

# **BLOUBERG MUNICIPALITY**



## **PERFORMANCE PLAN**

### **ACTING SENIOR MANAGER: CORPORATE SERVICES**

MASIPA M.H

*MHP*

*MHP*



# ANNEXURE A - PERFORMANCE PLAN 2013/14 FINANCIAL YEAR

## ACTING SENIOR MANAGER : CORPORATE SERVICES : MASIPA M.H

### KPA2 : MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT

Project	Objectives	Key No. KPI	Annual Target	Q1	Q2	Q3	Q4	Evidence	Weight
Skills development	To address the retention of skilled personnel	1	Retention and succession plan developed	1st Draft of Retention strategy	Plan approved by the council	100% implementation of the plan	100% implementation of the plan	Approved plan	1
	To address skills gaps	2	% of employees trained	Quarterly Training report	Quarterly Training report	Quarterly Training report	Work Skills Development Plan	Report	3
	To promote Employee Wellness and manage injuries on duty (IOD)	3	Number Medical Surveillance and wellness campaigns conducted and 2 awareness campaigns	1 Awareness campaigns	1 Medical Surveillance	1 Awareness campaigns	1 Medical Surveillance	Attendance Registers and Employee Wellness Programme	2
	To promote safety in the work place	4	Conducive and safe working Environment	Risk Assessment Plan Developed	Risk analysis	Plan approved by the Council	100% compliance with the plan	Approved Plan	2
conditions of Services	To regulate working conditions		Contracts of Employment	All Employees signed contract of employment	implementation for newly appointed employees in case of resignations	100% compliance	implementation for newly appointed employees in case of resignations	Signed contracts	2
Employment Equity	To address imbalances in the working places	5	% of designated group appointed	100% compliance with Employment Equity Plan	100% compliance	100% compliance	100% compliance	Reports on approved Employment Equity plan	2
	To comply with Employment Equity Act	6	Employment Equity Report	Employment Equity Report	1 meeting	1 meeting and quarterly reports and targets	1 meeting and quarterly reports and targets	Reports and attendance Registers	1
Labour relations	To maintain good working relationship between Employees and Employer	7	% of cases resolved internally	100% of grievances resolved within 14 working days	100% of cases processed	100% of cases processed	100% of cases processed	Report	2
	To secure and access software	8	availability of office software	All software runs smoothly	100% software running	100% software running	100% software running	Report	0.5
Office equipment	To procure Office Equipments	9	Availability of Equipments	All offices with good working equipments	Report of all shortage and old Equipments	40% purchased	30%	Report	2
	Renewal of backup system	10	Availability of IT Backup system & maintenance	Backup Renewed	100% running backup system	100% running backup system	100% running backup system	Report	2
vehicle purchase	To purchase vehicles	11	Availability of vehicles	3 vehicles purchased	N/A	N/A	N/A	Report	2
	To ensure that performance of the institution and individual employees is planned, monitored and improved	12	No of Departmental Managers with signed performance plans	9	2	N/A	N/A	Signed performance plans	2
		13							

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