

Annexure B

PERFORMANCE PLAN

Entered into by and between:
MASILONYANA LOCAL MUNICIPALITY

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

Mr. Mojaelefa Matlola

And

Mr. Tsepoiso Tsotetsi
Director Corporate Services

"(Hereinafter referred to as the employee)"

FINANCIAL YEAR 2023/2024

TOGETHER WE'LL SUCCEED

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1. Purpose

The performance plan defines the Council's expectations of the **Director of Corporate Services'** Performance Agreement to which this document is attached and in terms of 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 informs 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; and
- 2.5 Encourage the involvement of communities and community organizations 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 (2006) inform the strategic objectives listed below:

- 3.1 Infrastructure Development and Service Delivery;
- 3.2 Municipal Transformation and Organizational Development;

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- 3.3 Local Economic Development (LED);
- 3.4 Municipal Financial Viability and Management; and
- 3.5 Good Governance and
- 3.6 Public Participation

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POSITION PURPOSE

To ensure provision of human resources management and development, municipal administration, training and development, employment equity, recruitment and selection, performance management, labour relations, legal services and, secretarial services to committees,

SCORECARD

DIRECTOR: CORPORATE SERVICES

KPA2: MUNICIPAL TRANSFORMATIO AND DEVELOPMENT										
PERFORMANCE INDICATORS AND TARGETS										
QUARTERLY TARGETS 2025/2026										
NO	IDP Priority	Outputs	KPIs	Annual Targets	Weighting	Q 1 1 Jul - 30 Sep	Q 2 1 Oct - 31 Dec	Q 3 1 Jan - 31 Mar	Q 4 1 April - 30 Jun	Means of Verification
MTD-01	HR Development	Revise EE Plan and Policy & submit report to Department of Labour	Review of Employment Equity Plan and Policy by 31 January 2025	Employment Equity Plan revised and submitted to DOL	5	Revision of EEP completed	25% of EEP targets met	75% of EEP targets met	10% of EEP targets met	Monthly Reports
MTD-02	HR Development	Revise Workplace Skills Plan and submit Report to the LGSETA	Review of Workplace Skills Plan and submit to the LG Seta by 30 June 2025	Workplace Skills Plan revised and submitted to LGSETA	5	Revision of WSP completed	-	-	Revision of WSP submitted to LGSETA	Quarterly Reports on progress/
MTD-03	HR Development	Enrol Employees of the Municipality (Official & Councilors) as	Quarterly trainings facilitated as per Work Skills Plan by 30 June 2025	Training for officials and Councilors trained to WSP	5	25% of training targets met	50% of training targets met	75% of training targets met	100% of training targets met	Monthly/ Quarterly Reports on progress/ Project Reports

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			placement of staff	placement of staff						
MTD-07	HR Development		Implement change management and teambuilding interventions	Implement change management and teambuilding interventions	5	Business Planning finalised	Change management and teambuilding interventions implemented	Change management and teambuilding interventions implemented	Change management and teambuilding interventions implemented	Monthly/Quarterly Reports on progress/Project Reports
MTD-08	Employee wellness	Implement measures for wellness and safe working environment for Councilors and Employees	Develop and implement employee wellness programme	Implement employee wellness programme	5	Procure service provider/or develop partnerships for wellness programme	Employee wellness programme implemented	Employee wellness programme implemented	Employee wellness programme implemented	Monthly/Quarterly Reports on progress/Project Reports
MTD-09	Employee wellness	Implement measures for wellness and safe working environment for Councilors and Employees	Implement measures to provide safe working environment for councilors and employees	Provide councilors and employees with requisite safety equipment including PPEs	5	Identified safety equipment including PPEs provided	Identified safety equipment including PPEs provided	Identified safety equipment including PPEs provided	Identified safety equipment including PPEs provided	Monthly/Quarterly Reports on progress/Project Reports
MTD-10	Labour Relations	Implement measures to support positive labour relations	Measures to support positive labour relations implemented	Convene LLF meetings and implement resolutions	5	Set meetings of LLF held and resolutions implemented	Set meetings of LLF held and resolutions implemented	Set meetings of LLF held and resolutions implemented	Set meetings of LLF held and resolutions implemented	Monthly/Quarterly Reports on progress/Project Reports
MTD-11	Consequence management	Implement measures to enforce discipline and consequence management	Measures to enforce discipline and consequence management implemented	Number of disciplinary cases instituted and resolved within	3	100% of disciplinary cases reported resolved within set timeframes	100% of disciplinary cases reported resolved within set timeframes	100% of disciplinary cases reported resolved within set timeframes	100% of disciplinary cases reported resolved within set timeframes	Monthly/Quarterly Reports on progress/Project Reports


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				prescribed period.						
MTD-12	Performance Management	Revise/Implement the Performance Management Development Policy Framework	Performance Management Development Policy Framework revised/implemented	Performance Management Development Policy Framework revised	2	-	Draft Performance Management Development Framework/Policy reviewed and approved	Final Performance Management Development Framework/Policy reviewed and approved		Approved PMS Policy and council resolution
MTD-13				Cascade PMS to levels below management	3	Business Plan developed and approved	Consultations with Unions/LLF concluded	Workshops with managers in the first level below S57	Performance Agreements/Plans with managers signed	Signed Performance Accountability Agreement
MTD-14	Admin and Legal	Develop and implement systems for effective administrative support Council structures and meetings	Systems for effective administrative support Council structures and meetings implemented	Develop and implement digital annual calendar, Council agendas minutes, and tracking system for implementation of Council resolutions	2	Digital annual calendar developed	Council agendas minutes digitised	Tracking system for implementation of Council resolutions developed and implemented	Tracking system for implementation of Council resolutions developed and implemented	Quarterly Reports on progress/
MTD-15	Records Management	Develop and implement systems for effective records management	Systems for effective records management developed and implemented	All records from different Directorates transferred to one Central Registry	3	100% of records from Budget and Treasury transferred	100% of records from Corporate Services transferred	100% of records from Technical Service and Planning and Development transferred	100% of records from Community Services transferred	Quarterly Reports checklists, register and destruction register

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MTD-16	Records Management	Develop and implement systems for effective records management		100% of old records disposed to Archives Act	2	25% of identified old records disposed	50% of identified old records disposed	75% of identified old records disposed	100% of identified old records disposed	Quarterly Reports checklist, register and destruction register
MTD-17	Information, Technology	Develop and implement frameworks and strategies and systems for effective ICT management	frameworks and strategies and systems for effective ICT management developed and implemented	ICT Policy Framework reviewed, updated, approved by Council and implemented	5	Business Planning finalised	ICT Policy Framework reviewed	ICT Policy Framework implemented	ICT Policy Framework implemented	Monthly/ Quarterly Reports on progress/ Project Reports
MTD-18	Information, Technology	Develop and implement frameworks and strategies and systems for effective ICT management		Provide ICT security and enhance the system to prevent downtimes or speedy recovery from such	3	Audit of IT security issues conducted	ICT security systems implemented	ICT security systems implemented	ICT security systems implemented	Monthly/ Quarterly Reports on progress/ Project Reports
MTD-19	Information, Technology	Develop and implement frameworks and strategies and systems for effective ICT management		Restore and maintain functionality of the website	2	Review of website challenges completed	Website resuscitated	Website functional and updated	Website functional and updated	Quarterly Reports on progress/ Project Reports
MTD-20	Communications	Develop and implement effective management	Effective communication systems	Review Communication strategy and	5	Communication strategy and	New Communication strategy and	New Communication strategy and	New Communication strategy and	Quarterly Reports on progress/

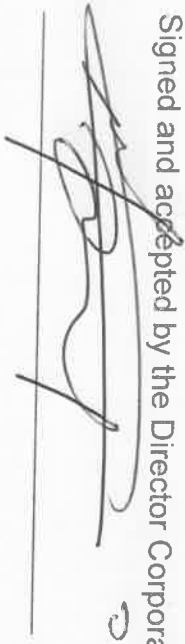
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		communication systems internally and externally	internally and externally developed and implemented	Policy implement it		Policy reviewed	Policy implemented	Policy implemented	Policy implemented	Project Reports
MTD-21	Fleet Management	Put in place measures for the efficient provision and management of municipal fleet	Measures for the efficient provision and management of municipal fleet put in place	Necessary fleet identified, provided and systems for control, maintenance and management implemented	5	Business Planning finalised	Fleet identified purchased	Fleet Management System developed	Fleet Management System implemented	Quarterly Reports on progress/ Project Reports
MTD-22	Risk Management	Monitor, prevent and act on maladministration, fraud and corruption As per the Risk Register	Measures taken to prevent and act on maladministration, fraud and corruption As per the Risk Register		5	100% of risks identified, prevented processed in line with legislation	100% of risks identified, prevented processed in line with legislation	100% of risks identified, prevented processed in line with legislation	100% of risks identified, prevented processed in line with legislation	
MTD-23	Internal Audit	Implement measures to improve audit outcomes pertaining to the Directorate	Measures taken to improve audit outcomes		5	100% of identified controls and systems put in place	100% of identified controls and systems put in place	100% of identified controls and systems put in place	100% of identified controls and systems put in place	
MTD-24	Internal Audit	Implement measures to improve audit outcomes pertaining to	Measures taken to improve audit outcomes	100% of relevant interventions in the Audit Action	5	100% of relevant interventions in the Audit	100% of relevant interventions in the Audit	100% of relevant interventions in the Audit	100% of relevant interventions in the Audit	

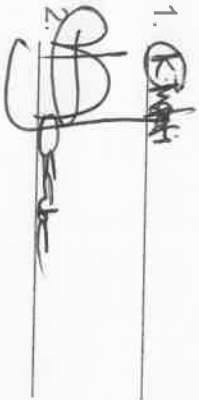

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PERFORMANCE PLAN FOR THE DIRECTOR CORPORATE SERVICES FOR THE PERIOD:
01 JANUARY 2025 TO 30 JUNE 2025

Signed and accepted by the Director Corporate Services

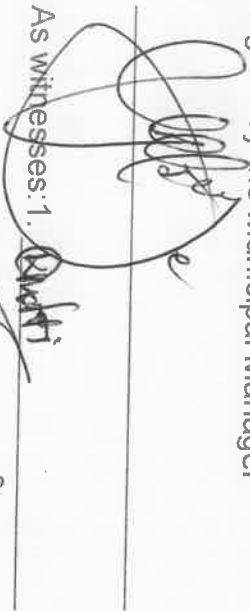


As witnesses: 1. K. Rishi



Date: 13 January 2025

Signed by the Municipal Manager



As witnesses: 1. Rishi



Date: 13 January 2025

PERSONAL DEVELOPMENT PLAN

(To be used for addressing Performance gaps)

Job Title: Director Corporate Services 2014 to 2015

Date:

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

Signed by the Director Corporate Services 

Signed by the Municipal Manager.....

CONSOLIDATED SCORE CARD

ASSESSMENT RATING CALCULATOR

Evaluation Cycle :from (Date)to (Date).....

Name of Director:

Title:

KPA	WEIGHT	RATING	SCORE	CCR	WEIGHT	RATING	SCORE
1				1			
2				2			
3				3			
4				4			
5				5			
6							
80%				20%			100%

Weights

KPA weight = 80%	CCR weight = 20%
KPA score	CCR score
FINAL SCORE	

RECORD OF ASSESSMENT MEETINGS (CONTROL SHEET)

Director's Name:

Job Title:

Date of assessment meeting	Director's views on differences of assessment	Comments of Municipal Manager	Action to be taken if any (feedback to be given to Director)
Q1			
Q2			
Q3			
Q4			
Additional review:			