

**MIDVAAL LOCAL MUNICIPALITY
PERFORMANCE MANAGEMENT SYSTEM
(LOCAL GOVERNMENT: PERFORMANCE REGULATIONS – GOVERNMENT GAZETTE 29089 DATED 1 AUGUST 2006)**




EXECUTIVE DIRECTOR: CORPORATE SERVICES

MR. T.W. PEETERS

1 JULY 2011 – 30 JUNE 2012

KEY PERFORMANCE AREAS								
KEY PERFORMANCE AREA	WEIGHTING	KEY PERFORMANCE INDICATOR	TARGET & TIME-FRAME	RATING PER QUARTER				PROGRESS QUARTERLY REPORT PERIOD:
				1	2	3	4	
KEY PERFORMANCE AREA 1 – BASIC SERVICE DELIVERY								
1.1 Service Delivery & Budget Implementation Plan	5	Service Delivery & Budget Implementation Plan monitoring, execution and reporting on: <ul style="list-style-type: none"> ▪ % expenditure on capital, income and expenditure budget; ▪ Progress on service delivery targets; ▪ Contents of report discussed during evaluations. 	Turn-around time to submit quarterly report to Mayoral Committee into the reporting cycle, within: <ul style="list-style-type: none"> 4 weeks = 5 5 weeks = 4 6 weeks = 3 					
1.2 Complaints Distribution	3	Continuous adjustment to current system implemented	Average number of days to dispatch a complaint to the responsible department per quarter:					


		<ul style="list-style-type: none"> o Register; Follow-up and report on outstanding resolutions to the Municipal Manager. 	<p>2. Updated Resolution Register monthly signed off by Head of Department and Municipal Manager</p> <p>3. Resolutions not executed within 3 months reported to Municipal Manager, before the 15th of the following quarter, for intervention</p> <p>Targets achieved: 1, 2 & 3 = 5 1 & 2 = 4 1 = 3</p>						
1.6 Contract Register	2	Maintain Council's Contract Register in terms of contracts approved, expired and contracts to be reviewed	<p>1. Register monthly maintained</p> <p>2. Register monthly signed off by Head of Department and Municipal Manager</p> <p>3. Monthly reminders with regard to contracts to be reviewed/renewed to the relevant Heads of Department, and Finance Services, where the supply chain management process is affected</p> <p>Targets achieved: 1 & 2 & 3 = 5 1 & 2 = 4 1 = 3</p>						

<p>1.7 Municipal Court</p>	<p>4</p>	<p>Assist Protection Services with the establishment of a municipal court to improve the effectiveness in dealing and finalisation of traffic fines/offences</p>	<p>1. Submit an opinion based on legislative requirements to be adhered to, to the informal mayoral committee by 30 Nov 2011 (if resolved not to proceed, re-design indicator) = 3</p> <p>2. If resolved to continue, study, provide input and jointly draft report, to be submitted to Council for approval by 31 May 2012 = 4</p> <p>3. Study, provide input and jointly draft report, to be submitted to Council for approval by 31 March 2012 = 5</p>					
<p>1.8 Information Technology Section (IT)</p>	<p>5</p>	<p>Investigate the possible restructuring of the IT Section, which may include Midvaal establishing its own functional IT Section</p>	<p>1. Initiate think tank with NWU to identify possible re-structuring possibilities and implications. If appropriate, also communicate with Sedibeng District Council and draft report to be submitted to Mayoral Committee by 31 March 2012 = 3</p>					

2.3 Occupational Health & Safety	2	Ensure legislative compliance to the Occupational Health & Safety Act, Act 85 of 1993	1. Attend quarterly Central Safety Committee Meeting = 3							
			2. Execution of quarterly Central Safety Committee resolutions, received from Human Resources in writing, within 15 working days after receipt = 4							
			3. Execution of quarterly Central Safety Committee resolutions, received from Management Services in writing, within 10 working days after receipt = 5							
2.4 Probation Reports	2	Ensure legislative compliance to the Conditions of Services	Turn-around time to return monthly completed probation reports, received from Human Resources, before the: 10 th working day of the following month = 5 11 th working day of the following month = 4 12 th working day of the following month = 3							

2.5 New appointments	3	New appointments made living in Midvaal as from 1 July 2011	<p>% New appointments made:</p> <p>100 % on levels 6 – 13 = 5 100 % on levels 10 – 13 = 4 50 % on levels 6 – 13 = 3</p>	
2.6 Service Delivery & Budget Implementation Plans	4	Service Delivery & Budget Implementation Plans compiled as stipulated by legislation	<p>1. Draft SDBIP's compiled in line with the IDP & draft budget by 28 Febr 2012 = 3</p> <p>2. Draft SDBIP's & Measurable Performance Objectives compiled and included in draft budget as per budget regulations by 31 March 2012 = 4</p> <p>3. Draft Performance Agreements, draft SDBIP's and draft score-cards submitted to the Executive Mayor for approval by 30 May 2012 = 5</p>	
2.7 Performance Management System	5	Performance Management System (PMS) aligned to the IDP, KPA's and KPI's developed and submitted to the Executive Mayor as stipulated by legislation	<p>Performance Agreements drafted and submitted to Executive Mayor for approval by:</p> <p>30 May 2012 = 5 30 June 2012 = 4 31 July 2012 = 3</p>	


4.5 Cleanliness of facilities	3	Monitor cleanliness of facilities according to pre-approved inspection sheet to ensure acceptable condition of facilities and appropriate actions taken, where identified	Turn-around time to conduct inspections: Weekly = 5 Fortnightly = 4 Monthly = 3						
KPA 4: TOTAL WEIGHT		14		KEY PERFORMANCE AREA 5 – GOOD GOVERNANCE & PUBLIC PARTICIPATION					
5.1 Ward Committees	3	Functioning of ward committees and ensure: ❖ Ward Committee Meetings held as per approved year plan; ❖ Dysfunctional Ward Committees reported to the Speaker for corrective steps.	Number of quarterly Ward Committee Meetings held: 14 = 5 12 = 4 10 = 3						
5.2 Performance & Audit Committee	3	Ensure Performance & Audit Committee is functional as prescribed by legislation	1. Convene quarterly meetings according to annual plan 2. Distribute minutes as per the approved charter						

<p>5.6 Marketing & Public Relations: Globe Tree Project</p>	<p>3</p>	<p>Engage with Kolobetsa Sisters to secure event and relevant stakeholders on format of event</p>	<p>1. Submit proposals to informal mayoral for consideration by 30 Sept 2011 = 3</p> <p>2. Secure and confirm funding according to approved events plan by 14 Oct 2011 = 4</p> <p>3. Market event according to approved events plan by 30 Nov 2011 = 5</p>			
<p>5.7 Promotion of Midvaal</p>	<p>4</p>	<p>Marketing of Midvaal as a diverse dynamic and economically vibrant community /area</p>	<p>1. Submit proposal by NWU to market Midvaal by means of inter alia, website and branding, to Mayoral Committee by 28 Febr 2012 = 3</p> <p>2. Compile roll-out plan and submit to Mayoral Committee by 31 March 2012 = 4</p> <p>3. Implement roll-out plan according to applicable time frames = 5</p>			

5.8 Fraud & Corruption Policy	3	Review Fraud & Corruption Policy to include financial de- clarations for all staff members	Number of officials, job levels 1 -6, completed and returned fi- nancial declarations by 30 June 2012: All officials = 5 90 % = 4 80 % = 3				
KPA 5: TOTAL WEIGHT	22						
Sub-Total	80						

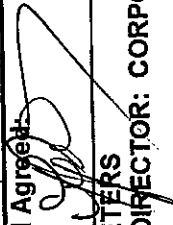
CORE MANAGERIAL COMPETENCIES

1. Strategic Capability and leadership	5	Determines and articulates the vision, sets the direction for the organisation and / or unit and inspires others to deliver on the organisational mandate	<p>Generic Standard for "Fully Effective" Performance</p> <ol style="list-style-type: none"> 1. Gives direction to team in realising the organisation's strategic objectives; 2. Creates and secures commitment to a clear vision; 3. Develops detailed action plans to execute strategic initiatives; 4. Achieves strategic objectives; 5. Translates strategies into action plans; 6. Inspires staff with own behaviour – "walks the talk"; 7. Is visible, approachable and earns respect; 8. Manages and calculates risks; 9. Communicates strategic plan to the organisation; 10. Utilises strategic planning methods and tools; 11. Inspires and shows loyalty 				
2. People Management &	5	Manages and encourages people, optimises their outputs and effec-	<ol style="list-style-type: none"> 1. Seeks opportunities to increase personal contribution and level 				

<p>Empowerment</p>		<p>tively manages relationships in order to achieve organisational goals</p>	<p>of responsibility;</p> <ol style="list-style-type: none"> 2. Supports and respects the individuality of others and recognises the benefits of diversity of ideas and approaches; 3. Delegates and empowers others to increase contribution and level of responsibility; 4. Applies labour and employment legislation and regulations consistently; 5. Facilitates team goal setting and problem solving; 6. Deals with labour matters; 7. Displays personal interest in the well-being of colleagues; 8. Able to manage own time as well as time of colleagues and other stakeholders; and 9. Manages conflict. 						
<p>3. Customer Orientation & Client Focus</p>	<p>5</p>	<p>Understand the service needs of clients, customers (internal and external) and actively focuses on anticipating, meeting and exceeding the needs in a timely and appropriate manner</p>	<ol style="list-style-type: none"> 1. Understand the range of clients to be served; 2. Follows through on client enquiries, requests, and complaints in a timely manner; 3. Advises clients about status of issue or progress of projects; 4. Maintains clear communication with clients regarding mutual expectations and monitors client satisfaction; 5. Ensures professional and courteous service; 6. Makes clients and their needs a primary focus of actions; 7. Supports others to take personal responsibility to deliver excellent customer service; 8. Effectively represents the needs and interests of the client; 9. Aligns the organisational structure and management 						

Sub-Total	20										
TOTAL	100										
EVALUATION RESULTS											
1 st QUARTER		2 nd QUARTER			3 rd QUARTER			4 th QUARTER			
	WEIGHTING	SCORE		WEIGHTING	SCORE		WEIGHTING	SCORE		WEIGHTING	SCORE
CMC's			CMC's			CMC's			CMC's		
OPERATIONAL KPA's			OPERATIONAL KPA's			OPERATIONAL KPA's			OPERATIONAL KPA's		
%											

Accepted and Agreed:



MIR. T.W. PEETERS
EXECUTIVE DIRECTOR: CORPORATE SERVICES

05/10/2011
DATE



MR. A.S.A. DE KLERK
MUNICIPAL MANAGER

17/10/2011
DATE



CLLR. P.D. PRETORIUS
MMC: FINANCE & CORPORATE SERVICES

19/10/2011
DATE