



**PERFORMANCE AGREEMENT**  
**OF**  
**Mr. K BOIKANYO**  
**DIRECTOR PUBLIC SAFETY**  
**FOR THE 2012/13 FINANCIAL YEAR**

# PERFORMANCE AGREEMENT

made and entered into by and between

*MAFIKENG LOCAL MUNICIPALITY*

Between

K. Boikanyo

in his capacity as **Director: Public Safety**

**AND**

K Rabanye

In his capacity as the **Municipal Manager**

Of

**MAFIKENG LOCAL MUNICIPALITY**

(the employer)

(Collectively referred to as the "Parties")

For the

**FINANCIAL YEAR: 01 July 2012 – 30 June 2013**

## **TABLE OF CONTENTS**

1. Introduction
2. Purpose of this agreement
3. Commencement and Duration
4. Performance Objectives
5. Performance Management System
6. Performance Management and Development
7. Evaluating Performance
8. Schedule of Performance Reviews
9. Development Requirements
10. Obligations of the employer
11. Consultation
12. Management of the Evaluation Outcomes
13. Dispute Resolutions
14. General
15. Signatures

**Annexure: A                      Performance Plan**

**B                                      Personal Development Plan**

## **PERFORMANCE AGREEMENT**

Entered into by and between:

The Mafikeng Local Municipality represented by **Keabaka Boikanyo** in his capacity as **Director Public Safety** (hereinafter referred to as the Employee)

And

**Kgotso Rabanye** in his capacity as the **Municipal Manager** (hereinafter referred to as the Employer).

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”) for a period of **5 years**, ending **May 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), 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 Systems Act as well as the Contract of Employment entered into between the parties;
- 2.2 specify objectives and targets established for the Employee and to Communicate to the Employee the Employer's expectations of the Employee's performance expectations and accountabilities;
- 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 permanent 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 This Agreement will commence on the **01 July 2012** and will remain in force until **30 June 2013** 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 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment 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 the Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of the Agreement are no longer appropriate, the contents shall immediately be revised.

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

##### **4.1 The Performance Plan (Annexure A) 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 and the Budget 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 Employer, management and municipality staff of the Employer.
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required.
- 5.3 The Employer will consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee.

## **6. THE EMPLOYEE AGREES TO PARTICIPATE IN THE PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM THAT THE EMPLOYER ADOPTS**

- 6.1 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.
- 6.2 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.
- 6.2.1 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 Managerial Competencies (CMS's respectively)
- 6.2.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 6.2.3 KPA's covering the main areas of work will account for 80% and CMS's will account for 20% of the final assessment.

6.3 The Employee's assessment will be based on his/her performance in terms of the outputs/outcomes (performance indicators) identified as per attached Performance Plan (Annexure A), 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:

| <b>KEY PERFORMANCE AREAS</b>                           | <b>WEIGHTING</b> |
|--|------------------|
| Basic Service Delivery                                 | 60               |
| Municipal Institutional Development and Transformation | 15               |
| Local Economic Development                             | 0                |
| Municipal Financial Viability                          | 15               |
| Good Governance and Public Participation               | 10               |
| Total  | 100%             |

6.4 The CMC's will make up the other 20% of the Employee's assessment score. CMC'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:

| <b>CORE COMPETENCY REQUIREMENT FOR EMPLOYEES</b> |            |               |
|--|------------|---------------|
| <b>CORE MANAGERIAL COMPETENCIES (CMC)</b>        |            | <b>WEIGHT</b> |
| Strategic Capability                             |            | 10            |
| Programme and Project Management                 |            | 10            |
| Financial Management                             | Compulsory | 15            |
| Change Management                                |            |               |
| Knowledge Management                             |            |               |



|   |            |      |
|---|------------|------|
| Service Delivery Innovation                 |            | 15   |
| Problem Solving and Analytical Thinking     |            | 10   |
| People and diversity Management             | Compulsory | 15   |
| Client Orientation and Customer Focus       | Compulsory | 15   |
| Communications                              |            |      |
| Accountability and Ethical Conduct          |            | 10   |
| Policy Conceptualization and Implementation |            |      |
| Mediation skills                            |            |      |
| Advanced negotiation skills                 |            |      |
| Partnerships and stakeholder relations      |            |      |
| Supply Chain Management                     |            | 10   |
| TOTAL                                       |            | 100% |

## 7. EVALUATION PERFORMANCE

- 7.1 The Performance Plan (Annexure A) to this Agreement sets out-
- 7.1.1 the standards and procedures for evaluating the Employee's performance; and
  - 7.1.2 the intervals for the evaluation of the Employee's performance.
- 7.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force.
- 7.3 Personal growth and development needs identified during and performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.
- 7.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's IDP.

7.5 The annual performance appraisal will involve:

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

- (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 7.5.3 below) must then be used to add the scores and calculate a final KPA score.

7.5.2 Assessment of the CMC's

| Level | Terminology                                  | Description   | Rating |   |   |   |
|-------|--|---|--------|---|---|---|
|       |  |   | 1      | 2 | 3 | 4 |
| 5     | Outstanding performance                      | Performance far exceeds 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 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 achieves all others throughout the year.  |        |   |   |   |
| 3     | Fully effective                              | Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.   |        |   |   |   |
| 2     | Not fully effective                          | Performance is below 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 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. |  |
|---|--------------------------|---|--|

- (a) Each CMC 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 CMC.
- (c) The applicable assessment rating calculator (refer to paragraph 7.5.1 ) must then be used to add the scores and calculate a final CMC score.

#### 7.5.3 Overall rating

An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.

7.6 The assessment of the performance of the Employee will be based on the following rating scale of KPA's and CMC's.

7.7 For purposes of evaluating performance of the employee, an evaluation panel constituted by the following persons will be established to –

- 7.7.1 Chairperson of the Audit Committee
- 7.7.2 Ward Committee member[ on a rotational basis],where applicable
- 7.7.3 Member of the Mayoral Committee; and
- 7.7.4 Municipal Manager or his delegate

The **Employee's Performance** shall be evaluated by the Municipal Manager and moderated by the Audit Committee. The Executive Mayor will report to Council.

## **8. SCHEDULE FOR PERFORMANCE REVIEWS**

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

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

**2<sup>nd</sup> quarter: Not later than end of third week of January**

**3<sup>rd</sup> quarter: Not later than end of third week of April**

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

- 8.2 The Employer shall keep a record of the mid-year review and annual assessment meetings
- 8.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.
- 8.4 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 consulted before any such change is made.
- 8.5 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.

## **9. DEVELOPMENTAL REQUIREMENTS**

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

## **10. OBLIGATION OF THE EMPLOYER**

- 10.1 The Employer shall-
- 10.1.1 Create an enabling environment to facilitate effective performance by the employee;
- 10.1.2 Provide access to skills development and capacity building opportunities;
- 10.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
- 10.1.4 On the request of the Employee delegate such powers reasonably required by the Employee to enable him/her to meet the performance objectives and targets established in terms of this Agreement; and

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

## 11. CONSULTATION

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

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

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

11.1.3 A substantial financial effect on the Employer.

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

## 12. MANAGEMENT OF EVALUATION OUTCOMES

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

12.2 A performance bonus of 5% to 14% of the inclusive annual remuneration package shall be paid to the Employee in recognition of performance, and subject to an evaluation report provided for in 7.7 supra.

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

| <b>FINAL SCORE</b> | <b>BONUS AMOUNT</b>                  |
|--------------------|--------------------------------------|
| 150% - above       | 10 - 14% of inclusive annual Package |
| 130% - 149%        | 5 - 9% of inclusive annual Package   |
| Below 129%         | 0% Bonus                             |

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

12.4 In the case of unacceptable performance, the Employer shall-

12.4.1 provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and

12.4.2 after appropriate performance counseling 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.

### **13. DISPUTE RESOLUTION**

13.1 Any disputes about the nature of the Employee's performance Agreement whether it relates to key responsibilities, priorities, methods of

assessment and/or any other matter provided for, shall be mediated by –

13.1.1 the parties to the agreement within thirty [30] receipt of a formal dispute from the Employee; or

13.1.2 The Executive Mayor within thirty [30] days of receipt of a formal dispute from the Employee; or

13.1.3 Any other person appointed by the Mayor.

13.2 In the event that the mediation process contemplated above fails, clause

19.3 of the contract of Employment shall apply.

### **14. GENERAL**

14.1 The contents of this agreement and the outcome of any review conducted in terms of this of Annexure A may be made available to the public by the employer,

14.2 Nothing in this agreement diminishes the obligation, 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 instruments.

Thus done and signed at \_\_\_\_\_ on this \_\_\_\_\_ day  
of \_\_\_\_\_ 2012.

AS WITNESSES

1. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_  
**K. BOIKANYO**  
**DIRECTOR: PUBLIC SAFETY**

Signed at **MAFIKENG** on this \_\_\_\_\_ day of \_\_\_\_\_ 2012.

AS WITNESSES

1. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_  
**K.RABANYE**  
**MUNICIPAL MANAGER**



## Annexure A: Performance Plan: BASIC SERVICE DELIVERY AND INFRASTRUCTURE INVESTMENT

| Performance Objective                                       | Weighting |     | Key Performance Indicator   | Baseline                                    | Annual Target  | Budget      | Quarterly Targets               |                     |                     |                     | Evidence                                | Means of Verification            |
|---|-----------|-----|---|---|----------------|-------------|---------------------------------|---------------------|---------------------|---------------------|---|----------------------------------|
|   | PO        | KPI |   |   |                |             | Q1                              | Q2                  | Q3                  | Q4                  |   |                                  |
| To provide professional law enforcement Management services | 34        | 4   | Number of road blocks conducted                                       | At least 2 road blocks conducted            | 24 roadblocks  | Opex        | 6                               | 6                   | 6                   | 6                   | Reports Submitted                       | Signed off by accounting officer |
|   |           | 4   | Number of schools where scholar patrol activities have been conducted | 13 Schools trained (Learners and Educators) | 8 schools      | Opex        |                                 | -                   | 8                   | -                   | Reports Submitted                       | Signed off by accounting officer |
|   |           | 3   | Number of speed enforcement conducted                                 | Speed enforcement done weekly               | 160 p/a        | Opex        | 40                              | 40                  | 40                  | 40                  | Reports Submitted                       | Signed off by accounting officer |
|   |           | 3   | Response time to paint faded road markings                            | Road signs must be NRTA compliant           | 14 days        | Opex        | 14 days                         | 14 days             | 14 days             | 14 days             | Copy of occurrence book                 | Signed off by accounting officer |
|   |           | 3   | Response time to repair/replace damaged road signs                    | ad hoc                                      | Within 48 hrs  | Opex        | 48 hrs                          | 48 hrs              | 48 hrs              | 48 hrs              | Copy of monthly report submitted        | Signed off by accounting officer |
|   |           | 3   | Number of reports submitted on the management of the Municipal Pound  | 12 reports where submitted                  | 12 reports     | Opex        | 3                               | 3                   | 3                   | 3                   | Monthly report submitted                | Signed off by accounting officer |
|   |           | 4   | Number of inspections at the Municipal Pound                          | 12  | 12 Inspections | Opex        | 3                               | 3                   | 3                   | 3                   | Monthly report on inspections conducted | Signed off by accounting officer |
|   |           | 3   | Stray animal by-law reviewed  | By law in place                             | Dec 2012       | Opex        | -                               | Reviewed by law     | -                   | -                   | Copy of reviewed by law                 | Signed off by accounting officer |
|   |           |     | % of contravention notices issued against street trading by-laws      | Street trading by-laws not enforced         | 100%           | Operational | Establishment of structure/plan | 100% notices issued | 100% notices issued | 100% notices issued | 100% notices issued                     | Report on fines issued           |

|  |  |   |   |                  |                        |             |  |           |   |   |   |                                  |
|--|--|---|---|------------------|------------------------|-------------|--|-----------|---|---|---|----------------------------------|
|  |  | 2 | Road markings machine purchased                 | Manually marking | March 2013             |             | SCM process  | By Nov 12 | - | - | Proof of Purchase                               | Signed off by accounting officer |
| Facilitate the establishment of structures towards safer communities |  |   | Number of Community Policing Forums established | New initiative   | 10 wards by March 2013 | Operational | ward 2, 4, 8, Ward 11,12, 13(Ext 39), 15, Ward 16, 17,19 | -         | - | - | Reports of CPF established                      |                                  |
|  |  |   | Number of satellite police stations established | New initiative   | 7 wards by JUNE 2013   | Operational | Ext 39, Ward 6 (Lokaleng). ward 15,17, 19, ward 9, 23,   | -         | - | - | Reports of satellite police station established |                                  |

| Performance Objective   | Weighting |     | Key Performance Indicator                              | Baseline                              | Annual Target                               |             | Quarterly Targets |                      |      |            | Evidence                                | Means of Verification            |
|---|-----------|-----|--|---------------------------------------|---|-------------|-------------------|----------------------|------|------------|---|----------------------------------|
|   | PO        | KPI |  |                                       |   |             | Q1                | Q2                   | Q3   | Q4         |   |                                  |
| <b>To provide Testing and licensing services in accordance with legislation</b> | 16        | 3   | % of Driver License Applicants tested                  | Driver License Applicants tested 100% | 100% compliant to National Road Traffic Act | Operational | 100%              | 100%                 | 100% | 100%       | Monthly Statistical reports from system | Signed off by accounting officer |
|   |           | 3   | % of Permits (PrDP) issued per month                   | Permits (PrDP) issued 100%            | 100% compliant to National Road Traffic Act | Operational | 100%              | 100%                 | 100% | 100%       | Monthly Statistical reports from system | Signed off by accounting officer |
|   |           | 3   | % of vehicles tested per month                         | vehicles have been tested 100%        | 100% compliant to National Road Traffic Act | Operational | 100%              | 100%                 | 100% | 100%       | Monthly Statistical reports from system | Signed off by accounting officer |
|   |           | 4   | Licensing building renovated                           | Dilapidated building                  | Dec 2012                                    | Operational | SCM Process       | Renovation completed | -    | -          | Completion report                       | Signed off by accounting officer |
| <b>Provide professional Fire, Rescue and Disaster Management Services</b>       | 20        | 4   | Number of Fire Safety compliance inspections conducted | 140 inspections were conducted        | 160   | Operational | 40                | 40                   | 40   | 40         | Monthly Report submitted                | Signed off by accounting officer |
|   |           | 3   | Number of disaster awareness campaigns conducted       | Disaster plan adopted                 | 2 Campaigns                                 | R 600 000   |                   | 1 Campaign           |      | 1 Campaign | Report of campaigns held                | Signed off by accounting officer |

|  |  |   |  |   |                             |             |                  |             |                     |                               |  |                                  |
|--|--|---|--|---|-----------------------------|-------------|------------------|-------------|---------------------|-------------------------------|--|----------------------------------|
|  |  | 3 | Number of disaster advisory forum meetings held    | 3 meetings held                                     | 4 meetings                  | Operational | 1                | 1           | 1                   | 1                             | Copies of minutes & Attendance registers | Signed off by accounting officer |
|  |  | 4 | Number of Fire satellite station established       | Established fire services                           | 1 at Ottoshoop by June 2013 | R 1.2m      | Transfer process | SCM process | Renovations process | Project completion & handover | Completion & Handover Report             | Signed off by accounting officer |
|  |  | 3 | Number of fire fighting vehicles purchased         | 2   | 2 by Feb 2013               | R 2.9m      | SCM process      | -           |                     | Delivery & Handover           | Proof of Purchase                        | Signed off by accounting officer |
|  |  | 3 | Number of Fire Safety Awareness programs conducted | 15 Awareness programs were conducted during 2011/12 | 20                          | Operational | 5                | 5           | 5                   | 5                             | Monthly Reports                          | Signed off by accounting officer |

| Performance Objective  | Weighting |     | Key Performance Indicator                                      | Baseline             | Annual Target   | Budget      | Quarterly Targets |             |        |        | Evidence                            | Means of Verification            |
|--|-----------|-----|--|----------------------|-----------------|-------------|-------------------|-------------|--------|--------|-------------------------------------|----------------------------------|
|  | PO        | KPI |  |                      |                 |             | Q1                | Q2          | Q3     | Q4     |                                     |                                  |
| Provide professional Fire, Rescue and Disaster Management Services | 3         | 2   | Number of fire hydrants inspections conducted                  | 150 inspections done | 180 Inspections | Operational | 45                | 45          | 45     | 45     | Monthly Report Submitted            | Signed off by accounting officer |
|  |           | 1   | Number of fire fighting interns appointed                      | 12                   | 12              | Operational | Recruitment       | Appointment | -      | -      | Copies of Appointment Letters       | Signed off by accounting officer |
| To provide Security and Fleet Management Services                  | 7         |     |  |                      |                 |             |                   |             |        |        |                                     |                                  |
|  |           | 2   | Security threats & Risk assessment conducted                   | None                 | By Dec 2012     | Operational |                   |             |        |        | Copy of assessment Report submitted | Signed off by accounting officer |
|  |           | 3   | Number of reports submitted on the management of council fleet | 12 reports submitted | 12              | Operational | Report            | Report      | Report | Report | Monthly reports submitted           | Signed off by accounting officer |

**KPA: INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION**

**Generic Management Functions**

| Performance Objective                       | Weighting |     | Key Performance Indicator   | Baseline                        | Annual Target                | Budget      | Quarterly Targets            |          |              |                 | Evidence  | Means of Verification            |
|---|-----------|-----|---|---------------------------------|------------------------------|-------------|------------------------------|----------|--------------|-----------------|---|----------------------------------|
|   | PO        | KPI |   |                                 |                              |             | Q1                           | Q2       | Q3           | Q4              |   |                                  |
| Promote Communication                       | 10        | 4   | Workshop held to communicate municipal IDP within the department                  | -                               | August 2012                  | Operational | Workshop held by August 2012 | -        | -            | -               | Signed attendance registers and copies of presentations                             | Signed off by Accounting Officer |
|   |           | 3   | Workshop held communicate the Top Layer and Technical SDBIP within the department | -                               | August 2012                  | Operational | Workshop held by August 2012 |          |              |                 | Signed attendance registers and copies of presentations                             | Signed off by Accounting Officer |
|   |           | 3   | Number of departmental contributions (articles) towards municipal newsletter      | -                               | 4                            | Operational | 1                            | 1        | 1            | 1               | Copies of municipal newsletter with four articles featuring departmental programmes | Signed off by Accounting Officer |
| Promote Planning and performance management | 7         | 3   | Number of departmental meetings held  |                                 | 4                            | Operational | 1                            | 1        | 1            | 1               | Signed attendance register and agenda of meetings                                   | Signed off by Accounting Officer |
|   |           |     | Departmental 2013/14 technical SDBIP submitted                                    | 2011/12 SDBIP submitted         | May 2013                     | Operational | -                            | -        | -            | SDBIP submitted | Copy of the 2013/14 Technical SDBIP   | Signed off by Accounting Officer |
|   |           |     | Number of quarterly performance reports submitted                                 | 4 reports were submitted        | 4 quarterly reports          | Operational | 1 report                     | 1 report | 1 report     | 1 report        | Copies of reports   | Signed off by Accounting Officer |
|   |           |     | Number of departmental annual performance report submitted                        | 2010/11 annual report submitted | 1 annual report by June 2013 | Operational |                              |          | Draft report | Final report    | Copy of a report  | Signed off by Accounting Officer |

|                                   |   |   |   |   |                       |             |                     |                     |                     |                     |   |                                  |
|-----------------------------------|---|---|---|---|-----------------------|-------------|---------------------|---------------------|---------------------|---------------------|---|----------------------------------|
|                                   |   |   | Number of individual performance assessments conducted and submitted                      | -   | 4 assessments reports | Operational | 1 assessment report | 1 assessment report | 1 assessment report | 1 assessment report | Copies of assessments report  | Signed off by Accounting Officer |
|                                   |   | 4 | Number of formal performance assessment and feedback sessions held with immediate reports | -   | 4                     | Operational | 1                   | 1                   | 1                   | 1                   | Report signed by the director and immediate report indicating that performance assessment sessions took place | Signed off by Accounting Officer |
| Achieve positive employee climate | 3 | 3 | Departmental Team Building exercise held  |   | December 2012         | Operational |                     | 100%                |                     |                     | Report of departmental team building exercise   | Signed off by Accounting Officer |
|                                   |   |   | Percentage of overtime claims reduced   | Overtime to be worked at the budget compilation | 100%                  | Operational | 100%                | 100%                | 100%                | 100%                | Report  | Signed off by the MM             |

### KPA: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

#### Generic Management Functions

| Performance Objective                              | Weighting |     | Key Performance Indicator   | Baseline                            | Annual Target    | Budget      | Quarterly Targets |                  |      |      | Evidence                   | Means of Verification            |
|--|-----------|-----|---|-------------------------------------|------------------|-------------|-------------------|------------------|------|------|----------------------------|----------------------------------|
|  | PO        | KPI |   |                                     |                  |             | Q1                | Q2               | Q3   | Q4   |                            |                                  |
| Promote sound and sustainable financial management | 10        | 4   | Date of submission of MFMA compliant multi-year budget to budget office               | 2012/13 multi-year budget submitted | 30 November 2012 | Operational | -                 | 30 November 2012 | -    | -    | Copy of a submitted budget | Signed off by Accounting Officer |
|  |           | 3   | % capital budget actually spent on capital project identified for the financial year. |                                     | 100%             | Operational | 100%              | 100%             | 100% | 100% | Expenditure report         | Signed off by Accounting Officer |

|  |  |   |  |  |      |             |      |      |      |      |                    |                                  |
|--|--|---|--|--|------|-------------|------|------|------|------|--------------------|----------------------------------|
|  |  | 3 | % expenditure on operating budget not exceeding budgeted amount. |  | 100% | Operational | 100% | 100% | 100% | 100% | Expenditure report | Signed off by Accounting Officer |
|--|--|---|--|--|------|-------------|------|------|------|------|--------------------|----------------------------------|

**KPA: LOCAL ECONOMIC DEVELOPMENT**

**Generic Management Functions**

| Performance Objective              | Weighting |     | Key Performance Indicator  | Baseline | Annual Target | Budget | Quarterly Targets |    |    |    | Evidence | Means of Verification |
|------------------------------------|-----------|-----|--|----------|---------------|--------|-------------------|----|----|----|----------|-----------------------|
|                                    | PO        | KPI |  |          |               |        | Q1                | Q2 | Q3 | Q4 |          |                       |
| Promote Local Economic Development |           |     | Number of jobs created implementation of Public safety projects / programmes |          |               |        |                   |    |    |    |          |                       |

**KPA: GOOG GOVERNANCE**

**Generic Management Functions**

| Performance Objective   | Weighting |     | Key Performance Indicator                      | Baseline | Annual Target | Budget      | Quarterly Targets |      |      |      | Evidence | Means of Verification |
|-------------------------|-----------|-----|--|----------|---------------|-------------|-------------------|------|------|------|----------|-----------------------|
|                         | PO        | KPI |  |          |               |             | Q1                | Q2   | Q3   | Q4   |          |                       |
| Promote Good governance |           |     | % internal and external audit queries resolved |          | 100%          | Operational | 100%              | 100% | 100% | 100% | Reports  |                       |

# COREMANAGEMENT COMPETENCIES

The competency level will be assessed according to the extent to which specified standards have been met.

| Competency                          | Definition   | Standards  |
|-------------------------------------|--|--|
| Strategic Capability and Leadership | Must be able to provide a vision, set the direction for the municipality and inspire others in order to deliver on the municipality's mandate.                             | <ul style="list-style-type: none"> <li>• Evaluates all activities to determine value added and alignment with the organizations' strategic goals</li> <li>• Displays and contributes in-depth knowledge to strategic planning at the organizational level.</li> <li>• Ensure alignment of strategies across various functional areas to the organization strategy</li> <li>• Defines performance measures to evaluate the success of organization's strategy</li> <li>• Monitors and review strategic plans consistently and takes corrective action to keep plans on track in light of new challenges in the environment</li> <li>• Promotes organization's mission and vision to all relevant stakeholders</li> <li>• Empowers others to deal with complex and ambiguous situations.</li> <li>• Develops and implements risk management.</li> <li>• Achieves agreement or consensus in an adversarial environment</li> </ul> |
| 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. | <ul style="list-style-type: none"> <li>• Manages multiple projects and balances priorities and conflicts between projects based on broader organizational goals.</li> <li>• Manages risks across multiple projects by examining total resource requirements and assessing impact of projects on the day-to-day operations.</li> <li>• Modifies project approach and budget without compromising the quality of outcomes and the desired results</li> </ul>   |
| Financial Management                | Must be able to know, understand and comply with the Municipal Finance Management Act No 56 of 2003  | <ul style="list-style-type: none"> <li>• Takes ownership of key planning, budgeting and forecasting processes and answers questions related to topics within own responsibility.</li> <li>• Formulates long term financial plans and resource allocations.</li> <li>• Develops and implements systems, procedures and processes in order to improve financial management</li> <li>• Advises on policies and procedures regarding asset control.</li> <li>• Dynamically allocate resources according to internal and external objectives.</li> </ul>  |
| 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                        | <ul style="list-style-type: none"> <li>• Formulates and implements new ideas throughout the organization.</li> <li>• Ensures buy-in from key stakeholders</li> <li>• Consults and utilizes international best practices in SDI/</li> <li>• Coaches others on innovation techniques</li> <li>• Inspires service providers to improve delivery of services</li> </ul>  |

| Competency | Definition       | Standards |
|------------|------------------|-----------|
|            | municipal goals. |           |

| Competency  | Definition   | Standards  |
|---|--|--|
| People Management and Empowerment                 | Must be able to manage and encourage people, optimize their outputs and effectively manage relationships in order to achieve the municipality's goals.   | <ul style="list-style-type: none"> <li>Analyses ineffective team and work processes and recommends improvement</li> <li>Recognizes and rewards desired behaviours and results</li> <li>Mentors and counsels others</li> <li>Addresses balance between individual career expectations and organizational needs.</li> <li>Considers developmental needs of personnel when building teams and assigning tasks.</li> <li>Establishes an environment in which personnel can maximize their potential.</li> </ul>                            |
| Client Orientation and Customer Focus             | Must be willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice.  | <ul style="list-style-type: none"> <li>Coaches others about the importance and application of customer and client knowledge.</li> <li>Fosters an environment in which customer satisfaction is valued and delivered.</li> <li>Addresses and resolves high risk high profile stakeholder issues.</li> <li>Takes advantage of opportunities to learn about stakeholders and brings this information to own functional area.</li> </ul>   |
| 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 other to achieve the desired outcomes. | <ul style="list-style-type: none"> <li>Communicates high risk sensitive matters to all relevant stakeholders</li> <li>Develops well defined communication strategy</li> <li>Balances political views with organizational needs which communicating differing view points on complex issues.</li> <li>Communicates with the media without compromising the integrity of the organization</li> </ul>   |
| <b>Core Occupational Competencies</b>             |  |  |
| Knowledge of Performance Management and Reporting | The ability to support the implementation of performance management and reporting in the municipality.   | <ul style="list-style-type: none"> <li>Knowledge and understanding of the legislative framework governing performance management in local government.</li> <li>Supporting and contributing to the timely preparation, submission and publication of statutory reports including annual report, in-year reporting.</li> <li>Ability to interpret the performance information.</li> <li>Advanced knowledge of performance management issues and concepts.</li> <li></li> <li>Thorough understanding of reporting requirements</li> </ul> |



|   |   |  |
|---|---|--|
| Competence in policy conceptualization and implementation | Ability to support and contribute to the formulation of policy and by laws as well as ability to implement, manage and oversee the implementation of policy with the area of responsibility | <ul style="list-style-type: none"><li>• Ability to analyze regulatory frameworks and various models of policy processes.</li></ul> |
|---|---|--|

## **ANNEXURE B**

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

made and entered into by and between

#### **MAFIKENG LOCAL MUNICIPALITY**

herein represented by

#### **KGOTSO RABANYE**

in his capacity as MUNICIPAL MANAGER

(hereinafter referred to as the “**EMPLOYER**”)

And

#### **KEAOBAKA BOIKANYO**

in HIS capacity as the DIRECTOR PUBLIC SAFETY

## 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 integrated to 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 ad 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 Appendix.

- (a) Competency assessment instruments, which are dealt with more specifically in Appendix 1 and 2, 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 1 of Appendix 1, entitled Skills / Performance Gap. The following should be carefully determined during such a process:
- (i) Organisational needs, which include the following:
    - 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.
  - (ii) Individual training needs that are job / career related
- (c) Next, the prioritisation of the training needs (1 to...) 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 Plan and the Workplace Skills Plan.
- (d) Consideration must then be given to the expected outcomes, to be listed in column 2 of Appendix 1, so that once the intervention is completed the impact it had can be measured against relevant output indicators.
- (e) 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 Appendix 1, 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 the skills gap and expected outcomes identified. Unit standards usually have measurable assessment criteria to determine achieved competency.

- (f) 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
- (g) Column 4 of Appendix 1: 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.
- (h) The suggested time frames (column 5 of Appendix 1) 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
- (i) Work opportunity created to practice skill / development areas, in column 6 of appendix 1, further ensures internalization 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).
- (j) The final column, column 7 of appendix 1, provides the employee with a support person that could act as coach or mentor with regard to the area of learning.

**Personal Development Plan of the Director: Public Safety**

**Mr K. BOIKANYO**

**01 July 2012 to 30 June 2013**

| Skills / Performance Gab ( in order of priority)      | Outcomes Expected (measurable indicators, quantity, quality and time frames) | Suggested training and development activity         | Suggested mode of delivery                    | Suggested Time Frames | Work opportunity created to practice skill / development area | Support Person           |
|---|--|---|---|-----------------------|---|--------------------------|
| 1. Government Performance Monitoring & Accountability | Certificate of accreditation   | Course contents are directly applicable to job area | Attend block course at accredited institution | Sept – Nov 12         | Enhancement of PMS skills                                     | MM to approve attendance |
| 2. Risk and change Management                         | Certificate of accreditation   | Course contents are directly applicable to job area | Attend block course at accredited institution | Nov 12 – Jan13        | Development of risk identification and management skills      | MM to approve attendance |
| 3. Fleet Management                                   | Certificate of accreditation   | Course contents are directly applicable to job area | Attend block course at accredited institution | Oct - Dec 12          | Enhancement of Fleet management and control                   | MM to approve attendance |
| 4. Supply chain                                       | Certificate of accreditation   | Course contents                                     | Attend block course at                        | Sept 12 – Feb13       | Enhanced  | MM to approve            |

|   |                                 |  |   |                |   |                             |
|---|---------------------------------|--|---|----------------|---|-----------------------------|
| management &<br>Contract<br>Management  |                                 | are directly<br>applicable to job<br>area                    | accredited<br>institution                               |                | procurement and<br>policy<br>implementation<br>skills                   | attendance                  |
| 5. Power point<br>presentation          | Certificate of<br>accreditation | Course contents<br>are directly<br>applicable to job<br>area | Attend 1 week<br>course at<br>accredited<br>Institution | Feb – May 13   | Improvement of<br>presentation<br>skills                                | MM to approve<br>attendance |
| 6. Strategic<br>Financial<br>Management | Certificate of<br>accreditation | Course contents<br>are directly<br>applicable to job<br>area | Attend block<br>course at<br>accredited<br>institution  | Jan – April 13 | Improvement of<br>financial<br>management<br>skills and<br>competencies | MM to approve<br>attendance |