



CACADU DISTRICT MUNICIPALITY

PERFORMANCE PLAN : Danie de Lange

2011/2012

Director: Finance and Corporate Services

Finance and Corporate Services

A collection of handwritten signatures in black ink, including several distinct names and initials.

PERFORMANCE PLAN : Danie de Lange (Director: Finance and Corporate Services) 2011/2012								
Objective	Strategy	Key Performance Indicator (Project)	Annual Target	Proof	Weighting	Targets		
						September 2011/2012	December 2011/2012	March 2011/2012
KPA 1. BASIC SERVICE DELIVERY								
An appropriate strategic plan for the district that ensures structured development	Support the implementation of the IDP through the management of the institution and its workforce	100% of indicators met by officials reporting directly to post according to Performance Plans (shown through review documentation)	100%	Performance review report (all officials) 4th quarter	3% All plans in place, signed and sent to PMS Officer	First quarter reports and reviews sent to PMS Officer	Second quarter reports and reviews sent to PMS Officer	Third and Fourth quarter reports and reviews sent to PMS Officer
General	Ensure that the Municipality complies with Legislation applicable to it	Completion of the OHASA quarterly safety checklist	4 x checklists	4 x checklists	2% 1	2	3	4
	Management of the human resources function so that the economic and social needs of employees are satisfied	Development and maintenance of appropriate organisational structure	review Organisational Structure and prepare report for council	report	1%	Research and link to strategic plan and IDP	Research and link to strategic plan and IDP	Report to Council
KPA 2. MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION								
To transform the CDM in order to effectively execute its operations through investment in employees	To ensure HR practices are performed to efficient standards and in accordance with policy	Recruitment process completed within 12 weeks	80% compliance to the 12 week turnaround time by HR	Log	2% 3	3	3	3
		100% disciplinary hearings organised within 2 months after service of notice of misconduct.	100%	Log	1% 2	2	2	100%
	To ensure development of employees is maximised	Finalisation of outstanding Job Evaluations	Outstanding Job Evaluations finalisation	Report to Remuneration Committee	3% JE's finalised	JE's finalised	JE's finalised	JE's finalised
		90% training in accordance with the skills development plan for F&CS	100%	Proof of completed courses, budget spent aligned to skills development plan	2%	Progress in terms of plan	Progress in terms of plan	100%
		90.0% of a municipalities budget actually spent on implementing its workplace skills plan	Reports generated to monitor training and % recorded as actual	Correspondence (Mayoral, MM, Directors)	1%	Reports to Mayoral and % recorded as actual	Reports to Mayoral and % recorded as actual	Reports to Mayoral and % recorded as actual
General	To maintain harmonious and content labour relations	Existence of a functional LLF	4 Quarterly meetings	Minutes of meetings	2%	Meeting	Meeting	Meeting
To ensure mainstreaming of	To ensure the activities of the	Facilitate the development and implementation of	approved budget related policies	council approved policies	4%	n/a	n/a	revision of budget related policies
								policies approved by council

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designated groups through integrated planning in the Cacadu District	District are guided through policy framework	budget related policies										
KPA 4. MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT												
Maximise the potential of CDM LMs and District Municipality to effectively and efficiently deliver services to their communities General	To improve effectiveness in municipal revenue generation and financial management	Provision of assistance to 5 LMs in respect to GAMAP/GRAP compliance (Financial Statements) (Phase 1) (MM001194)	Improved Financial Management process, policies, procedures and internal controls	Report	10.1%	ensure deliverables are implemented in terms of the tender agreement	ensure deliverables are implemented in terms of the tender agreement	ensure deliverables are implemented in terms of the tender agreement	ensure deliverables are implemented in terms of the tender agreement	ensure deliverables are implemented in terms of the tender agreement	ensure deliverables are implemented in terms of the tender agreement	ensure deliverables are implemented in terms of the tender agreement
		Preparation of a funded budget	Adopted budget	Adoption by Council	10.1%	NA	Roll-over budgets received	Draft budget tabled	Approved budget by 31 May 2008			
		Delivery of financial statements to OAG on or before 31 August annually	Delivered on or before 31 August	Proof of delivery	17.2%	Statements delivered on or before 31 August	Response provided to Draft Management letter	Final letter included in annual report	NA			
	Adherence to budgetary matters	Result of AG report into the scoring criteria decided by the AC	Result as received from OAG	Letter from OAG	9.1%	NA	NA	NA	Letter from OAG			
		Revenue collected (excluding project related funding) as determined by annexure A in the budget report	90%	Financial statements	2%	NA	NA	NA	less than 10%			
		Operating expenditure variance for F&CS not to exceed 10%	<10%	Financial statements	1%	NA	NA	NA	less than 10%			
	To ensure financial sustainability	Expenditure variance for F&CS not to exceed 10% (project related)	<10%	Financial statements	1%	NA	NA	NA	less than 10%			
		Achieving a balanced cash flow where the municipality is able to meet all its financial commitments in the financial year	Balanced cash flow for year	Financial statements	3%	NA	NA	NA	Balanced cash flow. Meeting financial commitments			
		Completion of a VAT Audit	Completion by June	Record of results	1.5%	NA	Tender advertised	Service Provider appointed	Completed			
		Valuation of long-term medical care liabilities	Completion by end September	Valuation results and actuarial report	1.5%	NA	NA	NA	Valuation complete			
Delivery of an Annual Financial Sustainability	Sustainability report	Sustainability Report	Sustainability Report	3%	NA	NA	NA	Sustainability report adopted by Council				

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KPA 5. GOOD GOVERNANCE AND PUBLIC PARTICIPATION To ensure that there is an adequate bulk sustainable water source in the CDM region	To improve infrastructure asset management	Report with recommendations Transferred settlements to beneficiaries names (dependent on the transfer of settlements from Transnet to CDM) (MM001170)	N/A	Report	2%	Service Provider for Subdivision of Settlements	DMA Settlements	NA	N/A
	Ensure that capacity support to LMs is given priority	Implementation of the CDM Capacity building strategy - Finance and Corporate Services	3 Reports (quarterly) to Capacity Building Manager	Plan and 3 reports	6.1%	Capacity building plan for Finance and Corporate Services Developed	Report to Capacity Building Manager	Report to Capacity Building Manager	Report to Capacity Building Manager
	Ensure that the Municipality complies with Legislation applicable to it	Zero incidence of repeat exception reports for F&CS from Internal Audit (excl. those pre-identified as multiple year implementation programmes)	No repeat incidences apart from those included in an audit exception plan for all multi-year compliance issues	Internal audit report	3%	No repeat incidences apart from those included in an audit exception plan for all multi-year compliance issues	No repeat incidences apart from those included in an audit exception plan for all multi-year compliance issues	No repeat incidences apart from those included in an audit exception plan for all multi-year compliance issues	No repeat incidences apart from those included in an audit exception plan for all multi-year compliance issues
General		Delivery of consolidated financial statements to OAG on or before 30 September annually 95% Legal compliance to all key legislation and by-laws	Delivered on or before 30 September	Proof of delivery	5.1%	Statements delivered on or before 30 September	Response provided to Draft Management letter	Final letter included in annual report	NA
			90%	MFMA checklist complete with comments	3%	85% overall legal compliance to all key legislation	85% overall legal compliance to all key legislation	85% overall legal compliance to all key legislation	90% overall legal compliance to all key legislation

CORE COMPETENCY REQUIREMENTS (CCR's) : Danie de Lange (Director: Finance and Corporate Services)
2011/2012

Core Competency Requirement	Annual Target	Proof	Weighting	September 2011/2012	December 2011/2012	March 2011/2012	June 2011/2012
CCR 1. MANAGERIAL Strategic Capability and Leadership	Displays standard aligned to that recommended in the MSA competency guidelines	Evidence of standard achieved as documented in a written report	25%	Evidence of achievement / working towards the standard	Evidence of achievement / working towards the standard	Evidence of achievement / working towards the standard	Displays standard aligned to that recommended in the MSA competency guidelines
	Displays standard aligned to that recommended in the MSA competency guidelines	Evidence of standard achieved as documented in a written report	25%	Evidence of achievement / working towards the standard	Evidence of achievement / working towards the standard	Evidence of achievement / working towards the standard	Displays standard aligned to that recommended in the MSA competency guidelines
CCR 2. OCCUPATIONAL Financial Management	Displays standard aligned to that recommended in the MSA competency guidelines	Evidence of standard achieved as documented in a written report	25%	Evidence of achievement / working towards the standard	Evidence of achievement / working towards the standard	Evidence of achievement / working towards the standard	Displays standard aligned to that recommended in the MSA competency guidelines
	Displays standard aligned to that recommended in the MSA competency guidelines	Evidence of standard achieved as documented in a written report	25%	Evidence of achievement / working towards the standard	Evidence of achievement / working towards the standard	Evidence of achievement / working towards the standard	Displays standard aligned to that recommended in the MSA competency guidelines

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People Management and Empowerment	Displays standard aligned to that recommended in the MSA competency guidelines	Evidence of standard achieved as documented in a written report	25%	Evidence of achievement / working towards the standard	Evidence of achievement / working towards the standard	Evidence of achievement / working towards the standard
				Demonstrated evidence accordingly	Demonstrated evidence accordingly	Demonstrated evidence accordingly
Interpretation of and implementation within the legislative and national policy frameworks	Demonstrated evidence accordingly	Evidence of standard achieved as documented in a written report	25%	Demonstrated evidence accordingly	Demonstrated evidence accordingly	Demonstrated evidence accordingly
				Demonstrated evidence accordingly	Demonstrated evidence accordingly	Demonstrated evidence accordingly