



**Sundays River Valley**  
MUNICIPALITY

**SUNDAYS RIVER VALLEY DISTRICT MUNICIPALITY**

**PERFORMANCE PLAN : Thembekile Machelesi**

**2017/2018**

**Director Of Corporate Services**

**Corporate Services**

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PERFORMANCE PLAN : Thembekile Machelesi (Director Of Corporate Services) 2017/2018									
Objective	Strategy	Key Performance Indicator (Project)	Annual Target	Proof	Weighting	Targets			
						September 2017/2018	December 2017/2018	March 2017/2018	June 2017/2018
KPA 1. INSTITUTIONAL MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT									
To ensure the municipality approves the organogram	Reviewal of the organizational structure	% progress in the review of the organizational structure (COR00539)	100%	Organogram; attendance registers; minutes of meetings and council resolution	12.3%	NA	50%	30%	20%
	To fill vacancies and align the organizational structure to the IDP	% of existing budgeted vacancies filled (COR00540)	50% of existing budgeted vacancies are filled	Employment contract	12.3%	NA	25%	NA	25%
Capacity building and empowerment programmes to ensure skills enhancement of staff.	On the job training	Number of employees trained (COR00541)	40	Attendance registers; WSP; expenditure reports	13.6%	10	10	10	10
To ensure that the municipality has employment equity plan and that targets are met	Adherence to equity norms as set in the equity plan informed by national norms.	The number of people from employment equity target groups employed in the three highest levels of management in compliance with a municipality's approved employment equity plan (COR00544)	8 women at middle management and 2 at senior management	Employment records; equity plan; personnel files	13.6%	NA	NA	NA	8 women at middle management and 2 at senior management
To ensure effective public participation of ward committees.	Regular meetings of ward committees	Number of ward committees meetings organized (As per schedule) (COR00545)	32 ward committee meetings organized as per schedule	Attendance registers; minutes of meetings	13.6%	8	8	8	8
To optimise the information and communications technology(ICT) function to support organizational performance	ICT support	% progress in resolving ICT audit (COR00546)	70% progress in resolving ICT audit improvement plan	Expenditure reports; ICT policies	13.6%	10%	30%	20%	10%
To enhance employee wellness through prevention and provision of therapeutic programmes and physical fitness	frequent employee health and wellness activities	number of employee health and safety programmes conducted (COR00547)	4	Attendance registers; photos	8.6%	1	1	1	1
Ensure safekeeping of Council records and documents	Proper use of the electronic filing systems and hardcopies	% progress in the delivery and commissioning of the electronic document management system (COR00548)	100% (Records management system fully acquired)	Reports from COR	12.3%	25% (procurement and Natis documents concluded)	25% (correspondance module and meeting management concluded)	25% (town-planning section concluded)	25%( change management and hand-holding (finance, traffic, technical and Corporate services)



CORE COMPETENCY REQUIREMENTS (CCR's) : Thembekile Machelesi (Director Of Corporate Services)  
2017/2018

Core Competency Requirement	Annual Target	Proof	Weighting	Targets			
				September 2017/2018	December 2017/2018	March 2017/2018	June 2017/2018
<b>CCR 1. MANAGERIAL</b>							
Strategic Capability and Leadership			5%				
Partnership and Stakeholder Relations			10%				
<b>CCR 2. OCCUPATIONAL</b>							
Change Management			10%				
Financial Management			5%				
People Management and Empowerment			20%				
Communication			10%				
Accountability and Ethical Conduct			10%				
Competence in policy conceptualisation, analysis and implementation			15%				
Knowledge of more than one functional municipal field			15%				

