

BLOUBERG MUNICIPALITY



PERFORMANCE PLAN

ACTING SENIOR MANAGER: COMMUNITY SERVICES

MACHABA M.J

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ANNEXURE A - PERFORMANCE PLAN 2013/14 FINANCIAL YEAR

SAFETY AND SECURITY: ACTING SENIOR MANAGER MACHABA M.J

KPA1: BASIC SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT

Project	Objectives	KPI No	KPI	Annual Target	Q1	Q2	Q3	Q4	Evidence	Weight
Waste management	To ensure a safe and clean environment by implementing the INMP	1	INMP implemented	100% implementation of the INMP	100% implementation	100% implementation	100% implementation	100% implementation	Approved Implementation Plan and Report	6
Climate change	To reduce Green House Gases/Carbon emissions through education and awareness	2	Cleaning campaign conducted to communities	4 Cleaning Campaigns conducted	1 cleaning campaign	1 cleaning campaign	1 cleaning campaign	1 cleaning campaign	Reports and Photos	7
Expansion of waste programmes	To expand waste collection programmes to senhlabawana Ext 5, Machaba and Witten	3	Waste collection programmes Expanded	Senhlabawana Extension 5 and Witten Expanded	Awareness Campaign and refuse collection	Weekly Collections	Weekly Collections	Weekly Collections	Waste collection	7

KPA2: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT

Project	Objectives	KPI No	KPI	Annual Target	Q1	Q2	Q3	Q4	Evidence	Weight
Performance Management System Implementation	To ensure that performance of the institution and individual employees is planned, monitored and improved	4	No of Departmental Managers with signed performance plans	9	2	N/A	N/A	N/A	Signed performance plans	2
		5	Number of individual performance assessments conducted on all MM's Office Divisional Managers	4	1	1	1	1	Assessment Reports	2
Evacuation plan	To implement an evacuation plan to ensure the safety of employees at work	6	4 Drills Conducted	4 Drills	1 Drill	1 Drill	1 Drill	1 Drill	Records of conducted drills	6

KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

Project	Objectives	KPI No	KPI	Annual Target	Q1	Q2	Q3	Q4	Evidence	Weight
Public Participation	To engage in programmes that foster participation, interaction and partnership through forums	7	Number of waste forums held	4	1	1	1	1	Minutes And attendance register	5
		8	Number of roads and transport forums held	4	1	1	1	1	Minutes And attendance register	4

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Bloubaerg Municipality

PURPOSE OF THE POSITION - SENIOR MANAGER: SAFETY AND SECURITY: MACHABA MJ

VISION

A Municipality that turns prevailing challenges into opportunities for growth and development through optimal utilisation of available resources

MISSION

To ensure delivery of quality services through community participation and creation of an enabling environment for economic growth and job creation

Purpose of the Position

The Acting Senior Manager: Safety and Security

1. Environmental waste management unit services which include the collection of waste at all designated towns and villages within the municipal area.
2. Law enforcement services which deals with road worthiness of vehicles and road safety of the communities.
3. Public safety unit which deals with the enforcement of by-laws so as to provide a safe and healthy environment.
4. Registering and Licensing unit which deals with registration and licensing of learners, drivers and vehicles.

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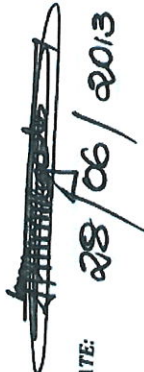
Approval of the Personal Performance Plan

The process followed ensures individual alignment to the strategic intent of the institution and give clear direction on what needs to be achieved through a self-directed approach to execute on the objectives, to build sound relationships, to develop human capital and to strengthen the organisation through excellent performance. This plan has derived from intense workshopping to ensure integration, motivation and self-direction. The employer and employee both have responsibilities and accountabilities in getting value from this plan. Neither party can succeed without the support of the other.

Undertaking of the employer / superior

On behalf of my organisation, I undertake to ensure that a work environment conducive for excellent employee performance is established and maintained. As such, I undertake to lead to the best of my ability, communicate comprehensively, and empower managers and employees. Employees will have access to ongoing learning, will be coached, and will clearly understand what is expected of them. I herewith approve this Performance Plan.


Signed and accepted by the Supervisor on behalf of Council:


DATE: 28/06/2013

Undertaking of the employee

I herewith confirm that I understand the strategic importance of my position within the broader organisation. I furthermore confirm that I understand the purpose of my position, as well as the criteria on which my performance will be evaluated twice annually. As such, I therefore commit to do my utmost to live up to these expectations and to serve the organisation, my superiors, my colleagues and the community with loyalty, integrity and enthusiasm at all times. I herby confirm and accept the conditions to this plan.

Signed and accepted by the Employee:


DATE: 28-06-2013