



# PERFORMANCE AGREEMENT

For Section 56 Employees

MADE AND ENTERED INTO BY AND BETWEEN:

**SEDIBENG DISTRICT MUNICIPALITY**

STANLEY KHANYILE

(MUNICIPAL MANAGER)

AND

MAKHUTLE MOTSWALEDI

(EXECUTIVE DIRECTOR: CORPORATE SERVICES)

**FOR THE PERIOD: 01 JULY 2020 TO 30 JUNE 2021**

S.K.

M.Tu

## PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Sedibeng District Municipality herein represented by Stanley Khanyile in his capacity as Municipal Manager (hereinafter referred to as the **Employer**)

and

**Makhutle Motswaledi** Employee of the Municipality (hereinafter referred to as the **Employee**).

WHEREBY IT IS AGREED AS FOLLOWS:

### 1. INTRODUCTION

- 1.1 The **Employer** has entered into a contract of employment with the **Employee** in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The **Employer** and the **Employee** are hereinafter referred to as "the Parties".
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the **Employee** to a set of outcomes 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), 57(4A), 57(4B) and 57(5) of the Act as well as the employment contract entered into between the parties;
- 2.2 Specify objectives and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- 2.3 Specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;
- 2.4 Monitor and measure performance against set targeted outputs;
- 2.5 Use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job; In the event of outstanding performance, to appropriately reward the employee; and

2.6 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

- a) This Agreement will commence on the 01 July 2020 and will remain in force until 30 June 2021 thereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- b) 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.
- c) This Agreement will terminate on the termination of the **Employee's** contract of employment.
- d) 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.
- e) If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

### 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 the Performance Plan (Annexure A) are set by the **Employer** in consultation with the **Employee** and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the **Employer**, and shall include key objectives; key performance indicators; target dates and weightings.

- 4.2.1 The key objectives describe the main tasks that need to be done.
- 4.2.2 The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.
- 4.2.3 The target dates describe the timeframe in which the work must be achieved.
- 4.2.4 The weightings show the relative importance of the key objectives to each other.
- 4.2.5 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 municipal staff of the **Employer**.

- 5.2 The **Employee** accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the **Employer**, management and municipal staff to perform to the 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 KPAs (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** shall be assessed shall consist of two (2) components, both of which shall be contained in the Performance Agreement.
- 5.5.1 The **Employee** must be assessed against all three components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCR) respectively.
- 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.3 Main areas of work will account for 60%, Risk Management will account for 10%, Implementation of Audit Recommendations and / or Management Audit Action Plans will account for and CCRs will account for 20% of the final assessment.**
- 5.6 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**). and the weightings agreed to between the **Employer** and **Employee**:
- 5.7 In the case of managers directly accountable to the Municipal Manager, the weighting of key performance areas related to the functional area of the relevant manager must be subject to negotiation between the Municipal Manager and the relevant manager.
- 5.8 The CCRs will make up the other 20% of the **Employee's** assessment score. CCRs 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**.
- 5.9 Performance Weighting:

KEY PERFORMANCE AREAS WEIGHTING		ABSOLUTUE WEIGHTING	WEIGHTED AVERAGE
Basic Service Delivery		20%	80%
Municipal Transformation and Institutional Development		10%	
Good Governance and Public Participation		30%	
Municipal Financial Viability and Management		20%	
Local Economic Development		20%	
<b>TOTAL</b>		<b>100%</b>	
CORE COMPETENCY REQUIREMENTS WEIGHTING			
		Split per CCR	20%
Financial Management	✓	20%	20%
Strategic Capability and Leadership	✓	20%	
People Management and Empowerment	✓	20%	

S.K.  
M.Tu

Client Orientation and Customer Focus	√	10%	
Service Delivery Innovations	√	20%	
Communications	√	10%	
<b>TOTAL</b>		<b>100%</b>	
<b>OVERALL WEIGHTINGS</b>			100%

## 6. EVALUATING PERFORMANCE

6.1 The Performance Plan (Annexure A) to this Agreement sets out – :

- 6.1.1 The standards and procedures for evaluating the Employee's performance; and
- 6.1.2 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 discussions should be documented in a Personal Development Plan as well as the actions agreed to and implementation should take place within the set timeframes.

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

6.5 The annual performance appraisal will involve:

6.5.1 Assessment of the achievement of results as outlined in the performance plan (SDBIP):

- (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 as described in 6.10 below.
- (c) The applicable assessment rating calculator (refer to paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score

6.5.2 Assessment of the CCRs

- (a) Each CCR should be assessed according to the extent to which the specified standards have been met.
- (b) An indicative rating on the five-point scale should be provided for each CCR.
- (c) This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score.

6.5.3 Overall rating

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

6.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CCRs: as included in the Performance Plan (Annexure A)

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

6.7.1 Municipal Manager

6.7.2 Chairperson of the Audit Committee or the Deputy Chairperson if the Chairperson is absent

6.7.3 Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council;

6.7.4 Municipal Manager from another municipality

Manager responsible for Human Resources of the municipality must provide secretariat services to the evaluation panel

## 7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 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:

Quarter	Review Period	Review to be completed by
1	July – September 2020	October 2020 (Informal)
2	October – December 2020	February 2021
3	January to March 2021	April 2021 (Informal)
4	April – June 2021	November 2021

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

7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.

7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The Employee will be fully consulted before any such change is made.

7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented and / or amended as the case may be. In that case the Employee will be fully consulted before any such change is made.

## 8. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as in the Performance Plan (Annexure A)

## 9. OBLIGATIONS OF THE EMPLOYER

9.1 The Employer shall –:

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

- 9.1.2 Provide access to skills development and capacity building opportunities;
- 9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
- 9.1.4 On the request of the Employee delegate such powers reasonably required by the Employee to enable him/her to meet the performance objectives and targets established in terms of this Agreement; and
- 9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time to assist him to meet the performance objectives and targets established in terms of this Agreement.

**10. CONSULTATION**

- 10.1 The Employer agree to consult the Employee timeously where the exercising of the powers will have amongst others –
  - 10.1.1 A direct effect on the performance of any of the Employee’s functions;
  - 10.1.2 Commit the Employee to implement or to give effect to a decision made by the employer; and;
  - 10.1.3 A substantial financial effect on the Employer.
- 10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon as 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 from 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee (subject to budget availability) in recognition of outstanding performance to calculated as follows:

11.3

Score	Performance Rating	Bonus %
-------	--------------------	---------

5	Score above 90%	Outstanding Performance	10% - 14% of total package
4	Score from 80% and 90%	Significantly above expectation	5%-9% of total package
3	Score from 70% - 80%	Fully Effective	0%
2	Score below 70%	Ineffective and Unacceptable Performance	0% bonus and remedial action required

11.4 In the case of unacceptable performance, the Employer shall –:

11.4.1 Provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and

11.4.2 After appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out 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 any other matter provided for, shall be mediated by –

12.1.1 The MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the Employee; or

12.1.2 Any other person appointed by the MEC.

12.1.3 In the case of managers directly accountable to the municipal manager, a member of the municipal council, provided that such member was not part of the evaluation panel provided for in sub-regulation 27(4)(e) of the Municipal Performance Regulations, 2006, within thirty (30) days of receipt of a formal dispute from the employee; whose decision shall be final and binding on both parties.

12.2 In the event that the mediation process contemplated above fails, clause 20.3 of the Contract of Employment shall apply.

## 13. GENERAL

13.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer.

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

13.3 The performance assessment results of the municipal manager must be submitted to the



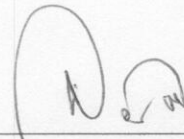
MEC responsible for local government in the relevant province as well as the national minister responsible for local government, within fourteen (14) days after the conclusion of the assessment and to the Mayoral Committee of Sedibeng District Municipality within thirty (30) days after the conclusion of the assessment.

This done and signed at Vereeniging on the 19 day of August 2020

**AS WITNESSES:**

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

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



EXECUTIVE DIRECTOR  
M. MOTSWALEDI

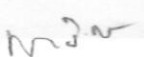
**AS WITNESSES:**

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

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



MUNICIPAL MANAGER  
S. KHANYILE





## PERFORMANCE PLAN

EXECUTIVE DIRECTOR CORPORATE SERVICES

2020/21 FINANCIAL YEAR

## 1. PURPOSE

The Performance Plan defines the council's expectation of the Executive Director: Corporate Services' performance agreement to which this document is attached and of the Municipal Systems Act (MSA) which provides that the performance objectives and targets must be based on the Integrated Development Plan of the municipality.

## 2. KEY RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR: CORPORATE SERVICES

- a) Providing strategic leadership in the Corporate Services Cluster.
- b) To ensure that the administration of the Municipality is running smoothly, that all administrative and legal processes and prescripts are complied with.
- c) To provide sufficient and proper HR functions, appoint the necessary staff and ensure proper training and functioning.
- d) To ensure that the property portfolio of the Municipality is properly administered, maintained and all related matters are being dealt with.
- e) Leading and managing the Secretariat Services so that the Council and its Committee Meetings are provided with an effective committee service, its resolutions are executed and that general council administration operates efficiently
- f) To ensure that a service of high quality, standards and professional is rendered by the Cluster and Directorates within Corporate Services.
- g) Overseeing the implementation of the Labour Relations Act, Basic Conditions of Employment Equity and Skills Development Acts.
- h) To ensure safeguarding of the intellectual property of the municipality through registry and archives services.
- i) To ensure safeguarding of the municipal assets and safety of all its employees and councillors within the municipal premises through security services.
- j) Provide reliable and effective Information Technology Services to the municipality.
- k) Oversee the management of municipal fleet and facilities.
- l) Perform any other function delegated by the Accounting Officer in relation to the cluster's roles and responsibilities

Furthermore, each Executive Director is further expected to oversee the implementation of the IDP projects as outlined in Chapter 4 of the Sedibeng District Municipality Integrated Development Plan 2020/21.

## 3. THE SCORECARD OF THE EXECUTIVE DIRECTOR CORPORATES SERVICES.

The scorecard if made up of the following:

Scorecard item	Weighting
i) The Service Delivery and Budget Implementation Plan (SDBIP) of the cluster	60%
ii) Implementation of Audit Recommendations and/ or Management audit action plans for both internal audit and External Audit (relevant to the cluster)	10%
iii) Risk Management of the cluster	10%
iv) Core Managerial Competencies	20%
<b>TOTAL</b>	<b>100%</b>



Priority Area	IDP Strategy	IDP Objective	Object Key	KPI No:	Baseline	Funding	Annual Target	Quarter One(1)	Quarter Two(2)	Quarter Three(3)	Quarter Four (4)	PDE Required
---------------	--------------	---------------	------------	---------	----------	---------	---------------	----------------	----------------	------------------	------------------	--------------

**KPA 5: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT  
INFORMATION TECHNOLOGY**

ICT Governance	World Class ICT Infrastructure in support of smart Sedibeng Region	To implement ICT Governance Framework	11	Number of ICT Governance Reports submitted	11.1	ICT Governance Framework for 2019/20	Four reports on the implementation on ICT Governance Framework	Produce Q1 Report (1) on the implementation report on ICT Governance	Produce Q1 Report (1) on the implementation report on ICT Governance Framework	Produce Q1 Report (1) on the implementation report on ICT Governance	Produce Q1 Report (1) on the implementation report on ICT Governance Framework	Four reports on ICT Governance Framework
ICT Strategy	World Class ICT Infrastructure in support of smart Sedibeng Region	To Develop ICT Strategy	12	One Council approved ICT Strategy	12.1	No ICT Strategy for 2019/20	Produce one council approved report on ICT strategy	Produce one council approved ICT Strategy	Produce one council approved ICT Strategy	Produce one council approved ICT Strategy	Produce one (1) report on ICT policy workshop conducted	Approved Report on the implementation of the ICT strategy
ICT Strategy	World Class ICT Infrastructure in support of smart Sedibeng Region	To implement ICT Strategy	12	Number of reports on the implementation of ICT Security controls	12.2	No ICT Strategy for 2019/20	Produce four reports on the implementation of ICT strategy	Produce Q1 Report (1) on the implementation report of the ICT Strategy	Produce Q2 Report (1) on the implementation report of the ICT Strategy	Produce Q3 Report (1) on the implementation report of the ICT Strategy	Produce Q4 Report (1) on the implementation report of the ICT Strategy	Four Council Approved Implemented strategy
ICT Security Controls	World Class ICT Infrastructure in support of smart Sedibeng Region	To implement ICT security Controls	13	Number of reports on the implementation of ICT Security controls	13.1	No baseline reports on ICT security controls in 2019/20	Produce four (4) reports on the implementation of ICT Security Controls	Produce Q1 Report (1) on the implementation of the ICT Security Controls	Produce Q2 Report (1) on the implementation of the ICT Security Controls	Produce Q3 Report (1) on the implementation of the ICT Security Controls	Produce Q4 Report (1) on the implementation of the ICT Security Controls	Four reports on ICT Security Controls
ICT Risks	World Class ICT Infrastructure in support of smart Sedibeng Region	To identify and manage ICT risks	14	Number of reports on the implementation of ICT Risks	14.1	Reports on the management of ICT risks for 2019/20	Produce 12 reports on the management of ICT risks	Produce Four (4) Q1 report on ICT risks	Produce Four (4) Q2 report on ICT risks	Produce Four (4) Q3 report on ICT risks	Produce Four (4) Q4 report on ICT risks	12 ICT Risk Reports
ICT Steering Committee	World Class ICT Infrastructure in support of smart Sedibeng Region	To implement ICT steering committee resolution	15	Number of reports submitted on the progress on the implementation of the ICT resolutions	15.1	Resolutions tracked and implemented for 2019/20	Produce four reports on the implementation of ICT steering committee resolutions	Produce 1 report on the implementation of the ICT Steering Committee Resolutions	Produce 1 report on the implementation of the ICT Steering Committee Resolutions	Produce 1 report on the implementation of the ICT Steering Committee Resolutions	Produce 1 report on the implementation of the ICT Steering Committee Resolutions	Four (4) Reports on the tracking of the implementation of the ICT resolutions
ICT Policies Workshops	World Class ICT Infrastructure in support of smart Sedibeng Region	To provide workshops to employees on ICT policies and procedures	16	Number of ICT policies conducted for employees	16.1	Reports on workshops for councilors in 2019/20	Produce 4 reports on ICT policies workshops	Produce one (1) report on ICT policy workshop conducted	Produce one (1) report on ICT policy workshop conducted	Produce one (1) report on ICT policy workshop conducted	Produce one (1) report on ICT policy workshop conducted	Four (4) Reports on ICT Policy workshops

S.K.  
M

SEDBENG DISTRICT MUNICIPALITY

CORPORATE SERVICES CLUSTER - CUSTODIAN - EXECUTIVE DIRECTOR

PERFORMANCE REPORTING FOR 2020/21 FINANCIAL YEAR

KPA 5: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT

HUMAN RESOURCES

Priority Area	IDP Strategy	IDP Objective	Object Key	KPI No:	Baseline	Funding	Annual Target	Quarter One(1)	Quarter Two(2)	Quarter Three(3)	Quarter Four (4)	POE Required
Human Management Resources Strategy	Ensure effective, competent and motivated staff	To implement Human Management Resource Strategy	Number of reports on the implementation of Human Management	17.1	Approved Human Resource Management Strategy	OPEX	Submit four council approved reports on the implementation of the Human resources	Implement HR strategy and report quarterly	Implement HR strategy and report quarterly	Implement HR strategy and report quarterly	Implement HR strategy and report quarterly	Four (4) reports on HR implementation
Wellness Programme	Ensure effective competent and motivates staff	Conduct workplace stress management empowerment programmes for employees	Number of workplace stress management programmes conducted for general workers	18.1	Workplace stress management programmes for general workers conducted in 2019/20	OPEX	Conduct four workplace stress management programmes for general workers	Implement One (1) workplace stress management programme and report	Implement One (1) workplace stress management programme and report	Implement One (1) workplace stress management programme and report	Implement One (1) workplace stress management programme and report	Four reports on Workplace stress programmes
Occupational Health and Safety	Ensure effective, competent and motivated staff	Establish occupational Health and Safety Committee	Approved report by Council on occupational Health and Safety committee	19.1	Occupational Health and Safety Plans for 2019/20	OPEX	Produce one council approved report on established occupational Health and Safety Committee	Implement a council approved report on established OHS Committee	-	-	-	Once Council approved report
Workplace Policies	Ensure effective, competent and motivated staff	To conduct workplace policies workshops for employees	Number of workplace policies conducted for general workers	20.1	Workplace policies for 2019/20	OPEX	Conduct four (4) workplace policies workshops for general workers	Implement One (1) workplace on workplace Policies	Implement One (1) workplace on workplace Policies	Implement One (1) workplace on workplace Policies	Implement One (1) workplace on workplace Policies	Four reports on Workplace policies workshops
Local Labour Forum	Ensure effective, competent and motivated staff	To conduct LLF meetings to deliberate on issues affecting employees and management	Number of LLF meetings resolutions finalised	21.1	LLF meetings resolutions in 2019/20	OPEX	Implement three (3) local labour forum resolutions every three months	Implement one (1) resolution of labour forum resolutions	Implement one (1) resolution of labour forum resolutions	-	Implement One (1) resolution of labour forum resolutions	three (3) reports on implemented resolutions
<b>COUNCIL SECRETARIAT SERVICES</b>												
Council Meetings secretarial support services	Effective management of Council Business	To provide secretarial support to council meetings	Number of council meetings supported	22.1	Four (4) council meetings for 2019/20	OPEX	Provide Four (4) sets of minutes and agenda of council meetings	Write sets of minutes and agenda for Q1	Write sets of minutes and agenda for Q2	Write sets of minutes and agenda for Q3	Write sets of minutes and agenda for Q4	Four (4) approved Council minutes and agenda

S.k.  
mzu

SEDIBENG DISTRICT MUNICIPALITY

CORPORATE SERVICES CLUSTER - CUSTODIAN - EXECUTIVE DIRECTOR  
 PERFORMANCE REPORTING FOR 2020/21 FINANCIAL YEAR

Baseline	Funding	Annual Target	Quarter One(1)	Quarter Two(2)	Quarter Three(3)	Quarter Four (4)	POE Required
----------	---------	---------------	----------------	----------------	------------------	------------------	--------------

FLEET MANAGEMENT

Approved integrated fleet management policy for 2019/20	OPEX	Produce one council approved report on reviewed integrated fleet management policy	Implement one approved Fleet management Policy	-	-	-	-	Approved Council Fleet Management Policy
No integrated fleet management strategy in 2019/20	OPEX	Produce one council approved report on integrated fleet management strategy	Implement one approved Fleet management Strategy	-	-	-	-	Approved Council Fleet Management strategy
Approved integrated fleet management plan for 2019/20	OPEX	Produce one Council approved report on integrated fleet management plan	Implement one (1) Council approved Fleet Management Plan	-	-	-	-	Approved Council Fleet Management Plan
Approved Integrated Fleet Management Reports for 2019/20	OPEX	Produce four (4) Council approved reports on the implementation of the Integrated Fleet Management Plan	Produce one Council report on Fleet Management Plan for Q1	Produce one Council report on Fleet Management Plan for Q2	Produce one Council report on Fleet Management Plan for Q3	Produce one Council report on Fleet Management Plan for Q4	-	Four (4) Council approved Fleet Management plans

FACILITIES

Approved General repairs and Maintenance plan for facilities and buildings for 2019/20	OPEX	Produce one Council approved report on General Repairs and Maintenance Plan for facilities and buildings	Develop one (1) Council approved General Maintenance & Repairs Process Plan	-	-	-	-	Council approved General Repairs Plan
Approved General Repairs and Maintenance Reports on 2019/20	OPEX	Produce Four (4) reports on the general repairs and maintenance for facilities and buildings	provide one report on general maintenance	provide one report on general maintenance	provide one report on general maintenance	provide one report on general maintenance	-	Four (4) reports on general repairs and building maintenance

RECORDS MANAGEMENT

Records Management Strategy for 2019/20	OPEX	Produce four (4) reports on the implementation of the records Management Strategy	Provide one records management report	Provide one records management report	Provide one records management report	Provide one records management report	-	Four (4) reports on Management records
---	------	---	---------------------------------------	---------------------------------------	---------------------------------------	---------------------------------------	---	--

Sik  
 n3u

SEDBERG DISTRICT MUNICIPALITY

CORPORATE SERVICES CLUSTER - CUSTODIAN - EXECUTIVE DIRECTOR

PERFORMANCE REPORTING FOR 2020/21 FINANCIAL YEAR

Priority Area	IDP Strategy	IDP Objective	Object Key	KPI No.	Baseline	Funding	Annual Target	Quarter One(1)	Quarter Two(2)	Quarter Three(3)	Quarter Four (4)	POE Required
---------------	--------------	---------------	------------	---------	----------	---------	---------------	----------------	----------------	------------------	------------------	--------------

KPA 5: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT

INTERNAL COMMUNICATION

Communication Strategy	Effective management of Council Business	To develop communication strategy	Once Council Approved Report on Communication Strategy	30	30.1	No	Communication Strategy in 2019/20	Produce one council Approved Report on communication Strategy	Produce one council Approved Report on communication Strategy	-	-	One (1) Council approved website communication strategy
Social Media Policy	Effective management of Council Business	To develop Social Media Policy	One Council approved report on Social Media Policy	31	31.1	No	Social Media Policy 2019/20	Produce one council Approved Report on Social Media	Produce one Council approved Social media Policy	-	-	Council approved Social Media Policy
Website	Effective management of Council Business	To Upload compliance reports and documents on the municipality website	Number of reports uploaded and updated on the website	32	32.1	Reports on municipality website updates	OPEX	Upload eight (8) compliance reports on the website	Implement two(2) reports on compliance	Implement two(2) reports on compliance	Implement two(2) reports on compliance	Eight (8) compliance uploaded on the municipality's website
Municipality Image	Effective management of Council Business	To promote the municipality image through posting of events, campaigns and commemorative events on the website	Number of reports regarding municipality events upload on the website	33	33.1	Uploaded write-ups for the municipality events on the website for 2019/20	OPEX	Uploaded four(4) online wellness awareness and educational materials for employees	Monitor municipal website and produce 1 report	Monitor municipal website and produce 1 report	Monitor municipal website and produce 1 report	Four report on the management of the municipality's website
Employees Empowerment	Effective management of Council Business	To empower all employees through online wellness awareness and educational materials	Number of online wellness awareness and educational materials for employees	34	34.1	No online wellness awareness and educational materials for employees for 2019/20	OPEX	Uploaded four (4) online wellness awareness and educational materials for employees	One report produced and implemented n wellness and educational awareness	One report produced and implemented n wellness and educational awareness	One report produced and implemented n wellness and educational awareness	Four (4) Online employee wellness and education programmes

PROTECTION SERVICES

Safety and Security of councillors, employees and members of the public	Ensure safety of users of municipality's facilities and buildings	To implement the protection Service Strategy	Number of reports submitted on the implementation of the protection services strategy	35	35.1	Reports on the implementation of protection services strategy for 2019/20	OPEX	Submit four (4) reports on the implementation of the protection services strategy for 2019/20	One report on implementation produced and implemented	One report on implementation produced and implemented	One report on implementation produced and implemented	One report on implementation produced and implemented	Four strategic reports on protection services
---	---	--	---	----	------	---	------	---	---	---	---	---	---

S.K. Mwan





4. PERSONAL DEVELOPMENT PLAN (PDP)

Skills Performance Gap (in order of priority)	Type of development expected (Short Course/ Workshop / Training /Conference etc.)	Expected Timeframe	Work opportunity / performance area to practise the skill	Further detail (Resource requirements, additional notes)

5. CORE COMPETENCY REQUIREMENTS WEIGHTING

		Split per CCR
Financial Management	✓	20%
Strategic Capability and Leadership	✓	20%
People Management and Empowerment	✓	20%
Client Orientation and Customer Focus	✓	10%
Service Delivery Innovations	✓	20%
Communications	✓	10%
<b>TOTAL</b>		<b>100%</b>
<b>OVERALL WEIGHTINGS</b>		

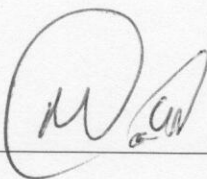
W.S.  
W.S.

**6. ACCEPTANCE OF THE PLAN**

This Performance Plan is hereby accepted by;

Mr Motswaledi Makhutle

**Executive Director Corporate Services**



---

Date:

19/08/2020

---

and Signed by Mr S. Khanyile

**Municipal Manager**

Date:



---