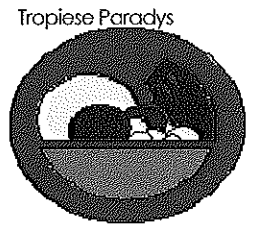


**GROTER TZANEEN MUNISIPALITEIT
GREATER TZANEEN MUNICIPALITY**

Tel: 015 307 8000
Fax: 015 307 8049

PO Box 24
Tzaneen, 0850



Tropical Paradise

Appendix 1

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN

GREATER TZANEEN MUNICIPALITY

AS REPRESENTED BY THE MAYOR

DIKELEDI JOSEPHINE MMETLE

AND

MASIYE ELIAS MANKABIDI

AN EMPLOYEE OF THE MUNICIPALITY

FOR THE

FINANCIAL YEAR 1 JULY 2013 to 30 JUNE 2014

DJM

PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Greater Tzaneen Municipality herein represented by Dikeledi Josephine Mmetle in her capacity as Mayor (hereinafter referred to as the Employer or Supervisor)

and

Masiye Elias Mankabidi 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

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3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the 1 July 2013 and will remain in force until 30 June 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 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.

PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Appendix 2a) 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.

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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**:

Key Performance Areas (KPA's)	Weighting
Municipal Institutional Development and Transformation	25
Basic Service Delivery	15
Local Economic Development (LED)	20
Municipal Financial Viability and Management	25
Good Governance and Public Participation	15
Total	100%

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



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Competencies *	Definition	Weight
Strategic Capability and Leadership	Must be able to provide vision, set the direction for the municipality and inspire others in order to deliver on the municipality's mandate	20
Programme and Project Management	Must be able to plan, manage, monitor and evaluate specific activities in order to ensure that policies are implemented and that Local Government objectives are achieved	5
Financial Management	Must be able to know, understand and comply with the Municipal Finance Management Act No 56 of 2003.	20
Change Management	Must be able to initiate and support municipal transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments	10
Knowledge Management	Must be able to promote the generation and sharing of knowledge and learning in order to enhance the collective knowledge of the municipality	5
Service Delivery Innovation	Must be able to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals	5
Problem Solving and Analysis	Must be able to systematically identify, analyse and resolve existing and anticipated problems in order to reach optimum solutions in a timely manner	5
People Management and Empowerment	Must be able to manage and encourage people, optimise their outputs and effectively manage relationships in order to achieve the municipality's goals	5
Client Orientation and Customer Focus	Must be willing and able to deliver services effectively in order to put the spirit of customer service (Batho Pele) into practice	10
Communication	Must be able to exchange information and ideas in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence others to achieve the desired outcomes	5
Accountability and Ethical Conduct	Must be able to display and build the highest standard of ethical and moral conduct in order to promote confidence and trust in the municipality	10
Section Total:		100%

6. EVALUATING PERFORMANCE

6.1 The Performance Plan (Appendix 2 (b) to this Agreement sets out -

6.1.1 the standards and procedures for evaluating the **Employee's** performance; and

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.

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- 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 applicable assessment rating calculator (refer to paragraph 6.5.3) 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 CCR's:

	Terminology	Description	Rating				
			1	2	3	4	5
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance Plan and maintained this in all areas of responsibility throughout the year.					
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.					

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	Terminology	Description	Rating				
			1	2	3	4	5
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.					
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the Employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.					
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.					

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 -

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

6.8 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:

First quarter	:	July – September 2013	(October 2013)
Second quarter	:	October – December 2013	(January 2014)
Third quarter	:	January – March 2014	(April 2014)
Fourth quarter	:	April – June 2014	(July 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.

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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.

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, proportionately to the points scored, rounded up to the next 0.25 percentage. eg. 136% score = $6.678\% = 6.75\%$ bonus.

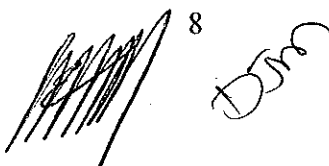
11.3 In the case of unacceptable performance, the **Employer** shall --

- 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 --

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- 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.



A handwritten signature consisting of several overlapping, slanted lines, followed by the initials 'DJM' written in a simple, blocky font.


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.

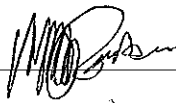
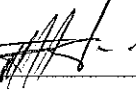
Thus done and signed at Banera on this the 30 day of July 2013

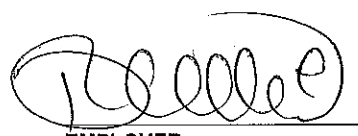
AS WITNESSES:

- 1.  _____
- 2.  _____


EMPLOYEE

AS WITNESSES:

- 1.  _____
- 2.  _____

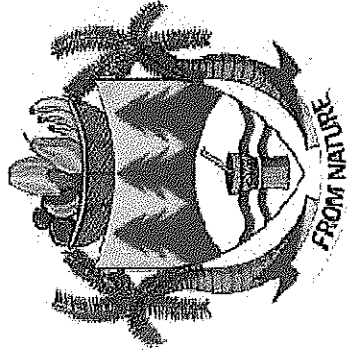

EMPLOYER

GREATER TZANEEN MUNICIPALITY

Performance Plan 2013/14

Section 55 Manager

Appendix 1A




Employee Details

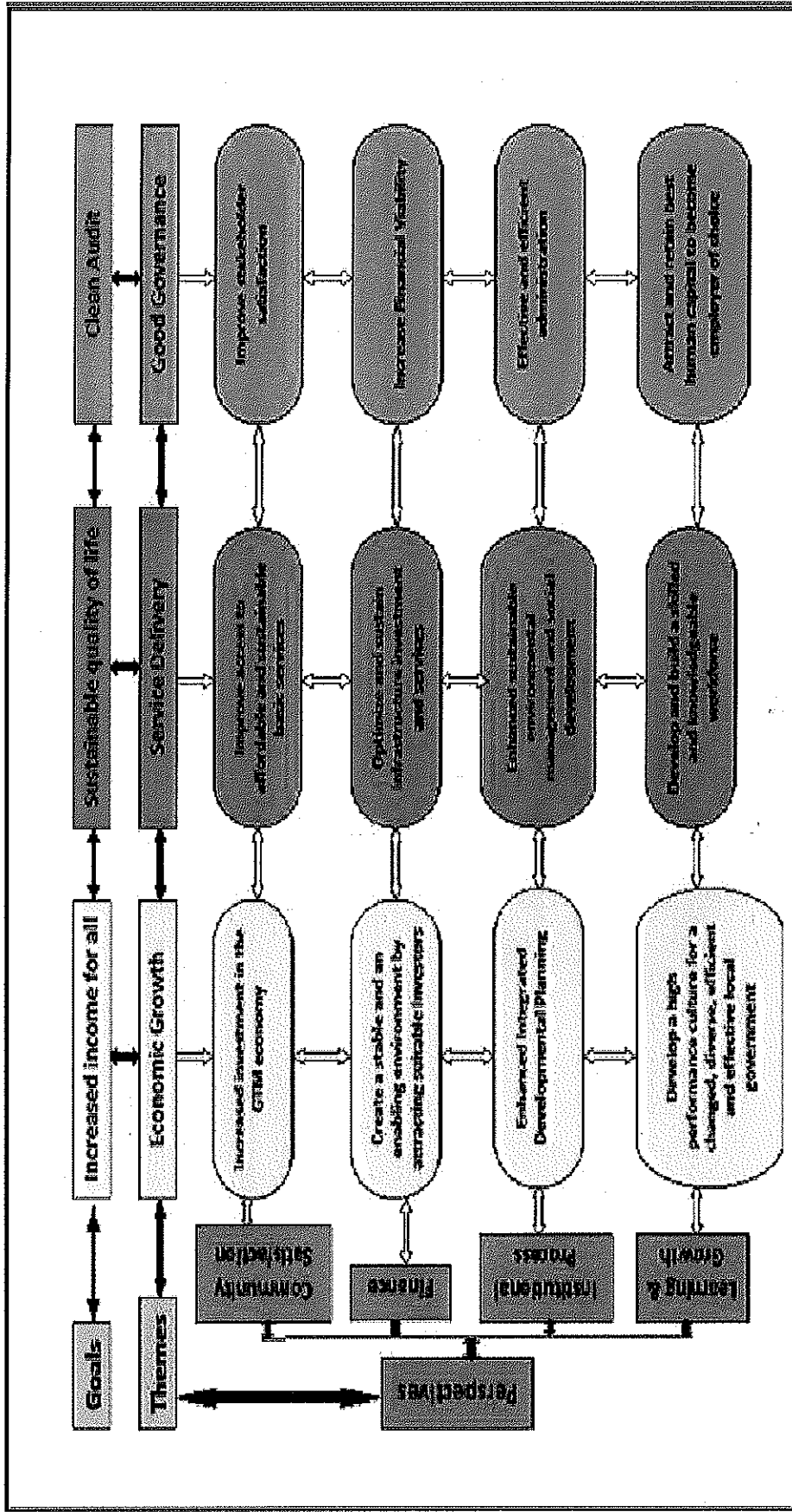
Name: Mr. ME Mankabidi
Position: Municipal Manager
Accountable to: Mayor
Period: 1 July '13 - 30 June '14

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

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GTM STRATEGY MAP



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2. Purpose of the position

Municipal Vision
To be the most prosperous economy in the country where communities are integrated and have access to sustainable basic services
Municipal Mission
To stimulate economic growth and improve the quality of life through sustainable, integrated service delivery and partnerships
Position Vision
<i>To be a champion of a world-class, productive and professional team that delivers quality of service to all our communities.</i>
Position Mission
<i>To use the position as a platform to stimulate economic development and quality of life through an integrated approach by using all available financial and human resources.</i>

3. Key Performance Areas: Position Weighting

KPA*	% Weight
Basic Service Delivery	15
Municipal Institutional Development and Transformation	25
Local Economic Development	20
Municipal Financial Viability and Management	25
Good Governance and Public Participation	15
Total	80%
Competencies	20%
Grand Total	100%

* As contained in Regulation 805 of 2006

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4. Key deliverables - Key Performance Indicator's

Thrust/ KPA	Strategic Objective	Programme	Key Performance Indicator	KPI weighting (%)	Baseline (2012/13)	Target Sept '13	Target Dec '13	Target Mar '14	Target Jun '14	Means of Verification
BSD	Enhance sustainable environmental management and social development	Disaster management	Annual Disaster Management report submitted to Council within legislated timeframes	11%	January'12	31-Jul	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Council Resolution
BSD	Enhance sustainable environmental management and social development	Disaster management	Annual Disaster Management report submitted to MDM within legislated timeframes	11%	19 Mar '13	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	30-Jun	Acknowledgement of receipt from MDM
BSD	Enhance sustainable environmental management and social development	Disaster management	% disaster incidences responded to (relieved) within 72-hours	12%	100%	100%	100%	100%	100%	Relief reports
BSD	Enhance sustainable environmental management and social development	Disaster management	# of Event Disaster Risk and Contingency Plans developed for stakeholders	11%	3	3	6	9	12	Disaster Monthly reports
BSD	Enhance sustainable environmental management and social development	Disaster management	# of schools covered through disaster risk awareness campaign	11%	12	3	6	9	12	Awareness campaign report
BSD	Enhance sustainable environmental management and social development	Disaster management	% Disaster incidents reacted to within 1 Hour of reporting	11%	100%	100%	100%	100%	100%	Monthly Disaster Incidences report -Incidences Register
BSD	Enhance sustainable environmental management and social development	Disaster management	# of disaster management advisory forum meetings attended	11%	4	1	2	3	4	Minutes & Attendance register
BSD	Enhance sustainable environmental management and social development	Disaster management	# of Technical Disaster Forum committee quarterly meetings attended	11%	4	1	2	3	4	Minutes & Attendance register
BSD	Enhance sustainable environmental management and social development	Mandela legacy programme	# of Mandela day initiatives participated in	11%	New initiative	1	2	3	4	Mandela day reports
GG	Develop effective and sustainable stakeholder relations	Inter-governmental relations	% of MDM forum and technical working group meeting resolutions implemented	3%	100%	100%	100%	100%	100%	Resolutions register

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4. Key deliverables - Key Performance Indicator's

Thrust/ KPA	Strategic Objective	Programme	Key Performance Indicator	KPI weighting (%)	Baseline (2012/13)	Target Sept '13	Target Dec '13	Target Mar '14	Target Jun '14	Means of Verification
GG	Develop effective and sustainable stakeholder relations	Inter-governmental relations	% of premier IGR resolutions implemented	3%	100%	100%	100%	100%	100%	IGR resolution register and Quarterly Council reports Minutes of MM s forum Minutes of meetings - Resolutions Register
GG	Develop effective and sustainable stakeholder relations	Inter-governmental relations	% of local IGR forum and technical working group meeting resolutions implemented	3%	100%	100%	100%	100%	100%	Minutes of meetings - Resolutions Register
GG	Effective and Efficient administration	Council Support	# of C/TM Council resolutions implemented vs # passed (as %)	5%	100%	100%	100%	100%	100%	Council annual program Resolution register Fraud and Corruption reports Minutes of meetings & Attendance Registers
GG	Effective and Efficient administration	Fraud and Anti-corruption	% cases of fraud and corruption successfully dealt with	3%	100%	100%	100%	100%	100%	Resolution register Fraud and Corruption reports Minutes of meetings & Attendance Registers
GG	Effective and Efficient administration	Management and Administration	# Management meetings	3%	7	3	6	9	12	Minutes of meetings & Attendance Registers
GG	Effective and Efficient administration	Performance monitoring and reporting	Draft Annual Report considered by Council within legislated timeframes	3%	31-Jan	Not applicable this quarter	Not applicable this quarter	31-Jan	Not applicable this quarter	Council Minutes
GG	Effective and Efficient administration	Performance monitoring and reporting	Annual Report approved by Council within legislated timeframes	3%	31-Mar	Not applicable this quarter	Not applicable this quarter	31-Mar	Not applicable this quarter	Council Minutes
GG	Effective and Efficient administration	Performance monitoring and reporting	# of Quarterly SDBIP reports submitted to Council	3%	4	1	2	3	4	Council Minutes
GG	Effective and Efficient administration	Performance monitoring and reporting	# of Outcome 9 reports submitted on time	3%	4	1	2	3	4	Quarterly OC 9 reports, Acknowledgement of receipt
GG	Effective and Efficient administration	Performance monitoring and reporting	Draft Annual Performance Report submitted to the AG, AC and Mayor by 31 August	3%	31-Aug	31-Aug	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Acknowledgement of Receipt from AG, AC & Mayor
GG	Effective and Efficient administration	Performance monitoring and reporting	Submission of draft SDBIP to the Mayor within 28 days of budget approval	3%	20 days	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	28 days	Acknowledgement of receipt - Mayor
GG	Effective and Efficient administration	Performance monitoring and reporting	# of quarterly SDBIP reports audited prior to submission to Council	3%	0	1	2	3	4	Quarterly SDBIP Audit reports

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4. Key deliverables - Key Performance Indicator's

Thrust/ KPA	Strategic Objective	Programme	Key Performance Indicator	KPI weighting (%)	Baseline (2012/13)	Target Sept '13	Target Dec '13	Target Mar '14	Target Jun '14	Means of Verification
GG	Effective and Efficient administration	Performance monitoring and reporting	# of MM Departmental monthly reports submitted on time	3%	12	3	6	9	12	Monthly, quarterly, half yearly and annual reports Risk register
GG	Effective and Efficient administration	Risk management	# of risks identified	3%	17	Not applicable this quarter	15	Not applicable this quarter	10	
GG	Effective and Efficient administration	Sound Governance	# of quarterly internal audit reports submitted to audit committee	4%	4	1	2	3	4	Audit Risk Report Quarterly Audit reports
GG	Effective and Efficient administration	Sound Governance	# of Audit committee packs submitted 7 days before meeting	3%	0	1	2	3	4	Acknowledgement of receipt & schedule of meetings
GG	Effective and Efficient administration	Sound Governance	Revised 3 year strategic plan (Internal Audit) approved by Audit Committee	3%	13-Dec	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	30-Jun	AC Minutes
GG	Effective and Efficient administration	Sound Governance	# of audit queries from AG	5%	55	Not applicable this quarter	0	Not applicable this quarter	Not applicable this quarter	AG Report
GG	Effective and Efficient administration	Sound Governance	Audit opinion	5%	Disclaimer	Not applicable this quarter	No Qualification	Not applicable this quarter	Not applicable this quarter	Audit Report
GG	Effective and Efficient administration	Sound Governance	% of Internal Audit queries responded to within 10 days	3%	100%	100%	100%	100%	100%	Register of Internal Audit queries & corresponding reports
GG	Effective and Efficient administration	Sound Governance	# audit committee meetings held	3%	4	1	2	3	4	Agendas, attendance register
GG / MFVM	Increase financial viability	Budget management	% of capital spent on projects as prioritised in IDP for specific year	3%	100%	100%	100%	100%	100%	Expenditure report
GG / MFVM	Increase financial viability	Budget management	% of municipal budget spent	3%	90%	25%	50%	75%	100%	Monthly financial budget reports
GG / MFVM	Increase financial viability	Budget management	% of departmental budget spent	3%	92%	25%	50%	75%	100%	Monthly financial budget reports
GG / MFVM	Increase financial viability	Budget management	% of departmental personnel budget spent	3%	100%	25%	50%	75%	100%	
GG / MFVM	Increase financial viability	Expenditure Management	% Capital expenditure	3%	78%	0%	50%	75%	100%	Budget Reports

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4. Key deliverables - Key Performance Indicator's

Thrust/ KPA	Strategic Objective	Programme	Key Performance Indicator	KPI weighting (%)	Baseline (2012/13)	Target Sept '13	Target Dec '13	Target Mar '14	Target Jun '14	Means of Verification
GG / MFVM	Increase financial viability	Financial reporting	% of AG queries responded to within 3 working days	3%	70%	Not applicable this quarter	100%	Not applicable this quarter	Not applicable this quarter	Register of AG queries and response dates
GG / MFVM	Increase financial viability	Municipal Assets	# of departmental asset verifications done	3%	1	0	1	1	2	Asset verification checklist
GG / MFVM	Increase financial viability	Supply chain management	# of Tenders awarded that deviated from the adjudication committee recommendations	3%	0	0	0	0	0	Monthly SCM report
GG / MFVM	Increase financial viability	Supply chain management	% of Bids awarded within 2 weeks after adjudication committee resolution	3%	100%	100%	100%	100%	100%	Submission register
LED	Integrated developmental planning	Integrated development planning	IDP credibility rating	7%	High	High	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Monthly reports COGHSTA report
LED	Integrated developmental planning	Integrated Development Planning	# of IDP Technical Committee meetings	6%	4	2	4	5	6	Minutes & attendance registers of Steering Committee meetings
LED	Integrated developmental planning	Integrated Development Planning	# of IDP steering Committee meetings	6%	4	2	4	5	6	Minutes & attendance registers of Steering Committee meetings
LED	Integrated developmental planning	Integrated Development Planning	# of IDP Rep forum meetings.	6%	4	2	4	5	6	Minutes & Attendance registers of Rep forum meetings
LED	Integrated developmental planning	Integrated Development Planning	Draft IDP approved by Council by 31 March annually	6%	31-Mar	Not applicable this quarter	Not applicable this quarter	31-Mar	Not applicable this quarter	Council Minutes
LED	Integrated developmental planning	Integrated Development Planning	Submission of draft IDP to COGHSTA & PT within 8 days of approval	6%	7 days	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	8 days	Acknowledgement of Receipt by COGHSTA & PT
LED	Integrated developmental planning	Integrated Development Planning	Final IDP approved by Council by 31 May annually	7%	28-May	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	31-May	Council Minutes
LED	Integrated developmental planning	Integrated Development Planning	Final IDP submitted to COGHSTA & Treasury within 10 working days of approval	7%	1	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	10 days	Acknowledgement of Receipt by COGHSTA & PT

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4. Key deliverables - Key Performance Indicator's

Thrust/ KPA	Strategic Objective	Programme	Key Performance Indicator	KPI weighting (%)	Baseline (2012/13)	Target Sept '13	Target Dec '13	Target Mar '14	Target Jun '14	Means of Verification
LED	Integrated developmental planning	Integrated Development Planning	Placing of draft IDP on the website within 14 days of approval	7%	14 days	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	14 days	IT Acknowledgement of receipt from IDP
LED	Integrated developmental planning	Integrated Development Planning	Placing of final IDP on the website within 14 days of approval	7%	14 days	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	14 days	IT Acknowledgement of receipt from IDP
LED	Integrated developmental planning	Integrated Spatial Development	% of capital spent on projects as prioritised in IDP for specific year	7%	100%	100%	100%	100%	100%	IDP list of capital projects & Budget report.
LED/MTOD	Develop a high performance culture for a changed, diverse, efficient and effective local government	Employee Performance Management	# of formal performance reviews for Sect 57	7%	2	1	1	2	2	Mid-year and Annual Assessment reports
LED/MTOD	Develop a high performance culture for a changed, diverse, efficient and effective local government	Employee Performance Management	# of critical posts with signed performance agreements (MM, CFO, Engineer, Town Planner, CORP, Communications)	7%	2	6	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Signed Performance Agreements
LED/MTOD	Develop a high performance culture for a changed, diverse, efficient and effective local government	Employee Performance Management	# Section 56/57 Managers with signed Performance Agreements/ within legislated timeframes	7%	1	7	7	7	7	Performance Agreements for Sect 56/57 Managers
LED/MTOD	Develop a high performance culture for a changed, diverse, efficient and effective local government	Employee Performance Management	% of MM Managers with signed performance plans by 31 August	7%	100%	100%	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Signed Performance Plans Managers

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5. Key deliverables - Projects

Thrust/ KPA	Strategic Objective	Programme	Project/ Initiative	Project weighting (%)	Target date	Opex Budget 2013/14	Capex Budget 2013/14	Qtr target Sept '13	Qtr target Dec '13	Qtr target Mar '14	Qtr target Jun '14	Means of Verification
BSD	Optimise and sustain infrastructure investment and services	Infrastructure Planning	Infrastructure Development Plans	40%	30/06/2014			Monitor the drafting of the Infrastructure Development plans (Water, Sewer, Roads, Parks & Cemetery master plans)	Monitor the drafting of the Infrastructure Development plans (Water, Sewer, Roads, Parks & Cemetery master plans)	Monitor the drafting of the Infrastructure Development plans (Water, Sewer, Roads, Parks & Cemetery master plans)	Monitor the drafting of the Infrastructure Development plans (Water, Sewer, Roads, Parks & Cemetery master plans)	Correspondence with Directors Progress Reports
BSD	Enhance sustainable environmental management and social development	Disaster management	Disaster response and recovery	30%	30/06/2014			Develop a response and recovery plan for GTM based on the district plan	Submit GTM response and recovery plan to Council for approval	Train departments on the implementation of the Response and recovery plan	Train departments on the implementation of the Response and recovery plan	GTM Response & Recovery plan Council minutes Training attendance register
BSD	Enhance sustainable environmental management and social development	Disaster management	Disaster Risk assessment	30%	30/06/2014			Liaise with the District Disaster Management to establish mechanisms for doing a risk assessment internally	Engage all departments to identify potential risks	Engage all departments to identify potential risks	Consolidat risk assessment report and submit to Council	Disaster risk assessment report
GG	Improve stakeholder satisfaction	Intergovernmental relations	Municipal GR	11%	30/06/2014			Ensure regular attendance of IGR meetings and implementation of resolutions	Ensure regular attendance of IGR meetings and implementation of resolutions	Ensure regular attendance of IGR meetings and implementation of resolutions	Ensure regular attendance of IGR meetings and implementation of resolutions	Minutes and resolutions register
GG	Effective and Efficient administration	Management and Administration	Purchase office furniture and Equipment for the M/M's department	11%	30/06/2016		R 409 000	Not applicable this quarter	Not applicable this quarter	Procurement of furniture	Procurement of furniture	Asset Register update
GG/MTOD	Effective and Efficient administration	Performance Monitoring and Reporting	Performance Management Software	11%	30/06/2014			Finalise TOR and submit specifications to SCM for advertisement of electronic PM System.	Appointment of service provider. Develop implementation programme.	Ensure roll-out of electronic PM and capacity building of PM officials in HR and MM office to manage system	Ensure roll-out of electronic PM and capacity building of PM officials in HR and MM office to manage system	Proof of Purchase
GG/MTOD	Effective and Efficient administration	Performance Monitoring and Reporting	Performance Reporting	12%	30/06/2014			Finalise Annual Performance Report by 30 August. Submit 4th Qtr MTAS report to DLGH within 5 weeks of close of quarter	Submit 1st Quarter MTAS & SDBIP reports to DLGH within 5 weeks of close of quarter	Submit 2nd Quarter MTAS & SDBIP reports to DLGH within 5 weeks of close of quarter	Submit 3rd Quarter MTAS & SDBIP reports to DLGH within 5 weeks of close of quarter	Proof of submission of MTAS (4) and SDBIP (4)
GG	Effective and Efficient administration	Risk management	Risk Assessment	11%	30/06/2014			Quarterly reporting on the top 10 risks to the Audit Committee	Quarterly reporting on the top 10 risks to the Audit Committee	Quarterly reporting on the top 10 risks to the Audit Committee	Quarterly reporting on the top 10 risks to the Audit Committee	Updated Risk Register Risk Report (Quarterly) A.C. minutes

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5. Key deliverables - Projects

Thrust/ KPA	Strategic Objective	Programme	Project / Initiative	Project weighting (%)	Target date	Opex Budget 2013/14	Capex Budget 2013/14	Qtr target Sept '13	Qtr target Dec '13	Qtr target Mar '14	Qtr target Jun '14	Means of Verification
GG	Effective and Efficient administration	Risk management	Risk management implementation plan	11%	30/06/2014			Draft Risk Management implementation plan in line with the national framework and submit to council for approval by 30 July.	Ensure that Risk Management processes and reporting lines are established	Establish Risk Management Committee	Coordinate Risk Management committee meetings	Council minutes Communications Risk Management Committee Establishment notice & Minutes
GG	Effective and Efficient administration	Risk management	Risk regulatory framework	11%	30/06/2014			Customise national Risk Management policy and strategy to GTM circumstances	Customise national Risk Management policy and strategy to GTM circumstances	Submit customised Risk Management Policy to Council for approval	Submit customised Risk Management Strategy to Council for approval by 30 June	Council minutes for Risk Policy & Risk Management Strategy
GG	Effective and Efficient administration	Sound Governance	Council Resolution Implementation	11%	30/06/2014			Monitor the implementation of Council resolutions. Keep register of progress	Monitor the implementation of Council resolutions. Keep register of progress	Monitor the implementation of Council resolutions. Keep register of progress	Monitor the implementation of Council resolutions. Keep register of progress	Resolution Register Implementation
GG/MF/M	Increase Financial Viability	Asset Management	Asset management	11%	30/06/2014			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	Bi-Annual Departmental Asset verification reports
LED	Integrated Development Planning	Integrated development planning	IDP Strategic Planning Workshop	12%	30/06/2014	R 300 000		Not applicable this quarter	Conduct IDP strategic session in October	Not applicable this quarter	Not applicable this quarter	Strategic Session Report Attendance Register
LED	Integrated Development Planning	Integrated development planning	IDP stakeholder register	12%	30/06/2014			Advertise for local stakeholders to register with GTM on the IDP stakeholder register. Updated register ready by 30 August '13	Monitor the attendance of IDP Representative Forum meetings by registered stakeholders and devise initiatives to encourage attendance	as per the approved programme	as per the approved programme	Advertisement Stakeholder Register Attendance Log
LED/MTOD	Develop high performance culture for a changed, diverse, efficient and effective local government	Employee Performance Management	Performance Management implementation guidelines (institutional)	12%	30/06/2014			Draft implementation guidelines for institutional performance management in line with reporting requirements	Submit implementation Guidelines to Council for approval.	Arrange a workshop with Management to familiarise all with implementation guidelines	Implement guidelines.	PMS Implementation guidelines Workshop attendance register

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5. Key deliverables - Projects

Thrust/ KPA	Strategic Objective	Programme	Project/ Initiative	Project weighting (%)	Target date	Opex Budget 2013/14	Capex Budget 2013/14	Qtr target Sept '13	Qtr target Dec '13	Qtr target Mar '14	Qtr target Jun '14	Means of Verification
LED/ MTOD	Develop high performance culture for a changed, diverse, efficient and effective local government	Employee Performance Management	Performance monitoring & evaluation	12%	30/06/2014			Ensure that annual assessment of all relevant employees in the Office of the MM is conducted. Ensure that the Annual Performance Evaluations for 2012/13 is concluded by 30 July.	Conduct an informal evaluation of 1st Quarter Performance of relevant employees in the Office of the MM and draft a report by 21 October	Ensure that a mid-year assessment of employee performance is conducted and a report drafted by 30 January	Ensure that an informal evaluation of 3rd Quarter Performance of relevant employees in the Office of the MM is conducted and a report drafted by 20 April	* 1st & 3rd Qtr Informal Departmental Individual Performance Report * Individual Performance report * Mid-year individual performance assessment
SR/LED	Integrated Developmental Planning	2030 Vision	Vision 2030 Strategy	13%	30/06/2014	R 1 000 000		Submit Specifications to SCWJ for advertisement	Appointment of service provider. Monitor the drafting of the 2030 Strategy	Draft Strategy available for comments	Adoption of 2030 Strategy by Council	Vision 2030 Strategy Council Minutes
SR/LED	Integrated Developmental Planning	Integrated Development Planning	IDP/Budget & PMS Process Plan	13%	30/06/2014			Ensure approval of IDP/Budget and PMS process plan by 31 August	Monitor adherence to the process plan and address deviations	Monitor adherence to the process plan and address deviations	Monitor adherence to the process plan and address deviations	Council Minutes Process Plan
SR/LED	Integrated Developmental Planning	Integrated Development Planning	IDP review	13%	30/06/2014			Draft Process plan and submit to Council by 30 July. Circulate community needs to departments and facilitate analysis phase to Sector Departments. review through the Representative Forum.	Conduct Strategic planning session and prioritise projects for next financial year. Submit project requests to Sector Departments.	Draft IDP to Council by 30 March. Submit draft IDP to COGHSTA within legislated timeframes	Advertise IDP for public input within 10 working days of approval, consolidate inputs and present to Council by 30 May. Submit final IDP to COGHSTA within legislated timeframes	Council Minutes on Process Plan Progress report per phase Correspondence with Departments Council Minutes for IDP adoption
SR/LED	Integrated Developmental Planning	Integrated Development Planning	IDP, Budget & PMS alignment	13%	30/06/2014	SDBIP		Manage the drafting of the IDP and Budget. Ensure that the SDBIP is aligned to the IDP & Budget and compliance to the Process Plan. IDP Analysis phase concluded	Manage the drafting of the IDP and Budget. Ensure that the SDBIP is aligned to the IDP & Budget and compliance to the Process Plan. IDP integration phase concluded and draft submitted to Council by 31 March	Manage the drafting of the IDP and Budget. Ensure that the SDBIP is aligned to the IDP & Budget and compliance to the Process Plan. Final IDP & Budget approved by Council by 31 May. Submission to relevant authorities	Manage the drafting of the IDP and Budget. Ensure that the SDBIP is aligned to the IDP & Budget and compliance to the Process Plan. Final IDP & Budget approved by Council by 31 May. Submission to relevant authorities	Correspondence Audit report

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6. Competency Requirements

Competencies *	Requirements	Weighting	Notes
Strategic Capability and Leadership	Must be able to provide vision, set the direction for the municipality and inspire others in order to deliver on the municipality's mandate	20	
Programme and Project Management	Must be able to plan, manage, monitor and evaluate specific activities in order to ensure that policies are implemented and that Local Government objectives are achieved	5	
Financial Management	Must be able to know, understand and comply with the Municipal Finance Management Act No.56 of 2003.	20	
Change Management	Must be able to initiate and support municipal transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments	10	
Knowledge Management	Must be able to promote the generation and sharing of knowledge and learning in order to enhance the collective knowledge of the municipality	5	
Service Delivery Innovation	Must be able to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals	5	
Problem Solving and Analysis	Must be able to systematically identify, analyse and resolve existing and anticipated problems in order to reach optimum solutions in a timely manner	5	
People Management and Empowerment	Must be able to manage and encourage people, optimise their outputs and effectively manage relationships in order to achieve the municipality's goals	5	
Client Orientation and Customer Focus	Must be willing and able to deliver services effectively in order to put the spirit of customer service (Batho Pele) into practice	10	
Communication	Must be able to exchange information and ideas in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence others to achieve the desired outcomes	5	
Accountability and Ethical Conduct	Must be able to display and build the highest standard of ethical and moral conduct in order to promote confidence and trust in the municipality	10	
Section Total:		100%	

* As published and defined within the Draft Competency Guidelines; Government Gazette 23

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7. Performance Assessment Process

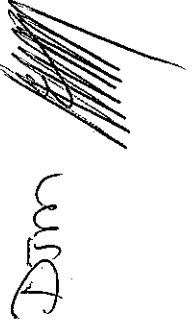
The following steps will be followed to ensure a fully participative and compliant performance assessment process is adhered to.

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 at 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 at 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	% Bonus
130-149%	5-9%
150% and above	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.




8. Rating Scale

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

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

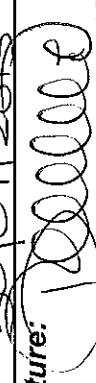
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9. Approval of the Personal Performance Plan

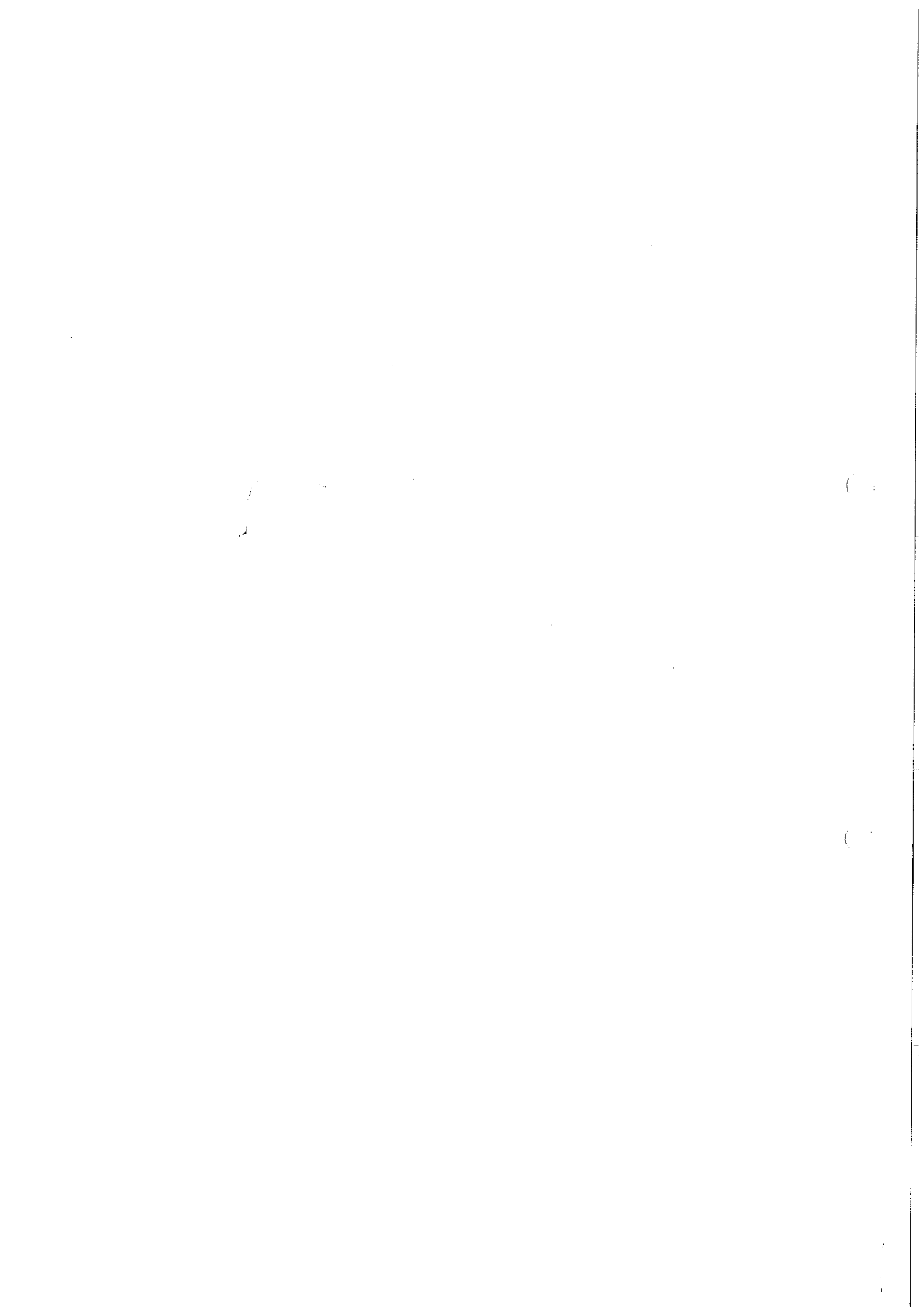
The process followed ensures individual alignment to the strategic intent of the institution and give clear direction on what needs to be achieved through a self-directed approach to execute on the objectives, to build sound relationships, to develop human capital and to strengthen the organisation through excellent performance. This plan has derived from intense workshopping 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.

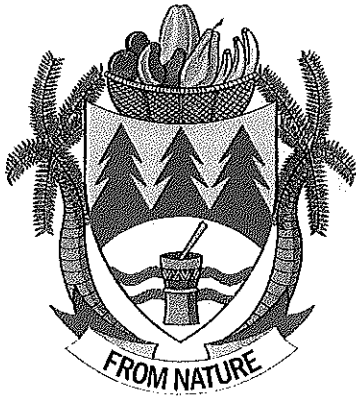
Undertaking of the employer / superior
 On behalf of my organisation, I undertake to ensure that a work environment conducive for excellent employee performance is established and maintained. As such, I undertake to lead to the best of my ability, communicate comprehensively, and empower managers and 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.

Signed and accepted by the Supervisor on behalf of Council:
Name: MOMETLE DIKLEDI JOSEPHINE
Date: 30/07/2013
Signature: 

Undertaking of the employee
 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.

Signed and accepted by the Employee
Name: MATHICABIA MASHYE ELIAS
Date: 30/07/2013
Signature: 





Annexure B

PERSONAL DEVELOPMENT PLAN (PDP)

2013/14

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

**GREATER TZANEEN
MUNICIPALITY**

**AS REPRESENTED BY THE
MAYOR**

Cllr DJ Mmetle

AND

MASIYE ELIAS MANKABIDI

1. INTRODUCTION

The Aim of the Personal Development Plan (PDP) is to ensure that

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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 *identifies, prioritise and implement* training needs

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.

Handwritten signature and initials. The signature is a stylized, cursive name, and the initials 'DJM' are written in a simple, blocky font to the right of the signature.

2. COMPETENCE MODELLING

The DPLG has decided that a competency development model will consist of both managerial and occupational competencies:

Managerial competencies should express those competencies which are generic of all management positions.

Occupational competence refers to competencies which are job/function specific.

3. COMPILING THE PERSONAL DEVELOPMENT PLAN ATTACHED AS THE APPENDIX.

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.

Column 1: Skills/Performance GAP

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

(a) The identified training needs should be entered into column one. The following should be taken into consideration:

Organisational needs

Strategic development priorities and competency requirements, in line with the municipality's strategic objectives.

The competency requirements of individual jobs. The relevant job requirements (job competency profile) as identified in the job description should be compared to the current competency profile of the employee to determine the individual's competency gaps.

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

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.

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

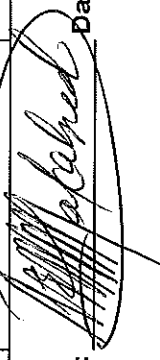
This identifies a support person that could act as coach or mentor with regard to the area of learning for the employee.

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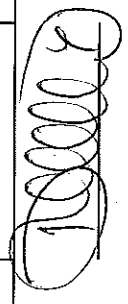
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4. Personal Development Action Plan 2013/14

Skills Performance Gap	Outcomes Expected	Suggested Training/Development Activity	Suggested Mode of Delivery	Suggested Time Frames	Work opportunity created to practice skill/development area	Support Person
Developmental Courses		Part-time registration of courses	Attendance of classes	12 months		

Employee's signature: 

Date: 30/07/2013

Mayor's signature: 

Date: 30/07/2013