PERFORMANCE AGREEMENT

For Section 57 Employees

MADE AND ENTERED INTO BY AND BETWEEN:

THE SEDIBENG DISTRICT MUNICIPALITY,

MOTSUMI MATHE

AND

Florence Mokgadi Mokgobu

EXECUTIVE DIRECTOR COPORATE SERVICES

THE EMPLOYEE OF THE MUNICIPALITY

FOR THE

FINANCIAL YEAR:
01 July 2024 to 30 June 2025

PERFORMANCE AGREEMENT
ENTERED INTO BY AND BETWEEN:

The Sedibeng District Municipality herein represented by **Motsumi F Mathe** in his capacity as Municipal Manager (hereinafter referred to as the **Employer** or Supervisor)

and

Florence Mokgadi Mokgobu
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 56(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 56(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.

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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 56(4A), 56(4B) and 56(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 56(1)(b),(4A),(4B) and (5) of the Act as well as the employment contract entered into between the parties;
2.2	Specify objectives and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) 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;
2.6	In the event of outstanding performance, to appropriately reward the employee; and
2.7	Give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

3 COMMENCEMENT AND DURATION

3.1	This Agreement will commence on the 01 July 2024 and will remain in force until 30 June 2025 thereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
3.2	The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.
3.3	This Agreement will terminate on the termination of the **Employee**'s contract of employment.
3.4	The content of this Agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon.
3.5	If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the

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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 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

4.3 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 three components, which shall be contained in the Performance Agreement.

5.5.1 The **Employee** must be assessed against all three components, with a weighting of 40:40:20 (in the case of the Municipal Manager) and 40:40:20 (in the case of Executive Directors reporting directly to Municipal Manager)

allocated to the Growth and Development Strategy (GDS and 5-year IDP), the SDBIP and the Core Competency Requirements (CCRs) respectively.

5.5.2 Main areas of work will account for 80% and CCRs will account for 20% of the final assessment

5.5.3 Each area of assessment will be weighted and will contribute a specific part to the total score

5.6 The **Employee**'s assessment will be based on his / her performance in terms of the outputs identified as per attached Performance Plan (**Annexure B**). 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 Executive Director.

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.**

CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES (CCR)		
Core Managerial and Occupational Competencies	**(Indicate choice)**	**Weight**
Core Managerial Competencies:		
Strategic Capability and Leadership		
Programme and Project Management		
Financial Management		
Change Management		
Knowledge Management		
Service Delivery Innovation		
Problem Solving and Analysis		
People Management and Empowerment		
Client Orientation and Customer Focus		
Communication		
Honesty and Integrity		
Core Occupational Competencies:		
Competence in Self-Management		
Interpretation of and implementation within the legislative and national policy frameworks		
Knowledge of developmental local government		
Knowledge of Performance Management and Reporting		
Knowledge of global and South African specific political, social and economic contexts		

Competence in policy conceptualization, analysis, and implementation		
Knowledge of more than one functional municipal field / discipline		
Skills in Mediation		
Skills in Governance		
Competence as required by other national line sector departments		
Exceptional and dynamic creativity to improve the functioning of the municipality		
Total percentage		

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 discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.

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

6.5 The annual performance appraisal will involve:

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

(a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.

(b) An indicative rating on the five-point scale should be provided for each KPA.

(c) The applicable assessment rating calculator must then be used to add the scores and calculate a final KPA score

6.5.2 Assessment of the CCRs

(a) Each CCR should be assessed according to the extent to which the specified standards have been met.

(b) An indicative rating on the five-point scale should be provided for each CCR.

(c) This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score.

(d) The applicable assessment rating calculator must then be used to add the scores and calculate a final CCR score

6.5.3 Overall rating

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

6.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CCRs: as included under Annexure C

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

6.7.1 Municipal Manager;
6.7.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
6.7.3 Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council; and
6.7.4 Municipal manager from another municipality.

6.9 The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels.

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of 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:

First quarter: July - September 2024

Second quarter: October – December 2024

Third quarter: January – March 2025

Fourth quarter: April – June 2025

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 Annexure B.

9. OBLIGATIONS OF THE EMPLOYER

9.1 The Employer shall –

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

9.1.2 Provide access to skills development and capacity building opportunities;

9.1.3 Work collaboratively with the **Employee** to solve problems and generate solutions to common problems that may impact on the performance of the **Employee**;

9.1.4 On the request of the **Employee** delegate such powers reasonably required by the **Employee** to enable 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 / her 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 execution 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 The payments of Bonuses are based on the affordability of the Council.

11.3 A performance bonus of from 5% to 14% of the all-inclusive annual remuneration package maybe paid to the **Employee** in recognition of outstanding performance to be calculated as follows:

TABLE FOR BONUS CALCULATIONS		
SCORES	**PERCENTAGE BONUS**	**INCREMENTS**
67	5.00	
68	5.27	0.27273
69	5.55	0.27273
70	5.82	0.27273
71	6.09	0.27273
72	6.36	0.27273
73	6.64	0.27273
74	6.91	0.27273
75	7.18	0.27273
76	7.45	0.27273
77	7.73	0.27273
78	8.00	0.27273
79	8.27	0.27273
80	8.55	0.27273
81	8.82	0.27273
82	9.09	0.27273
83	9.36	0.27273
84	9.64	0.27273
85	9.91	0.27273
86	10.18	0.27273
87	10.45	0.27273
88	10.73	0.27273
89	11.00	0.27273
90	11.27	0.27273
91	11.55	0.27273
92	11.82	0.27273
93	12.09	0.27273
94	12.36	0.27273
95	12.64	0.27273
96	12.91	0.27273
97	13.18	0.27273
98	13.45	0.27273
99	13.73	0.27273
100	14	0.27273

11.3 The table below illustrate the eligibility of a performance bonus based on the overall Performance score of the Employee:

Level	Score (%)	Bonus
1	0-24.4	0
2	25-49.4	0
3	50-66.4	0
4	67-82.4	5-9.09

	5	83-100	9.36-14	

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 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, 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.

AS WITNESSES:

1. _____

2. _____

EXECUTIVE DIRECTOR

09/07/2024

DATE

AS WITNESSES:

1. _____

2. _____

MUNICIPAL MANAGER

09 July 2024

DATE

REVISED-SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN

2024/25 FINANCIAL YEAR

SEDIBENG DISTRICT MUNICIPALITY

1. INTRODUCTION

The Service Delivery and Budget Implementation Plan (SDBIP) is a management, implementation and monitoring tool that assists the Executive Mayor, Councilors, Municipal Manager, senior managers and community. It ensures that appropriate information is circulated internally and externally for purposes of monitoring the execution of the budget, performance of senior management and achievement of the strategic objectives set by council.

It also enables the Municipal Manager to monitor the performance of senior managers, the Executive Mayor to monitor the performance of the Municipal Manager, and for the community to monitor the performance of the municipality.

2. LEGISLATIVE BACKGROUND

Revised SDBIP is prepared in terms of Section *54(1) (c) (ii) of the Municipal Finance Management Act (MFMA) and National Treasury Circular No.13 and the Budgeting and the Reporting Regulations*

The process of implementing and monitoring of the SDBIP legislated and is done and reported as defined in the table below:

FREQUENCY AND NATURE OF REPORT	***MANDATE***	***RECIPIENTS***
Monthly reporting on actual revenue targets and spending against budget no later than 10 working days after the end of each month	*Section 71 of the MFMA*	1. *National Treasury*
Quarterly progress report	*Section 41 (1) (e) of the Systems Act,* *Section 166 (2) (a) (v) and (vii) of the Municipal Management Finance Act (MFMA) and Regulation 7 of Municipal Planning and Performance Management Regulations.*	1. *Municipal Manager /MANCO* 2. *Section 80 Committee* 3. *Audit Committee* 4. *Mayoral Committee* 5. *National Treasury*
Mid-year performance assessment	*Section 72 of the MFMA.* *Section 13 (2) (a) of Municipal Planning and Performance Management Regulations 2001.*	1. *Municipal Manager / MANCO* 2. *Mayoral Committee* 3. *Audit Committee* 4. *Council* 5. *Provincial Government* 6. *National Treasury*
Annual report (to be tabled before Council by 31 January (draft and approved / published by 31 March each year)	*Sections 121 and 127 of the MFMA, as read with Section 46 of the Systems Act and Section 6 of the Systems Amendment Act.*	1. *Municipal Manager / MANCO* 2. *Audit Committee* 3. *Mayoral Committee* 4. *Council* 5. *Auditor-General* 6. *Provincial Government* 7. *National Treasury* 8. *Local Community*

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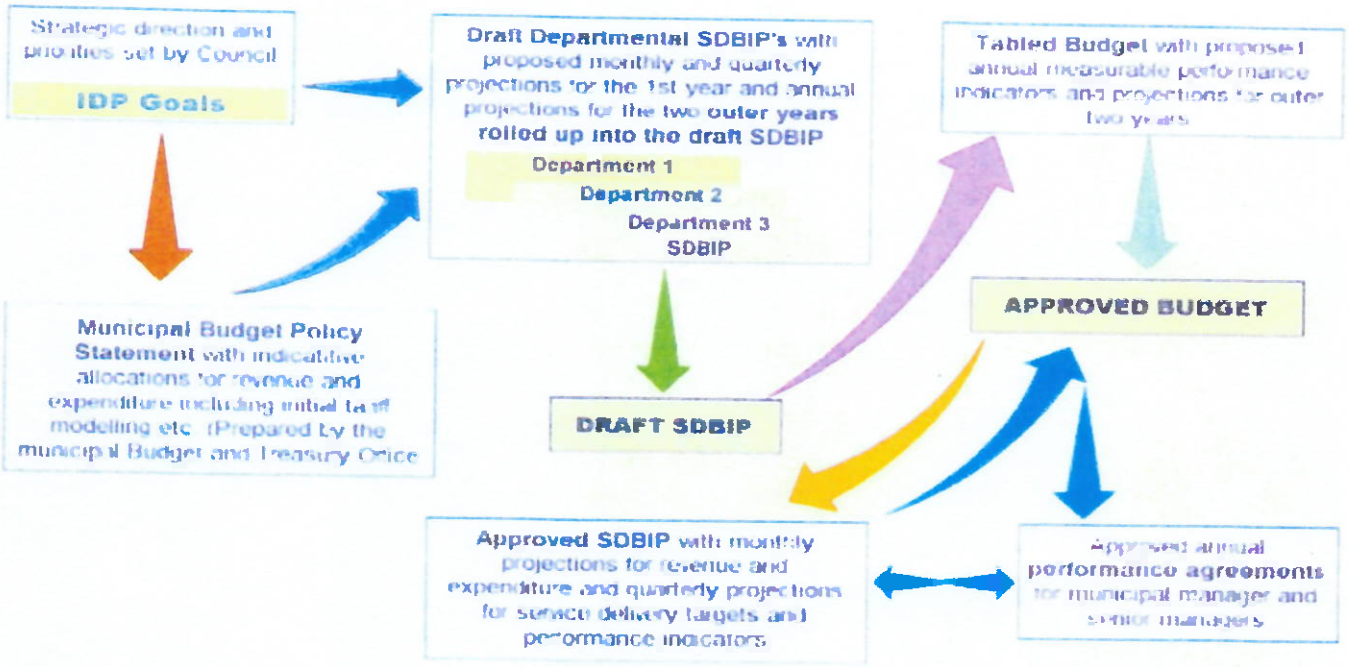
3. THE PROCESS OF DEVELOPING THE SDBIP

The diagram below illustrates the process in line with the MFMA and National Treasury Circular No.13:



4. FACTORS CONSIDERED FOR THE COMPILATION OF THE TOP-LAYER SDBIP

The SDBIP emanates from the 5 years IDP (as annually reviewed) which is a key planning documents that sets out the mission, vision, and strategic objectives of Sedibeng District Municipality as well as service delivery indicators that are realistic and attainable.

The Top-Layer SDBIP was then drafted through a one-on-one session with each cluster. Upon conclusion of this document, all the Executive Directors were given the final draft and offered to make input and comment to ensure that they take ownership of the content of their cluster plans.

The SDBIP was developed in an alignment with the following:

- Growth Development Strategy of the Region
- The IDP Objectives and strategies
- The National KPA's and COGTA KPI's
- 2024/25 Approved Sedibeng District Municipality Budget

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SEDIBENG DISTRICT MUNICIPALITY

REVISED-SEDIBENG SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN 2024-25

CORPORATE SERVICES CLUSTER - CUSTODIAN - EXECUTIVE DIRECTOR

IDP Strategy	Priority Area	IDP Objective	Objective No.	Key Performance Indicator (KPI)	KPI No:	Baseline	Budget Amount	Funding Source	Annual Target	Quarter One(1)	Quarter Two(2)	Quarter Three(3)	Quarter Four(4)	POEs required
KPA 5: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT														
INFORMATION TECHNOLOGY														
World Class ICT Infrastructure in support of Smart Sedibeng	**ICT Governance**	To implement ICT Governance Framework	F1	One (1) report submitted on the implementation of ICT governance Framework in each quarter.	F1.1	ICT Governance Framework for 2022/23	Opex	Own municipality funds	Manage implementation of ICT Governance Framework, and submit four (1) quarterly report	Produce one report on the implementation of ICT Governance Framework	Produce one report on the implementation of ICT Governance Framework	Produce one report on the Implementation of ICT Governance Framework	Produce one report on the Implementation of ICT Governance Framework	Reports on the Implementation of ICT Governance Framework
World Class ICT Infrastructure in support of Smart Sedibeng	**ICT Strategy**	To implement ICT Strategy	F2	One (1) report submitted on the implementation of ICT Strategy in each quarter.	F2.1	ICT Strategy available	Opex	Own Municipality funds	Manage implementation of ICT Strategy, and submit four (1) quarterly report	Produce one report on the implementation of ICT Strategy	Produce one report on the implementation of ICT Strategy	Produce one report on the implementation of ICT Strategy	Produce one report on the implementation of ICT Strategy	Reports on the implementation of ICT Strategy
World Class ICT Infrastructure in support of Smart Sedibeng	**ICT Security Controls**	To implement ICT Security Controls	F3	One (1) report submitted on the implementation of ICT Security Controls in each quarter.	F3.1	ICT Security control policy in place	Opex	Own Municipality funds	Manage implementation of ICT Security Controls, and submit four (1) quarterly report	Produce one report on the implementation of ICT security Controls	Produce one report on the implementation of ICT security Controls	Produce one report on the implementation of ICT security Controls	Produce one report on the implementation of ICT security Controls	Reports on the implementation of ICT security Controls
World Class ICT Infrastructure in support of Smart Sedibeng	**ICT Risks**	To identify and manage identified ICT risks	F4	One (1) Remedial Action Report produced on identified ICT related risks in each quarter	F4.1	Reports on the remedial action of the identified ICT risks for 2024/25	Opex	Own Municipality funds	Produce four (4) Quarterly remedial action reports on the identified ICT risks	Produce one report on the remedial action on the identified ICT risks	Produce one report on the remedial action on the identified ICT risks	Produce one report on the remedial action on the identified ICT risks	Produce one report on the remedial action on the identified ICT risks	Reports on the remedial action on the identified ICT risks
HUMAN RESOURCES														

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Ensure effective, competent and motivated staff	**Occupational Health and Safety**	Implement Occupational Health and Safety (OHS) programmes	F5	One (1) Occupational Health and Safety programs implemented in Quarter 1, 2, 3 & 4	F5.1	Occupational Health and Safety Plan for 2024/25	Opex	Own Municipality funds	Facilitate implementation of four (4) Occupational Health and Safety programmes for employees on quarterly basis and report	Implement Occupational Health and Safety programmes for employees	Implement One Occupational Health and Safety programmes for employees	Implement One Occupational Health and Safety programmes for employees	Implement One Occupational Health and Safety programmes for employees	Reports on the implementation of the Occupational Health and Safety programmes for employees
Ensure effective, competent and motivated staff	**Recruitment and selection**	Implement provisions of the Municipal Staff regulations on recruitment and selection	F6	One (1) report on recruitment and selection activities in Quarter 1,2,3 & 4	F6.1	Municipal Staff regulations	Opex	Own Municipality funds	Develop Four reports on recruitment and selection activities	One (1) report on recruitment and selection activities	One (1) report on recruitment and selection activities	N/A	One (1) report on recruitment and selection activities	Four reports on recruitment and selection activities
Ensure effective, competent and motivated staff	**Capacity Building**	Develop and implement capacity building interventions	F7	One (1) WSP capacity building programme facilitated in each Quarter 1, 2, 3 & 4.	F7.1	Previous report on capacity building interventions implemented in the last financial year 2024/25	Opex	LGSETA	Facilitate four (4) capacity building four interventions in terms of the Workplace Skills Development Plan (WSP), and report	Facilitate One (1) capacity building interventions in accordance with the WSP	Facilitate One (1) capacity building interventions in accordance with the WSP	Facilitate One (1) capacity building interventions in accordance with the WSP	Facilitate One (1) capacity building interventions in accordance with the WSP	Reports on capacity Building interventions
Ensure effective, competent and motivated staff	**Employees Wellness Programme**	Develop and implement Employee Wellness programme	F8	One (1) Employee Wellness Programme implemented in each quarter	F8.1	Previous report implemented in the last financial year 2024/25	Opex		Implement four (4) Employee Wellness Programmes , and report	Implement one (1) Employee Wellness Programme	Implement one (1) Employee Wellness Programme	Implement one (1) Employee Wellness Programme	Implement one (1) Employee Wellness Programme	Reports on the implementation of Employee Wellness Programme
FLEET MANAGEMENT														
Ensure effective and efficient fleet management	**Integrated Fleet Management Process Plan**	To develop Integrated Fleet Management Process plan	F9	One (1) Integrated Fleet Management Process plan developed and approved by Council in Quarter 1.	F9.1	Approved Integrated Fleet Management Process plan for 2024-25	Opex	Own Municipality funds	One (1) Integrated Fleet Management Process Plan and submit to Council for approval in Quarter 1	Produce One (1) Integrated Fleet Management Process Plan and submit to Council for approval	N/A	N/A	N/A	One (1) Integrated Fleet Management Plan and Council Resolution

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Ensure effective and efficient fleet management	**Integrated Fleet Management Process Plan**	To implement integrated Fleet Management Process Plan	F10	One (1) reports on implementation of an Integrated Fleet Management Process Plan in Quarter 2, 3 and 4 respectively	F10.1	Integrated Fleet Management Process Plan for 2024/25	Opex	Own Municipality funds	Implement three (3)Integrated Fleet Management Process plan, and submit quarterly reports thereof	N/A	Produce and submit One (1) report on the implementation of an Integrated Fleet Management Process Plan	Produce and submit One (1) report on the implementation of an Integrated Fleet Management Process Plan	Produce and submit One (1) report on the implementation of an Integrated Fleet Management Process Plan	Reports on the implementation of an Integrated Fleet Management Process Plan
FACILITIES MANAGEMENT														
Improve Council image and access to Municipality's Buildings and Facilities	**Facilities and Buildings**	To develop General Repairs and Maintenance Process Plan for buildings and facilities	F11	One (1) General Repairs and Maintenance Process Plan and submit for Council approval in Quarter 1	F11.1	General Repairs and Maintenance process plan for buildings and facilities for 2024/25 FY	Opex	Own Municipality funds	Develop One (1) General Repairs and Maintenance Process Plan for buildings and facilities for council approval in Q1	Develop and submit One (1) General Maintenance and Repairs Services Process Plan for buildings and facilities for council approval	N/A	N/A	N/A	General Maintenance and Repairs Services Process Plan, Council Resolution
Improve Council image and access to Municipality's Buildings and Facilities	**Facilities and Buildings**	To implement General repairs and Maintenance Plan for facilities and buildings	F12	One (1) general Repairs and Maintenance Process Plan for facilities and buildings in Quarter 2, 3 & 4 respectively	F12.1	General Repairs and Maintenance Process Plan in 2024/25 FY	Opex	Own Municipality funds	Produce 3 quarterly reports on General Repairs and Maintenance of facilities and buildings and in Q 2, 3 and 4 respectively.	N/A	Produce and submit One (1) General repairs and Maintenance Report on facilities and buildings	Produce and submit One (1) General repairs and Maintenance Report on facilities and buildings	Produce and submit One (1) General repairs and Maintenance Report on facilities and buildings	Produce 3 quarterly reports on General Repairs and Maintenance of facilities and buildings and in Q 2, 3 and 4 respectively
PROTECTION SERVICES														
Ensure safety of users of municipality facilities and buildings	**Safety and security of councilors, employees and members of the public**	To implement the Protection Services Strategy	F13	One (1) report submitted on the implementation of the Protection Services Strategy in Quarter 1,2,3 and 4	F13.1	Implementation of the Protection Services Strategy for 2024/2025	Opex	Own Municipality funds	Implement the Protection Services Strategy, and submit four (4) reports, thereof	Submit one report on the implementation of the Protection Services Strategy	Submit one report on the implementation of the Protection Services Strategy	N/A	N/A	Reports on the implementation of the Protection Services Strategy
LEGAL AND SUPPORT														
Effective Management of Council Business	**Legal Services**	To advice Council on legal matters and manage Litigation Register	F14	One (1) Litigation and Contracts Register updated in each Quarter	F14.1	Litigation and contract Register for 2024/25	Opex	Own Municipality	Update and manage Litigation Register and report on quarterly basis	Update one (1) Litigation Register and submit report	Update one (1) Litigation Register and submit report	Update one (1) Litigation Register and submit report	Update one (1) Litigation Register and submit report	Reports on Litigation Register
Effective Management of Council Business	**Council meetings Secretariat Support services**	To provide secretariat support to Council meetings	F15	One (1) quality secretariat support service	F15.1	Eight Council meetings for 2024/25	Opex	Own Municipality funds	Provide four (4) quality secretariat support services to	Prepare Council Agenda and provide secretariat	Prepare Council Agenda and provide secretariat	Prepare Council Agenda and provide secretariat	Prepare Council Agenda and provide secretariat	Agenda and minutes Council meetings

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				provided to Council meetings in each Quarter					Council meetings on quarterly basis	support service during Council meetings	support service during Council meetings	support service during Council meetings	support service during Council meetings	
Effective management of Council Business	**Records Management**	Archives and record management applications and compliance	F16	One (1) Archives and record management applications and compliance	F16.1	Archives and Records Management Applications and compliance	Opex	Own Municipality funds	Conduct four (4) Archives and record management applications and compliance	Conduct four (4) Archives and record management applications and compliance	Conduct Archives and record management applications and compliance	N/A	N/A	Reports on the archives and record management applications and compliance
COMMUNICATIONS														
Effective management of Council Business	**Communications Strategy**	To develop Communication Strategy	F17	Council Approved Communication Strategy in Quarter 2	F17.1	No Communications Strategy in 2024/25	Opex	Own Municipality funds	Develop one (1) Communication Strategy and submit to Council for approval	N/A	Develop Communication Strategy and submit to Council for approval	N/A	N/A	One Communication Strategy approved by Council
Effective management of Council Business	**Communication Policy**	To develop Communication Policy	F18	Council approved Communication Policy in Quarter 2	F18.1	No Communication Policy in 2024/25	Opex	Own Municipality funds	Develop one (1) Communication Policy and submit to Council for approval	N/A	Develop Communication Policy and submit to Council for approval	N/A	N/A	Communication Policy approved by Council

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Annexure A

PERFORMANCE PLAN

Entered into by and between

MUNICIPAL MANAGER

Fairbridge Motsumi Mathe

["the *Employer*"]

and

EXECUTIVE DIRECTOR

Mokgadi Florence Mokgobu

["the *Employee*"]

MiF.

1. PURPOSE

The performance plan defines the Council's expectations of the Executive Director's performance agreement to which this document is attached and Section 56 of the Municipal Systems Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the Municipality's Integrated Development Plan (IDP) and as reviewed annually.

2. KEY RESPONSIBILITIES OF THE MUNICIPAL MANAGER

[Executive Directors support the Municipal Manager to achieve objectives as per roles and responsibilities of the Municipal Manager below]:

(a) The Municipal Manager as head of administration is responsible for policy direction of the council and accountable for:

(b) Responsible for the management of the municipality's administration in accordance with the Local Government: Municipal Systems Act of 2000 and other legislation applicable to the municipality.

(c) The formation and development of an economical, efficient, effective and accountable administration.

(d) Equipped to carry out tasks of implementing the municipal integrated development plan in accordance with chapter 5 of the Local Government: Municipal Systems Act of 2000.

(e) Implementation of the municipal integrated development plan and the monitoring of progress with implementation of the plan.

(f) Management and provision of service to the local community in a sustainable and equitable manner.

(g) Appointment of staff other than section 56 managers accountable to the Municipal Manager subject to the Employment Equity Act No. 55 of 1998.

(h) Management, effective utilisation and training of staff.

(i) The promotion of sound labour relations and compliance by the municipality with applicable labour legislation.

(j) Advising Council and political office bearers of the municipality.

(k) Managing communication between the municipality's administration and its political structure and political office bearers.

(l) Carrying out the decision of the political structures and political office bearers of the municipality.

(m) The administration and implementation of the municipal by-laws and other

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legislations.

(n) Exercise of any powers and performance of any duties delegated by the municipal council, or sub-delegating authorities of the municipality, to the Municipal Manager in terms of the Local Government: Municipal Systems Act of 2000.

(o) Facilitating participation by the local community in the affairs of the municipality.

(p) Implementation of the national and provincial legislation applicable to the municipality,

(q) The performance of any other function that may be assigned by the municipal council.

3. THE SCORECARD OF THE EXECUTIVE DIRECTOR

3.1 The scorecard is made up of the following:

KEY PERFORMANCE AREAS (KPA'S) WEIGHTING		ABSOLUTE WEIGHTING	WEIGHTED AVERAGE
Basic Service Delivery		20%	**60%**
Municipal Institutional Development and Transformation		20%	
Local Economic Development (LED)		20%	
Municipal Financial Viability and Management		20%	
Good Governance and Public Participation		15%	
Total		**100 %**	
CORE COMPETENCY REQUIREMENTS WEIGHTING			
	Select (✓)	**Split per CCR**	20%
Financial Management	✓	10%	
Strategic Capability and Leadership	✓	25%	
People Management and Empowerment	✓	20%	
Client Orientation and Customer Focus	✓	10%	
Service Delivery Innovations	✓	20%	
Communications	✓	15%	
TOTAL		**100%**	
Risk Management			10%
Implementation of Audit Recommendations and/or Management Audit Action Plans			**10%**
OVERALL WEIGHTINGS			**100%**

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Annexure B

PERSONAL DEVELOPMENT PLAN (PDP)

ENTERED INTO BY AND BETWEEN:

SEDIBENG DISTRICT MUNICIPALITY

AS REPRESENTED BY THE

MUNICIPAL MANAGER

Motsumi Mathe

["the *Employer*"]

AND

EXECUTIVE DIRECTOR

Florence Mokgobu

["the *Employee*"]

M.F.

1. PERSONAL DEVELOPMENT PLAN (PDP)

Skills Performance Gap *(in order of priority)*	**Type of development expected** *(short course / workshop / training / conference / etc.)*	**Expected Timeframe (Duration)**	**Work Opportunity / performance area to practise skill**	**Further detail** *(resources requirements, additional notes)*
SMDP	**COURSE**	**7 Months**	**Workplace (Cluster)**	**Time off for study and class attendance required**
Masters Programme	**Full programme**	**24 months**	**Workplace, BOK and community development**	**Time off for study, research and class attendance required**

2. CORE COMPETENCY REQUIREMENTS WEIGHTING

CORE COMPETENCY REQUIREMENTS WEIGHTING			
	Select (✓)	**Split per CCR**	20%
Financial Management	✓	10%	
Strategic Capability and Leadership	✓	25%	
People Management and Empowerment	✓	20%	
Client Orientation and Customer Focus	✓	10%	
Service Delivery Innovations	✓	20%	
Communications	✓	15%	
TOTAL		**100%**	

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ADDENDUM – PERFORMANCE AGREEMENT: SECTION 56/57 MANAGERS

- The Revenue Enhancement Performance Agreement is hereby signed and acknowledged as an Addendum to the original and overall Performance Agreement:
    - That, this shall constitute a contribution of 10% under Municipal Financial Viability and Management;
    - That, this fundraising process in on risk basis and there shall be no success fee payable to an incumbent, rather higher score (1 – 5) based on the amount of capital raised;
    - That, Performance Assessment shall be undertaken minimal at Midyear (January) and annual (July) basis;
    - In all instances, an employee shall be appraised and rewarded on any concluded fundraising done and achieved (confirmation letter/money in municipal account;

Amount	% Weighting	Score Achieved
R0	0	0
<R10 million	2%	1
R10 million - <R50 million	4%	2
R50 million – <R100 million	6%	3
R100 million – <R500 million	8%	4
>R500 million	10%	5

Municipal Manager: _____ **Date:** 17/04/2025

Senior Manager: _____ **Date:** 27/05/25

Witness 1: _____ **Date:** 27/05/25

Witness 2: _____ **Date:** 27/05/25