of measure	Q1	Q2	Q3	Q4
1	Basic Service Delivery and Infrastructure development	Deliver sustainable services that are on or above RDP Level	Provision of sustainable portable water in all 3 Towns	Review of the WSDP by 30 June 2021	Approved reviewed WSDP by 30 June 2021	Draft WSDP	Council approved document			Review: Final Draft of WSDP by end of March 2021	Submission of the reviewed final WSDP to council for approval
1	Basic Service Delivery and Infrastructure development	Deliver sustainable services that are on or above RDP Level Deliver sustainable services that are on or above RDP Level	Provision of dignified sanitation services	Waste water quality management by 30 June 2021	Maintain dignified sanitation to meet green drop compliance 30 June 2021	100% implementation wastewater risk abatement plans	Compliance /Assessment reports	Compliance of tested waste water quality results	Compliance of tested waste water quality results	Compliance of tested waste water quality results	Compliance of tested waste water quality results
1	Basic Service Delivery and Infrastructure development	Deliver sustainable services that are on or above RDP Level	Provision clean and portable drinking water	Drinking water quality management by June 2021	Maintain and supply water to meet blue drop compliance by 30 June 2021	100% compliance of physical, chemical and biological water quality	Compliance/Assessment reports	Compliance of tested water quality results	Compliance of tested water quality results	Compliance of tested water quality results	Compliance of tested water quality results

LOCAL ECONOMIC DEVELOPMENT (10%)

KPA NO.	Key Performance Area	Municipal Strategic KPA	Municipal Strategic Objective (SOs)	Key performance Indicator(s)	Annual Target	Baseline	Unit of measure	Q1	Q2	Q3	Q4	POE
	LOCAL ECONOMIC DEVELOPMENT	Enhancing local economic development in Mahokare	Job creation in Mahokare	Appointment of local subcontractor	1 local subcontractor appointed by June 2021	New kpi					1 local contractor appointed	
				50 Jobs created through projects by June 2021	New kpi				50 Jobs created			

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MUNICIPAL TRANSFORMATION AND DEVELOPMENT (5%)

KPA No	Key Performance Area	Municipal Strategic Objective	Municipal Strategic Objective (Departmental)	SO No	Key performance indicator	Annual target	Baseline	Unit of measure	Q1	Q2	Q3	Q4	POE
3	Municipal Transformation and Development	Municipal Transformation and Development	Enhance institutional development and good governance		Number of departmental meetings held	12 departmental meetings held	12 departmental meetings held	minutes	3 meetings per quarter	3 meetings per quarter	3 meetings per quarter	3 meetings per quarter	Minutes and attendance register
	Municipal Transformation and Development	Municipal Transformation and Development	Enhance institutional development and good governance		Number of quarterly performance reports with POEs submitted to PMS	4 Quarterly reports	4 quarterly reports	reports	1 quarterly report	1 quarterly report	1 quarterly report	1 quarterly report	Quarterly Performance reports POEs
	Municipal Transformation and Development	Municipal Transformation and Development	Enhance institutional development and good governance		Filled vacant positions (PMU Technician )	1 filled vacant post by June 2021	New KPI	Appointment Contract				1 Filled vacant posts	Recruitment report

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KPA: GOOD GOVERNANCE AND PUBLIC ADMINISTRATION (5%)

KPA No.	Key Performance Area	Municipal Strategic KPA	Municipal Strategic Objectives (Os)	Key performance indicator(s)	Annual Target	Baseline	Unit of measurement	Q1	Q2	Q3	Q4	POE
3	Good Governance and public participation	Good Governance and public participation	To instill good governance in all Municipal operations, ensure public participation and provide critical strategic support to the Municipality	% - implementation of action plan to mitigate identified risks (Output) Improvement in Audit Opinion (Outcome)	100% of identified risks mitigated by June 2021 Improvement in Audit opinion (Unqualified)	17/18 mitigated risks 17/18 Audit opinion	Proof of submission	1 Quarterly monitoring of identified risks report 1 Quarterly Update of the Audit Action	1 Quarterly monitoring of identified risks report 1 Quarterly Implementation and monitoring Audit action Plan report	1 Quarterly monitoring of identified risks report 1 Quarterly Implementation and monitoring Audit action Plan report	1 Quarterly monitoring of identified risks report 1 Quarterly Implementation and monitoring Audit action Plan report	Acknowledgment of receipt Monitoring tool template AG report, Audit action plan report

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**CORE COMPETENCY REQUIREMENTS (20%)**

Competencies	Weight	Description/Definition	Score
Financial management	20	Compiles and manages budgets, controls cash flow, institutes risk management and administers supply chain management processes in accordance with legal prescripts and generally recognised accounting practices in order to ensure the achievement of the Municipality's strategic objectives.	
People management and empowerment	10	Manages and encourages people, optimises their outputs and effectively manages relationships in order to achieve the Municipality's strategic objectives.	
Client orientation and customer focus	10	Willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice.	
Strategic capability and leadership	10	Provides a vision, sets the direction for the administration and inspires others to deliver on the municipality's mandate	
Problem solving and analysis	10	Systematically identifies analyses and resolves existing and anticipated problems in order to reach optimum solutions in a timely manner.	
Service Delivery Innovation	20	Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes.	
Honesty and integrity	10	Displays and builds the highest standards of ethical and moral conduct in order to promote confidence and trust in the Municipality.	
Competence in policy conceptualisation, analysis and implementation	10	The ability to draft and implement a policy due to the arriving at a concept or a generalisation as a result of seeing things, experiencing things, being informed of something as well as the ability to analyse, comprehend and implement a policy drafted by somebody else.	

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**MOHOKARE**  
LOCAL MUNICIPALITY



P. O. Box 20, Zastron, 9950

Tel: 051 673 9600

Fax: 051 673 1550

E-mail: info@mohokare.gov.za

www.mohokare.gov.za

**DISCLOSURE FORM FOR BENEFITS AND INTERESTS**

I, the undersigned (Surname and Initials) Thijane S.

(Postal Address) 551 Thijane Street Makeneng Location.  
Smithfield

(Residential Address) \_\_\_\_\_

(Position Held) Technical Director

(Name of Municipality) Mohokare Local Municipality

Tel: 051 673 9600 Fax: 051 673 1550

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 share/extent of financial interest	Nature of	Nominal Value	Name of Company/Entity
N/A	N/A	N/A	N/A

**2. Interest in a trust**

Name of trust	Amount of Remuneration/Income
N/A	N/A

**3. Membership, directorships and partnerships**

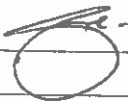
Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/Income
N/A	N/A	N/A

**4. Remuneration work outside the Municipality (Must be sanctioned by Council)**

Name of Employer	Type of Work	Amount of Remuneration/Income
N/A	N/A	N/A

CONFIDENTIAL

Council

Signature by Municipal Manager:  Date: 20/08/2020

**5. Consultancies, Retainerships and Relationships**

Name of Client	Nature	Type of business activity	Value of any benefits received
N/A	N/A	N/A	N/A

**6. Subsidies, grants and sponsorships by any organisation**


Source of assistance	Descriptions of assistance	Value of Assistance
N/A	N/A	N/A

**7. Gifts and Hospitality from a source rather than a family member**

Description	Value	Member
N/A	N/A	N/A

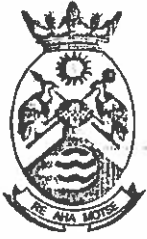
**8. Land and Property**

Description	Extent	Area	Value
N/A	N/A	N/A	N/A
Bond (House)	± 45 sqm <sup>2</sup> .	Soshanguve	± R 3 50 000.00

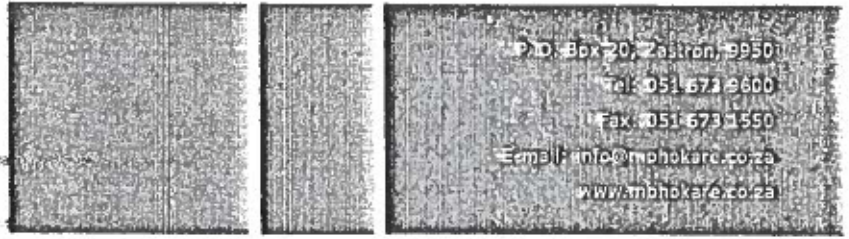
Signature of Manager: 

Date: 20/08/2020

Place: Zastron.



**MOHOKARE**  
LOCAL MUNICIPALITY



P.O. Box 20, Zastron, 9950  
Tel: 051 673 6600  
Fax: 051 673 1550  
Email: info@mohokare.co.za  
www.mohokare.co.za

## MOHOKARE LOCAL MUNICIPALITY CODE OF ETHICS

### 1. PREAMBLE

Ethics involves applying moral standards – standards of good, right and fair conduct which are supported by values, to shape the decisions and actions of individuals within the organization in the pursuit of core objectives.

Mohokare Local Municipality has adopted and implemented the Mission, Vision and Core values of Integrity, Respect, Accountability and pushing beyond boundaries in all our operations, which is named “RE AHA MOTSE”

These value systems, provide general guidelines as to how we interact with each other and our stakeholders, and reflect what is important to us and how we conduct ourselves. Recognising that our public reputation is one of our most important assets, we are committed to achieving the highest ethical standards in all our operations.

As the organization we recognise our obligations to all our stakeholders – public, clients, employees, business partners, sector departments, the authorities and the wider community. Maintaining the trust and confidence of all our stakeholders is the responsibility of every employee. In all of our actions, the values and associated behaviors must be used to guide and direct the way we conduct ourselves. Quality of services rendered to the citizens of Mohokare is important to the Municipality. All resources must be used economical and efficiently.

This Code of Ethics is supported by organisational policies and procedures which everybody will be expected to adhere to.

## **2. PRINCIPLES GOVERNING THE CODE OF ETHICS**

Living the Mohokare Local Municipality values means that we must ensure that the principles listed in this code are practiced at all times throughout the organisation

### ***Integrity***

Be honest, trustworthy, consistent, and open, and always act in accordance with the highest ethical standards.

### ***Respect***

Actively listen to others, respond appropriately to what they have to say, work effectively with diverse people, and be willing to learn from others.

### ***Accountability***

Be prepared to take responsibility for our work, make commitments, find solutions and be held accountable for delivery and results.

### ***Pushing Beyond Boundaries***

Be passionate about our work and commitment to achieving our goals, always looking for innovative and creative ways to improve, whilst constantly striving to break new grounds.

## **3. STAKEHOLDER MANAGEMENT**

*For our Stakeholders we will:*

- Strive to expand and maintain good relations.
- Maintain executive accountability for decision making on material matters
- Generate an attractive and sustainable positive image of the municipality.
- Take reasonable steps to protect and enhance the institutions assets.
- Comply with legislation, regulations and prescribed practices.
- Produce accurate and timely public participation measures.
- Report developments that may have a material impact on the value of the community.
- Conduct operations honestly, fairly and responsibly.
- Not engage in restrictive practices and comply with prescribed legislations.

## 6. PROCEDURES

All employees are expected to abide by the company's policies and procedures in order to ensure a safe and orderly workplace and to facilitate communication and industrial harmony to the mutual benefit of all concerned. as failure to comply them may be considered to be misconduct and employees may be subject to disciplinary action that could lead to dismissal.

The Code of Ethics is not intended to comprise an exhaustive list of what constitutes ethical conduct, nor is it intended to contain a comprehensive list of offences or contraventions.

Should any person contravene any of the provisions of this code of ethics, appropriate disciplinary action will be instituted.

Sebinane Thejane  
Employee Name and signature

18/08/20  
Date

  
Server's signature

18/08/20  
Date

**PERSONAL DEVELOPMENT  
PLAN OF  
TECHNICAL SERVICES  
DIRECTOR**

## COMPILING THE PERSONAL DEVELOPMENT PLAN

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 Frame	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
MFMP		MFMP.		October 2020		MM
Advance PM.		Advance. Project Management course.		January 2021	Able to apply more of my knowledge in PM.	MM
Contract Management Course.		Contract Management Course.		July 2021	Ensuring the projects are in line with contract M.	MM

  
Municipal Manager  
S.M SELEPE

  
Technical Services Director  
S. THEJANE



***Interactions with Authorities we will:***

- Act within the spirit of the Constitution of the Republic of South Africa.
- Align our strategies with the national priorities of transformation and economic growth.
- Recognise and discharge our responsibility to uphold all laws and regulations.
- Provide accurate information.
- Declare all taxable benefits to which employees are entitled.
- Ensure that persons in public office are not improperly influenced.

***Interactions with Communities we will:***

- Recognise that we are an integral part of the communities in which we exist and operate.
- Aim to contribute to economic growth, social development, community safety and upliftment of these communities as a core function
- Serve the community by providing efficient and beneficial services
- Ensure effective and open Communicate.
- Protect the environment through sustainable eco-practices, limiting as far as possible the consumption of natural resources and avoiding the use of harmful materials in our operational activities.

**5. DECISION MAKING**

The objective of this Code of Ethics is to provide a practical guide to decision making. It is the general duty of all employees to fulfill their contractual obligations to the employer, to exercise due care and skill in their work, and to avoid conflicts of interest with the employer. It is the general duty of the employer to fulfill its contractual obligations to its employees, to consider the best interests of its stakeholders, and to exercise due care and skill in decision making.

In support of these duties, the organisation has developed and implemented internal policies and procedures to guide conduct and enforce compliance to minimum standards. These standards are designed to be in accordance with South African legislation, regulations and best practices.

#### **4. GOOD GOVERNANCE**

##### ***As Employer we will:***

- Respect the dignity of the individual.
- Act justly, fairly and impartially.
- Respect the right to freedom of association and expression.
- Keep our employees personal details confidential.
- Respect the tradition and culture of all our employees.
- Recruit and promote in accordance with established labour law and practice.
- Develop skills and competencies of employees in line with the needs of the organisation.
- Create an environment of continuous learning
- Communicate in an open, transparent, honest and timely manner.
- Ensure all employees are protected from any unlawful discrimination, intimidation, victimisation or harassment.
- Deal with employee complaints and enquiries promptly and efficiently.
- Maintain sound and fair labour practices and apply codes of good practice.
- Provide a healthy and safe working environment.

##### ***As Employees we will:***

- Act in the best interests of Mohokare Local Municipality and our community at all times.
- Maintain the confidentiality of clients and business partners.
- Protect and enhance organisational operations and assets.
- Maintain the organisation's reputation in accordance with the employment contracts.
- Respect the tradition and culture of all peoples.
- Be accountable at all times.
- Deal with complaints and enquiries promptly and efficiently.
- Produce and maintain accurate records where required.
- Acknowledge differences and work together to create solutions.
- Recognise that individual and corporate success is dependent on teamwork.
- Always conduct ourselves in a professional and courteous manner.
- Act justly, fairly and in the best interests of each individual.
- Render a responsible and effective service.
- Constantly strive to improve our services.
- Deal with complaints and enquiries in a prompt and efficient manner.
- Uphold the letter and spirit of RE AHA MOTSE.
- Protect the confidentiality of information in accordance with the law and prescribed Practices.
- Communicate in an open, timely, honest and transparent manner.