#### DR RUTH SEGOMOTSI MOMPATI DISTRICT MUNICIPALITY



#### CORPORATE SERVICES MORAKANE SELEKE SENIOR MANAGER

TOR THE TRANSPACIAL YEAR PERFORMANCE **ACREMINATION** 2020/2024

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## PERFORMANCE A GREEMENT

Made and entered into by and between:

The Dr Ruth Segomotsi Mompati District
Municipality, as represented by
Mr. Teko Gaanakgomo
The Acting Municipal Manager of Dr Ruth
Segomotsi Mompati District Municipality
["the Employer"]

And

Ms. Morakane Seleke

The Senior Manager Corporate Services of Dr Ruth Segomotsi Mompati District Municipality

["the Employee"]

For the

Financial Year: 01 July 2020 – 30 June 2021

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### 1. INTRODUCTION

Manager to ensure a basis for performance and continuous improvement in to the Municipal Council of what can and should be expected from the Senior Manager will be directed, monitored and improved. It further provides assurance Local Government. The Performance Agreement sets out how the performance of the Senior

Section 57(1)(b) of the Systems Act, read with the contract of employment Performance Agreement annually. concluded between the two parties, requires the parties to conclude a

government, Manager, to a set of objectives that will promote the goals of developmental local and secure the commitment of the Employee, reporting to the Municipal The parties wish to ensure that they are clear about the goals to be achieved,

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

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## 2. PURPOSE OF THIS AGREEMENT

The parties agree that the purposes of this Agreement are 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 Implementation Plan (SDBIP) and the Budget of the Municipality.; Integrated Development Plan, Service Delivery and Budget employee's performance and accountabilities in alignment with the to communicate to the employee the employer's expectations of the
- 2.3 Annexure A to the performance agreement; Specify accountabilities as set out in a performance plan, which forms an
- 2.4 Monitor and measure performance against set targeted outputs;
- 25 Use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his job;
- 2,6 employee; and In the event of outstanding performance, to appropriately reward the
- 2.7. Give effect to the employer's commitment to a performance orientated relationship with its employee in attaining equitable and improved service delivery.

## 3. COMMENCEMENT AND DURATION

- 3.<u>1</u> new Performance Agreement, Performance Plan and Personal 01 July 2020 and will remain in force until 30 June 2021 thereafter a to current incumbent acting or fixed term contract commencing on the financial year or any portion thereof; This agreement will be for the financial year 2020-2021 and applicable Development Plan shall be concluded between the parties for the next
- 3.2 The parties will review the provisions of this Agreement during June each beginning of each successive financial year; Pian that replaces this Agreement at least once a year by no later than the year and must conclude a new Performance Agreement and Performance







- ယ contract of employment for any reason; This agreement will terminate on the termination of the Employee's
- 3.4 4. above-mentioned period to determine the applicability of the matters agreed upon; The content of this Agreement may be revised at any time during the
- <u>က်</u> otherwise) to the extent that the contents of this Agreement are no longer alters (whether as a result of government or council decisions or If at any time during the validity of this Agreement the work environment immediately be revised. appropriate, the contents must by mutual agreement between the parties,

#### 4 PERFORMANCE OBJECTIVES

- The Performance Plan attached per Annexure A set out the
- the performance objectives and targets that must be met by the Employee; and
- the time frames within which those performance objectives and targets must be met.
- 4.2. The performance objectives and targets reflected in the Performance Plan attached per Annexure A are set by the Employer in consultation with the target dates and weightings. Delivery and Budget Implementation (SDBIP) and the Budget of the Employee and based on the Integrated Development Plan, Service Municipality; and shall include key objectives, key performance indicators
- 4.3. It is agreed that-
- ដ the key objectives must describe the main tasks that must be performed by the Employee;
- Ġ the key performance indicators provide the details of the evidence that must be provided to indicate that a key objective has been achieved;
- ç the target dates describe the timeframe in which the work must be achieved; and
- ٩ the weightings indicate the relative importance of the key objectives to each other,

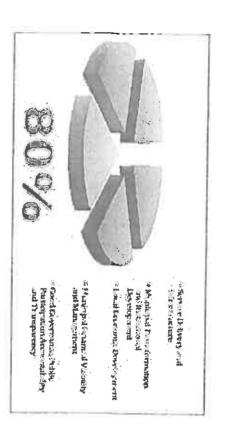




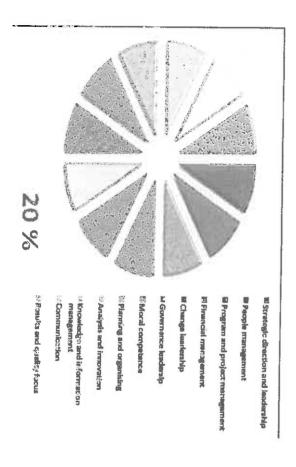
4.4 Integrated Development Plan and Service Delivery and Budget contributions to the goals and strategies set out in the Employer's The Employee's performance will, in addition, be measured in terms of Implementation Plan.

### ណ PERFORMANCE MANAGEMENT SYSTEM

- 51. system that the Employer adopts and implements in the Municipality; The employee agrees to participate in the performance management
- 52 municipal staff to perform to the standards required; system will be to provide a comprehensive system with specific The employee accepts that the purpose of the performance management performance standards to assist the employer, management, and
- <u>က</u> standards that will be included in the performance management system as The employer will consult the employee about the specific performance applicable to the employee;
- 5.4 government framework; projects relevant to the employee's responsibilities) within the local implementation of the Key Performance Areas (KPAs) (including special The employee undertakes to actively focus towards the promotion and the
- ប្រា The criteria upon which the performance of the employee shall be assessed and shall consist of two components, both of which shall be account for 20% of the final assessment; covering the main areas of work will account for 80% and CCRs will weighted and will contribute a specific part to the total score. KPAs Requirements (CCRs) respectively. Each area of assessment will be the Key Performance Areas (KPAs) and the Core Competency assessed against both components, with a weighing of 80:20 allocated to contained in the performance agreement. The employee must be
- . ე indicators (KPis) as agreed to between the Employer and the Employee; are linked to relevant KPAs, key objectives and key performance outputs (performance targets) reflected on the Performance Plan which The Employee's assessment will be based on his performance in terms of
- 5.7 area will make up 80% of the Employee's assessment score, and will The Key Performance Areas (KPAs) relating to the Employee's functional contain the following Areas:



- 5,8 CCRs are compulsory and include: the list as agreed to between the Employer and Employee. Three of the employee's specific job should be selected by ( $\sqrt{}$ ) to indicate choice from assessment score. CCRs that are deemed to be most critical for the attached per Annexure B will make up the other 20% of the employee's Competencies (CMCs) and the Core Occupational Competencies (COC) The Core Competency Requirements (CCRs) or Core Managerial
- (a) Financial Management;
  (b) People Management and Empowerment; and
  (c) Client Orientation and Customer Focus







### 9 **EVALUATING PERFORMANCE**

- 6.1 The Performance Plan (per Annexure A) to this Agreement sets out -
- <u>a</u>) the standards and procedures for evaluating the Employee's performance; and
- ₾ the intervals for the evaluation of the Employee's performance.
- 62 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.
- က္ Personal growth and development needs identified during any performance review discussion must be documented in a Personal must take place within set time frames. Development Plan as well as the actions agreed to and implementation
- 6.4 The annual performance appraisal will involve:
- Assessment of the achievement of results as outlined in the
- performance plan:
  (i) Each KPA will 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;
- $\equiv$ for each KPA; An indicative rating on the five-point scale will be provided

- $\equiv$ The applicable assessment rating calculator will then be used to add the scores and calculate a final KPA score.
- **b**) Assessment of the CCRs
- =the specified standards have been met; Each CCR will be assessed according to the extent to which
- $\equiv$ for each CCR; An indicative rating on the five-point scale will be provided
- $\equiv$ This rating will be multiplied by the weighting given to each CCR during the contracting process, to provide a score;
- 3 The applicable assessment rating calculator will then be used to add the scores and calculate a final CCR score.

#### 6.5. Overall rating

- <u>a</u> An overall rating is calculated by using the applicable assessment rating calculator, which represents the outcome of the performance
- <u>b</u> The performance assessment of the Employee will be based on the following five point rating scale for both KPA"s and CCR"s:

Level	Terminology	Description	Ratino
			1 2 3 4 5
CI	Outstanding	Performance far exceeds the standard	
	Performance	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	Performance is significantly higher	
	significantly	than the standard expected in the job.	
	above	The appraisal indicates that the	
	expectations	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.	
C	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	







	Ν.	
Unacceptable Performance	Not fully effective	
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 falled to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.	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.	the PA and Performance Plan.

- 6.6 The annual performance evaluation of the Employee will be performed by the evaluation panel constituted by the following persons:
- (a) Municipal Manager,
- (b) Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
- (c) Member of the mayoral committee;
- (d) Municipal Manager from another municipality;

# SCHEDULES FOR PERFORMANCE REVIEWS

7.1. The performance of the Employee in relation to his performance agreement will be reviewed quarterly on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

Fourth quarter	Inird quarter	Second quarter	First quarter	Quarter
April 2021 – June 2021	January 2021 - March 2021	October 2020 - December 2020	July 2020 - September 2020	Period
July 2021	April 2021	January 2021	October 2020	Date of review





- 72 assessment meetings and feedback must be based on the Employer's assessment of the Employee's performance; The Employer must keep a record of the mid-year review and annual
- 7.3. reasons. The employee should be fully consulted before any change is the provision of Performance Plan from time to time for operational The employer will be entitled to review and make reasonable changes to
- 7.4. or amended, and the Employee should be consulted before any such whenever the performance management system is adopted, implemented The Employer may amend the provisions of the Performance Plan change is made.

## 8. DEVELOPMENTAL REQUIREMENTS

developmental gaps that the Employee might have forms part of the performance agreement and is attached as **Annexure C**. The Personal Development Plan (PDP) that is aimed at addressing any

## ). OBLIGATIONS OF THE EMPLOYER

The employer must:-

- 9.1 Employee; create an enabling environment to facilitate effective performance by the
- 9.2 provide access to skills development and capacity building opportunities;
- 9.3. work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
- 9.4. by the Employee to enable him to meet the performance objectives and targets established in this Agreement; and on the request of the Employee delegate such powers reasonably required
- 9.5 reasonably require from time to time to assist him to meet the performance objectives and targets established in this Agreement. make available to the Employee such resources as the Employee may





### 10. CONSULTATION

- 10.1. The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others -
- 9 a direct effect on the performance of any of the employee's functions
- <u>5</u> commit the Employee to implement or to give effect to a decision made by the Employer, and
- a substantial financial effect on the Employee.
- 10.2. The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in sub-clause (1) above, as soon as is practicable to enable the Employee to take any necessary action without delay.

### 1 MANAGEMENT OF EVALUATION OUTCOMES

- 11.1. The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable
- 11.2 A performance bonus between 5% and 14% of the all-inclusive annual relevant percentage is based on the overall rating, calculated by using the applicable assessment-rating calculator; provided as follows: outstanding performance. In determining the performance bonus the remuneration package will be paid to the Employee in recognition of
- (a) a score of 130% to 149% is awarded a performance bonus of 5% to 9%; and
- (b) a score of 150% and above is awarded a performance bonus of 10% to 14%.
- 11.3. In the case of unacceptable performance, the Employer-
- must provide systematic remedial or developmental support to assist the Employee to improve his performance; and
- Ö consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his duties after appropriate performance counselling and having provided the improvement in performance, and performance does not improve, may necessary guidance and support as well as reasonable time for

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#### 12 DISPUTE RESOLUTION

- 12.1. whose decision will be final and binding on both parties; within thirty (30) days of receipt of a formal dispute from the Employee, whether it relates to key responsibilities, priorities, method of assessment and/or salary increment in the Agreement, will be mediated by the Mayor Any disputes about the nature of the Employee's Performance Agreement,
- 12.2. Any disputes about the outcome of the Employee's performance evaluation, will be mediated by a member of the municipal council, provided that such member was not part of the evaluation panel, within thirty (30) days of receipt of a formal dispute from the Employee, whose decision will be final and binding on both parties. The decision of the Mediator contemplated in sub-clause (12.1 above) will be final and binding on both parties;
- 12.3. In the event were the mediation process contemplated above fails, clause 15.4 of the contract of employment shall apply







#### 13 **GENERAL**

13.1 Nothing in this agreement reduces the obligations, duties or accountabilities of the Employee in terms of his Contract of Employment, or the effects of existing or new regulations, circulars, policies, directives or other instrument;

Thus done and signed at Vrybourd of Hrand 2021 on this 12 day

SENIOR MANAGER CORPORATE SERVICES

As witnesses

Thus done and signed at Age (

2021

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ACTING MUNCIPAL MANAGER

As witnesses

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#### ANNEXURE A

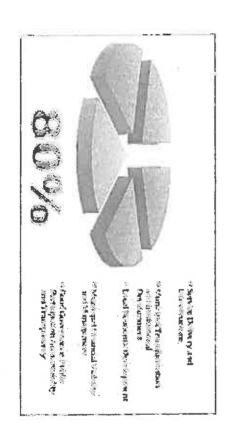
## **ANNUAL PERFORMANCE PLAN**

The Performance Plan sets out:

- a Key Performance Areas that the employee should focus on, performance objectives, key performance indicators and targets that must be met within a specific timeframe;
- 9 Core competencies required from employees prescribed in the directly accountable to Municipal Managers, R805 of 2006. Performance Regulations for Municipal Managers and Managers

overall assessment result as per the weightings agreed to between the outputs/outcomes (performance indicators) identified as per the performance plan which are linked to the National KPA's, which constitute 80% of the The employee's assessment will be based on his performance in terms of the employer and employee.

KPA's covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.



20%	Total
	municipality
	Exceptional and dynamic creativity to improve the functioning of the
	sector departments
	Competence as required by other national line
	Skills in governance, public mobilization and participation
	Negotiation and conflict resolution skills (Mediation and Arbitration)
	Knowledge of more than one functional municipal field / discipline
	Competence in policy conceptualization, analysis and implementation
	political, social and economic contexts
	Knowledge of global and South African specific
	Reporting
	Knowledge of Performance Management and
	Knowledge of developmental local government
	legislative an national policy frameworks
	Interpretation of and implementation within the
	delivery standards)
	Competence in Self-Management (Setting and agreeing on service
	Core Occupational Competencies:
	Team building
	Honesty and Integrity
	Communication
6.6%	Client Orientation and Customer Focus
6.6%	People Management and Empowerment
	Problem Solving and Analysis
	Service Delivery Innovation
	Knowledge Management
:	Change Management
	Financial Management
	Programme and Project Management
6.8%	Strategic Capability and Leadership
	Core Managerial Competencies:
Weighting	Core Competency Requirements (CCR's):

THE REL

The assessment of the performance of the Employee will be based on the following rating scale for KPA"s and CCRs:

Category	Ratings	Explanation of Ratings
KPI's Not Met/ Unacceptable Performance	1	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.
KPI's Almost Met / Not fully effective	2	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.
KPI's Met / Fully effective	3	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.
KPI's Well Met / Performance significantly above expectations	4	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.
KPI's Extremely Well Met / Outstanding Performance	5	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.

КЕҮ РЕЯГОЯМАИСЕ ІИПІСАТОЯЗ

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#### ANNEXURE B:

#### **CORE COMPETENCY REQUIREMENTS (CCR):**

#### (a) Core Managerial Competencies:

The performance of Section 57 Managers should be assessed in terms of Core Competency Requirements (CCRs) as required by the Regulations of Section 57 Managers. These competencies describe general managerial and occupational skills. The assessment of these competencies will account for (20%) twenty percent of the total employee assessment score. Three of the CCR"s are compulsory for all managers.

Competency Area	Indicate choice (Mark with √)	Comment	Ratings 12345	Timeframe to gain targeted competency	Training / programme needed to close competency	WEIGHT (in %)
Strategic Capability and Leadership	Compulsory		4	June 2021		
Programme and Project Management Financial Management						
Change Management						
Knowledge Management Service Delivery Innovation				+		
Problem Solving and Analysis						
People Management and Empowerment	Compulsory		4	June 2021		
Client Orientation and Customer Focus	Compulsory		4	June 2021		
Communication Honesty and Integrity						
Team building						

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#### (b)Core Occupational Competencies:

Competency Area	Indicate choice (Mark with ✓)	Comment	Ratings 12345	Timeframe to gain targeted competency	Training / programme needed to close competency	WEIGHT (in %)
Competence in Self- Management (Setting and agreeing on service delivery standards)						
Interpretation of and implementation within the legislative of 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						



Competency Area	Indicate choice (Mark with ✓)	Comment	Ratings 1 2 3 4 5	Timeframe to gain Competency	Training / programme needed to close competency	Weight (in %)
Competence in policy conceptualisation, analysis and implementation						
Knowledge of more than one functional municipal field / discipline						
Negotiation and conflict resolution skills (Mediation and Arbitration)						
Skills in governance, public mobilisation and participation						
Competence as required by other national line sector departments						
Exceptional and dynamic creativity to improve the functioning of the municipality						:
Total percentage	100%					

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#### ANNEXURE C:

# PERSONAL DEVELOPMENT PLAN (PDP)

Entered into by and between

#### THE DR RUTH SEGOMOTSI MOMPATI REPRESENTED BY THE ACTING DISTRICT MUNICIPALITY AS MUNICIPAL MANAGER

(duly authorised by the Executive Mayor)

["theEmployer"] Mr. Teko Gaanakgomo

and

["the Employee"] Ms. Morakane Seleke

#### Introduction

- 1 The Municipality is 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.
- 12 Development, that is: The Municipality follows an integrated approach to Human Resource
- Human resource development forms an integral part of human resource planning and management;
- 5 In order for a municipality's training and development strategy and plans to practices, such as the (strategic) HR Plan, job descriptions, the result of management and succession planning. regular performance appraisals, career pathing, scarce skills and talent be successful they will be based on sound Human Resource (HR)
- C alignment of individual performance objectives to the municipality's provide for the Personal Development Plans of employees to be included municipality's Performance Management and Development System should To ensure the necessary linkage with performance management, the identified during the performance management and appraisal process. strategic objectives, and that training and development needs are also in their Annual Performance Agreements. Such approach will ensure the
- 9 Career-pathing and succession planning ensures that employees are development interventions. management also requires appropriate training, education and competencies to prepare them for future positions. Scarce skills and talent and through training and development they acquire the necessary placed and developed in jobs according to aptitude and identified potential

#### N Competence Modeling

- 2.1 a depiction of the desired or required knowledge, skills and attributes for an individual in a specific position. For competence to be useful, the associated competence should be greater than the observed performance as it will allow achieving the institution's strategic objectives. The institution is in effect giving Competence is a future-oriented ideal that the employees require in the individual growth towards this "ideal";
- 2.2. 2.2.1. The dplg,hs&Ta has decided on:
- A managerial competency framework as an expression of required managerial competencies; and
- 222 Occupational competency profiles as expression of occupation / post competency requirements

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- Ç Compiling the Personal Development Plan attached as the Appendix.
- <del>-</del>γ The aim of the compilation of Personal Development Plans. (PDPs) is to identify, prioritise and implement training needs;
- ω N The Local Government: Municipal Systems Act: Guidelines: Generic senior sector departments" legislated competency requirements need also be taken Regulations, such as those developed by the National Treasury and other line provides comprehensive information on the relevance of items 2.2.1 and 2.2.2 into consideration during the PDP process; above to the PDP process. The Municipal Finance Management Competency management competency framework and occupational competency profiles
- 3.3. The Personal Development Plan should be compiled as follows:
- Appendix, entitled Skills / Performance Gap. The following should be The identified training needs should be entered into column 1 of the carefully determined during such a process:
- Organisational needs, which include the following:
- requirements, in line with the municipality's strategic Strategic development priorities and competency
- individual"s competency gaps. current competency profile of the employee to determine the The competency requirements of individual jobs. The identified in the job description should be compared to the relevant job requirements (job competency profile) as
- Specific competency gaps as identified during the probation period and performance appraisal of the employee.
- individual training needs that are job / career related.
- <u>5</u> Next, the prioritisation of the training needs [1 to ...] in column 1 the HR Plan, Personal Development Plans and the Workplace Skills Plan. of accommodating critical / strategic training and development needs in basis. This implies that all these needs should be prioritized for purposes importance that training needs be addressed on a phased and priority 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
- C Consideration must then be given to the outcomes expected in column 2 had can be measured against relevant output indicators. of the Appendix, so that once the intervention is completed the impact it
- 9 An appropriate Intervention should be identified to address training activity. The training / development must also be conducted either in line needs / skills gaps and the outcome to be achieved but with due regard to cost effectiveness. These interventions should be listed in column 3 of the Appendix, entitled: Suggested training and / or development with a recognised qualification from a tertiary institution or unit standards

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- recognition towards a qualification for training undertaken. Qualifications Authority), which could enable the trainee to obtain registered on the National Qualifications Framework (South African
- 0 at least five days of training per financial year and not unnecessarily be Guidelines regarding the number of training days per employee and withdrawn from training interventions. the nominations of employees: An employee should on average receive
- J programmes, etc. external training provision; coaching and / or mentoring and exchange [The official takes it upon him / her to read e.g. legislation]; internal or in the workplace. Mode of delivery consists of, amongst others, self-study the chosen methodology that is deemed most relevant to ensure transfer of skills. The training / development activity should impact on delivery back Column 4 of the Appendix: The suggested mode of delivery refers to
- 9 employees are away from work within the same period and also ensuring that the PDP is implemented systematically. managers to effectively plan for the annum e.g. so that not all their The suggested time frames (column 5 of the Appendix) enable
- き Work opportunity created to practice skill / development areas, in necessary to have skill that is used in the workplace). gained as well as return on investment (not just a nice to have skill but a column 6 of the Appendix, further ensures internalisation of information
- =The final column, column 7 of the Appendix, provides the employee with area of learning. a support person that could act as coach or mentor with regard to the
- 3.4 specific financial year and report on progress made to the Local Government as a basis for all training and education activities in the municipality, in a Personal Development Plans are compiled for Individual employees and the Sector Education and Training Authority (LGSETA). prescribed Workplace Skills Plan, which municipalities are required to compile data collated from all employees in the municipality forms the basis for the
- <u>(၁</u> provisions of the Skills Development Levies Act from the LGSETA if: be earmarked for it. Additional funding can also be secured in terms of the line with the Skills Development Act, at least 1% of the personnel budget must Funding should be made available for training, education and development, in
- A Skills Development Facilitator has been appointed;
- D B The Workplace Skills Plan has been submitted.
- A submission, including a Business Plan is submitted for additional grants



#### Personal Development Plan of Morakane Seleke

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
		1				

Employee's Signature:

Date:

12/20/27

Acting Municipal Manager's Signature:

Date: