



Sedibeng
District Municipality

PERFORMANCE AGREEMENT

For Section 56 Employee

MADE AND ENTERED INTO BY AND BETWEEN:

THE SEDIBENG DISTRICT MUNICIPALITY,

REPRESENTED BY

FAIRBRIDGE MOTSUMI MATHE

AND

MOKGADI FLORENCE MOKGOBU

THE EMPLOYEE OF THE MUNICIPALITY

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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

Sedibeng District Municipality

Herein represented by the Municipal Manager (herein after referred to as the **Employer**)

and

Florence Mokgobu, Employee of the **Sedibeng District 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), (4A), (4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the parties;
- 2.2. specify objectives and targets 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 Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality ;
- 2.3. specify accountabilities as set out in the Performance Plan which form an annexure to the performance agreement (**Annexure A**);
- 2.4. monitor and measure performance against set targeted outputs;
- 2.5. use the Performance Agreement and Performance Plan as the basis for assessing whether the **Employee** has met the performance expectations applicable to his/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 the **Employee** in attaining equitable and improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **01 July 2025** and will remain in force until **30 June 2026** 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 contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan/SDBIP (**Annexure A**) as 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/SDBIP (**Annexure A**) are set by the **Employer** in the consultation with the **Employee** and based on the Integrated Development Plan, the Service Delivery 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.

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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 KPA's (including special projects relevant to the employee's responsibilities) within 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 both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and the Core Competency Requirements (CCR's) respectively.
- 5.5.2. Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.3. **KPA's covering the main areas of work will account for 50%, Risk Management will account for 10%, Grant Fundraising & Revenue Enhancement account for 10%, and Management Audit Action Plans will account for 10%, and CCR's 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/SDBIP (**Annexure A**), and the weightings agreed to between **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 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 **Employer** and **Employee**. Performance Weighting:

KPA's WEIGHTING		ABSOLUTE WEIGHTING	WEIGHTED AVERAGE
Basic Service Delivery		20	50%
Municipal Institutional Development and Transformation		25	
Local Economic Development (LED)		10	
Municipal Financial Viability and Management		20	
Good Governance and Public Participation		25	
Total		100 %	
CORE COMPETENCY REQUIREMENTS WEIGHTING			
	Select (✓)	Split per CCR	20%
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%	
TOTAL		100%	
Risk Management			10%
Implementation of Audit Action Plan			10%
Grant Fundraising and Revenue Enhancement			10%
OVERALL WEIGHTINGS			100%

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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.

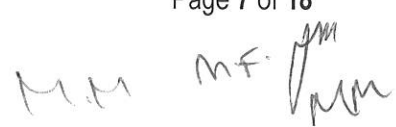
6.5. The annual performance appraisal will involve:

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 as described in 6.6 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 CCR's

- (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**)

Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance Plan and maintained this in all areas of responsibility throughout the year.					
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.					
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.					

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Level	Terminology	Description	Rating				
			1	2	3	4	5
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.					
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The Employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.					

6.7. For purposes of evaluating the performance of the Municipal Manager, an evaluation panel constituted by the following persons will be established –

- 6.7.1. Executive Mayor;
- 6.7.2. Chairperson or delegated member of the Performance & Audit Committee;
- 6.7.3. At least one member of the Mayoral Committee (MMC);
- 6.7.4. Mayor and/or Municipal Manager from another Municipality; and
- 6.7.5. Member of a ward committee as nominated by the Executive Mayor (NB! District)

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

M.M. M.F. M.M.

performance is satisfactory:

Quarter	Review Period	Review to be completed by
1	July - September 2025	October 2025 (informal)
2	October - December 2025	February 2026
3	January - March 2026	April 2026 (informal)
4	April - June 2026	July 2026

- 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**;

M.F. [Signature]

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** agrees 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 is 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 evaluating 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 calculated as follows:

Score	Performance Rating		Bonus %
5	Score above 90%	Outstanding Performance	10% - 14% of total package

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Score	Performance Rating		Bonus %
4	Score above 80% up to 90%	Significantly above expectation	5% - 9% of total package
3	Score above 70% up to 90%	Fully effective	0%
2	Score below 70%	Ineffective and unacceptable performance	0% and remedial action required

11.3. In the case of unacceptable performance, the **Employer** shall:

11.3.1. Provide systematic remedial or developmental support to assist the **Employee** to improve his/her performance; and

11.3.2.

11.3.3. 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/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) 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.

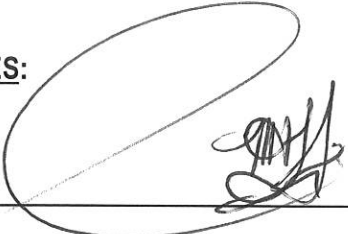
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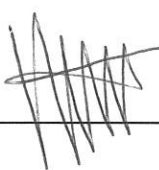
13. GENERAL

- 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.

Thus done and signed at Vereeniging on this 28 day of November 2025

AS WITNESSES:

1. 
2. 


EXECUTIVE DIRECTOR

AS WITNESSES:

1. 
2. 


MUNICIPAL MANAGER

Annexure A

PERFORMANCE PLAN

Entered into by and between

MUNICIPAL MANAGER
["the *Employer*"]

and

EXECUTIVE DIRECTOR

["the *Employee*"]

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The performance plan defines the Council's expectations of the Municipal Manager's 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) reviewed annually, and the Service Delivery and Budget Implementation Plan (SDBIP), 2025/26.

2. KEY RESPONSIBILITIES OF THE MUNICIPAL MANAGER

- (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 57 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 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, and
- 

The below Key Performance Areas as outlined the Local Government Municipal Planning and Performance Management Regulations (2001) are also aligned to the strategic objectives of the municipality towards a proper assessment of the organizational performance:

- Municipal Transformation and Organisational Development
- Development and Service Delivery
- Local Economic Development
- Municipal Financial Viability and Management
- Good Governance and Public Participation

3. THE SCORECARD OF THE EXECUTIVE DIRECTOR: CORPORATE SERVICES

3.1 The scorecard is made up of the following:

KEY PERFORMANCE AREAS (KPA'S) WEIGHTING		ABSOLUTE WEIGHTING	WEIGHTED AVERAGE
Basic Service Delivery		20	50%
Municipal Institutional Development and Transformation		25	
Local Economic Development (LED)		10	
Municipal Financial Viability and Management		20	
Good Governance and Public Participation		25	
Total		100 %	
CORE COMPETENCY REQUIREMENTS WEIGHTING			
	Select (✓)	Split per CCR	20%
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%	
TOTAL		100%	
Implementation of Risk Management			10%
Implementation of Audit Action Plan			10%
Grant Fundraising and Revenue Enhancement			10%
OVERALL WEIGHTINGS			100%

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4. CLUSTER: CORPORATE SERVICES

Information Technology:

IDP Strategy	National Key Performance Area: Municipal Transformation and Organisational Development: Service Delivery, Good Governance and Public Participation														Evidence		Oversight and Accountability	
	National Development Plan: C4 Economic Infrastructure – Information and Communications Infrastructure																	
	Gauteng SGT Approach: Building Capable, Ethical and Developmental State														Budget Allocation	Annual Target	Administration	Political
Planning Statement	Project/Programme	Baseline	Key Performance Indicator	Target				Opex		4		Reports on the implementation of ICT Governance framework	Reports on the implementation of ICT Governance framework	Director	Member of the Mayoral Committee (MMC)			
				Q1	Q2	Q3	Q4											
	ICT Governance Framework	ICT governance Framework implemented in the previous financial year	Four (4) Number of ICT Governance framework reports submitted	Report on the Implementation of ICT Governance framework	Report on the Implementation of ICT Governance framework	Report on the Implementation of ICT Governance framework	Report on the Implementation of ICT Governance framework									Report on the Implementation of ICT Governance framework		
	ICT Strategy	ICT Strategy implemented in the previous financial year	Four (4) Number of reports on ICT Strategy implementation	Report on ICT Strategy implementation	Report on the Implementation of ICT Governance framework	Report on the Implementation of ICT Governance framework	Report on the Implementation of ICT Governance framework									Report on the Implementation of ICT Governance framework		
	ICT Security Controls	ICT Security controls implemented in the previous financial year	Four (4) Number of reports on the remedial action taken on ICT Risks.	Report on the Implementation of ICT Security Controls to minimise cyber security risk	Report on the Implementation of ICT Security Controls	Report on the Implementation of ICT Security Controls	Report on the Implementation of ICT Security Controls									Report on the Implementation of ICT Security Controls		
	ICT Risks	ICT risks managed in the previous financial year	Four (4) Number of Remedial Action Report produced on ICT Related Risks	Report on ICT related Risks	Report on ICT related Risks	Report on ICT related Risks	Report on ICT related Risks	Report on ICT related Risks										
	ICT Policies workshops	ICT workshops successfully conducted in the previous financial year.	Four (4) Number of reports on ICT workshops.	Report on ICT Policies workshops	Report on ICT Policies workshops	Report on ICT Policies workshops	Report on ICT Policies workshops	Report on ICT Policies workshops										

Human Resources:

IDP Strategy	National Key Performance Area: Municipal Transformation and Organisational Development: Service Delivery, Good Governance and Public Participation: Service Delivery														Evidence		Oversight and Accountability	
	National Development Plan: C9 Improving Education, Innovation and Training																	
	Gauteng SGT Approach: Education and Skills Revolution														Annual Target	Budget Allocation	Administration	Political
	Planning Statement	Project/Programme	Baseline	Key Performance Indicator	Q1	Q2	Q3	Q4										
Ensure effective, competent and motivated staff	Ensure equal opportunities, 'fair recruitment' and employees' capacity and wellness in the workplace	Human Resources Management Strategy	Approved Human Resources Management Strategy	Four (4) Number of reports on the implementation of Human Resource Management Strategy	Report on the implementation of Human Resource Management Strategy	Report on the implementation of Human Resource Management Strategy	Report on the implementation of Human Resource Management Strategy	Report on the implementation of Human Resource Management Strategy	4		Member of Mayoral Committee (MMC)	Executive Director						
		Implement and Review Workplace Skills Plan	Approved Workplace Skills Plan	Four (4) Number of reports on the implementation of Workplace Skills Plan produced	Report on the Implementation of Workplace Skills Plan 2025 – 26	Report on the Implementation of Workplace Skills Plan 2025 – 26	Report on the Implementation of Workplace Skills Plan 2025 – 26	Report on the Implementation of Workplace Skills Plan 2025 – 26	4			Director						

IDP Strategy	National Key Performance Area: Municipal Transformation and Organisational Development, Service Delivery, Good Governance and Public Participation, Service Delivery											
	National Development Plan: C9 Improving Education, Innovation and Training											
	Gauteng GGT Approach: Education and Skills Revolution											
	Planning Statement	Project/Programme	Baseline	Key Performance Indicator	Target				Budget Allocation		Annual Target	Evidence
					Q1	Q2	Q3	Q4				
				One (1) Number of Workplace Skills Plan Reviewed	0	0	0	Submission of Workplace Skills Plan 2026 -27			1	
		Occupational Health and Safety	2024 – 25 Occupational Health and Safety reports	Four (4) Number of Occupational Health and Safety Reports compiled	Report on Occupational Health and Safety	Report on Occupational Health and Safety	Report on Occupational Health and Safety	Report on Occupational Health and Safety			4	
		Employee Wellness Programmes	2024 – 25 financial year Employee Wellness Programmes	Four (4) Number of Reports on Employee Wellness Programmes conducted.	Report on Employee Wellness Programme	Report on Employee Wellness Programme	Report on Employee Wellness Programme	Report on Employee Wellness Programme			4	Reports on Employee Wellness Programme
												Manager
Communications:												
IDP Strategy	National Key Performance Area: Municipal Transformation and Organisational Development, Service Delivery, Good Governance and Public Participation, Service Delivery											
	National Development Plan: Building Capable State											
	Gauteng GGT Approach: Building Capable, Ethical and Developmental State											
	Planning Statement	Project/Programme	Baseline	Key Performance Indicator	Target				Budget Allocation		Annual Target	Evidence
Effective Branding and Marketing					Q1	Q2	Q3	Q4				
	Effective Communications and Branding of the municipality	SDM Communications Strategy	Approved Sedibeng Communication Strategy	Four (4) Reports on implementation of Sedibeng Communication Strategy and Branded events	One (1) Report on the Implementation of Sedibeng Communications Strategy and Branded events	One (1) Report on the Implementation of Sedibeng Communications Strategy and Branded events	One (1) Report on the Implementation of Sedibeng Communications Strategy and Branded events	One (1) Report on the Implementation of Sedibeng Communications Strategy and Branded events	Opex		4	
												Approved Communications Strategy and Resolutions -Reports on the Implementation of Communications Strategy and Branded events
Accountability and Oversight												
												Political
												Administration
												Director

Communications:

IDP Strategy	National Key Performance Area: Municipal Transformation and Organisational Development, Service Delivery, Good Governance and Public Participation, Service Delivery											
	National Development Plan: Building Capable State											
	Gauteng GGT Approach: Building Capable, Ethical and Developmental State											
	Planning Statement	Project/Programme	Baseline	Key Performance Indicator	Target				Budget Allocation		Annual Target	Evidence
Effective Branding and Marketing					Q1	Q2	Q3	Q4				
	Effective Communications and Branding of the municipality	SDM Communications Strategy	Approved Sedibeng Communication Strategy	Four (4) Reports on implementation of Sedibeng Communication Strategy and Branded events	One (1) Report on the Implementation of Sedibeng Communications Strategy and Branded events	One (1) Report on the Implementation of Sedibeng Communications Strategy and Branded events	One (1) Report on the Implementation of Sedibeng Communications Strategy and Branded events	One (1) Report on the Implementation of Sedibeng Communications Strategy and Branded events	Opex		4	
												Approved Communications Strategy and Resolutions -Reports on the Implementation of Communications Strategy and Branded events
Accountability and Oversight												
												Political
												Administration
												Executive Director
												Member of Mayoral Committee (MMC)

Legal and Support Services

IDP Strategy	National Key Performance Area: National Key Performance Area: Municipal Transformation and Organisational Development, Service Delivery, Good Governance and Public Participation, Service Delivery										Accountability and Oversight			
	National Development Plan: Building Capable State													
	Gauteng GGT Approach: Building Capable, Ethical and Developmental State										Evidence			Administration
Planning Statement	Project/Programme	Baseline	Key Performance Indicator	Target				Budget Allocation	Annual Target					
Efficient and Accountable Corporate Governance	Contract Management Register	Existing Contract management register for 2024 – 25 financial year	Twelve (12) Number of monthly reports Contract Management Register updated	Q1	Q2	Q3	Q4	3 x Reports on the implementation of Contract Management Register	Opex	12	Monthly Reports on the implementation of Contract Management Register	Executive Director	Member of Mayoral Committee (MMC)	
	Litigation Register	Existing Litigation Register for 2024 – 25 financial year	Four (4) Number of reports on Litigation Register updated	Report on the implementation of Litigation Register	Report on the implementation of Litigation Register	Report on the implementation of Litigation Register	Report on the implementation of Litigation Register	Opex	4	Quarterly Reports on the implementation of Contract Management Register	Executive Director			
	Legislative Compliance	No baseline	Four (4) Number of Quarterly reports on Legislative Compliance	Quarterly Update and report on Legislative Compliance	Quarterly Update and report on Legislative Compliance	Quarterly Update and report on Legislative Compliance	Quarterly Update and report on Legislative Compliance	Opex	4	Reports on legislative compliance	Manager			
	Archives & Records Management	Existing Council's Registry office, Repository Centre is in place and full compliance with the NARS Act.	Four (4) Number of Records Management Application and General Compliance maintained	Report on Records Management Application and General Compliance	Report on Records Management Application and General Compliance	Report on Records Management Application and General Compliance	Report on Records Management Application and General Compliance	Opex	4	2 Quarterly Reports on Records Management Application and General Compliance	Manager			
	Secretariat for Committee Section	Existing secretarial support provided to Mayoral and Council	Number of Secretarial supported provided to MAYCO (12) and Council (4)	Provision of Secretarial support to MAYCO and Council	Provision of Secretarial support to MAYCO and Council	Provision of Secretarial support to MAYCO and Council	Provision of Secretarial support to MAYCO and Council	Opex	16	Notice, Agenda, Minutes and attendance register	Executive Director			

Protection Services:

IDP Strategy	National Key Performance Area: National Key Performance Area: Municipal Transformation and Organisational Development, Service Delivery, Good Governance and Public Participation, Service Delivery										Evidence		Accountability and Oversight	
	National Development Plan: A skilled and capable workforce to support an inclusive growth path													
	Gauteng GGT Approach: Building capable, ethical and developmental state										Target		Budget Allocation	Annual Target
Planning Statement	Project/Programme	Baseline	Key Performance Indicator	Q1	Q2	Q3	Q4					Administration	Political	
Ensure effective, competent and Motivated Staff	Access and egress control of municipal buildings and facilities	Existing risk and security plan	One (1) Number of Safety and Security Plan Reviewed, and 4 Reports on its implementation	-Review and Submit the Safety and Security Plan		0	0	0	Opex	1	Reviewed Safety and Security Plan and Resolution	Executive Director	Member of Mayoral Committee (MMC)	
			Four (4) Number of Reports on implementation of Safety and Security Plan, quarterly	One (1) Report on Implementation of Safety and Security Plan through Standard Operating Procedures	One (1) Report on Implementation of Safety and Security Plan through Standard Operating Procedures	One (1) Report on Implementation of Safety and Security Plan through Standard Operating Procedures	One (1) Report on Implementation of Safety and Security Plan through Standard Operating Procedures		4	Reports	Manager			
			One (1) Number of Safety and Security Standard Operating Procedure developed	Develop and Submit Safety and Security Standard Operating Procedures	0	0	0	0	Opex	1	Approved Safety and Security Standard Operating Procedures Resolutions	Manager		

Facilities and Fleet Management:

IDP Strategy	National Key Performance Area: Municipal Transformation and Organisational Development: Service Delivery, Good Governance and Public Participation, Service Delivery													
	National Development Plan: A skilled and capable workforce to support an inclusive growth path													
	Gauteng GGT Approach: Building capable, ethical and developmental state													
	Planning Statement	Project/Programme	Baseline	Key Performance Indicator	Q1	Q2	Target		Q3	Q4	Budget Allocation	Annual Target	Evidence	Accountability and Oversight
													Administration	Political
Effective maintenance and repairs plan for municipal facilities	Maintenance and Repairs Plan for Municipal Facilities	2024 – 25 Maintenance Plan and Reports on maintenance and repairs of municipal facilities	One (1) Number of Maintenance and Repairs Plan developed	Develop Maintenance and Repairs Plan in line with approved procurement plan		0		0	0	Opex	1	Approved Maintenance Plan	Director	
				Report on Implementation of Maintenance and Repairs Plan in line with approved procurement plan	Report on Implementation of Maintenance and Repairs Plan in line with approved procurement plan	Report on Implementation of Maintenance and Repairs Plan in line with approved procurement plan	Report on Implementation of Maintenance and Repairs Plan in line with approved procurement plan			Reports on the implementation of municipal Maintenance and Repairs Plan,	Director	Member of Mayoral Committee (MMC)		
Effective use of Municipal Fleet management	Fleet Management Policy	Existing Fleet Management Policy, Strategy and SOP	Four (4) Number of reports on the implementation of Fleet Management Policy	Implementation of Fleet Management Policy	Implementation of Fleet Management Policy	Implementation of Fleet Management Policy	Implementation of Fleet Management Policy	Implementation of Fleet Management Policy	Implementation of Fleet Management Policy	Opex	4	Reports on the Implementation of Fleet Management Policy	Director	

PERSONAL DEVELOPMENT PLAN (PDP)

ENTERED INTO BY AND BETWEEN:

SEDIBENG DISTRICT MUNICIPALITY

AS REPRESENTED BY THE

MUNICIPAL MANAGER

["the *Employer*"]

AND

EXECUTIVE DIRECTOR

["the *Employee*"]

A handwritten signature in black ink, appearing to be 'M. M. M. M.', located in the bottom right corner of the page.

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 skill	Further detail (resources requirements, additional notes)
Continuous Improvement in Executive Leadership Programme	Master's Programme	12 / 24 Months	Work place	Time off and Financial support
Risk, Audit and Ethics	Short Course	3/6 month	Work place	Time off and Financial support

M.F.

M.F.
M.F.