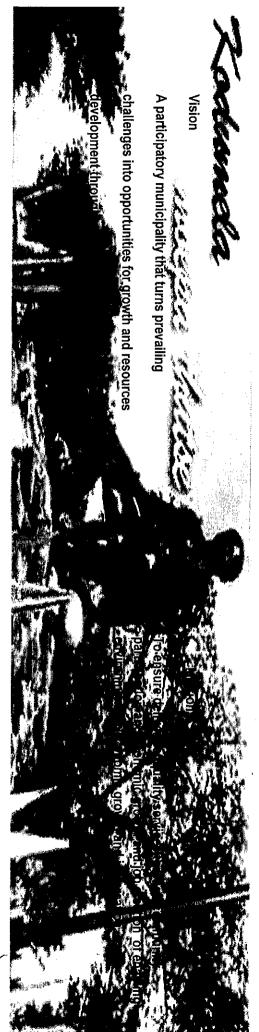
## 2016/17 PERFORMANCE PLAN FOR DIRECTOR: CORPORATE SERVICES: MAGABANE TG





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	Corpore	Report on	OPEX	N/A	N/A	50%	50%	Approv	100%	%	-	Ensure full		
	Corpora	Report on	OPEX	- N/A	N/A	50%	50%	Approv	100%	<b>%</b>	>	Ensure full	:	

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of WSP annual report, Present it to LLF, Present it to management	Development of WSP, Present it to LLF, Present it to management and submit it to LGSETA	Distribution of Skills Audit Form to employees for completion, Consolidate the form and submit to training committee, Training committee approve, submit to MM for signing off and submit to LGSETA	
		or of	
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Annual report to LGSETA	To develop WSP and submit to LGSETA	Number of employees trained	
Annual Report submitted to LGSETA by the 30 April 2017	<del>-</del>	98	
WSP	2015/1 6WSP in place	Work skills plan	
N A	N/A	employees trained	
NA	N/A	25 employees trained	
N/A	Consultati on with stakehold ers on developm ent of a Draft WSP.	employee s trained	
Develop and Submit WSP report to LGSETA	1 WSP develope d and submitte d to LGSETA	employe es trained	
OPEX	OPEX	R750 000	
WSP Report and Acknowle dgement of receipt	Approved WSP Document and Acknowle dgement of receipt by the LGSETA	Training Report	
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	Surveillan	R36, 143	1 Medical	_	1 Medical		Two	2 medical	No of	œ	To promote	Organize and	Employee
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												and submit it	

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Vehicle Purchase	manageme nt and maintenanc e	Website	IT Backup Systems		
Purchasing of municipal fleet including plant				a good condition	
To purchase vehicles and plant	website materials are placed on the website in time	To ensure all	Renewal of backup system		
13.		12.	.3		
To purchase municipal vehicles and plant	legislated and regulated municipal information posted on the website	% of all	Number of IT backup system report produced	according to maintenanc e plan	
1X Mayoral car 1x Speaker's car 2x double cabs	posting of all website compliance content	100%	240 reports per annum		
Munici pal vehicle	websit e in place	Munici	New indicat or		
1X Mayoral car 1x Speaker's car Plant	Developmen t of a register of all website content required by laws and regulations  Posting of all quarterly required information	100%	60 reports per quarter		
2x double cabs	Posting of all quarterly required information	100%	60reports per quarter		
N/A	Posting of all quarterly required informatio	100%	60 reports per quarter		
NA	Posting of all quarterly required informati on	100%	reports per quarter		
R5,200,0 00		OPEX	R300,00 0		
Delivery Note and proof of purchase	on website contents posted and maintaine d	Reports	IT Backup System Quarterly reports		
Corpora e Service:	Service:	Corpora	Corpora e Service:		

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s services	complaint	complai	complain	complain	mer	complain	resolved		complaints	complaints	management
OPEX   Complaint   Corporate		100%	100%	100%	Custo	100% of	% of Complaints	16.	To ensure	Develop	Complaints
		s).	s)	s		ward)			affairs.		
		meeting	meeting	meeting		each			municipal		
	meetings)	back	back	back		year per			in the		
vote) Reports	back	(Report	(Report	(Report		s per	meetings.		communities	meetings).	
pation   Quarterly	(Report	wards	wards	wards		meeting	schedule of		and	Report back	
partici   meetings	22 wards	22	22	22		wards(4	per approved		stakeholders	(community	
unity of	in all the	in the	in all the	in all the		all 22	communities as		<u>o</u>	wards	
comm   Schedule	meetings	meeting	meeting	meeting	gs	year for	and		participation	all the 22	-
of the Registers	public	public	public	public	meetin	s per	stakeholders		encourage	meeting in	
	Ward	Ward	Ward	Ward	ule of	meeting	meetings of		and	Ward public	Participation
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Corporate	Induction	OPEX	N/A	N/A	220	N/A	Inducti	220	Number of ward	20.		Induct all	Ward
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services.	establish		-			committ	commi	committ	committees		establishme	ward	t of Ward
Corporate	Notice of	OPEX	N/A	N/A	A/N	22 Ward	Ward	22 ward	Number of ward	19.	To ensure	To establish	Establishmen
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Programme	MOACO		Expenses	Out of Pockets											
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accountable and transparent governance structures responsive to the need of the community	ward committees.	of our pocket expenses for	guidelines	To Comply with							of council.	the new term	elected in	committees	all ward
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meetings coordinated		superiu.	members paid	No of ward committee					·					matters	and related
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							Leaders	invitation for	
							Traditional	on with	
			dar				and	documentati	
	•		Calen				Councilors	of	
support meetings		۵	==:	supports			Whip,	development	
and the	supporte	supporte	Counc	ted and			and Chief	•	
ated supported Notice of	ted and	ted and	gs/	coordina			Speaker,	stakeholders	
coordin e and Minutes	coordina c	coordina	meetin	ဟ	supported.		the Mayor,	relevant	
meeting   coordinat   Reports/	meeting   m	meeting	ule of	meeting	coordinated and		e support to	issue to all	
council meeting Registers	council c	council	sched	Council	meetings		administrativ	of meetings,	
ordinary council e Services	_	ordinary	ved	Ordinary	Council		strategic and	t of schedule	Support
1 1 ordinary   OPEX   Attendanc   Corporate		_	Appro	Four (4)	Number of	25.	To provide	Developmen	Council
				Council			bursary fund		
				a to			of mayor'		

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1 Mayor   1 Mayor   1 Mayor   OPEX   Magosh   Ma
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mayoral Public Participation program		
Development of schedule of meetings, issuing notices to all stakeholders, development of reports, presentation of reports to the public.	Developmen t of schedule of meetings, issue to all relevant stakeholders, development of documentati on with invitation for a meeting, distribution, reminders and meeting	documentati on with invitation for a meeting, distribution, reminders and meeting
To engage in programmes that foster participation, interaction and partnership		
<u>ವ</u>	30.	
No of mayoral public participation programmes held	No of Executive Committee meetings Coordinated and Supported	
4 Mayoral Public participa tion program mes	12	
Coun cil calend ar	Counc il Calen dar	
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OPEX	OPEX	_
Notice of public participati on, Reports and Attendanc e registers	Attendanc e Registers Reports/ Minutes Notice of the meetings	
Corporate Services	Corporate Services	

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		147	ordina d and oports	ordina d and oports	coordina ted and supports	tec sup		:		challenges encourted	
			ce coordina			conferen ce				service delivery	
			conferen			ees	-			deal with	
			committ			ward				resolution to	
			ward			annual	supported plus			session to	
			1 annual		•	ees and	coordinated and		_	sharing	<del></del>
			ees	ees	ਕੁ	committ	conference			information	
			committ	committ	calend	ward	committees			on a 3 days	
			ward	ward	events	n of	Annual ward			committees	
			n of	of new	<u>pa</u>	Inductio	induction and		-	ward	
!	N/A	N/A	Inductio	Election	Munici	_	Number of	33.		Convene all	
										and meeting	
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					pal	-	Committee			t of schedule	
	2	2	2	A/N	Munici	6	No of Ward	32.		Developmen	

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				manag	Comm
				management	Communicati
Develop of specification, Submit to SCM for procurement processes	houses	Secure slots/ space with media	for inputs, finalization of the newsletter and submit to council for approval	on strategy and circulate it to all	Developmen t of draft
			managemen t	services, public liaison,	To provide communicati
<u>ఆ</u>		35.			34.
No of diaries and calendars provided.		No of media statements /articles issued	· .	branding strategy	To review communication,
550	nts/alert s issued to various media houses	16 media stateme			->
Comm unicati on and Brandi Brandi ng Strate gy	and Brandi ng Strate gy/ Media Relati ons Policy	Comm unicati on	gies	and Brandi ng	Comm
550		4	revised	corporat e branding	commun
N/A		4			N/A
N/A		4			N/A
N/A		.4			N/A
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Delivery note		Media articles		strategy council resolution	Communi
Corporate Services		Corporate Services			Corporate Services

Prepared by :

Magabane TG
Director: Corporate services
Date: ○ | ○ 국 | ② ○ C

Selamolela S
Mayor
Date: Of OT 2016

Confirmed by: