

Entered into by and between:
MASERU LOCAL MUNICIPALITY

“(Hereinafter referred to as the employer)”
Represented by the Municipal Manager

M. Pule Simon Tsekedi

And

Michelle Madibuseng Sello

“(Hereinafter referred to as the employee)”

FINANCIAL YEAR: 2020/2021



1. Purpose

The performance plan defines the Council's expectations of the Director Social & Community Services Performance Agreement to which this document is attached and Section 57(5) 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

The following objects of Local Government will inform the employee's performance against set performance indicators:

- 2.1 Provide democratic and accountable government for local communities.
- 2.2 Ensure provision of services to communities in a sustainable manner.
- 2.3 Promote social and economic development.
- 2.4 Promote safe and healthy environment
- 2.5 Encourage the involvement of communities and community organisations in the matters of local government.

3. Key Performance Areas

The following Key Performance Areas (KPA's) as outlined in the Local Government: Municipal Planning and Performance Management Regulations (2001) inform the strategic objectives listed in the table below

- 3.1 Infrastructure Development and Service Delivery.
- 3.2 Municipal Transformation and Organisational Development.
- 3.3 Local Economic Development (LED)
- 3.4 Municipal Financial Viability and Management.
- 3.5 Good Governance and Public participation

SCORECARD

| Key Performance Area | Weighting | Annual Target 2020/2021 | Key Performance Indicators | Performance status on date of review | Score | | | |
|---------------------------|-----------|---|--|--------------------------------------|-------|----|----|----|
| | | | | | Q1 | Q2 | Q3 | Q4 |
| 1. Basic Service Delivery | 75 | Signed Reports by the HOD on the maintenance of Parks and recreational facilities | Monthly Reports on Maintenance of Parks and recreational facilities by 30 June 2021 | | 3 | 3 | 3 | 3 |
| | | | Development of an Integrated Waste Management Plan by 30 June 2021 | | 0 | 0 | 0 | 1 |
| | | | Monthly reports made on Households waste Removal by 30 June 2020 | | 3 | 3 | 3 | 3 |
| | | | Signed Reports by the HOD on Cemeteries | | 3 | 3 | 3 | 3 |
| | | Signed Reports by the HOD on Law Enforcement | Quarterly Report on Law Enforcement actions taken in terms of NRTA (National Road Traffic Act no 83 of 1996) by 30 June 2021 | | 1 | 1 | 1 | 1 |

| | | | | | | | | |
|--|--|---|---|--|---|---|---|---|
| | | Signed Reports by the HOD on Environmental Compliance Inspection Conducted | Environmental compliance inspections conducted by June 2021 | | 0 | 0 | 1 | 1 |
| | | Invitation, Signed Attendance registers and minutes and of Meetings conducted for Local Disaster Advisory Forum | Quarterly Meetings conducted for Local Disaster Advisory Forum by 30 June 2021 | | 1 | 1 | 1 | 1 |
| | | Reviewed and approved of Disaster Management Plan and Council Resolution | Review of the Disaster Management Plan 30 January 2021 | | 0 | 0 | 1 | 0 |
| | | Invitation, Signed Attendance Registers and Reports signed by HOD on Disaster Management Campaigns Conducted in all Municipal Towns | Monthly Campaigns Conducted on Structural Fire, Veld fire and drought at schools, clinics and community by 30 June 2021 | | 3 | 3 | 1 | 1 |
| | | Signed report by the HOD on Repairs and Maintenance of Buildings in all Municipal Towns | Monthly Reports prepared on Repairs and Maintenance of Buildings in all Municipal Towns by 30 June 2021 | | 3 | 3 | 3 | 3 |

| | | | | | | | | | |
|--|--|---|--|--|--|---|---|---|---|
| | | | | | | | | | |
| | | Register of sites, Notices | Review of Abandoned Sites for all Towns by June 2021 | | | 1 | 0 | 0 | 1 |
| | Approved Inspection reports | Land-use inspections conducted | | | | 3 | 3 | 3 | 3 |
| | Attendance registers tribunal seatings conducted | Quarterly Tribunal seatings conducted by 30 June 2020 | | | | 1 | 1 | 1 | 1 |

Total Score _____

Weighted Score _____

| Key Performance Area | Weighting | Annual Target 2020/21 | Key Performance Indicators | Performance | Performance status on date of review | Score | | | |
|---|-----------|---|--|-------------|--------------------------------------|-------|----|----|----|
| | | | | | | Q1 | Q2 | Q3 | Q4 |
| 2. Municipal Transformation and Development | 10 | Attendance Register of the Meeting held and Minutes | Quarterly Departmental Meetings held and minuted | | | 1 | 1 | 1 | 1 |
| Total Score | | | | | | _____ | | | |
| Weighted Score | | | | | | _____ | | | |

| Key Performance Area | Weighting | Annual Target 2020/21 | Key Performance Indicators | Performance status on date of review | Score | | | | |
|-------------------------------|-----------|-----------------------|----------------------------|--------------------------------------|-------|-------|-----|-----|--|
| | | | | | Q1 | Q2 | Q3 | Q4 | |
| 3. Local Economic Development | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | |
| Total Score | | | | | | _____ | | | |
| Weighted Score | | | | | | _____ | | | |

| Key Performance Area | Weighting | Annual Target | Key Performance Indicators | Performance status on date of review | Score | | | |
|---------------------------------------|-----------|---|--|--------------------------------------|-------|----|----|----|
| | | | | | Q1 | Q2 | Q3 | Q4 |
| 4. Financial Viability and Management | 5 | Monitor Expenditure within the Department | Ensure Aligned spending in accordance with the approved Budget | | | | | |
| | | | | | 1 | 1 | 1 | 1 |

Total Score _____

Weighted Score _____


| Key Performance Area | Weighting | Annual Target 2020/21 | Key Performance Indicators | Performance status on date of review | Score | | | |
|---|-----------|---|--|--------------------------------------|-------|----|----|----|
| | | | | | Q1 | Q2 | Q3 | Q4 |
| 5. Good Governance and Public Participation | 10 | Report on progress made to address identified risks | Quarterly progress report on departmental risk register | | | | | |
| | | | Report on progress made to address internal audit findings | 1 | 1 | 1 | 1 | |
| | | | Quarterly progress report to address internal audit findings | | | | | |
| | | | | | | | | |

Total Score

Weighted Score

**PERFORMANCE PLAN FOR THE DIRECTOR SOCIAL AND COMMUNITY SERVICES FOR THE PERIOD:
01 July 2020 to 30 June 2021**

Signed and accepted by the Director Social and Community Services



As witnesses: 1. 

2. 

Date: 13/08/2020

Signed by the Municipal Manager



As witnesses: 1. 

2. 

Date: 25/08/13

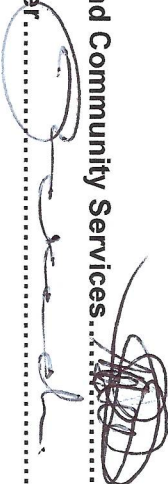
PERSONAL DEVELOPMENT PLAN

(To be used for addressing Performance gaps)

Job Title: Director Social and Community Services

| Skills / Performance Gap(identified at Performance Evaluation) | Outcomes expected | Suggested activity (e.g. training, counseling, additional resources etc.) | Time frames to meet Performance Standards | Comments |
|--|-------------------|---|---|--|
| Municipal Finance Management Programme (MFMP) | Course attendance | September 2020 | Demonstration of knowledge and understanding of municipal financial issues in general | application of economic principles to Municipal finance management |
| | | | | |
| | | | | |

Signed by the Director Social and Community Services.....



Signed by the Municipal Manager.....