

ANNEXURE A

**PERSONAL PERFORMANCE PLAN 2012/13:
DIRECTOR: CORPORATE SERVICES**

KEY PERFORMANCE AREA: MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION

Performance objective [Main tasks]	Weight	Key Performance Indicator [Evidence of performance]	Target Date	Achievements/Progress/ Comments/Reference to evidentiary documents	Rating
Render an effective and efficient central records management service to the Municipality	40	Records management system, including file plan, prescribed registers and files, are up-to-date	30/11/12	<i>Budget is managed by Finance Directorate.</i>	
		Records are appropriately numbered and filed on the relevant files within 3 working days of receipt by Records Section	On-going		
		Securities [including contracts and personal personnel files] are stored in a limited access facility	On-going		
Training and development of staff members are undertaken in accordance with the WSP		At least monthly advise departmental heads regarding available short courses and learning programmes	Quarterly		
TOTAL					

KEY PERFORMANCE AREA: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

Performance objective [Main tasks]	Weight	Key Performance Indicator [Evidence of performance]	Target Date	Achievements/Progress/ Comments/Reference to evidentiary documents	Rating
To administer the booking and cleaning of Council buildings and halls	30	% of bookings administered	As and when required		
		% of cleaned Council buildings	On Going		
			Monthly		
No irregular, unauthorised or fruitless and wasteful expenditure is committed, made, authorised or incurred from budget votes the management of which was allocated to the Employee		No expenses incurred by/on behalf of the Department are disallowed for being irregular, unauthorised or fruitless and wasteful	30/06/13		
Expedientiously respond to internal and external audit enquiries relating to the department		Written response to audit queries are submitted within 5 working days after receipt	As and when required		
Variations of contracts managed by the Department are comprehensively documented, approved and annexed to the principal contract as a properly executed and signed addendum		Documented contract variations	As and when required	<i>This Function Done by Finance Directorate</i>	
TOTAL					

KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

Performance objective [Main tasks]	Weight	Key Performance Indicator [Evidence of performance]	Target Date	Achievements/Progress/ Comments/Reference to evidentiary documents	Rating
To provide Council and Mayoral and Portfolio Committees with administrative support.	30	No of meetings held and supported	On-going	<i>Finance manages Budget</i>	
Provide legal advice to the Municipality's political structures, political office-bearers and departments		Written and informal legal advice are provided on request basis	As and when required		
		Contracts concluded by the Municipality adequately – <ul style="list-style-type: none"> • protect the Municipality's rights; and • define its obligations 	As and when required	<i>Contract Management and referrals done by Finance and MM.</i>	
TOTAL					

CORE COMPETENCY REQUIREMENTS

Competencies	Weight	Description/Definition	Achievements/Progress/ Comments/Reference to evidentiary documents	Rating
Financial management	10	Compiles and manages budgets, controls cash flow, institutes risk management and administers supply chain management processes in accordance with legal prescripts and generally recognised accounting practices in order to ensure the achievement of the Municipality's strategic objectives.	<i>Management and Controls done by Finance.</i>	
People management and empowerment	20	Manages and encourages people, optimises their outputs and effectively manage skills in order to achieve the Municipality's strategic objectives.	<i>Finance and MM manage the process/programme</i>	
Client orientation and customer focus	20	Willing and able to deliver services effectively and efficiently in order to provide customer service (Batho Pele)	<i>Unit is poorly arranged and Finance and MM Manage the Budget.</i>	
Strategic capability and leadership	10	Provides a vision, sets the direction for the administration and inspires others to deliver on the municipality's mandate through organisational structure.	<i>Structure is not implemented holistically.</i>	
Problem solving and analysis	10	Systematically identify, analyse and resolve existing and anticipated problems in order to reach optimum solutions in a timely manner. Disciplinary processes well unfolding.	<i>MM determines the process</i>	
Programme and project management	10	Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes. Implementation of a Wellness programme		
Honesty and integrity	10	Displays and builds the highest standards of ethical and moral conduct in order to promote confidence and trust in the Municipality through the implementation of policies.		
Competence in policy conceptualisation, analysis and implementation	10	The ability to draft and implement a policy due to the arriving at a concept or a generalisation as a result of seeing things, experiencing things, being informed of		

Competencies	Weight	Description/Definition	Achievements/Progress/ Comments/Reference to evidentiary documents	Rating
		something as well as the ability to analyse, comprehend and implement a policy drafted by somebody else.		
TOTAL				

RATING ASSESSMENT CALCULATOR

KEY PERFORMANCE AREAS

Key performance area	Weight	Rating	Score
Municipal institutional development and transformation	40		
Municipal financial viability and management	30		
Good governance and public participation	30		
Total score			
Total weight, key performance areas			80%
Weighted score, Key performance areas			

CORE COMPETENCY REQUIREMENTS

	Core competency requirement	Weight	Rating	Score
1	Financial management	10		
2	People management and empowerment	20		
3	Client orientation and customer focus	20		
4	Strategic capability and leadership	10		
5	Problem solving and analysis	10		
6	Interpretation of and implementation within the legislative and national policy frameworks	10		
7	Honesty and integrity	10		
8	Competence in policy conceptualisation, analysis and implementation	10		
Total score				
Total weight, core competency requirements				20%
Weighted score, core competency requirements				