

## **PERFORMANCE AGREEMENT**

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

**THE RUSTENBURG LOCAL MUNICIPALITY  
REPRESENTED BY**

**Nqobile Siyabonga Sithole**

in her capacity as the **Municipal Manager** of  
**Rustenburg Local Municipality**  
(the "Employer")

and

**Joseph Donny Matshego**

in his capacity as the  
**Acting Director Planning and Human Settlement of**  
**Rustenburg Local Municipality**  
(the "Employee")

(Collectively referred to as the "Parties")

**FOR THE PERIOD 01 OCTOBER – 31 DECEMBER 2017**



N.S.B.

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## PERFORMANCE AGREEMENT

### ENTERED INTO BY AND BETWEEN:

The Rustenburg local Municipality represented by **Nqobile Siyabonga Sithole** in her capacity as Municipal Manager (hereinafter referred to as the Employer or Supervisor) and

**Joseph Donny Matshego** in his capacity as the Acting Director: Planning and Human Settlement (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") on a month to month basis for a period ending **31 December 2017**. The Employer and the Employee are hereinafter referred to as "the Parties".

1.2 Section 57 (1) (b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual Performance Agreement.

1.3 The parties wish to ensure that they are clear about the goals to be achieved and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals.

1.4 The parties wish to ensure that there is compliance with Sections 57(4A) and 57(5) of the Systems Act.

1.5 In the agreement the following terms will have the meaning ascribed thereto:

1.5.1 this agreement- means the performance agreement between the Employer and Employee and the Annexures thereto;

1.5.2 the Municipal Manager- means the Municipal Manager of the Municipality appointed in terms Section 54A of the Local Government Municipal Systems Act;

1.5.3 the Employee- means the manager appointed in terms of Section 57 of the Systems Act;

1.5.4 the Employer- means Rustenburg Local Municipality; and

1.5.5 the Parties- means the Employer and Employee.

## 2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to -

- 2.1 comply with the provisions of Section 57(1) (b), 4(a) and (5) of the Systems Act as well as the Contract of Employment 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 Budget and Implementation Plan (SDBIP) and the budget of the municipality.
- 2.3 specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 monitor and measure performance against set targeted outputs;
- 2.5 use the Performance Agreement and Performance Plan as the basis for assessing the suitability of the Employee for employment and/or to assess whether the Employee has met the performance expectations applicable to his job;
- 2.6 appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and
- 2.7 give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

## 3 COMMENCEMENT AND DURATION

- 3.1 Notwithstanding the date of signature hereto, this Agreement will commence on the **01 October 2017 – 31 December 2017**, where after a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 This Agreement will terminate on the termination of the Employee's contract of employment for any reason.



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- 3.3 If at any time during the validity of this Agreement the work environment alters to the extent that the contents of this Agreement are no longer appropriate, the contents must by mutual agreement between the parties, immediately be revised.

#### **4. PERFORMANCE OBJECTIVES**

- 4.1 The Performance Plan (Annexure A) sets out-
- a. the performance objectives and targets that must be met by the Employee; and
  - b. 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, Budget and Service Delivery, Budget and Implementation Plan of the Employer, and shall include key objectives; key performance indicators; target dates and weightings.
- 4.3 The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.
- 4.4 The Employee's performance will in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

#### **5. PERFORMANCE MANAGEMENT SYSTEM**

- 5.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the municipality.
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required.

- 5.3 The Employer will consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee.
- 5.4 The employee undertakes to actively focus towards the promotion and implementation of the Key Performance Areas (KPA's) (including special projects relevant to the employee's responsibilities) within the local government framework.
- 5.5 The criteria upon which the performance of the employee must be assessed consist of two components, both of which must be contained in the performance agreement. 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 (CCRs), respectively. Each area of assessment will be weighted and will contribute a specific part to the total score. KPA's covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.
- 5.6 The employee's assessment will be based on his or her performance in terms of the outputs/outcomes (performance indicators) identified as per the performance plan which are linked to the KPA's, which constitute 80% of the overall assessment result as per the weightings agreed to between the employer and employee.

KEY PERFORMANCE AREAS	WEIGHTING
Basic Service Delivery	66
Municipal Institutional Development and Transformation	0
Local Economic Development	0
Municipal Financial Viability	10
Good Governance and Public Participation	24
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.



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**CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES (CCR)**

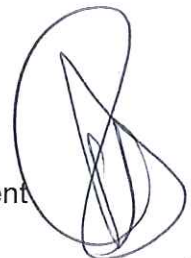
<b>Core Managerial and Occupational Competencies</b>	√ (Indicate choice and proficiency level)					<b>Weight</b>
	<b>Choice</b>	<b>Basic</b>	<b>Competent</b>	<b>Advanced</b>	<b>Expert</b>	
<b><i>Core Managerial Competencies:</i></b>						
Strategic Capability and Leadership			√			25
Programme and Project Management						
Financial Management	Compulsory		√			25
Change Management						
Knowledge Management						
Service Delivery Innovation						
Problem Solving and Analysis						
People Management and Empowerment	Compulsory		√			25
Client Orientation and Customer Focus	Compulsory		√			25
Communication						
Honesty and Integrity						
<b><i>Core Occupational Competencies:</i></b>						
Competence in Self Management						
Interpretation of and implementation within the legislative and national policy frameworks						
Knowledge of developmental local government						
Knowledge of Performance Management and Reporting						
Knowledge of global and South African specific political, social and economic contexts						
Competence in policy conceptualisation, analysis and implementation						
Knowledge of more than one functional municipal field / discipline						
Skills in Mediation						
Skills in Governance						
Competence as required by other national line sector departments						
Exceptional and dynamic creativity to improve the functioning of the municipality						
<b><i>Total percentage</i></b>	-					<b>100%</b>

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## 6 EVALUATING PERFORMANCE

- 6.1 The Performance Plan (**Annexure A**) to this Agreement sets out -
- a. the standards and procedures for evaluating the Employee's performance; and
  - b. the intervals for the evaluation of the Employee's performance.
- 6.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force.
- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.
- 6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's IDP.
- 6.5 The annual performance appraisal must involve:
- a. Assessment of the achievement of results as outlined in the performance plan:
    - (i) 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.
    - (ii) An indicative rating on the five-point scale should be provided for each KPA.
    - (iii) The applicable assessment rating calculator must then be used to add the scores and calculate a final KPA score.
  - b. Assessment of the CCR's
    - (i) Each CCR should be assessed according to the extent to which the specified standards have been met.



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- (ii) An indicative rating on the five-point scale should be provided for each CCR.
- (iii) This rating should be multiplied by the weighting given to each CCR during the contracting process to provide a score.
- iv) The applicable assessment rating calculator must then be used to add the scores and calculate a final CCR score.

c. Overall rating

- (i) An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.
- (ii) The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CCR's:

Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Outstanding performance	Performance <b>far exceeds</b> the standard expected of an employee 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 <b>significantly higher</b> 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 achieves all others throughout the year.					
3	Fully effective	Performance <b>fully meets the standards</b> 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.					

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2	Not fully effective	Performance is <b>below the standard</b> 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 <b>does not meet the standard</b> expected for the job. The review/assessment indicates that the employee has achieved 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.	

d) For purposes of evaluating the **annual performance** of the managers directly accountable to the municipal managers, an evaluation panel constituted of the following persons must be established -

- (i) Municipal Manager;
- (ii) Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
- (iii) Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council; and
- (iv) Municipal manager from another municipality.

## 7. SCHEDULE FOR PERFORMANCE REVIEWS

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

1<sup>st</sup> quarter: Not later than end of the second week of October.

2<sup>nd</sup> quarter: Not later than end of the first week of January.

3<sup>rd</sup> quarter: Not later than end of the second week of April.

4<sup>th</sup> quarter and annual review: First week of August

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

7.3 Performance feedback must be based on the Employer's assessment of the

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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 on agreement between both parties.
- 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 on agreement with both parties.

## **8. DEVELOPMENTAL REQUIREMENTS**

The Personal Development Plan (PDP) for addressing developmental gaps must form part of the performance agreement. (For the remainder of the 2016/2017 financial year it will not be applicable)

## **9. OBLIGATION OF THE EMPLOYER**

- 9.1 The Employer must –
- a. Create an enabling environment to facilitate effective performance by the employee;
  - b. Provide access to skills development and capacity building opportunities;
  - c. Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
  - d. On the request of the Employee delegate such powers reasonably required by the Employee to enable him/her to meet the performance objectives and targets established in terms of this Agreement; and
  - e. Make available to the Employee such resources as the Employee may reasonably require from time to time to assist him/her to meet the performance objectives and targets established in terms of this Agreement.



## 10. CONSULTATION

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

- a. A direct effect on the performance of any of the Employee's functions;
- b. Commit the Employee to implement or to give effect to a decision made by the Employer; and
- c. 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 clause 10.1 above, as soon as is practicable to enable the Employee to take any necessary action without delay.

## 11. MANAGEMENT OF EVALUATION OUTCOMES

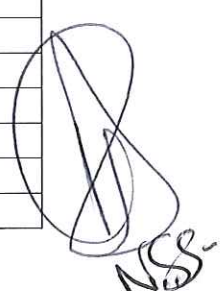
11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.

11.2 A performance bonus of 5% to 14% of the all-inclusive annual remuneration package shall be paid to the Employee in recognition of performance, in determining the performance bonus the relevant percentage is based on the overall rating, calculated by using the applicable assessment-rating calculator.

The performance bonus will be awarded based on the following scheme:

**A score of 130 - 149% is awarded a bonus from 5% - 9% and a score of 150% and above is awarded a bonus from 10% - 14%;**

No	Final Score	Per cent Performance Bonus
1	130.0%	5.0%
2	131.0% -135.0%	6.0%
3	136.0% -140.0%	7.0%
4	141.0% - 145,0%	8.0%
5	146.0% - 149.0%	9.0%
6	150.0% -154.0%	10.0%
7	155.0% - 159.0%	11.0%
8	160.0% - 164.0%	12.0%
9	165.0% - 169.0%	13.0%
10	170.0% - 175.0%	14.0%





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

- a. provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and
- b. after appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

## **12. DISPUTE RESOLUTION**

**12.1** Any disputes about the nature of the employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or salary increment in the agreement, must be mediated by –

- (a) In the case of managers directly accountable to the municipal manager, the executive mayor or mayor 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** Any disputes about the outcome of the employee's performance evaluation, must be mediated by –

- (a) 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), within thirty (30) days of receipt of a formal dispute from the employee;

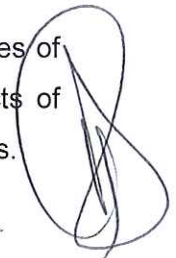
whose decision shall be final and binding on both parties.

## **13. GENERAL**

**13.1** The contents of this performance agreement must be made available to the public by the Employer;

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


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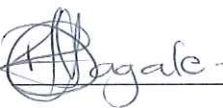


**14. SIGNATURES**

Signed at **RUSTENBURG** on this 06 day of November 2017

**AS WITNESSES:**

1. 

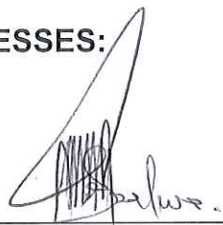
2. 

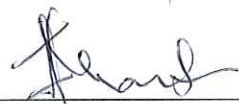


**Joseph Donny Matshego**  
**Acting Director: Planning and Human Settlement**

Signed at RUSTENBURG on this \_\_\_\_ day of \_\_\_\_\_ 2017

**AS WITNESSES:**

1. 

2. 



**Nqobile Siyabonga Sithole**  
**Municipal Manager**

# PERFORMANCE PLAN FOR DIRECTOR PLANNING AND HUMAN SETTLEMENT - 2017/2018 FINANCIAL YEAR

National KPA	Strategic Priority	Objective	Project Owner	Project	Project Manager	KPI NO	Weight	Key Performance Indicators	Evidence or Performance Standards	Baseline	Annual Target	Quarterly targets			
												1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
Basic Service Delivery	Develop and sustain a spatial, natural and built environment	Improved service delivery through provision of high quality, reliable and cost effective infrastructure based on integrated spatial planning	Director	Land Acquisition	Unit Manager Estate & Land sales	1	10	Number of portions of state land acquired for human settlement	Progress report Progress report Submission to Council approval Copy of signed agreements	New	2				2
			Director	Revenue generation	Unit Manager Estate & Land sales	2	10	Rand value of disposed immovable assets	Certified Budget spreadsheet from BTO	R5 000 000	R5 000 000	R500 000	R1 500 000	R2 500 000	R5 000 000
			Director	Review of SDF	Unit Manager Town Planning	3	3	% Review of Spatial Development Framework	Progress report on procurement processes 1 <sup>st</sup> and 2 <sup>nd</sup> quarter Progress report and consultation 3 <sup>rd</sup> Quarter Draft send to Council 4th quarter	New	100%				100%
			Director	Implementation of precinct plan projects	Unit Manager Estate & Land sales	4	5	Number of lease agreement completed for Precinct plan project on urban agriculture.	progress report signed lease agreements 4th quarter	New	7				7
			Director	Revenue generation	Unit Manager Town Planning; Unit Manager Building Control and Regulations	5	10	Rand value of revenue generated from Town Planning and Building Control fines	Certified Budget spreadsheet from BTO	R112 611	R60 549	R10 000	R20 000	R30 000	R60 549
			Director		Unit Manager Town Planning; Unit Manager Building Control and Regulations; Unit Manager Estate Admin and Land Sales	6	10	Rand value of revenue collected from town planning processes/procedure; servitudes registration and building control applications submitted to the Municipality	Certified Budget spreadsheet from BTO	R1 317 680	R1 388 405	R500 000	R600 000	R1 000 000	R1 388 405
Municipal financial viability and transformation	Ensure sustainable municipal financial viability and management	Implement sound and sustainable management and compliance controls	Director		Unit Manager Housing	7	5	Rand value of housing rental collection	Certified budget spreadsheet from BTO	R4 196 426	R4 196 426	R500 000	R1 000 000	R2 500 000	R4 196 426
			Director	Creation of enabling environment for human settlement development	Unit Manager Housing Provision	8	3	Number of housing units facilitated as part of Integrated Residential Development Programme in Bokamoso	Signed Happy letters	New	500	-	60	200	500
			Director		Unit Manager Housing Provision	9	10	Number of housing units facilitated as part of Integrated Residential Development Programme in yizo yizo Botetong by 30 June 2018	Signed Happy letters	New	170	30	60	110	170
			Director	Operating budget management	Unit Managers	10	3	Percentage expenditure on the approved operational budget.	Certified budget spreadsheet by BTO	95%	95%	20%	50%	70%	95%
Good Governance	Uphold good governance and public participation principles	Drive good governance and legislative compliance in municipal processes	Director	Overtime budget management	Unit Managers	11	4	Percentage expenditure on overtime not exceeding approved budget.	Certified budget spreadsheet from BTO	50%	50%	5%	15%	25%	50%
			Director	Clean Audit	Unit Managers	12	3	Number of deviations resulting in unauthorised, irregular and fruitless expenditure	Deviation Report	New	0	0	0	0	0
			Director	IDP Implementation	Unit Managers	13	3	Percentage completion of the review/amendment of the IDP	Acknowledgement of receipts	Apr-17	100%	-	-	50%	100%
			Director	Budget Implementation	Unit Managers	14	4	Percentage completion of the directorate's technical SDBIP	Acknowledgement of receipts	Jun-17	100%	-	-	-	100%

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National KPA	Strategic Priority	Objective	Project Owner	Project	Project Manager	KPI NO	Weight	Key Performance Indicators	Evidence or Performance Standards	Baseline	Annual Target	Quarterly targets			
												1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
			Director	Performance Management System	Unit Managers	15	4	% Implementation of the Performance Management System	Attendance Register Performance feedback Performance Agreements directorate quarterly report	4	100%	100%	100%	100%	100%
			Director	Risk Management	Unit Managers	16	3	Number of risk assessments sessions conducted	Risk Register	4	4	1	2	3	4
			Director		Unit Managers	17	3	Percentage of public participation meetings attended	Risk Mitigation Plan Attendance Registers (Mayoral Imbizo's, Representative Foras, Multi-Stakeholder, Annual Report and Steering committee meetings)	New	100%	100%	100%	100%	100%
			Director	Operation Clean Audit	Unit Managers	18	2	Percentage of external queries responded to within the required timeframe	Audit Action plan Report on implementation of action plan	2 working days	100%				100%
			Director	Operation Clean Audit	Unit Managers	19	2	Percentage of internal queries responded to within the required timeframe	Audit Action plan Report on implementation of action plan	5 working days	100%	100%	100%	100%	100%
TOTAL							100								

JOSEPH DONNIN-MARSHO  
ACTING DIRECTOR PLANNING AND HUMAN SETTLEMENT

DATE

N S SITHOLE  
MUNICIPAL MANAGER

DATE



## **PERSONAL DEVELOPMENT PLAN (PDP)**

Entered into by and between

**Nqobile Siyabonga Sithole**

["the Employer"]

and

**Joseph Donny Matshego**

["the Employee"]

A handwritten signature in blue ink, consisting of a large, stylized 'S' with a vertical line through it, and a smaller 'N' to the left.

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## 1. Personal Development Plan

### 1.1.1 A Municipality should be committed to –

- (a) the continuous training and development of its employees to achieve its vision, mission and strategic objectives and empower employees; and
- (b) Managing training and development within the ambit of relevant national policies and legislation.

### 1.1.2 A Municipality should follow an integrated approach to Human Resource Management, that is:

- (a) Human resource development forms an integral part of human resource planning and management.
- (b) In order for training and development strategy and plans to be successful it should be based on sound Human Resource (HR) practices, such as the (strategic) HR Plan, job descriptions, the result of regular performance appraisals and career pathing.
- (c) To ensure the necessary linkage with performance management, the Performance Management and Development System provides for the Personal Development Plans of employees to be included in their annual performance agreements. Such approach will also ensure the alignment of individual performance objectives to the municipality's strategic objectives, and that training and development needs can be identified through performance management and appraisal.
- (d) Career-pathing ensures that employees are placed and developed in jobs according to aptitude and identified potential. Through training and development they can acquire the necessary competencies to prepare them for future positions. A comprehensive competency framework and profile for Municipal Managers are attached and these should be linked to relevant registered unit standards to specifically assist them in compiling Personal Development Plans in consultation with their managers.
- (e) Personal Development Plans are compiled for individual employees and the data collated from all employees in the municipality forms the basis for the prescribed Workplace Skills Plan, which municipalities are required to compile as a basis for all training and education activities in the municipality in a specific financial year and report on progress made to the Local Government Sector Education and Training Authority.

### 1.1.3 The aim of the compilation of Personal Development Plans is to identify, prioritise and implement training needs.

### 1.1.4 Compiling the Personal Development Plan attached at Annexure B.

- (a) Competency assessment instruments, which are dealt with more specifically in main Performance agreement, should be established to assist with the objective assessment of employees' actual competencies against their job specific competency profiles and managerial competencies at a given period in time with the purpose of identifying training needs or skills gaps.
- (b) The competency framework and profiles and relevant competency assessment results will enable a manager, in consultation with his / her employee, to **compile a Personal Development Plan**. The identified training needs should be **entered into column on Annexure B, entitled Skills / Performance Gap**. The following should be carefully determined during such a process:
  - (i) Organisational needs, which include the following:
    - o Strategic development priorities and competency requirements, in line with the municipality's strategic objectives.
    - o The competency requirements of individual jobs. The relevant job requirements (job competency profile) as identified in the job

description should be compared to the current competency profile of the employee to determine the individual's competency gaps.

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

(ii) Individual training needs that are job / career related.

- (c) The **prioritization of the training needs [1 to 1]** should be listed since it may not be possible to address all identified training needs in a specific financial year. It is however of critical importance that training needs be addressed on a phased and priority basis. This implies that all these needs should be prioritized for purposes of accommodating critical / strategic training and development needs in the HR Plan, Personal Development Plans and the Workplace Skills Plan.
- (d) Consideration must then be given to the **expected outcomes**, to be listed in **column 2 of Annexure B**, so that once the intervention is completed the impact it had can be measured against relevant output indicators.
- (d) **An appropriate intervention** should be identified to address training needs / skills gaps and the outcome to be achieved but with due regard to cost effectiveness. These should be listed in **column 3 of Annexure B, entitled: Suggested training and / or development activity** in line with the National Qualifications Framework, which could enable the trainee to obtain recognition towards a qualification for training undertaken. It is important to determine through the Training / Human Resource Development / Skills Development Unit within the municipality whether unit standards have been developed and registered with the South African Qualifications Authority that are in line with the skills gap and expected outcomes identified. Unit standards usually have measurable assessment criteria to determine achieved competency.
- (e) **Guidelines regarding the number of training days per employee and the nominations of employees:** An employee should on average receive at least five days of training per financial year and not unnecessarily be withdrawn from training interventions.
- (f) **Column 4 of Annexure B: The suggested mode of delivery** refers to the chosen methodology that is deemed most relevant to ensure transfer of skills. The training / development activity should impact on delivery back in the workplace. Mode of delivery consists of, amongst others, self-study [The official takes it upon him / her to read e.g. legislation]; internal or external training provision; coaching and / or mentoring and exchange programmes, etc.
- (g) The **suggested time frames (column 5 of Annexure B)** enable managers to effectively plan for the annum e.g. so that not all their employees are away from work within the same period and also ensuring that the PDP is implemented systematically.
- (h) **Work opportunity created to practice skill / development areas, in column 6 of Annexure B**, 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).
- (i) The final column, **column 7 of Annexure B**, provides the employee with a **support person** that could act as coach or mentor with regard to the area of learning.



NSS



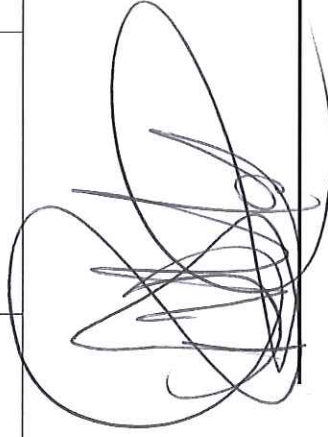
Personal Development Plan of:

Joseph Donny Matshego

Annexure B

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
CPMD	Completion of CPMD	Attendance of class	Attendance of classes 3 days per month	12 months	N/A	Municipal Manager

Employee's signature :



Manager's signature:



06/11/2017